



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:

- o FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- o 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-Douglas County Housing Authority
Name of Program for Which Funding is Requested: e-Housing Connection
Primary Contact Person: Barbara Huppee
Address: 1600 Haskell Avenue
Telephone: 785-830-2250 Fax: 785-842-9596
Email: bhuppee@ldcha.org

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2010: \$39,395
- 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: The e-Housing Connection is on element in the Community Commission on Homelessness' Housing Vision. Efforts to leverage other funds will be made as part of the activities of the e-Housing Connection.
- 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, Outside Agency Funding, fully funded but then reduced to \$9,000.

- E. If you are requesting an increase in funding over 2009, please explain exactly how the additional funds will be used: The funds will be used for salary for a Housing Case Manager (\$19,395) and for rent and utility assistance (\$20,000) for families in an emergency temporary homeless situation. However, if this program receives funding through the Homelessness Prevention and Rapid Re-Housing Funds from the State of Kansas, this funding will not be needed and we hope to receive funds for additional case management as well as rent and utility assistance above what we have requested in this application.

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 40 Volunteers? 6
- B. What percent of your total 2009 budget goes to employee salaries and benefits? \$1,750,313
- C. What percent of your total 2009 budget is used for operating expenses? 75%
- D. What is the total estimated cost to provide the program in 2010? \$150,000
- E. What percent of 2010 program costs are being requested from the City? 27%
- F. List other anticipated sources of funding and funding amount for this program in 2010:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
Lawrence-Douglas County Housing Authority	\$100,605
City HOME funds	\$ 10,000
(Outside Agency Funding)	(\$39,395)
TOTAL 2010 PROGRAM BUDGET	\$150,000

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.

The e-Housing Connection provides families in an emergency temporary homeless situation with a conduit to landlords to find affordable housing, as well as connecting the family with housing case management to enable the family to negotiate a lease agreement, connect with resources for rent and utility assistance, and to provide much needed information and advice on how to maintain the terms of a lease agreement. Families served through the e-Housing Connection receive wrap-around services centered on remaining housed to prevent a cycle of homelessness. These are multi-problem families with a variety of barriers to stable housing that need to be addressed in a comprehensive way. It is estimated that there are approximately 150 families in Lawrence that are either: 1) homeless (which may mean they are doubled up with family or friends); or 2) are at risk of losing their current housing due to the inability to pay rent for a variety of factors that may include job loss or an illness or disability.

B. How was the need for this program determined?

The Community Commission on Homelessness determined this program as a need as part of the Housing Vision to address homelessness in the community.

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

The City of Lawrence has been looking for solutions to solve the problem of homelessness in our community for many years. The e-Housing Connection is proving to be a promising answer for rapidly re-housing families that are experiencing emergency temporary homelessness. Although the current year point-in-time count numbers of the homeless are not yet available, there is clearly a growing and consistent need for finding appropriate shelter for families with children. The closing of the Salvation Army is devastating to the overall need for emergency temporary housing for families. The Lawrence Community Shelter cannot accommodate families with children at this point; therefore, e-Housing is a way to address the problem while a new shelter space is developed.

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.

There are currently 29 individuals, or 9 families on the e-Housing program, and our expectation is to be working with approximately 40 families over the year to find emergency temporary housing, which could translate into as many as 100 children. Families are referred to the e-Housing Connection through a service provider agency that will agree to case manage the family in housing. Once the family is referred, the Lawrence-Douglas County Housing Authority does a criminal background and credit check on the family to make the family eligible for the program. The eligibility requirements are as follows:

- The family does not presently have permanent housing.
- The family does not have means to provide their own temporary housing.

- Local shelter facilities are not suitable temporary housing options for the family.
- The family, with stabilization through case management and support services, will be able to secure and successfully maintain permanent housing.
- The family does not meet the federal definition of a chronically homeless individual. **The federal definition of a chronically homeless person** is "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years." Other housing programs are available for the chronically homeless through the LDCHA.
- Criminal Background check does not indicate crimes that would prevent the family from participating in a federally funded public housing program (manufacture/distribution of methamphetamine or registered sex offender.)

Once a family is declared eligible for the program, contacts with landlords are made to try and find appropriate and affordable housing for the family. Generally, if the family does not have the ability to pay rent, there are not enough resources available to get them rent assistance or to pay utility deposits. Families on the e-Housing Connection referral list that do not get housing generally do not have any ability to pay rent. Families that are housed have at least some income to pay rent.

Service providers meet with the landlords and the client to sign a lease agreement and an agreement that says the family will maintain contact with the service provider while they are part of the e-Housing Connection. The most successful e-Housing Connection families are those where the service provider intervenes on their client's behalf to explain the family's needs to the landlord and to work out a plan with the landlord to make sure the family can be housed and remain housed. This might include negotiating a reduced rent, or informing the landlord of medical issues that might make it necessary for the landlord to contact the service provider if the client begins to experience problems. Wrap-around services for the multi-problem on this program are essential, and there is a lack of available service providers who can provide a point of contact and case manage specifically for their client to maintain housing. This is why we see the need for our agency to add a Housing Case Manager.

- 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 e-Housing Connection brings together service providers from all over the community including: The Salvation Army; Bert Nash Community Mental Health Services; ECKAN; the Lawrence Community Shelter; Ballard Center; Independence, Inc.; the Douglas County Sheriff's Office; the Lawrence Interfaith Alliance; Women's Transitional Care Services; SRS and Family Promise to coordinate efforts to serve homeless families in our community. There is a working group that meets monthly to discuss ways to provide the most essential services to these families in an efficient and effective manner. Service provider agencies currently signed up to case manage families on the e-Housing Connection program include: Bert Nash Community Mental Health Center; ECKAN; and the Lawrence-Douglas County Housing Authority Resident Services Office.

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. Connect service providers representing 20 (50% of the total referrals) families with landlords that have vacant properties and get them housed.

2. Provide housing case management to 15 families with the Housing Case manager.

3. Provide rent and utility assistance in the amount of \$1,000 per family to 20 families.

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