

# MEMORANDUM

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To: Neighborhood Association Presidents, City Department Heads, Other Interested Parties

From: Margene K. Swarts, Assistant Director, Planning and Development Services

Subject: 2009 (35th year) CDBG/HOME Programs Proposals

Date: October 31, 2008

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This memorandum provides notification regarding the City of Lawrence 2009 CDBG/HOME (Community Development Block Grant/HOME Investment Partnerships Program) funds (8/1/2009-7/31/2010). If you are interested in submitting a grant proposal, the application is available on the department web site at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). Copies are also available by mail, email, fax, or can be picked up in the office. If you are receiving this notification via email, an application is attached for your convenience. **You must use the format provided for making a proposal.** You may reproduce the form on your computer if you wish. The form has been prepared in Word 2003. If either staff or the allocations committee has questions about your application, staff will contact you for a written response. Staff will return incomplete or incorrect applications. Incomplete or incorrect applications will not be considered for funding.

**Please note: this application form must be used. All earlier forms are obsolete.** The **deadline for submission** of proposals is set for **5:00 PM Monday, December 1, 2008.**

The City Commission is continuing to support funding CDBG and HOME grant proposal following the “**Step Up to Better Housing Strategy**”. The “Strategy” can be accessed from the web site and copies are available from the department office. In addition, the Neighborhood Resources Advisory Committee has identified the following funding priorities for 2009.

- Activities which foster neighborhood improvement, stability and encourage sense of community
- Services to provide assistance in movement to stable housing (including from emergency shelters)
- Emergency rent, utility and other assistance to avoid eviction, shut-off or foreclosure
- Projects to increase availability of affordable housing (rental/homeownership)
- Housing counseling services
- Projects that identify and address blighted residential areas
- Activities that improve quality of housing stock – decent, safe, sanitary, accessible
- Projects to encourage income and owner/rental mix
- Opportunities for low/mod income buyers
- Tenant-Based Rental Assistance (TBRA) and non-traditional transitional housing

**Projects must address one or more of these priorities to be considered for funding.**

Additionally, due to new federal reporting requirements, all projects receiving CDBG/HOME funds must provide evidence of success by tracking of performance measures. Question #6 of the application allows applicants to identify one or more measures that will demonstrate success of agency activities in meeting one of the above priorities. Neighborhood Resources staff will be happy to provide assistance with this new requirement.

The City expects to receive about \$800,000 in CDBG funds and about \$600,000 in HOME funds. Home funds are used to fund affordable housing related projects and activities. For the City of Lawrence CDBG program, **in addition to meeting the strategy and priorities**, activities or programs funded with CDBG funds must meet one of two national objectives:

- 1. Principally benefit low- and moderate-income persons, or**
- 2. Aid in the prevention or elimination of slum or blight.**

Funds must be used to "Principally benefit" persons of low- and moderate-income as defined by the U.S. Department of Housing and Urban Development (HUD). For purposes of clarification, public service agency activities will be deemed to "principally benefit" low- and moderate-income persons if at least 70% of the activity or program beneficiaries are low- and moderate-income. Area-wide activities are eligible if at least 51% of the members of the target area are low- and moderate-income.

We wish to emphasize that any area-wide benefit type of project proposals (such as sidewalks, curbs, bike paths, streets, etc.) must be supported with evidence indicating that affected persons have been informed of and have had a chance to comment on the proposed project. Such proposals should also include evidence of the amount and nature of support for the proposed subject. Additionally, specific locations of the proposed project should be submitted. When projects are proposed that are on or affect public right-of-way, structures, parks, etc., or require the assistance of a City department to complete, applicants must receive approval from the appropriate City department regarding the activity and/or assistance, as appropriate. A letter of approval must be included in the application.

Parts I and II, which serves as a cover and summary sheet, should be completed separately for each project. Only one narrative (Part III) is required per application. Ensure the narrative contains all pertinent information regarding each project or activity for which funds are requested. For example, a Neighborhood Association may be applying for operating expenses and a street improvement project. The Association would need two Parts I and II, and one Part III, which adequately explains both activities.

Budgets may be in any form convenient to the organization as long as the committee can extract the information they need to evaluate your request. For example, some organizations submit their United Way budget form. For applicants who have activities in other cities, the committee will be interested in the broad outline of funding for the entire organization, with more detail for activities you carry out in Lawrence.

**Submit 1 complete application including attachments on a PC formatted CD and 1 paper copy of the application and attachments to the Community Development Division, Development Services, by 5 PM Monday, December 1, 2008. Application and all attachments should be 3-hole punched.** It is important that applications be correct, complete and timely. As noted above, incomplete or late applications will not be considered for funding.

**NOTE: ONLY ONE HARD COPY OF THE APPLICATION AND ATTACHMENTS IS REQUIRED THIS YEAR.**

If you need further assistance in completing the application, please contact Margene K. Swarts, Assistant Director, Planning and Development Services, , 1 Riverfront Plaza, Level 1, Suite 110, 832-3117, or e-mail [mswarts@ci.lawrence.ks.us](mailto:mswarts@ci.lawrence.ks.us) .

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Program Address, if different than above: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Contact Title: \_\_\_\_\_

E-mail (required): \_\_\_\_\_ Fax : ( ) \_\_\_\_\_

Date : \_\_\_\_\_

Mission of organization: \_\_\_\_\_

## II. Project Information

Requested \$\_\_\_\_\_ Request is \_\_\_\_\_ % of project budget and \_\_\_\_\_ % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members  
and their principal occupations  
(one per agency)
- ☐ Most recent annual report and  
(one per agency)  
financial statement
- ☐ Budget for proposed project,  
including revenues and expenses  
(one per project)

### Project Type

*(Check all that apply)*

- ☐ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☐ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe)  
\_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

## IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

## IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044



# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Elizabeth B. Ballard Community Center, Inc (d.b.a Ballard Community Services)

Mailing Address: PO Box 7 Lawrence, KS 66044

Program Address, if different than above: 708 Elm St Lawrence, KS

Contact Name: Andy Brown Phone: (785) 842-0729

Contact Title: Director Human Service Programs

E-mail (required) : andy@ballardcenter.org Fax : (785) 331-3714

Date : 12/1/08

Mission of organization:

Ballard Community Services is a non-profit organization that provides a high quality education program and essential basic life assistance to families and individuals in need.

## II. Project Information

Requested \$20,000.00 Request is 25% of project budget and 2% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☐ Strengthen Neighborhoods
- ☐ Movement to housing
- ☒ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Emergency Services Council or (ESC) is an emergency rent and utility assistance project that helps prevent evictions and utility shut-offs. Ballard Community Services accepts applications from member agencies of ESC, reviews and processes applications, and performs administrative functions. A database is kept to prevent duplication of services and reduce recidivism.

## City of Lawrence CDBG/HOME Programs Grant Application

### III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

### IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

### IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Neighborhood Resources Department  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

**1. What is the situation, problem or opportunity this grant will address?**

Emergency Services Council (ESC) will use this grant to address the Neighborhood Resource Advisory Committee's 2009 funding priority for emergency rent and utility assistance to help low-income Lawrence and Douglas County residents avoid eviction and shut-off.

**2. How will this grant support the mission of the organization?**

Shelter and utilities are seen by Ballard Community Services as being essential basic life needs of all Lawrence residents, by providing emergency assistance with rent and utilities through ESC this grant will support our mission.

**3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

\$20,000.00 would provide the \$200 annual limit for 100 families, averaging 4 people per household this would allow 400 people to be served throughout the 2009 year. 100% of ESC applicants approved for assistance are low-moderate income households.

**4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?**

All member agencies dedicate staff and/or volunteer hours to ESC, but ESC has no staff of its own. As a collaborative project ESC has numerous community partners that refer clients for assistance. These agencies and their caseworkers are simply too numerous to list in this brief document, however they include agencies such as Bert Nash CMHC, Independence Inc., Headquarters, SRS, and Success By 6. ESC receives funding from private donations, grants, city and county governments, and United Way.

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

ESC is a collaborative effort of its member agencies led by Ballard Community Services; member agencies include Salvation Army, ECKAN, WTCS and Douglas County Senior Services. ESC has a proven track record of providing

rent and utility assistance to our community that dates back over 25 years. It was established as a grass roots answer to a community problem and continues to serve as the primary clearinghouse for rent and utility assistance funds in Douglas County. ESC has shown success in prior years through outcomes measurement and will likely continue to be effective in addressing evictions and utility shut-offs. However it is important to note that ESC cannot meet all the needs of our community with its current level of funding, in fact significantly more funding than is requested would be needed.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

Ballard Community Services worked with the KU School of Social Welfare to develop outcomes measurements for ESC. These outcomes are measured at 0, 45, and 90 days after service. We measure success by whether ESC applicants who received assistance have been able to continue uninterrupted utility service, shelter, enrollment in school, and/or employment.

ESC is entirely funded by donations and grant funding. Funds are used to provide direct assistance. Ballard Community Services remains committed to continually seeking additional sources of funding, as ESC does not have sufficient funding to meet the need for assistance.

**7. What is the organizations timeline for achieving the objectives of this grant?**

All funds awarded through CDBG will be used during 2009 to assist clients with rent and utility assistance.

**8. What other funding sources have been approached and what have the responses been?**

For 2009 United Way, Douglas County, and the City of Lawrence have been approached and asked to provide funding for ESC. The response has been very positive. Douglas County is providing us with a small increase in funding over last year's funding level. In the past these sources combined to provide approximately \$50,000.00 for rent and utility assistance.

**9. Describe the agency philosophy and practices regarding recycling and other "green" practices.**

Ballard Community Services believes in preserving our planet for future generations. We currently recycle donated clothing and shoes which are not

utilized by our clients through a partnership with Planet Aid. We also recycle our aluminum through Cans for the Community. We also recycle corrugated cardboard through a program provided by the City of Lawrence.

Additionally we estimate that donations of used items to Penn House and Ballard Center prevent approximately 58 tons of material from going to the landfill each year.

Ballard Community Services also works to help its clients take advantage of winterization and weatherization programs to reduce fuel consumption and encourages ridership on the T.

NAME	TITLE	COMPANY	WORK PHONE
Brad Finkeldei	Chair	Stevens Brand	(785) 843-0811
Ken Hite	Vice Chair	Mize, Houser & Company	(785) 842-8844
Dana Goble	Treasurer	Business Manager, University of Kansas	(785) 864-9691
Becki Carl Stutz	Secretary	Lawrence Memorial Hospital	(785) 840-3146
Janet Bates		Lawrence School District	(785) 330-1489
Janice Blair		Lawrence School District	(785) 330-1634
Mary Kate Ambler		Retired	
Barbara Armbrister		University of Kansas	(785) 864-3444
Bill Bayouth		Veterinarian,	(785) 842-0609
Dennis Garrison			(785) 842-4193
Jason Hornberger		Senior Budget & Personnel Administrator, University of Kansas	(785) 864-9140
Claudia Jones		Vice President, Intrust Bank	(785) 830-2617
Don Gardner		Retired	(785) 766-9666
Randy Glidewell		Detective, Lawrence Police Department	(785) 830-7438
Jeff Ingles		A.G. Edwards	(785) 842-7680
Lance Johnson		President, Peridian Group	(785) 838-3338
Glynn Sheridan		President, Sunflower Bank	(785) 312-7274
Shireen Chamany		Senior Human Resources Specialist, Hallmark Cards	(785) 785-843-9050 x220
Ryan Wedel		Central National Bank	(785) 838-1953
	<b>OFFICERS</b>		
Dianne Ensminger	CEO	Ballard Community Services	(785) 842-0729
Seth Peterson	Admin. Manager	Ballard Community Services	(785) 842-0729
Andy Brown	Dir. Human Services	Ballard Community Services	(785) 842-0729
Jessica Haremza	Education Director	Ballard Community Services	(785) 842-0729
Steve Copeland	Business Manager	Ballard Community Services	(785) 842-0729

# Ballard Community Services

2006

## Annual Report



ballard

Community Services

[www.ballardcenter.org](http://www.ballardcenter.org)

*Mission: Ballard Community Services is a non-profit organization that provides a high quality early education program and essential basic life assistance to families and individuals in need.*



## A Message from Board Chair -Gail Vick-

**Mission:** *Ballard Community Services is a non-profit organization that provides a high quality early education program and essential basic life assistance to families and individuals in need.*

Dear Friends,

Thank you for joining us to celebrate a successful 2006 at Ballard Community Services (BCS). Thanks to our generous supporters, volunteers and dedicated staff, our agency has continued to grow and prosper. Although we have not yet reached our full potential, we are certainly encouraged by the progress we have made during the past year. Ballard Community Services includes two physical locations; Ballard Center at 708 Elm Street, the Emergency Services Council at 708 Elm Street and our Penn House location at 1035 Pennsylvania.

As one of our supporters you no doubt know that Ballard Community Services operates the only early education program in Lawrence that has deliberately focused the attention of enrollment on low-income children and families. We have purposefully kept our fees the lowest in Douglas County so that families who do not qualify for assistance from SRS or other entities still have a quality early education program to which they can send their children. Our quality program teaches these children through active involvement with people, materials, events, and ideas. We want our children to gain knowledge and skills in important content areas such as creative representation, language and literacy, movement and music, as well as space and time.

In 2006, our Giving It For Tomorrow (GIFT) program continued to grow through our annual matching program. Mr. William Dann, the son of our founder, Anna "Petey" Cerf generously offered to match all donations in December up to \$14,000 and Hortense Oldfather pledged an additional \$5,000 in matching funds. GIFT is a program that provides support for our early education program for low income children and families. The GIFT program allows our agency to hire and train college educated early education teachers that spend an average of 10 hours per day with our one to five year old children. In 2006, this program

received generous support from 93 families and individuals. They made it possible for us to assist several families who failed to qualify for other programs, but were struggling to give their child a quality education and still meet their other household obligations.

Over the years Ballard Community Services has also developed many social service programs that offer a compliment to the early childhood program. In addition to serving our children and families at our Ballard Center site, we now serve the community through our Penn House location as well. Both locations are committed to contributing to the well being of the community by working with other agencies and partners to solve issues that arise and threaten the well being of all residents of Lawrence. For example, Ballard Community Services has been operating the Emergency Service Council (ESC) since 2003. ESC is a consortium of agencies (Penn House, ECKAN, WTCS, Douglas County Senior Services and Salvation Army) providing rent and utility assistance. In fact, in any given week, BCS collaborates and partners with as many as twenty-four agencies in the Lawrence/Douglas County area to serve the disadvantaged residents of Douglas County. In 2006, the Ballard Center, Penn House and ESC served approximately 10,000 Lawrence/Douglas County residents.

To strengthen this critical social service component of Ballard Community Services, we have two Human Service Directors. One director is located at the Ballard Center site and one is at our Penn House location. These positions allowed us to provide more than 500,000 services in 2006. In addition, nearly 200 persons received food from the each of the two food pantries each month.

All of the success of 2006 is directly attributable to the many agencies and individuals who give of themselves to support our mission. These include generous sup-

port from companies such as Hallmark Cards, who provides volunteers to serve on our Board of Directors. Lazer Logic and M&M Office Supply who so generously help us meet our mission. In addition, Sunflower Bank who has continued to serve as the primary sponsor for our annual Silent and Live Auction. We also received support from organizations such as the Douglas County Community Foundation, the Rice Foundation, First Presbyterian Church, the Wilman Trust, the City of Lawrence and Douglas County. Each of these wonderful organizations have made a tremendous impact on the well-being of our community.

In all it was a banner year and this annual report highlights our accomplishments during 2006. However, as we look forward to the coming year we must not rest as we continue to strive to fulfill our mission to provide a high quality early education program and essential basic life assistance to families and individuals in need.

Sincerely,

Gail Vick  
Chair  
Ballard Community Services  
Board of Directors



• Ballard Center • Penn House • Emergency Service Council •



ELIZABETH BALLARD COMMUNITY CENTER, INC.  
LAWRENCE, KANSAS

STATEMENT OF ASSETS, LIABILITIES, AND  
NET ASSETS -- MODIFIED CASH BASIS  
December 31, 2006

Assets

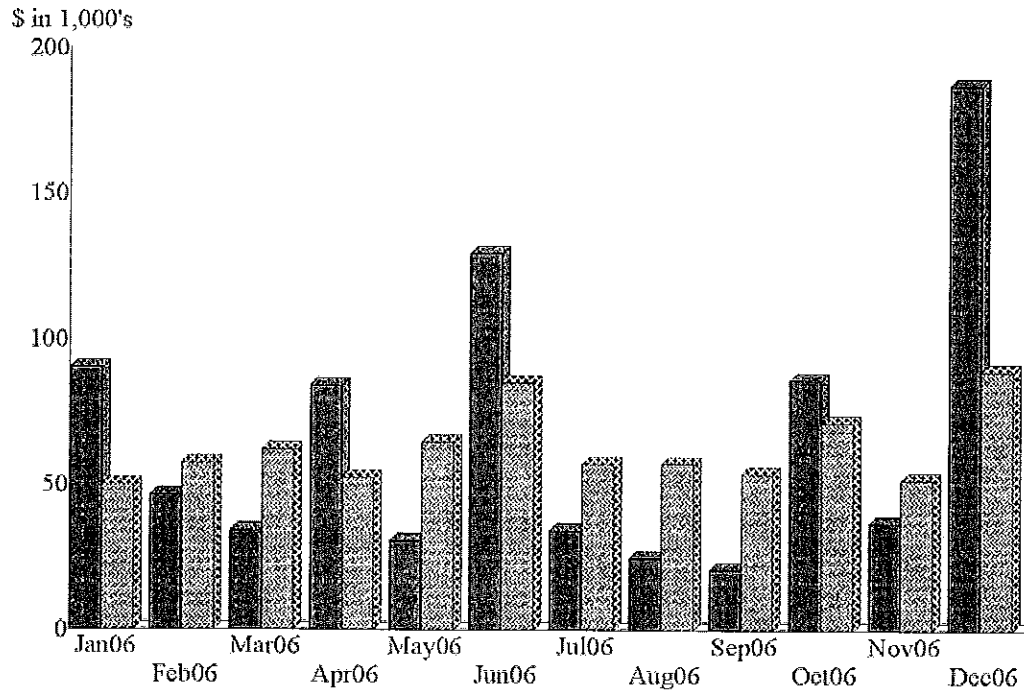
Current Assets	
Cash	\$ 161,665
Investments	5,636
Total current assets	<u>167,301</u>
Fixed Assets	
Land, property and equipment, net of accumulated depreciation	<u>91,363</u>
	<u>\$ 258,664</u>

Liabilities and Net Assets

Current Liabilities	
Payroll taxes payable	<u>\$ 5,110</u>
Net Assets	
Unrestricted - Operating	226,309
Temporarily restricted	27,245
	<u>253,554</u>
	<u>\$ 258,664</u>

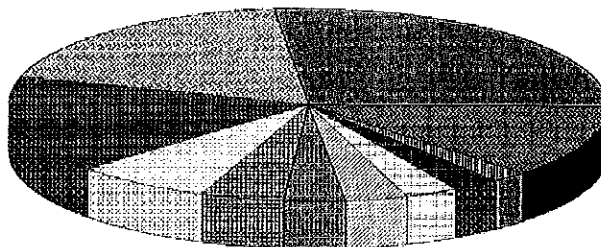
Income and Expense by Month  
January through December 2006

Income  
Expense



Income Summary  
January through December 2006

5030 • United Way	%26.91
5065 • GIFT Donations	18.78
5000 • Child Care Fees	16.44
5020 • SRS Childcare	7.40
4200 • Fundraising Income	4.59
5040 • DCCDA Scholarship	3.35
5100 • Food Program	3.34
4310 • DCCDA Propel Grant	2.89
5094 • FEMA - Utility Assistance	2.56
4565 • Success By 6	2.05
Other	11.69
<b>Total</b>	<b>\$804,706.45</b>



By Account

## A Note From Dianne - CEO Ballard Community Services

Dear Community Members,

I am once again amazed at the generosity of the Lawrence, Douglas County community. Each year we are able to help more and more people because of the generosity of those around us. I have been here for seven years and 2006 turned out to be the best year yet. I honestly believe each year to be the best and that we could not possibly help more people and each year we surpass our expectations.

Did you know that with your help we were able to:

Feed more than 300 people per month.

Support housing for more than 90 people per month.

Provide support to more than 90 people per month so that they are warm in the winter and have lights and water for their children.

Feed more than 100 children per month through our commodity programs.

And, ensure that 400 children receive all of the school supplies that they need to begin a new year in our public school system.

Are we finished yet? No, we are not. Do we believe that we will ever be finished, I hope so, someday, but it is going to take all of us to make that happen. We have a very long way to go. We have not even begun to touch the need that exists in our community but we are very fortunate because we have so many people willing to help us take care of those living around us. Thank you for being one of their champions. From all of us at Ballard Community Services, the children, staff, board members and our consumers, we thank you for reaching out and helping us help others. Together we make a very big difference.

*Did You Know that for  
\$1 million you can  
pay for.....*

-22 minutes of playing time by  
Matt Hasselback, quarterback  
of the Seattle Seahawks.

- 133 children to attend Head  
Start.

-One television show performed  
by Oprah Winfrey.

-480 minutes of work from  
Capital One Financial CEO  
Richard Fairchild

OR

-36 early childhood lead teachers  
salaries for one year.

Ballard Community Services is a major force in the Douglas County community, providing unique services to low-income children and families. As our children grow and learn and as our families and clients are able to reach new stages in their lives through the intervention of the Ballard Center programs, they truly honor our entire community.

The Ballard Community Center provides approximately 500,000 services per year in the Douglas County Community and provides an average of 11,000 hours of early education services to children ages one to five each month. The Ballard Center provides a diverse menu of services and programs that fosters a rich environment for children's learning and parental growth and achievement. The Ballard Center programs provide an avenue for clients to learn self-sufficiency, teach the children, parents and clients about their role in today's changing society and teach the skills necessary to meet future challenges.

For 2006-2007 the Ballard Community Center's strategic plan encompasses these major program objectives:

Early Education Program exceeds Kansas Quality Standards for Early Childhood Education

To develop social service programs that promote self-sufficiency and to help families overcome the need to continually depend on emergency service programs.

Complete Penn House merger.

For 2006-2007, the Ballard Community Center is committed to continue and expand upon its accomplishments through:

Program initiatives that address contemporary issues that plague low-income families and building upon initiatives that teach families the importance of self-sufficiency.

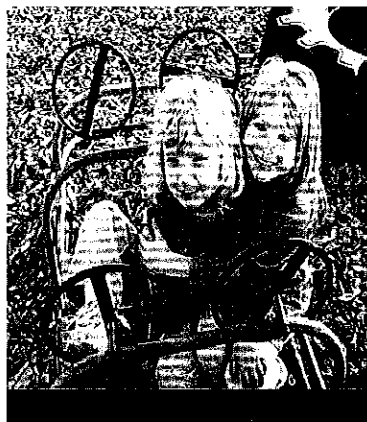
A commitment to providing a high quality early education program for low income children that provides them with the skills and the tools necessary to enter Kindergarten ready to learn and grow.

A commitment to reaching these children and teaching them the importance of remaining in school and fostering a commitment in these children for continued learning.

Providing for every \$1 received in donations or contributions approximately \$24 returned in services to the community.

• Ballard Center • Penn House • Emergency Service Council •

## G.I.F.T. Program (Giving It For Tomorrow)



CHARLOTTE & BRADEN

The G.I.F.T. Program is a way for individuals to help the Ballard Community Center provide high quality early education to young children, ages one through five, while at the same time providing this care at the lowest cost to families in Douglas County. The Ballard Center mission supports the ideal that low-income children particularly need extra educational intervention during these highly formative years. Low-income families cannot afford to place their children in early education programs and need additional help in obtaining care so that they can remain employed and out of the welfare system. The G.I.F.T. program is the Ballard Center's way of meeting these needs. Through the provision and retention of a high quality staff and the incorporation of a high quality standardized curriculum, the Ballard Center provides developmentally appropriate and meaningful educational activities for children. The Ballard Center is deeply committed to educating young children so that they enter the public school system ready to learn, thus decreasing the need for additional assistance at the public school system level.

### Ballard Community Services

708 Elm Street

P.O. Box 7

Lawrence, KS 66044

Phone: 785-842-0729

Fax: 785-331-3714

Email: [dianne@ballardcenter.org](mailto:dianne@ballardcenter.org)

Ballard Community Services is a non-profit organization that provides affordable, high quality early education and essential basic life assistance to families and individuals in need.

We Are On The Web!  
[www.ballardcenter.org](http://www.ballardcenter.org)



# Budget For Proposed Project

<b>Agency Name: Ballard Community Services</b>	<b>ESC Request</b>
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	2009 Estimated Budget
<b>Revenues:</b>	
Fund Balance 1/1/09	0
Douglas County	15,000
City of Lawrence	7,500
United Way	40,000
CDBG	20,000
Fundraisers	
Contributions	5,000
Other:	
Other:	
Other:	
Other:	
Other:	
Interest	
<b>Total Revenues:</b>	<b>87,500</b>
<b>Total Revenues and Fund Balance</b>	<b>87,500</b>
<b>Expenditures:</b>	
Salaries	
Fringe Benefits	
Supplies	
Utilities	
Travel & Training	
Office Equipment	
Debt Payments	
Rental Assistance	43,500
Utility Assistance	43,500
Miscellaneous	
Professional Fees: Audit	500
Other:	
Other:	
Other:	
<b>Total Expenditures:</b>	<b>87,500</b>
<b>Ending Fund Balance</b>	<b>0</b>

# City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Association Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Brook Creek Neighborhood Association

Mailing Address: c/o Julie Banhart, 1944 Miller Drive, Lawrence, KS 66046

Program Address, if different than above: \_\_\_\_\_

Contact Name: Julie Banhart Phone: ( 785 ) 841-4997

Contact Title: Coordinator

E-mail (required): brookcreek@sbcglobal.net Fax : ( ) \_\_\_\_\_

Date : November 30, 2008

Mission of organization:

**Our mission is to stabilize and maintain the neighborhood as a quality, primarily single-family, residential neighborhood. Our goals are to preserve, maintain, and improve the quality of living conditions in the neighborhood, identify and respond to its changing needs, and provide an infrastructure for communication on relevant issues. Our goals are also to increase communication and interaction between residents in all parts of our large neighborhood.**

## II. Project Information

Requested \$ 6,115.00 Request is 100 % of project budget and 100 % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- X List of officers and board members and their principal occupations (one per agency) (**Attachment 10**)
- X Most recent annual report and (one per agency) (**Attachment 11**) financial statement
- X Budget for proposed project, including revenues and expenses (one per project) (**Attachment 12**)

### Project Type

*(Check all that apply)*

- X Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- X Existing program
- X Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

**Operating expenses: 3 newsletters (covering 4 months each) per year, office expenses, LAN dues, Journal-World subscription, coordinator's salary. The newsletters maintain communication and build neighborhood unity. The coordinator produces the newsletter, helps organize neighborhood tasks and volunteers, acts as liaison between residents, officers, and the City.**

# City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Association Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

## IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

## IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# **City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Association Grant Application**

## **ATTACHMENT 1: WHAT IS THE SITUATION, PROBLEM, OR OPPORTUNITY THIS GRANT WILL ADDRESS?**

This grant addresses an opportunity for the Brook Creek Neighborhood to do its part in helping build a strong City. The neighborhood association helps maintain and grow Brook Creek neighborhood as a strong neighborhood which, when added to other strong neighborhoods, helps build and maintain a strong City, and improves the quality of life in the city, as a whole. We provide a venue for civic engagement and civic pride.

This grant will provide operating expenses, the bulk of which are devoted to the production and distribution of the newsletter and to the coordinator's salary. Both help tie together a neighborhood that is primarily single-family and varied, with a large percentage of senior citizens, but also a growing number of young families and individuals. The newsletters help keep the residents informed of general and special meetings, where they can bring up new items of concern and be brought up-to-date on old business. It also informs the residents of volunteer efforts, and the coordinator helps organize them and serves as a liaison for the residents involved. To our annual spring park clean-up (a long-standing event) a similar effort in the fall has been added (for the past two years). Although participation in the fall is not as large as in the spring, it is growing. Together, these two events allow the neighborhood to maintain a valued green area in the City. They allow us to practice green policies, by reducing the trash that washes through to the Kaw River. They also provide the opportunity to residents from varied parts of the neighborhood to get to know each other. Working together toward a common goal helps promote overall neighborhood unity and cohesion, which helps make the neighborhood a safer and more inviting place to live.

## **ATTACHMENT 2: HOW WILL THIS GRANT SUPPORT THE MISSION OF THE ORGANIZATION?**

This grant will enable us to support BCNA's mission to maintain and improve living conditions and improve communications among the residents in the neighborhood. Specifically, it will enable the neighborhood association to continue to produce, print, and mail newsletters to all residents, keeping them informed or, and involved in, meetings, issues, and volunteer opportunities. The grant will continue to pay the coordinator's salary so that she can continue to produce the newsletters, get the email notification of meetings and issues out, and serve as liaison for the residents and the issues/opportunities facing the neighborhood.

## **ATTACHMENT 3: HOW MANY PEOPLE WILL BE SERVED BY THIS GRANT AND WHAT PERCENTAGE ARE LOW-MODERATE INCOME (DESCRIBE METHOD OF VERIFICATION)?**

We distribute 1025 newsletters, which indicate the number of households we serve. We are defined by HUD as a "target" neighborhood, which means that at least 51% of our residents are low- and moderate-income individuals and families.



# **City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Association Grant Application**

## **ATTACHMENT 4: WHAT RESOURCES ARE CURRENTLY AVAILABLE TO DEDICATE TO THE PROJECT, INCLUDING STAFF, VOLUNTEERS, EXISTING FUNDS AND COMMUNITY PARTNERS?**

Our officers are volunteers in their positions. Without the grant, we could afford neither the newsletter nor the coordinator, and the neighborhood association, as an effective organization, would cease to exist. Our annual membership dues, of \$1.00 per person who joins would cover neither basic expense. We have no other funding.

## **ATTACHMENT 5: HOW IS THIS APPROACH TO THE ISSUE UNIQUE OR COLLABORATIVE AND WHAT GIVES IT A HIGH LIKELIHOOD OF SUCCESS?**

This approach is not “unique.” It is used by most target neighborhood associations. Communication is the key – both to educate the residents about issues that can affect the neighborhood and give them a voice in possible solutions. Attendance at meetings to express their viewpoints, or communication with the coordinator to do the same, means that, through discussion, consensus can be reached on issues facing the neighborhood, and a collaborative approach can be taken to achieve solutions.

Over the course of many years, this neighborhood has proven that such an approach can be successful. When issues have arisen that threaten the integrity of the single-family, residential quality of the neighborhood, residents have come together to confront the issue and work for solutions that enable the neighborhood to maintain its character. Such issues included the successful fight to keep the county jail out of our neighborhood. Residents worked together to get parts of the neighborhood down-zoned to single-family dwelling when developers began moving in and building multi-family dwellings. More recently, residents worked with, first, the Salvation Army and, later, are continuing to work with other organizations speaking for the problem of Lawrence’s homeless citizens to reach compromises that are likely to maintain the stable character of the neighborhood while still allowing assistance to those in need.

In all these efforts, communication has been key to the neighborhood’s success. The newsletters bring these issues to the attention of the residents, and inform them both of meeting times at which to discuss the problem and possible solutions, and other neighborhood events which promote cohesion in the area. The grant makes this possible, along with the coordinator’s time and salary to help manage the projects. Without this funding, BCNA would be unable to function as an effective entity. To continue to do so means funding from this grant.

## **ATTACHMENT 6: HOW WILL SUCCESS BE MEASURED AND HOW WILL YOU CONTINUE TO FUND THIS PROJECT ONCE GRANT FUNDS ARE EXPENDED?**

The grant funds requested will fund the operating expenses (primarily the newsletters and the coordinator’s salary) for the coming fiscal year. Success of our efforts to get increasing numbers of residents involved in neighborhood issues and activities will be measured by increasing participation in the meetings and special events, as well as in current and new volunteer projects. This should lead to an increasingly cohesive neighborhood that, every year, sees Brook Creek neighborhood becoming a better and better place to live.

# **City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Association Grant Application**

## **ATTACHMENT 7: WHAT IS THE ORGANIZATION’S TIMELINE FOR ACHIEVING THE OBJECTIVES OF THE GRANT?**

The upcoming fiscal year. With the grant, we will continue to produce our three newsletters to schedule our general meetings. The newsletters and email notifications, along with easy access to the coordinator, will allow BCNA to speak to issues of concern, and coordinate and expand volunteer activities.

## **ATTACHMENT 8: WHAT OTHER FUNDING SOURCES HAVE BEEN APPROACHED AND WHAT HAVE THE RESPONSES BEEN?**

No other formal funding sources have been approached.

## **ATTACHMENT 9: DESCRIBE THE AGENCY PHILOSOPHY AND PRACTICES REGARDING RECYCLING AND OTHER “GREEN” PRACTICES.**

BCNA is not an organization that generates large amounts of paper or other items that need recycling. However, at our annual potluck social in September, and at the two park clean-up days, we provide special receptacles for aluminum soft drink cans which are then taken to local groups that recycle them for needed funds (e.g., the Lawrence Humane Society, the Boy Scouts, etc.). Programs like these benefit the city as a whole.

Our two annual park clean-up days are “green” practices. Not only do they help keep Brook creek, and the surrounding nature area, free of debris, thus reducing flooding concerns in the neighborhood, but the clean up of the creek also reduces the amount of debris that washes through to the Kaw River, which helps keep the City as a whole more “green.” The clean up of the nature area removes scrap material, some of which can be recycled.

The neighborhood association brought the Central Junior High School paper recycling project to the attention of the residents, and many are now participating in that project on an individual basis. Residents whose families are associated with New York Elementary School have brought their fund-raising efforts to the coordinator’s attention and, through the newsletter residents were encouraged to bring things such as used computer printer ink cartridges to the school for recycling, which both raises funds for the school and keeps the plastic out of landfills.

## **ATTACHMENT 10: LIST OF OFFICERS AND THEIR PRINCIPAL OCCUPATIONS**

President:	Craig Comstock	Software Engineer
Vice President:	Julia Mitchell	Account Manager, Allen Press
Secretary:	Douglas Miller	Retired Lawrence police officer
Treasurer:	Susan Miller	Home-maker

**City of Lawrence CDBG/HOME Programs  
Brook Creek Neighborhood Association Grant Application**

**ATTACHMENT 11: CURRENT FINANCIAL STATEMENT**

Funds allocated for the 2008-2009 grant year \$5,626.00

Expenses:

    Newsletter costs (printing, addressing, postage):

September, October, November	\$ 806.81
December, February, March	\$ 806.81 (projected)
April, May, July	\$ 806.81 (projected)

Annual LAN Dues \$ 25.00

General Office Expenses \$ 180.57

Coordinator's Salary \$3,000.00 (projected)

**TOTAL \$5,626.00**

**ATTACHMENT 12: PROPOSED BUDGET FOR 2009-2010 GRANT YEAR**

Newsletter (3 issues per year) (Vendor: Printing Unlimited)

    Printing, USPS carrier sort list cost, postage \$2,570.00

Annual LAN Dues \$ 25.00

General Office Expenses \$ 100.00

Coordinator's Salary (28.5 hrs./mo. @ \$10.00/hr. \$3,420.00

**TOTAL \$6,115.00**

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence, Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110

Program Address, if different than above: \_\_\_\_\_

Contact Name: Margene K. Swarts Phone: (785) 832-3117

Contact Title: Assistant Director Planning and Development Services

E-mail (required) : mswarts@ci.lawrence.ks.us Fax : (785) 832-3117

Date : 11/26/2008

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

## II. Project Information – a. Comprehensive Rehabilitation Program

Requested \$400,000 Request is 100 % of project budget and 38% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Comprehensive Rehabilitation - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The comprehensive rehab program provides up to \$25,000 to bring owner-occupied homes to rehab standards. Roughly \$150,000 is set aside for program delivery of all department administered and capital improvement projects.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence, Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110

Program Address, if different than above: \_\_\_\_\_

Contact Name: Margene K. Swarts Phone: (785) 832-3117

Contact Title: Assistant Director Planning and Development Services

E-mail (required) : mswarts@ci.lawrence.ks.us Fax : (785) 832-3117

Date : 11/26/2008

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

## II. Project Information – b. First Time Homebuyer Rehabilitation Program

Requested \$100,000 Request is 100 % of project budget and 10% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

First Time Homebuyer Rehab - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The homebuyer rehab program provides up to \$25,000 for any necessary rehab of homes being purchased by low- or moderate- income homebuyers through the Land Trust Program .

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence, Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110

Program Address, if different than above: \_\_\_\_\_

Contact Name: Margene K. Swarts Phone: (785) 832-3117

Contact Title: Assistant Director Planning and Development Services

E-mail (required) : mswarts@ci.lawrence.ks.us Fax : (785) 832-3117

Date : 11/26/2008

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

## II. Project Information – c. First Time Homebuyer Program – Land Trust

Requested \$300,000 Request is 100 % of project budget and 29% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☒ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

First Time Homebuyer Program - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The First Time Homebuyer program provides up to \$25,000 in down payment and closing costs for qualified buyers.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence, Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110

Program Address, if different than above: \_\_\_\_\_

Contact Name: Margene K. Swarts Phone: (785) 832-3117

Contact Title: Assistant Director Planning and Development Services

E-mail (required) : mswarts@ci.lawrence.ks.us Fax : (785) 832-3117

Date : 11/26/2008

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

## II. Project Information – d. Weatherization Program

Requested \$40,000.00 Request is 100 % of project budget and 4% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Weatherization - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The weatherization program provides small grants to improve the energy efficiency of owner-occupied homes.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence, Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110

Program Address, if different than above: \_\_\_\_\_

Contact Name: Margene K. Swarts Phone: (785) 832-3117

Contact Title: Assistant Director Planning and Development Services

E-mail (required) : mswarts@ci.lawrence.ks.us Fax : (785) 832-3117

Date : 11/26/2008

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

## II. Project Information – e. Emergency and Furnace Loan Program

Requested \$35,000.00 Request is 100 % of project budget and 3% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Emergency & Furnace Loans - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The emergency and furnace loan program provides up to \$5,000 for owner-occupants to make emergency repairs and to replace failing furnaces.



# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence, Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110

Program Address, if different than above: \_\_\_\_\_

Contact Name: Margene K. Swarts Phone: (785) 832-3117

Contact Title: Assistant Director Planning and Development Services

E-mail (required) : mswarts@ci.lawrence.ks.us Fax : (785) 832-3117

Date : 11/26/2008

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

## II. Project Information – f. Voluntary Clearance Program

Requested \$15,000 Request is 100 % of project budget and 1 % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☒ New program
- ☐ Existing program
- ☒ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Voluntary Clearance Program - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The Voluntary Clearance program provides up to \$1,000 in tree trimming and brush removal for qualifying homeowners.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence, Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110

Program Address, if different than above: \_\_\_\_\_

Contact Name: Margene K. Swarts Phone: (785) 832-3117

Contact Title: Assistant Director Planning and Development Services

E-mail (required) : mswarts@ci.lawrence.ks.us Fax : (785) 832-3117

Date : 11/26/2008

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

## II. Project Information – g. CDBG and HOME Administration

Requested \$198,000 Request is 100% of agency administration budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☒ Other (describe)

Administration

Please use the space provided on this cover page rather than an attachment to respond to the following:

Administration – Community Development Division staff is charged with all administration of the CDBG and HOME funds that flow from the federal government to the City as an entitlement. This includes the development of the annual Action Plans, the three-five year Consolidated Plans, the Analysis of Impediments to Fair Housing, the Citizen Participation Plan, Environmental Review, Consolidated Annual Performance and Evaluation Report and many others. It also includes monitoring sub recipients to ensure appropriate use and documentation of federal funds. \$158,000 is for CDBG; \$40,000 is for HOME. See attached administration budget.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

### **1. What is the situation, problem or opportunity this grant will address?**

Lawrence neighborhoods are involved in an ongoing struggle to retain owner-occupants. In 2000, according to census data, only 45.9 % of housing units were owner-occupied. In 2005, 45.2% of units were owner-occupied. Maintaining a balance of renter and owner-occupied housing in neighborhoods is essential to their health and vitality and it is becoming increasingly challenging as the demand for rental units near the University of Kansas grows. Additionally, the high costs associated with entering into, and maintaining, home ownership in these neighborhoods can be a barrier and a challenge for people with low-moderate income. This problem is widely recognized and routinely discussed by neighborhood groups and city advisory boards.

Community Development programs, including the partnership with the Lawrence Community Land and Housing Trust, currently provide the broadest and most comprehensive methods of increasing and/or sustaining owner-occupancy rates. The data suggest that the balance is fragile, and the Department feels that a greater investment must be made in order to continue to work toward a healthier balance of owner versus renter-occupied units. Any shifting of resources from this growing problem will likely result in further loss of owner-occupied units in the community.

### **2. How will this grant support the mission of the organization?**

Comprehensive Housing Rehab prevents deterioration of existing structures that are already owner-occupied. Homeowners with low-moderate income often cannot afford to make necessary improvements to their homes, which leads to deterioration of the properties. Bringing a home up to rehab standards at a minimal cost to homeowners extends the life of existing housing stock and allows homeowners to remain in their homes longer.

The weatherization program is a grant program for low-moderate income homeowners, which improves the energy efficiency of homes and thus increasing the affordability of the housing.

Emergency and furnace loans are no-interest, deferred-payment loans that allow homeowners to make emergency repairs such as electrical, plumbing or roofing and to replace failing furnaces with newer, energy-efficient systems.

Each of these programs directly supports the mission of providing affordable housing opportunities for people with low and moderate incomes by helping to maintain affordability of owner-occupied homes. Keeping homeowners in their homes and improving the appearance and functionality of existing housing stock helps to

## **City of Lawrence CDBG/HOME Programs Grant Application**

accomplish the general goal of revitalizing neighborhoods. The more units that can be brought to rehab standards, repaired or weatherized, the greater impact neighborhoods will feel.

The First Time Homebuyer Program, which is administered in partnership with Tenants to Homeowners and the Lawrence Community Land and Housing Trust, offers low-moderate income people an opportunity for homeownership. The program provides up to \$25,000 in down payment and closing costs for qualifying individuals and up to \$25,000 in rehab costs. With the Land Trust model subsidies are retained and ensure that affordable housing stock remains affordable far into the future. This program accomplishes affordable housing goals as well as neighborhood revitalization goals.

### **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

With the comprehensive rehab, weatherization, emergency and furnace loan programs, 70 low-moderate income homeowners will be assisted. With the homebuyer rehab and homebuyer programs, 16 low-moderate income people will be assisted in obtaining home ownership. 100% of people served by the grant will be low-moderate income. Verification is obtained by extensive review of income and financial records.

### **4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?**

CD Staff includes a Department Director, which is funded one-tenth by the grant; an Assistant Director, which is funded by one-third; one administrative position, which is funded one-fourth by the grant; two rehab specialists carry out all rehab and weatherization activities, one management analyst facilitates the citizen participation plan and reporting requirements, and one division manager oversees all CD functions.

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The Department's programs are the only programs in the city aimed at maintaining and improving housing stock for low and moderate-income homeowners. The Department's programs are the only ones in the city aimed at promoting homeownership for residents with low and moderate income. For the first-time homebuyer program, the Department partners with the local non-profit Tenants to Homeowners and the Lawrence Community Land and Housing Trust. The Department has administered these programs successfully for many years.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

## **City of Lawrence CDBG/HOME Programs Grant Application**

The Department, and city government at-large, has implemented a new performance measurement system that will be helpful in assessing the effectiveness of the programs. Effectiveness measures include: percentage of respondents rating the livability of their neighborhood as good or excellent, percentage of respondents satisfied with the general upkeep of their neighborhood, percent change in median assessed value.

Once grant funds are expended, no additional projects will be completed.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

The Department intends to achieve grant objectives within the 2009 program year.

### **8. What other funding sources have been approached and what have the responses been?**

The Department's mission and purpose is to administer the CDBG and HOME funds that the City receives as an entitlement community. The City General Fund contributes a small percentage towards outreach activities, but CDBG and HOME funds are the division's main source of funding.

# City of Lawrence CDBG/HOME Programs Grant Application

## Community Development Division CDBG/HOME– Administration

A. Personnel Services (Salaries and Fringe) - \$77,000 – CDBG; \$40,000 - HOME  
(Director – 10%, Assistant Director – 67%, Management Analyst I – 100%, and one Secretary – 25%.)

B. Miscellaneous

1. Office Rent/Utilities	\$45,000
2. Conferences and Seminars	5,000
3. Dues and Subscriptions	4,000
4. Office Equipment and Repair	3,000
5. Office Supplies	5,000
6. Computer Hardware and Software	6,000
7. Capital Outlay - Furniture	4,000
8. Citizen Participation	6,000
9. Fair Housing	3,000

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Total Miscellaneous:	\$81,000
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TOTAL ADMINISTRATION – CDBG - \$158,000; HOME - \$40,000

		<b>CDBG Admin.</b>	<b>CDBG Prog. Del.</b>	<b>HOME Admin.</b>	<b>Gen. Fund</b>
*	Director	\$ 15,000			\$ 94,000
**	Assistant Director	\$ 6,000	\$ 8,000	\$ 40,000	\$ 36,000
***	Management Analyst I	\$ 46,000			
****	Admin Support – 1	\$ 10,000			\$ 25,000
*****	Projects Specialist – 2		\$ 75,000		
	Total Salary and Benefits	\$ 77,000	\$83,000	\$ 40,000	\$155,000

\* 10% paid from CDBG Admin; 90% paid from general fund.

\*\* 50% paid from CDBG/HOME Admin; 10% CDBG Program Delivery; 40% paid from general fund.

\*\*\* 100% paid from CDBG.

\*\*\*\* 25% paid from CDBG Admin; 75% paid from general fund.

\*\*\*\*\* No administrative costs - charged to CDBG Program Delivery.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Community Living Opportunities

Mailing Address: 2113 Delaware Street, Lawrence, KS 66046-3149

Program Address, if different than above: \_\_\_\_\_

Contact Name: Stephanie Thorne Phone: (785) 979-1922

Contact Title: Director of Development

E-mail (required): stephaniethorne@clokansas.org Fax : (913) 341-7077

Date : 11/19/08

Mission of organization:

CLO's mission is to help adults and children with severe developmental disabilities achieve personally satisfying and fulfilling lifestyles.

## II. Project Information

Requested \$36,000 Request is 68 % of project budget and 1 % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

(Check all that apply)

- ☐ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

(Check all that apply)

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Shingle roof replacements are needed for 3 group homes serving 16 people with severe developmental disabilities and their residential staff. Roof repair is a preventative measure to assure a healthy environment for CLO consumers, as well as follow requirements of the Environmental Code of the City of Lawrence.

## **II. Narrative**

### ***1. What is the situation, problem or opportunity this grant will address?***

CLO was formed in 1977 by a group of parents in Johnson County, Kansas whose children have severe and multiple disabilities. Other than large, faraway state institutions, few services were available for their sons and daughters. Striving for alternatives to sending their loved ones away from home for the essential services they required, these parents joined forces to start a new organization dedicating to serving people no other local agency would take on. CLO willing accepts the responsibility to assure the alternatives provided to the consumers and their families are healthy environments improving their quality of life. At this time, CLO is in desperate need of funding for roof repairs to 3 existing homes so individuals and families living in the homes are free of potential health hazards due to water leakage.

In March of 2005, CLO contracted Flappan Consulting, Inc. consulting firm to conduct an Environmental/Fungal Report to 2 homes experiencing roof damage; in similar condition to the 3 homes mentioned in this grant. Tests discovered drastic build-ups of dangerous mold cultures including *Strachybotrys*, *Aspergillus/Penicillium*, *Chaetomium*, and *Cladosporium*; all of which have the potential to produce mycotoxins, allergens, and at high levels lung infections. The levels of contamination were dangerously high and posed immediate risk to all the residents. Nearly all of the individuals served by CLO have medical conditions whose immune systems are chronically compromised due to a variety of health issues.

CLO has many services in need of funding, but has selected the roof repair to be a priority due to the immediate and concerning nature of the problem, the health risks associated with air-borne contaminants, the danger to the surrounding environment, as well as maintaining the Environmental Code of the City of Lawrence (code 1979, 7A-102) (Ord. 7026). Funding for this project will not only positively benefit CLO resides and staff within the homes, but the entire neighborhood and ultimately the city of Lawrence.

### ***2. How will this grant support the mission of the organization?***

CLO's mission is to help adults and children with severe developmental disabilities achieve personally satisfying and fulfilling lifestyles. To meet our mission, CLO has developed 11 key outcomes for the people CLO serves, and these outcomes can also be considered CLO's guiding principles.

- (1) Opportunities for choice and control
- (2) Effective learning opportunities
- (3) Effective communication
- (4) Community involvement
- (5) Positive relationships with others
- (6) Pleasant social environments
- (7) Pleasant and Safe surroundings
- (8) High level of participation in daily experiences
- (9) Satisfied consumers
- (10) Living healthy lifestyles
- (11) Observance of legal and personal rights



This specific project coincides perfectly with CLO's efforts in achieving the key outcomes and contributing to the safety, wellbeing and pleasant lifestyle of the individuals CLO serves. Additionally, the project soundly supports our efforts to function in the Douglas County community as an environmentally responsible neighbor as appropriate roof systems will eliminate dangerous air-borne molds in the vicinity of the group homes.

***3. How many people will be served by this grant and what percentage are low-moderate income (describe the method of verification)?***

There are 3 homes in need of extensive roof repair with an approximate total of 21 people living in the home. In addition, there are multiple CLO staff members not residing in the homes, but providing a large portion of services within the residence on a daily basis. All of the individuals residing in these 3 homes have been places on the very low income level (as defined by the US Department of Housing and Urban Development); primary source of income being Supplementary Security Income; receiving a set disability income to pay for room and board expenses which are the same in our region as it is in less expensive rural Kansas.

The financial costs are heightened as the majority of the people CLO serves continue to be adults who are severely to profoundly affected by multiple disabling conditions, including mental retardation or brain injuries that severely impair cognitive capabilities, cerebral palsy, autism, and other physical disabilities that incapacitate the body to various extents. In order to best serve consumers, CLO has to provide many products and services tailored to meet their needs and consequently are more expensive. For example, housing and transportation are more costly because they must be handicap accessible, yet state funds for home and van modifications have been unavailable for the last several years.

***4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?***

A team of CLO staff will supervise the project of roof repair. Barney Barnhart, an individually contracted employee and CLO board member, will provide be directly responsible for overseeing, managing, and directing the project; as well as communicate progress with both the Director of Development and Chief Executive Officer. Mike Miller, facility operations manager, will represent CLO's maintenance department and will therefore provide all necessary accommodations for the successful completion of the project. Stephanie Thorne, Director of Development will be responsible for CDBG record-keeping and regular reports to the CDBG/HOME management on the progress of the project and utilization of funds. Larry Hare, Chief Financial Officer, will administer the budget and all financial aspects of the project. Any existing funds from CLO's operating budget will be applied to costs exceeding those already being funded.

***5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?***

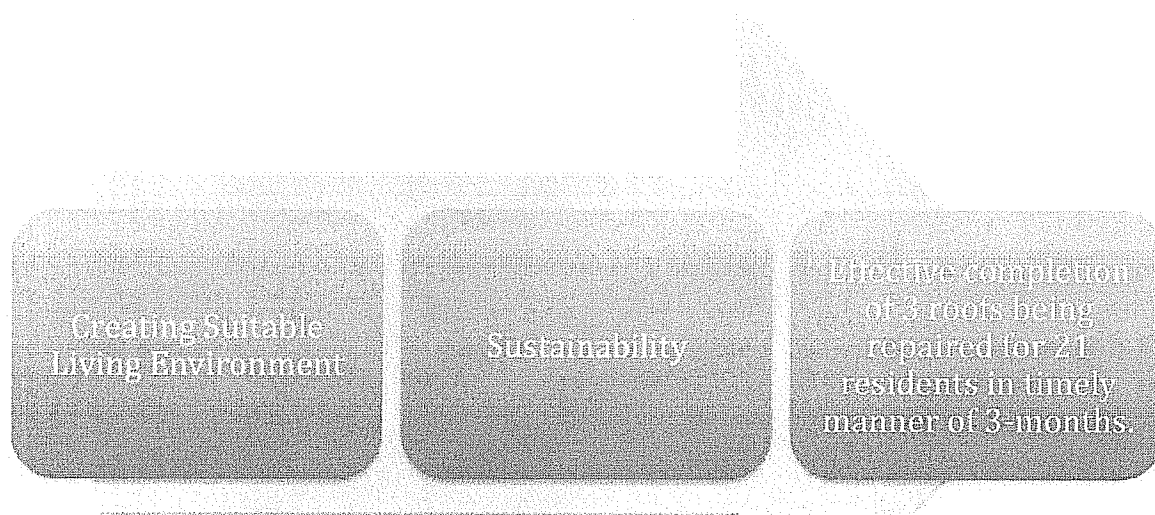
The approach of roof repair is not necessarily unique, but the housing alternative offered to individuals with disabilities in our community and their families is. Currently, CLO serves more than 360 individuals in Kansas. Approximately 61% of the people CLO serves receive those services in Douglas County. CLO provides a real home for 190 adults with developmental disabilities, whether it be in a family-teaching home (duplexes or

attached homes staffed with live-in family-teaching couples, each serving 2 to 4 persons); extended family-teaching model arrangements (similar to foster care); small group homes (each housing up to 8 persons); or individualized living arrangements (each housing 2 to 3 persons). The need for residential services has continued to grow over the three decades.

As stated above, benefits will be spread beyond just the residents of the homes. This project will be supported by agencies such as the Kansas Department of Health and Environment (which regularly surveys CLO's group homes for compliance with health, safety, and program regulations); the Kansas Department of Social and Rehabilitation Services (overseeing the funding of CLO group homes); and the Federal Health Care Financing Administration.

***6. How will success be measured and how will you continue to fund this project once grant funds are expended?***

CLO knows that measurement of results is important. With that said, CLO employs 3 key steps: (1) defined a clear mission and desired outcomes; (2) measures of performance to gauge progress; and (3) will utilize performance information as a basis for decision-making. Success for this project will be measured using the CPD Outcome Performance Measurement System (Federal Register/Vol. 71, No. 44/Tuesday, March 7, 2006/Notices). The outcome/objective statements best describing the purpose of this particular grant is, "Sustainability for the purpose of creating suitable living environments." The project will be a one-time fee for completion of contracted services and materials involved.



***7. What is the organization's timeline for achieving the objectives of the grant?***

If funding is granted, CLO will accept the most professionally adequate and financially acceptable bids. Once the contract has been approved, CLO will work with the contractors to develop a strict repair schedule (weather dependent). Having had 2 prior homes in 2006-2007 with similar roofing systems funded by the City of Lawrence CDBG/HOME Program, CLO is aware of the necessary steps of roofing needing to occur to provide the quality of materials and workmanship needed.

***8. What other funding sources have been approached and what have the responses been?***

Funding is continually being sought through private donations. Donors are being solicited through mailings and personal contacts to invest in CLO's consumers and their individualized needs. Although CLO has loyal businesses and individuals donating daily to individual needs, such as clothing, specialized equipment (e.g., communication devices), wheelchairs, no donations have been allocated specifically for roof repair of their homes.

***9. Describe the agency philosophy and practices regarding recycling and other "green" practices?***

The mission of CLO's Recycling Services is to preserve the resources of the earth. It is also to leverage the skills of men and women with developmental disabilities who CLO serves and to provide them with meaningful employment opportunities. CLO has been a partner with the City of Overland Park for 17 years managing the drop-off recycling site on 80<sup>th</sup> and Metcalf. In addition, CLO-Douglas County had managed the Wal-Mart Recycling Center beginning in 1993, and continues to have a positive relationship with Wal-Mart. CLO also runs a successful Curbside Recycling business in Douglas County and has operative this service for over 12 years. Furthermore, CLO has plans to expand the curbside recycling for commercial and businesses and apartments in Johnson County. These many programs have recycled millions of tons of materials and continue to advocate for preserving the environment.

- CLO has managed the recycling of approximately 45,000 tons during its 17-year history with the City of Overland Park.
- In Douglas County at Wal-Mart site, CLO has recycled over 41,000 tons during its 15-year history.
- CLO Curbside Recycling business has managed the recycling of over 18,000 tons during its 12 year history.

All together, CLO has experience recycling more than 100,000 tons! Not to mention, each office building is equipped with recycling containers and highly encourages staff to take part in the effort of helping the environment.

#### IV. Project Budget

##### *Revenue*

Douglas Co. Community Foundation  
*Total*

\$36,000 (requested)  
\$36,000

##### *Expenses*

Repair & Paint Homes  
Replace Stove  
Repair Fence  
Install Drainage in Parking Area  
Replace Cabinets  
Repair Bathroom  
Replace Bedroom Carpet  
Replace Roof  
*Total*

\$6,000 (material only)  
\$450  
\$1,400  
\$400  
\$400  
\$5,000  
\$3,000  
\$36,000  
\$52,650

INTERNAL REVENUE SERVICE  
District Director

DEPARTMENT OF THE TREASURY  
1100 Commerce St., Dallas, TX 75242

Community Living Opportunities, Inc.  
6900 W. 80th St.  
Shawnee Mission, KS 66204-3851

Person to Contact:  
Vivian Randle

Telephone Number:  
(214) 767-6023

Refer Reply to:  
Mail Code 4940 DAL

Date:  
February 8, 1996

Employer Identification Number:  
48-0896520

Dear Sir or Madam:

Our records show that Community Living Opportunities, Inc. is exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted March 1980 and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization described in section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely Yours,

*Wanda K. Mann*

Wanda K. Mann  
Manager, Employee Plans  
and Exempt Organizations  
Customer Service Section

**COMMUNITY LIVING OPPORTUNITIES, INC.**  
**2008 BUDGET OVERVIEW**

	Total Revenues	Staffing Expenses	Other Expenses	Total Expenses	Net Contribution
<b>Direct Services</b>					
Johnson County	\$ 4,401,736	2,218,754	\$ 264,649	\$ 2,483,403	\$ 1,918,333
Douglas County	7,987,897	3,596,556	951,101	4,547,657	3,440,240
Southeast Kansas	1,189,512	282,768	100,590	383,358	806,154
Extended Family Teaching	2,923,503	1,426,436	362,647	1,789,083	1,134,420
Revenue Vacancy Allowance	(293,167)	-	-	-	(293,167)
Children Services	486,968	400,781	6,600	407,381	79,587
Targeted Case Management	391,776	384,300	-	384,300	7,476
Day Services/Recycling	518,013	665,430	54,082	719,512	(201,499)
Montessori Preschool	423,881	289,722	81,505	371,227	52,654
<b>Total Direct Services</b>	<b>18,030,118</b>	<b>9,264,745</b>	<b>1,821,174</b>	<b>11,085,920</b>	<b>6,944,198</b>
<b>Support Services</b>					
Program Management	-	971,402	58,900	1,030,302	(1,030,302)
Nursing and Behavioral Services	-	671,365	224,620	895,985	(895,985)
Repairs and Maintenance	-	163,296	192,240	355,536	(355,536)
Training and Evaluation	-	305,305	42,260	347,565	(347,565)
Transportation	-	-	407,331	407,331	(407,331)
<b>Total Support Services</b>	<b>-</b>	<b>2,111,368</b>	<b>925,351</b>	<b>3,036,720</b>	<b>(3,036,720)</b>
<b>Total Property Costs</b>	<b>-</b>	<b>-</b>	<b>824,170</b>	<b>824,170</b>	<b>(824,170)</b>
<b>Total Administration/Indirect Net</b>	<b>-</b>	<b>1,781,202</b>	<b>1,114,608</b>	<b>2,895,810</b>	<b>(2,895,810)</b>
<b>Total Contingency Reserve</b>	<b>-</b>	<b>-</b>	<b>175,000</b>	<b>175,000</b>	<b>(175,000)</b>
<b>Total Company</b>	<b>\$ 18,030,118</b>	<b>\$ 13,157,315</b>	<b>\$ 4,860,304</b>	<b>\$ 18,017,619</b>	<b>\$ 12,499</b>

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Public use – workshops project (Commercial Residential Union)

Mailing Address: 214 West Tenth Street, Lawrence Kansas 66044

Program Address, If different from above: \_\_\_\_\_

Contact Name: Angela Jennings Contact Phone: (785) 218 – 5416 or  
(785) 331 - 2147

Contact Title: Consultant

E – Mail (required) [thevotersbox@yahoo.com](mailto:thevotersbox@yahoo.com) Fax: (000) 000 - 0000

Date: December 1, 2008

Mission of Organization:

To provide organized activities, as self employment, for homeless, disabled, and / or low or no income families, and individuals. Other organizational goals are to provide recreations, community activities and community work forces organized through this program.

## II. Project Information

Requested \$ 4800.00 Request is \_\_\_\_% of project budget and \_\_\_\_% of agency budget.

Attachment Checklist	Project Type	Funding Need
<input checked="" type="checkbox"/> Department Approval	<input checked="" type="checkbox"/> Strengthen Neighborhoods	<input checked="" type="checkbox"/> New program
<input checked="" type="checkbox"/> List of officers and board members and their principal occupations. (one per agency)	<input checked="" type="checkbox"/> Movement to Housing * <input checked="" type="checkbox"/> Emergency Assistance Affordable Housing * Housing Counseling Home Ownership Improve Housing Stock*	Existing program <input checked="" type="checkbox"/> Public Service <input checked="" type="checkbox"/> Capital Improvement* <input checked="" type="checkbox"/> Other (see attachment)
<input checked="" type="checkbox"/> Most recent annual report and (one per agency) financial statement		

☒ Budget for proposed project, including revenues and expenses (one per project)

Please use the space provided on this cover page rather than use an attachment to respond to the following:

Fifty – word summary description of the project:

A work program that concentrates on current resolutions of media explained public situations. This includes budgets, unemployment, homeless populations, housing, and other public advised events. To include all aspects of these issues into a workable and solvable

plan beginning with the obvious. (homes, community, current resources, income, recreations, and recycling.)

### **III. Narrative**

1. The current situation is the necessary combination of services and agencies, as well as the availability of housing and cooperatives, including older homes in need of repair, homelessness due to income or other necessary approvals, and employment. There are also issues of natural and existing resources.  
The problem and opportunity to achieve this begins with combining these resources and persons of need into one group. As seen, many discrepancies are found, although a current project @ Lawrence Community Shelter begins to solve this problem with group activities for sales, such as, Good Dog Biscuits and craft sales, The Lawrence Housing Authority recognizes self employment as verifiable income, and continued sales and more items are a part of this project.
2. This grant will help to establish an area that can be used to provide work tools and open areas to begin and complete projects on a roster, providing a "clock in" schedule and ledger to keep hourly wage information in a self employment format. As well as providing an organized activity. This program will be open to the public. The function here is in community interest, work force and activity, as well as sales to continue growth of this program.
3. Approximately 50 people are currently interested in this program. All are low to moderate income persons, or no income persons. A side line for this number is the interest from those who are seasonally employed.
4. Resources include new – to - scrap recyclable materials.  
Self employment or public use sponsors,  
community activities that employ outside interests and promotions,  
several volunteers, and the interest of joining with other community programs  
such as the community shelter, the housing authority and Bert Nash.
5. There are currently no activities for no income persons, that helps to provide income for homeless other than job force. This project allows a work shop environment for the general population.
6. The success of this project is calculated as such. A grant was issued to LCS, for art group supplies, we have since gotten a volunteer art teacher, Audrey Kloppe to attend group on Wednesdays, we have created many items in clay. We have discussed sewing, recycled objects from glass, and other tooling. We cannot have kilns or other equipment like broken glass in general at the shelter. I have medical insurance and am able to provide glass pieces for paint and collections of workable pieces from other glass, wood and metal materials. The other volunteers Have experience in working with these materials.
  - A. Steve Elder, LCS Staff... Glass and bead work
  - B. Joel, LCS... Metals
  - C. Myself... Tax preparations and prior business owner
  - D. Audrey Kloppe... Art instructor.



**E. Delaney Firms... Ceramic tile and construction.**

We currently need storage of tools, workspace and a kiln to provide continued educations in recycling, sales and art direction. Progressively, schooling, income for housing and direction in social acceptance and strengths for these individuals and the public, are hopeful. The area proposes is a good sales location and directly accessed at the current Lawrence Community Shelters Location.

7. Currently tools and objects are being collected, minimally due to the necessary space to progress with these workable items; we are at a standstill except for these current projects.
  - A. Machine sewn journals from paper grocery bags
  - B. Clay molding
  - C. Preparations for community mask making from scrap newsprint.
  - D. Purchase budgets for art group promotions.
  - E. Time - lining is flyer applications and permit purchases fro community organization, activity and supports.
  - F. Fundraising is planned for February, April, July, and October 2009.
8. As mentioned we were approved for \$1000.00, that is still available for the art group. I have also researched other organizations that support this project, namely all mentioned. There is a church that helps with funds and government agencies as well as the sales and public outreach as mentioned.
9. This entire project focuses on green practices, and community support.

**Annual Report And Financial Statement.**

This commercial residential union began as a recycling project that requires a large scale of workers due to the large amounts of recyclable and resources available, just in new to scrap items. These are items new prior to disposal. This project also includes used to scrap materials. This application focuses on new items. Our recent activities describe the most activities from the year and the continued resources I will be addressing throughout the next. Some organization from the board to raise funds and community support are the flyers and general yard work, seasonal. This includes some combinations of contributions that range from 365 per year and 65 per month. These funds are generated daily, weekly, bi weekly and monthly and change frequently. We are hopeful to find housing, from persons and agencies available to help house others who work within our agency as well as provide the recreational progress as mentioned. We also hope to encourage the community outreach projects in their entirety.

### **Budget**

The current budget for this proposal is for limited space and supplies and hopes to grow considerably over the next few years. In order of importance...

\$4800.00 rent with included utilities @ 945 Kentucky Payable to James Dunn

\$ 800.00 estimate for a glass kiln/ bead working and lamp work. Friar Tucks, Leavenworth

\$1100.00 Computer system for bookwork, online building and officiating Best buy and Dell

### **TOTAL**

\$ 6700.00

- 4800.00 (Mr. Dunn)

Remaining Payable to Angela Jennings

C/ O Loring Henderson ,  
Lawrence Community Shelter  
214 West 10<sup>th</sup> Street  
Lawrence, Kansas 66044

Insurance receipt can be requested, for all the above equipment upon receipt.

Insurance @ Mary Woodward agency, American Family Insurance,  
901 Kentucky, Lawrence.

Preferred equipment for a work force development would be to include 2 new computers for the shelter with phone and online for tutoring schooling and work force developments.

This is an approximate cost of \$1900.00.



# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Douglas County AIDS Project

Mailing Address: 2518 Ridge Ct, #101

Program Address, if different than above: \_\_\_\_\_

Contact Name: Elena Ivanov Phone: ((785) 843-0040

Contact Title: Executive Director

E-mail (required): dcaped@sunflower.com Fax : (785)( 843-2669

Date : December 1, 2008

Mission of organization:

The mission of DCAP is to provide supportive and responsive care for a diverse community affected by HIV/AIDS. Through leadership, education and advocacy, DCAP is committed to raising awareness and reducing the spread of HIV/AIDS.

## II. Project Information

Requested \$4,000 Request is 26 % of project budget and 2 % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- X ☐ List of officers and board members and their principal occupations (one per agency)
- X ☐ Most recent annual report and (one per agency) financial statement
- X ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☐ Strengthen Neighborhoods
- ☐ Movement to housing
- X ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- X ☐ Existing program
- X ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

DCAP is requesting \$4,000 for it's Emergency Assistance Program. This program is designed to help our consumers who are in crisis gain/maintain stable, affordable, and suitable housing as an integral part of achieving the best possible quality of life while living with HIV/AIDS.

Fifty-word summary description of the project:

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?

Through the Emergency Financial Assistance Fund (EFA), DCAP is able to prevent homelessness for persons living with HIV/AIDS who are in abject poverty or have a set of circumstances that may cause homelessness. Circumstances that lead to homelessness for persons living with HIV/AIDS can include sporadic extended illnesses that often involve hospitalizations. The incurred costs and the interruptions in the person's ability to work can lead to instability in all aspects of life including urgent needs of assistance for rent, food, utilities, and medicines. DCAP utilizes EFA funds to help stabilize these needs in order to give the individual with HIV/AIDS the best possible chance to maintain control over his/ her life circumstances.

The funds provided by the City of Lawrence in the past have been instrumental in assuring stable, affordable, and suitable housing for persons living with HIV in our community. DCAP hopes to partner once again with the City of Lawrence to provide supportive services for its consumers as they work to gain/maintain stable housing as an integral part of achieving the best possible quality of life while living with HIV/AIDS.

1. How will this grant support the mission of the organization?

Douglas County AIDS Project (DCAP) is the sole organization in a three county area of northeast Kansas designated as an AIDS Service Organization. Founded in 1989 and a United Way agency, DCAP is widely recognized as a trusted, effective agency that provides humane and urgently-needed services related to the HIV/AIDS epidemic.

The purpose of our EFA program is to assure people who are HIV+ will have the necessary resources to gain and maintain stable housing within this community. Increased stability will help our consumers remain committed to the difficult medical regimen they must follow to stay healthy.

2. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

During 2008, DCAP served about 57 case management consumers, any of whom may face circumstances that make them eligible for emergency assistance.

In the past year, DCAP has served 57 households, 44% of which were Douglas County residents. Of those receiving EFA funds, 100% met the guidelines for low-to-moderate income households.

3. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

## **City of Lawrence CDBG/HOME Programs Grant Application**

DCAP is budgeting \$15,500 in 2008 for Emergency Assistance Funds. Sources for this funding come from both private donors and a handful of grantors (see Question 8).

DCAP has two case managers and two student interns who work directly with consumers and administer EFA funds and a pool of approximately 60 volunteers, some of whom are trained to provide direct assistance to consumers with transportation, shopping and other basic needs (buddies).

4. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

DCAP has successfully operated an Emergency Assistance Fund since shortly after its inception in 1989.

DCAP collaborates closely with other community service agencies, such as ECKAN and the Lawrence Community Shelter, to provide for the basic needs of consumers. These needs may include food, temporary shelter, financial support, crisis intervention, mental health counseling and medical services.

Providing for basic needs is especially important for persons living with HIV/AIDS. While medications are available to help them live longer, more healthy lives than those who were diagnosed in the 1980's, the regimen of drugs and their side-effects can be difficult to tolerate. Missing just one dose of an HIV/AIDS drug can cause the body to develop immunity to that particular drug. Without a stable living situation, it can be next to impossible for an infected consumer to adhere to such a demanding medical protocol.

5. How will success be measured and how will you continue to fund this project once grant funds are expended?

DCAP primary outcome for our case management program is as follows:

90% of DCAP case management consumers will maintain or improve their acuity rating after six months of service.

This outcome reflects a holistic view of a consumer's well-being by incorporating measures of success/stability in virtually every area of a consumer's life. The Acuity Scale, an assessment that is done on consumers every six months, measures their level of need in 17 life areas, such as medical, housing, mental health, domestic violence and social support. A person is more likely to adhere to a complicated medical regimen when he or she has basic housing, food and transportation needs met, is mentally and emotionally stable, and enjoys social and spiritual support.

The ability to maintain stable housing is an especially important element in determining an acuity rating. Lack of housing can adversely affect the quality of life in almost every other life category and drastically raise one's acuity rating.

Continued funding for this project will come from a variety of sources, such as those listed in Question 8.

## City of Lawrence CDBG/HOME Programs Grant Application

6. What is the organization's timeline for achieving the objectives of the grant?

EFA funds are available to consumers year-round. We receive monies for this fund from several sources and they arrive at different times throughout the year, helping us to maintain a balance in our emergency funds account.

7. What other funding sources have been approached and what have the responses been?

Broadway Cares	\$5,000	Approved
Capuchin Province	\$1,000	Pending for 2008
FEMA	\$1,500	Approved
Designated private donations	\$1,500	Pending for 2009

8. Describe the agency philosophy and practices regarding recycling and other "green" practices.

DCAP recognizes its role as a leader in the community with regard to environmental policies and, with the adoption of the waste prevention and recycling policy, demonstrates its intention to ensure responsible stewardship of the environmental resources. The following practices shall be implemented and maintained throughout our operations.

- Durable and Reusable Products - Whenever possible, DCAP will reduce the use of nonrecyclable materials and products, and promote the use of durable and reusable products, i.e., manila envelopes, reusable plastic or ceramic mugs instead of disposable cups, canvas sheeting instead of plastic garbage bags for landscape wastes, recycling reusable silverware/dinnerware instead of using disposable items.
- Copying and Printing - Employees will reuse office paper whenever practical. Office papers shall be recycled. All departments shall encourage two-sided copying. Whenever practical, scrap paper printed only on one side shall be used for producing rough drafts. Paper printed only on one side shall also be used as scratch paper.
- Documents - letters, reports and documents produced by staff and volunteers should be printed on both sides. All forms used in the office should include only the necessary information and number of copies. Instruction sheets, if necessary, shall be printed on the back of the last page of the form. Whenever possible, forms should be filled out and processed electronically.
- Correspondence - whenever feasible, electronic correspondence shall replace written correspondence. Unnecessary printed copies of electronic correspondence are discouraged.
- Newsletters and Mailing Lists - the newsletter will be published on our web site and its recipients will be encouraged to use electronic copies. Printed copies of the newsletter will be available upon request at the front desk. Printed copies for staff use should be routed or posted for interested parties to read. Annually, staff shall review mailing lists and delete out of date subscribers.

# City of Lawrence CDBG/HOME Programs Grant Application

## IV. Project Budget

### Douglas County AIDS Project 2008 Budget

INCOME - 2008		EXPENSES - 2008	
Contributions		Consumer Services	2,007
Corporate Contributions	1,200	Emergency Assistance	<b>15,500</b>
Membership	26,000	Support Groups	120
Slotsky Emerg./Memorials	<b>1,500</b>	Other	-
Total Contributions	28,700	Total Consumer Services	17,627
Fundraisers		Education	
AIDS Walk (Apr.)	17,000	Brochures	400
Art Auction (Dec.)	13,000	Educational Supplies	900
Hosted Dinners	-	Personal Perspectives	625
Other DCAP Fundraisers	<b>3,000</b>	Supplies/Condoms	2,200
Total Fundraisers	33,000	Total Education	4,125
Grants			
Broadway Cares/Equity	<b>5,000</b>		
Capuchin Province	<b>1,500</b>	Operations	
CDBG	<b>6,000</b>	Audit	2,175
FEMA	<b>1,500</b>	Bank Charges	96
First Presbyterian	-	Credit Card Charges	220
HOA/DIFFA (10/11-9/30)	11,000	Dues, Subscriptions	180
KDHE - Case Mgmt (7/1-6/30)	52,500	Insurance – Health, Liab, Prop, WC	23,667
KDHE - Prevention (7/1-6/30)	36,024	Mileage	2,040
KU Student Senate	4,000	Miscellaneous	60
Other Grants	5,000	Newsletter	1,000
United Way (1/1-12/31)	<b>20,610</b>	Occupancy	10,128
Total Grants	143,134	Office Equip. Maintenance	1,020
		Office Supplies	1,250
Other Income		Personnel Expense	290
Churches	200	Photo-Printing	500
Civic Groups	800	Postage	1,500
Community Benefits	1,000	Staff Training & Conferences	500
Information Tables	180	Technology (internet, software)	710
Interest Income	276	Telephone	2,400
Misc. Income	-	Travel (tolls, food, lodging, mileage)	900
Total Other Income	2,456	Volunteer Expenses	360
		Total Operations	48,996
		Payroll Expenses	12,120
		Salary Expense	124,236
<b>TOTAL INCOME</b>	207,104	<b>TOTAL EXPENSES</b>	207,104
Income and Expenses related to Emergency Assistance Funds are in bold			



## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

## **Douglas County AIDS Project Board of Directors 2008**

### **Penny Hotchkiss, Chair**

Adjunct Faculty  
Allen Community College  
1<sup>st</sup> three-year term expires  
2010

### **Janet L. Horner, Vice Chair**

Assistant to the President  
PROSOCO, Inc.  
1<sup>st</sup> three year term expires  
2011

### **Susan McDanel, ARNP, Secretary**

Nurse Practitioner  
Lawrence Douglas County  
Health Department  
Annual Position

### **Mark Batesel, Treasurer**

Business Consultant  
American Dairy Queen Corp.  
Annual Position

### **Michele Weigand, Past Chair**

VP Investments  
Kansas Technology  
Enterprise Corp.  
1<sup>st</sup> three-year term expires  
2008

### **Mary Head**

ESL Teacher  
Blue Valley School District  
2nd three-year term expires  
2009

### **Thomas Klocke**

Painter and Playwright  
1<sup>st</sup> three year term expires  
2011

### **Julie Lesnikowski**

Costume Designer  
Jordan Ross Design  
1<sup>st</sup> three-year term expires  
2010

### **Bill Pruett**

Student  
Annual Position

### **Stephen Maceli**

Caterer  
Maceli's  
1<sup>st</sup> three year term expires  
2010

### **Jean Rosenthal**

Legal Advocacy Coordinator  
Kansas Coalition Against  
Sexual  
and Domestic Violence  
2<sup>nd</sup> three-year term expires  
2010

### **Jeff Sigler, R.Ph., CDM**

Pharmacist  
Sigler Pharmacy  
1<sup>st</sup> three year term expires  
2010

### **John Staniunas**

Chair  
Department of Theatre and  
Film  
University of Kansas  
2<sup>nd</sup> three-year term expires  
2009

### **Cindy West**

Realtor  
REMAX Professionals  
2<sup>nd</sup> three-year term expires  
2008

### **Len Wright, ABSCA-BGS**

Community Activist  
1<sup>st</sup> two year term expires  
2009



Douglas County AIDS Project

2007

# Annual Report

## *Message From the Executive Director*

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In 2008, HIV/AIDS continues to be a global emergency. The statistics over the past twenty-six years numb everybody beyond comprehension. AIDS infects 40,000 new people each year in the United States. 300,000 women in the United States are living with HIV. Around the world, the rate for new HIV/AIDS infections is estimated to be around four to five million every year.

This is an emergency that serious requires an all-out response. It has changed the way we think, how we love, what we teach our children and what we say in public about our sexual concerns. While new drugs have allowed infected individuals to live longer, higher-quality lives, the disease is still devastating and ultimately fatal. It is estimated that 1/3 of Americans infected with HIV don't even know their status. Obviously, providing education on HIV/AIDS is essential and knowing how HIV is transmitted is the first step towards halting the spread of the disease.

For the past 19 years, the Douglas County AIDS Project (DCAP) has provided direct client services, through collaboration with other agencies, to individuals and families infected and affected by HIV and AIDS in the Douglas, Jefferson and Franklin County communities. In addition, DCAP has provided leadership to the community and serves as a community resource in the areas of HIV and AIDS education and prevention.

DCAP underwent a staff turnover in 2007. A new group of staff members, including myself, had the honor of taking on the stewardship of the important mission of DCAP. Though the faces are new, the philosophy has not changed. We all believe that when one is infected, all are affected. Our agency is a place where HIV affected individuals feel safe and accepted, so they can talk about their real life and break the silence and stigma attached to HIV/AIDS.

I would like to thank each of you who have contributed your support to DCAP and to those who we serve. Without you—our donors, community leaders and tireless volunteers—we could not accomplish all that we do. Together, our voices and our actions can win the struggle against this worst global pandemic and save lives.

Sincerely,  
Elena Ivanov, Executive Director

### **DCAP Consumers speak out about DCAP:**

"I think that DCAP provides wonderful services, and I am very grateful for all they do – this year will be my 20<sup>th</sup> anniversary fighting the disease!"

"I like the people who work here because they go above and beyond to find so much needed resources"

"A great place just to visit and socialize, especially for single people who do not have any support network."

"DCAP is a first-rate organization!"

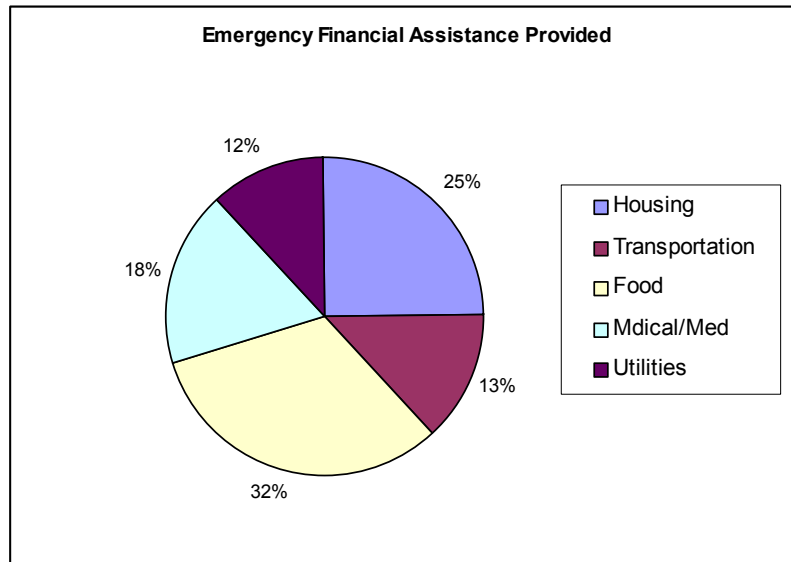
***"When one is infected, all are affected: our agency is a place where HIV affected individuals feel safe and accepted, so they can talk about their real life and break the silence and stigma attached to HIV/AIDS."***

# *Caring for those infected with HIV/AIDS*

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We provide one-on-one, confidential and professional case management services to those infected with HIV/AIDS. These services include assistance in accessing specialists in HIV/AIDS treatment, arranging transportation to appointments, providing emergency financial assistance, and accessing other resources pertinent to maintaining independence and quality of life.

DCAP consumers come from all walks of life, but mostly we serve low-income individuals. In 2007, 60% of the DCAP consumers fell at or below the federal poverty level.



## 2007 Service Data

60	Consumers served
6	New in 2007
733	Face-to-face visits
5,454	Phone/written contacts
\$8,581	Emergency Financial Assistance provided to clients

## Client Care in Action

The Acuity Scale is an assessment tool that measures a consumer's level of need in 17 life areas, such as medical, housing, mental health and social support. Points are given in each area based on the consumer's answers to several questions and then tallied for a final score. This score then determines the level of care the consumer will receive. Consumers with a high score (intermediate or intense level of need) will receive additional contact from case managers and more frequent reassessment.

In 2007, 87% of consumers maintained or reduced their acuity, indicating that DCAP's case management services are achieving the important goal of helping HIV+ consumers maintain their health and stability.

## Client Demographics

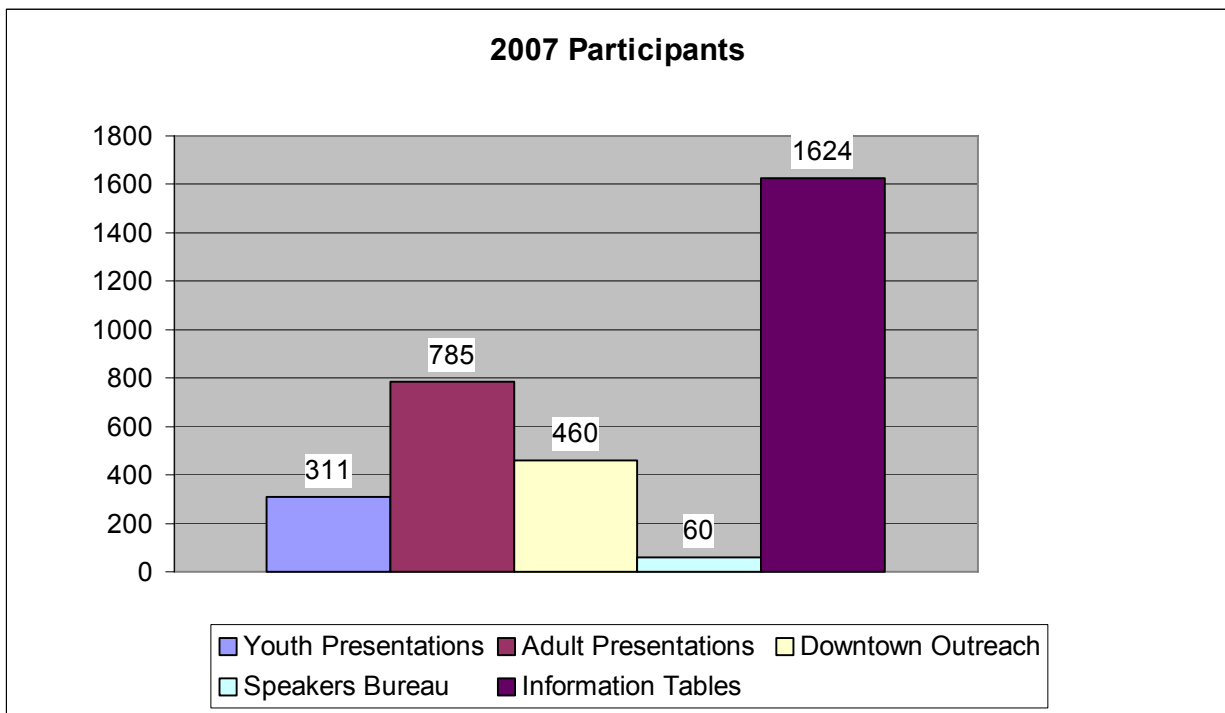
80%	Male
20%	Female
75%	Caucasian
13%	African/African-American
2%	Hispanic/Latino
10%	Native American
60%	Below poverty level
22%	101-200% poverty level
13%	201-300% poverty level
5%	above 300%

# *Preventing the Spread of HIV/AIDS*

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DCAP has multiple goals with our education and outreach services. Our primary concern is to decrease the further spread of HIV. In addition, DCAP strives to create a community of caring for those already impacted by this epidemic and to break down stereotypes and biases relating to people living with HIV or AIDS.

Education is provided in a variety of settings, including schools, social service agencies, community events, bars and nightclubs, or anywhere we can reach individuals who may be putting themselves at-risk. Recent statistics revealed by the CDC confirm our worst suspicions about the vulnerability of teens between the ages of 13 and 18, and point out the need for comprehensive sex health education.



## **2007 Statistics**

85 education presentations reached 1,095 persons.

96% of those educated can now correctly identify the four body fluids that transmit HIV

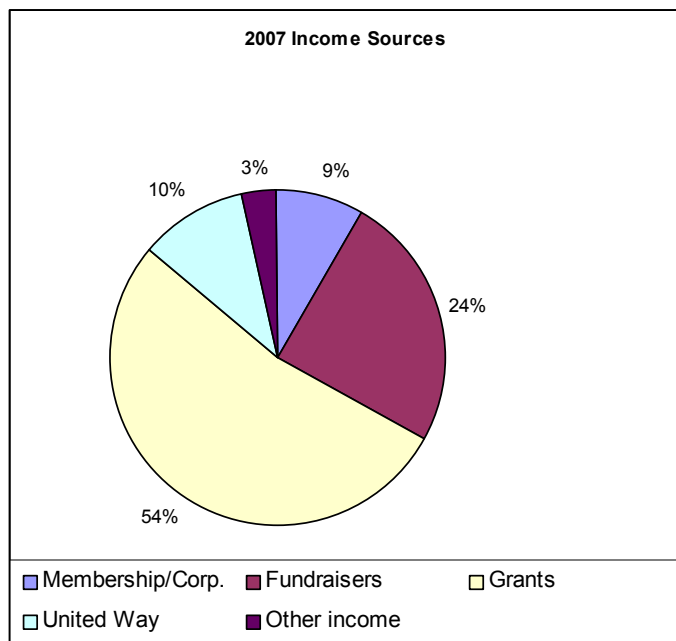
22 information tables reached over 1,600 persons

2 street outreach events reached 460 persons

21,000 free condoms were distributed at 30 condom bowl sites throughout our service region

free HIV testing resumed on November 29, 2007

## Fiscal Data



### Revenue

Membership/Corporate	17,774
Fundraisers	50,064
Grants	109,744
United Way	21,457
Other Income	6,966
<b>Total</b>	<b>\$206,005</b>

### Expenses

Client Care Coordination	69,760
Administration	56,701
Client Care Services	10,819
Education and Outreach	3,234
Fundraising Expenses	10,360
Operations	33,042
Payroll Expenses (taxes)	10,442
<b>Total</b>	<b>\$194,358</b>
<b>Net Income</b>	<b>\$11,647</b>

## 2007 Board of Directors

Michele Weigand, Chair  
VP Investments  
Kansas Technology  
Enterprise Corp.

Jean Rosenthal, Vice Chair  
Legal Services Comm.  
Kansas Coalition Against  
Sexual and Domestic  
Violence

Cindy West, Secretary  
Realtor  
REMAX Professionals

Mark Batesel, Treasurer  
Business Consultant  
American Dairy Queen  
Corporation

John Baur  
Jeweler (Deceased)

Bill Pruett  
Student, KU

Mary Head  
ESL Teacher  
Blue Valley School

Penny Hotchkiss  
Community Volunteer

Kimberley Kreicker  
Educator, Emporia  
State University

Julie Lesnikowski  
Costume Designer

Stephen Maceli  
Caterer, Maceli's

Susan McDanel,  
Nurse Practitioner

Jeff Sigler, R.Ph., CDM  
Pharmacist  
Sigler Pharmacy

John Staniunas  
Assoc. Professor KU  
Dep. of Film & Theater

Joseph G. Tillman  
Research Specialist

Len Wright  
Student, KU

# *Celebrating DCAP Volunteers*

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## *2007 Volunteer of the Year Award*

Amanda McIntosh

## *2007 Friend of DCAP Award*

Dr. Christopher Penn, Tammie Trefz, Jamie Littleton, MaryAnn Ice

## *2007 Spirit of DCAP Award*

Pat Phillips and Lisa Miller

## *Five Years Service and More*

Catherine Bolton, Liz Botkin, Pam Casagrande, Karen Crusinbery,  
Georgann Eglinski, Charline Freitag, Sharareh Hashemy, Janet Horner, Len Wright, Lisa  
Miller, Pat Phillips, Bill Smith, Sara Stonecipher

## *Four Years Service*

Aubrey Fraker, Chris Veeh, Douglas Underwood

## *Three Years Service*

Samantha Algrim, Jamie Blumhagen, Bethany Harris, Amy Hope,  
Nina Mosallaei, Britt Nesmith, Rachel Prince, Lauren Reed,  
Jane Segebrecht, Ryan Stringer

## *Two Years Service*

Julie Anderson, Pamela Barnum, Wesley Bickford, Maggie Bixler, Jill Daniels, Shannon  
Draper, Roland Eble, Jan Freitag, Gerri Fizer, Taina Grenholm, Steve Haenchen, Bliss  
Hartnett, Ann Marie Hickey, Lijia Lyles, Amanda McIntosh, Erin Morgan, Amanda Morley,  
Sonya Navarro, Cory O'Connor, Patricia Prohaska, Cole Roe, Kate Rowden, Kyle Rowe,  
Elizabeth Stephens, Lou Wesley, Joseph Wilner

## *One Year Service*

Kirsten Barrish, Katie Black, Carolyn Blatchford, Jessica Clatterbuck, Briana Cowell, Tami  
Gaines, Emily Hampton, Lucas Hart, Lindsey Heinz, Emily Jennings, Denisha Jones,  
Rachael LeClear, Ashley Leonard, Karen Luecke, Bowen Marshall, Erin Morgan, Travis  
Nelson, Natalie Orrison, Leah Pharr, Christopher Porter, Danny Rowland,  
Andrew Segraves, Anne Weltmer

## *New Active Volunteers 2007-2008*

Aly Barland, Ashlee Crowl, Lisa Dixon, Betty Eakin, Emma Fernandez, Mark Harbaugh, Michael Jaquay,  
Katherine Loeck, Danielle Loftus, Bethany Lucas, Bethany Masters, Batya Meyer, Lauren Tullis, Melissa White,  
Erin Williams, Whitney Wilson, Justin Zerlin, Shasta Zielke



# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: East Lawrence Neighborhood Association

Mailing Address: PO Box 442393, Lawrence, Ks. 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Heather Coates Phone: (785-830-9085)

Contact Title: Neighborhood Coordinator

E-mail (required): eastlawrence@yahoo.com Fax : ( )

Date : December 1, 2008

Mission of organization:

The mission of the East Lawrence Neighborhood Association is to strengthen and stabilize by increasing communication throughout the neighborhood, help maintain and enhance healthy living conditions, foster good relations with businesses and organizations in the area and to be a voice for East Lawrence in the community.

## II. Project Information: Operating Expenses

Requested \$ \_\_\_\_\_ Request is \_\_\_\_\_ % of project budget and \_\_\_\_\_ % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)

### Improvement

- ☐ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☒ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

## **City of Lawrence CDBG/HOME Programs Grant Application**

Fifty-word summary description of the project:

Funds help printing/ mailing bimonthly newsletters ,copying, office supplies, PO Box rental, LAN dues, tiller/ mower upkeep, collapsible recycling containers, necessary expenses. Coordinator facilitates communication within East Lawrence and wider community through e-mails, calls, meetings; edits, writes, ensures newsletter distribution, maintains records, membership, organizes work days, events to benefit neighborhood.

### **III. Narrative**

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

### **IV. Project Budget**

Please attach a one-page budget for the project, showing proposed revenues and expenses.

### **IV. Required Attachments**

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

# City of Lawrence CDBG/HOME Programs Grant Application

## 4. Narrative

**What is the situation, problem or opportunity this grant will address?**

### **2. How will this grant support the mission of the organization?**

This grant request by the East Lawrence Neighborhood Association is for operating and communication expenses to continue the work of the board members, the coordinator and our many, valued neighborhood volunteers.

These funds would enable us to continue and improve communication by publishing and mailing the bi-monthly newsletter, maintaining our new website, sending out the Thursday e-mail news, phone calls, snail mail, posted fliers and knocking on doors to inform the neighborhood about issues, upcoming events, community resources available to help and opportunities to volunteer.

The grant request includes critical funding for a coordinator. We realize the role of the neighborhood coordinator has sometimes been perceived as unnecessary and dismissed as a job that could be easily done by neighborhood volunteers. We disagree and are asking you to carefully weigh your decision about funding coordinators. We view the work of the coordinator as even more important now than in the past.

The downturn in the economy is hard for everyone but for our elders trying to afford their groceries or for low-income, single parent trying to get one child to daycare and two more to New

York Elementary it is scary and disheartening. This is where a coordinated neighborhood association can step in to help people share tools, skills, food and information about community resources that might help them through tough times. Our coordinator has built ties to the schools where our kids learn, to KU and student volunteers and to retired neighbors to help with the newsletter. Hands-on involvement by East Lawrence residents has never been better and our coordinator, an active board and member volunteers share the credit.

We have had some successes this year that were the result of many years of steady work and relationship building in the community. The coordinator monitors, gathers and disperses needed information to facilitate this and mobilizes a diverse network of volunteers who put in hundreds of hours. Reading and replying to ELNA e-mail is an important but time consuming part of the coordinator's job.

### **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification) ?**

This grant serves the entire East Lawrence Neighborhood as defined in our bylaws. According to the most recent U.S. census data (2000) the neighborhood is comprised of 3,195 people in 1332 households of which 66% are low to moderate income. Of these households 59% are renters and 41% are owner occupied. The U.S. Dept. of Education lists 70.5% of the children attending New York Elementary School as economically disadvantaged.

## **City of Lawrence CDBG/HOME Programs Grant Application**

### **4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?**

The operating expenses will be overseen by the Neighborhood Association, adhering to the ELNA by-laws, governed by an elected board including the executive officers, the President, Vice-President, Secretary and Treasurer. Our board members represent a cross section of residents, from a variety of backgrounds and work experience. They are state and university employees, small business owners, artists, musicians, professionals, blue collar workers and one retiree; (and that just describes their main job since many of us are working more than one job now).

The board, our coordinator, ELNA members and many generous, local businesses donate their talents, time, vehicles, materials, labor and if they can, out of pocket donations to help neighbors in need. We don't have a lot of cash but we are rich in kind neighbors.

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

We have learned that we must be respectful and cooperative within our diverse neighborhood and in our community at large to function effectively and accomplish our goals. ELNA has had a banner year of fruitful collaborations. Here is a partial list: supporting St. Luke AME Church and its grant request (successful) for rehab dollars through the State Heritage Trust Fund; working with the Parent/Teacher Organizations at N.Y. Elementary and Central Jr. High; working with police and city staff to shut down and force the sale of an active drug house, supporting Depot Redux (restoration of the Santa Fe Train Depot) with labor and historic research; working with the Kaw Valley Kickball League to provide a concession stand all summer at Municipal Stadium in Hobbs Park; working with KU architecture and sociology students on ELNA projects for class credits; working with Parks and Rec. for new restrooms in Hobbs Park and on the history of the park; hosting presentations to ELNA from the Lawrence Sustainability Network, Westar and City Manager David Corliss; borrowing the Eastside People's Market for an ELNA History Project presentation and reception; working with the city and many volunteers to help two families needing emergency help and long term repairs; ELNA, Brook Creek and Barker reps. meeting to promote and monitor the Burroughs Creek Trail Plan that borders all three neighborhoods; collaborating with CDBG City of Lawrence, Douglas County, Tenants to Homeowners/Lawrence Community Land Trust, Lawrence Preservation Alliance, Douglas County Community Foundation, Capital Federal Foundation and the Kansas State Tax Credit program to restore 1120 Rhode Island as an affordable home in a National Historic District. This will be followed by four units of accessible, affordable housing next door. We intend to continue to foster these ties and look for more alliances when there is a shared mission.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

ELNA has submitted the required quarterly performance measure reports but the best measure of success is the continued vitality of our neighborhood. Despite rising local foreclosures and lay-offs we must work harder to make sure our kids are safe on their walk to school, that affordable housing is available to all and to connect our neighbors so people can help each other.

## **City of Lawrence CDBG/HOME Programs Grant Application**

We are successful when we act as liaisons for neighbors to the police, city departments, the Lawrence Association of Neighborhoods and help ease their way through the bureaucracy. Each newsletter is a measure of success when it explains work done by the board, the coordinator and residents and gives useful information about relevant issues to inform and engage people in the neighborhood. We will be successful when we carefully recycle at every meeting and event and teach the kids why we're doing it.

We also measure success by very careful spending and stretching our dollars until they squeak. We do have some sources of funding beyond CDBG moneys. There are small donations from neighbors who value a specific project, our annual Yart Sale, collecting scrap metal for the ELNA account at the Haskell Avenue Recycling Center, selling T-shirts for a small profit and selling pop, burgers and homemade treats at Kaw Valley Kickball games in the summer.

### **7. What is the organization's time line for achieving the objectives of the grant?**

We have many ongoing projects so we plan on continuing our work (please see question 5).

ELNA will meet monthly, officers meet weekly, publish our newsletter 6 times a year, schedule

work days, represent ELNA at LAN, city/county/school board meetings, various community meetings, etc. There is steady work all year.

### **8. What other funding sources have been approached and what have the responses been?**

We have 162 paid memberships this year (at \$1 each). We promote business memberships in the neighborhood and the greater community. We have had generous donations of food from Lawrence restaurants for volunteers, of construction materials and skilled work from East Lawrence businesses, of organic produce from ELNA members and giveaway prizes from stores for our annual party. As mentioned earlier, our annual YART Sale, T-shirt sales, recycling metal and our summer concession stand raises some funds. Many people are unable to give cash but will donate time or services to help.

### **9. Describe the agency philosophy and practices regarding recycling and other "green" practices.**

ELNA is very proud of our oldest community garden at 9<sup>th</sup> and Pa. where 20 families grow food and flowers, share tools and gardening tips and have an annual picnic each summer. There are now 3 other community gardens in East Law.; 2 on New York St. and the newest at the Friends Fellowship Hall at 12<sup>th</sup> and Oregon. We are avid home, office and business recyclers, taking our newspapers to Central and New York Schools to benefit the kids, recycling metals at the Haskell Recycling Center, selling union and American made t-shirts printed at a neighborhood business, supporting the Farmer's Market and the Eastside People's Market that sell locally grown food and home supplies, actively working to save the T, publishing green news articles in each newsletter (such as an article on 2 neighbors who run their family vehicles on grease from downtown restaurants), renting and maintaining a lawn mower and roto tiller to encourage gardening and shared equipment, donating food, used clothing and household goods to Penn House

## **City of Lawrence CDBG/HOME Programs Grant Application**

and The Social Service League and then shopping there and reusing stuff, There are lots of walkers and cyclists in East Lawrence, many bike mechanics and 1 bike lab. We could go on.

We also know that preserving existing homes and buildings is the ultimate green activity so we work to save as many as we can. Each already built structure represents not only the building materials used, but also the energy required to grow and/or manufacture and transport the supplies to the site. The dense, high quality wood used in older buildings is no longer available except as expensive salvaged wood. New construction typically uses materials such as particleboard, composites and plastics that all have a shorter life span than older, hardier materials, require toxic and energy intensive processes for manufacturing and then require fuel and energy to ship to the building site. Demolishing buildings adds to our landfill, wastes usable materials and should be our last resort. Restoring homes stabilizes our older, core neighborhoods, helps retain current neighbors and invites new residents thus reducing the need for more sprawl.

## City of Lawrence CDBG/HOME Programs Grant Application

<b>EAST LAWRENCE NEIGHBORHOOD ASSOCIATION 2008 FINANCIAL REPORT</b>			
<b><u>2008-2009 Request</u></b>	<b><u>2008-09 Actual</u></b>	<b><u>2009-2010 Request</u></b>	<b><u>Item</u></b>
2760.00	1616.03	2800.00	Print Newsletters
1680.00	538.67	1600.00	Mail Newsletters
400.00		400.00	Copies
80.00		80.00	Tiller & Lawnmower maint.
450.00		450.00	Office Supplies
40.00		40.00	PO Box
25.00		25.00	Lan Dues
		250.00	Stand up Recycling Containers
5700.00	3708.30	5870.80	Coordinator wages
<b>11,135.00</b>	<b>5863.00</b>	<b>11,515.80</b>	<b>TOTAL</b>

\*Coordinator wages for one year based on an average of 10 hours a week at the living wage of 11.47 per hour.

### **Operating Expenses**

**These funds help cover printing/mailing bimonthly newsletters; event/work day flyers; letters,copying; tiller& lawnmower maintenance and repairs; office supplies; P.O. Box rental; annual LAN dues; purchase of 5 collapsible recycling containers and other necessary expenses. The Coordinator facilitates communications within East Lawrence, with the City/County and the wider community through phone calls, e-mails and attendance at meetings. As a primary ELNA contact, the Coordinator edits, writes, ensures newsletter distribution, maintains ELNA files, e-mail, networks, fund raises, organizes work days, events and tracks memberships.**

**City of Lawrence CDBG/HOME Programs  
Grant Application**

Treasurer's Report  
November General Meeting  
Monday, November 10, 2008

Current Bank Balance	987.89
City Reimbursements requested	
Sep Coord Hours	314.36
Oct Coord Hours	325.20
City Reimbursements Received	
August Coord hours	325.50
Misc. Income	
Membership	\$15.00
T shirts	\$60.00
Misc Expenses	
Repair of popcorn machine	\$58.25



## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Housing & Credit Counseling, Inc.

Mailing Address: 1195 SW Buchanan, Topeka, KS 66604

Program Address, if different than above: 2518 Ridge Court #207, Lawrence, KS 66046

Contact Name: Robert Baker Phone: 785-749-4224

Contact Title: Director of Education

E-mail (required) : rbaker@hcci-ks.org Fax : 785-234-0237

Date : 12/1/2008

### Mission of organization:

Housing and Credit Counseling, Inc.'s mission is to assist the community by helping consumers achieve housing and financial goals and resolve related difficulties with dignity. HCCI is a leader in the communities it serves in these efforts.

## II. Project Information

Requested \$25,000 Request is 37% of project budget and 2% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☒ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

**Please use the space provided on this cover page rather than an attachment to respond to the following:**

### Fifty-word summary description of the project:

Tenant-Landlord Counseling and Education

HCCI's Tenant-Landlord program helps people help themselves to secure adequate, safe, affordable and equitable rental housing through counseling, support, education and mediation. HCCI is also involved with programs and partnerships to offer more extensive life skills and homeless prevention programs.

### III. Narrative

#### 1. What is the situation, problem or opportunity this grant will address?

Lawrence is home to a large, diverse population. Of particular concern to HCCI are the families and singles living paycheck to paycheck, seniors, and individuals with special needs including a growing population of homeless people. It is critical that Lawrence maintain a stable rental housing market that is code compliant. Tenants and landlords rely on immediate access to rental housing counseling services from Housing and Credit Counseling, Inc (HCCI) to help them understand and successfully exercise their rights.

HCCI's 2009 Strategic Goals specifically address these three areas of concern that are also high priorities for the City of Lawrence Comprehensive Plan:

1. increase knowledge of the rights and responsibilities of tenants and landlords to stabilize rental housing;
2. provide counseling/education and referral for past due rent and utilities to avoid eviction;
3. educate homeless and other displaced individuals regarding transition to permanent housing.

#### 2. How will this grant support the mission of the organization?

The mission of HCCI is to assist the community by helping consumers achieve housing and financial goals and resolve related difficulties with dignity.

This mission will be well served by helping tenants and landlords avoid or resolve misunderstandings that result from, for example:

- substandard maintenance,
- drug use by roommates or neighbors,
- nonpayment of rent for a variety of reasons,
- need for accessible housing after an accident or illness,
- mobile home park issues,
- actual or suspected fair housing violations,
- evictions because of behavior,
- security deposit returns,
- instances where senior landlords are being bullied, and
- growth-related issues when large corporate landlords do not adhere to Kansas housing laws.

Neighborhoods are improved and families are more stable when housing issues are resolved fairly and with dignity. HCCI's Preventive Education services target low-income, homeless and other at-risk groups. The programs teach basic survival information and life skills essential for renters to be successful tenants. Tenants learn their rights and responsibilities, appropriate behavior and communication skills and how to find affordable housing options.

Landlords receive the information they need to understand fair housing laws and maintain quality rental units. Programs for landlords and the public include information about the application and screening process, fair housing laws, maintenance responsibilities, drug and behavior issues, regulations regarding appropriate circumstances for landlords to enter rental units and eviction processes. Program presentations will be scheduled at SRS Full Citizenship, Independence Inc., the Landlords of Lawrence Association, Ballard Community Center, the Health Department and the Salvation Army.

HCCI serves a 19-county area in Northeast Kansas with some programs implemented statewide. The City of Lawrence requested that HCCI provide these services in Douglas County and offices were established in the United Way building in 1988. Tenant-Landlord counseling is HCCI's longest-running program and Lawrence is HCCI's second-largest service area. Tenant-Landlord counseling and education has been a priority program for HCCI since it was founded 36 years ago in 1972.

**3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

HCCI's normal expectation is to provide counseling for 500 to 600 tenant-landlord issue related questions from Douglas County residents annually and HCCI expects to deliver that number of consultations in 2009.

Historically, about 88% of consumers utilizing HCCI services report their income range is low to moderate. Counselors ask the clients for income verification. There are no reasons for clients to be dishonest about this information that is then recorded in the HCCI client management database. All contacts (phone, face-to-face and attendance at community education programs) are tracked in the HCCI database.

The following numbers of clients receiving 1-1 service in 2008 reported these income levels.

\$0 - 10,000	= 421 (13.54%)	\$40,001 - \$50,000	= 271 (8.72%)
\$10,001 - \$20,000	= 873 (28.06%)	\$50,001 - \$60,000	= 130 (4.19%)
\$20,001 - 30,000	= 760 (24.43%)	Above \$60,000	= 99 (3.18%)
\$30,001 - \$40,000	= 483 (15.53%)		

**4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?**

**Staff:** HCCI's Tenant-Landlord Counseling services are available Monday-Friday from 8:00 – 5:00 and often after-hours, through funding for a .75 FTE fully trained counselor who is in the Lawrence office at least 30 hours per week for face-to-face and walk-in assistance and to present classes. Cross-training and cross-coverage with the Topeka HCCI office allows housing counselors to assist Lawrence individuals promptly Monday-Friday through use of the HCCI 1-800 telephone number and face-to-face consultation. Note: HCCI Counselors may visit with individuals numerous times regarding a special issue but that client is only counted as a "client" once. Clients may need to be referred to Small Claims Court. HCCI counselors give full support and explanations whenever clients are referred.

**Existing funds:** see budget and information regarding existing funding in question #8.

**Community Partners:** HCCI's Lawrence office is located in the United Way center which provides convenience for clients and staff for referral and co-counseling with other agencies.

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

Housing counseling, including emergency housing options for individuals, is only one part of the essential "package" of services available from HCCI. Other related HCCI counseling services include education about basic budgeting and money management, resources for job training, debt repayment and options and alternatives regarding bankruptcy. Public educational programs addressing all of these issues are frequently presented at the request of employers and community groups.

HCCI actively participates in the community panels conducted by City of Lawrence and Lawrence-Douglas County Housing Authority, housing sub-committees, community meetings regarding homelessness, and in landlord panels conducted Landlords of Lawrence Association. HCCI also partners in services with Bert Nash Mental Health, SRS-Full Citizenship, Red Cross, Salvation Army, Independence Inc., Cottonwood and others to provide services. HCCI also provides short term crisis counseling for client referrals from Emergency Service Council members, particularly ECKAN & Ballard Center. HCCI counselors serve an ombudsman role for city services such as code enforcement and fair housing enforcement.

In addition to the services made possible through the funding of CDBG, HCCI conducts a regular series of classes in coordination with LDCHA as part of the ROSS Homeownership Support Services. These comprehensive classes prepare public housing tenants to pursue homeownership. HCCI also provides Renter Preparation classes to all prospective LDCHA Housing Voucher recipients. HCCI assisted with developing the Homeless to Housed (H2H) partnership proposal with the Lawrence Open Shelter and Drop-In Center and the Salvation Army for a combination transitional housing and education proposal.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

HCCI measures success by clients reporting knowledge gained through counseling and education and the client's stated confidence in their ability to cope with housing and related financial issues.

First-level outcomes are:

- Did you learn anything new?
- Are you more confident regarding your issues?

Second-level outcomes are:

- Have you taken steps toward your goals?
- If so, what action steps did you take?

First level outcomes are measured using a written questionnaire at the conclusion of every individual counseling session and each group education presentation. Targets for first level outcomes are that 90% of clients using HCCI services will report they learned something new and they feel more confident in their ability to resolve housing issues.

Second level outcomes are gathered monthly by phone from clients who have used counseling services. The targeted goal for second level outcomes is that 80% of clients will report they have taken some action toward their stated housing goals and 80% of those that reported taking action will have a positive result.

HCCI is proud that all first level outcomes were well above the proposed goals. It has been a challenge to determine the most accurate way to gather outcome information. HCCI outcomes measure knowledge and confidence. These outcomes are believed to be the best source for determining whether progress is being made toward the agency's primary purpose and continually moving toward its mission. Outcome data helps HCCI determine program strengths and weaknesses and modify programs, as needed.

HCCI expects to continue to fund this program with a mix of funds as shown in the attached budget and described in #8. HCCI has periodically raised supplemental funds from sources such as the Kansas Bar

Association, Kansas Fair Housing Team and Boeing Corporation to print the Kansas Tenants and Landlords Handbooks and other publications. Bank of America and Provident Bank have funded the Homeless to Housed presentations and participant incentives. The HCCI Summer Institute for professional training and networking has been sponsored by US Bank. HCCI expects these kinds of supplemental support will continue.

**7. What is the organization's timeline for achieving the objectives of the grant?**

The project is on-going. Activities are provided continuously throughout the year.

**8. What other funding sources have been approached and what have the responses been?**

In 2008, HCCI's Tenant/Landlord Program received local support from the United Way in the amount of \$10,500, from the City of Lawrence General Fund in the amount of \$19,000 and from Housing and Urban Development (HUD) in the amount of \$5,253. HCCI will request similar amounts of funding from these sources in 2009 but it is anticipated funding from United Way may be reduced and HUD funding will be reduced from amounts received in 2008.

**9. Describe the agency philosophy and practices regarding recycling and other "green" practices.**

HCCI fully supports recycling and efforts to conserve resources. Educational programs address the cost effectiveness of winterizing homes to reduce the use of natural gas and other heating fuel. As a HUD certified counseling agency, HCCI distributes HUD Energy Star conservation brochures at offices and when appropriate in consultations with individuals and during classes. HCCI recycles printed paper for notepads. Telephone books and aluminum cans are recycled.

Thank you for this opportunity to apply for CDBG funding.

**Attachments:**

1. city department approval is not required
2. list of HCCI Douglas County Advisory Board
3. HCCI 2007 Annual report and a recent financial statement
4. Project Budget

Housing and Credit Counseling, Inc.

Budget  
Lawrence CDBG/HOME Program - 2009

**REVENUE**

CDBG	25,000
Lawrence General Fund	19,000
United Way	10,500
HUD	5,253
ROSS	2,500
LDCHA	5,000
<b>TOTAL</b>	<b>\$ 67,253</b>

**EXPENSES**

Professional/Clerical Salaries/Fringes	55,295
Contractual (Accounting, Audit, etc.)	4,078
Travel - local	135
Travel - training	635
Supplies	538
Telephone	1,351
Printing & Postage	2,518
Insurance/Bonding	644
Dues	45
Rent	1,925
Equipment	90
<b>TOTAL</b>	<b>\$67,253</b>

Housing and Credit Counseling Inc  
**YTD Budget Report**  
January through October 2008

	<u>Jan - Oct 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
4110 · Contributions	9,379.14	2,183.30	7,195.84
4312 · Lawrence-CDBG	6,435.00	11,000.00	-4,565.00
4320 · United Way - Topeka	39,260.32	36,250.00	3,010.32
4321 · United Way - Douglas County	11,385.00	13,153.32	-1,768.32
4322 · United Way - Riley County	8,958.00	8,958.34	-0.34
4323 · Kansas Banking Commission	100,000.00	140,000.00	-40,000.00
4326 · TOTO-Topeka Home Buyer Grant	73,333.30	73,333.34	-0.04
4327 · United Way - Flint Hills	6,120.35	4,166.66	1,953.69
4332 · HUD Local	52,539.00	52,539.00	0.00
4341 · Lawrence General Fund	19,000.00	22,000.00	-3,000.00
4342 · City of Topeka - General Acct.	65,000.00	65,000.00	0.00
4343 · Continuum of Care	59,763.15	53,812.50	5,950.65
4345 · Bank of America	15,000.00	64,974.50	-49,974.50
4346 · Citibank	126,032.13	74,964.75	51,067.38
4349 · NFCC/HECM	4,665.00	16,666.66	-12,001.66
4350 · Other Grants	23,420.00		
4351 · NFMCP	16,498.68		
4410 · Publications	3,097.79	7,083.34	-3,985.55
4420 · Bankruptcy Counseling	17,439.37	21,447.50	-4,008.13
4421 · Extended Bankruptcy Counsel	15,754.43	13,125.00	2,629.43
4422 · Post Bankruptcy Class	49,841.71	64,719.16	-14,877.45
4423 · Reverse Mortgage Counseling	500.00		
4430 · Credit Counseling Fees	17,886.90	20,183.34	-2,296.44
4431 · Credit Counseling DMP Set Up Fe	4,142.00	2,083.34	2,058.66
4433 · Credit Report Income	100.00	33.34	66.66
4434 · Client Monthly Fees	86,059.99	75,000.00	11,059.99
4440 · Client Contributions	3,288.00	4,166.66	-878.66
4450 · Creditor Contributions	156,294.95	150,000.00	6,294.95
4470 · Registrations	2,369.74	3,166.66	-796.92
4490 · Underwriting	65,823.42	68,916.66	-3,093.24
4510 · Consulting/Contracts	46,760.00	41,833.34	4,926.66
4700 · Interest	5,183.16	35,391.93	-30,208.77
<b>Total Income</b>	<u>1,111,330.53</u>	<u>1,146,152.64</u>	<u>-34,822.11</u>
<b>Gross Profit</b>	1,111,330.53	1,146,152.64	-34,822.11
<b>Expense</b>			
6950 · Events	11,183.11		
8000 · Bad Debt	75.00		
6100 · Payroll Expense	637,732.28	631,717.70	6,014.58
6200 · Employee Benefits	83,295.47	92,422.68	-9,127.21
6300 · Employer Payroll Taxes	54,810.42	86,611.00	-31,800.58
6400 · Contracted Services	107,884.48	157,145.84	-49,261.36
6500 · Consumable Supplies	21,934.96	11,066.64	10,868.32
6630 · Telephone	24,156.13	22,751.68	1,404.45
6710 · Postage	4,265.39	8,200.00	-3,934.61
6800 · Occupancy	28,419.09	29,265.84	-846.75
6910 · Printing	33,558.27	26,000.00	7,558.27
6999 · Uncategorized Expenses	70.00		
7100 · Advertising	32,111.27	37,241.66	-5,130.39
7210 · Staff Travel	14,144.36	9,271.70	4,872.66
7350 · Conferences/Training for Staff	13,143.37	12,500.00	643.37
7450 · Computer Training	400.00		
7510 · Subscriptions & Ref Materials	77.58	416.66	-339.08
7520 · Direct Assistance to Clients	22,891.11	8,500.00	14,391.11
7630 · Insurance/Bonds	9,529.30	9,654.10	-124.80
7700 · Dues	24,183.00	22,466.70	1,716.30
7800 · Equipment	6,836.46	8,066.66	-1,230.20
8110 · Other Expenses	-393.51		
<b>Total Expense</b>	<u>1,130,307.54</u>	<u>1,173,298.86</u>	<u>-42,991.32</u>
<b>Net Income</b>	<u>-18,977.01</u>	<u>-27,146.22</u>	<u>8,169.21</u>

## **Housing and Credit Counseling, Inc.**



## **Annual Report**

**2007**

**Celebrating 35 years of serving Kansans**



## AGENCY SUMMARY

Housing and Credit Counseling, Inc. (HCCI) is a non-profit organization that began as a grass-roots tenant rights group in 1972 and has grown to serve over 10,000 people annually with offices in Topeka (main office), Lawrence, Manhattan and Emporia.

### MISSION

Housing and Credit Counseling, Inc.'s mission is to assist the community by helping consumers achieve housing and financial goals and resolve related difficulties with dignity.

## EDUCATIONAL PROGRAMS

Housing and Credit Counseling, Inc. offers a variety of educational programs. Classes are provided at HCCI offices, at workplaces, at schools and other community settings. Some classes are scheduled on a regular basis but all are available on request. Classes cover a range of topics related to finances, rental issues, home ownership and credit. HCCI provided education to 4,917 individuals in 2007.

**CONSUMER CREDIT** — Individuals access counseling and education to learn goals and how to make informed decisions. HCCI helps clients explore their financial options to decide what alternatives work best for them.

- ◆ Budgeting ◆ Debt repayment ◆ Credit building
- ◆ Bankruptcy counseling ◆ Mortgage and rent delinquency
- ◆ Reverse mortgage

**TENANT-LANDLORD** — Tenants and landlords access counseling and education about responsibilities and rights based on the Kansas Residential Landlord and Tenant Act (KRLTA) and all aspects of tenant/landlord relationships, including codes, fair housing and practical and legal options. HCCI has available for purchase:

- ◆ Kansas Tenants Handbook ◆ Kansas Landlords Handbook
- ◆ Model Lease

**HOMEBUYER** — Prospective homebuyers access counseling and educational classes to find answers regarding all aspects of the home buying process, including credit readiness, affordable housing options, qualification, fair housing, contract for deed and home warranties. Home maintenance classes prepare prospective buyers to be prepared to handle routine repairs.



**BILL CATON**  
**BOARD MEMBER**

HCCI Friends and Partners:

The year 2007 was a milestone year for HCCI. The organization celebrated 35 years of doing business and paid tribute to Karen Hiller as she retired in December after 25 years as the agency Executive Director.

I was honored to represent the HCCI Board of Directors as the Acting Executive Director during the brief interim phase as the Board recruited a new director. I am pleased to announce the Board hired Bob Mackey as the Executive Director effective June 2, 2008. Bob has enjoyed a successful banking career and has served on numerous non-profit boards in the Topeka area over the past several years. HCCI is truly fortunate to have Bob at the helm as the agency continues to deliver its services in the challenging times ahead.

HCCI has grown from a "grassroots" tenant advocacy organization to the most prominent non-profit financial and housing counseling agency in the state. In 2007, HCCI served over 10,000 people through direct one-to-one counseling sessions, educational classes, booth displays and presentations in schools, workplaces and public meetings.

The Board has accepted a challenge to take HCCI to a new level of growth over the next few years. HCCI appreciates the tremendous support from the communities we serve and we are fully committed to expanding our expert services through counseling and education. A primary goal for 2008 and beyond is to continue to build valuable partnerships with other non-profits and the business community with the objective to educate youth and adults and give them the tools they need to resolve their housing and financial issues with dignity. Whether it be one-to-one counseling, classroom education sessions, or conference settings, HCCI Board and Staff are committed to delivering top-quality services and educational materials that provide real help, real choices!

*Bill Caton*  
*Acting Executive Director*

# COUNSELING STATISTICS

## CONSUMER CREDIT

Client Profile	Reason for Counseling
Inquiries ..... 1,796	Over spending ..... 29%
Total counseled ..... 2,228	Divorce ..... 9%
Average age ..... 43	Unemployment/reduced income ..... 22%
Average client debt ..... \$36,864	Medical/accident ..... 15%
Married ..... 41%	Death of family member ..... 1%
Single/divorced ..... 59%	Other ..... 24%
Average household income ..... \$28,056	
Average number of creditors ..... 8	

Clients, with assistance from HCCI, paid \$196,369 back to local (State) creditors.  
 In addition, \$4,001,512 was paid to out-of-state creditors.  
 99% of clients served reported learning something useful  
 95% reported increased confidence

## TENANT-LANDLORD

Client Profile	Reason for Counseling
Inquiries ..... 623	Evictions/terminations ..... 15%
Total counseled ..... 3,683	Security deposits ..... 16%
Tenants ..... 75%	Maintenance ..... 28%
Landlords ..... 15%	Rent delinquency ..... 15%
Homeless ..... 1%	Landlord entry ..... 5%
Neighbors/others ..... 9%	Fair Housing ..... 3%
Tenant households with children ..... 38%	Lease questions ..... 36%
Female single head of household ..... 14%	Utility questions ..... 3%
Households with one or more with disabilities ..... 20%	Mobile home, information, referrals, Roommate, neighbor problems, other ..... 36%

99% of clients served reported learning something useful  
 98% reported increased confidence

## HOMEBUYER

Client Profile	Barriers to Purchase
Inquiries ..... 235	Credit history ..... 59%
Total counseled ..... 141	Bankruptcy ..... 3%
Average age ..... 43	Employment history ..... 13%
Single ..... 45%	Income/savings for down payment ..... 51%
Average household income ..... \$22,259	
Household with children ..... 49%	

100% of clients served reported learning something useful  
 95% reported increased confidence  
 35 purchased housing

## SUMMARY OF 2007 FISCAL YEAR\*

### REVENUE

Fundraisers & contributions	\$	19,826	(1%)
TOTO/Homebuyer Grant		88,000	(6%)
City of Topeka		78,000	(5%)
City of Lawrence		30,240	(2%)
HUD		75,364	(5%)
United Ways		74,430	(5%)
Grants		740,113	(53%)
Creditor contributions		219,854	(16%)
Underwriting		<u>95,836</u>	(7%)
		<u>\$1,421,663</u>	

### EXPENSES

Salaries	\$	897,589	(67%)
Operations		<u>446,976</u>	(33%)
		<u>\$1,344,565</u>	

*\*audited figures*

## BOARD OF DIRECTORS

**Rick Fleming, President**  
Office of Kansas Securities Commission

**Debbie Orr, Vice President**  
Fidelity State Bank

**Sterling Montgomery, Secretary**  
Kansas Health Policy Authority

**Bill Caton, Treasurer**  
Kansas Equity Fund

**Paul Rasmussen, Acting Treasurer**  
Landlord

**Kim Morse Cordova**  
Washburn University

**Deborah Dawkins**  
Above All Books & Gifts

**Mary Gentry**  
Community Volunteer

**Michael Mitchiner**  
Realtor

**Nancy Ochoa**  
Kansas Long-Term Care Ombudsman

**Liana Onnen**  
Prairie Band Potawatomi

**Chad Taylor**  
Attorney

**Stephanie Thompson**  
US Bank

## ADVISORS

### MANHATTAN

**Joyce Cantrell**  
KSU Personal Financial Planning

**Brad Harper**  
Manhattan Check Service

**Rita Harsch**  
Manhattan SRS Service Center

**Dick Wertzberger**  
First Bank

### LAWRENCE

**Vivian Baars**  
Salvation Army

**Diana Carlin**  
University of Kansas

**Marci Francisco**  
Kansas Senate

**Teresa Pippert**  
US Bank

**Michelle Smith**  
City of Lawrence

**Dawn Tallchief**  
University of Kansas

### EMPORIA

**Angela Blankley**  
Lyon County Title Co.

**L. Ann Coulson**  
Financial Planner

**Marilyn Laird**  
Credit Union of Emporia

**Ann McCauley**  
Lyon County State Bank

**Bob Symmonds**  
Symmonds & Symmonds Law Firm

## OFFICE LOCATIONS

### MAIN OFFICE:

**Housing and Credit Counseling, Inc.**  
1195 SW Buchanan, Suite 101  
Topeka, Kansas 66604  
(785) 234-0217

- Statewide: 1-800-383-0217
- Web: [www.hcci-ks.org](http://www.hcci-ks.org)
- Email: [hcci@hcci-ks.org](mailto:hcci@hcci-ks.org)

### SATELITE OFFICES:

- ◆ 2518 Ridge Court, Suites 207-208  
Lawrence, KS 66046  
(785) 749-4224
- ◆ 625 Merchant, Suite 205  
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- ◆ Celebrated the closing of the 350<sup>th</sup> TOTO home purchase
- ◆ Counseled 2,228 individuals about credit and budgeting
- ◆ Provided education to 19 other people per work day (4,917)
- ◆ Tenant/landlord counseling for 14 people per work day (3,683)
- ◆ Provided homebuyer counseling to 141 individuals
- ◆ Responded to inquiries from an additional 2,654 individuals

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# City of Lawrence CDBG/HOME Program Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Independence, Inc.

Mailing Address: 2001 Haskell Avenue, Lawrence, KS 66046

Program Address, if different than above: \_\_\_\_\_

Contact Name: Bob Mikesic Phone: (785) 841-0333 ext. 209

Contact Title: Deputy Director/Advocacy Coordinator

E-mail (required) : bmikesic@independenceinc.org Fax : (785) 841-1094

Date : 12/01/2008

Mission of organization:

To provide advocacy, services, and education for people with disabilities and our communities.

## II. Project Information

Requested \$33,000 Request is 100% of project budget and 0.8% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☐ Strengthen Neighborhoods
- ☒ Movement to housing
- ☒ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

The Accessible Housing Program (AHP) proposes to assist renters with low-moderate income make needed accessibility modifications in their housing. Examples: Entrance ramps; widening doorways; installing accessible showers; installing accessible sinks, toilets, grab bars; and installing visual doorbell signal and smoke detector for people who are deaf.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

### 1. What is the situation, problem or opportunity this grant will address?

The majority of affordable rental housing in Lawrence is not accessible due to the traditional building practice of constructing housing with steps at the entrance, narrow doorways, and bathrooms that do not include accessibility features. Many people with disabilities with low to moderate incomes need grant assistance in order to pay for accessibility modifications. The Fair Housing Act gives people with disabilities the right to make reasonable accessibility modifications but does not require the landlord to contribute to the cost of accessibility improvements.

### 2. How will this grant support the mission of the organization?

The mission of Independence, Inc. is "To provide advocacy, services, and education for people with disabilities and our communities." The Accessible Housing Program enables individuals with disabilities to live in affordable and accessible housing that is integrated throughout the community.

### 3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

The Accessible Housing Program proposes to assist 10 to 15 people with disabilities with low to moderate income make needed accessibility modifications in their rented housing.

All recipients will be people in low to moderate income households. Level of income is verified during the application process. The first page of the AHP application form is the "Lawrence, Kansas CDBG/HOME Program Eligibility Certification" created by the City of Lawrence Community Development Division, Development Services. The application includes language certifying that the gross annual income of all adult members of the household has been reported on the application, and it reminds applicants any misrepresentation of information provided may constitute fraud.

The applicant is also required to provide a copy of documentation reflecting the household source and amount of yearly income. The following statement was added to the first page of the application under the income table: "When returning application, enclose documentation of income of all adults 18 and over living in the household."

### 4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

Bob Mikesic, Deputy Director/Advocacy Coordinator will coordinate the Accessible Housing Program. The Independent Living Skills/Housing Specialist and two Assistive Technology Specialists will also assist people with the application through completion process.

## City of Lawrence CDBG/HOME Programs Grant Application

Alpha Rho Chi, a fraternity at KU, and Paul Davis Construction are expected to volunteer each year to assist one or two families with accessibility modifications.

AHP began FY 2008 with \$30,000 plus \$9,210.04 in carry over from FY 2007, resulting in a total of \$39,210.04. At the time of this application, we have completed one project and are working with 7 other people on AHP applications.

Community partners are many as AHP has served people with disabilities referred by Lawrence Memorial Hospital, local physicians, physical therapists, Douglas County Senior Center, Jayhawk Area Agency on Aging, Project Lively, Douglas County Visiting Nurses and other home health agencies, Kansas Dept. of Social and Rehabilitation Services, Cottonwood, Inc., Bert Nash Community Mental Health Center, Tenants to Homeowners, Inc., Housing & Credit Counseling, Inc. and others.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

Since 1989, following the Fair Housing Amendments Act of 1988, the Independence, Inc. Accessible Housing Program has been the primary program assisting people with disabilities in Lawrence, Kansas, make needed accessibility modifications in their housing. Nineteen years of experience assisting people with disabilities make needed accessibility modifications in housing gives the Independence, Inc. Accessible Housing Program a high likelihood of success. Information and technical assistance is also provided to people with adequate incomes to pay for accessibility improvements, and to some who incorporate accessible, universal design in newly constructed housing.

Independence, Inc. made significant contributions to the 1991 collaboration with Kansas Housing Resources Corporation that created the Kansas Accessibility Modifications Program (KAMP), which assists renters and homeowners with low - moderate incomes throughout Kansas make needed accessibility modifications to their primary residence. Independence, Inc. currently administers the KAMP grant program in a five county area: Jefferson, Douglas, Osage, Franklin, and Miami counties.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

The Accessible Housing Program will measure success according to goals that are based on Step Up to Better Housing Strategies and funding priorities for 2009.

The AHP goal is to assist 10 to 15 people with disabilities who have low to moderate incomes make needed accessibility modifications in their rental housing. 100% will be households with low to moderate incomes. The project is ongoing because accessible, universal design is not yet a standard practice in housing construction.

These goals will contribute to the following Neighborhood Resources Advisory Committee funding priorities for 2009:



## City of Lawrence CDBG/HOME Programs Grant Application

**The Accessible Housing Program** is an activity that

- Improves the quality of housing stock - decent, safe, sanitary, accessible

**AHP also contributes to the following Strategies to Revitalize Neighborhoods:**

- Improve existing housing stock.
- Improve mobile homes and mobile home parks.
- Meet Americans with Disabilities Act and Fair Housing Act requirements.

AHP also fits into the City's **Step Up to Better Housing Strategy**, since it contributes to the permanent housing need for "Public and private policies that promote permanent housing for people with low income and people with disabilities."

7. What is the organization's timeline for achieving the objectives of the grant?

Based on level of need, it is expected that all AHP funds would be utilized in the same fiscal year. The project will be ongoing because accessible, universal design is not yet a standard practice in housing construction.

8. What other funding sources have been approached and what have the responses been?

In October of 2008, Independence, Inc. received a \$22,000 grant from Kansas Housing Resources Corporation to administer the Kansas Accessibility Modifications Program (KAMP) assisting low to moderate income households (renters and homeowners) in Jefferson, Douglas, Osage, Franklin, and Miami counties for the November 2008 – June 2009 time frame. The need for and utilization of KAMP grants exceeds available funding each year.

When the following other resources are available, we assist people apply for matching grant funding from United Cerebral Palsy of Kansas and the Veterans Administration HISA grant for service connected veterans.

9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

Independence, Inc. recycles paper and aluminum cans at the Wal-Mart recycling center. Disposal of computer equipment follows the highest level of green practices to reduce or eliminate any damage to the environment. Staff plan multiple trips to meet with consumers in their homes to minimize total distance traveled, maximize gas mileage and keep travel cost down.

(Continued on next page)

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**IV. Project Budget**

**Independence, Inc. Accessible Housing Program  
Budget for August 1, 2009 – July 31, 2010**

<b>Item</b>	<b>Cost</b>
6 Entrance Ramps, \$3,750 each	\$22,500
2 Widening the bathroom doorway, \$600	\$ 1,200
2 Accessible sinks with knee clearance	\$ 2,400
1 Replace tub with accessible shower	\$ 3,000
12 grab bars, \$50 ea	\$ 600
Visual signals for smoke 3 detectors	\$ 300
Subtotal	\$30,000
 Program delivery cost	 \$ 3,000
 <b>Total</b>	 <b>\$33,000</b>

Note:

**IV. Required Attachments Enclosed**

1. List of officers and board members with principal occupations on next page.
2. Most recent annual report and financial statement is attached in print. Neither the audit or financial statement is available in electronic format.
3. Project Budget

**City of Lawrence CDBG/HOME Programs  
Grant Application**



**INDEPENDENCE, INC. BOARD OF DIRECTORS  
FY 2009 (October 2008 – September 2009)**

<b>BROWN, Shirley</b>	Mealsite Coordinator, Douglas County Senior Services
<b>GILCHRIST, Paula</b>	County Treasurer, Douglas County
<b>HIGHBERGER, Boog</b> <i>(1<sup>st</sup> Vice President)</i>	Attorney, Kansas Department of Health and Environment
<b>JONES, David</b> <i>(Treasurer)</i>	Orthodontist, Orthodontic Innovations
<b>KNIGHT, Cathy</b> <i>(President)</i>	Regional Vice President, RehabCare
<b>KUCZA, Clay</b>	Retired
<b>ROSE-MOCKRY, Kathy</b> <i>(2<sup>nd</sup> Vice President)</i>	Director of the Emily Taylor Women's Resource Center, University of Kansas
<b>SEIVELEY, Carol</b> <i>(Secretary)</i>	Retired
<b>ZUNA, Nina</b>	Research Associate, Beach Center on Disability, University of Kansas

December 1, 2008

Margene K. Swarts  
Assistant Director  
City of Lawrence Development Services Division  
PO Box 708  
Riverfront Plaza, Level 1, Suite 110  
Lawrence, KS 66044

Dear Margene:

Enclosed is the Independence, Inc. CDBG/HOME grant application for the August 1, 2009 – July 30, 2010 fiscal year.

We appreciate your cooperation during the time the Accessible Housing Program and Home of Your Own Program have been serving people with disabilities in Lawrence, Kansas.

Please contact me if you have any questions or would like additional information. Thank you for your time and consideration of this matter.

Sincerely,

Bob Mikesic  
Deputy Director/Advocacy Coordinator

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Lawrence Community Shelter, Inc. (LCS)

Mailing Address: 214 West 10<sup>th</sup> Street, Lawrence, KS 66044

Program Address, if different than above: same

Contact Name: Loring Henderson Phone: (785) 832-8864 (o)

Contact Title: Director

E-mail (required): loring@lawrenceshelter.org Fax : (785) 832-1053

Date : November 25, 2008

Mission of organization:

The mission of the Lawrence Community Shelter, Inc. (LCS) is to provide safe shelter and comprehensive support services and programs that provide a path to a positive future for people experiencing homelessness and people who are at risk of homelessness.

## II. Project Information

Requested \$ 36,500 Request is 39 % of project budget and 9 % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☐ Strengthen Neighborhoods
- ☒ Movement to housing
- ☒ Emergency Assistance
- ☐ Affordable Housing
- ☒ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

The Lawrence Community Shelter (LCS) offers case management (housing, employment, benefits, intervention), counseling, shelter, and training for people experiencing homelessness. "Operations" is selected as the project for this application because of the critical importance of maintaining and strengthening LCS as a primary center for the homeless in our community.

## **City of Lawrence CDBG/HOME Programs Grant Application**

### **III. Narrative**

#### **1. What is the situation, problem or opportunity this grant will address?**

Homelessness is a complex and controversial problem in Lawrence/Douglas County that has received an increasing amount of attention in recent years. In January 2007 (the most recent reliable census) there were 373 homeless adults and children experiencing homelessness in Lawrence of which 192 were homeless families with children and 181 were single adults or families without children. The Lawrence Community Shelter serves the full range of individuals and families in this survey but concentrates more on the 181 which includes the chronically homeless. This portion of the population, frequently mentally ill, addicted, abused, and alone, has had only limited services in the larger community. They are consumed with issues that lead to the more obvious problems of not being employed or housed. Currently, there are two emergency night shelters (Lawrence Community Shelter and The Salvation Army) serving the bulk of the homeless individuals and families and one primary day shelter (Lawrence Community Shelter) with attendant case management and other services. The continued existence and further development of the Lawrence Community Shelter, and related organizations and filling the gaps in supportive services their work brings to light, is the challenge to the broader community in coming years. The Community Commission on Homelessness has developed a Vision for Housing the Homeless and the Lawrence Community Shelter is working to address both the immediate emergency needs and the longer term goals of housing, employment, and health care within the scope of the Vision.

#### **2. How will this grant support the mission of the organization?**

This CDBG grant for Operations will directly support the mission of the Lawrence Community Shelter "...to provide safe shelter, comprehensive support services, and a path to a positive future..." Helping to underwrite the expenses of rent, utilities, and supplies is essential to the basic purpose of giving shelter and guidance to the homeless. Lawrence Community Shelter has begun planning for a capital campaign and relocation from its inadequate building. In the meantime, it is a major challenge for a small nonprofit to raise the rent each month and to pay the rising costs of utilities. A grant to help meet the expenses of operations would be a significant assist to maintaining the LCS offer of comprehensive support services to the homeless. For example, guests of the shelter are provided a washer and dryer to launder their clothes, storage space for personal items, breakfast five days a week, and telephone and mail service. These are important pieces of daily living that are easily denied to people who are homeless.

#### **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

In 2007, LCS provided day services to 225 separate individuals with the daily count going over 50 and night services to 11,315 (duplicate count) at 31 per night. Through its' day and night shelters, the Lawrence Community Shelter sees the majority of people experiencing homelessness in Lawrence/Douglas County.

## **City of Lawrence CDBG/HOME Programs Grant Application**

The guests of Lawrence Community Shelter are generally low income. Income is verified at the time of intake through presentation of income documents or, in the case of some mentally ill guests, through case management and the discovery process as trust is built or collaborating agencies provide income confirmation. The intake form asks questions about personal demographics, income source and amount, employment status and experience, education level, military experience, and medical conditions to construct a basis of information from which to provide further service to the individual.

#### **4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?**

The Lawrence Community Shelter has a mature, experienced staff, committed volunteers, collaborating agencies, active supporters, and modest but stable funds. The staff of the shelter consists full time of the director (30+ years experience working with shelters and programs for the poor), a case manager, and an administrator; and part time of five monitors, a housekeeper, an operations/material person, and the job coach/employment counselor. In addition, LCS has access to four city funded case managers to work with its guests.

LCS has an active volunteer program and volunteer coordinator. There are currently over 100 individuals who do a variety of tasks for the shelter ranging from board participation to fundraising events to evening assistant monitors to preparing food for night shelter guests. Volunteers include artists, a chiropractor, a hair stylist, a capital campaign development specialist, a dentist, and an electrician. The work of all of these volunteers is geared to providing better services to LCS guests and to moving them to better living conditions.

LCS works in partnership with The Salvation Army, ECKAN, the Bert Nash Community Mental Health Center, the Coalition for Homeless Concerns, the Interfaith Initiative on Homelessness, the Community Commission on Homelessness, and the intern programs at the Kansas and Washburn universities' schools of social welfare to make the best use of resources and to enhance the programs available to people experiencing homelessness in Lawrence/Douglas County.

The majority of funds that come to Lawrence Community Shelter are general support donations available to the program and operations divisions of the shelter. Operations and case management/program represent the bulk of the expenses of the organization. LCS is not an over-funded organization and needs to be constantly raising contributions from individuals, churches, foundations, and businesses through events, mailings, proposals, and face-to-face/networking with donors. Government funds received are CDBG, ESG, FEMA, Alcohol Trust Fund, and the City of Lawrence. Two major events are sponsored in the year to raise funds from the public.

## **City of Lawrence CDBG/HOME Programs Grant Application**

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

There is more than one approach to working with homelessness and each community develops its own type of organization and programs. Shelters can be large and offer several services to assist people out of homelessness. They can be a holding place for many for whom there are not enough follow-up or supportive housing programs in the community. Or shelters can be small and follow a model where the individual or family is placed almost immediately in transitional housing and then other community services follow with case management, training, jobs, etc. Or, they can be a mix of the two approaches. Lawrence Community Shelter is an example of the latter is special in three ways, at least. First, it is the primary day time center for homeless individuals and some families to gather, to use the daily living services such as laundry, telephone, and mail, and to find case management and jobs programs to move out of homelessness. Second, at night LCS is uniquely the open shelter for Lawrence, i.e., it does not administer a breathalyzer to guests in the sleeping shelter although it has a “no intoxication on the property” policy during the day hours. Allowing guests who are intoxicated or high into a shelter is a conscious decision that not every U.S. city has made, although more are coming to it. Third, LCS has a strong jobs program helping people learn entrepreneurial business skills on site, or find a position through job-coaching, Work Force Center visits, or day labor.

Lawrence Community Shelter collaborates extensively with The Salvation Army, the Bert Nash Community Mental Health Center, ECKAN, WTCS, the Oread Neighborhood Association, the Coalition for Homeless Concerns, the Community Commission on Homelessness, and the Interfaith Initiative on Homelessness in working on both the broader issues relating to homelessness and on specific cases of need. The Rescue Mission and Valeo Recovery Center in Topeka, the reStart Shelter and Adult Recovery Center in Kansas City, and the Johnson County Adult Detox Unit are regional facilities that work with LCS. Among the 30 churches supporting LCS are Plymouth Congregational, Trinity Episcopal, First United Methodist, First Christian, St. John the Evangelist, St. Lawrence Center, and Corpus Christi. Many smaller religious bodies such as Oread Friends, Vinland Church, Renaissance Church, Jewish Community Center, and the Muslim Student Association also help LCS both with volunteers and financial or in-kind donations as needed to aid individual cases.

Lawrence Community Shelter will succeed because it has a range of programs, an experienced and compassionate staff, and support from the larger community that wants to reduce the problem of homelessness.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

The immediate scope of this project is “Operations” and success will be measured in the continued existence of LCS, its service to the homeless, and stewardship of its funds. Measures of success are how well operations of the day and night shelters were managed. Were there enough mats, sheets, and towels? Were the meals adequate?

Is the sleeping space as clean and maintained as well as possible? Is the budget being followed? What do the regular financial reports show in spending vs budget? Indirectly



## City of Lawrence CDBG/HOME Programs Grant Application

related to operations and more long term, success will be measured by how the shelter maintains good relations with its neighbors, maintains and expands its case management and other programs, and moves people out of homelessness.

The continued funding of this project will come from the development plan mentioned in answer 4 above. Nonprofit organizations, particularly shelters, must be constantly vigilant in raising funds. LCS has two major fundraising events in its annual plan along with four mailings, multiple smaller fundraising events, a flow of proposals to government entities and foundations, and several personal meetings with possible donors.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

The timeline for operations is ongoing throughout the year. Maintaining the operations of the shelter is critical to the objectives of the grant. The goals are measured each month and annually by answering the questions: Were each month's bills paid and guests assisted as fully as possible? Were the expenses kept within the budget, as shown in the monthly financial reports? How many homeless people were served and in what ways?

### **8. What other funding sources have been approached and what have the responses been?**

The LCS mailing list and general public were approached for the 8<sup>th</sup> annual *Chocolate and Tea at Three* fundraiser in November 2008 which netted \$25,425.17. The other annual fundraiser, *Dinner and Dancing at Dusk*, in June 2008 raised \$28,007.54 after expenses. LCS currently has proposals pending with eight foundations. In addition to the proceeds from the two major events, the Art in the Park Pie Sale raised \$659.77, the Muslim Student Association Fast-A-Thon raised \$591.00, and the Free State High School bake sale raised \$139.83 as examples of smaller fundraising events that occur throughout the year. In addition, recent support has come from the Gault Irrevocable Trust, the Capuchin Franciscans, the Easterday Foundation, the Beach Foundation, the Alcohol Trust Fund, FEMA, Simons Family Fund, the Order of Malta, the Prairie Band Potawatomi Nation, the Lawrence Arts Commission, the Capitol Federal Foundation, the Westerman Foundation, and many individuals and religious organizations. Significantly, the Lawrence Community Shelter also received its first year of United Way of Douglas County funding in 2008 for \$27,832.00.

### **9. Describe the agency philosophy and practices regarding recycling and other "green" practices.**

LCS supports green practices through collecting aluminum cans, serving recycled food, distributing used clothing and furniture from donors, having high efficiency toilets and clothes washer and dryer, and collecting and placing collapsed boxes in a "cardboard only" city dumpster. The LCS philosophy is "waste not want not."

## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Project Budget

The amount requested is only a portion of the basic operating costs of the Lawrence Community Shelter. \$36,500 covers portions of three line items of the total agency budget for about six months.

	Project Budget	CDBG Request
Rent	\$36,000	\$20,790
Utilities, telephone	25,000	11,000
Printing, postage	4,700	
Insurance, audit, bank	12,000	
Supplies, equipment	<u>15,600</u>	<u>4,710</u>
	\$93,300	\$36,500

The total amount of Operations for FY 2009 is projected to be \$93,300. The Lawrence Community Shelter is seeking to relocate but that will not be in 2009. It is projected that the monthly rental for the current location will remain at \$2,930 for the majority of 2009. Utilities and telephone expenses, averaging \$1,866 a month in 2008 are expected to increase in 2009 due to inflation, the higher number of guests, and growing daily usage of the building and services. Supplies and equipment have increased in 2008 to over \$13,000 due to the growth in services and numbers of guests. For examples, the LCS serves breakfast, as it has for years, of cereal and coffee five mornings a week but the number has increased to about 50 people daily and the number of people sleeping nightly is always at the full capacity of 31. The amount requested for supplies and equipment is a token of support for these costs.

### V. Required Attachments

1. City department approval, if project will require work with or by other City departments – N/A
2. List of officers and board members and their principal occupations (neighborhoods included) – attached
3. Most recent annual report and financial statement – attached
4. Project Budget – Proposed LCS 2009 budget -- attached

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**Lawrence Community Shelter, Inc. (LCS)  
Board of Directors**

Don Huggins, **President**  
Research Scientist, University of Kansas  
(neighborhood – N/A)

Julie Manning  
Community Volunteer  
(neighborhood – N/A)

Mary Easterday, **Vice President**  
Guidance Counselor, Retired  
(neighborhood – N/A)

Carolyn Phillips  
Community Volunteer  
(neighborhood – N/A)

Katy Nitcher, **Secretary**  
Attorney, Douglas County, Kansas  
(neighborhood – Old West Lawrence)

Eileen Schartz  
Development Officer  
St. Francis Hospital  
(neighborhood – Western Hills)

Anne M. Bracker, **Treasurer**  
Bracker's Good Earth Clays, Inc.  
(neighborhood – N/A)

John Tacha  
Bureau of Lectures & Concert Artists, Inc.  
(neighborhood – N/A)

Kent Hayes  
Community Mental Health Worker  
(neighborhood – N/A)

Michael Tubbs  
City of Lawrence  
(neighborhood – N/A)

Brit Kring  
Kring's Interiors and Floors, Inc.  
(neighborhood – Perry Park)

# Lawrence Community Shelter (LCS)

## Activities Report 2007

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**Lawrence Community Shelter, Inc. (LCS)  
2007 ANNUAL ACTIVITIES REPORT**

**ONGOING PROGRAMS**

*Case Management* -- Intake and assessment, goal setting, and progress meetings, basis for management of all program involvement

*Housing*

On-site emergency night shelter for 31, housing applications, referrals and collaborations with landlords, Lawrence Douglas County Housing Authority, H-2-H, The Salvation Army, and Topeka Rescue Mission, housing applications

*Employment*

Back-to-Work — job coaching, job search, job oversight

Joseph Project — small business job development, piece work

Good Dog! Biscuits and Treats entrepreneurial jobs program – on-the-job training of production, marketing, and distribution skills

*Benefits, ID, Legal*

Identification replacement, food stamp, disability, Medicaid and other applications, Kansas Legal Services, DMV, Social Security office, SRS

*Intervention – Substance Abuse and Mental Illness*

Alcohol and drug counseling, transportation to detox and rehab programs in Topeka, Johnson County, and Kansas City, AA meeting onsite; referrals and collaborations with DCCCA, RADAC, Valeo, and Johnson County Adult Detox Unit, Bert Nash Community Mental Health Center, Lawrence Memorial Hospital, and others

*Drop-In Center/Daytime Services* - breakfast, laundry, mail, telephone, storage, art therapy, chiropractor, health education, refuge from extreme weather

*Night Services* - sleeping spaces for 31 adults, dinner, storage, showers, substance abuse intervention, counseling

**SIX MONTHS SUCCESSES**

*Housing -- staff helped with applications, landlord/tenant relations, fees, searches*

- 33 people moved into housing
- 15 others approved for Housing Authority waiting list
- 59 applied to Lawrence Douglas County Housing Authority

*Employment -- staff helped with job coaching, entrepreneurial projects, state employment guidance*

- 26 people started permanent jobs
- 10 others found temporary work

*Benefits -- staff helped obtain ID, birth certificates, driver's license, SRS and SS applications*

- 66 individuals applied for benefits and documentation

## City of Lawrence CDBG/HOME Programs Grant Application

*Intervention -- staff helped with mental and physical illness episodes, substance abuse detox and rehab*

- 45 individuals entered substance abuse detox or rehab programs
- 52 others went to the emergency room or were hospitalized for physical illness
- 52 people went to mental health assessment or treatment

### **GOALS ACHIEVED**

- Recognition as a new agency for United Way of Douglas County
- Good Neighbor Agreement signed by many neighbors as a document with ongoing review
- Breakfast served to nearly 50 people five mornings a week
- Daily living services (laundry, mail, storage, phone) provided to more than 50 people daily
- 31 sleeping spaces provided every night of the year
- 100+ volunteers for the day and night shelters
- Continued funding support received from wide Lawrence community

### **COLLABORATIONS**

Community Commission on Homelessness

Community Cooperation Committee

Coalition for Homeless Concerns

"Change of Heart" street newspaper

Housing Practitioners' Panel

Interfaith Initiative

30+ faith groups and LINK

Seabury Academy

Community Outreach Office (KU)

United Way of Douglas County and Roger Hill Volunteer Center

The Salvation Army, ECKAN, WTCS, First Step house, Bert Nash community Mental Health Center, DCCCA, and multiple other service providers

### **GOING FORWARD**

- Board committees continue to search for Emergency Shelter relocation site and to conduct a capital campaign
- Further development of Tour the Work Force project to enhance use of the state Work Force Center resources
- Increase marketing and distribution of Good Dog! Gourmet Biscuits and Treats and related pet products; expansion of entrepreneurial employment project
- Continue to increase participation in the Good Neighbor Agreement
- Promote development of Transitional and Permanent Supportive housing for people experiencing homelessness in Lawrence/Douglas County

Interested in Volunteering? Report a Problem? Make a Donation? Learn more about LCS?

CONTACT: Loring Henderson, Director

Lawrence Community Shelter, Inc. (LCS)

214 West 10<sup>th</sup> Street

Lawrence, KS 66044

785-832-8864 (day) 785-832-0040 (night) 785-832-1053 (fax)

[www.lawrenceshelter.org](http://www.lawrenceshelter.org)

[director@lawrenceshelter.org](mailto:director@lawrenceshelter.org)

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**Lawrence Community Shelter  
2007 Financial Report**

Income

Donations	221,297	
Events/Fundraisers	64,288	
Foundations	25,873	
Government, Religious, Business	105,992	
Interest	<u>4,105</u>	
		\$421,555

Expenses

Administration	17,727	
Joseph Project	11,988	
Depreciation	1,265	
Direct Assistance	16,475	
Employment Project	7,541	
Facility and Overhead	73,799	
Fundraising	20,437	
Salaries and Benefits	<u>179,206</u>	
		<u>\$328,438</u>

Net Income	<u><u>\$ 93,117</u></u>
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# City of Lawrence CDBG/HOME Programs Grant Application

## LAWRENCE COMMUNITY SHELTER, INC. (LCS) 2009 BUDGET

### REVENUES – Direct

Individuals	\$150,000	
Government – CDBG, ESG, FEMA, City	77,000	
Foundations	16,500	
Businesses & Organizations	18,500	
Religious	20,500	
Joseph Project	35,000	
United Way	28,000	
Events & Mailings -- Chocolate & Tea, Dinner & Dancing, Newsletter, Other	56,000	
Interest	<u>5,000</u>	
Subtotal Direct Revenues		\$406,500

### Indirect

City funded outreach worker	40,000	
Volunteers	87,400	
SER/SCSEP	12,000	
Food	38,000	
Accounting & Legal	2,000	
Bus passes	2,600	
Fundraising	14,000	
Christmas	<u>14,000</u>	
Subtotal Indirect Revenues		<u>210,000</u>
Total Revenues		<u>\$616,500</u>

### EXPENDITURES – Direct

Salaries & Fringe	\$233,000	
Rent	36,000	
Utilities	25,000	
Supplies	10,000	
Insurance, Audit, Bank	12,000	
Printing and Postage	4,700	
Fundraising/Events	8,000	
Staff Development	1,200	
Repairs and Maintenance	5,600	
Joseph Project	35,000	
Employment Project	12,000	
Direct Assistance	<u>24,000</u>	
Subtotal Direct Expenditures		\$405,600

### Indirect

City funded outreach worker	40,000	
Volunteers	87,400	
SER/SCSEP	12,000	
Food	38,000	
Accounting & Legal	2,000	
Bus passes	2,600	
Fundraising/Events	14,000	
Christmas	<u>14,000</u>	
Subtotal Indirect Expenditures		<u>210,000</u>
Total Expenditures		<u>\$616,500</u>



# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Lawrence-Douglas County Housing Authority

Mailing Address: 1600 Haskell Avenue, Lawrence, Kansas 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Barbara Huppee Phone: (785) 830-2250

Contact Title: Executive Director

E-mail (required): bhuppee@ldcha.org Fax : (785) 842-9596

Date : November 25, 2008

Mission of organization:

The mission of the organization is to provide safe, decent and affordable housing to the low income population of Lawrence and Douglas County Kansas.

## II. Project Information

Requested \$ 300,000 Request is 100 % of project budget and 4% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☐ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:  
Fifty-word summary description of the project:

This application is to maintain the level of housing assistance received in 2008 for transitional housing for the city's homeless and hard to house population. Funds under this project are used to provide rent subsidies to private landlords on behalf of low income homeless individuals and families.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

### 1. What is the situation, problem or opportunity this grant will address?

This grant will address the needs of the homeless. The homeless continue to be a population in need of housing and support services. The HOME TBRA Transitional Housing Program is the only program in Lawrence that provides permanent housing to homeless individuals. Included in the definition of homeless are families who are doubled up living with someone else. No other HUD housing program allows this definition. This application is to maintain funding for transitional housing for the homeless.

### 2. How will this grant support the mission of the organization?

The LDCHA mission is to provide affordable housing. The LDCHA is the public agency charged with developing affordable rental housing to address the needs of the low income. TBRA funds will be used by eligible families and individuals including the homeless to provide housing assistance.

### 3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

This request will be able to support rent assistance for up to 30 families per year for two years after which they are transferred to Section 8 assistance if they are still eligible for continued assistance. These projects will be carried out in conformance with the existing agency procedures for family public housing and Section 8 Housing Choice Voucher Program and the MTW Program. At application, admissions, and annually thereafter all beneficiaries must self declare their total household composition, income, list income sources, and provide documentation which is then verified by LDCHA staff with the source (third party verification). In addition, the LDCHA does computer matching with the Social Security Administration, SRS, and the Department of Human Resources for all applicants and residents. One hundred percent of these families and individuals are low income.

### 4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

This project will be carried out in conformance with existing agency procedures for family public housing and Section 8 Housing Choice Voucher Program and the MTW program. These program functions are shared by two agency departments, General Housing and Program and Property Management which include a total of 11 staff. The agency has a long history of partnering with other agencies and entities in order to bring the full range of health, mental health, education, recreation and other human services to our resident participants. These entities include 47 public, private and corporate organizations that provide services and/or funding to address the scope of the issues that confront individuals and families in the course of their lives. The transitional housing program will also have support services provided by the LDCHA Resident Services Program and the transitional housing support services plans operated by support

## **City of Lawrence CDBG/HOME Programs Grant Application**

service agencies listed below. The LDCHA receives Federal rent subsidy directly from HUD to support the rents of low income families participating on the Section 8 program.

As administrators of the program the agency earns an administrative fee from HUD which pays for the personnel and non personnel costs to run the program. On the public housing side the agency receives operating subsidy which pays for approximately 30 percent of the annual cost to operate the public housing program. The remainder of the costs is paid for by tenant rents.

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The LDCHA has been receiving HOME TBRA funds since 1995. This application is to maintain funding. HOME TBRA funds are used for transitional housing for the homeless in partnership with the Salvation Army, Cottonwood, Bert Nash, SRS, Independence, Inc. Catholic Charities, and Lawrence Community Shelter. The LDCHA provides rent assistance and in some cases security and utility deposits assistance, and the social service agencies provide the support services that the family or individual needs to help them overcome the problems that contributed to them becoming homeless in the first place. This collaboration of housing assistance and support services keeps a focus on the family and individual to help them learn new skills and behaviors that will help them be successful. Considering that families and individuals who are homeless are multi-problem families and individuals, this approach has a greater success rate than in cases where no support services are offered.

The Mayor's Taskforce on Homeless Concerns recommended to the City Commission that it continue to provide HOME TBRA funds to the LDCHA so that it can continue to provide housing assistance to the homeless. The HOME TBRA Transitional Housing Program is the only program in Lawrence that provides permanent housing to the homeless.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

Since this program was first funded by the city the LDCHA has housed more than 355 homeless families and individuals. Of this number, 245 were homeless families or individuals. Success is measured in several ways. First there is the lease up rate. This program is always 100 percent leased up. In fact the LDCHA 2008 HOME grant was completely obligated within the first six months. The second measure of success is the success rate of the family and individual in keeping and maintaining their housing assistance. Since the beginning of the program, 276 households, or 77% have transitioned to permanent housing. During the same period of time, only 52 households, or 14%, have been terminated for program violations. This project is administered consistently with all other LDCHA housing programs. This includes very active lease and program enforcement.

In 2005, the Mayor's Taskforce on Homeless Concerns recommended to the City Commission that it continue to provide HOME TBRA funds to the LDCHA so that it can continue to provide housing assistance to the homeless. The HOME TBRA Transitional

## **City of Lawrence CDBG/HOME Programs Grant Application**

Housing Program is the only program in Lawrence that provides permanent housing to the homeless. HOME TBRA has always been a two-year time limited program. After two years the participant is transferred to the Section 8 program. If this grant was not renewed participants would be transferred to this program. However this would put an end to the agency's homeless housing program as Section 8 Assistance or public housing do not have preferences for the homeless.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

HOME TBRA funds are time limited and usually sufficient to support a family for 24 months.

### **8. What other funding sources have been approached and what have the responses been?**

The LDCHA receives Federal rent subsidy directly from HUD to support the rents of low income families participating on the Section 8 program. When HUD funding is available the LDCHA makes grant applications for additional tenant based rent assistance. However, with federal cut backs in funding, funds have not been available since 2000.

### **9. Describe the agency philosophy and practices regarding recycling and other "green" practices.**

The agency recycles office materials and hazardous waste in a cooperative agreement with the City. Our Tenant Association engages in recycling of aluminum and newspapers through a job raining program with the disabled. The LDCHA Resident Services Program facilitates the recycling and reuse of durable equipment.

## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Required Attachments

1. City department approval, if project will require work with or by other City departments

**N/A**

**City of Lawrence CDBG/HOME Programs  
Grant Application**

3. Most recent annual report and financial statement (attached.)

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**IV. Required Attachments**

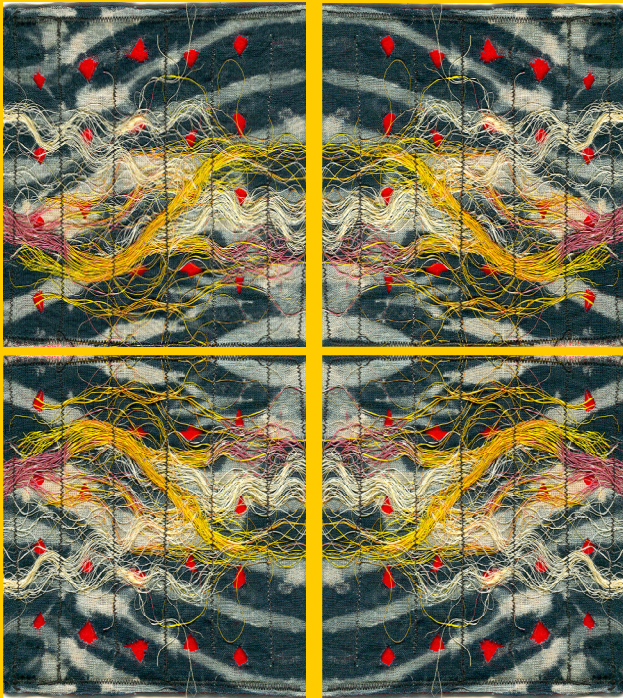
4. Project Budget

**2009 HOME TBRA Budget**

<b>Requested Amount:</b>	<b>\$300,000</b>
<b>Administration:</b>	<b>\$ 30,000</b>
<b>Utility and Security Deposits not to exceed:</b>	<b>\$ 20,000</b>
<b>Tenant Based Rent Assistance Payments:</b>	<b><u>\$250,000</u></b>
<b>Total:</b>	<b>\$300,000</b>

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044



# 2007 Annual Report

Lawrence-  
Douglas County  
Housing Authority



# THE AGENCY

The LDCHA is responsible for the operations and management of 365 units of public housing built between 1972 and 1995, located in the city of Lawrence, and the administration of 591 Section 8, 65 HOME assisted units, located throughout the county including the city of Lawrence; 58 HUD multi-family units, and 8 units of LDCHA-owned property. Currently the agency provides housing and housing assistance monthly to 1,0870 families.

The agency has the power to plan, construct, maintain, operate and manage low rent housing developments in Lawrence and Douglas County; to enter into contracts with local, state and federal governments for funds to construct, acquire, or provide housing and housing assistance for the low income, and to enter into public-private partnerships and joint ventures, including the creation of a not-for-profit organization, in order to secure funds and contracts for affordable housing development.

The LDCHA is governed by a five-member commission, three appointed by the Mayor of Lawrence and two by the Chairman of the Douglas County Commission. Day-to-day operations are managed by an executive director who is responsible for the administration of seven departments: General Housing, Program and Property Management, Senior Housing, Clinton Place Apartments, Maintenance, Capitol Improvements, Resident Services and Administration. The LDCHA currently employs 39 staff.

## **The 2007 Board of Commissioners**

Wes Smith, Chair

Brenda O'Keefe, Vice-chair

David Clark

Sonya Johnson

Charlie Dominguez

# THE YEAR IN REVIEW

A major emphasis in 2007 was the continuation of construction projects begun in 2006 and the remodeling and transition of Clinton Place Apartments which was purchased in December 2006.

In October construction was completed on the first LDCHA owned non-federally financed housing development on the rear two acres at 2930 Peterson Road. The eight two-bedroom fully accessible units were financed by the LDCHA with contributions from the city's Housing Trust Fund. The units are designated senior housing. The rent structure is a five tier below market rent schedule applied on the bases of applicant income and household size.

The renovation and addition to the agency's maintenance facility was completed in early June with the addition of 3000 square feet of warehouse, workshop and office space, including the construction of a loading dock. This was first addition to the facility which was contracted in 1983 when the agency had 296 units of public housing.

With the purchase of Clinton Place Apartments the agency's was challenged on two fronts, with the substantial rehabilitation of the complex including the exterior, interior and individual units; and with returning the development to its senior status. More than \$700,000 in physical improvements were

completed in 2007. Through active lease enforcement, voluntary move outs and transfers to other LDCHA housing programs vacancies were created that allowed units to be rehabilitated and re-rented to seniors. Work on the physical improvements and filling of vacancies continued into 2008.

A new federal policy initiative was undertaken by HUD in 2007 which required all housing authorities to adopt policies implementing the Violence Against Women's Act. The Violence Against Women's Act, or VAWA, added a new housing provision that establishes several categories of protected individuals. Under the law victims of domestic violence, dating violence, sexual assault and stalking are granted protections and cannot be denied or terminated from housing or housing assistance because of activity that is directly related to domestic violence.

In 2007 the agency ended its long time affiliation with the Brookcreek Learning Center which had operated a daycare site at Edgewood Homes since 1990. The Housing Commissioners advertised for a new provider and to Head Start program was selected. The Head Start Program will provide expanded early childhood education program services at Edgewood Homes beginning in 2008.

Since 1999 the agency has been privileged to be one of 32 housing authorities participating in the Congressionally mandated Moving to Work Demonstration Program (MTW). The purpose of the demonstration is to test new models for delivering public housing and Section 8 assistance. The demonstration, which was to have lasted 5 years, gives the LDCHA broad waivers from federal regulations so it can implement requirements that move families to work. The LDCHA program includes among its elements a non traditional rent structure and work requirement. The program has proven success at

moving families to work and home ownership. In 2007 HUD took steps to revise the demonstration and amend it to standardize the authorities that participating agencies could engage in. With the standardization of the demonstration program HUD also issued new 10 year contracts which will take the LDCHA program through 2017.

In 2007, as in every year, the LDCHA's primary focus was on providing safe, decent and affordable housing to over 1100 families that reside in public housing and Section 8 and HOME assisted housing.

# THE PROGRAMS

## PUBLIC HOUSING

The LDCHA operates and manages 363 public housing units located across the city in seven different developments. These include 94 scattered site units and a 25-unit elderly development, Peterson Acres, besides developments at Edgewood Homes and Babcock Place.

Federal regulations restrict eligibility to families and individuals with incomes at 80% of area median income.

Regulations permit tenants to choose between an income based or a flat rent structure.

Admission is by application. Families are assigned a bedroom size based on its size and composition. The LDCHA maintains several waiting lists including one for elderly housing, and one for general housing assistance which

combines family housing and Section 8 units through the Moving to Work Project.

In 2007 the public housing program served a monthly average of 359 families. The average annual household income for Edgewood Homes' households was \$14,222 for scattered site households it was \$18,363. The average family size was 2.6. The average monthly rent paid by Edgewood Homes' residents was \$240. For Scattered Site residents it was \$311.

For elderly Babcock Place households the average annual income was \$15,695. For Peterson Acres it was \$13,268. The average family size was one. The average monthly rent payment by Babcock Place residents was \$305, at Peterson Acres it was \$159.

## PUBLIC HOUSING FINANCING AND SUPPORT

The federal government finances Public Housing developments. The City of Lawrence owns all LDCHA property. Management and operations are financed primarily through tenant rental income. Approximately 30% of the LDCHA's operating revenue comes from federal operating subsidy. The LDCHA receives no City or County financial support.

Maintenance of property, equipment, betterments and additions are paid by a federal program called the Capital Fund. In 2007 the LDCHA spent \$545,787 for maintenance and upkeep of the \$32,000,000 in public housing property it administers.

## **SECTION 8 RENTAL ASSISTANCE**

The LDCHA has been operating the Section 8 Rental Assistance Program since 1977. The program has steadily expanded each year. By 2007 the LDCHA was authorized to provide 591 units of assistance. Non-MTW Section 8 tenants pay 30% of adjusted gross household income toward the contract rent less an allowance for utilities. Once the tenant portion of rent equals the contract rent for six consecutive months, the tenant terminates from the program.

Maintenance of the property is the landlord's responsibility and is monitored annually through an inspection process.

In 2007 the LDCHA provided 612 units of Section 8 assistance in Lawrence and Douglas County and spent \$2.85 million dollars in federal rent subsidy to 230 landlords on behalf of these families. The average family size served was 2.01. The average household income was \$14,230.

## **MULTIFAMILY HOUSING**

The Multifamily Housing program is a HUD sponsored affordable housing program that was implemented in the 1970s as a 20-year loan guarantee program for private developers to build and operate low income housing. As the loan period came to an end, many developers opted out of their contracts, returning their property to the market rate rents. In communities where this happened the property, as an affordable housing development, was lost to the community. Other owners renegotiated their loans and continued their contracts with HUD. Some properties fell into disrepair and became troubled properties with high vacancies and higher deferred maintenance costs. Many of these properties fell into foreclosure. In December 2006 the LDCHA bought Clinton Place Apartments at 2125 Clinton Parkway which was classified by HUD as a troubled multifamily development. The development, which

contains 58 units, was built as a senior development but no longer being rented to seniors. It needed at least \$500,000 in deferred maintenance which included a new roof, windows, siding, interior repairs to the common areas including new floors, paint and furniture, and rehabilitation of the individual apartment units including new baths, doors, paint, floors, and in many instances, kitchens. In 2007 the agency's challenge was to return the building to a senior development and carry out the required capital and extraordinary improvements.

Forty-seven units were occupied at the time the building was purchased. During 2007, 30 residents moved out and 19 residents, all seniors, moved in. At the end of 2007 there were 37 occupied units. The average annual income of the residents was \$11,333. The average monthly rent was \$198 with HUD paying the difference toward the

monthly market rent of \$485. During 2007 the agency spent \$762,531 on capital and extraordinary improvements

to the building. In September Douglas County Senior Services opened a meal site in the facility.

### **LDCHA OWNED PROPERTY**

In fall 2007 the agency completed construction on 8 units of housing on a parcel of land at the rear two acres of 2930 Peterson Road. The front three acres were developed in 1995 with the construction of 25 one-bedroom units paid for by HUD under the now defunct Public Housing Development Program. In 2006 the board approved the use of MTW reserves to construct 8 two-bedroom fully handicapped assessable

units on the remaining land. The final construction cost was \$856,531.

The units are restricted to occupancy by seniors. There is no direct subsidy attached to these units although Section 8 senior households with Tenant Based Rent Assistance may use their assistance at these units. Non assisted households pay a monthly fixed rent based on a sliding scale schedule.

### **HOME RENTAL ASSISTANCE**

The HOME program was passed by Congress in the early nineties with the goal of expanding and improving housing opportunities for low-income persons. The City of Lawrence and the State of Kansas are recipients of these funds. The LDCHA receives funds directly from the City to provide Tenant Based Rental Assistance to homeless families and individuals. In 2007 the LDCHA provided 298 units of assistance monthly and paid \$285,941 in rental subsidies to landlords. The majority of assistance is used to support families in transitional housing supported through a case management program.

The Bert Nash Center is a recipient of a state HOME grant to provide rent

assistance to its clients. The LDCHA administers this program and maintains a separate waiting list which is controlled by the Bert Nash Center. In 2007 the LDCHA provided 15 units of assistance monthly and paid \$90,292 in rental subsidies to landlords through this program. Admission to the HOME programs is through a referral process from local service agencies that have entered into agreements with the LDCHA. At the end of 2007 eight agencies had Transitional Housing agreements: the Salvation Army (Project ABLE), Bert Nash Community Mental Health Center, Independence Inc., the State of Kansas Department of Social and Rehabilitation Services, Catholic Charities, ECKAN, Lawrence Community Shelter, and Cottonwood.

## **SUPPORTIVE HOUSING PROGRAM**

Hope Building is permanent housing with support services for chronically homeless individuals with mental health and substance abuse disabilities. The program offers one bedroom and single room occupancy units to eligible homeless disabled individuals referred by local shelters. Mental health and substance abuse services are provided by

the Bert Nash Community Mental Health Center and by DCCCCA. It is funded through a grant from the HUD Office of Community Planning and Development. During 2007, 15 individuals were served under this program.

## **RESIDENT SERVICES**

The Resident Services Office provides a comprehensive program serving individuals, families, youth and elderly/disabled residents. All programs and activities are made possible through \$382,338 annually in grant funding serving a total of 492 residents with 7826.25 hours of programming. Services are based out of offices located at Edgewood Homes and Babcock Place. The Resident Services Office at Edgewood Homes, assists an average of 65 persons per day, serving as a resource center for all housing residents offering computer access and training, phone/fax/copy and resume services for job seekers, education and career resource library, and referral services. Many programs and workshops are offered at these locations through community collaboration with other agencies in the Lawrence community.

**Family Self-Sufficiency Program**  
Funded through HUD's Housing Choice Voucher Program and the Resident Opportunity and Self-Sufficiency

Resident Services Delivery Model-Family grant programs. This program provides both public housing and Section 8 residents with a broad range of support services designed to increase self-determination and economic stability. Participation in the FSS program is voluntary and can include individualized case management services, employment assistance, job training, post secondary and vocational education opportunities, counseling, substance abuse treatment, parent education and therapeutic support groups. The Family Self-Sufficient program provides additional support for participants in the Moving to Work program. Last year 228 residents participated in the Family Self-Sufficiency program, with 70 participants successfully completing their goals. Resident Services staff typically spends 78% of their time providing direct service to program participants.



## **Listing of Programs and Workshops Offered During the Year**

### ***Adults***

- Men's Photography Group
- Women's Quilting Class
- Women's Writing Workshop
- VITA Tax Assistance
- Basic Computer Training
- Credit Repair
- Credit Card Survival
- Home Maintenance
- Asset Building
- Bankruptcy Prevention/Foreclosure Prevention
- Basic Budgeting/Financial Management
- Homeownership 101
- Land Trust
- Appraisals, Inspections & Choosing a Lender

### ***Youth***

- Scouting-Daisy, Brownies, Juniors, Cadettes
- After school Tutoring /Computer Resource Room
- Family Volunteer Day
- Youth Cooking Club
- GAME Day
- Crazy Cards Youth Card Project
- Astronomy Camp at Tall Oaks
- Edgewood Play Group for Infants and Toddlers
- 

## **ELDERLY SERVICES**

The LDCHA operates two housing developments for older adults. Babcock Place, 120-apartment high-rise at 1700 Massachusetts and Peterson Acres, a 25-unit development located at 2930 Peterson Road. The LDCHA is committed to helping residents age in place. Funds to assist residents are provided by a HUD Elderly services Coordinator Grant and LDCHA operating fund.

**Transportation Services** are available to tenants four days a week. Primary use is for shopping, medical appointments, personal errands and special programs. Average rider ship usage for 2007 was

11.255 per day. Staff is trained as ambassadors for the Lawrence Transportation Service and assist tenants in riding the "T".

**Physical Fitness Programming** includes group and individual exercise instruction. In addition to exercise classes 5 days a week, tenants are provided with equipment for individual exercise and access to commercial equipment.

**Health Screenings** are provided weekly by the Douglas County Health Department. Staff is trained as counselors for the Senior Health Insurance



Counseling for Kansas (SHICK) Program and assist tenants in navigating the process of insurance coverage and enrollment.

**Nutrition Assistance** includes commodity distribution, the Heartland Share Program, a congregate meal served at noon at Babcock Place and Edgewood Homes by Douglas County Senior Services and evening meal delivery through collaboration with Lawrence Memorial Hospital. Classroom instruction provides current nutrition information to tenants about skills for healthy, independent living.

**Legal Assistance** provided by the Jayhawk Legal Services for Senior Citizens. Jayhawk Support Services for Elders has partnered with the LDCHA to assist tenants with financial management.

**Mental Health and Support Counseling Services** provided by the aging specialist from the Bert Nash Community Mental Health Center.

**Hearing Evaluations** and simple repair of hearing aids are provided by Lawrence Otolaryngology.

**Community Events** Many education series and special events are open to the public. This includes classes provided by Douglas County Senior Services, the Community Mercantile, K-State Research and extension and Lawrence Public Library. The annual Babcock Place block party gathers the Barker Neighborhood for a night of barbeque and entertainment.

**Leisure and Community Programs** represent a variety of community services. The Tenant Association sponsors social programs and entertainment. Arts programs include exhibits, music and drama productions. Tenants frequently use the computer stations to communicate with family and friends.

**Individual Services** including assistance with housekeeping and activities of daily living are provided by community agencies. The Elderly Services Coordinator assists with the referral and application process.

# 2007 FINANCIAL STATEMENTS

## STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES YEAR ENDING DECEMBER 31, 2007

### PUBLIC HOUSING PROGRAMS

#### OPERATING RECEIPTS

Rental Income	\$1,116,290
Interest Income	79,204
Other Income	125,377
HUD Subsidy	<u>579,618</u>
	\$1,900,489

#### PUBLIC HOUSING PROGRAMS OPERATING EXPENDITURES

Total Administrative	\$ 551,393
Tenant Services	85,206
Utilities	279,699
Ordinary Maintenance	498,840
Protective Services	10,500
Insurance	139,583
PILOT	83,659
Collection Losses	5,326
Other General Expense	2,817
Non-routine Maintenance	0
Capital Expenditures	435,806
Prior-Year Adjustments	<u>0</u>
	\$2,092,829

### SECTION 8 RENTAL ASSISTANCE

#### OPERATING RECEIPTS

Interest Income	\$ 176,352
Annual Contributions	3,987,716
Fraud Recovery	923
Admin Fees Earned-Portability	<u>1,179</u>
	\$ 4,166,070

#### SECTION 8 RENTAL ASSISTANCE OPERATING EXPENDITURES

Hsg.Assistance Payments	\$2,854,163
Administrative Costs	550,273
Prior-Year Adjustments	0
Audit Costs	<u>3,750</u>
	\$3,408,186

Net Operating Income or (Deficit) \$ 757,884

### GRANT PROGRAM EXPENDITURES

Capital Fund	\$ 545,787
Family Self-Sufficiency - Public Housing	54,588
Resident Services Delivery Model - Families	96,615
Kansas Health Foundation – Strong Start	3,597
Network Neighborhood	33,665
Ross – Homeownership Grant	81,803
Special Needs Assistance – Supportive Housing	110,410
Lawrence Community Arts Grant	360
AT&T	<u>5,000</u>

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: North Lawrence Improvement Association

Mailing Address: 310 Elm Street, Lawrence, KS 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Ted Boyle Phone: (785) 842-7232

Contact Title: President

E-mail (required): pboyle@sunflower.com Fax : ( ) \_\_\_\_\_

Date : 11/28/08

Mission of organization:

The mission and goals of the NLIA are to improve the standard of living for all North Lawrence residents, especially for our low to moderate income residents, and to remove neighborhood blight.

## II. Project Information

Requested \$1,800.00 Request is 100 % of project budget and NA % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

NLIA holds 2 neighborhood clean-ups annually (spring and fall) with hauling service provided by North Lawrence recycling business gathering metal fencing, garden tools, etc. A mulching machine is used on discarded tree branches/ limbs. Neighbors receive resulting mulch allowing them to conserve on water usage for plants, flowers, and trees.

# City of Lawrence CDBG/HOME Programs Grant Application

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Agency Name: North Lawrence Improvement Association

Mailing Address: 310 Elm Street, Lawrence, KS 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Ted Boyle Phone: (785) 842-7232

Contact Title: President

E-mail (required): pboyle@sunflower.com Fax : ( ) \_\_\_\_\_

Date : 11/28/08

Mission of organization:

The mission and goals of the NLIA are to improve the standard of living for all North Lawrence residents, especially for our low to moderate income residents, and to remove neighborhood blight.

## II. Project Information

Requested \$1,800.00 Request is 100 % of project budget and NA % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Our coordinator devotes more time than prior coordinators to the needs of the association often attending city forums, lectures, meetings etc. that directly affect the North Lawrence community. We want to reimburse her for a minimum of 15 hours per month. A copy of the Coordinator Job Description is attached.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: North Lawrence Improvement Association

Mailing Address: 310 Elm Street, Lawrence, KS 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Ted Boyle Phone: (785) 842-7232

Contact Title: President

E-mail (required): pboyle@sunflower.com Fax : ( ) \_\_\_\_\_

Date : 11/28/08

Mission of organization:

The mission and goals of the NLIA are to improve the standard of living for all North Lawrence residents, especially for our low to moderate income residents, and to remove neighborhood blight.

## II. Project Information

Requested \$2,500.00 Request is 95 % of project budget and 5 % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Operating expenses include bulk mailing of the newsletter twice a year and purchase of office supplies as needed to operate NLIA. NLIA pays rent to Peace Mennonite Church (IOOF Hall) for meetings @\$30 per month (Oct.-May) and markets monthly meetings and individual events through flyers and ads.

### **III. NARRATIVE**

1. This project includes operating expenses, coordinator fees, and two neighborhood clean-ups, all of which foster neighborhood improvement, stability, and encourage a sense of community. NLIA has significant impact on the quality of life for North Lawrence residents and through our partnership and cooperation with other neighborhood associations, on the infrastructure, services and quality of life for Lawrence residents in general. Through NLIA activities, neighborhood residents receive information regarding their city in general and their neighborhood specifically. Our monthly meetings provide a forum for all of our residents and our association provides a unified neighborhood voice within city departments, commissions, and committees. All residents benefit from our neighborhood clean-ups, events, and improvements.

With NLIA cooperation and leadership, our neighborhood has continued to grow. With additional construction of housing and rehabilitation of existing housing and commercial property, NLIA has responded with ways to expand our membership and partner with organizations within our neighborhood.

A tangible indication of NLIA's commitment to supporting affordable housing is the Habitat for Humanity Comfort Neighborhood which includes the construction of 16 houses in the North Lawrence Neighborhood. Ground breaking for this development occurred in 2006 and development is planned to continue to occur until 2010. NLIA was instrumental in paving the way for this development.

2. This grant will support the mission of NLIA by allowing us to improve the standard of living for all North Lawrence residents, especially for our low-to moderate- income residents, and to remove neighborhood blight. This project has been suggested, discussed, and selected by the members of our association at our monthly meetings. We agree that this project benefits and improves the standard of living for our residents.

3. This grant will serve all North Lawrence residents representing a population of approximately 2580 residents and 1100 households. Of this population, 58% are low or moderate income. These statistics have increased slightly over the previous year and statistics were gathered and reported in the City of Lawrence Consolidated Plan.

4. As neighborhood members of the Lawrence community, we routinely partner with other neighborhood Associations, city departments, and committees/commissions through meetings, letters, and phone conversations. We have one paid staff member, our Coordinator, who is currently paid for up to 15 hours each month. The current Coordinator also routinely works 5-10 hours each month voluntarily. All other NLIA officers volunteer their time. We also

encourage the volunteer involvement of residents in order to hold our monthly meetings and neighborhood events.

5. The NLIA approach to the issue of improving the standard of living for neighborhood residents is not unique, for there are a number of other Lawrence neighborhood associations providing service to their neighborhood residents. NLIA is unique in its approach toward providing this service at as low a cost as feasible. Because of the volunteer nature of NLIA, we are able to make minimal funds go a long way.

6. Success is measured by the number of paid memberships in NLIA ( 72 in 2008 with new members joining consistently), the number of residents attending monthly meetings (an average of 25 in both 2007 and 2008), and the number of residents participating in neighborhood events (an average of 60 in 2007 and increasing to 65 in 2008). The success of our neighborhood clean-ups are measured by the number of households participating (850 in 2008) as well as additional households that are encouraged to assist in removing blight from the neighborhood.

If grant funds are not available to fund this project, we will not be able to accomplish our objectives. Other than the minimal charge of \$1.00 per person membership dues and a minimal advertising fee for the newsletter, there are no additional funds to support this project.

7. Our timeline for achieving our grant objectives is one year.

8. No other funding sources have been approached and therefore no responses were given.

9. The NLIA philosophy is one of earth friendliness and community cleanliness. NLIA chips and mulches its own brush, trees and limbs to be used for community landscaping. By permitting neighbors to receive the resulting mulches the entire community can conserve water and preserve plants, flower, gardens, and trees that are grown in the nutrient rich soils of the area. NLIA also holds community clean-up projects where items are picked up for residents and taken to recycling. NLIA supports two North Lawrence business owners who focus on methods of recycling paper, plastic, cardboard, and metals. These include Jeff's Recycling (owned by NLIA Vice President, Jeff Joseph) and Lonnie's Recycling (owned by North Lawrence business owner, Lonnie Faler).

Attachment 1: NLIA Board of Directors

North Lawrence Improvement Association  
Board of Directors  
2008-2009

President	Ted Boyle	Retired
Vice President	Jeff Joseph	Self-Employed
Treasurer	Beverly Cates	Retired
Secretary	Kristen Walker	Advertising/ Lawrence Journal World
Coordinator	Barbara Higgins-Dover	Highland College and KU



## Attachment 4: Coordinator Job Description

### North Lawrence Improvement Association Coordinator Job Description

#### Attend Meetings:

##### NLIA monthly meetings

- Support Board members as they conduct the meeting
- Prepare meeting materials as needed
- Make reports and be available to answer questions
- Arrange for speakers

##### LAN monthly meeting

Represent NLIA by gathering information, making reports, and participating in discussions

City meetings as required and at times voluntarily

##### Maintain communication channels with NLIA members through

- Monthly telephone and email meeting reminders
- Responding to phone calls and emails
- Neighborhood newsletter April and August
- Gather information and edit making sure that upcoming events are included oversee newsletter ads, design, display and billing
- NLIA website
  - Update City information on a regular basis in order to keep residents informed
  - Update NLIA information on a regular basis including upcoming events
  - Photographic work to use for website

##### Provide administrative support for Board members

- Produce, duplicate, and mail letters as required by the President
- Produce and duplicate forms as required by Board members
- Maintain membership roster

##### Coordinate events

- Spring/Summer garage sale
- Fall picnic
- Fall clean-up
- Spring clean-up

The Coordinator also attends city and county meetings, lectures and seminars or sessions that will in some way impact the residents of the North Lawrence community. Coordinator reviews and evaluates minutes and outcomes of city and county decisions as they pertain to NLIA. She undertakes and coordinates additional projects and ideas that will enhance the effectiveness of the association and improve the neighborhood life of North Lawrence.

November 2008

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Oread Neighborhood Association

Mailing Address: P.O. Box 442065 – Lawrence, KS 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Jodi Wentz Phone: (785) 842-5440

Contact Title: Coordinator

E-mail (required) : jodi@sunflower.com Fax : ( ) None

Date : December 01, 2008

Mission of organization:

The mission of the Oread Neighborhood Association is to stabilize and maintain the neighborhood as a quality, mixed-density residential neighborhood by accommodating the need for student housing, preserving existing single-family housing, and revitalizing the neighborhood's unique architectural, environmental, and historical character. This mission can be accomplished by encouraging the participation of residents and property owners in the maintenance, planning, and development of the neighborhood.

## II. Project Information: #1 – Neighborhood Association Expenses

Requested \$ 10,520.00 Request is 90 % of project budget and 82 % of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- XX** List of officers and board members and their principal occupations (one per agency)
- XX** Most recent annual report and (one per agency) financial statement
- XX** Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- XX** Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- XX** Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- XX** Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Newsletter Expenses: This is a communication tool that helps to educate neighbors and strengthen the neighborhood.

Office Expenses: Phone, postage, copying, supplies, and webpage domain.

Coordinator Salary: Helps to maintain ONA's presence in the neighborhood. Of particular importance is the Coordinator's role as a liaison between the neighborhood and the City of Lawrence / University of Kansas. The Coordinator is responsible for production and distribution of the newsletter.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Oread Neighborhood Association

Mailing Address: P.O. Box 442065 – Lawrence, KS 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Jodi Wentz Phone: (785) 842-5440

Contact Title: Coordinator

E-mail (required) : jodi@sunflower.com Fax : ( ) None

Date : December 01, 2008

Mission of organization:

The Lawrence Community Garden, located in the Oread Neighborhood, is a place that helps to build a sense of community and makes use of what would be an otherwise vacant lot to provide an urban green space that contributes to the beauty of the neighborhood. Those who share the responsibility of tending the garden meet neighbors, forge friendships and learn useful gardening skills. The garden provides opportunities for lower-income families to put nutritious and less expensive food on their dinner tables.

## II. Project Information: #2 – Community Garden Water Meter / Hydrant

Requested \$1,260.00 Request is 100 % of project budget and 9 % of agency budget.

### Attachment Checklist

- XX** Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and (one per agency) financial statement
- ☐ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- XX** Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☐ Existing program
- ☐ Public Service
- XX** Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Due to the loss of a reliable water source from an adjacent residence, water is being hauled to the garden and is stored in 50-gallon barrels. Installation of a water meter/pit and a frost-free pump handle locking hydrant will improve the maintenance and care of the garden.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

1. What is the situation, problem or opportunity this grant will address?

### Neighborhood Association

The Oread neighborhood is an older, highly transient neighborhood, with an increased potential for environmental and structural blight. Ongoing efforts to sustain and improve the neighborhood require close collaboration with the City of Lawrence and the University of Kansas. Much of the Oread Neighborhood Association's (ONA) work is accomplished through the organization acting as an advocate for the neighborhood. The *Oread Neighborhood Association Newsletter* keeps residents / property owners informed about current issues being addressed by the neighborhood association. These groups are also made aware of their rights and responsibilities as citizens of Lawrence. The association has provided a mechanism to encourage compliance with and enforcement of city codes. Advocacy efforts are important to past and current improvements in public safety, quality of life and neighborhood stability.

### Community Garden

Installation of a water meter/pit and a frost-free pump handle locking hydrant will improve the maintenance and care of the garden.

2. How will this grant support the mission of the organization?

### Neighborhood Association

The association serves as a liaison between Oread residents / property owners and city offices reporting concerns about noise, trash, environmental blight, overall neglect of properties, etc. ONA's newsletters educate residents about matters of neighborhood integrity and help build a sense of community among residents who frequently move. The newsletters inform residents of projects, upcoming events, neighborhood activities, neighborhood challenges, resident rights and responsibilities, and provides public service information. The newsletters notify residents about the availability of weatherization funds and housing programs available through the City of Lawrence.

During the last fiscal year, from August 2007 through July 2008, the following ONA accomplishments have benefited the neighborhood:

- In September 2007 representatives from Planning and Development Services talked with neighbors about zoning, over occupancy concerns, boarding houses, parking, updating the neighborhood plan, and other related concerns affecting Oread.
- The neighborhood held a study session with the Lawrence City Commission in November 2007 to discuss structural and environmental blight concerns. Notable positive outcomes from that meeting include implementation of an enhanced trash ordinance which will help to reduce environmental blight conditions throughout the city of Lawrence and progress towards implementation of rental registration in multi-family zoned neighborhoods.
- ONA's annual neighborhood clean-up brought together residents and property owners to participate in the care of the neighborhood.

## City of Lawrence CDBG/HOME Programs Grant Application

- Follow-up has continued on structurally blighted properties that were reported to the city in December 2005:
  - 1232 Louisiana: Demolition of the structure on this property was approved with conditions by the City Commission in August 2008. A positive outcome from this decision is that no building permit will be issued until an updated Oread Neighborhood Plan has been approved by the City Commission. The existing plan was originally adopted by the Lawrence / Douglas County Planning Commission in March 1979.
  - 1043 Indiana (KU property): Approval has been secured from the Kansas Legislature to sell this property to the public, hopefully preserving the existing housing stock. An alternative was to demolish the house and replace it with parking.
- A walking blight survey has been initiated. A total of 312 Oread properties have been surveyed and of those, 104 include one or more items that are identified as 'very poor' or 'poor.' Properties that have 'very poor' condition ratings will be considered high-priority. Ultimately, this initiative will enhance stability in the neighborhood and improve housing stock.
- Community out-reach information about crime, graffiti, noise, house parties, and good neighbor ordinances are included in quarterly newsletters.

Without CDBG funds, continued operation would be difficult. CDBG assistance is critical to achieving neighborhood goals and addressing neighborhood needs. ONA provides additional funding to cover expenses that exceed CDBG funding. ONA activities increase the stability, integrity and cohesion of the neighborhood, which in turn helps strengthen the neighborhood and improve neighborhood quality of life.

### Community Garden

The addition of a reliable water source will ensure that the availability and services of the garden will continue without interruption.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

### Neighborhood Association

Population of Oread Neighborhood: 4,749 (City of Lawrence 2007 Action Plan).

Percentage of Low-Moderate Income: 78% (City of Lawrence Annual Performance Report - Aug 2006 thru July 2007)

### Community Garden

The garden currently has 10 plots that serve 15-20 lower-income participants. Local community gardens also have a produce give-away and delivery system providing fresh produce to various food pantries in town.

4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

## **City of Lawrence CDBG/HOME Programs Grant Application**

### Neighborhood Association

There is one paid staff member. This is a part-time Coordinator, salary funded by CDBG, who works approximately 12 hours per week. All other manpower is provided solely by volunteers.

### Community Garden

All work is provided solely by participants who use the garden at no cost.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

### Neighborhood Association

Because the Oread Neighborhood Association works closely with the City of Lawrence and the University of Kansas when neighborhood issues arise, these collaborative efforts have a high likelihood of success. This is because all interested parties are involved in clearly identifying a problem and working towards a solution. Complaints / concerns are addressed in a proactive, rather than reactive, manner with this approach.

### Community Garden

Having an on-site, readily available source of water will ensure the success of the garden. This is particularly important during the hot summer months.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

### Neighborhood Association

During the 2009-2010 grant year, success will be measured by achievement in implementing the neighborhood plan and an overall reduction in blight throughout the neighborhood. This is accomplished by routinely discussing efforts to retain existing housing stock and address blight related issues at each monthly neighborhood meeting. Topics include:

- Follow-up on specific properties that have been identified as structurally blighted,
- Discussions of proposed demolitions and how these might affect the overall integrity of the neighborhood,
- Density concerns such as over-occupancy, requests for parking variances, and conversion of single-dwelling residences to boarding house status, etc.

The potential for increased density can compromise existing housing stock as properties are converted to high-occupancy rentals. Without the ongoing efforts of the neighborhood association, this trend could result in an overall chronic state of disrepair and overcrowding in Oread.

The neighborhood will continue the walking blight survey to identify structurally blighted properties in Oread. A property condition map, obtained from the County Appraiser office, will also be used to identify potentially blighted properties. The neighborhood plans to seek the expertise of city staff to identify how to proceed with the property condition information that has been gathered.

## City of Lawrence CDBG/HOME Programs Grant Application

The neighborhood will hopefully have adopted a new neighborhood plan during 2009; the city has already begun the base maps needed for this initiative. This will be a significant effort for the neighborhood during the upcoming year and will ultimately provide a means for managing future development in the neighborhood.

### Community Garden

Installation of the meter/pit and water pump will serve as the measurement for success. Gardeners will divide the cost of the water bill and a check will be written from the community garden account after CDBG funds have been expended.

7. What is the organization's timeline for achieving the objectives of the grant?

### Neighborhood Association

Fostering, nurturing and supporting a strong neighborhood is an ongoing effort.

### Community Garden

The preferred timeline for installation of the meter/pit and water pump is spring 2010.

8. What other funding sources have been approached and what have the responses been?

### Neighborhood Association

Additional funding for the Oread Neighborhood Association is generated from membership contributions and newsletter advertising sales. In each quarterly newsletter, residents, property owners, and other interested parties are encouraged to make a donation to the organization. Advertising income from newsletters totals approximately \$200 per issue.

### Community Garden

Other funding sources have not been approached.

9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

### Neighborhood Association

The neighborhood newsletter is used as a resource to educate Oread residents about ways to handle yard waste and recycling services available in the community. Links are provided to the City of Lawrence Waste Reduction & Recycling site at <http://www.lawrencerecycles.org>. Recyclable lawn and leaf bags are used during the annual neighborhood cleanup.

Beginning in January 2009, city offices will receive electronic PDFs of the neighborhood's newsletter instead of printed copies. This will result in a reduction in printing and potential waste.

### Community Garden

Waste material generated by the garden is used for composting.

## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Required Attachments

1. City department approval, if project will require work with or by other City departments.

#### COMMUNITY GARDEN PROJECT

**From:** ["Dee Dee Commons" <dcommons@ci.lawrence.ks.us>](mailto:dcommons@ci.lawrence.ks.us)  
**To:** [<jodi@sunflower.com>](mailto:jodi@sunflower.com)  
**Subject:** 921 Mississippi  
**Date:** Thu, 17 Jul 2008 14:30:16 -0500

Hi Jodi, our supervisor went to the lot to see if there was still a "meter pit" for the water meter and could not find one. Bottom line is that we will have to install a new pit. ***The cost for the pit and meter will be \$435.00.*** Please let me know if there is anything else I can help with.

Dee Dee Commons, Admin. Support III - dcommons@ci.lawrence.ks.us  
Utilities Department | City of Lawrence, KS <<http://www.lawrenceks.org/>>  
P.O. Box 708, Lawrence KS 66044  
office (785) 832-7864 | fax (785) 832-7806



## City of Lawrence CDBG/HOME Programs Grant Application

2. List of officers and board members and their principal occupations.

### OREAD NEIGHBORHOOD ASSOCIATION Board of Directors

Office / District	Name	Principal Occupation
President / District 2	Jerry Stubbs	Technical Support Technician
Vice President / District 2	Candy Davis	Counselor
Secretary / District 4	Beth Reiber	Editor
Treasurer / District 3	James Dunn	Landlord
District 1 Representative	Ann Blackhurst	Retired
District 2 Representative	Rene Diaz	Professor
District 3 Representative	Kyle Thompson	Newspaper Distribution
District 4 Representative	Carol von Tersch	Retired
District 5 Representative	Marci Francisco	Space Analyst / Kansas Senator
District 6 Representative	Christy Kennedy	Self-employed typesetter/editor
<b>At Large Members</b>		
District 3	Ellie Lecompte	Property Owner
District 4	Charity Grace	Retired

**City of Lawrence CDBG/HOME Programs  
Grant Application**

3. Most recent annual report and financial statement.

**ANNUAL REPORT AND FINANCIAL STATEMENT**

**OREAD NEIGHBORHOOD  
INCOME/EXPENSE  
8/01/2007 TO 7/31/2008**

**INCOME**

CDBG Public Services	\$12,231.00
Memberships	448.00
Advertising Income	730.00
Interest Income	11.70

<b>TOTAL INCOME</b>	----- \$13,420.70
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**EXPENSES**

Dues	25.00
Employee Expenses	7,800.00
General Mtg Exp	55.00
Gifts & Contributions	125.00
Newsletter	3,878.06
Office	875.83

<b>TOTAL EXPENSES</b>	----- \$12,758.89
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<b>OVERALL TOTAL</b>	----- \$ 661.81 =====
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**OREAD NEIGHBORHOOD  
ACCOUNT BALANCES  
7/31/2008**

**Bank Accounts**

Cap Fed Interest Checking	6,782.59
Cap Fed Non-Interest Checking	662.74
FSCU-Regular Share Acct	11.38
FSCU-Special Share Acct	2,927.97

<b>TOTAL Bank Accounts</b>	----- \$ 10,384.68
----------------------------	-----------------------

**City of Lawrence CDBG/HOME Programs  
Grant Application**

4. Project Budget.

**CDBG FUNDING  
Expenses**

**PROJECT #1: Neighborhood Association Expenses**

Newsletters (3 @ \$1,082 each) .....	\$3,246.00
Telephone (Local service only @ \$37.00/month) .....	\$444.00
Office Expenses .....	\$281.00
Photocopying (\$141), Postage (\$65), Supplies (\$75)	
Webpage .....	\$40.00
Coordinator Salary .....	\$6,864.00
\$11.00 / hour x 12 hours per week x 52 weeks/year	
Employer Costs (Social Security @ 7.65% of gross) .....	\$525.00
Less Expenses to be Paid by ONA .....	(\$880.00)
 Total for Project #1 .....	 \$10,520.00

**PROJECT #2: Community Garden Water Meter / Hydrant  
Capital Improvement Project**

Install Pit and Water Meter (city) .....	\$435.00
 Koehler Plumbing Inc. Mike Koehler, Licensed Master Plumber, 842-8600	
Labor (4 hours @ \$75/hr) .....	\$300.00
Backhoe Rental .....	\$300.00
Woodford Hydrant .....	\$125.00
Materials (Copper Pipe, Connector, Misc).....	\$100.00
 Total for Plumber .....	 \$825.00
 Total for Project #2 .....	 \$1,260.00

\* Letter from property owner giving permission for the installation is forthcoming per phone message received from Mr. Michael Messina, Attorney.

**TOTAL CDBG FUNDED EXPENSES..... \$11,780.10**

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**OREAD NEIGHBORHOOD ASSOCIATION FUNDING**

**Expenses**

Gifts & Contributions .....\$ 125.00  
 Neighborhood meeting expenses.....\$ 75.00  
     (Supplies, food, entertainment, rental expenses)  
 Neighborhood Cleanup Expenses.....\$ 30.00  
 Lawrence Association of Neighborhoods Dues.....\$ 25.00  
 Blight Survey .....\$ 35.00  
 Non-CDBG Funded Operating Expenses\* .....\$ 880.00

**Total ONA Funded Expenses ..... \$1,170.00**

**Income**

Membership income ..... \$560.00  
 Advertising Income ..... \$600.00  
 Interest Income .....\$10.00

**Total Non-CDBG Income ..... \$ 1,170.00**

*CDBG BY 2008 ONA Allocation	Projected Operating Expenses BY2008	Total Expenses Exceeding CDGB Allocation
\$9,901.00	-\$11,400.00	\$1,499.00

Oread Neighborhood Association • Lawrence, Ks. 66044



October 10, 2008

Michael Messina  
Attorney  
111 W 75<sup>th</sup> Street  
Kansas City, MO 64114-5734

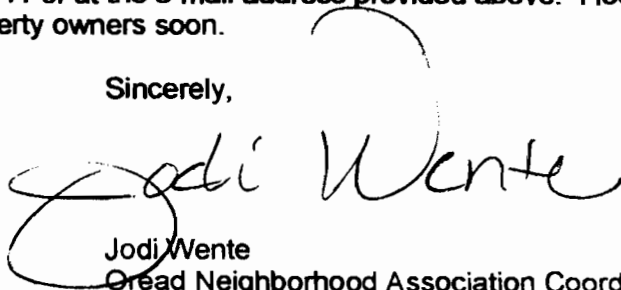
Dear Mr. Messina:

I am writing on behalf of the Oread Neighborhood Association, Lawrence Kansas. The neighborhood would like to submit a capital improvement project on their Community Development Block grant application that will be due on December 01, 2008. Details about the proposed project are included in the attachment.

The neighborhood will need to include a letter with the grant application from the property owners of 921 Mississippi giving permission for installation of the water meter. According to information received from the Douglas County Appraiser's office, Ronald Oswald and Joan Crow are the property owners and your address is listed as the contact. Could you please relay the neighborhood's request for endorsement to the property owners? To keep things simple, they could make a notation on this letter stating their approval, or disapproval, with a signature and date. A self-addressed, stamped envelope is included for their use. Alternatively, they could send their communication via e-mail to my address at [jodi@sunflower.com](mailto:jodi@sunflower.com).

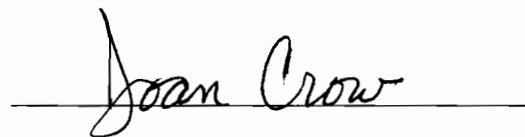
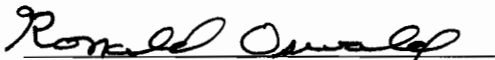
If there are any questions or concerns about this proposal, I can be contacted during normal working hours at 785-864-8841 or at the e-mail address provided above. I look forward to hearing from you or the property owners soon.

Sincerely,



Jodi Wente  
Oread Neighborhood Association Coordinator

Installation of Water Meter is approved.



# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Pinckney Neighborhood Association

Mailing Address: PO Box 125, Lawrence, KS 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Steve Braswell Phone: (785) 841-6902

Contact Title: PNA President

E-mail (required): steve@acornwebworks.com Fax : ( ) \_\_\_\_\_

Date : 11/30/08

### Mission of organization:

The purpose of the Pinckney Neighborhood Association shall be to promote understanding with the City of Lawrence; to improve property, living conditions, and to improve communication within the Pinckney Neighborhood, and to promote good public relations with the businesses within the neighborhood.

## II. Project Information

Requested \$2,734 Request is 100 % of project budget and 100% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- x List of officers and board members and their principal occupations (one per agency)
- x Most recent annual report and (one per agency) financial statement
- x Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- x Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- x Affordable Housing
- ☐ Housing Counseling
- x Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- x Existing program
- x Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

### Fifty-word summary description of the project:

This grant will help the Pinckney Neighborhood Association maintain its role as provider of information and assistance to residents. The PNA, through its newsletter, neighborhood activities and liaison with the City, has been important in the continued vitality of one of Lawrence's lower income neighborhoods.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

## IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

## IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

## City of Lawrence CDBG/HOME Programs Grant Application

### III. Pinckney Neighborhood Association Narrative

- 1) What is the situation, problem or opportunity this grant will address?**
- 2) How will this grant support the mission of the organization?**

This CDBG funding is vital in helping the Pinckney Neighborhood Association (PNA) continue its activities on behalf of one of Lawrence's oldest and most economically challenged neighborhoods in keeping with its mission of promoting understanding with the City of Lawrence; improving property and living conditions, improving communication within the Pinckney Neighborhood, and promoting good public relations with the businesses within the neighborhood.

- 3) How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

As provided on the Lawrence Planning Department website, the 2000 census reported that the Pinckney Neighborhood was at 80% or less of the median income in Lawrence.  
< <http://www.lawrenceplanning.org/documents/NHA.pdf> >

We currently mail out over 1,400 newsletters as well as have a small but growing email list of about 75 people. We also have a website where people can learn about upcoming meetings, issues of concern, and read the newsletters.

The PNA newsletters, postcards and mailing list are used to keep in touch with Pinckney residents about issues and concerns important to them, such as street and sidewalk problems, demolition and construction activities, neighborhood resources, and the ongoing expansion of the hospital as well as announcements of PNA events like our annual neighborhood picnic and our brush and park cleanups.

As our primary method of staying in touch, our newsletter is a vital link to all the residents of the neighborhood as well as neighborhood businesses. It creates a feeling of inclusiveness and draws the participation of new neighbors. Members know that they have a neighborhood association to represent them and inform them about what's going on.

As a result, the PNA has helped neighbors with storm water problems due to new construction, recommended alternatives to demolition projects, provided a forum for neighbors and police to discuss specific crime issues in our neighborhood, resulting in reduced crime in certain problem areas, and talked with the City about specific traffic problems including speeding along Maine and Arkansas Streets and traffic backups at 6<sup>th</sup> and Michigan.

PNA will soon be discussing traffic issues with the City regarding the 6<sup>th</sup> and Michigan corner and the likely additional congestion during morning rush hour caused by a new Dunkin' Donuts. In addition, we will be working toward assuring that Pinckney become



## **City of Lawrence CDBG/HOME Programs Grant Application**

far better served by the “T” than is currently the case. As this is a low-income neighborhood, many Pinckney residents view public transportation as an important resource.

### **4) What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?**

The Pinckney Neighborhood Association is an all-volunteer organization made up entirely of Pinckney residents. We do receive some donations from area businesses (such as work gloves for the park cleanup and beverages for the annual picnic). The Recovery And Hope Network (RAHN) provides volunteers to help seniors and people with disabilities participate in the cleanup. And Acorn WebWorks, a local web design business, maintains our website and mailing list for free as well as donates the hosting service and domain name.

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

Ultimately, staying in touch with neighborhood residents has long been shown to be an effective way to increase community involvement and pride in a neighborhood, reducing blight and crime. The PNA president has received many phone calls from residents who felt the City wouldn't pay attention to their concerns, so hoped that the PNA would help. Without effective communication via our mailings, it is unlikely people would even know the PNA exists.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

Since we're a neighborhood association with no other income, we're dependent on external CDBG funding at this time to maintain this important civic responsibility. We have, though, had talks with other neighborhood associations, East Lawrence in particular, to see if we can come up with some fundraising activities and will definitely continue to ask for assistance from local businesses to keep our grant requests for funding at a minimum.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

Our newsletters and postcard announcements are ongoing. The neighborhood cleanup happens every spring, while our annual picnic is held around Memorial Day weekend and features not only activities for kids but also things like a speaker talking about things of interest to Pinckney residents, such as unusual historical facts, or a greeting from the mayor

In addition, if a significant issue arises, we let the neighborhood know so that they can attend meetings about it and provide useful feedback. (A recent example would be Fives Loaves House which, due to a number of neighbors' concerns based on the old

## **City of Lawrence CDBG/HOME Programs Grant Application**

Project Acceptance/Acceptance House problems of a few years ago, brought a number of residents together not just at a monthly PNA meeting but at a meeting at the Public Library as well.)

### **8. What other funding sources have been approached and what have the responses been?**

As mentioned before, local businesses donate work gloves and refreshments for our various activities as well as maintain and operate our website.

### **9. Describe the agency philosophy and practices regarding recycling and other “green” practices.**

Our Spring Neighborhood Cleanups are a tradition in the Pinckney neighborhood. These events are opportunities for the entire neighborhood to improve the general environment by clearing brush, trash, and clutter from their yards, parking areas and alleyways. Brush cleanup is an integral part of cleanup in an older neighborhood, and many residents are unable to meet the City’s bundling standards for brush pickup during the year.

Neighbors are very enthusiastic about the cleanups, and we regularly have participation by apartment dwellers and people who might not have taken an interest in cleaning up the properties where they live if not for the community effort and newsletter announcements. We know of stories where both new and old residents helped people they had never met in moving brush and fallen trees out for the pickup.

Cleanup crews include Pinckney residents, volunteers from area non-profits as well as neighborhood volunteers picking up in the local parks...even wading through the streambed at Clinton Park to pull out the trash.

Neighborhood cleanups, which are a simple and effective way to combat neighborhood blight, have created neighborhood pride and awareness and have been one of our most inclusive and successful neighborhood efforts. Indeed, each year the parks seem less and less trashed out, which we believe shows that our efforts have not been in vain. Plus the City’s assistance in sending around a chipper-shredder has been invaluable and keeps the massive amounts of brush collected out of the landfill and made available as mulch instead.

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**Pinckney Neighborhood Association Officers  
November 2008**

Steve Braswell, PNA President. Costing Estimator, Applied Ecological Services,  
Lawrence, KS

Ruth Lichtwardt, PNA Vice-President. Executive Assistant, Lawrence-Douglas County  
Housing Authority, Lawrence, KS

Mary Rooney, Treasurer. Bookkeeper, BA Green Construction, Lawrence, KS

# **City of Lawrence CDBG/HOME Programs Grant Application**

## **2008 Pinckney Neighborhood Association Annual Report**

The by-laws of the Pinckney Neighborhood Association state, "The purpose of the Pinckney Neighborhood Association shall be to promote understanding with the City of Lawrence; to improve property, living conditions, and to improve communication within the Pinckney Neighborhood, and to promote good public relations with the businesses within the neighborhood."

We have worked toward this purpose in 2008 by providing a place for neighbors and other parties to meet and discuss issues of neighborhood concern. This year these issues included:

- We have approached the City about specific stormwater problems in our neighborhood.
- We discussed with the City alternatives to demolition of old homes in our neighborhood.
- We provided a forum for neighbors and police to discuss specific crime issues in our neighborhood when individuals were reluctant to approach the police by themselves.
- We have discussed specific traffic problems and potential solutions with the City including speeding along Maine and Arkansas Streets and traffic backups at 6<sup>th</sup> and Michigan.
- We have advised neighbors of public transportation opportunities in our neighborhood and how to have input into further public transportation decisions.

We have accomplished working on improving our neighborhood through communication and action by:

- Four newsletter mailings this year apprising neighbors of upcoming meetings and issues affecting our neighborhood.
- Monthly meetings open to all.
- Maintaining a Neighborhood Association website and online mailing list donated by a neighborhood business.
- Membership in the Lawrence Association of Neighborhoods allowing us to gain information from other neighborhoods and work together on common issues.
- Organizing an annual neighborhood clean-up, brush pick-up and park clean-up.
- Held our annual potluck picnic which included activities designed for children.

**City of Lawrence CDBG/HOME Programs  
Grant Application**

## **2009 Pinckney Neighborhood Association Budget**

### **Revenues:**

**CDBG \$2,737.00 (requested) Total \$2,737.00**

### **Expenses:**

**Newsletter** (1400 copies per issue, 4 issues per year)

Printing	\$270.00	x	4	\$1,080.00
Postage	\$385.00	x	4	\$1,540.00
<b>Total Newsletter</b>				<b>\$2,620.00</b>

**Mailbox Rental** (1 year) **\$42.00**

**Fun House Rental for Annual Picnic** **\$75.00**

**Total \$2,737.00**

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Department of Public Works, City of Lawrence, Kansas

Mailing Address: P.O. Box 708, 6 E. 6<sup>th</sup> Street, Lawrence, Kansas 66044

Program Address, if different than above: N/A

Contact Name: Walt Ward Phone: (785) 832-3125

Contact Title: City Surveyor

E-mail (required): wward@ci.lawrence.ks.us Fax : (785)832-3398

Date : December 01, 2008

Mission of organization:

We are committed to providing excellent city services that enhance the quality of life for the Lawrence community.

## II. Project Information

Requested \$220,000.00 Request is 75% of project budget and 1% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members and their principal occupations (one per agency)
- ☐ Most recent annual report and financial statement (one per agency)
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☐ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Fifty-word summary description of the project:

This project will consist of construction of new sidewalks and removal and replacement of existing broken and unsafe sidewalks. The proposed new sidewalks will be constructed along Dakota street between Ohio and Vermont, along Vermont between 23<sup>rd</sup> and Indiana and along West 27<sup>th</sup> between Red Bud Lane and Naismith Trail. Existing sidewalks in critical condition will be removed and replaced, and gaps in existing sidewalks will be bridged at numerous locations in the low to moderate income area of the city.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?

The City of Lawrence, Kansas completed a comprehensive city-wide sidewalk study in 2005 that generated an inventory of the existing network of sidewalk (see attached city-wide sidewalk map) and a priority list of future projects to improve sidewalk connectivity and condition throughout the city. The attached sidewalk map shows the gaps in the existing network of sidewalks along arterial and collector streets. During the study, we also collected data regarding sidewalk condition rating, e.g. Critical, Poor, Fair and Good and are shown in a separate map attached with this application.

The city is pursuing an incremental policy to bridge all existing gaps and also to improve the condition of existing sidewalks through repair and replacement. Sidewalk gaps along arterial and collector streets are typically given priority in the selection of future sidewalk projects. According to Kansas Law and City Policy, it is the responsibility of the property owners to maintain the sidewalks along their property to ensure safety of pedestrians. Enforcement of this statute has been a challenging task for the city, especially in the low income areas where residents do not have the resources to repair and / or replace broken or unsafe sidewalks.

The City of Lawrence is committed to a multi-modal transportation network by providing sidewalks, bike paths and recreational paths throughout the city. The city requires construction of sidewalks along with the construction of all new city streets. In 2008, the city completed two sidewalk projects which has bridged the gaps in the existing sidewalk and has improved connectivity. **The city received a CDBG award last year and the construction plans for this project is complete and construction will begin in March of 2009 as soon as the weather becomes favorable.** However, the funding requirements to connect all the missing links in the existing sidewalk network are astronomical compared to the limited resources available for these projects. The proposed sidewalk projects, as described below in detail, will take us one step closer in achieving our goal and vision of connectivity throughout the city.

## **City of Lawrence CDBG/HOME Programs Grant Application**

It is our understanding that Community Development Block Grant Programs are designed to improve the infrastructure and quality of life for residents in the low to moderate income areas. With that in mind, we have selected the following projects.

### ***New Sidewalk along Dakota Street between Ohio and Vermont; along Vermont street between 23<sup>rd</sup> and Indiana***

This project will provide a continuous path to Louisiana and 23<sup>rd</sup> and will enable residents in this neighborhood to go to Checkers and to the shopping centers on the southwest corner of 23<sup>rd</sup> and Louisiana. Total length of sidewalk within this stretch is 2,500 lineal feet. Total estimated construction cost is \$87,500.00

### ***New Sidewalk along West 27<sup>th</sup> street between Red Bud Lane and Naismith Trail***

This project will provide access to the Naismith Trail for the residents in this area. This will also provide a continuous path for many residents to Iowa street and thereby will provide access to various facilities in KU campus. Total length of the project is 1,200 lineal feet. Total estimated construction cost is \$42,000.00

### ***Remove and Replace Existing Sidewalk***

As mentioned earlier, according to Kansas Law and City Policy, sidewalk maintenance is the responsibility of the adjacent property owner. However, many of our residents in low to moderate income areas simply do not have the resources to comply with this requirement. Therefore, as per directions from the City Commission, it is our intention to replace some of the existing sidewalks (approximately 1,000 L.F) that are currently in poor or critical condition. Actual locations will be selected during the design phase of the project. Total estimated construction cost for this work is \$45,000.00

### ***Close Gaps in Existing Sidewalk***

It is our goal to bridge the gaps in the existing sidewalk over the long time. We are requesting funds to close gaps totaling approximately 1,000 L.F in various locations in the low to moderate income area. Exact locations will be selected during the design of this project. We strongly believe that closing this gap will improve the use and effectiveness of the existing sidewalk networks. We believe this will be a tremendous benefit to the community. Estimated cost for this work is \$45,000.00

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

This project is located in areas of the city where more than 50 percent of the population are in the low to moderate income category. US Census data was used to determine the number of people who would be benefited by this project.

### ***New Sidewalk***

Approximately 1,000 people will be served by the proposed sidewalk project along Dakota and Vermont streets. The proposed sidewalk project along West 27<sup>th</sup> street will serve approximately 750 residents.



## City of Lawrence CDBG/HOME Programs Grant Application

### ***Sidewalk Replacement and Close Gap in existing sidewalk***

In addition to serving the respective property owners, this work will also serve the public in general in the neighborhood. It is estimated that a total of approximately 5,000 people will be served by this investment in replacing 1,000 lineal feet of existing unsafe and broken sidewalks and closing the gap totaling 1,000 lineal feet throughout the low to moderate income areas in the City of Lawrence, Kansas.

4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

Topographic survey for this project will be performed by the city surveyor and other engineering staff. All engineering design and construction plans will also be completed in-house under the direct supervision of the City Engineer. Bid letting and construction management / inspection services will be administered by the Assistant Public Works Director of the City of Lawrence, supported by a group of experienced construction inspectors on staff.

Utilization of city resources for environmental review, topographic survey, engineering design and construction management will maximize the benefits of the CDBG funds requested for this project as this approach will significantly cut down the cost of the project. This approach will also expedite the progression of the project by eliminating the need for advertisement and selection of an engineering consultant.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

This project would supplement the ongoing effort by the city to improve connectivity throughout the city. The locations were selected based on a priority ranking of needs throughout the city. In addition to improved connectivity, this project will generate broad based public support and collaboration for safety reasons as well. By eliminating the need for crossing streets with traffic volume will improve safety for people in the area. Replacement of broken and unsafe sidewalks will also improve safety for pedestrians, especially during night and winter months. Like any other community projects, positive public perception and support will be the key to the success of this project.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

This project will be deemed successful when completed as planned and as budgeted without controversies and conflicts. It is important that this project receive the approval and appreciation of the residents it is intended to serve. The long term success will be measured by the durability and sustainability of the new sidewalk. Although the property owners are responsible for the upkeep of sidewalks, the city staff will continuously monitor the future condition of these sidewalks to determine the need for replacement in the future.

## City of Lawrence CDBG/HOME Programs Grant Application

7. What is the organization's timeline for achieving the objectives of the grant?

April 01, 2009: CDBG Award (tentative date of award)  
June 16, 2009: Environmental Review, Engineering Survey, Design and Construction Plans completed.  
July 15, 2009: Bid Opening  
August 11, 2009: Begin Construction  
October 15, 2009: Complete (100%) Construction

8. What other funding sources have been approached and what have the responses been?

The City of Lawrence routinely allocates funding for sidewalk projects in the Capital Improvement budget. However, the resources allocated by the city in this area are dwarfed by the monumental need for funding to bridge the existing gaps and to replace the broken sidewalks. We have not solicited funding from any other sources for this project. However, the City will provide all professional, technical and legal services necessary for this project. As the project budget shows, these services will account for approximately 25% of the project cost.

9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

The City of Lawrence Waste Reduction and Recycling Division creates and supports opportunities for the citizens of Lawrence to reduce waste and recycle in an effective, cost-efficient and sustainable manner. The division operates successfully a yard waste program, fibers recycling for both commercial and residential, and a household hazardous waste program. The division also participates in various outreach and educational programs throughout our community in addition to hosting two city wide events (Earth Day Celebration and the Home Energy Conservation Fair). The City of Lawrence currently recycles cardboard, newspaper, and mixed paper by utilizing drop-off bins in ten locations across the city. In addition, the city offers cardboard and office paper recycling programs for businesses including city buildings.

The City of Lawrence is also committed to a variety of green practices. The Lawrence City Commission has committed to the Sierra Club Cool Cities Program. We are participants in the U.S. Mayors' Climate Protection Agreement and have purchased green tags to offset ten percent of our energy use in support of renewable, sustainable sources. Other green initiatives the city has committed to include the following: National Plug-In Partners, Green Power Partnership, integrated management systems for utilities operations, and an EPA performance track for utilities. These represent a continuing effort by the city of Lawrence to be stewards of our environment

It is an integral part of the "Green Vision" of the City of Lawrence to provide and promote alternative modes of transportation, e.g. sidewalks, bike paths, recreational paths, car pooling, mass transit, etc. in order to reduce dependence on non-renewable energy sources, reduce green house gas emissions, live in harmony with nature and thereby become a more responsible steward of the environment. This project will be an important step in realizing the "Green Vision" of the city.

## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

New Sidewalk (3,700 L.F. @ \$35.00 per L.F.):	\$129,500.00
Remove & Replace Existing Sidewalk (1,000 L.F. @ \$45.00 per L.F.):	\$45,000.00
Close gaps in existing sidewalk (1,000 L.F. @ \$45.00 per L.F.)	\$45,000.00
Total Construction Cost:	\$219,500.00

Engineering Survey and Design:	\$ 35,000.00
Construction Management / Inspection:	\$ 26,000.00
Legal Services:	\$ 12,000.00

Total Project Cost:	\$292,500.00
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CDBG Funds Requested:	\$219,500.00
City's Match / Contribution:	\$73,000.00

## City of Lawrence CDBG/HOME Programs Grant Application

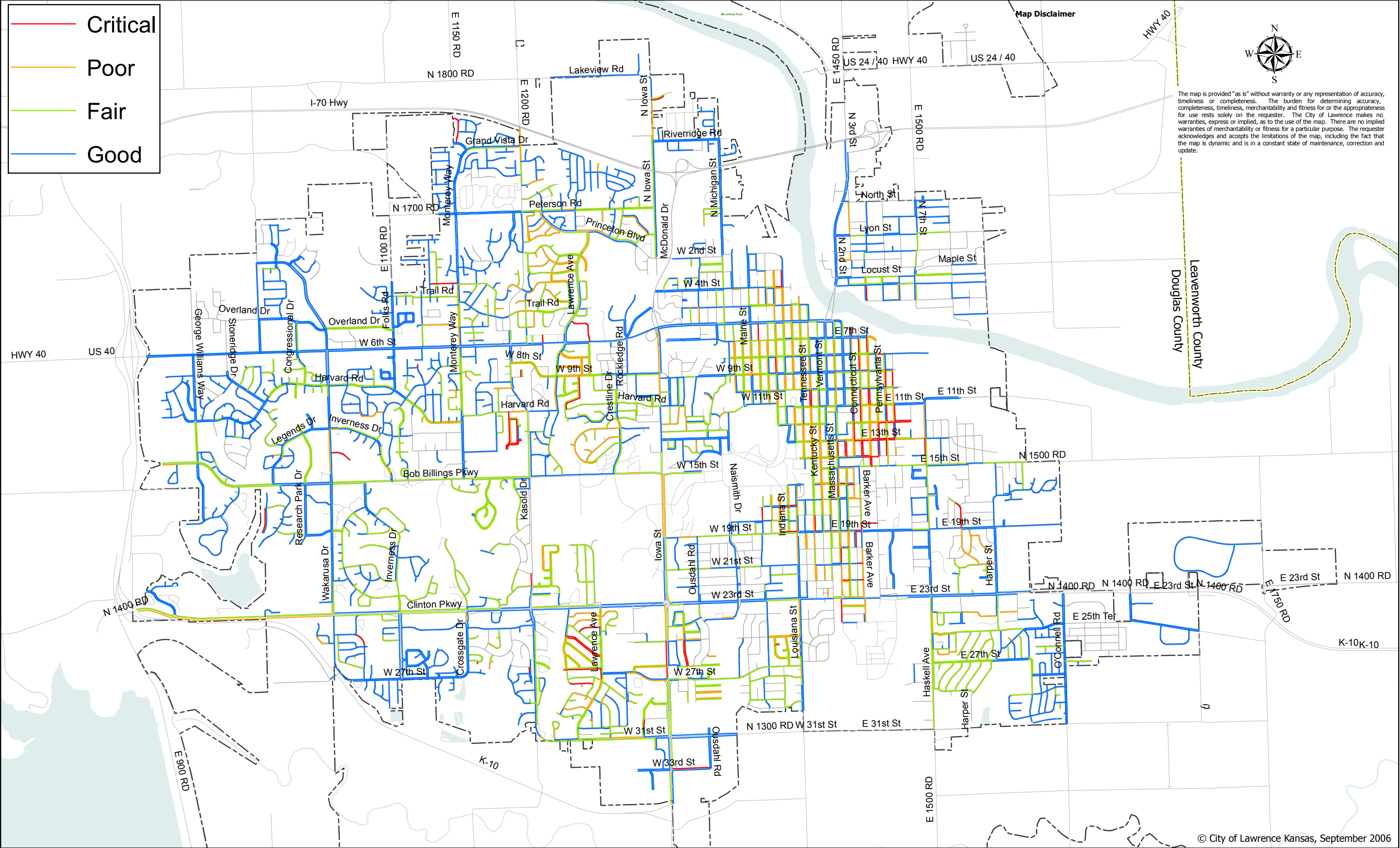
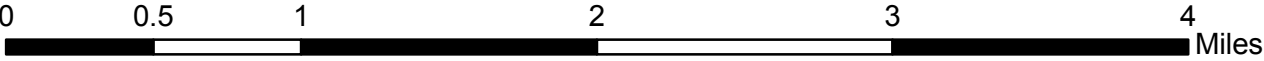
### IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# Lawrence Sidewalk Condition Map from 2005 Sidewalk Inventory



The map is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The City of Lawrence makes no warranties, express or implied, as to the use of the map. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the map, including the fact that the map is dynamic and is in a constant state of maintenance, correction and update.

# Critical and Poor Sidewalks in Low to Moderate Income Areas

**Legend**

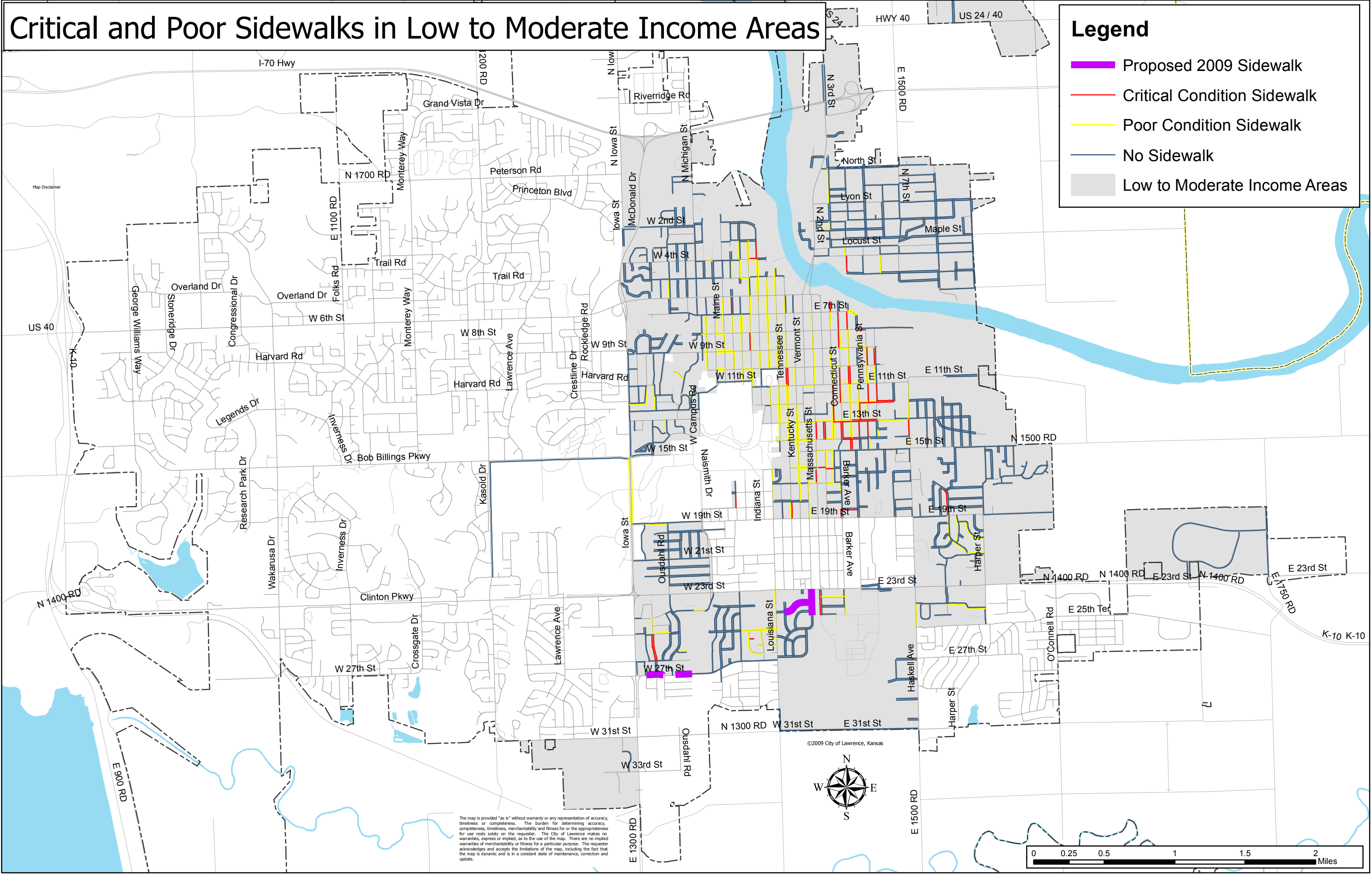
Proposed 2009 Sidewalk

Critical Condition Sidewalk

Poor Condition Sidewalk

No Sidewalk

Low to Moderate Income Areas





## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: The Salvation Army

Mailing Address: 946 New Hampshire St, Lawrence, KS 66044

Program Address, if different than above: \_\_\_\_\_

Contact Name: Wesley Dalberg, Captain Phone: (785) 843-4188 ext. 101

Contact Title: Corps Officer

E-mail (required): wes\_dalberg@usc.salvationarmy.org Fax: (785) 843-1716

Date : 1 December 2008

Mission of organization:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

## II. Project Information

Requested \$42,465 Request is 23% of project budget and 5% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☐ Strengthen Neighborhoods
- ☒ Movement to housing
- ☒ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☒ New program
- ☒ Existing program
- ☒ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Homelessness and hunger continue to be problems in our community. The Salvation Army provides housing to the homeless and offers nutritious meals to the homeless, the working poor and those on fixed incomes. Our feeding program serves lunch on Mondays, Wednesdays and Fridays and every evening to the public.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

## IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

## IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044



# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?

The financially viable climate of Lawrence and Douglas County has not been conducive for the most vulnerable of our community, the homeless, the working poor and those on fixed incomes. Therefore, the need for the basic human needs: food, shelter and safety are ever increasing. In order to serve the homeless population more efficiently, last year the city's Community Commission on Homelessness (CCH) identified the need for one emergency shelter, emergency temporary housing, transitional housing and permanent supportive housing. The CCH's housing vision is moving ahead with various agencies expressing ownership in the housing options deemed most appropriate for our community. In keeping with this vision The Salvation Army recently applied with the Department of Housing and Urban Development for a Supportive Housing Program grant. The funding request was for a transitional housing grant that will provide financial support for 8 units of housing for families and 7 units for individuals. In anticipation of receiving the grant award, The Salvation Army will be a resource for homeless families and individuals providing nutritious meals, and transitional housing, in Lawrence/Douglas County.

2. How will this grant support the mission of the organization?

The Salvation Army has provided services to the most needy and impoverished citizens of Lawrence/Douglas County for 122 years, by providing nutritious meals and transitional housing to those in need. The Salvation Army will continue to meet the most basic human needs: food, shelter and safety. The Salvation Army wants to help people succeed and recognizes that all is not lost as a result of an individual's/family's current homeless situation. By addressing the basic human needs first we can then provide in-depth case management to help the individual/family recognize their strengths and move forward with their lives.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

Over the last year The Salvation Army averaged one thousand four hundred and three (1,403) lunches, per month to individuals and/or families. We average eighty-nine (89) to one hundred and three (103) lunches a day on Mondays, Wednesdays and Fridays. We anticipate serving the same numbers during the next grant year.

The noon feeding program is open to anyone in need of a meal, with a staff of one. To date there have been no income requirements for that program as verification would be virtually impossible. For other services offered, such as economic assistance and holiday assistance programs, current proof of income is required such as a current check stub, social security disability, child support or food stamps.

## City of Lawrence CDBG/HOME Programs Grant Application

The transitional housing program would provide up to 24 months of supportive housing, case management and services to seven individuals and eight families comprised of 10 adults and sixteen children for a total of 33 persons per grant year. All would be low-income and lacking the resources needed to secure their own housing.

4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

The warming/cooling center is open from 5:00 PM – 8:00 PM nightly with two part-time monitors who provide staffing. We have one full-time cook. Janitorial services are provided to clean the building during non-operational hours. A monthly average of twenty-three (23) volunteers lend a hand with serving the noon and evening meals, life-skills classes, maintenance, laundry, etc.

The transitional housing program would operate 24/7 daily and complement the existing Project Able Supportive Services program with a staff consisting of a director, three case managers and three social worker interns plus one human services intern. We are quite fortunate to receive interns during the academic year to assist the case management staff in providing services.

The feeding program and warming/cooling center are funded totally by local donors, Community Development Block Grant (CDBG), Emergency Food and Shelter Program (EFSP), Emergency Shelter Grant (ESG), City of Lawrence, United Way and Rice Foundation. The Project Able Supportive Services program and new transitional housing program would have additional funding through the Department of Housing and Urban Development.

The Salvation Army continues to work collaboratively with the Lawrence Interdenominational Nutrition Kitchen (LINK) to provide well-balanced lunches seven days per week. We provide lunch Mondays, Wednesdays and Fridays to anyone in the community in need of a meal. LINK provides lunch Tuesdays, Thursdays, Saturdays, and Sundays and holidays. The Salvation Army will continue to work collaboratively with the Lawrence Community Shelter providing twenty-four hour homeless services seven days a week. We also work with the community homeless outreach workers. We will continue to assist clients in finding available resources in the community and surrounding areas such as: mental health care, medical and dental health care, vision programs, housing opportunities, employment coaching, interpersonal skills, rent and utility assistance, and bus tickets (local and long distance). Additionally, referrals and transportation to drug and alcohol treatment centers is provided by staff.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

By continuing to work collaboratively with other service agencies to provide effective case management services duplication has decreased. The housing first model will be used to provide housing to the homeless which has proven to be more effective than

## **City of Lawrence CDBG/HOME Programs Grant Application**

emergency shelter in moving individuals and families from homelessness to permanent housing.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

Success is measured by tracking client progress through our agency database and MAACLink, our homeless management information system. Placement in permanent housing, increasing skills and income and greater self-sufficiency are all goals tracked by the Project Able and transitional housing programs. If sufficient funds were no longer available it would be necessary to cut services and staff to our programs.

7. What is the organization's timeline for achieving the objectives of the grant?

The Salvation Army will begin operating a transitional housing program in 2009 provided funds can be procured through the Department of Housing and Urban Development Balance of State Continuum of Care. This will address one of the service needs identified through the CCH's housing vision.

8. What other funding sources have been approached and what have the responses been?

We continue to seek new governmental, foundation and community resources. Additional local fundraising efforts will be addressed in 2009.

9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

We are part of the office paper recycling program that is operated through the city's Public Works Department. We continue to have our office paper waste recycled.

### **IV. Project Budget**

Please attach a one-page budget for the project, showing proposed revenues and expenses.

### **IV. Required Attachments**

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**THE SALVATION ARMY  
ADVISORY BOARD 2008 – 2009**

Wes & Susan Dalberg, Captains Prairie Park Elementary	Corps Officers
Joe Ryan, Sunflower Broadband Langston Hughes Elementary	Chairman
Jeff Weinberg, University of Kansas Hillcrest Elementary	Vice-Chairman
Douglas Gaumer, Investments Deerfield Elementary	Secretary/Treasurer
Richard Zinn, Attorney Prairie Park Elementary	
Mary Kay Stephens, Real Estate Deerfield Elementary	
Justin Anderson, Dentist Quail Run Elementary	
Alice Ann Johnston, Community Volunteer Hillcrest Elementary	
Bob Bowline, Retired (Hallmark Cards) Langston Hughes Elementary	
Curtis Harris, Peridian Group, Inc. Sunset Elementary	
Larry McElwain, Funeral Director Quail Run Elementary	
Glynn Sheridan, Banking Deerfield Elementary	
Steve Flory, Optometrist Deerfield Elementary	

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**2008 YEAR END REPORT**

**32,490**

Meals served through the community lunch and the emergency shelter programs

**18,417**

Nights of lodging provided to men, women and children in need through the emergency shelter

**5,747**

People received emergency assistance. (Rent, utility, food, etc)

**4,503**

Gifts distributed to homebound and elderly people.

**11,258**

People participated in youth, worship, recreation and other community programs of The Salvation Army.

**FINANCES**

**INCOME**

<b>United Way</b>	<b>\$ 56,407.00</b>
<b>Direct Contributions</b>	<b>\$549,523.23</b>
<b>Public Funds</b>	<b><u>\$197,827.00</u></b>
<b>Total Income</b>	<b>\$803,757.23</b>

**EXPENSE**

<b>Management/General</b>	<b>\$149,812.00</b>
<b>Fund Raising</b>	<b>\$ 40,663.95</b>
<b>Program Expense</b>	<b><u>\$698,988.53</u></b>
<b>Total Expense</b>	<b>\$889,464.48</b>

<b>NET Income (Expense)</b>	<b>(\$85,889.25*)</b>
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- Endowment principle, unavailable per donor request

# City of Lawrence CDBG/HOME Programs Grant Application

<u>Description</u>	<u>Budget Annual</u>
INCOME-Emergency Shelter	
Unrestricted Donations	.00
Restricted Donations	500.00
Gifts in Kind Donations	15,000.00
Special Fund Raising	12,000.00
United Way Allocation	35,000.00
Public Funds	39,840.00
Public Funds - FEMA	10,000.00
Public Funds - ESG	12,750.00
Public Funds - CDBG	30,000.00
<b>TOTAL INCOME</b>	<b>155,090.00</b>
<b>EXPENSES</b>	
Officers Allowance	.00
Officer's Allowance - Tax Gran	.00
Salaries - Exempt Employees	39,267.00
Salaries - NonExempt Employees	.00
Salaries - Shelter Worker	70,215.00
Medical & Hospital	23,211.00
Pension & Retirement	2,223.00
FICA Taxes	8,375.00
Workers Comp Insurance	1,549.00
Professional Fees	.00
Ed., Rec., & Craft Supplies	100.00
Food Purchased Supplies	2,000.00
Office Supplies	500.00
Telephone	410.00
Telephone - Quarters	.00
Postage & Shipping	100.00
Utilities	4,945.00
Utilities - Quarters	.00
Property Upkeep & Repair	4,927.00
Property Upkeep - Quarters	.00
Janitorial Supplies	1,099.00
Furnishings & Equipment	1,000.00
Furnishings & Equipment - Qtrs	.00
Printed Material	.00
Other Transportation & Meals	350.00
SA Vehicles - Operating Costs	2,520.00
SA Vehicles - Insurance	1,170.00
Annual & Special Meetings	.00
Councils, Conferences & Inst.	300.00
Shelter - Financial Assistance	.00
Financial Assistance - Gifts-i	15,000.00
Auto Depreciation	1,713.00
Depreciation - Other Equipment	.00
Support Services	17,081.00
<b>TOTAL EXPENSES</b>	<b>198,055.00</b>
<b>NET REVENUE OR EXPENSE</b>	<b>-42,965.00</b>

Run Date 10/22/2008  
Time 10:58:41

<u>Description</u>	<u>Budget Annual</u>
INCOME - On Site Feeding	
Gifts in Kind Donations	6,120.00
United Way Allocation	15,400.00
Public Funds	4,000.00
<b>TOTAL INCOME</b>	<b>25,520.00</b>
<b>EXPENSES- On-Site Feeding</b>	
Officers Allowance	.00
Officer's Allowance - Tax Gran	.00
Salaries - Exempt Employees	7,459.00
Salaries - NonExempt Employees	.00
Salaries - Cook	17,700.00
Salaries - Temp / Seasonal	.00
Medical & Hospital	6,211.00
Pension & Retirement	391.00
FICA	1,925.00
Workers Comp Insurance	356.00
Professional Fees	.00
Food Purchased Supplies	7,500.00
Office Supplies	300.00
Telephone	410.00
Telephone - Quarters	.00
Postage & Shipping	.00
Utilities	4,085.00
Utilities - Quarters	.00
Property Upkeep & Repairs	2,500.00
Property Upkeep - Quarters	.00
Janitorial Supplies	500.00
Furnishings & Equipment	1,035.00
Furnishings & Equipment - Qtrs	.00
Printerd Materials	.00
Other Transportation & Meals	350.00
SA Vehicles - Operating Costs	2,520.00
SA Vehicles - Insurance	1,170.00
Financial Assistance - Gifts-i	6,120.00
Auto Depreciation	1,713.00
Depreciation - Other Equipment	.00
Support Services	5,875.00
<b>TOTAL EXPENSES</b>	<b>68,120.00</b>
<b>NET REVENUE OR EXPENSE</b>	<b>-42,600.00</b>

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**IV. Project Budget**

**Transitional Housing Program**

Salaries	\$27,000
Leasing	\$ 0
Deposits	\$ 0
Furnishings	\$ 735
Postage	\$ 0
Drug Testing/Counseling	\$ 0
Transportation Assistance	\$ 1,480
Background Checks	\$ 0
Clothing/Household Items	<u>\$ 2,000</u>
<b>Total</b>	<b>\$31,215</b>

**11.5% of total program budget**

**On-Site Feeding Program**

Salaries	\$ 7,438
Food Purchased/Supplies	\$ 1,500
Office Supplies	\$ 64
Telephone	\$ 122
Utilities	\$ 1,226
Property Upkeep/Repairs	\$ 750
Janitorial	<u>\$ 150</u>
<b>Total</b>	<b>\$11,250</b>

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Tenants to Homeowners, Inc. \_\_\_\_\_

Mailing Address: 2518 Ridge Court, Ste. 209 \_\_\_\_\_

Program Address, if different than above: n/a \_\_\_\_\_

Contact Name: Rebecca Buford \_\_\_\_\_ Phone: (785) 760-2058 \_\_\_\_\_

Contact Title: Executive Director \_\_\_\_\_

E-mail (required): rbufordefird@yahoo.com \_\_\_\_\_ Fax : (785) 842-7570 \_\_\_\_\_

Date : 12/01/2008 \_\_\_\_\_

Mission of organization:

To empower tenants to become homeowners through programs for education, construction and creative financing and to create a permanent stock of affordable housing in the Lawrence community.

## II. Project Information

Requested \$35,000 \_\_\_\_\_ Request is 23 % of project budget and 2% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☒ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☒ Housing Counseling
- ☒ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☒ Public Service
- ☐ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Tenants to Homeowners, Inc. provides free homebuyer education, administers the City's Housing Trust Program to help first time low-income buyers, develops and builds permanently affordable housing, administers the current stock of 30 trust homes, and manages 15 rental units for very-low-income families. TTH does all this with an efficient staff of 3 and a small administrative budget. Seventy-five percent of TTH's administrative budget is self-sufficient, but the remaining 25% requires community support as 100% of our services directly meet all housing goals of the Federal HOME funds.



# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

## IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

## IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
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Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

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Mailing Address: 2518 Ridge Court, Ste. 209 \_\_\_\_\_

Program Address, if different than above: n/a \_\_\_\_\_

Contact Name: Rebecca Buford \_\_\_\_\_ Phone: (785) 760-2058 \_\_\_\_\_

Contact Title: Executive Director \_\_\_\_\_

# City of Lawrence CDBG/HOME Programs Grant Application

E-mail (required): rbufordfird@yahoo.com Fax : (785) 842-7570

Date : 11/20/2008\_\_\_\_\_

Mission of organization:

To empower tenants to become homeowners through programs for education, construction and creative financing and to create a permanent stock of affordable housing in the Lawrence community.

## II. Project Information

Requested \$100,000 Request is 6 % of project budget and 6% of agency budget.

### Attachment Checklist

- ☐ Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☒ Movement to housing
- ☐ Emergency Assistance
- ☒ Affordable Housing
- ☒ Housing Counseling
- ☒ Home Ownership
- ☒ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☒ Existing program
- ☒ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Tenants to Homeowners, Inc. will use these project funds to develop affordable housing through rehabilitation and energy efficient new construction. Project funds reduce the initial purchase price to income-eligible buyers and allow TTH to build Energy-Star rated homes with extremely durable materials. Every dollar of this subsidy provides affordable housing in perpetuity through a restricted resale agreement that ensures subsequent lower-income homeowners can still afford the purchase without any additional subsidy.

## III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

10. What is the situation, problem or opportunity this grant will address?
11. How will this grant support the mission of the organization?
12. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
13. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

## City of Lawrence CDBG/HOME Programs Grant Application

14. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
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Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Project Information Attachments:

### 2008 Officers and Board of Directors

#### Officers:

**President** – Scott Rusthoven, Pinckney Neighborhood Representative. Appointed 1/12/2005

**Vice President** - Richard Heckler, Landscaper, Brook Creek Neighborhood Representative. Appointed 9/20/2005

**Secretary** - Matt Gough, Attorney, Barber Emerson. Appointed 11/17/2006

**Treasurer** – Caroline Eddinger, Accountant, Lowenthal, Singleton, Webb and Wilson. Appointed 1/12/2005

#### Board of Directors:

**Mike Wildgen**, Former City Manager and Real Estate Consultant. Appointed 2/19/2008

**Geoff Strole**, KU Credit Union. Appointed 1/15/2008

**Hadley Stolte**, GLPM Architects. Appointed 1/17/2006

**Paul Wood**, Teacher, Lawrence Public Schools, Housing Trust Representative. Appointed 1/17/2006

**Brian Mills**, Appraiser, Keller & Associates. Appointed 1/17/2006

**Matt Sherman**, Self-Employed, East Lawrence Neighborhood Representative. Appointed 9/20/2005

**Sarah St. John**, Community Representative. Appointed 1/17/2006

**Ranita Wilks**, Activity Coordinator, Independence, Inc. Appointed 1/17/2006

### TTH Annual Report 2008

#### The Organization in Brief

Since its certification in 1992 as a Community Housing Development Organization (CHDO), Tenants to Homeowners, Inc. has empowered individuals and families with low and moderate incomes in the Lawrence community to gain control of their housing situations. TTH creates affordable workforce housing opportunities through programs for education, construction and creative financing. TTH is also creating a permanent stock of affordable housing in Lawrence using the Lawrence Community Housing Trust Program (LCHT).

Tenants to Homeowners, Inc. provides education on mortgage financing, the home buying process and home maintenance through free public workshops and individual credit counseling. TTH also supports homebuyers through post-purchase counseling, home maintenance newsletters, a tool lending library and an emergency maintenance fund.

Tenants to Homeowners, Inc. addresses the need for affordable housing in Lawrence with development projects. The organization manages 15 affordable rental properties. It has rehabilitated 13 older single family homes, and has constructed 38 new affordable properties.

As the city of Lawrence's designated CHDO, Tenants to Homeowners, Inc. administered the Homeowners Out of Tenants (HOOT) First Time Home Buyer Financing Program from 1993-2005, helping more than 278 low-income families finance their first homes. In 2005, the HOOT program was replaced with the more efficient Lawrence Community Housing Trust (LCHT) Program that keeps homes affordable beyond the first purchase without requiring additional

## City of Lawrence CDBG/HOME Programs Grant Application

subsidy. LCHT is an innovative new program in which homebuyers and TTH are partners in homeownership. During the transaction, ownership of the home is separated from ownership of the land. The land is never sold by the LCHT. In return for a large subsidy that lowers the home purchase price, the homeowners enter into a ground lease with the LCHT. The ground lease gives the owners the right to use the land for at least 99 years, with a small monthly fee. The homeowners own the home and other improvements on the land.

The same land-lease agreement that provides a lower purchase price also limits the resale price and requires resale only to buyers with low and moderate incomes. In this way, homeowners earn equity from paying down their mortgage and a fair return of the appreciated market value, yet the home remains affordable for the next buyers.

With the restricted-resale formula, the subsidy initially invested in a housing trust property is recycled again and again to help more low-and-moderate-income families become homeowners. Affordability is maintained through perpetuity, the community has an opportunity to create stable owner-occupied neighborhoods that reflect its diversity, and Lawrence has an incentive to create more sustainable living spaces by focusing on long term energy-efficient housing solutions.



### ***Mission:***

***To empower tenants to become homeowners through programs for education, construction and creative financing.***

Tenants to Homeowners, Inc.'s workshops are free and open to the public. TTH's financing programs serve low and moderate-income individuals and families. Moderate-income is defined as less than 80% median family income (MFI) for Douglas County, adjusted according to household size. Low-income is less than 60% MFI. These figures are released annually by the U.S. Department of Housing and Urban Development (HUD).



### **Education:**

#### **First Time Home Buyer Workshops—**

Workshops cover such topics as the purchasing process, LCHT financing, credit issues, budgeting, closing, and home maintenance. The workshops are free and held the second Saturday of every odd month from 9:30 am—1:30 pm at the United Way Center. TTH also presents workshops to schools, employers and other community groups who work with income-eligible buyers. Workshop attendees receive a handbook of information and a completion certificate for a

## **City of Lawrence CDBG/HOME Programs Grant Application**

HUD-approved homebuyer education class (required for other federal First Time Homebuyer Programs). In 2008, 80 people attended one of the eight First Time Home Buyer Workshops or presentations given by Tenants to Homeowners staff.

### **LCHT Pre-qualification and Credit Counseling—**

TTH provides first time home buyer pre-qualifying credit counseling and post-purchase budget consultation. In these sessions, staff calculates the amount a person could potentially finance for a home, explains LCHT qualifications, accesses credit reports, reviews credit/debt issues, and counsels prospective homebuyers on ways to improve their home mortgage loan application position. During post-purchase consultation, staff counsels on financial problems and home maintenance to help ensure successful homeownership. In 2008, TTH staff conducted 51 individual sessions. These education tools contribute to the current 0% foreclosure rate of the 31 homes in trust.

### **LCHT Homebuyer Association Newsletter—**

All households who have purchased a home using HOOT/LCHT financing since January of 2002 are members of the LCHT Homebuyer Association and receive a quarterly newsletter that informs them about routine home maintenance, access to the TTH tool lending library, and other community resources that support successful home ownership. In 2008, TTH shared this valuable information with 104 families.



## **Construction:**

### **Rehabilitation—**

Since 1996, Tenants to Homeowners, Inc. has purchased, rehabilitated and sold 13 older homes. These include: 416 N. Michigan, 223 and 227 N. 7<sup>th</sup> Street, 1133 New York, 335 Elm Street, 1316 Summit, 218 Alabama, 1243 Prospect, 442 Forrest, and 1108 Connecticut. The Brook Creek Project (14 rental units off of East 15<sup>th</sup>) was also purchased, rehabilitated and currently serves low-income renters at below fair market rates. 1108 Connecticut was finished in March of 2005, and became TTH's first LCHT transaction. In 2007, TTH purchased and rehabilitated 1036 New York as the first Housing Trust Rehabilitation acquisition. In 2008, TTH is working in cooperation with the Lawrence Preservation Alliance and the East Lawrence Neighborhood Association to rehabilitate 1120 Rhode Island, a contributing property to the Nationally Recognized Rhode Island Historic District. TTH also acquired property on 1230 Laura that includes its 15<sup>th</sup> rehabilitation project, along with three lots for new construction.

### **New Construction—**

## **City of Lawrence CDBG/HOME Programs Grant Application**

After the completion of the HAND Addition Cooperative Project with Neighborhood Resources and the Lawrence Home Builder's Association (30 units of new housing constructed and sold to low-income first time buyers at 24<sup>th</sup> and Haskell), TTH has constructed new housing for families of low and moderate means. This has included 10 new homes on Atherton Court in the Habitat Addition. Two of these homes are universally accessible, one is being rented with a purchase option and two others have been repurchased in the trust. The other 7 homes have been purchased by first time buyers using HOOT financing.

In 2005, TTH completed its first fully accessible construction project at 1814 Haskell. This home was purchased by an income-eligible family of four, three of whom are wheelchair users. Community donations for this project exceeded \$50,000.

In 2006, TTH completed homes on six lots of the Perkins Addition at 3<sup>rd</sup> and Alabama. TTH also acquired a vacant lot across the street and added two townhomes to the Housing Trust for the Pinckney Neighborhood. 2007 brought the completion of 1032 New York and the first three of 11 homes in the Homewood Gardens Addition on Bullene Avenue. Not only are these some of the most affordable homes we have developed in the last three years, but they are also the first Energy Star-rated homes in the city of Lawrence.

In 2008, seven of the 11 homes were finished, bringing TTH's total new home construction portfolio to 38. Of these, 24 are in the Housing Trust and will remain permanently affordable housing opportunities for the Lawrence workforce. From 2005 on, all TTH new construction projects are placed in the Trust Program and will remain perpetually affordable to the Lawrence community for generations to come.

### **Low-Income Rental Housing—**

Tenants to Homeowners, Inc. provides 15 rental properties for families making less than 60% of the median family income in Douglas County. Two of these properties are universally accessible. All rentals provide safe, quality housing at well below market rent. TTH cooperates with the Lawrence Housing Authority to ensure that rental assistance can be used on all rental units. TTH hopes that tenants who are no longer extremely rent burdened can repair credit, pay off debt and eventually move on to homeownership.

In 2008, TTH began preliminary negotiations to acquire, rehabilitate and manage 20 accessible rental units using tax credit financing and the cooperation of local lending institutions and for-profit developers. The project is scheduled to begin in 2009.

### **Future Construction Projects—**

In 2008, TTH completed eight of the 11 homes on Bullene Street near 19<sup>th</sup> and Haskell, completing the development. The Homewood Gardens Development will include a community green space and access to the City's adjacent Rails to Trails Nature Trail Project. TTH currently has 15 homes in the project pipeline, including a new construction and rehabilitation project of six units on 11<sup>th</sup> and Rhode Island with the ELNA and Douglas County. TTH also has completed the floor plans for five housing units on 12<sup>th</sup> and Delaware, neighboring the Delaware Street Commons Co-Housing community. Finally, TTH has plans to rehabilitate and build new construction on Laura Ave. to create four additional homes.

## City of Lawrence CDBG/HOME Programs Grant Application



### Creative Financing

#### **LCHT—**

TTH administers the Lawrence Community Housing Trust (LCHT) Financing Program for homebuyers with low and moderate incomes. This program is cooperatively sponsored by the City of Lawrence Development Services Division, local lenders, and two local nonprofit organizations—Housing and Credit Counseling, Inc. and TTH. The City of Lawrence Development Services Division uses federal HOME fund allocations to finance the program. For participants, the LCHT program includes homebuyer education, subsidy that reduces the initial purchase price by \$30,000-\$50,000, donates closing costs, and provides advocacy throughout the home buying process. TTH also offers post-purchase support with counseling, newsletters, a tool lending library and an emergency maintenance fund. There are now 31 homes perpetually affordable homes in trust, with no foreclosures since the program's inception in 2005.

#### **HOYO, FHLB, and other grants—**

The Home of Your Own (HOYO) Program provides additional financing for individuals with disabilities who are income-eligible for the LCHT Program. HOYO is sponsored cooperatively by Independence, Inc., the City of Lawrence Development Services Division, and Tenants to Homeowners, Inc.

In 2008, six homebuyers accessed Federal Home Loan Bank funds to reduce the initial housing cost and enjoy the security of homeownership. One of these homebuyers with a fixed income was able to access HOYO funds as well.

#### **TTH True Blue IDA Program—**

In cooperation with Capitol Federal Savings, Tenants to Homeowners, Inc. offers its tenants an Individual Development Account (IDA) Program to help families save for homeownership. Currently, families who rent homes from TTH with purchase options are eligible. These families can begin saving for their down payment and when they are ready to purchase a home, Capitol Federal will match their savings dollar for dollar. TTH would like to expand this program and provide these homeownership opportunities to all other TTH renters.

• • • • •

### **TTH, Inc. Statistics 2008**

- **\$60,000 in Federal Home Loan Bank grants were distributed to help 6 families become homeowners.**
- **51 pre-qualifying counseling sessions were provided to help individuals with credit reports, budget counseling and LCHT financing preparation.**



## City of Lawrence CDBG/HOME Programs Grant Application

- Nine workshops were conducted with 77 attendees.
- TTH built 8 new homes and began 2 rehabilitation projects.
- 18 families lived in safe, affordable rental housing managed by TTH.

### Contributors

*We would like to thank those who contribute and support Tenants to Homeowners, Inc.'s programs on an ongoing basis:*

City of Lawrence Development Services  
Capitol Federal Savings  
Kansas University Credit Union  
Housing and Credit Counseling, Inc.  
Capitol Federal Foundation  
Federal Home Loan Bank of Topeka  
Douglas County Community Foundation  
Kansas Housing Resources Corporation  
The Home Depot

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*We would like to thank those who contributed to Tenants to Homeowners, Inc. in 2008. Your generosity is greatly appreciated!*

Amarr Garage Doors  
Barber Emerson, L.C.  
Boeing Wichita Credit Union  
Kelley & Jerry Bowin  
Rob Chestnut  
The City of Lawrence  
Clovis Construction  
Dillons  
Douglas County Bank  
Hilda Enoch  
Hernly Associates  
Dennis Highberger  
Kansas Secured Title  
Keller & Associates  
Kennedy Glass  
La Prima Tazza  
Martin Tractor  
US Bank  
Wal-Mart  
KT Walsh  
Whelan's

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**TTH, Inc. Staff**

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Rebecca Buford .....Executive Director  
Hayley Travis.....Resource Development  
Jeremi Lewis.....Maintenance Manager

**Board of Directors 2008**

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Caroline Eddinger, *Lowenthal , Singleton, Webb and Wilson*  
Richard Heckler, *Brook Creek Resident*  
Matt Gough, *Barber Emerson, L.P.*  
Brian Mills, *Keller & Assoc. Appraisers*  
Scott Rusthoven, *East Lawrence Resident*  
Matt Sherman, *East Lawrence Resident*  
Sarah St. John, *Haskell University*  
Hadley Stolte, *GLPM Architect*  
Geoff Strole, *KU Credit Union*  
Ranita Wilks, *Independence, Inc.*  
Mike Wildgen, *Real Estate Consultant*  
Paul Wood, *LCHT Leaseholder*

**To contribute services, material or tax deductible donations to these efforts, make check  
payable to:**

**Tenants to Homeowners, Inc.  
2518 Ridge Court, Suite 209  
Lawrence, KS 66046**

**Call Rebecca Buford at 760.2058  
or go online @  
[www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)**

# City of Lawrence CDBG/HOME Programs Grant Application

## 2008 Financial Statement

	<u>Dec 1, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Administrative Funds	179538.05
Project Funds	504746.07
IDA Acct Cap Fed 24 Mo CD	<u>1853.08</u>
Total Checking/Savings	686137.2
<b>Accounts Receivable</b>	
Accounts Receivable	<u>22577.2</u>
Total Accounts Receivable	22577.2
<b>Other Current Assets</b>	
Notes Receivable	242814
Note Receivable-Atwood	2600
Prepaid Expenses	12120.7
Prepaid Insurance	5927.28
Material Inventory	7098.06
Inventory	636424.47
Reimbursable Expenses	<u>1646.68</u>
Total Other Current Assets	<u>908631.19</u>
Total Current Assets	1617345.59
<b>Fixed Assets</b>	
Furniture, Equipment, Tools	21420.31
Properties	501940.32
Accumulated Depreciation	-145721.87
Land	<u>808462.53</u>
Total Fixed Assets	1186101.29
<b>Other Assets</b>	
Receivables	<u>10000</u>
Total Other Assets	<u>10000</u>
<b>TOTAL ASSETS</b>	<u><u>2813446.88</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	<u>71.27</u>
Total Accounts Payable	71.27
<b>Credit Cards</b>	
Advanta	778.72
Home Depot	<u>165.76</u>

## City of Lawrence CDBG/HOME Programs Grant Application

Total Credit Cards	944.48
Other Current Liabilities	
Deferred Income	1333.33
Accrued Property Tax	10555.83
Deposits	8113
Payroll Liabilities	<u>2669.86</u>
Total Other Current Liabilities	<u>22672.02</u>
Total Current Liabilities	<u>23687.77</u>
Total Liabilities	23687.77
Equity	
Retained Earnings	615832.94
Unrestricted Operating Funds	2020089.6
Net Income	<u>153836.57</u>
Total Equity	<u>2789759.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>2813446.88</u></u>

# City of Lawrence CDBG/HOME Programs Grant Application

## TTH Administrative (CHDO Operating) and Project (CHDO Project Set Aside) Budget

### Income

#### Administrative Income

CHDO Operating Income	35000
LCHT Lease Fee income	8000
Developer's Fee Income	80,000
Interest Income	1000
LCHT Administrative Income	22000
Management Fee Income	36000
Fundraising	
Income	5000

**Total Administrative Income 187000**

#### Project Income

CHDO Project Set-Aside	100000
LCHT Subsidy Income	250000
Interest Income	10000
Real Estate Sale Income	1,000,000
Rental Income	45000
Maintenance fee Income	12000
FHLB Grant	80000
Fundraising	50000

**Total Project  
Income 1547000**

**Total Income 1,734,000**

### Expenses

#### Administrative Expenses

Accounting	6000
Advertising	2000
Audit	8000
Auto	3500
Computer	3000
Dues and Subscriptions	1000
Fundraising	1500
Insurance	9000
Legal	4000
Licenses	2000
Misc. Expenses	500
Office supply	2500
Outreach	2500
Personnel Expense Admin	90000

## City of Lawrence CDBG/HOME Programs Grant Application

Phone	2500
Printing and Reproductions	3000
Postage and Delivery	500
Professional Development	3000
Rent Expense	3300
Staff Support Expense	800
Travel Expense	3000
<b>Total Admin Expense</b>	<b>151600</b>

### **Project Expense**

Construction/Rehab Expense	1,358,000
Personnel Expenses	25,000
Real Estate Transaction	15000
Developer's Fee Expense	80000
Rental Repairs/Maintenance	20000
Mileage Reimbursement Expense	3000
Utility Expense	5000
Rental Management Expense	36000
Property Tax Expense	10000
<b>Total Project Expense</b>	<b>1,552,000</b>
<b>Total Expenses</b>	<b>1,703,600</b>
<b>Net Income</b>	<b>30,400</b>

## **City of Lawrence CDBG/HOME Programs Grant Application**

### **III. Narrative**

#### **What is the situation, problem or opportunity that this grant will address?**

This grant addresses the need for affordable housing in Lawrence. The median price for a Lawrence home is \$183,000 (LJW, Nov. 24, 2008) – a monthly mortgage payment of approximately \$1,440, including taxes and insurance. This requires an annual gross income of \$57,600, assuming perfect credit and no debt. Many hardworking families in Lawrence cannot finance this much. According to the Lawrence/Douglas County CHAT report, if population growth and income distribution continue as projected, the Lawrence community will need 169 additional housing units per year priced below \$130,000 to meet the demand. Currently, market houses at these prices are older and usually require thousands in maintenance to be move-in ready.

TTH, Inc. develops truly affordable homes, selling them for at least \$50,000 below market value; a home appraised at \$164,000 can sell for \$105,000, plus the home is Energy Star rated. That means homeowners save \$150 on utilities per month. Most importantly, these homes stay affordable perpetually through the restricted resale formula of the Lawrence Community Housing Trust Program, ensuring that each subsidy dollar recycles to benefit many in the community. Each TTH-built home is at least visitable to those with limited mobility, and fully accessible designs are incorporated into its projects.

#### **How will this grant support the mission of this organization?**

This grant will directly fund the development of perpetually affordable, energy efficient accessible homes and the administration of the Housing Trust Program that keeps these homes affordable. In early 2009 TTH will complete the last of 11 units at the Homewood Gardens Development—a project that received the HUD Best Practices Award in 2008. TTH has 15 buildable sites remaining and expects to complete development of 5 units on Delaware and 3 units on Laura. Two rehab projects are in progress on Laura and Rhode Island. TTH uses these funds to ensure that 10 new construction and rehab homes can be added to the trust annually. These development dollars lower the purchase price of these homes to an affordable level, narrowing the gap between the rising cost of land and materials and the comparatively stagnant wages of working families in Lawrence, which have not kept up with the increase in real estate costs. With these funds, TTH builds Energy Star rated homes with universally-accessible features to significantly lower the cost burden of utility bills and meet the diverse needs of the families served. TTH uses high-quality, durable building materials to ensure that these homes will last for generations in the Housing Trust. Finally, CHDO operating funds support TTH administratively to provide homebuyer education to the community, pre- and post- purchase counseling to LCHT prospective buyers, new construction development in target neighborhoods, and stewardship of the 31 homes currently in trust. TTH administers the LCHT Program, supports homeowners with maintenance workshops, newsletters, emergency maintenance fund and helps LCHT owners with marketing once they are ready to resell their home to other income-eligible buyers. The resources and referrals TTH provides to current owners is one of the

## **City of Lawrence CDBG/HOME Programs Grant Application**

reasons we have had no foreclosures in our program (The National CLT model has a .06% foreclosure rate compared to the national market rate of 2%). These administrative funds help us provide families the tools to not only purchase their own home, but be successful homeowners and good neighbors.

### **How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

TTH will initially serve the 10 homebuyers with the sale of these affordable homes. However, as these homes stay in trust with the restricted resale formula, the grant will serve many families long after the initial households has moved, with no additional grants required to lower housing costs to subsequent families. 100% of LCHT homebuyers have incomes under 80% HUD MFI. In 2008, TTH served one family at a very low 24% MFI and the average MFI served was 59.75%. Additional HOYO and rehab funds allow us to do this. All prospective buyers must present documents to TTH staff to verify income. In the LCHT legal agreement, homeowners can only resell to another income-eligible household.

In the administration of our program, TTH educates another 200 families annually about the home buying process through our workshops, personal prequalification sessions, credit counseling, employer outreach, open houses, phone consultation, conference presentations and maintenance workshops. Although First Time Homebuyer Workshops are open to the public, 90% of the families who attend are under 80% MFI. This is verified by our workshop questionnaires and required income verification from our prequalification sessions.

### **What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?**

Personnel resources include four passionate and dedicated staff members to carry out its mission: Rebecca Buford, Executive Director, has been with TTH for 9 years. Jeremi Lewis, Rental Maintenance Manager and Rehab Contractor, has worked for TTH for 4 years. Carolyn Binns brings 26 years of accounting expertise to keep TTH's finances in order. Hayley Travis, Resource Development Specialist, has 3 years experience in public relations and volunteer coordinating. TTH works in cooperation with several local entities. TTH's budget for administrative expenses has gone up this year as we expect to hire an additional staff person to complete all the work that we accomplish and ensure that we continue to diversify our resources. City of Lawrence Development Services provides technical assistance and fee waivers. Housing and Credit Counseling, Inc. completes budget counsels each prospective homebuyer. Capitol Federal Savings and Kansas University Credit Union provide LCHT mortgages. TTH has a development team - Jan Schaaque of Clovis Construction, Mark Stogsdill of HMA Architects, & Matt Gough at Barber Emerson, L.C. - who have worked together on the last two TTH developments, bringing more than 50 years of combined residential contracting, architectural and legal expertise to ensure development projects are cost-efficient and TTH's high housing quality standards are met. TTH consults with Independence, Inc. to provide accessible housing and meet the housing needs of those with disabilities. TTH also works in cooperation with target neighborhoods to build affordable infill housing and fight gentrification. Creative, collaborative partnerships are essential to each TTH development project.



## **City of Lawrence CDBG/HOME Programs Grant Application**

Project resources include a current inventory of 15 buildable lots, a tax credit application to leverage 2.2 million in tax credit financing for a 20 unit rehab project of fully accessible rental housing, and a healthy revolving project budget of 1,000,000. TTH has a proven track record with federal, state and private supporters who fund this organization. TTH is currently using \$300,000 in Federal Home Loan Bank grants, \$5,000 in Douglas County Community Foundation grants and an additional \$60,000 in local business contribution funds, including over \$6,000 from Home Depot. CHDO operating funds allow the organization to apply for these large grants and leverage more affordable housing funds to bring additional housing resources to Lawrence.

### **How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The Lawrence Community Housing Trust Program is unique because it is the only homeownership program in Lawrence that guarantees perpetual affordability, while households with low and moderate incomes build equity they could not get from renting. This works through the program's restricted resale formula, which protects the community's investment and serves many more families than the initial homebuyer.

The Housing Trust also has a high quality product. TTH hires contractors to assure quality construction in each project. Energy-efficient construction is another of TTH's unique approaches to affordable housing, which reduces utility bills for continued affordability. TTH is unique as the first Energy Star builder in Lawrence. We continue to push the envelope in cutting-edge energy efficient construction, using a local architect's design that incorporated Structurally Insulated Panels (SIPS) and received the most energy efficient audit any of our houses have received. The estimated total utility cost for this 1000 square foot home is only \$50 per month. This home was built fully accessible and sold to a buyer who is on a fixed income and can use the savings. Another unique aspect of our program is that TTH works with buyers with disabilities to ensure that modifications are made when they are most cost effective during the construction process. To make homeownership universally available, all TTH-built homes are at least visitable to those with mobility impairments. Several fully accessible units are included in each of TTH's development projects.

TTH now stewards 31 homes in the Housing Trust Program, adding 8 new homes in the last year with an additional 3 homes going on the market in the next month. Not only are TTH's developed homes durable and energy efficient, TTH prepares homebuyers for success with mandatory workshops and financial counseling from HCCI credit counselors. The program's loan products are fixed rate non-predatory and staff ensures that homebuyers are prepared for their payment as well as the continuing costs of ownership—taxes, insurance, and maintenance. To keep them on track after purchase, homebuyers receive counseling, quarterly home maintenance newsletters, access to an emergency maintenance fund, referrals on contractors, and advice on maintenance solutions. TTH is currently advocating for LCHT homeowners in a legal argument at the State Board of Tax Appeals to argue for fair tax assessments on these unique

## **City of Lawrence CDBG/HOME Programs Grant Application**

permanently restricted assets. This is a good example of the stewardship role the organization plays in ensuring homeowners are successful over time.

Without a collaborative approach, TTH's successes would not be possible. The following collaborations are ongoing since 1993: City of Lawrence Development Services Community Development Division, HCCI, Capitol Federal Savings, Clovis Construction, Kansas Housing Resources Corporation, Independence, Inc, and target neighborhood associations. In 2008, TTH continued successful partnerships with Kansas University Credit Union, the Lawrence Preservation Alliance, and Douglas County and established new relationships with Home Depot, US Bank, and Lawrence Public Schools. These relationships have increased in-kind material donations, financial support and program outreach to families and teachers.

### **How will success be measured and how will you continue to fund this project once grant funds are expended?**

Short term success will be measured by the number of families that receive education and advice regarding homeownership, number of affordable units created, percentages of median incomes of families who purchase these homes, average utility bills of these homes and TTH's ability to recapture project funds for the next development. Longer term stewardship success will be measured as the amount of equity that LCHT homeowners earn, the foreclosure rate (currently 0%), and the ability of TTH to support homeowners in maintaining their properties over time. Creating more administrative capacity will be measured by TTH's ability to increase its staff in 2009-2010.

TTH will continue to fund the project from the revolving project budget built over the last decade, income from TTH's 15 affordable rental units, development fee income from new construction and the \$25 monthly lease fees from each Housing Trust homeowner. TTH also receives additional state and foundation grant support and local contributions. TTH also plans to add additional rental cash flow and operating funds with the tax credit project we are developing for 2009.

### **What is the organization's timeline for achieving the objectives of the grant?**

TTH will use these project funds to add 10 units of housing to the trust by the end of the fiscal year (8.01.09 – 7.31.10) and will continue to steward the 31 homes in trust by administering any resales and providing continuing homebuyer support. TTH will continue to provide additional housing education to 200 Lawrence households annually.

### **What other funding sources have been approached and what have the responses been?**

TTH receives funds from the Federal Home Loan Bank of Topeka (300,000 in process), the Douglas County Community Foundation (\$5,000 in 2008), the Capitol Federal Foundation

## **City of Lawrence CDBG/HOME Programs Grant Application**

(\$5,000 in 2008), The Home Depot Foundation (\$3,000 per month starting in 2008) and more than 80 business partners in the building industry.

### **Describe the agency philosophy and practices regarding recycling and other “green” practices.**

As the first Energy Star builder in Lawrence, TTH is a local leader in “green” construction. TTH also recycles all job-site construction materials, including metal, plastic, cardboard, etc. All usable scraps, shingles and nails are collected and stored for use in future projects. TTH’s housing committee examines each project according to the following building criteria: 1. Energy efficiency/Green building Practices 2. Accessibility/Universal Use and 3, Sustainability for the community. These criteria are always applied with regard to affordability, whether considering house plans, development footprints or building methods/materials.

In the TTH office, all scrap paper, mail, plastic and cardboard is recycled. Electronic formats are used whenever possible for filing and communication and the organization’s energy footprint is reduced by sharing copier, fax, cable and utilities with other nonprofit organizations in the United Way Building.

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Van Go Mobile Arts, Inc.

Mailing Address: P.O. Box 153 Lawrence, KS 66044

Program Address, if different than above: 715 New Jersey

Contact Name: Lynne Green Phone: (785) 842-3797

Contact Title: Executive Director

E-mail (required): lynne@van-go.org Fax : (785) 842-4628

Date : Dec. 1, 2008

Mission of organization:

To improve the lives of high-needs youth, using art as the vehicle for self-expression, self-confidence and hope for the future.

## II. Project Information

Requested \$8,400 Request is 8 % of project budget and less than 1 % of agency budget.

### Attachment Checklist

- NA Department approval, if applicable
- ☒ List of officers and board members and their principal occupations (one per agency)
- ☒ Most recent annual report and (one per agency) financial statement
- ☒ Budget for proposed project, including revenues and expenses (one per project)

### Project Type

*(Check all that apply)*

- ☒ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

### Funding Need

*(Check all that apply)*

- ☐ New program
- ☐ Existing program
- ☐ Public Service
- ☒ Capital Improvement
- ☐ Other (describe) \_\_\_\_\_

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Van Go Mobile Arts will purchase 12 solar-powered exterior bollard lights for its 12,000-square-foot facility at 715 New Jersey in East Lawrence (currently undergoing intensive renovations, to be completed in early 2009), thereby improving safety and ambience on the block.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Narrative

Please see attached.

## IV. Project Budget

Please see attached.

## IV. Required Attachments

1. NA
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

## City of Lawrence CDBG/HOME Programs Grant Application

### III. Narrative

1. What is the situation, problem or opportunity this grant will address?

Van Go Mobile Arts will utilize funds to purchase exterior lighting for its 12,000-square-foot facility at 715 New Jersey in East Lawrence (currently undergoing intensive renovations, to be completed in early 2009), thereby improving safety and ambience on the block. The organization also will address environmental detriment resulting from carbon-based energies by selecting *solar-powered* lighting, rather than electrically powered lighting, thus making the block more "green" and taking the opportunity to draw attention to green building practices with a highly publicized new facility. Thus, the project meets the Neighborhood Resources Advisory Committee funding priority **to foster neighborhood improvement, stability and encourage a sense of community.**

2. How will this grant support the mission of the organization?

This grant supports the Van Go mission to improve the lives of at-risk youth by enhancing the safety and usability of the facility where they receive social services. In addition, ample exterior lighting increases usability of the building by the general public, who a) will rent attractive renovated building space for events such as corporate retreats, wedding receptions and group-building meetings and b) regularly attend on-site events organized to recognize and celebrate accomplishments of at-risk youth – a key Van Go strategy in increasing confidence among youth served. Furthermore, assistance with structural, capital-related costs allow other organization income to be utilized for the provision of direct services to at-risk youth.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

By facilitating solar-powered exterior lighting for a notable new facility, this grant will serve a) the general public who use the currently under-lit intersection of 7<sup>th</sup> and New Jersey Streets, b) thousands of people who will directly utilize the facility annually by attending Van Go events or renting the space for private events and (most directly) c) approximately 120-150 at-risk youth employed by Van Go. Currently, 69.4% of these youth are from *low-income* households (as defined by federal guidelines/HUD), one of the three qualifying factors for employment at Van Go. This percentage is verified by income documentation collected for federal funding from the U.S. Department of Labor (Workforce Investment Act). While Van Go does not track how many youth served are *moderate-income*, this likely is the vast majority of the remaining 30.6% of youth served. In other words, Van Go has documented that 69.4% are low-income and estimates that 100% are moderate income. Of these youth, the older participants (age 18 to 21) typically face the greatest financial challenges and often are homeless until Van Go employment enables them to move off friends' sofas or out of unsafe public environments. The project strongly meets the national objective to **principally benefit low- and moderate-income persons**, and even supports the mission of an organization that prevents and stops homelessness.

## City of Lawrence CDBG/HOME Programs Grant Application

4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?

Resources currently available to enable installation of solar-powered outdoor lighting include Van Go renovations designer and builder Dan Rockhill, as well as his project manager and team of employees and subcontractors.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

This project takes a unique approach to the necessity of exterior lighting by utilizing solar-powered bollard lights rather than lighting requiring carbon-based energy. Thus, it not only addresses safety and ambience but draws positive attention to the block through environmentally friendly building practices. Also, a collaborative approach was taken with the creation of a "Van Go Green" initiative, of which exterior lighting is one component. Community members and foundations supporting green building practices were contacted regarding other components of Van Go Green, such as thorough roof insulation and skylights.

The project has a high likelihood of success, as roughly 75% of the renovation project is already completed. Also adding to the project's high likelihood of success is builder Dan Rockhill being named as one of the top 10 green architects in the country by Natural Home & Garden Magazine in 2005.<sup>1</sup>

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

Success will be realized when solar-powered bollard lights are installed and operating at the Van Go site. It is a one-time purchase that does not require future funds, as the lights will not lead to bills for electricity usage. The organization and its community supporters will address future maintenance of the lights.

7. What is the organization's timeline for achieving the objectives of the grant?

The solar bollard lights would be installed in the winter of 2009.

8. What other funding sources have been approached and what have the responses been?

CDBG funds were awarded in 2008 for the purchase of 10 solar-power bollard lights. Van Go seeks funding to cover the purchase of the additional 12 necessary lights to adequately illuminate the parking lot. Regarding "Van Go Green," the organization applied to the Elizabeth Schultz Fund of the Douglas County Community Foundation for \$10,000 of the \$100,000 in projected expenses for the Van Go Green initiative. This application was denied.

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<sup>1</sup> <http://www.naturalhomemagazine.com/press/pr062805.html>

## City of Lawrence CDBG/HOME Programs Grant Application

9. Describe the agency philosophy and practices regarding recycling and other “green” practices.

Van Go Mobile Arts began much-needed building renovations in fall 2007 at 715 New Jersey, the large warehouse where at-risk Douglas County youth have received social services through arts-based employment since 1999. The organization, which has long incorporated “green” practices such as recycling, recognizes an opportunity to create an energy-efficient structure that will minimize the organization’s reliance on carbon-based energies, thus conserving fossil fuel resources, minimizing reliance on carbon-emitting energy production and preserving the integrity of our land, water and air – and saving money on utility bills!

The “green” building practices already utilized at Van Go include:

- 21 skylights to increase natural light to the interior and reduces reliance on electrical, artificial lighting
- low-VOC (volatile organic compound) coating and energy-saving roof insulation lower heating and cooling needs
- 22 total solar-power bollard lights provide exterior lighting that reduces reliance on electrical lighting
- other “green” building practices include compact fluorescent light bulbs, glue-free carpet, recycled countertops, etc.

These efforts will dramatically reduce the organization’s “carbon footprint,” thus meeting the Neighborhood Resources Advisory Committee priority of **fostering neighborhood improvement**.

In addition, “green” building improvements create an added opportunity to educate youth served by the organization regarding environmental preservation of our communities. Seventy percent of these youth live in poverty, and about half are racial minorities – percentages highly disproportionate to the mostly white, middle-class city of Lawrence. Unfortunately, this demographic faces socioeconomic disadvantage gaining awareness of environmental concerns and sustainability. A study of Mississippi households indicated that, for poor, uneducated black families, their class and race created a roadblock to knowledge of pollution, renewable resources, energy conservation and the environmental impact of personal habits.<sup>2</sup> While impoverished parents distracted by more pressing survival concerns may not convey environmentally conscientious messages to their children, and while those same children may receive less adequate education outside the home than their more privileged counterparts, Van Go can provide this important message to a group socio-economically disenfranchised from the public and political dialogue. By educating this group through attention to the green practices in their Van Go workspace, the organization meets the Neighborhood Resources Advisory Committee priority of **fostering neighborhood improvement**, as well as the national objective to **principally benefit low- and moderate-income persons**.

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<sup>2</sup> “Factors affecting environmental awareness among Head Start families in Mississippi.” *American Journal of Preventive Medicine*. Volume 19, Issue 3, pg. 174-179. October 2000.



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**IV. Project Budget: "Van Go Green"**

*Projected Revenues*

CDBG 2008	\$ 7,000
CDBG 2009	\$ 8,400
Community contributions	\$ 23,000
Van Go capital funds	<u>\$ 70,000</u>
	\$108,400

*Projected Expenses*

21 skylights and accessories x \$3,000 each =	\$ 63,000
Low-VOC roof coating and insulation=	\$ 30,000
22 solar-powered bollard lights x \$700 each =	<u>\$ 15,400</u>
	\$108,400*

\*These estimates are based on bids from local subcontractors received by builder Rockhill and Associates. Van Go can provide further detail on project expenses at the committee's request.

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**Van Go Mobile Arts Board of Directors**

Brad Chindamo (President) – President, Landmark Bank

Amy McPheeters (Treasurer) – Owner and Marketing Expert, The Research Works

Patrick Kelly (Secretary) – Fine Arts/ Career and Technical Education Specialist, USD  
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Jolene Anderson – Former Mayor, City of Lawrence, Kansas

Charles Branson – District Attorney, Douglas County, Kansas

Paul Carttar – Self-Employed, Strategic Planning

Jack Collins – Owner and Interior Designer, McCaffrey Collins Design

Greg DiVilbiss – Commercial Building Developer, The Bristol Groupe

Bobbie Flory – Executive Director, Lawrence Home Builders Association

Megan Hiebert – Owner, Clinton Lake Marina

Vicky Howard – Owner and graphic designer, Howard Design

Marty Kennedy – Former Mayor, City of Lawrence, Kansas; Owner, Kennedy Glass

Michel Loomis – Teacher, Central Junior High School

Steve Nilhas – Principal, Lawrence High School

Dru Sampson – Philanthropist

Marion Springer – Philanthropist

Toni Wheeler – Director of Legal Services, City of Lawrence, Kansas