



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](mailto: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](mailto:ctoomay@ci.lawrence.ksu.s) or at 785-832-3409.

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**Section I. Applicant Information**

Legal Name of Agency: Lawrence Community Shelter, Inc. (LCS)  
Name of Program for Which Funding is Requested: 24/7 Emergency Shelter  
Primary Contact Person: Loring Henderson, Director  
Address: 214 West 10<sup>th</sup> Street  
Telephone: 832-8864 Fax: 832-1053  
Email: [director@lawrenceshelter.org](mailto:director@lawrenceshelter.org)

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**Section 2. Request Information**

- A. Amount of funds requested from the City for this program for calendar year 2010: \$49,000
- 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:

This general support funding from the City of Lawrence will release other donations to be used for case management and other services to help people move out of homelessness. In addition, the City funding shows potential private donors that the financial support for the shelter is diverse.

- 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.):

The Lawrence Community Shelter initially received \$19,000 from the General Fund in 2009 and subsequently was transferred \$17,500 from a pro rata allocation from the General Fund grant of \$30,000 for the Salvation Army when the Community Shelter took over responsibility from the Salvation Army for its emergency night shelter program as of June 1, 2009.

- E. If you are requesting an increase in funding over 2009, please explain exactly how the additional funds will be used:

This 2010 application is based on the future responsibility for all emergency shelter in Lawrence by the Lawrence Community Shelter. This application combines funding previously awarded to the two under one request from the Community Shelter (LCS \$19,000 + TSA \$30,000 = \$49,000) it does not request an increase in funding.

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**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? \$804,000
- E. What percent of 2010 program costs are being requested from the City? 6%

F. List other anticipated sources of funding and funding amount for this program in 2010:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
Individuals	\$250,600
Government – City, CDBG, ESG, FEMA, ATF	130,000
Foundations	24,200
Businesses and Organizations	8,000
Religious	9,700
United Way	44,800
Events & Mailings	116,700
Interest	3,000
Indirect – volunteers, donated food, Christmas program	217,000
<b>TOTAL 2010 PROGRAM BUDGET</b>	<b>\$804,000</b>

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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.

Funding of the Lawrence Community Shelter 24/7 program is an essential service provided by a combination of private and public sources of which the City is key. This funding supports the programs that fill in the hours of operation for a 24/7 place for homeless individuals and families. Over the years several people have died on the streets of Lawrence and did not have a place to go for basic living services. According to the best estimates, there are nearly 400 people experiencing homelessness in Lawrence who face major challenges daily such as storage of a few personal items; a place to receive mail; a place to be out of extreme weather; use of a bathroom; access to a washer and dryer; etc. With the City funding, the Lawrence Community Shelter provides services every day to more than 53 people; over 19,000 services in a year plus case management and other programs to get out of homelessness.

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

The Lawrence Community Shelter is the primary place for homeless people needing emergency shelter, daily living services, and in-depth case management in Lawrence/Douglas County. This need was established in 1997 when a group of citizens decided that something should be done to provide a day time, drop-in shelter for people experiencing homelessness. Individuals were walking the streets without a place to sit, shower, snack, or get inside out of extreme weather even for part of the day. The initial Drop-In was open 4 hours a day, 5 days a week. Over the years, the Drop-In daytime shelter moved to different locations and grew to be a full fledged shelter with a variety of programs. Since the 24/7 funding was started by the City, no homeless individual has died on the streets from inclement weather and the Lawrence Community Shelter has grown to become the primary resource for homeless individuals and families seeking case management and daily living services. This City funding meets a critical survival need for the poorest residents of Lawrence.

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

Homelessness is a widespread and complicated problem that belongs to everyone. The City, through the 24/7 funding, is sharing in the general effort to reduce chronic homelessness and to aid the poor in our community. Users of the 24/7 emergency shelter are primarily residents of Lawrence/Douglas County. The causes of homelessness – lack of housing, lack of jobs, lack of health care, lack of family support – are not unique to Lawrence. They are universal problems in the United States today which each community has to tackle with a combination of approaches and resources.

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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.

The Lawrence Community Shelter provides several services in conjunction with the 24/7 emergency shelter funding from the City of Lawrence. With the City's funding, the daytime shelter is able to be open from 8:00 am to 8:00 pm every day of the year. Its program of daily living services offers a refuge from the extreme cold or heat, breakfast five days a week, mail drop-off and pick-up, access to a washer and dryer, AA, art therapy class, storage of personal items, health education and check-ups by Baker University School of Nursing students and other public and private experts, a volunteer chiropractor, and alcohol and drug counseling and intervention. Additionally, individuals who come to the day shelter are usually enrolled in case management with programs focusing on housing, employment and training, benefits and ID, and intervention (medical and drug/alcohol). The Lawrence Community Shelter has a strong employment program with its job coaching project and Good Dog! Biscuits and Treats onsite entrepreneurial business. As stated above, the 24/7 emergency shelter program serves 53+ people a day who are experiencing homelessness; in 2008, the shelter provided 27,755 (duplicate count) units of service.

- 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?

Beginning in mid-2009, the Lawrence Community Shelter assumed responsibility for all the emergency shelter need in Lawrence when the Salvation Army closed its night shelter. No other agency is providing services similar to the Community Shelter's programs but the shelter does coordinate fully with other agencies serving homeless individuals and families in different ways. The Lawrence Community Shelter is a member of the Community Commission on Homelessness, the Coalition for Homeless Concerns, the Interfaith Initiative, the Homeless Management Information System group, and is a member agency of United Way of Douglas County. The Lawrence Community Shelter regularly collaborates on client cases and common organizational issues with The Salvation Army, ECKAN, WTCS, the Ballard Center/Penn House, Bert Nash Community Mental Health Center, SRS, Independence, Inc., Lawrence Douglas County Housing Authority, Johnson County Adult Detox Unit, Valeo/SARP detox and rehab program in Topeka, SOS and ARC detox and rehab programs in Kansas City, and DCCCA. As the most economical and personally effective way to organize resources, the goal of the Lawrence Community Shelter and all agencies working with the homeless is to minimize duplication and to maximize services to the individual in need.

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## 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. Provide daily services (632 separate individuals in 2008) to an average of 53 individuals daily (nonduplicate count) through the 24/7 emergency shelter, refuge from extreme weather, daily living services such as mail, telephone, washer and dryer, storage, and breakfast, case management, and jobs projects.

2. Continue to complete intakes on new individuals so that all day and night shelter guests have a thorough information base for case management and future program involvement. Continue participation in the Homeless Management Information System (HMIS) database.
  
3. Maintain current 24/7 programs and add new ones so that unmet needs are answered. Examples of new or recent programs would be tutoring in literacy, GED, and other subjects; a stronger art therapy program; increased work positions with the Good Dog! Biscuits and Treats employment program; new men's and women's support groups; and build on a new relationship with the Baker University School of Nursing started in September 2009 leading to more check-ups, health education, and eventually a clinic.

**Please return completed application electronically to [ctoomay@ci.lawrence.ks.us](mailto:ctoomay@ci.lawrence.ks.us) by 5:00 pm on Friday, May 8, 2008.**

<b>Office Use Only</b>										
six month report received	<input type="checkbox"/>	yes	<input type="checkbox"/>	<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