



City of Lawrence  
Outside Agency Funding  
**APPLICATION**

**General Information:** Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. The decision on funding a request will be made during the City's annual budgeting process. The decision will be based upon the availability of funds, the need demonstrated through the agency's application, the stated objectives of the applicant's program, past performance by the agency in adhering to funding guidelines (as appropriate), and the ability to measure progress toward the program objectives.

**PLEASE NOTE THAT BEGINNING IN 2009, FUNDS WILL BE DISBURSED ACCORDING TO THE FOLLOWING SCHEDULE UNLESS OTHERWISE AGREED TO IN WRITING:**

- FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- SECOND HALF OF FUNDS WILL NOT BE DISBURSED BEFORE OCTOBER 1

**Instructions:** Applications for 2009 funding must be complete and submitted electronically to the City Manager's Office at [ctoomay@ci.lawrence.ks.us](mailto:ctoomay@ci.lawrence.ks.us) by the deadline of 5:00 pm on Friday, May 2, 2008.

**Questions?** Contact Casey Toomay, Budget Manager at [ctoomay@ci.lawrence.ksu.s](mailto:ctoomay@ci.lawrence.ksu.s) or at 785-832-3409.

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**Section I. Applicant Information**

Legal Name of Agency: Community Cooperation Committee  
Name of Program for Which Funding is Requested: Community Good Neighbor Agreement Project  
Primary Contact Person: Sara L. Taliaferro  
Address: P.O. Box 522, Lawrence, KS 66044  
Telephone: (785) 842-4051 Fax: (785) 842-4051  
Email: sara@happybeetle.com

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**Section 2. Request Information**

- A. Amount of funds requested from the City for this program for calendar year 2009: **\$ 2,952.00**
- B. Will these funds be used for capital outlay (equipment or facilities) in 2009? If so, please describe:  
**No.**
- C. Will these funds be used to leverage other funds in 2009? If so, how:  
**We are not using these funds to leverage other funds, but we have and will continue to negotiate for donations of materials for our meetings and for donations-in-kind (waiver of fees for meeting spaces, training and instruction at reduced costs).**
- D. Did you receive City funding for this program in 2008? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.):  
**We received \$3,000.00 from the General Fund (non-alcohol tax fund).**

- E. If you are requesting an increase in funding over 2008, please explain exactly how the additional funds will be used:  
**We are not requesting an increase.**

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**Section 3. Agency and Program Budget information**

- A. How many paid full time employees work for your agency? None. Volunteers? Fifteen.
- B. What percent of your total 2008 budget goes to employee salaries and benefits? 0%
- C. What percent of your total 2008 budget is used for operating expenses? 21%
- D. What is the total estimated cost to provide the program in 2009? \_\_\_\_\_
- E. What percent of 2009 program costs are being requested from the City? 100%
- F. List other anticipated sources of funding and funding amount for this program in 2009: **None.**
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**Section 4. Statement of Problem/Need to Be Addressed By Program**

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

**The City of Lawrence and the Community of Lawrence experience conflicts between the current shelters and some of their business and residential neighbors. Some of the conflicts are resolved amongst the vested parties, but some remain. These conflicts come to bear when a shelter must renew its Special Use Permit and are aired in Planning Commission and City Commission meetings. The Commissions must review policy and are not venues for working out the individual concerns and perceptions.**

**Both current shelters plan to be involved in the housing plans that the Community Commission on Homelessness has outlined. In both cases, the shelters must relocate from their current inadequate facilities to be able to meet the community's emergency housing needs. Although the sentiments are not unique to our community, both shelters have faced and will face a "Not In My Backyard" mentality.**

**Mayor Michael Dever, before the City Commission meeting at which he was appointed to his position, mentioned in the Lawrence Journal-World that he would like to see the community work out some of its conflicts concerning certain issues before the issues come before the City Commission. Former Mayor Sue Hack has expressed a desire to see the community hold dialogues in a more civil and constructive manner.**

- B. How was the need for this program determined?

**The disputes and conflict are well-documented in City Commission and Planning Commission meetings when such issues as renewal of Special Use Permits are discussed. Further, the Lawrence Journal-World has reported occasions when a shelter has discussed a new location , and the articles include opposition voiced by the would-be neighbors of the shelter. The Community Commission on Homelessness supports the efforts of the Community**

**Cooperation Committee, its sister committee, to initiate a “Good Neighbor Agreement” process and recognizes a need for the committee to do so.**

- C. Why should this problem/need be addressed by the City?

**Facilitating a process for relocating the shelters that allows all stakeholders to be involved in the process is critical to community goodwill and will support the work of the Community Commission on Homelessness as it moves forward with its housing vision. The goals of the Mayor’s Task Force on Homeless Services, as realized through the Community Commission on Homelessness, are overseen by the City Commission and are thus part of City business. For example, the City Commission recently discussed and is in the process of reviewing with the Planning Commission changes that, if made, would allow shelters to locate in areas zoned industrial. These problems are already addressed by the City of Lawrence, and our program makes possible a more constructive process.**

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#### **Section 4. Description of Program Services**

- A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 3. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

**We want to set up a process by which a “Good Neighbor Agreement” is reached amongst all stakeholders before a shelter begins a relocation or groundbreaking process. We are using as a template for the procedures and the documentation a well-defined process used in the city of Columbus, Ohio. The structure for the meetings and the methods for conducting meetings mirror those used by mediators and were developed in part by the Harvard Negotiation Project.**

**We are asking funds to build upon the work and training our group has undertaken this year. The funds requested would cover an annual rental fee for our P.O. Box, postage for mailings to stakeholders, funds to bring in a trained mediator to lead the actual “Good Neighbor Agreement” forums with our members acting as a co-mediator and facilitators, a minutes taker for stakeholder meetings and “Good Neighbor” forums, four facilitation/role simulation trainings for our group (run by facilitators and mediators with community mediation experience, particularly with “NIMBY” dialogues), and rental for the gazebo at Watson Park for an appreciation picnic and information fair.**

**We do not have exact numbers for the number of clients served, since participation will be determined by this and next year’s outreach efforts. Our services are available to the entire community, and our outreach efforts of this year will include the members of Downtown Lawrence, Inc, The Coalition on Homeless Concerns, and the Lawrence Association of Neighborhoods. We will contact over a hundred business, civic, church, social service, and community groups, including individual neighborhood associations, whose combined memberships are in the tens of thousands. We will also work with the Lawrence Journal-World and local radio stations to publicize our events.**

- B. Describe any efforts your agency has made to explore the community to determine if there are any other agencies providing similar types of services. What efforts have you made to coordination services?

**No one from the community, the City Commission, or the Community Commission on Homelessness has indicated to us that they are aware of a group doing what we are doing. Early in our planning and visioning process, we contacted facilitators who we knew had led community discussions on such issues as restructuring of school boundaries,**

**and they had no plans to undertake such forums. We have, after some time and effort, gathered a team of mentors and volunteers not previously collaborating on such an effort.**

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### **Section 5. Program Objectives**

Please provide three specific program objectives for 2009. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, “75% of clients receiving job training will retain their job one year after being hired,” “increased fundraising efforts will result in a 15% increase in donations in 2009,” “credit counseling services will be provided to 600 clients in 2009,” “new digital arts program will serve 275 students in 2009” etc. **Applicants will be expected to report their progress toward meeting these objectives in their six month and annual reports to the City.**

#### Program Objectives

- 1. In June 2009, the CCC will hold an appreciation picnic and information fair in Watson Park or some other public venue, inviting service providers, the Community Commission on Homelessness (CCH), the Coalition on Homeless Concerns, and the community. Various service providers, the CCH, and the CCC will give brief presentations or have information booths describing their work and services. Outreach to community members currently experiencing homelessness is one of the goals of the event. Success will be measured by a 50% attendance of those invited.**
- 2. Three facilitated community meetings will be held, led by a mediator, to review concerns and perceptions surrounding a shelter facility being relocated within the community. Success will be measured by a 65% attendance rate of representatives from the list of community groups invited. From these meetings, an outline for a “Good Neighbor Agreement” will be drafted, along with a procedure for gaining stakeholder input and consensus in a specific relocation event.**
- 3. The results of the three community meetings outlined above will be posted on the CCC website and publicized, and community members will be invited to respond to a questionnaire (either online or through mail). A successful survey will receive at least fifteen respondents. The survey results will be compiled and published. The outline and procedures for a “Good Neighbor Agreement” will be amended to include the survey results, and the outline and procedures will be given to the Community Commission on Homelessness.**

**Please return completed application electronically to [ctoomay@ci.lawrence.ks.us](mailto:ctoomay@ci.lawrence.ks.us) by 5:00 pm on Friday, May 2, 2008.**

<b>Office Use Only</b>					
six month report received	<input type="checkbox"/> yes	<input type="checkbox"/> no	audit received:	<input type="checkbox"/> yes	<input type="checkbox"/> no
annual report received:	<input type="checkbox"/> yes	<input type="checkbox"/> no	tax return received:	<input type="checkbox"/> yes	<input type="checkbox"/> no