



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:

- o FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- o 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 by the deadline of 5:00 pm on Friday, May 2, 2008.

Questions? Contact Casey Toomay, Budget Manager at ctoomay@ci.lawrence.ksu.s or at 785-832-3409.

Section I. Applicant Information

Legal Name of Agency: Housing and Credit Counseling, Inc.
Name of Program for Which Funding is Requested: Tenant-Landlord Counseling and Education
Primary Contact Person: Robert Baker
Address: 2518 Ridge Court, Suite 207, Lawrence, KS 66046-4079
Telephone: 785-749-3528 Fax: 785-749-2203
Email: rbaker@hcci-ks.org

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2009: \$19,000
- 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:
Yes, Lawrence CDBG, HUD Counseling and United Way funds are jointly used with the City of Lawrence General funding to provide Tenant-Landlord Counseling and Education services.
- 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.):
Lawrence General Fund \$19,000 and CDBG \$8,026. CDBG approved \$12,000 for 8/07-7/08. CDBG funding has not yet been approved for 8/2008 – 7/2009.

- E. If you are requesting an increase in funding over 2008, please explain exactly how the additional funds will be used:
 HCCI is not requesting a funding increase over 2008. The 2008 allocation from the general fund was \$19,000. After the allocation, funding cuts reduced the **actual amount awarded to \$18,240.**

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 8 Volunteers? 3
- B. What percent of your total 2008 budget goes to employee salaries and benefits? 79%
- 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? 53,892
- E. What percent of 2009 program costs are being requested from the City? 35%
- F. List other anticipated sources of funding and funding amount for this program in 2009:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
CDBG (8/09 – 7/09)	\$ unknown
United Way of Douglas County	\$ 7,892
HUD	\$ 2,000
City of Lawrence General Fund	\$18,240
TOTAL 2009 PROGRAM BUDGET	\$53,892

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.**

More than half of the Lawrence housing stock is rental units. Stable and affordable rental housing is critical to the well being of Lawrence as a community. HCCI counseling and education helps the community lessen problems which affect housing stability. These issues include:

- substandard maintenance,
- drug use by roommates or neighbors,
- nonpayment of rent for a variety of reasons,
- availability of accessible housing after an accident or illness,
- special circumstances to consider for mobile home parks,
- evictions because of behavior,
- security deposit returns,
- senior landlords who are being bullied, and

- issues related with out-of-town landlords who are not cognizant of local or state housing laws.

Lawrence's *Step Up to Better Housing Plan* details income levels and housing stock conditions and identifies HCCI as an expert resource and partner.

The issue of homelessness is reduced when consumers are well-educated about rental housing responsibilities. Neighborhoods are stabilized as families and landlords have access to crisis counseling provided by HCCI.

Rental properties inevitably contribute to declining or improving neighborhoods. It is critical that properties in traditional and new neighborhoods are stable and well maintained. HCCI resources educate and counsel both tenants and landlords about responsibilities and maintenance of properties.

Citizens participating in homeless and transitional programs rely on a public service network to support their permanent housing goals. HCCI has data, from actual counsels, about the conditions Lawrence clients face. Last year in this program, over 90% of the households assisted were low income and 34% were minorities. Issues included security deposits, maintenance, termination/evictions, rent delinquency, lease questions, landlord entry, mobile home issues, fair housing neighbor problems, utility issues and other related problems.

Referrals came from friends/family, City of Lawrence, Lawrence Douglas County Housing Authority, Douglas County Legal Aid, Student Legal Services, Attorney General's Office, Better Business Bureau and others.

Education program partners include First Step House, Full Citizenship, Salvation Army, Lawrence Douglas County Housing Authority, City of Lawrence Landlord Fair and City of Lawrence Fair Housing Month seminar. Community issues the HCCI counselor assisted with included educating landlords and tenants about issues related to renting to persons with disabilities, life skills training for homeless persons, and training for prospective tenants and Section 8 participants in cooperation with the Lawrence-Douglas County Housing Authority.

B. How was the need for this program determined?

HCCI's Tenant/Landlord Counseling and Education Program addresses needs that are parallel with the City's strategy as outlined in *Step Up to Better Housing* and is named as a key service throughout Lawrence's Consolidated Plan including special needs/homeless population partner. HCCI was asked by the City to come to Lawrence to provide these services. Tenant-Landlord counseling is HCCI's longest-running program and Lawrence is HCCI's second-largest service area. Topeka is the largest service area for HCCI. Tenant-Landlord counseling and education has been a priority program for HCCI since it was founded in 1972.

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

The services HCCI provides are an essential part of the "package" of services in Lawrence to help both residents and neighborhoods. Rental counseling serves one compelling issue but the underlying causes of the problem can be related to a need for cash assistance, counseling, job training, emergency housing and other assistance.

Tenant/Landlord Counseling has been identified as a critical service in Lawrence. HCCI fits into the federal performance measurement framework in many ways by striving to help clients to help themselves through one-on-one counseling and education. HCCI assists the community with enhancement of suitable living environments, creating decent housing, and providing economic opportunity.

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.

HCCI's Tenant-Landlord program strives to help people help themselves to secure adequate, safe, affordable and equitable rental housing through counseling, support, education and mediation. Historically, about 88 % of clients served report low-moderate income.

In calendar year 2009 HCCI has a strategic plan to:

1. provide counseling to approximately 500 consumers,
2. develop and present 15 community education programs,
3. continue active participation in partnerships that develop affordable housing units and concentrate on moving homeless individuals and families from shelters to homes.

HCCI's Tenant-Landlord Counseling services are available every day from 8:00-5:00 and often after-hours, though funding for the Lawrence Tenant-Landlord counselor is for less than full time. The funded position requires a minimum local office presence of two days a week for face-to-face, walk-in assistance and to fulfill community education commitments. Otherwise, through cross training and cross-coverage from the Topeka HCCI office, all counselors are available to assist Lawrence residents every day with either immediate or callback service. People may call, e-mail, or come to the HCCI office located in the Douglas County United Way building for assistance. Additional calls and follow up are available as often as needed. Specific resource referrals are also offered as needed.

Note: once a person contacts HCCI, they are entered into the HCCI database as a client and are only counted one time regardless of how frequently they may contact HCCI for assistance about an issue.

HCCI's preventive education services are targeted for low-income, homeless and other at-risk groups. The programs teach basic survival information and life skills essential for renters to be successful as tenants and for landlords to maintain rental units that contribute to the stability of the community.

Programs for tenants include:

- basic rights, responsibilities, appropriate behavior and communication skills;
- affordable housing options.

Programs for landlords and the public provide information about the rental application and screening process including:

- fair housing law,
- appropriate maintenance,
- drug and behavior issues,
- landlord's rights and responsibilities regarding entry to the rental unit and
- tenant evictions.

In the past HCCI has presented programs at SRS Full Citizenship, City of Lawrence Landlord Seminar, The Landlords of Lawrence Association and the Salvation Army. HCCI is very willing to develop and present programs for these groups and others.

HCCI prioritizes involvement with programs and partnerships to offer more extensive life skills and homeless prevention programs. (See next section for details.)

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?

There are no other agencies in Douglas County providing Tenant-Landlord Counseling and Education or the related services that HCCI provides.

HCCI actively participates in the Lawrence Practitioners Panel, the Housing Sub-committee, the Homeless Coalition, and the Landlords of Lawrence. HCCI also partners in services with Bert Nash, SRS-Full Citizenship, Red Cross, Salvation Army, First Step House and others as needed to provide services. HCCI counselors work in an ombudsman role for other 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. This work assists public housing tenants interested in pursuing homeownership and provides a series of mandatory Renter Preparation classes for all applicants to LDCHA for Section 8 or Public Housing. HCCI was a committed lead partner in developing the recent Homeless to Housed (H2H) partnership with the Landlords of Lawrence, the Salvation Army and the City for a combination transitional housing, client support and education program. HCCI provided the well-received H2H educational series. The education and counseling service HCCI provided paved the way for homeless or doubled up individuals or families that have barriers to obtaining steady safe and habitable housing to be matched with willing landlords needing to fill available units.

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. 90% of clients receiving Tenant-Landlord Counseling will report they learned something new.
2. 90% of clients counseled will report they feel more confident regarding their ability to handle their housing related issues.
3. 80% of clients counseled will report, through follow-up contact by HCCI, that they have taken steps toward meeting their goals regarding housing issues.

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

Office Use Only

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