



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: TFI Family Services Inc (Formerly known as The Farm, Inc.)  
Name of Program for Which Funding is Requested: Visitation Exchange Center  
Primary Contact Person: Beth McKenzie  
Address: 910 W 24<sup>th</sup> St Lawrence Ks 66047  
Telephone: 785.749.2664 Fax: 785.749.2691  
Email: bethm@the-farm.org

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**Section 2. Request Information**

- A. Amount of funds requested from the City for this program for calendar year 2010: \$6,750
- 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:  
No
- 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, we received \$6,750 from the General Fund.

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

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

- A. How many paid full time employees work for your agency? 1.25 Volunteers? 3
- B. What percent of your total 2009 budget goes to employee salaries and benefits? 44.2%
- C. What percent of your total 2009 budget is used for operating expenses? 13.7%
- D. What is the total estimated cost to provide the program in 2010? \$92,476
- E. What percent of 2010 program costs are being requested from the City? 7.3%
- F. List other anticipated sources of funding and funding amount for this program in 2010:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
City of Lawrence	\$ 6,750
SAVP	\$ 9,881
CEVC	\$40,750
Client Fees	\$19,633
TFI Family Services Inc. (Agency Contribution)	\$ 15,462
 TOTAL 2010 PROGRAM BUDGET	 \$92,476

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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.

Supervised visitations and monitored exchanges allow families to establish and/or maintain relationships while ensuring the best interests of the children are at the forefront of all parenting time decisions. The Center supports children having positive relationships with both parents as much as possible, but having proper intervention when said relationship may be damaging to the child's wellbeing.

Client populations that are served by this program are the children and families in Douglas County. Reasons for referral include domestic violence, substance abuse, mental illness, child abuse or neglect, criminal activity, threat of kidnapping and family reintegration. The majority of families served are court ordered to receive services, and the Center serves clients of all diversities, backgrounds and income levels.

The number of services the Center has provided demonstrates the need in this community. In 2008, the center provided 582 supervised visits and 412 monitored exchanges.

In 2008, there were no security incidents at the Center. However, within Douglas County in 2008, the Lawrence Police Department reported 115 violations of protective orders, 28 interference with parental custody type filings, 11 stalking, and over 585 domestic battery type filings ([www.lawrencepolice.org](http://www.lawrencepolice.org)).

B. How was the need for this program determined?

Douglas county families had few options for these services prior to the Visitation and Exchange Center being opened. Utilization of this program allows families to maintain relationships with their children while maintaining safety for the children and for both parents. This reduces law enforcement being used to monitor exchanges, and also reduces public conflict or violence between parents.

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

The Visitation and Exchange Center is the only one of its kind serving this community. The City can address these families' needs by supporting a safer alternative for them to conduct parenting time.

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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 Douglas County Visitation and Exchange Center provides supervised visits, monitored exchanges, and Cooperative Parenting Education to Douglas County children and families. Supervised parenting is accomplished by having a neutral third party monitor visitation between a parent and child. Monitored exchanges provide a buffer for children being exchanged between parents for visitation. The monitored exchange allows the child to be exchanged for visits without the necessity of parents having contact with each other.

The Center's main goal is to ensure children's safety while maintaining healthy relationships with both parents. Again this year, the Center has been able to meet this goal by having no security incidents of violence or conflict. This is accomplished by having a security officer present for all services as well as highly trained staff to enforce strict safety procedures.

The Center remains an important and vital service to the community, law enforcement, the court system, and families. The Center projects to increase the number of services by 10% in 2009.

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 Center remains the only agency providing these specific services to this community. Center staff has worked to establish and maintain relationships with community organizations serving similar families, such as the Douglas County District Court and legal professionals, local law enforcement, Women's Transitional Care Services, and other service agencies. The Center works with these agencies to collaborate on service delivery, awareness, and training. Additionally, center staff has built relationships with local child placement agencies to provide visitation with birth parents when the situation requires a safer and more secure setting.

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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. In 2010, the number of services provided by the Center will increase 10%.
  
2. 97% of parenting time will be free from parental violence or conflict in 2010.
  
3. Conduct visits/exchanges without security incidents in 90% of all service.

**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.**

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