



City of Lawrence

2016 Social Service Funding Application – Non-Alcohol Funds

Applications for 2016 funding must be complete and submitted electronically to the City Manager's Office at ctoomay@lawrenceks.org by 5:00 pm on Friday, May 15, 2015. Applications received after the deadline or not following the attached format **will not** be reviewed by the Social Service Funding Advisory Board.

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. These funds are to be used to support activities that align with the Community Health Plan which was developed with input from many people throughout the community. The five areas for the plan are listed below:

- Access to healthy foods
- Access to health services
- Mental health
- Physical activity
- Poverty and jobs

More information on the Community Health Plan can be found at <http://ldchealth.org/information/about-the-community/community-health-improvement-plan/>.

Applications will be reviewed by the Social Service Funding Advisory Board at meetings held from 8:00 a.m. to 12:00 p.m. on May 27. **Applicants are asked to make a contact person available by phone at that time in case questions arise.**

Following their review, the Advisory Board will forward recommendations for funding to the City Commission. Recommendations will be based upon the following criteria:

- availability of city funds
- the stated objectives of the applicant's program
- alignment of the program with the Community Health Plan
- the efforts to collaborate and create a seamless system of support for residents
- outcomes that move program participants from total dependency toward measurable levels of independence
- ability to measure progress toward the program objectives and the Community Health Plan
- past performance by the agency in adhering to funding guidelines (as appropriate)

The final decision regarding funding will be made by the City Commission when they adopt the Annual Operating and Capital Improvement Budget in August.

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

Questions? Contact Casey Toomay, Assistant City Manager at ctoomay@lawrenceks.org or at 785-832-3409.



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SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: Lawrence Community Shelter, Inc
Name of Program for Which Funding is Requested:
Primary Contact Information (must be available by phone 5/27/15 from 8 a.m. to 12:00 p.m.)
Contact Name and Title: Brian E. Blevins, Executive Director
Address: 3655 East 25th Street
Telephone: 7858328864 Fax: 7858321053
Email: BrianB@lawrenceshelter.org

SECTION 2. REQUEST INFORMATION

- A. Amount of funds requested from the City for this program for calendar year 2016: \$150,000
B. Will these funds be used for capital outlay (equipment or facilities?) If so, please describe: Yes, in part. A portion of the requested funds will be used for equipment and facility overhead; we have budgeted for 5% of these funds are dedicated to equipment and facility overhead. The additional funds will be used for program development, general operations, and the hiring of an additional case manager.
C. Will these funds be used to leverage other funds? If so, how: Yes, since LCS is the only emergency services shelter in Douglas County, we will be approaching neighboring cities for funding since we serve clients that come from all of Douglas County, not only Lawrence.
D. Did you receive City funding for this program in 2015? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.): In 2015 the Lawrence Community Shelter received a combined \$184,000 from the city (\$100,000 from the general fund and \$84,000 from the Alcohol Fund)
1. How would any reduction in city funding in 2016 impact your agency? A reduction in funding would impact our agency because we have seen a 14% increase in the amount people needing to access emergency services in Lawrence. A reduction would mean the possibility of staff cuts, program cuts, and the ability of our case managers to take on new clients. A reduction in city funding would impact our agency negatively.
2. If you are requesting an increase in funding over 2015, please explain why and exactly how the additional funds will be used: We are requesting additional funds because of the need in our community for emergency services. As stated above we are seeing a dramatic increase in the number of people needing our services. The additional funds will be used to support our general operating needs as well as program development and implementation. This increase in funds will allow LCS to provide more emergency services and look into hiring an additional case manager to better handle our growing client caseload.

SECTION 3. PROGRAM BUDGET INFORMATION

- A. Provide a detailed budget for the proposed program using the following categories: personnel (list each staff position individually and note if new or existing), fringe benefits, travel, office space, supplies, equipment, other. PLEASE SEE END OF DOCUMENT FOR BUDGET
B. What percent of 2016 program costs are being requested from the City? 15%
C. Provide a list of all anticipated sources of funding and funding amount for this program in 2016:
Douglas County, KS--\$115,000
Donations-- \$310,000
Grants--- \$300,000
Events/Fundraisers-- \$200,000
United Way of Douglas County-- \$65,000

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 Lawrence Community Shelter will be addressing the problem of homelessness with a focus on intensive case management that encompasses barriers to housing and employment, along with addressing mental health and substance abuse issues. Many of our clients have immediate needs such as shelter, proper identification, legal issues, and so forth. If this program is not funded then our population will be severely hindered in their ability to transition out of homelessness and back into the general community. Additionally, without the support of the city, the Lawrence Community Shelter might have to cut back on programs, services, and staff which would be a detriment to the community and the city.

- B. How was the need for this program determined?
The needs for this program are determined by the amount of homeless individuals and families that are currently living in Lawrence and Douglas County.
- C. Why should this problem/need be addressed by the City?
This problem/need should be addressed by the city because as the only emergency shelter in Lawrence, the outputs we provide are of significant benefit to the city. Being able to provide emergency shelter and services takes a burden off of law enforcement in terms of public safety. Additionally, the services provided by LCS are integral to the reintegration of our population back into the community where they can become an overall asset to the city of Lawrence.
- D. How does the program align with the Community Health Plan (see page one)?
This program aligns with Community Health Plan because our case management services and programs directly target access to mental health through our partnership with Bert Nash and other agencies, access to health services through our United Way and AmeriCorps partnership, access to healthy foods through our own community garden and healthy cooking lessons programs, and poverty and jobs through our on-site jobs and training programs.

SECTION 5. 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 4. 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 services provided will address a number of items that include but are not limited too mental health, substance abuse, jobs and employment, and housing. For the year 2016, the Lawrence Community Shelter will provide these services to over 750 individuals in the community. The specific interaction for these services will take place between our case managers, jobs team, and the client themselves. The initial interaction will establish a case plan that the client is asked to follow and attain certain benchmarks along their path to a positive future. Once the initial meeting has taken place the case manager will then begin to make referrals to our partner agencies that can begin to more specifically address the barriers in front of that client.
- B. What other agencies in the community are providing similar types of services. What efforts have you made to avoid duplication or coordinate services with those agencies?
In terms of emergency shelter and services, we are the only agency who can provide at this time. We work very closely with Penn House, Catholic Charities, DCCCA, Bert Nash, and others to address the needs of our population and with the appropriate paperwork in place we do share information to cut down on duplication of services. Additionally, the Lawrence Community Shelter uses the MAACLink system to track guests progress and also to cut down on duplication of services that other agencies provide, if that agency is also on the system.

SECTION 6. PROGRAM OBJECTIVES

Please provide three specific program objectives for 2016. 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 2016," "credit counseling services will be provided to 600 clients in 2016," etc. **Applicants will be expected to report their progress toward meeting these objectives in their six-month and annual reports to the City.**

- 50% of clients receiving jobs and skills training will retain their job after 6 months**
- 30% of clients receiving housing application assistance will be in transition or permanent housing within 1 year**
- 25% of clients receiving mental health services will be stabilized within 6 months of receiving services**
- 35% of clients with a substance abuse problem will be enrolled in treatment within 1 year**

Proposed Budget for 2016 Non-Alcohol City of Lawrence Funds:

Item	Amount (Dollars)
Adult Case Manager #1 (Existing)	\$40,000
Adult Case Manager #2 (Existing)	\$35,000
Transportation Costs (Existing)	\$10,000
Facility and Overhead Costs (Existing)	\$7500
Proposed 3rd Adult Case Manager (New)	\$32,000
Jobs and Training Program (Included is the community garden and healthy eating program) (Existing)	\$15,000
Medical Costs (Medicine, Assistance for appointments with HCA, HCHC, Bert Nash, and DCCCA) (Existing)	\$10,500
Total	\$150,000