



City of Lawrence

2021 Application for Funding

APPLICATION INFORMATION

General Information: As part of the budget process, the City has set aside funding for outside agencies to provide various services. The City has recently adopted a new strategic plan and is asking agencies to review that plan and determine how the programs they are requesting funds for may help the City move towards success in one of the following outcome areas:

- a) **Unmistakable Identity:** Lawrence is a welcoming community, synonymous with arts, diverse culture, fun, and a quintessential downtown. City parks and community events contribute to the vibrancy experienced by all people in Lawrence.
- b) **Strong, Welcoming Neighborhoods:** All people in Lawrence live in safe, functional, and aesthetically unique neighborhoods that provide opportunities to lead healthy lifestyles with access to safe and affordable housing and essential services that help them thrive.
- c) **Safe and Secure:** Lawrence is a community where all people feel safe and secure and have access to trusted public and community-based safety resources.
- d) **Prosperity and Economic Security:** The City of Lawrence fosters an environment that provides all people and businesses the opportunity for economic security and intentionally acknowledges, removes, and prevents barriers created by systemic and institutional injustice. Our community succeeds because of collective prosperity and a vibrant, sustainable local economy.
- e) **Infrastructure, Asset Management, and Connectivity:** The City of Lawrence has well-maintained, functional, and efficient infrastructure, facilities, and other assets. Connectivity supports accessible, sustainable methods for safely moving people and information throughout the community and the region. Investment in these assets reflects the City's commitment to contribute to the well-being of all people.

Applications will be reviewed by Staff. A team has been identified for each of the outcome areas noted above. Upon submission, applications will be reviewed by the appropriate team to determine alignment of the program to the identified outcome area. Following their review, recommendations for funding will be forwarded to the City Commission. Recommendations will be based on available resources, coordination of services, the need demonstrated through the agency's application, the stated objectives of the agency's program (and the ability to measure progress toward the programs objectives), alignment to the strategic plan, equity, cost reasonableness, and past performance by the agency in adhering to funding guidelines (as appropriate). Please see the scoring matrix for additional information.

Other Information. Collaboration and/or coordination between agencies is highly recommended and multi-agency proposals to address an identified community need is encouraged. All programs must have goals with measurable outcomes.

Reporting Requirements. All grantees will be required to submit an annual report to the City of Lawrence outlining how the funds were used and whether the stated objectives were met by February 15, 2022.

Distribution of Funds. Funds will be distributed in two equal disbursements and in accordance with the Kansas Cash-Basis Law of 1933, codified as amended at K.S.A. 10-1101 *et seq.*, the City retains the right to unilaterally adjust the amount of the disbursement if the Governing Body determines that insufficient public funds exist to fully fund the Grantee. The first distribution is to occur no earlier than April 1 of the grant year and the second distribution is to occur no earlier than October 1 of the grant year.

SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: The Shelter, Inc. dba The Children's Shelter

Name of Program for Which Funding is Requested: Prevention - Resource Management

Primary Contact Information

Contact Name and Title: Joyce DeBolt, Executive Director

Address: 1925 Delaware Street, Lawrence, KS 66046

Telephone: 785-843-2085 Email: jdebolt@theshelterinc.org

Name(s) and Title(s) of person(s) responsible for program supervision and/or financial administration of program.

	Name	Title	Responsibilities (Supervision, Financial, etc.)
a.	<u>Erin Harmon</u>	<u>Program supervisor</u>	<u>Supervision</u>
b.	<u>Kim Jaymes</u>	<u>Business manager</u>	<u>Financial</u>
c.	<u></u>	<u></u>	<u></u>

Identify the outcome area that your proposed program most closely aligns with and denote the amount being requested from the City. Please note that funding requests should be tied to one outcome area. If funding is requested for multiple areas or for multiple programs, please submit a separate request for each.

Category (please select one)	2021 Requested Amount
Unmistakable Identity	\$ <u></u>
Strong, Welcoming Neighborhoods	\$ <u>30,000</u>
Safe and Secure	\$ <u></u>
Prosperity and Economic Security	\$ <u></u>
Infrastructure, Asset Management, and Connectivity	\$ <u></u>

If your agency received funding from the City in 2020, please fill out the chart below.

Amount of Funding	Funding Source (i.e. General Fund, Special Alcohol, CDBG, Housing Trust Funds)	Program/Purpose
\$ <u>25,000</u>	<u>General Fund</u>	<u>Resource Management/ family stability</u>
\$ <u></u>	<u></u>	<u></u>
\$ <u></u>	<u></u>	<u></u>
\$ <u></u>	<u></u>	<u></u>

Total projected operating budget for your agency in 2021: \$ 30,000

SECTION 2. STATEMENT OF NEED AND DESCRIPTION OF PROGRAM

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding. How will your program make an impact to meet the need? 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.
- The need for families to lead healthy lifestyles with access to safe and affordable housing and essential services helps them thrive. The goal of Resource Management is to strengthen and stabilize all referred families. TCS provides financial assistance for services such as tutoring, drug/alcohol evaluations, monitoring, and treatment to enable children to remain out of the system, in school, and productive. Since 2008, requests to maintain housing and utilities have been particularly important, and currently make up the majority of requests. Eligible families are identified by The Children's Shelter staff, as well as other partner agencies in the community. The services provided through Resource Management are vital because of the ability to address individual needs for families at a time that provides support for children to remain with their families without system involvement. All funds are used directly for families. Refer to annual report attached for statistical data.
- B. Please describe what demographic disparities exist, and how the program is designed to increase equity. Who would benefit from or be burdened by this program? Are there unintended consequences and if so, what are your strategies to mitigate those consequences?

We recognize that disparities in our community exist due to multiple factors, that may include economic insecurities, systemic injustices, racial inequality, and the impact of trauma in a family's life. Our Risking Management program is designed to provide emergency financial relief to families with children that may be struggling to provide for their family's basic needs or have an urgent need that will make an immediate impact on the family's quality of life. We recognize that reducing a family's financial worry or stress contributes to their overall feeling of safety and self worth. At The Children's Shelter, our staff utilize a trauma informed model called Risking Connection when interacting with all families we serve. This training, offered to our staff through The Traumatic Stress Institute, is not yet rated but considered to have promising research evidence. This model's core emphasis is that the relationship is the primary agent for change, and through the acceptance and connection with those we serve we are able to make an even greater positive impact beyond the immediate financial assistance we are providing. The specific ways we seek to interact with families is with respect, providing accurate information, connecting with the family, and providing hope for their continued wellbeing. The unintended consequences of our Risking Management program may be the client's feeling embarrassment or shame about needing to reach out for financial help. Our strategy for mitigating this would be tied to our commitment to the use of the Risking Connection model in how we interact with all the families we serve.

- C. Provide a brief description of the program services and activities using an evidence-based model. The description should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

We emphasize trauma-informed relationship-building between our staff and the families we serve. Utilizing the Risking Connections training paradigm, defined in the California Evidence Based Clearing House as "Promising Research Evidence" guides our work with families and prioritizes healing relationships, specifically helping the family experience relationships that are "RICH," full of respect, information, connection, and hope. This model strives to teach healthy coping skills and instill deeper feelings of self-worth, all of which will serve to help families to become empathetic, trusting, healthy adults. Particularly now, when each day brings new fear and stress, more severe news, and uncertainty about the future, our staff are working to limit the negative effects this reality will have on the families we serve.

Staff meet with the family to learn about their situation which at times involves crisis intervention to identify the unmet needs for the family. Typically financial assistance made available is \$200 with the option for consideration of up to \$300 based on the need. Our goal is to assist the family to deal with their immediate crisis to avoid financial hardship. A family lacking housing and utilities places their children at risk for and interrupts the family homeostasis regarding healthy functioning. We seek to assist the family in meeting their basic needs and addressing barriers created by systemic and institutional injustice. We seek to assist families in feeling safe and secure within their community which ultimately warrants public trust.

Through our ongoing work to improve the lives of children and families, we put the well-being of those we serve at the forefront of our work. We strive to teach our families to connect with others to heal, restore, and repair relationships in a manner that is sustainable with respect, information, connection, and hope.

- D. Please describe the priority population you are working with.

All families at or below the national poverty guidelines that are self referred, partner agency referred or internal staff referrals.

- E. What other agencies in the community are providing similar types of services, and how do you coordinate services?

TCS staff ask families about any other agencies involved during the initial meeting. These agencies are contacted to coordinate services, when appropriate. The agencies that work with TCS most frequently include Ballard Center, ECKAN, churches, and Just Food. DCF is the agency that has the most long-term resources for families, Lawrence-Douglas County Housing Authority, The Salvation Army, Centro Hispano, Willow Domestic Violence Center, infant/toddler programs, schools, and others. Each of these agencies are in a position to see children and families who are a high risk for being involved with the system. Each agency has unique goals and funding sources. Several of the above mentioned local organizations have the capacity to allot emergency funds, generally with different criteria than our Resource Management program. TCS is committed to the goal of prevention or minimization of system involvement for at-risk families, and we believe we are in a good position to provide for a family's crisis needs and facilitate a realistic long-term plan. TCS thrives on collaboration with local agencies to maximize the services available to families in the community.

SECTION 3. STRATEGIC PLAN ALIGNMENT

- A. How does the proposed program align with the outcome area identified? Please explain how this program will help the City achieve success in that particular outcome area and provide specific strategies in your response.

The Children's Shelter Prevention program align with the city's strategic plan focus on creating strong and welcoming neighborhoods through strenghtening and stabalizing family's in meeting their basic needs for housing, safety and overall well-being. We administer this program through our prevention services of case management. We empower our staff to respond to the complex needs of trauma survivors within the Risking Connection framework of growthpromoting relationships. Risking Connection teaches the philosophy of relational therapy in the context of accessible, experiential learning, enabling our staff to transfer this model in to practice. The overarching construct in Risking Connection is that connection, considered the active ingredient in healing relationships, requires willingness to take risks for both staff and the children and families served in developing the relationship. We strive to strengthen and stabilize families through a strengths based approach empowering children and families served to make positive life choices.

This past summer our agency partnered with Willow Domestic Violence Center and Traumatic Stress Institute, Klingberg Family Center out of New Britain, CT to train staff in Risking Connection model. (Journal of Trauma Practice, Vol. 5(1) 2006; Risking Connection: Helping Agencies Embrace Relational Work with Trauma Survivors; E Giller, E. Vermilyea, T Steele)

Outputs

How many unduplicated clients will be served? 165

Please list any other output goals (i.e. # presentations delivered, # medications provided, etc.)

- 1)Presentation on Prevention-Resources Managment 1 time quarterly.
- 2) Increased funding efforts will result in a 10% increase in funds available for families.

Outcomes

Please provide three specific program SMART (specific, measurable, attainable, relevant, and time-bound) objectives for 2021. 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 2021," **Applicants will be expected to report their progress toward meeting these objectives in an annual report to the City.**

- i. Serve 165 families in 2021.
- ii. 95% of families served will be provided budget assistance.
- iii. 90% of families served will not have a child placed in state custody.

SECTION 4. PROGRAM BUDGET INFORMATION

- A. Provide a detailed budget for the proposed program using the form below (you may attach a supporting document).

Category	Requested Amount	Applicant Amount	Total Amount	Explanation
Personnel		186600	186600	Payroll, fringe, training, record checks
Fees & Services		10100	10100	Insurance, contract svcs, legal/accounting, membership/dues
Estimates/Bids			0	
Travel		1500	1500	Mileage reimbursement to employees
Marketing			0	
Cost of Materials		7050	7050	Office supplies, postage, equipment
Operating Expenses		10052	10052	Rent, telephone, utilities, repairs
Other	30000		30000	Resource Management: for services to assist family stability
Grand Total	30000	215302	245302	

- B. Provide a list of all anticipated sources of funding for the proposed program in 2021. The total proposed program budget and total proposed program revenue should match.

Revenue Source	Anticipated Amount	Explanation/Status of Funding Request
City of Lawrence (General Funding)	30000	
City of Lawrence (Other Sources)*		
Douglas County	210802	Approved Prevention program allocation from County for CY2021
United Way		
Other (please describe)	4500	Anticipated donations designated for Prevention program
Other (please describe)		
Grand Total	245302	

*Other sources could include Special Alcohol Funding, Housing Trust Funds, Transient Guest Tax Funds, CDBG

- C. What percent of the requested program costs are being requested from the City (include both Special Alcohol and Other)? 12.1%
- D. Will these funds be used to leverage other funds? If so, how?
No

- E. Is your agency receiving any in-kind support (i.e. facility space) from the City? If yes, please describe and include the approximate value of that in-kind support.

The Children's Shelter rents a two story house at 342 Missouri Street from the City for \$100per month, recording an in-kind donation of \$3955 per month to account for the fair market value rent as instructed by our accountants and auditors. That house is used by our Residential program as an emergency shelter and YRC II facility for children and youth in DCF custody or police protective custody.

SECTION 5. SUPPLEMENTAL INFORMATION

Please attach your agency's most recent IRS Form 990, most recent financial audit, and most recent annual report if completed for your agency's board.

- A. If your agency has never filed an IRS Form 990, please select the check box. ☐
- B. If your agency has never completed a financial audit, please select the check box. ☐
- C. If your agency has never completed an annual report, please select the check box. ☐

Based on the attached IRS Form 990, please answer the following questions:

- A. What is the total number of volunteers (estimate if necessary)? This is part I line 6 of the IRS Form 990.
30
- B. What are your agency's total liabilities? This is part I line 21 of the IRS from 990. \$ 294,154
- C. What are your agency's total assets? This is part I line 20 of the IRS Form 990. \$ 1,800,417
- D. What are your agency's total net assets or fund balances? This is part X line 33 of the IRS Form 990.
\$ 1,506,263
- E. What are your agency's permanently restricted net assets? This is part X line 29 of the IRS Form 990.
\$ 0
- F. What is your agency's land, building, or equipment fund? This is part X line 10c of the IRS Form 990.
\$ 225,161
- G. What are your agency's total expenses? This is part I line 18 of the IRS Form 990. \$ 2,013,557

The signatures below attest that the information in this application is accurate and that, unless otherwise explicitly described in this application, no other source of City or community funding will be used to support the programming for which Special Alcohol Funds are being requested.

Joyce DeBolt
Agency Representative (PRINT)

Joyce L. DeBolt 12-9-20
Signature Date