

**To: Scott McCullough, Director, Planning and Development Services
Mary Miller, City Planner II**
From: Loring Henderson, DARE Center
Date: January 8, 2019
Re: Special Use Application, Supplementary Letter

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Following our meeting last Friday, January 4, this is to provide you with additional information about the purpose and operation of the DARE (Drop In and Respite) Center:

Purpose: The purpose is to provide a brief refuge for homeless persons in Lawrence and Douglas County. The Center will be staffed by volunteers. It will be an information resource place for people in need of services for the homeless but it will not offer case management or other substantive programs. The DARE Center fills a last hole in services for the homeless in our community.

Unmet Need: The DARE Center is designed to complement the work of existing agencies and to fill an obvious unmet need in our community. To the minimum possible, the DARE Center will not compete for funding sources nor will it duplicate existing services. It will not provide food as already offered by LINK, The Salvation Army, and Jubilee Cafe other than donated snacks and coffee. It will not have case managers since those professionals are available at Family Promise, The Salvation Army, the Community Shelter, Catholic Charities, and other organizations. It will not have computers since those are offered at the Lawrence Public Library. The Center is established for the benefit of the downtown Lawrence businesses and the homeless individuals in our midst.

Related Agencies: It is anticipated that the DARE Center will not draw additional homeless people to downtown Lawrence but will serve the existing population. The projected location for the Center at 944 Kentucky is within two blocks of the LINK and Jubilee Café food programs, of the Family Promise central building for homeless families, and the Salvation Army with its case management, food, and other programs for the homeless. The DARE Center should not add to the number of people who come to these agencies but it will provide the missing services for a place out of the weather where one may organize their belongings, have a cup of coffee, take a shower, do laundry, use the telephone to make appointments and to call agencies, and rest. The Center should draw homeless people away from the business district on Massachusetts Street for part of the day. The Center will work in conjunction with the Lawrence Community Shelter but will not duplicate its programs.

Funding and Budget: Funding for the DARE Center will come primarily from churches, individuals, and events. It is not planned that the Center will ask for government financial support. The idea is to keep expenses and financial needs at a minimum by staffing with volunteers and donated materials and services. The design is to avoid expensive payroll costs. Expenses for the Center will include insurance, supplies, utilities, and other general operating costs. The initial, highly preliminary draft budget projects slightly over \$12,000 for the 2019 operating year.

Activities: The DARE Center will offer some church related events, arts activities, and other informal opportunities for people coming to the site. There will be two showers, a washer and dryer for laundry, TV, tables, chairs, coffee, and referral information about resources for the homeless in Lawrence and Douglas County. All activities will be staffed by volunteers.

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Operations: The Center will initially operate four hours a day, from 2:30 to 6:30 pm every day, unless there is not a sufficient number of volunteer staff. During the hours of operation, the Center will be staffed by two monitors for each two hour shift. Volunteers will participate in a volunteer training before assuming their responsibilities. The DARE Center will operate as a project under the Coalition for Homeless Concerns, Inc., a Lawrence based 501(c)(3) tax exempt organization for the purpose of receiving donations and connecting to other agencies for the homeless.

Thank you for your consideration.

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DARE Center Budget 2019

	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Balance carried forward	0	0	815	30	145	360	(25)	340	555	270	(115)	0	(635)
Revenues													
Donations - individuals	2,500	1,100		500		400		500					
Donations - churches	1,500	500			500			500					
Donations - businesses	750			250			250			250			
Donations - foundations, organizations	1,500				500				500				500
Events, fundraisers	2,000						1,000				1,000		
Newsletter	600			200			200			200			
One-time reno/clean up donations	2,500	1,250	1,250										
End-of-year mailing	1,000												1,000
Revenues Total	12,350	2,850	1,250	950	1,000	400	1,450	1,000	500	450	1,000	0	1,500
Funds Available Total	12,350	2,850	2,065	980	1,145	760	1,425	1,340	1,055	720	885	0	865
Expenditures													
Utilities	4,200	350	350	350	350	350	350	350	350	350	350	350	350
Insurance	1,350	150	150	150	150	150	150	150	150	150			
Office supplies	600	50	50	50	50	50	50	50	50	50	50	50	50
Volunteer support	600	50	50	50	50	50	50	50	50	50	50	50	50
Printing, Postage	120	10	10	10	10	10	10	10	10	10	10	10	10
Fundraising	650			50			300			50	250		
Telephone	900	75	75	75	75	75	75	75	75	75	75	75	75
One-time reno/clean up expenses	2,500	1,250	1,250										
Building maintenance, cleaning	1,200	100	100	100	100	100	100	100	100	100	100	100	100
Expenditures Total	12,120	2,035	2,035	835	785	785	1,085	785	785	835	885	635	635
Balance to be carried forward	230	815	30	145	360	(25)	340	555	270	(115)	0	(635)	230