



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 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 high need for affordable rental housing in good condition that is available for families earning low-moderately-low-annual incomes to rent is well documented by the City, but two factors are most detrimental to this need in 2020-2021-2022.

(1) The COVID-19 pandemic resulting in lost wages for most people earning modest wages has suddenly added many more households to the ranks of those that are unable to pay rent on time and in full so they may maintain rental housing. The Housing Stabilization Collaborative program, implemented by Tenants to Homeowners and Family Promise, has been a resource for immediate financial aid but these families need more to assure they understand their tenant rights under federal and state law, can effectively communicate with landlords, qualify for, and maintain rental housing. [Note: The Housing Stabilization Collaborative program needed to put a hold on applications as of Tuesday, December 8, 2020 but to this date, the program has been very beneficial to the low-income households served to date.]

(2) HCCI's Tenant & Landlord Counseling (free for both renters and landlords/ property managers) makes an immediate and positive impact by giving both tenants and landlords/ property managers an understanding of their rights and responsibilities under the Kansas Residential Landlord Tenant Act, the Kansas Mobile Home Parks Act, Fair Housing Law, City Rental Housing Codes and – most important for many – the moratorium on eviction for non-payment of rent due to COVID-19 (effective through December 31, 2020 unless Congress or State Legislators act swiftly to extend the deadline).

Whether the eviction moratorium is extended or not – rent payments will be due at some point. The negative economic consequences of the COVID-19 pandemic will severely impact housing and financial issues for low-moderate-wage workers for several years. HCCI is a trusted resource for these households.

<https://www.census.gov/quickfacts/fact/table/lawrencecitykansas,US/HSG860218>

<https://www.census.gov/quickfacts/lawrencecitykansas>

<https://www2.ljworld.com/news/general-news/2020/sep/27/nonprofits-say-need-for-housing-support-has-astronomically-increased-homelessness-prevention-program-gets-850000-in-cares-act-funds/>

- 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?**

HCCI's mission and values align with the City's objectives to maintain safe and healthy homes. HCCI's Tenant and Landlord Counseling and Education Program is cost-effective for the City and "free" for both tenants and landlords benefitting from HCCI's best practice solution-focused counseling. The largest disparity is that while most landlords can afford and easily find legal counsel for assistance with contracts, tenant disputes and the legal eviction process, almost all renters counseled by HCCI earn low to very-low incomes and cannot pay for legal advice from an attorney.

HCCI provides clear answers with time tested and proven "next steps options" both renters and landlords can effectively take to self-advocate and –for about 85% of clients counseled - satisfactorily resolve their rental housing issues. Plus, HCCI provides sample forms such as requests tenants can make in writing to landlords to document the need for maintenance to meet health and safety standards. HCCI gives clear instructions for renters so they understand why a written rental contract from a landlord is beneficial, what items, such as policies regarding the refund of deposits, permission for pets (or no pets) and any specific contract language regarding an automatic renewal are essential to understand before signing a rental housing contract.

Four groups benefit most from this HCCI work: (1) renters as they learn to advocate for their rights to safe and decent housing; (2) landlords as they understand why and how tenant rights and landlord rights work to benefit both; (3) the

City as the work of Code Enforcement officers is reduced as HCCI fields calls from renters dealing with non-responsive or even unscrupulous landlords. These renters would otherwise be calling City Staff for assistance, placing a strain on City employee's time and an unnecessary use of taxpayer dollars. (4) Lawrence social service agencies depend on HCCI's service as a local, non-biased agency they may refer people to and know they will receive "solution-focused" counseling and sample forms that help both renters and landlords resolve issues fairly and equitably.

Example: HCCI's staff, at the request in September 2020 of the Kansas Housing Resource Corporation, are helping both landlords and tenants complete paperwork to apply for the Kansas Eviction Protection Program. KEPP gives landlords up to \$5,000 (over a maximum nine-month period) to augment unpaid rent; thereby helping tenants maintain rental housing and avoid homelessness and helping landlords maintain their investment in their rental housing business. This KEPP may be extended and HCCI will be a valuable, local resource for renters, landlords, social service agencies and city services referring people for assistance related to rental housing needs.

No group is burdened by this unique program that is not duplicated by any other local or state agency. HCCI makes this service available and free to all. HCCI's work has, since 1972, benefitted renters, landlords and Lawrence neighborhoods, especially those where affordable rental housing is available.

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.

HCCI's Tenant and Landlord Counseling is cost-effectively and efficiently provided by phone - utilizing a call log system. HCCI's Counselors return calls within 48 hours (normal response) to three business days during times when call volume is high. Time periods of intense interaction between tenants and landlords that can more frequently lead to disagreements and the need for HCCI's counseling service include contract renewal periods, move-in-move-out and anytime when necessary maintenance for routine upkeep and especially for health and safety issues is ignored by the landlord.

Since all of HCCI's free counseling for both tenants and landlords is based on the Kansas Residential Landlord Tenant Act, Kansas Mobile Home Parks Act, Fair Housing Law, and city rental housing code, HCCI's Counselors are very clear about identifying the caller's specific questions and responding to callers regarding their rights and responsibilities as defined by federal and state law.

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

While HCCI's counseling is free to both tenants and Landlords, about 85% of the people HCCI counsels are tenants. HCCI's Counselors also provide free education programs regarding Fair Housing Law, the Kansas Residential Landlord Tenant Act, and other related topics (such as the Kansas Eviction Protection Program and the Center for Disease Control's temporary halt to eviction) for both Tenants and Landlords. HCCI typically does not charge a fee for materials distributed at these workshops and trainings for landlords and property managers. About 75% of people utilizing HCCI's Rental Housing Education classes, workshops and trainings are landlords and property managers. [Note: to date in 2020, HCCI has not presented face-to-face trainings for tenants / advocates / landlords / property managers due to health and safety guidelines. Trainings will resume in 2021 in person or via Zoom.]

HCCI's outcomes data indicate that tenants are best served as they are counseled by phone one-to-one about the rights and responsibilities of both landlords and tenants and also about how tenants may advocate for their rights, communicate effectively to resolve issues with landlords and maintain their rental housing. HCCI's free counseling is keeping people in their rental homes, thus avoiding the risk of homelessness.

HCCI's outcomes data also indicate landlords and property managers (especially small family-owned rental housing businesses) benefit significantly from HCCI's trainings that address necessary components of a rental housing contract, deposits, maintenance, and tenant's rights as well as landlord's rights.

An informed landlord is typically a fair-minded landlord and HCCI is pleased to be an available, free counseling resource for landlords and their property managers wanting to run their businesses in a fair and equitable way that meets City standards for safe and decent rental housing.

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

HCCI's Tenant and Landlord Counseling and Education Program is unique and the reason HCCI was founded in Topeka in 1972 and invited by the City of Lawrence in 1988 to open an office in Lawrence. HCCI is a local "go to" source, especially for social service agencies that can refer renters to landlords that offer reasonable rents, but do not have the expertise or capacity to answer complicated questions when there are disputes between tenants and landlords (or tenants and roommates or neighbors). HCCI's highly detailed tenant and landlord counseling – in English and Spanish – explains the rights and responsibilities for both tenants and landlords under federal and state law.

HCCI is a trusted resource and partner for leaders in the Lawrence affordable housing initiative such as Tenants to Homeowners, Habitat and Family Promise as HCCI's Tenant and Landlord Counselors are focused on and highly knowledgeable of the specifics of the Kansas Residential Landlord Tenant Act, Fair Housing Law and Local Housing Codes. HCCI's expertise makes HCCI a valued partner for United Way of Douglas County agencies and especially as a resource for Bert Nash, Independence, Inc., Lawrence Douglas County Housing Authority and The Willow Domestic Violence Center when assistance is urgently needed regarding the rights for people disadvantaged by trauma, sudden life change, incarceration, health issues or a physical, mental or identity challenge (Lawrence recognizes sexual orientation and gender identity as a protected class in housing).

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 city's vision to be a vibrant community offering innovative, equitable, transparent, and responsible local government is mirrored by HCCI's mission to counsel and educate all people to achieve their personal housing and financial goals.

The area of the City's Strategic Plan where HCCI can best help the City achieve its vision is the area of access to safe and affordable housing. Adequate shelter is a paramount necessity of life. Having shelter that also fosters the "feeling of home and security" is an absolute necessity for families to thrive. Success by the City, HCCI and the partners referenced above is most likely when HCCI's counseling services are utilized to help both landlords and tenants resolve rental housing issues in a manner that is fair and equitable to both.

HCCI fully supports the City's work to foster an environment that provides all people and businesses the opportunity for economic security. HCCI embraces and fully supports the City's commitment to intentionally acknowledge, remove, and prevent barriers created by systemic and institutional injustice.

HCCI knows from 49 years of experience that children in families served through HCCI's housing and financial counseling benefit as they observe their parents making good choices based on informed decision-making steps to meet desired goals. Households earning modest incomes are often extremely resourceful but their ability to change their life circumstances may be limited or not possible to implement at a given point in time. Having access to HCCI's free counseling that clearly defines issues and gives reliable steps that may be taken to resolve rental housing issues is a service that helps families retain rental housing and build a solid sense of home and security.

Outputs

How many unduplicated clients will be served? 200 Lawrence households

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

HCCI will provide face-to-face classes for tenants / advocates and workshop trainings for landlords / property managers in 2021-2022 as health guidelines advise and as funding is available to cover the staff expense to develop and present trainings and classes.

HCCI's trainings cover a myriad of rental housing topics to include – rental agreements, screening, security deposits, move in and out procedures, mold, casualties, lead based paint, bed bugs, rights and responsibilities of both parties, non- payment of rent, noncompliance with lease and law, eviction, abandonment, fair housing, small claims court, housing protections for victims of domestic violence, sexual assault, human trafficking or stalking and more.

HCCI financial and home buyer programs have a long-standing partnership with the Lawrence Douglas County Housing Authority, Tenants to Homeowners, Lawrence Habitat for Humanity, and The Willow Domestic Violence Center to provide classes for the people they serve. HCCI works with all other local social service agencies to cross refer. These collaborations continue to be advantageous as more households have need for housing and utility assistance.

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. Objective One: **HCCI will provide free Tenant & Landlord Counseling for at least 200 Lawrence households in calendar year 2021.** Immediately following counseling from HCCI, at least 85% of people counseled will report they learned something new and are more confident to address their rental housing issue.
- ii. Objective Two: **Within 30 to 60 days following counseling from HCCI, at least 85% of people counseled will report they understand their rights and responsibilities** based on the Kansas Residential Landlord and Tenant Act, the Kansas Mobile Home Act, and Fair Housing Law and they are better able to implement their rights and responsibilities with more effective communication (oral or in writing e.g. use of HCCI forms) and an increased responsibility (obligation to act) and accountability (answerable for conduct) of any missteps and any success.
- iii. Objective Three: **Within 30 to 60 days following counseling from HCCI, at least 85% of people counseled will report they sustained rental housing thus avoiding homelessness.** (Sustained housing means they remained in their current rental housing or found alternative rental housing – they did not become homeless (Homelessness means they do not fit the HUD definition of homelessness - they reside in a permanent, adequate, safe, and secure dwelling such as an apartment, duplex, mobile home, or house).

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	14,616	5,598	20,214	includes salary, payroll tax, benefits
Fees & Services	0	0	0	
Estimates/Bids	0	0	0	
Travel	0	0	0	
Marketing	0	0	0	
Cost of Materials	0	0		
Operating Expenses	3,384	1,296	4,680	includes audit, accounting, phone, internet, postage, occupancy, equipment, insurance
Other	0	0	0	
Grand Total	18,000	6,894	24,894	

- 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)	18,000	Current request
City of Lawrence (Other Sources)*	0	
Douglas County	0	
United Way	5,000	RFP postponed / awards postponed to July 2021
Other (please describe)	0	HCCI may not qualify for UWDC revised goals/initiatives
Other (please describe)	1,894	Douglas County Community Foundation
Grand Total	24,894	

*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)? 72 %
- D. Will these funds be used to leverage other funds? If so, how?

Yes, City funding to HCCI is very important as HCCI applies for funding from HUD, corporations (Kansas Gas and Evergy, for example), private foundations (The Rice Foundation and Douglas County Community Foundation, for example).

- 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.

No, HCCI does not currently receive any in-kind support from the City. HCCI has asked if the City can offer in-kind support for social media outreach to make the public aware of HCCI's free housing and financial counseling services. HCCI can provide additional information and examples of social media messaging when that question can be discussed by the review board.

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.
50
- B. What are your agency's total liabilities? This is part I line 21 of the IRS Form 990. \$48,914
- C. What are your agency's total assets? This is part I line 20 of the IRS Form 990. \$1,186,105
- D. What are your agency's total net assets or fund balances? This is part X line 33 of the IRS Form 990.
\$1,186,105
- 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.
\$81,791
- G. What are your agency's total expenses? This is part I line 18 of the IRS Form 990. \$787,843

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.



Marilyn Stanley, Executive Director
Agency Representative (PRINT)

Signature _____ Date 12/9/20