



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 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: Lawrence Community Shelter, Inc. (LCS)
Name of Program for Which Funding is Requested: Bus Passes & Work Clothing for the Homeless
Primary Contact Person: Loring Henderson representing six Lawrence agencies
Address: 214 West 10th Street, Lawrence, KS 66044
Telephone: 832-8864 (o) 764-2095 (c) Fax: 832-1053
Email: loring@lawrenceshelter.org

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2009: \$10,000
- 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:

These funds for transportation and work clothing will release the limited funds of the participating nonprofit agencies to be used for other forms of assistance to the homeless. In some individual cases, payback of transportation funds is arranged so the bus pass money is available to be reused for another person in need.

- 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.):

Yes, the 2008 City funding was \$9,000 from the General Fund. This funding is distributed through the Lawrence Community Shelter to six service providers in Lawrence working with people experiencing homelessness.

- E. If you are requesting an increase in funding over 2008, please explain exactly how the additional funds will be used:

This 2009 request is for \$10,000, \$1,000 over 2008 because the local bus passes increased in price to \$1.50 per pass in the past year. In order to limit the reduction in the number of passes available to homeless individuals that the increased cost will require, the participating agencies are requesting this additional \$1,000.

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 5 Volunteers? 100+
- B. What percent of your total 2008 budget goes to employee salaries and benefits? 48%
- C. What percent of your total 2008 budget is used for operating expenses? 28%
- D. What is the total estimated cost to provide the program in 2009? \$10,000
- 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:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
Dinner and Dancing at Dusk fundraising event	\$ 30,000
Chocolate and Tea at Three fundraising event	\$ 25,000
Individuals	\$ 43,000
Religious	\$ 8,000
Foundations	\$ 16,000
Businesses and Organizations	\$ 18,000
TOTAL 2009 PROGRAM BUDGET	\$140,000

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.

There are two problems addressed by this total request of \$10,000 -- bus passes and work clothing for people experiencing homelessness in Lawrence and who are working with an agency that

provides services to the homeless. All recipients of this program are homeless or near homeless and low income.

In past years, the City funding has been divided into specific amounts but during 2008 the City approved removing a fixed amount for each category and allowing a combined amount for each agency to use for either of the two approved expense items at their program discretion. Based on past experience it is projected that approximately \$8,200 will be spent for bus passes and \$1,800 for work clothing but this may vary as the agencies are presented with needs throughout the year.

1. Bus passes -- the distribution of this important item in providing case management to individuals and families experiencing homelessness will be done by the case manager in conjunction with goals determined with the client. This City funding will be spent for transportation to and from appointments, interviews, or job sites and the shelter or service provider offices. This will meet a major problem for people experiencing homelessness. A large amount of time for a homeless person in a given day is spent in waiting for or finding transport to an office or job. People experiencing homelessness normally have to rely on transportation from the public system, or a friend. Funding from the City will help to purchase one-way passes through six agencies to homeless adults and children. At a cost of \$1.50 per bus pass, depending on how much of the total fund is used for work clothing vs transportation, it is projected that the funding will provide 5,467 bus passes in 2009 or an average of 456 per month, which is slightly more than one bus pass per homeless person per month according to the most recent-point-in time census of the homeless population. Transportation assistance is essential to any plan for an individual or family to get out of homelessness. This support from the City is significant, direct, and practical.
2. Work clothing -- there is an abundance of used clothing available in local outlets but it is odd sizes, styles, and colors and usually does not fit the standards required by an employer on is not available at the time needed. Restaurants often ask employees to wear black pants and white shirt or some other specific combination of colors that aren't available except by purchase. The Dole Corporation and other warehouse and industrial employers usually require steel toed shoes and related safety gear which can be expensive and must be specific to the employee's size. Getting help from this City fund for work clothing can mean the difference between getting and holding a job or not for several homeless individuals over the 2009 year. At a projected average expense of \$45.00 per request, 40 individuals could be helped by the six service agencies.

B. How was the need for this program determined?

The needs for both transportation and work related clothing were recommendations in the Final Report of the Mayor's Task Force on Homeless Services in 2005. The recommendations continue to be supported by the Community Commission on Homelessness. Awareness of and response to these needs is based on the direct observation and a experience of the agencies providing services to homeless individuals and families.

- a. The Task Force Report stated "Transportation options for individuals should be expanded through free or reduced fare bus passes to be used for work or health-related travel. Passes will be purchased by and issued by authorized service providers. This will be a cost component of the Jobs Program Plan."
- b. The Report stated, also, "Other employment related costs for work are such things as steel toed shoes, safety glasses, safety gloves, and hard hats. This is dependent on the type of work the candidate is place into, but most jobs require some type of safety gear. The cost of this gear is up to \$100 for all the above requirements. Perhaps an arrangement for payback on this gear can be developed and is not unusual." [A payback arrangement has been done in several cases over the past two years.]

- c. The Community Commission on Homelessness has repeated its support for this funding in the years since the Mayor's Task Force, including funding for 2009.

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

With the continued recognition of both of these problems by the Community Commission on Homelessness, the City budget has included funding for these two items (bus passes and work clothing) in the past three years. The funding amount is important to the nonprofit service providers which can then release other funds for direct service to homeless people needing assistance in areas such as housing, medical care, prescriptions, child care, and job training or education. The program follows the guidelines in the original Mayor's Task Force Report describing the needs in Lawrence and recommendations to meet the needs. The program is further in keeping with the wide commitment to case management as expressed in the City's funding of outreach workers to the homeless.

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.

The bus passes and work clothing service to homeless consumers will be provided at six participating agencies (ECKAN, First Step House, Bert Nash Community Mental Center, WTCS, The Salvation Army, and the Lawrence Community Shelter). Each agency is allocated a certain number of bus passes and dollars for work clothing as determined in a meeting of the group of agencies. Bus passes are logged and reported to the city in the categories of usage – health, employment, housing, legal, and benefits. Distribution of the bus passes is based on case managers decisions according to the individual's goal and needs. Work clothing expenses are approved and paid for based on employment or other appropriate goals of the client and documented by receipts. This system of allocating, distributing, tracking, and reporting has been developed and used by the participating agencies in 2006 through 2008 without complications. It is projected that the bus passes will assist in 5,467 rides by homeless individuals and 40 will be helped through the work clothing program. The bus passes and work clothing program is complementary to the outreach workers program also funded by the City as described in the 2005 Report of the Mayor's Task Force on Homelessness and continuously supported by the Community Commission on Homelessness. These outreach workers are part of the staff from the six participating agencies that use the bus passes and work clothing in their case management of client goals.

- 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?

The bus passes and work clothing program is a coordinated service between six agencies under the aegis of the Community Commission on Homelessness. The funds are initially received by the Lawrence Community Shelter, disbursed to the other five agencies, and tracked and reported quarterly to the Development Services Department. The design of the program has proven to be successful in avoiding duplication of service. The group of agencies meets at least twice annually to talk over particular agency needs and issues that may have developed. Funds will be distributed to the agencies to be spent only for the approved expense items although they will have discretion within their allocation to spend as the two needs present themselves. The project is straightforward and the agencies are fully cooperative with each other. The group knows what other agencies in the Lawrence community are providing services and this

program insures continuation of efficient and fair distribution of resources. The agencies and homeless people in our community are appreciative of this assistance from the City which provides a much needed service to people struggling to improve their lives.

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. Bus passes will be used to strengthen the ability of homeless clients to make jobs interviews, health appointments, housing searches, legal hearings, and benefits assessments. 100% of the projected 5,467 bus rides through this program in the 2009 year will be by people experiencing homelessness.

2. Work clothing, including shirts, pants, gloves, safety hats, safety glasses, shoes, etc. will be purchased for individuals in need of assistance to obtain or continue employment during the 2009 program year. 100% of the individuals estimated 40 individuals to be assisted will be homeless.

3. 100% of the combined \$10,000 funding for the bus passes and work clothing will be distributed, documented, and reported according to established procedures. Quarterly reports from the seven participating agencies will be submitted to the Development Services Department showing categories of usage and totals distributed or spent.

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:
annual report received:	<input type="checkbox"/> yes	<input type="checkbox"/> no	tax return received:
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no