



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 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 2010 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 8, 2009.

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 serving the homeless
Address: 214 West 10th Street, Lawrence, KS 66044
Telephone: 832-8864 (o) Fax: 832-1053
Email: director@lawrenceshelter.org

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2010: \$8,000
- B. Will these funds be used for capital outlay (equipment or facilities) in 2010? If so, please describe:
No.
- C. Will these funds be used to leverage other funds in 2010? 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 2009? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.):
 Yes, the City of Lawrence funded \$8,000 in 2009 from the General Fund. This funding is distributed through the Lawrence Community Shelter to Bert Nash Community Mental Health Center, ECKAN, The Salvation Army, First Step House, and WTCS.
- E. If you are requesting an increase in funding over 2009, please explain exactly how the additional funds will be used:
 In view of the City's budget limitations for the upcoming year, this request is the same as previously funded; it is not for an increase.

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 8.5 FTE Volunteers? More than 100
- B. What percent of your total 2009 budget goes to employee salaries and benefits? 48%
- C. What percent of your total 2009 budget is used for operating expenses? 27%
- D. What is the total estimated cost to provide the program in 2010? \$10,000
- E. What percent of 2010 program costs are being requested from the City? 80%
- F. List other anticipated sources of funding and funding amount for this program in 2010:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
Individual donations to participating agencies	\$2,000

TOTAL 2010 PROGRAM BUDGET	\$10,000
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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.

There are two problems addressed by this total request of \$8,000 -- 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 the beginning of the program, the City funding was divided into specific amounts for bus passes vs work clothing but since 2008 the City has allowed a combined amount for each agency to use at its discretion for either of the two approved expense items. The uses will vary from agency to

agency but the bulk of the money is expended for bus passes. Transportation around Lawrence to health or other appointments, work, house hunting, training, etc. is a major concern and expense for low income/homeless residents.

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 at the respective agency 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 \$1.00 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 7,000 bus passes in 2010 or an average of 583 per month, which is about 1.5 bus passes per homeless person per month based on the current estimate of about 400 homeless people in Lawrence/Douglas County. 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 or 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. Estimating that the bulk of the City funding will be used for transportation costs and that a estimated \$1,000 will be used for work related clothing, at a projected average expense of \$45.00 per request, 22 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 initially 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 and, particularly, through the awareness of and response to these needs by the direct 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." [Note: 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 2010.

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 four 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 2009 without complications. It is projected that the bus passes will assist in 7,000 rides by homeless individuals and 22 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. 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 cooperating fully 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 2010. 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 2010,” “credit counseling services will be provided to 600 clients in 2010,” “new digital arts program will serve 275 students in 2010” 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 get to jobs interviews, health appointments, housing searches, legal hearings, benefits assessments, etc. 100% of the projected 7,000 bus rides through this program in the 2010 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 2010 program year. 100% of the individuals estimated 22 individuals to be assisted will be homeless.
3. 100% of the combined \$8,000 funding for the bus passes and work clothing will be distributed, documented, and reported according to established procedures. Quarterly reports from the six 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 8, 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