

**City of Lawrence CDBG/HOME Programs  
Brook Creek Neighborhood Assn. FY 2015 Grant Application**

Revised 9/2014

**I. Cover Sheet**

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Brook Creek Neighborhood Association

Mailing Address: c/o Julie Banhart, 1944 Miller Drive, Lawrence, KS 66046

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Julie Banhart, Coordinator Phone: ( 785) 841-4997

Contact Title: Coordinator

E-mail (required): BrookCreekNA@gmail.com Fax : ( )

Date : December 6, 2014

Mission of organization:

Our mission is to stabilize and maintain the neighborhood as a quality, primarily single-family residential neighborhood. Our goals are to preserve, maintain, and improve the quality of living conditions in the neighborhood, identify and respond to its changing needs, and provide an infrastructure for communication on relevant issues. Our goals are also to increase communication and interaction between residents in all parts of our large neighborhood.

**Required Attachments for Application (one each per application):**

- List of officers and board members and their principal occupations
- Most recent annual report

**LIST OF OFFICERS AND THEIR PRINCIPAL OCCUPATIONS**

President:	Andrea Repinsky	Planner, Mid-America Regional Council
Vice President:	Byron Wiley	Handyman / contractor
Secretary:	Michael Almon	Owner, Paradigm
Treasurer:	Susan Miller	Home-maker

**CURRENT FINANCIAL STATEMENT (FY 2014/2015)**

CDBG funds allocated for the 8/2014-7/2015 grant year \$6381.00

Expenses:

Newsletter costs (printing, addressing, postage):	
September, October,	\$ 575.87
November, December	\$ 575.87
February, March,	\$ 575.87 (projected)
April, May, June	\$ 575.87 (projected)
Coordinator's Salary	\$3,800.00 (projected)
General Office Expenses	\$ 267.52 (projected)

**TOTAL EXPENSES:** **\$6381.00**

**Required Attachments for each Program or Activity (if applicable):**

- City department approval

## City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Assn. FY 2015 Grant Application

Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014**.

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

### II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

# **City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Assn. FY 2015 Grant Application**

## **1. What is the situation, problem or opportunity this grant will address**

This grant will provide operating expenses, most of which will cover production and distribution of the newsletter and the coordinator's salary. Both help tie together a neighborhood that is primarily single-family and varied, with a large percentage of senior citizens and a growing number of young families and individuals. The newsletters help keep the residents informed of general and special meetings, where they can present new items of concern and be brought up-to-date on old business, and learn of volunteer efforts, which the coordinator helps organize and serves as a liaison with the residents involved. Our annual Pot Luck Picnic in the Park gives residents from all parts of the neighborhood a chance to meet in a social setting. Our long-standing annual spring park clean-up allows the neighborhood to maintain a valued green area in the City, while practicing green policies, by reducing the trash that washes through to the Kaw River. Working together toward a common goal helps promote overall neighborhood unity and cohesion, which helps make the neighborhood a safer and more inviting place to live.

## **2. How will this grant support the mission of the organization?**

This grant will enable us to support BCNA's mission to maintain and improve living conditions and communication among the residents. Specifically, it will enable BCNA to continue to produce, print, and mail newsletters to all residents, keeping them informed of, and involved in, meetings, issues, and volunteer opportunities. It will also pay the coordinator's salary so that she can continue to produce the newsletters and serve as liaison between the residents, officers, and the City regarding the issues and opportunities facing the neighborhood. The coordinator also sends email notification of meetings and other events of interest to the neighborhood to those residents who have Internet access (many do not), In addition, BCNA maintains a website and a Facebook page. A List-serv is under construction, which will allow discussions of various issues by residents of the neighborhood.

## **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

We distribute 1025 newsletters, which indicate the number of households we serve, which, roughly estimated, would be about 2,562 individuals. The fact that we are a low- to moderate-income neighborhood is defined by the U.S. Census Bureau.

## **4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

Our officers are volunteers in their positions. Without the grant, we could afford neither the newsletter nor the coordinator, and the neighborhood association, as an effective organization, would cease to exist. Our annual membership dues, of \$1.00 per person would cover neither basic expense. We have no other formally established funding, and although we have begun selling ads in the newsletter to local merchants, that funding would cover neither the newsletters nor the coordinator's salary (see Attachment 8, below)..

## **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

This approach is not "unique." Most target-neighborhood associations use it. Communication is the key—both to educate the residents about issues that affect, or may affect, the neighborhood and to give them a voice in possible solutions. Attendance at meetings and/or communication with the coordinator, to express their viewpoints means that, through discussion, consensus can be reached on issues facing the neighborhood, and a collaborative approach can be taken to achieve solutions.

Over the course of many years, this neighborhood has proven that such an approach can be successful. When issues have arisen that threaten the integrity of the single-family, residential quality of

## **City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Assn. FY 2015 Grant Application**

the neighborhood, residents have come together to confront the issue and work for solutions that enable the neighborhood to maintain its character. Such issues included the successful fight to keep the county jail out of our neighborhood. When developers began moving in and building multi-family dwellings, residents worked together to get parts of the neighborhood down-zoned to single-family. BCNA has worked with the Salvation Army and other organizations on the problem of Lawrence's homeless citizens, to reach compromises that would maintain the stable character of the neighborhood while still allowing assistance to those in need. BCNA and the residents work with the City toward solving the problem of blighted residences in the neighborhood. We are active supporters of the Burroughs Creek Trail and the Lawrence Fruit Tree Project. Most recently, both BCNA and individual residents worked with the City and the owner of the 12th & Haskell Recycling Center to solve problems caused by the noise, pollution, and heavy truck traffic associated with the Recycling Center in a residentially zoned part of the neighborhood. A successful conclusion was reached with the relocation of the salvage center to an industrially zoned part of the neighborhood. We worked with Struct/Restruct, the purchaser of that property to assure maintaining the residential integrity of that part of the neighborhood. Currently, BCNA leadership effectively, and successfully, organized a response within BCNA and among many neighborhoods to defeat an unwanted proposed cell tower in a residential area.

In all these efforts, communication has been the key to the neighborhood's success. The newsletters bring these issues to the attention of all the residents and inform them of meeting times at which problems are discussed and possible solutions sought, as well as announcing other events that promote cohesion in the area. The grant makes the newsletters possible, along with the coordinator's time and salary to help manage the projects. Without this funding, BCNA would be unable to function as an effective entity. To continue to do so means funding from this grant.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

The grant funds requested will fund the operating expenses (primarily the newsletters and the coordinator's salary) for the coming fiscal year. Success of our efforts, and planned new efforts, to get increasing numbers of residents involved in neighborhood issues and activities will be measured by increasing participation in the meetings and special events, as well as in issues of specific concern to the neighborhood. This should lead to an increasingly cohesive neighborhood that, every year, sees Brook Creek neighborhood becoming a better and better place to live.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

With the grant for the upcoming fiscal year, we will be able to maintain the number of newsletters produced, which announce the schedule of our general and special meetings and educate the residents about the concerns facing the neighborhood. The newsletters, email notifications, webpage, Facebook page, and the upcoming List-Serv, along with easy access to the coordinator, will allow BCNA to speak to issues of concern and continue to grow as a strong neighborhood.

### **8. What other funding sources have been approached and what have the responses been?**

No other formal funding sources have been approached. Since CDBG funds cannot be used for food or beverages, for several years we have successfully approached local grocery stores (e.g., Dillon's, Checkers, Wal-Mart, the Merc, and Wheatfields) for donations that enable us to provide lunch for the volunteers at the annual park clean-up. We have had a successful start to selling ads in our newsletter, but this is not a stable, regular source of funds, as the number of ads sold vary from issue to issue. The ad revenue will, however, help provide a cushion against unexpected expenses and respond to special needs.

# City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Assn. FY 2015 Grant Application

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

\_\_\_ *New Program or Activity*      **X** *Existing Program or Activity*

Name of Program or Activity Operating Expenses

Requested \$ \_\_\_\_\_ Request is \_\_\_\_\_ % of project budget and \_\_\_\_\_ % of agency budget.

#### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

#### **Fifty-word summary description of the program or activity:**

Operating expenses include 4 newsletters, (covering the months we meet each year), office expenses, and coordinator's salary. The newsletters maintain communication and build neighborhood unity. The coordinator produces the newsletters, helps organize neighborhood tasks and volunteers, and acts as liaison between residents, officers, and the City.

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

BCNA 2015 Neighborhood Budget Sheet

		NON CDBG \$	CDBG
Beginning Balance		\$ 948.90	0.00
<b>INCOME</b>	Description		
Interest		\$ -	
Sales		\$ -	
Donations		\$ 40.00	
Memberships		\$ 50.00	
Advertising		\$ 300.00	
T-Shirts		\$ -	
CDBG Grants			6,950.00
Other (please list)			
Other (please list)			
<b>Subtotal</b>		<b>\$ 1,338.90</b>	<b>6,950.00</b>
<b>Expenses</b>			
Communication Expenses			
Postage			30.00
Newsletter Printing			1,392.00
Newsletter Postage			1,028.00
Website Expenses			0.00
Coordinator Salary			4,200.00
PO Rental			0.00
Other Rental (Specify)			0.00
Office Supplies			300.00
Advertising			0.00
Other Publicity (Specify)			0.00
LAN Dues		\$ 25.00	0.00
Gifts/Grants			0.00
Clean Up		\$ 200.00	0.00
Capital Improvement (Specify)			0.00
Food/Entertainment		\$ 120.00	0.00
Other (please list)			0.00
Other (please list)			0.00
<b>Total Expenses</b>		<b>\$ 345.00</b>	<b>6,950.00</b>
<b>Ending Balance</b>		<b>\$ 993.90</b>	

**For Neighborhoods:** Please note the request must be accompanied by this budget sheet. The budget sheet must be filled out with both CDBG and non-CDBG financials. If the column does not apply then please enter a zero in the column. The CDAC has requested this be filled out the same way by each neighborhood requesting funding and that the entire financial picture be included.

Please note: LAN dues, Secretary of State dues, Secretary of State expenses, payroll taxes, and other such miscellaneous fees are not allowable expenses under CDBG. The CDAC has the authority to determine eligibility of expenses under the CDBG program upon funding allocation.

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: East Lawrence Neighborhood Association

Mailing Address: ELNA P.O. Box 442393

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Lane Eisenbart / Aaron Paden Phone: ( 785 ) 330-3552 / 840-6400

Contact Title: Coordinator / President

E-mail (required): [eastlawrence@yahoo.com](mailto:eastlawrence@yahoo.com) / [aaronpaden@gmail.com](mailto:aaronpaden@gmail.com) Fax : (      ) \_\_\_\_\_

Date : 11/22/2014

Mission of organization:

The purpose of the East Lawrence Neighborhood Association is to facilitate understanding with the City of Lawrence and Douglas County; to maintain and enhance living conditions; to foster communication in East Lawrence and to maintain good relations amongst neighbors, businesses, organizations and other neighborhoods in Lawrence.

### Required Attachments for Application (one each per application):

- X List of officers and board members and their principal occupations
- X Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

     ***New Program or Activity***      ***X Existing Program or Activity***

**Name of Program or Activity**      **East Lawrence Neighborhood Association**

Requested \$9,800            Request is 70 % of project budget and 70% of agency budget.

### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

ELNA strives to maintain and enhance the community of East Lawrence. We are committed to open communication, working together with civic and private organizations, holding regular meetings, listening to and addressing neighbors' concerns, and hosting events where neighbors work and play together. We believe our work creates a stronger neighborhood & better city.

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## City of Lawrence CDBG/HOME Programs Grant Application

<u>Name</u>	<u>Position</u>	<u>Occupation</u>	<u>Contact info</u>
Aaron Paden	President	Photographer	aaronpaden@gmail.com 1208 Delaware St 785-840-6400
Jacki Becker	Vice President	Small Business Owner	jackioh@uptoeleven.com 1026 New Jersey 785-423-2846
Pam Blackburn	Secretary	Software Analyst	Pamblackburn55@gmail.com 830 Connecticut 913-481-5926
Katherine Harris	Treasurer	Certified Employment Support Professional	HarrisKMTC@gmail.com KHarris@cwood.org 916 Rhode Island 785 331-6740
Josh Davis	Board Member	Engineer	cjwadavis@gmail.com 1024 Pennsylvania St 785-727-9356
Phil Collison	Board Member	Retired	phil@collison.com 933 Pennsylvania St 785-843-8098
Dave Loewenstein	Board Member	Artist	dloewenstein@hotmail.com 740 Rhode Island #1 785 550-8531
KT Walsh	Board Member	Artist, Wall Dog	ktwalsh@sunflower.com 732 Rhode Island St None
Brenda Nunez	Board Member	Personal Care Attendant	brendajnunez@hotmail.com 815 New Jersey 785-218-9138
Sara Minges	Board Member	Play Therapist Owner- Playful Awareness	sara@playfulawareness.com 913-244-8786 1046 Rhode Island #5
Christine Kosirog	Board Member	Speech Language Pathologist	ckosirog@yahoo.com 1015 New York St 785-218-6786
Cindy Suenram	Board Member	Retired	csuen3@sunflower.com 1204 New York Street 785 842-4912
Arch Naramore	Board Member	Retired	arch@sunflower.com 1204 New York Street 785 842-4912
#5Eric Jay	Board Member	Struct / ReStruct	Ej00wildcat@gmail.com 824 New Jersey St. 785-760-6473
Lane Eisenbart	Coordinator	Administrative Assistant, DCCDA	leisenbart@yahoo.com eastlawrence@yahoo.com 1229 Pennsylvania St 785-330-3552

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?

Due to the consistent support provided by CDBG funding, we feel that our low-moderate income neighborhood has stabilized and become a desirable place to live in Lawrence. The funding remains essential in maintaining our work for the community and for the long-term viability of our historic neighborhood. Over the past 35 years, East Lawrence has experienced positive changes and the East Lawrence Neighborhood Association (ELNA) has played a vital role in this transformation. We believe that without ELNA our neighborhood would experience gradual deterioration. ELNA now serves as the center of communication and information sharing – both within the neighborhood and between the neighborhood along with the City of Lawrence, Douglas County and other entities. It also serves as an advocate for those in need. This grant has consistently enabled us to publish our newsletter (a bi-monthly newsletter mailed to each household in east Lawrence (1,200+ addresses) along with a weekly e-newsletter (which goes out to over 290 emails), both which solicit volunteers for activities, inform neighbors of the volunteer work completed, informs the neighborhood about events in the area and provides us with a historical look back at our neighborhood.

This grant also includes funding for a coordinator. In addition to producing the printed and electronic newsletters, the coordinator is the central link that mobilizes the diverse network of volunteer workers who put in hundreds of hours keeping our neighborhood informed and connected. The coordinator monitors events, informs neighbors of relevant issues, gathers information for considered decision-making, plans events, manages archiving on our website, and most importantly is the central point of contact within the community. Reading and replying to ELNA emails, updating social media, and disseminating information on neighborhood and city events is a time-consuming, and critical part of the coordinator's role.

The grant supports ELNA's mission by providing the basics of a newsletter and a coordinator. The funding of these services combined assist ELNA in doing the most we can for our community

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

This grant serves the entire East Lawrence Neighborhood as defined in our bylaws. According to the most recent census data acquired in 2010, the neighborhood is comprised of 2,039 people, of which 65% are considered to be low to moderate income.

## City of Lawrence CDBG/HOME Programs Grant Application

4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

The East Lawrence Neighborhood Association is guided by the ELNA board, which is governed by the ELNA by-laws. The elected board consists of 14 volunteer members including the executive officers of President, Vice President, Secretary and Treasurer. Our board members include a cross-section of residents, including both renters and property owners from a variety of backgrounds and employment. Board member professions include university and state employees, blue collar and service industry workers, small business owners, students, artists, and musicians. These board members, together with our coordinator and the general membership (composed of individuals, local businesses, and non-profit organizations) provide time, labor, materials and donations to accomplish our tasks for the greater good of the neighborhood.

ELNA partners with neighborhood cornerstones New York Elementary, St. Luke AME, and Social Service League. We also partner with community organizations including Liberty Memorial Central Junior High School, Tenants to Homeowners, Lawrence Preservation Alliance, Van Go Mobile Arts, Depot Redux, Friends of the Kaw, Lawrence Arts Center, the Kaw Valley Kickball Association, Health Care Access, Osher Institute, Cans for the Community, Big Brother Big Sisters, Boy and Girls Club, Habitat Restore, Delaware Street Commons, Percolator Arts Space, Ballard Center/Penn House, the League of Women Voters, Local community gardens and farmers' markets, Lonnie's recycling, Just Food food bank, and Ripple Glass.

ELNA has successfully worked with developers to rehabilitate historic buildings creating more affordable and efficient housing. We continue to work with KU professor Dennis Domer on a neighborhood-wide historic preservation research project, spotlighting the inherent historic nature of our neighborhood. This project has recently nominated a multitude of historic homes for the city's historic register.

The bulk of ELNA's funding comes from our CDBG grant. This funding is supplemented by membership registrations, selling ELNA t-shirts, donations from the community, selling ad space in our newsletter, equipment rentals and profits from our annual YART sale. This past year, to make up for cuts in our CDBG funding we continued to successfully staff volunteers for our concession stand at the Kaw Valley Kickball Sunday night games at Hobbs Park.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

The East Lawrence Neighborhood Association's mission is to facilitate understanding with the City of Lawrence and Douglas County, to maintain and improve living conditions in our neighborhood, and to foster community spirit and good relations

## City of Lawrence CDBG/HOME Programs Grant Application

amongst neighbors. This mission is supported primarily through communication and outreach. A healthy, functioning neighborhood relies on a diverse set of voices participating in an exchange of information and resources. The grant will help pay our coordinator to disperse information through paper newsletters, e-newsletters, social media, and an up-to-date website. Each of these resources is necessary to reach ELNA's broad constituency.

The following are just a few examples of the communication and outreach facilitated by our coordinator and news outlets;

We disseminate information on neighborhood events, ongoing developments, challenges facing our neighborhood schools, and historic preservation projects within our boundaries. We recruit volunteers for projects requiring man power such as neighborhood and school work days, organize our annual neighborhood block party and YART sale, garner support for local organizations and businesses, match able-bodied neighbors with requests for snow removal, facilitate lawn care through easy access to ELNA lawn equipment and community gardening, prioritize neighborhood safety through crime alerts and neighborhood emergency/disaster preparedness, and generally encourage greater civic participation among East Lawrence residents.

Continued financial support of our coordinator and our diverse news resources is necessary to allow ELNA to reach a broad range of residents and sustain ELNA's success and reputation as a vital, active and inclusive neighborhood association.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

The greatest measure of our success is the continued vitality and stability of East Lawrence. Despite slumlords, development pressures and the threatened closure of our elementary school we press on with our projects. We help low to moderate-income residents remain in the neighborhood, make sure that our children are safe on their walk to school, and are constantly aware of our environs. We mediate and act as liaisons to various city departments including the police, neighborhood resources, the Lawrence Association of Neighborhoods and the various boards and commissions.

Our numbers are a tangible measure of success. Our ELNA membership numbers continue to grow. ELNA continues to have over 300 active, dues-paid members. Attendance at our monthly ELNA meetings has continued to be strong with an average of 20 to 50 people at our general meetings. We mail out our paper newsletter to 1,200+ households and businesses. This newsletter documents our achievements while keeping neighbors aware of resources and community happenings. We email our weekly electronic newsletter to over 290 addresses. This list continues to grow each month. The electronic newsletter keeps neighbors up to date on weekly meetings and events, and is a great tool for gathering volunteers. ELNA has also started posting information on facebook and has had a dramatic rise in use with over 767 contacts we also maintain a growing twitter following of 125. With the use of social media we have seen a dramatic increase in participation in both ELNA events and community gatherings.

## City of Lawrence CDBG/HOME Programs Grant Application

Last year we looked to increase our outreach by increasing the role of our website. This means streamlining our website so people can easily become members, update their memberships, pay annual dues, make donations, and subscribe to the email newsletter. The website also acts as a public library of newsletters and an open repository of neighborhood tips and tools such as ELNA board contacts, bylaws, and city links.

We are grateful for the continued support of the CDBG. It enables us to continue to offer community-building services for the neighborhood. It would be impossible for ELNA to continue the same level of success without CDBG funding.

7. What is the organization's timeline for achieving the objectives of the grant?

ELNA has the following schedule:

- ELNA general meetings – 6 times/year, every other month
- ELNA board meetings – 6 times/year, every other month
- Paper newsletter sent out 6 times/year – in time to alert neighbors about the upcoming general meeting
- Electronic newsletter sent out each week, on Thursdays
- Regular social media updates
- Neighborhood Block Party – once/year, usually early Fall
- Neighborhood YART Sale – once/year, last Saturday in March
- Attendance at monthly LAN meeting, school Site Council and PTO
- Neighborhood clean up work days → approximately five a year
- Regular attendance at city, county, and school board meetings
- Respond to neighbor's needs as they arise

8. What other funding sources have been approached and what have the responses been?

We have worked to increase ELNA membership and business memberships. We sell ad space in our newsletter and sell ELNA t-shirts in many colors and sizes. We are also savvy at in-kind donations. For instance, we gather donations of materials and services from local businesses and neighbors, food from restaurants, stores, and local farmers. Our neighbors volunteer hundreds of hours at neighborhood and school events. Individuals make copies without submitting bills or simply buy the things we need and donate them. As mentioned earlier, our annual YART sale is our neighborhood association's biggest fundraiser. In addition we have a fund set up at Lonnie's scrap metal for donations and rent our yard equipment for a nominal fee. The past two years we have had several successful fundraisers at the Sunday night KVKL game of the week and plan to continue those this coming year.

All of these funding sources are ongoing and supplemental income for the neighborhood. We may reasonably expect some external funding sources to remain consistent with previous years' performance. Thank you.

## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

Neighborhood Budget Sheet - Projected 2015-2016			
		NON CDBG \$	CDBG
Beginning Balance		\$5,000.00	0
<b>INCOME</b>	Description		
Interest			
Sales	mower /tiller rental	\$250.00	
Donations		\$100.00	
Memberships		\$170.00	
Advertising		\$250.00	
Tshirts		\$600.00	
CDBG Grants			<b>\$9,800.00</b>
Other Yart Sale		\$1,200.00	
Other Block Party / concessions		\$1,500.00	
<b>Subtotal</b>		<b>\$4,070.00</b>	<b>\$9,800.00</b>
<b>Expenses</b>			
Communication Expenses			
Postage		\$40.00	
Newsletter Printing/Postage		\$400.00	\$5,000.00
Website Expenses		\$125.00	
Coordinator Salary		\$480.00	\$4,800.00
PO Rental		\$65.00	
Other Rental (Specify)			
Office Supplies		\$100.00	
Advertising			
Other Publicity (Specify)			
LAN Dues		\$25.00	
Gifts/Grants		\$300.00	
Clean Up	mower/tiller expenses	\$400.00	
Capital Improvement (Specify)			
Food/Entertainment	(For Concessions fundraiser)	\$385.00	
Other (special projects)	Block party / Yart Sale	\$1,300.00	
Other (misc)	(t-shirts, )	\$450.00	
<b>Total Expenses</b>		<b>\$4,070.00</b>	<b>\$9,800.00</b>
<b>Ending Balance</b>		<b>\$5,000.00</b>	<b>\$0</b>

## City of Lawrence CDBG/HOME Programs Grant Application

### Annual Report Annual Report

Neighborhood Annual Report 2013-2014			
		NON CDBG \$	CDBG
Beginning Balance		\$5,684.77	0
<b>INCOME</b>	Description		
Interest			
Sales	mower /tiller rental	\$284.00	
Donations		\$816.00	
Memberships		\$562.00	
Advertising		\$277.00	
T-Shirts		\$600.00	
CDBG Grants			<b>\$6,549.00</b>
Yart Sale		\$1,664.67	
Block Party /Concessions / misc		\$2,300.04	
<b>Subtotal</b>		<b>\$6,503.71</b>	<b>\$6,549.00</b>
<b>Expenses</b>			
Communication Expenses			
Postage		\$28.65	
Newsletter Printing/Postage		\$2,964.24	\$2,149.00
Website Expenses		\$119.40	
Coordinator Salary		\$400.00	\$4,400.00
PO Rental		\$30.00	
Other Rental (Specify)			
Office Supplies		\$62.29	
Advertising			
Other Publicity (Specify)			
LAN Dues		\$25.00	
Gifts/Grants		\$100.00	
Clean Up	mower/tiller expenses	\$57.47	
Capital Improvement (Specify)			
Food/Entertainment			
Block party / Yart Sale / Concessions		\$1,303.83	
Tshirts		\$552.87	
<b>Total Expenses</b>		<b>\$5,643.75</b>	<b>\$6,549.00</b>
<b>Ending Balance</b>		<b>\$6,544.73</b>	<b>\$0</b>

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: North Lawrence Improvement Association

Mailing Address: 310 Elm Street, Lawrence KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Ted Boyle Phone: (785) 842-7232

Contact Title: President

E-mail (required): pboyle@sunflower.com Fax : ( ) \_\_\_\_\_

Date : December 10, 2014

Mission of organization:

The mission and goals of the NLIA are to improve the standard of living for all North Lawrence residents, especially for our low to moderate income residents, and to remove neighborhood blight.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

n/a City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit 1 electronic copy in Microsoft Word format (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

# City of Lawrence CDBG/HOME Programs Grant Application

## II. NARRATIVE

### **What is the situation, problem or opportunity this grant will address?**

1. This project includes operating expenses, coordinator fees, two neighborhood clean-ups and a traffic calming device. All of which foster neighborhood improvement, stability, and encourage a sense of community. NLIA has significant impact on the quality of life for North Lawrence residents and through our partnership and cooperation with other neighborhood associations, on the infrastructure, services and quality of life for Lawrence residents in general. Through NLIA activities, neighborhood residents receive information regarding their city in general and their neighborhood specifically. Community involvement in such activities ensures that individual concerns and desires can be considered and will assist in making North Lawrence a better place for everyone. Our monthly meetings provide a forum for all of our residents to speak and our association provides a unified neighborhood voice within city departments, commissions, and committees. All residents benefit from our neighborhood clean-ups, events and improvements.

With NLIA cooperation, collaboration, and leadership, our neighborhood has continued to grow. With additional construction of new housing and rehabilitation of existing housing and commercial property, NLIA can help reduce some of the blight that remains in the area. There are numerous industrial properties that stand empty in the community and many older homes that are worth saving. CDBG funds help to ensure this work continues to move forward and that such work aligns with the vision of the people who live here.

A tangible indication of NLIA's commitment to supporting affordable housing is the Habitat for Humanity Comfort Neighborhood which includes the construction of houses in the North Lawrence neighborhood. Ground breaking for this development occurred in 2006 and development is planned to continue into the future. NLIA was instrumental in paving the way for this development and continues to support these efforts as a method of providing a permanent home to those who otherwise might not have had that opportunity.

### **How will this grant support the mission of the organization?**

2. This grant will support the mission of NLIA by allowing us to improve the standard of living for all North Lawrence residents—especially the low-moderate income residents, and to remove neighborhood blight. The project has been suggested, discussed, and selected by the members of our association at our monthly meetings. We agree that this project benefits and improves the standard of living for our residents.

## **City of Lawrence CDBG/HOME Programs Grant Application**

**How many people will be served by the grant and what percentage are low-moderate income (describe method of verification)?**

3. This grant will serve all North Lawrence residents representing a population of nearly 3000 residents and 1200 households. Of this population, 56% are low-moderate income. These statistics fluctuate as economic conditions change, rising and falling in accordance with the local economy as a whole. The statistics have remained somewhat constant over time. This information was gathered and reported in the City of Lawrence Consolidated Plan.

**What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

4. As neighborhood members of the Lawrence community, we routinely collaborate with other neighborhood associations, city departments, and committees/commissions through meetings, letters, and phone conversations. We have one paid staff member, our Coordinator, who is currently paid for up to 15-20 hours each month. All other NLIA officers are volunteers. We also encourage the volunteer involvement of residents in order to hold our monthly meetings and neighborhood events.

**How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

5. The NLIA decision to improve the standard of living for neighborhood residents is not unique. There are a number of other Lawrence neighborhood associations providing service to their neighborhood residents as well. All neighborhood associations are expected to complete the necessary business tasks that allow them to function by creating newsletters, speaking at public gatherings, and sharing of community-wide concerns. NLIA is unique in using a "collaborative approach" toward providing this service, directly and consistently engaging with residents in a very personal way. It is quite common for NLIA Board members to make hospital visits, move furniture for elderly residents, bring food to those who are out of work, visit homebound individuals, and grow and provide fresh produce for its neighbors. NLIA always attends to the very human needs of the people who live here. NLIA Board members make strong commitments to serve because they serve a community that has served them. Most NLIA Board members are second and third generation community members--born, raised and educated in the neighborhood they serve. This collaborative and very personal approach reflects the strong and determined mindset that North Lawrence residents have in general, but more specifically reflects the idea of helping one another and working together to maintain a community that is safe, healthy, supportive and thriving. Because of the

## **City of Lawrence CDBG/HOME Programs Grant Application**

volunteer nature of NLIA, we are usually able to make funds go a long way. However, changing economic times, additional needs of community members, ongoing necessary improvements, intensified efforts to inform through expanded newsletter and website communications and other new circumstances require NLIA to ask for increased funding.

### **How will success be measured and how will you continue to fund this project once grant funds are expended?**

6. Success is measured by the number of paid memberships in NLIA (approx. 126 to date in 2014), the number of residents attending monthly meetings (an average of 25-30), and the number of residents participating in neighborhood events (an average of 60-70). The success of our neighborhood clean-ups are measured by the number of households participating (all in 2014), as well as additional households that are encouraged to assist in removing blight from the neighborhood. NLIA continues to maintain a strong membership and is expected to grow.

If grant funds are not available to fund this project, we will not be able to accomplish our objectives. Other than the minimal charge of \$1.00 per person membership dues and a minimal advertising fee for the newsletter, there are no additional funds to support this project.

### **What is the organization's timeline for achieving the objectives of the grant?**

7. Our timeline for achieving our grant objectives is one year.

### **What other funding sources have been approached and what have the responses been?**

8. The NLIA has approached commercial businesses to provide money for the purchase of food, clothing, and gifts for families, particularly through the holiday season. Those businesses located in North Lawrence have been very generous and have allowed the NLIA to provide for several families with small children. These funds are collected starting in November and are distributed as the needs become known. Johnny's Tavern and ICL have consistently supported these causes. If it were not for their support, we would not be able to serve in the way that we need to. NLIA also has a community member who designs license plates and t-shirts that help to support the NLIA.

# City of Lawrence CDBG/HOME Programs Grant Application

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

\_\_\_ *New Program or Activity*      \_\_\_ *X Existing Program or Activity*

**Name of Program or Activity: NLIA Coordinator Position**

Requested \$1000.00. Request is 100% of project budget and NA% of agency budget.

#### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

Our coordinator is increasing work hours due to the additional needs of the association that directly affect the North Lawrence community. We want to reimburse her for a minimum of 20 hours per month. A copy of the Coordinator Job Description is attached.

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

# City of Lawrence CDBG/HOME Programs Grant Application

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

     *New Program or Activity*        X   *Existing Program or Activity*

**Name of Program or Activity:** **Neighborhood Clean-up two times per year; chipper rental**

Requested \$500.00. Request is 100% of project budget and NA% of agency budget.

#### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

NLIA undertakes two neighborhood clean-ups annually (Spring and Fall), with hauling service provided by a North Lawrence recycling business gathering metal, old appliances, tires, lumber, etc. A mulching/chipping machine is used on discarded tree branches/limbs. Neighbors receive resulting mulch allowing them to conserve on water usage for plants, flowers, and trees.

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

# City of Lawrence CDBG/HOME Programs Grant Application

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

     *New Program or Activity*        X   *Existing Program or Activity*

**Name of Program or Activity: Operating Expenses**

Requested \$5500.00      Request is 95 % of project budget and 5% of agency budget.

#### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

Operating expenses include bulk mailing of the newsletter twice annually and purchase of office supplies as needed to operate NLIA. NLIA pays rent to Peace Mennonite Church (IOOF Hall), for meetings at \$30 per month (October-May) and markets monthly meetings and individual events through flyers and ads. The NLIA will be making ongoing improvements and updates to the website to keep residents informed of activities.

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

# City of Lawrence CDBG/HOME Programs Grant Application

## North Lawrence Improvement Association Coordinator Job Description

### NLIA monthly meetings

- Support Board members as they conduct the meeting
- Prepare meeting materials as needed
- Make reports and be available to answer questions
- Arrange for speakers

### LAN monthly meetings

- Represent NLIA by gathering information, making reports, and participating in discussions
- City meetings as required and at times voluntarily

### Maintain communication channels with NLIA members

- Monthly email meeting reminders
- Responding to phone calls and emails
- Neighborhood newsletter April and August
- Gather information and edit making sure that upcoming events are included
- Oversee newsletter ads

### NLIA Website

- Update City information on a regular basis in order to keep residents informed
- Update NLIA information on a regular basis including upcoming events

### Provide administrative support for Board members

- Produce, duplicate, and mail letters as required by the President
- Produce and duplicate forms as required by Board members
- Maintain membership roster

### Coordinate events

- Spring/Summer garage sale
- Fall picnic
- Fall clean-up
- Spring clean-up
- Annual Chili Feed

The Coordinator also attends city and county meetings, lectures, and seminars or sessions that will in some way impact the residents of the North Lawrence community. Coordinator reviews and evaluates minutes and outcomes of city and county decisions as they pertain to NLIA and maintains knowledge base of all proposed commercial or business endeavors. Coordinator undertakes and coordinates additional projects and ideas that will enhance the effectiveness of the association and improve the neighborhood life of North Lawrence.

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**NORTH LAWRENCE IMPROVEMENT ASSOCIATION  
BOARD OF DIRECTORS  
2013-2014**

President	Ted Boyle	Retired
Vice President	Jeff Joseph	Self-Employed
Treasurer	Beverly Cates	Retired
Secretary	vacant	
Coordinator	Amy McCurdy	University of Kansas

Neighborhood Budget Sheet

		NON CDBG \$	CDBG
Beginning Balance		\$ 4,015.00	\$ -
<b>INCOME</b>	Description		
Interest			
Sales			
Donations		\$ 2,656.00	
Memberships		\$ 64.00	
Advertising		\$ 480.00	
T-Shirts		\$ 146.00	
CDBG Grants			\$ 10,500.00
Other (please list)			
Other (please list)			
<b>Subtotal</b>		<b>\$ 7,361.00</b>	<b>\$ 10,500.00</b>
<b>Expenses</b>			
Communication Expenses			
Postage			
Newsletter Printing			\$ 2,520.00
Newsletter Postage			\$ 1,500.00
Website Expenses			\$ 200.00
Coordinator Salary			\$ 1,000.00
PO Rental			
Meeting space rental			\$ 180.00
Office Supplies		\$ 130.00	\$ 450.00
Advertising			\$ 650.00
Other Publicity (Specify)			
LAN Dues		\$ 25.00	
Gifts/Grants		\$ 2,715.00	
Clean Up			\$ 500.00
Capital Improv-Traffic Calming			\$ 3,500.00
Food/Entertainment		\$ 140.00	
T-Shirts/License Plates		\$ 700.00	
Secretary of State		\$ 40.00	
<b>Total Expenses</b>		<b>\$ 3,750.00</b>	<b>\$ 10,500.00</b>
<b>Ending Balance</b>		<b>\$ 3,611.00</b>	<b>\$ -</b>

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Pinckney Neighborhood Association

Mailing Address: PO Box 125, Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Patricia Miller Phone: (785) 550-6958

Contact Title: President, PNA

E-mail (required): pinckney.neighborhood@gmail.com Fax : ( )

Date : 12/10/2014

Mission of organization:

The purpose of the Pinckney Neighborhood Association (PNA) is to promote understanding with the City of Lawrence; to improve property, living conditions, and communications within the Pinckney Neighborhood; and to promote good public relations with the businesses in the neighborhood.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

### List of officers and board members and their principal occupations, as of Dec 2014.

All officers reside within the Pinckney neighborhood.

Name	Office	Term	Principal Occupation
Pat Miller	President	Feb 2013 to Feb 2015	Attorney
Melinda Toumi	Vice President	Feb 2014 to Feb 2016	Chemist/Entrepreneur
Norma Pierce	Co-Secretary	Feb 2014 to Feb 2016	Editor/Graphic Designer
Kim Heck	Co-Secretary	Feb 2014 to Feb 2016	Non-profit Assn. Management
Linda Bush	Treasurer	Feb 2013 to Feb 2015	Operations Director

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

### 1. What is the situation, problem or opportunity this grant will address?

The Pinckney Neighborhood Association (PNA) intends to use its CDBG funds to accomplish three main objectives: to foster a sense of community, caring, and resident investment in the neighborhood; to improve the physical surroundings in the neighborhood; and to promote neighborhood stability. PNA plans to accomplish these objectives by ensuring the residents and businesses within the Pinckney neighborhood are informed of issues that may affect them; providing a forum for Pinckney neighborhood stakeholders to identify and discuss their concerns about matters affecting the community; and providing a mechanism through which Pinckney residents can take action to better their own lives and those of their neighbors. Pinckney neighborhood is one of the older neighborhoods in Lawrence and has a very diverse socio-economic make-up. The neighborhood has a population of about 3,600, with approximately 1,600 households. Approximately 61% of the residents within the Pinckney neighborhood are low or moderate income. The neighborhood also includes more renter-occupied units than owner-occupied units.

The requested CDBG funding will enable PNA to continue to use several media avenues to communicate with our residents and businesses in an effort to increase active participation in the neighborhood association's informational and public service activities, and to improve neighborhood cohesion through social events. PNA will use the grant, in part, to publish its quarterly newsletter and maintain a useful website. These media resources, along with an e-mail contact list and a Facebook page, have enabled PNA to increase attendance at its monthly business and planning meetings, as well as at public service and social events, such as the annual parks clean-up day, the annual picnic and trunk-or-treat, as well as associated social service projects, such as a food drive. PNA seeks to maintain the increased level of activities we have achieved, with opportunities to volunteer services for the benefit of our neighbors and the neighborhood.

### 2. How will this grant support the mission of the organization?

PNA's purpose, as stated in its bylaws, is to foster better communications within the Pinckney neighborhood, to promote good communications between the neighborhood and the City of Lawrence, to promote good relations between the neighborhood and the businesses in the neighborhood, and to improve property and living conditions within the neighborhood. PNA serves as a source of information within the neighborhood, a point of contact for accomplishing projects of benefit to the neighborhood, and as a liaison between the neighborhood and other entities, such as the City and businesses.

The internal and external communication objectives are a critical focus of our organization, and a significant portion of this request is aimed at funding a part-time coordinator to foster that effort. The other most significant project request is production and distribution of our newsletters and event postcards, which residents and businesses have come to rely upon for timely and pertinent information about neighborhood and community events and issues affecting them.

## City of Lawrence CDBG/HOME Programs Grant Application

PNA will use the grant funding to achieve the objective of improved property and living conditions within the neighborhood by activities designed to foster a sense of community and caring (e.g., through the twice-annual social/social service events) and through volunteer projects, such as the annual parks clean-up day.

### **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

According to information provided through City of Lawrence reports and publications, the 2000 Census found that Pinckney neighborhood had a population of 3,587 (about 20 to 25% minority), with approximately 1,600 households. Also according to reports published by the City, 61% of these residents have a low to moderate income and greater than fifty percent of the households are renter-occupied, as opposed to owner-occupied.

*Sources include: 2012 Report on the Consolidated Action Plan (CPMP); 2011 Consolidated Annual Performance and Evaluation Report (CAPER)*

### **4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

Most of our efforts are made by neighborhood volunteers, including the four PNA officers (president, vice president, co-secretaries and treasurer), people providing specific recurring services (website maintenance, newsletter preparation, events planning), and various people attending the monthly meetings and participating in projects and special events. We recently we able to hire a coordinator and are shifting some of the administrative and coordination functions to her.

PNA's bylaws suggest an annual dues donation of \$2 per household to encourage a feeling of ownership in the organization. PNA maintains a modest bank balance comprised of dues payments and various donations. In addition, several local and neighborhood businesses have donated funds, services, and/or supplies for our activities and newsletter. Meeting space for our monthly association meetings is provided at no charge, usually at either Lawrence Memorial Hospital or the Douglas County Community Health Building. PNA intends to continue to increase its outreach to local businesses for donations of funds, products or services to support the association and its mission and projects. We also use advertising to offset a portion of the cost of the newsletters.

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

PNA has used its media resources, including newsletter, e-mail list, website and Facebook page, to provide information regarding regular meetings and special events, issues unique to our neighborhood and as a means of soliciting input and coordination on issues affecting the neighborhood. As an example of the effectiveness of the newsletter's outreach, attendance at our annual neighborhood picnic has continued to increase in the past few years and the Facebook group page now has 150 members, many of whom regularly contribute information regarding upcoming events and information relevant to the neighborhood. Additionally, regular attendance at monthly PNA meetings continues to increase.

## City of Lawrence CDBG/HOME Programs Grant Application

PNA regularly invites guests to attend our monthly meeting to discuss various issues of interest or concern, including the representatives from several City departments, the Bert Nash Community Mental Health Center, City of Lawrence Police Department, Outside for a Better Inside, and City Commission members. The newsletter included a summary of information provided during these meetings for the benefit of those who were unable to attend. The PNA newsletter, e-mail list, periodic reminder postcards and the PNA Facebook page also successfully solicited participation in events such as the annual potluck picnic, our parks clean-up day, an annual bulk brush pick-up, and our annual Trunk-or-Treat and food drive. PNA intends to continue and to expand efforts to provide communication within the neighborhood and communication and coordination between the neighborhood and other organizations.

PNA continues our concerted effort to significantly increase the number of active participants in PNA-sponsored events, including the monthly meetings, social interaction events, and public service activities. PNA will collaborate with area-wide social service organizations to determine how best to serve the needs of those in the neighborhood. PNA will work hard to ensure concerns and ideas of neighborhood residents and businesses regarding selection of appropriate public service projects are voiced and carefully considered, and that the chosen activities are appropriate for volunteers from the neighborhood and achievable. To accomplish this, PNA will utilize the monthly meetings and other media avenues (newsletter, PNA website, e-mail list, and Facebook) to keep the neighborhood residents and businesses informed and involved.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

PNA's most significant funding source is the CDBG allocation, and therefore we rely heavily on the grant. However, donations, dues and advertising revenue are providing an increasing portion, but not all, of the funds necessary to support the planned activities. We receive some significant donations from area businesses that help offset expenses, but these are still minor in relation to the costs of managing activities and communicating with our constituency. The vast percentage of the effort necessary to support PNA's activities is provided through voluntary efforts of a handful Pinckney residents. After grant funds are expended, activities, such as the parks clean-up, bulk brush pick-up, and social events, would continue. Our plans to expand efforts to improve property and living conditions and to publish a newsletter on a quarterly basis would have to be scaled back without grant funding.

PNA will track expenditures and continue to analyze benefits of our various efforts and activities. We will utilize this approach to continually track our activities, monitor our resource utilization, and measure and report our accomplishments. The aspect of our mandate that will be most significantly hampered without the requested grant funding is publication of the newsletter. In addition, PNA will be unable to continue the use of a Coordinator without the grant funding.

## **City of Lawrence CDBG/HOME Programs Grant Application**

### **7. What is the organization's timeline for achieving the objectives of the grant?**

PNA's effort to improve communications and the quality of living in the neighborhood is ongoing. The timeline for completing the specific projects and achieving the objectives of the grant is one year. More specifically, the timelines for the PNA grant projects are as follows:

#### Communications:

Newsletters – published in approximately January, April and August

Postcard Reminders – before annual Potluck Picnic and Trunk-or-Treat (and service projects)

Website/Facebook – ongoing

PNA Meetings – 3<sup>rd</sup> Saturday of each month

#### Public Service Events:

Medical Supplies collection -- Fall (with Trunk-or-Treat event)

Food Drive – Spring (with Potluck Picnic – new in 2013)

Parks Clean-up – generally May/June

Yard Waste/Brush Pick-up – generally May/June

#### Social Events:

Trunk-or-Treat / Just Food Drive – just prior to Halloween

Potluck Picnic – Spring/Summer

#### Administrative (supporting all objectives):

Coordinator – full grant year

Other (Post Office box, misc office supplies) – ongoing

### **8. What other funding sources have been approached and what have the responses been?**

In addition to CDBG funding, PNA relies on voluntary dues and donations from individuals and local businesses. Local businesses are willing to provide funding and certain supplies and provisions, particularly when associated with a specific event or project, such as the annual picnic. About two dozen businesses provided goods, services and/or funds for our 2014 picnic, Trunk-or-Treat, and other ongoing activities to support the neighborhood association.

Depending on the space available in the newsletter, PNA periodically solicits advertising to defray part of the cost of publishing the quarterly newsletter. However, without the requested grant funding, PNA will be unable to accomplish all of the goals and objectives set forth in this grant proposal.

PNA has developed a small, but strong, group of regular participants and volunteers. Our current concerns are twofold: first, we fear volunteer burnout if the same group of hardy and dedicated individuals are continually called upon to support our core services; and second, we believe there are people in the neighborhood who would benefit from greater involvement with PNA, but whom we have not reached. A Coordinator would help in both respects, by taking over some of the work load currently borne by the core volunteers, and by having an opportunity to focus on connecting with additional neighborhood and community individuals, businesses and organizations.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Program or Activity Information

1 of 4

     **New Program or Activity**        X   **Existing Program or Activity**

**Name of Program or Activity** Communications: Newsletters/Postcards, Website, Facebook, Signage

Requested \$4,850      Request is 56 % of project budget and 55 % of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

PNA will send 3 to 4 newsletters to all persons and businesses on its mailing list (~1550 addresses) regarding news and information of general interest and special events and activities. Two reminder postcards will be sent when a major event falls in between newsletter mailings, and signage will be posted in the neighborhood to advertise specific events. Request includes printing and postage.

PNA will also maintain (management/hosting) its website and Facebook pages with information and updates, and utilize these forums to engage in timely and interactive communications with our residents. We will add historical information of interest in video and audio formats in response to interest expressed by residents.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Program or Activity Information

2 of 4

     ***New Program or Activity***        X   ***Existing Program or Activity***

**Name of Program or Activity** Administrative Expenses: Coordinator

Requested \$3,600      Request is 42 % of project budget and 35 % of agency budget.

### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

We have found that communication in multiple forms is essential to building a stronger neighborhood and a more active neighborhood association. The Coordinator will assist with maintaining website, facebook, mailing lists, keep current communications with area businesses and organizations, assist with newsletters, emails, and all other media communications as appropriate. The Coordinator will also play an essential role in fundraising to accomplish the mission of the neighborhood association.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Program or Activity Information

3 of 4

     *New Program or Activity*        X   *Existing Program or Activity*

**Name of Program or Activity** Administrative Expenses: Supplies, Meeting and Business Expenses

Requested \$168      Request is   2   % of project budget and   5   % of agency budget.

### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Expenses include PO Box rental and fees for non-profit tax preparation. LAN dues and miscellaneous office supplies will be not be paid by CDBG funds.

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Program or Activity Information

4 of 4

**Name of Program or Activity** Social Events: Trunk-or-Treat (Fall 2014) Potluck Picnic (Spring 2015)

Requested \$0 Request is 0 % of project budget and 6 % of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

PNA hosts two social events for all Pinckney residents and business neighbors to foster communications and good relations and involve families. At least one social event is integrated with a public service opportunity, such as a food drive. All required funding will be through donations and sponsorships.

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**IV. Program/Activity Budget**

<b>PNA 2015 Proposed Grant Budget</b>				
Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(300 hours @ \$12/hour)	3,600		<b>3,600</b>
<b>COMMUNICATIONS</b>				
Telephone				
Printing	4 newsletters & 1 postcard	2,500	400	<b>2,900</b>
Postage	newsletter/misc. business	2,050		<b>2,050</b>
Publicity	event signage, fliers, etc.	100		<b>100</b>
Other (specify below)				
Website	hosting & management	200	100	<b>300</b>
Historic Walking Tour Brochure	printing, etc.		250	<b>250</b>
<b>SUPPLIES &amp;</b>				
Office	Misc. office supplies		100	<b>100</b>
Equipment				
Space Rental				
<b>OTHER COSTS (specify below)</b>				
Post Office Box	Rental Fee	68		<b>68</b>
Administrative Costs	Tax Preparation	100		<b>100</b>
Membership Dues	LAN		25	<b>25</b>
Neighborhood Event	Trunk-or-Treat		150	<b>150</b>
Neighborhood Event	Potluck Picnic		500	<b>500</b>
<b>TOTALS</b>		<b>8,618</b>	<b>1,425</b>	<b>10,143</b>

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**MOST RECENT ANNUAL REPORT**

<b>Pinckney Neighborhood Association</b>			
<b>Budget for Fiscal Year August 1, 2013 through July 31, 2014</b>			
	<b>PNA</b>	<b>CDBG</b>	<b>Total</b>
<b>Beginning Balance</b>	<b>1,715.74</b>	<b>0.00</b>	<b>1,715.74</b>
<b>INCOME</b>			
Interest	2.04		<b>2.04</b>
Donations	77.57		<b>77.57</b>
Membership Dues*	41.00		<b>41.00</b>
CDBG Funds		4,898.00	<b>4,898.00</b>
<b>Subtotal</b>	<b>1,836.35</b>	<b>4,898.00</b>	<b>6,734.35</b>
<b>EXPENSES</b>			
Newsletters & Postcards			
Printing		2,565.62	<b>2,565.62</b>
Postage		1,704.80	<b>1,704.80</b>
Website Domain Fees		23.64	<b>23.64</b>
Website Hosting		375.00	<b>375.00</b>
Hospitality & Supplies	90.59		<b>90.59</b>
Post Office Box Rental		60.00	<b>60.00</b>
Bank Fees	34.00		<b>34.00</b>
LAN Dues	25.00		<b>25.00</b>
<b>Total Expenses</b>	<b>149.59</b>	<b>4,729.06</b>	<b>4,878.65</b>
<b>Ending Balance (as of 7/31/14)</b>	<b>\$ 1,686.76</b>	<b>\$ 168.94</b>	<b>\$ 1,855.70</b>

Based on best information as of Dec 1, 2014

\* Suggested annual dues donation of \$2 per household – not tracked separately from other donations

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Ballard Community Services

Mailing Address: P.O. Box 7, Lawrence, KS 66044

Agency Address, if different than above: 708 Elm St., Lawrence, KS 66044

Contact Name: Kyle Roggenkamp Phone: (785) 842-0440

Contact Title: Director of Human Services

E-mail (required): kyle@ballardcenter.org Fax : (785) 842-9688

Date : 12-1-2014

Mission of organization:

The Elizabeth B. Ballard Community Center is a non-profit organization that provides an affordable, high-quality early education program and essential basic-life assistance to families and individuals in need.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

     *New Program or Activity*        x   *Existing Program or Activity*

Name of Program or Activity: Emergency Services Council

Requested \$20,000      Request is 27 % of project budget and 3 % of agency budget.

### Project Type

(Check all that apply)

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

(Check all that apply)

- Public Service
- Capital Improvement

ESC is a collaborative effort between BCS and partner agencies, including the Salvation Army, ECKAN, Willow Domestic Violence Center, and Douglas County Senior Services, to prevent homelessness and loss of utility service in Douglas County through the coordinated provision of rent and utility assistance. As the designated administrator for the program, BCS works closely with the ESC partnering agencies to set policy for the program, approve applications and prevent duplication of ESC services.

**Fifty-word summary description of the program or activity:**

# City of Lawrence CDBG/HOME Programs Grant Application

**IV. Program/Activity Budget**

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

<b>Proposed Grant Budget</b>				
Explanation should describe how you arrived at amounts. See example. If lines are inserted, remember to add calculated fields.				
Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			
Program Clearinghouse Director	120 hours @\$10/hour	400	800	1,200
Other (specify below)				
<b>COMMUNICATIONS</b>				
Telephone				
Printing				
Postage				
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office				
Equipment				
Space Rental				
<b>OTHER COSTS (specify below)</b>				
rent/utility assistance	up to \$200 per client paid directly to vendor	\$19,600	52,200	71,800
<b>TOTALS</b>		<b>20000</b>	<b>53000</b>	<b>73000</b>

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

### 1. What is the situation, problem or opportunity this grant will address?

ESC is a collaborative effort between Ballard Community Services (BCS) and partner agencies, including the Salvation Army, ECKAN, Willow Domestic Violence Center, and Douglas County Senior Services, to prevent homelessness and loss of utility service through the coordinated provision of rent and utility assistance. Demonstrating the need for assistance, in Douglas County 16.5% of the population and 10.1% of children fall below the federal poverty level. There has been a 9.8% increase in the poverty rate in Douglas County from 2000 to 2010. In Douglas County, the poverty wage for a family of four is \$22,000, 17,000 short of the national wage average needed to sustain basic annual expenditures (\$39,000). To afford a 2 bedroom housing unit at mean renter wage in Douglas County, below poverty level households would have to work 70 hours a week, per eligible working adult in household. Furthermore, 55% of all Lawrence city-limit households were built prior to 1980, when energy standards for homebuilders improved. An increased need has been demonstrated recently as the HPRP program ended in January of 2012. All provided statistics in above paragraph are referenced from "ECKAN Needs Assessment Update, Published March 2013, and The National Low Income Housing Coalition: "Out Of Reach: 2012" Poverty Wage calculated using the Massachusetts Institute of Technology Living Wage Calculator.

ESC serves low-income residents of Douglas County, with approximately 90% of households served residing in Lawrence. In the eleven months of 2014, ESC has served over 598 unique households including 1328 unique individuals. The following chart gives a breakdown of individuals served by age:

	Age. 0-5	Age. 6-17	Age. 18-64	Age. 65+	TOTAL individuals	UNIQUE Households
TOTAL	161	393	725	49	1328	598

In follow-up surveys completed to date, 92% of 2014 ESC clients have maintained residency or utility service since ESC intervention. An average investment of \$162, combined with extensive screening, can turn the tide of potential homelessness for so many of our fellow community members.

ESC focuses on cases where short-term help can continue an overall pattern of self-sufficiency for the individual or family. These cases include families trying to maintain long-term housing and elderly on fixed incomes facing a one-time utility assistance need. Funding is provided specifically to help prevent evictions and utility disconnection. ESC is also able to help homeless individuals with an opportunity to transition to permanent housing. Every request for assistance is assessed to determine whether the assistance is absolutely critical and whether the assistance has the potential to make a meaningful long-term impact. If not funded, many of the ESC clients will face homelessness and/or other hardships caused from the loss of utilities.

# City of Lawrence CDBG/HOME Programs Grant Application

## 2. How will this grant support the mission of the organization?

Being able to afford quality housing is a major concern for many Douglas County residents. 20% of households in Douglas County experience "Severe Housing Problems" (Out of Reach, 2012) defined as at least 1 of 4 housing problems: overcrowding, high housing costs, or lack of kitchen or plumbing facilities. The recent ECKAN Community Needs Assessment (2012), in a survey of Douglas County residents, found that 55.6% of average renters' wages are spent paying rent, compared to 33.8% statewide. ECKAN partners selected "affordable, quality housing" as the single highest need for low-income people and families. "Paying utility bills" ranked in as the second highest scoring need among ECKAN partners. All provided statistics in above paragraph are referenced from "ECKAN Needs Assessment Update, Published March 2013, The U.S. Dept. of Housing and Development, and The National Alliance to End Homelessness.

Furthermore, homelessness has been shown to have a huge cost on society. Secretary of the U.S. of Dept. of Housing, Shaun Donovan, has stated that "between shelters and emergency rooms and jails, it costs about \$40,000 a year for a homeless person to be on the streets." A study from Los Angeles, CA – home to ten percent of the entire homeless population – found that placing four chronically homeless people into permanent supportive housing saved the city more than \$80,000 per year.

An analysis by the SHARE study, which examined the health effects of housing instability in Michigan, found that the greater the number of housing instability risk factors (e.g., eviction notice, problems with landlord, moving multiple times), the more likely women reported symptoms consistent with PTSD, depression, reduced quality of life, increased work/school absence, and increased hospital/emergency department use.

A study published in the Journal of Urban Health (2011) found that housing instability is associated with screening positive for depression and generalized anxiety among women regardless of other social stressors present in their lives. Individuals with housing instability have also been found to spend significantly less on health care. (America's Rental Housing (2012) Using rent and utility assistance to increase or maintain housing stability would, based on current evidence, prevent the onset or worsening of poor mental and/or physical health, and allow individuals to direct more attention to health, physical activity, and preventative care.

In summary, individuals are not having their basic housing needs met in Douglas County Kansas. A part of the BCS mission is to ensure access to basic needs for low-income Douglas County residents. Not addressing housing needs in Douglas County in an effective, articulate manner would not be fulfilling our service to our mission, our community and those who fund such initiatives.

## 3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

Funding in the amount of \$20,000 would provide a \$200 annual investment limit for 100 families. ESC families average roughly 4 members per household, which would constitute 400 unique individuals. This would be an absolute minimum number served. Data has shown an average household investment of \$160 resulting in the ability to serve 125 households with an investment of \$20,000.

Funds are used to pay landlords and utility companies up to \$200 per eligible household. Eligibility is determined on household income (up to 185% of the Federal poverty level are eligible) and past

## City of Lawrence CDBG/HOME Programs Grant Application

program usage (\$600 lifetime limit). Many cases exist where even a small amount of assistance can have a long-term impact on housing stability for an individual or family.

ESC focuses on cases where short-term help can continue an overall pattern of self-sufficiency for the individual or family. These cases include families trying to maintain long-term housing and elderly on fixed incomes facing a one-time utility assistance need. Funding is provided specifically to help prevent evictions and utility disconnection. ESC is also able to help homeless individuals with an opportunity to transition to stable housing. Every request for assistance is assessed to determine whether the assistance is absolutely critical and whether the assistance has the potential to make a meaningful long-term impact.

Intake workers at ESC agencies work directly with clients to complete applications and obtain the required documentation. Required documentation includes a disconnection notice or eviction notice, photo ID, social security or tax identification number for household members and proof of income level.

Rigorous eligibility screening leads to a high probability of crisis stabilization. Once a family crisis is stabilized, a platform for growth towards self-sufficiency must be implemented in order for stabilization to become long-term. This is why Ballard has recently layered our ESC/rent utility assistance program with strengths-based case management. Funding from United Way and the Rice foundation has allowed our agency to hire two staff that will supervise six masters-level practicum case managers. Together, the team provides that platform for growth/support systems necessary for our clients to identify strengths, set goals, mobilize resources and achieve self-prescribed success (which always includes self-sufficiency). In one year of layering ESC with case management, we have seen an increase in housing stability foremost (92% of ESC clients using case management reported housing situation as stable after six months compared to only 79% of ESC clients not utilizing case management reporting stable housing six months after ESC investment); also including gains in employment, health, parenting skills, food security, etc.

#### **4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

All five member agencies of the Emergency Services Council dedicate staff to the delivery of rent/utility services. As a collaborative effort to relieve client housing crisis, ESC has numerous community partners who refer clients to the program for assistance.

Intake workers at ESC agencies work directly with clients to complete applications and obtain the required documentation. Required documentation includes a disconnection notice or eviction notice, photo ID, social security or tax identification number for household members and proof of income level.

#### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The ESC application process prevents any duplication of services. Utilities and or rental assistance is paid directly to the vendor that is either a utility provider or a landlord. In each case applicants must provide documentation of the utility shutoff notice or notice of eviction. The vendor is contacted directly by the ESC administrative staff to verify documentation and to make the payments. Furthermore, within the

## City of Lawrence CDBG/HOME Programs Grant Application

ESC program the participating agencies submit the applications to a single program administrator, Ballard Community Services, to avoid any internal duplication.

Other programs in the community help to place individuals or maintain housing, including programs operated through the Lawrence Douglas County Housing Authority, the Red Cross, LIEAP (SRS), Bert Nash, Lawrence Community Shelter, Heartland Community Health Center, Catholic Charities, Salvation Army and the Warm Hearts program. As discussed above, because the need for assistance vastly exceeds the availability of funds, ESC often refers individuals to other programs. For example, by encouraging and facilitating the sign-up process through SRS, ESC participating agencies continue to promote The Low Income Energy Assistance Program (LIEAP) as an alternative energy assistance resource for qualifying households. LIEAP is a federally funded program that pays a portion of a household's energy costs by providing a one-time per year benefit. In order to qualify, applicants must be living at the address, be personally responsible for purchasing heating costs incurred at the current residence, demonstrate a recent history of payments toward purchase of the primary heating energy, and the combined gross income (before deductions) of all persons living at the address may not exceed 130% of the federal poverty level.

Households in need of heating assistance for gas bills may also be referred to the Warm Hearts program during the winter months. Referrals are also made to the Red Cross, which coordinates a utility assistance program called Project Deserve that targets people with severe disabilities, older adults and households below the federal poverty level.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

Ballard Community Services, in collaboration with the KU School of Social Welfare developed outcome measurements for the Emergency Services Council. Outcome measurements are provided at 45, 90 and 180 day intervals after service to measure immediate, intermediate and long-term results of an ESC investment. Measures of success include ESC clients who have been able to retain uninterrupted utility service, remain in residence, remain in school or remain employed. ESC has a proven record of preventing utility disconnection or eviction through small, focused investment. Over 80% of our clients have maintained housing or uninterrupted utility service past the 365 post investment mark.

1. Immediate targeted outcome – 100% of clients are able to maintain their residency and keep their utilities on for thirty days after receiving ESC services. This outcome is guaranteed due to vendor agreement to maintain residency or utility for at least an additional 30 days post ESC investment.
2. Medium range targeted outcome – 90% of clients are able to maintain their residency and keep their utilities on for sixty days after receiving ESC services. Extensive research and research driven eligibility screenings produce data indicating self-sufficiency prospects post ESC investments.
3. Long term targeted outcome – 75% of clients are able to maintain their residency and keep their utilities on for 180 days after receiving ESC services. Targeted, wrap-around case management,

## City of Lawrence CDBG/HOME Programs Grant Application

provided at our Penn House location compliments ESC's ability to produce this outcome by offering clients the platform and support to both raise social capital and sustain self-sufficiency.

4. By successful referral of applicants and by helping to facilitate the application process for applicants, ESC-participating agencies will help increase the number of individuals receiving Low Income Energy Assistance (LIEAP) from the federally funded program by 10% for Douglas County. All 2014 ESC applicants (within the application window ending March 28<sup>th</sup>) were heavily encouraged to apply for LIEAP. All eligible ESC clients fully agreed to apply. Penn House strengths team provided each with application materials, application assistance, and mailing instructions.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

Pertaining to the objective of maintaining residency or utility service for our clients, the timeline for success is immediate. Every ESC investment immediately stops the threat of utility disconnect or eviction. Long-term, Ballard and the Emergency Services Council hope to secure additional funds to support the large and ever increasing demand ESC investments.

### **8. What other funding sources have been approached and what have the responses been?**

We will receive \$25,000 from Douglas County, \$14,000 from the City of Lawrence, \$4,000 private foundations, \$5,000 from Phase 31 F.E.M.A. funds and \$25,000 from United Way for the purposes of ESC/rent and utility assistance in 2015. These are already committed sources of funding. The total may increase as other requests are considered.

**Ballard Board of Directors  
2013 Contact List**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>	<b>E-MAIL</b>
Brad Finkeldei, Chair	Stevens & Brand, LLP 900 Massachusetts, Suite 500 Lawrence, KS 66044	785-843-0811	843-0341	bradfink@sunflower.com
Doug Woods , Vice Chair	3601 E 25th, Lawrence, KS 66046	785-393-4165		dwoods@dgso.org
Chris Schmid, Secretary	1 Riverfront Plaza, Suite 301, Lawrence, KS 66044	785-856-4105		cschmid@sunflowerbroadband.com
Debra Black, Treasurer	Senior Vice President, University National Bank	785-749-8711	841-2317	dblack@unbank.com
Bill Bayouth	701 Michigan Street Lawrence, KS 66044	785-842-0609		dbayouth@sunflower.com
Diana Deutsch	Capital City Bank 740 New Hampshire Lawrence, KS 66044	330-1220 (direct) 330- 1200	330-1229	diana.deutsch@capcitybank.com
Howard Diacon	Principal, Sunflower Elementary, 2521 Inverness Dr. Lawrence, Ks 66047	785-832-5870		hdiacon@usd497.org
Kurt Faulkenstien	Senior Portfolio Manager Bank of America 4931 West Sixth Street, Suite 122 Lawrence, KS 66049	785-865-0362	331-1642	kurt.faulkenstien@usbank.com
Lance Flachsbarth	Detective, Lawrence Police Department	785-423-4609		flachsbarth@lkpd.org
Rob Hulise	Lawrence Board of Realtors	785-842-1843		rhulise@sunflower.com
Todd Koch	Lawrence Memorial Hospital	785-505-3010		Todd.Koch@LMH.ORG
Jennifer Osborn	Health & Wellness Coordinator - Lawrence Public Schools Lawrence Public Schools 110 McDonald Drive Lawrence, Kansas 66044	785-832-5000 ext.1747	785-832-5025	josborn@usd497.org
Jeff Peterson	Edward Jones 1800 E. 23rd Street, Suite J Lawrence, KS 66046	(785) 843-1371		Jeff.Peterson@edwardjones.com

**ELIZABETH BALLARD  
COMMUNITY CENTER, INC.  
LAWRENCE, KS**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
DECEMBER 31, 2012**

**AND**

**INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS**

**...KL...**

***Karlin & Long, LLC***  
***Certified Public Accountants***

10115 Cherry Lane  
Lenexa, Kansas 66220  
(913) 829-7676

2200 Kentucky Avenue  
Platte City, Missouri 64079  
(816) 858-3791

901 Kentucky Street, Suite 104  
Lawrence, Kansas 66044  
(785) 312-9091

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**

Lawrence, Kansas

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**Karlin & Long, LLC**  
*Certified Public Accountants*

**INDEPENDENT AUDITOR'S REPORT  
ON FINANCIAL STATEMENTS**

To the Board of Directors  
Elizabeth Ballard Community Center, Inc.  
P.O. Box 7  
Lawrence, Kansas 66044

We have audited the accompanying financial statements including the statement of financial position and the related statements of activities, functional expenses, and cash flows of the Elizabeth Ballard Community Center, Inc. (a nonprofit organization) as of and for the year ended December 31, 2012, which comprise the Organization's basic financial statements as listed in the table of contents, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

10115 Cherry Lane  
Lenexa, Kansas 66220  
(913) 829-7676

2200 Kentucky Avenue  
Platte City, Missouri 64079  
(816) 858-3791

901 Kentucky Street, Suite 104  
Lawrence, Kansas 66044  
(785) 312-9091

Board of Directors  
Elizabeth Ballard Community Center, Inc.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Elizabeth Ballard Community Center, Inc. (a nonprofit organization), as of December 31, 2012 and the respective changes in net assets and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Karlin & Long, LLC*

Karlin & Long, LLC  
Certified Public Accountants

September 27, 2013  
Lawrence, Kansas

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**

Lawrence, Kansas

**STATEMENT OF FINANCIAL POSITION**

As of December 31, 2012

<b>Assets</b>	
Current Assets	
Cash and Cash Equivalents	\$ 21,536
Accounts receivable (Note 2)	69,649
Prepaid Insurance	4,047
Investments - Restricted (Note 6)	40,000
Investments - Unrestricted (Note 6)	7,362
Total current assets	<u>142,594</u>
Fixed Assets (Note 4)	
Land, property and equipment, net of accumulated depreciation of \$ 423,690	<u>455,186</u>
<b>Total assets</b>	<u><u>\$ 597,780</u></u>
<b>Liabilities and Net Assets</b>	
Current Liabilities	
Current maturity of long term debt	\$ 217,681
Accounts payable	82,553
Capital City-Line of credit	91,913
Payroll taxes payable	29,671
Total current liabilities	<u>421,818</u>
Long Term Liabilities	
DCCCA - Cerf property, net of current maturity (Note 5)	-
Capital City-net of current maturity (Note 5)	220,896
Total Long Term Liabilities	<u>220,896</u>
Net Assets	
Unrestricted	(84,934)
Temporarily restricted	40,000
Total net assets	<u>(44,934)</u>
<b>Total liabilities and net assets</b>	<u><u>\$ 597,780</u></u>

The accompanying notes to financial statements  
are an integral part of this statement.

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**

Lawrence, Kansas

**STATEMENT OF ACTIVITIES**  
For the year ended December 31, 2012

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>Support</b>			
Program service fees, net of bad debts of \$22,204	\$ 424,335	\$ -	\$ 424,335
Grants	45,615		45,615
United Way revenue	149,076	(211,730)	(62,654)
CACFP	50,665		50,665
Fundraising	32,475		32,475
Donations	141,868		141,868
ESC revenue	27,500		27,500
CDBG revenue	16,638		16,638
School kit & holiday bur. revenue	1,773		1,773
Holiday fund revenue	6,456		6,456
T.O.Y.S.	3,000		3,000
Unrealized gain/loss	2,631		2,631
Miscellaneous income	16,066		16,066
Net assets released from restrictions			-
<b>Total support</b>	<u>918,098</u>	<u>(211,730)</u>	<u>706,368</u>
<b>Expenses</b>			
Childcare and food program	802,992		802,992
Community Service	149,439		149,439
Fundraising	65,816		65,816
General and administrative	127,130		127,130
<b>Total expenditures</b>	<u>1,145,377</u>		<u>1,145,377</u>
<b>Increase (decrease) in net assets</b>	(227,279)	(211,730)	(439,009)
<b>Net assets, beginning of year</b>	<u>142,345</u>	<u>251,730</u>	<u>394,075</u>
<b>Net assets, end of year</b>	<u>\$ (84,934)</u>	<u>\$ 40,000</u>	<u>\$ (44,934)</u>

The accompanying notes to financial statements  
are an integral part of this statement.

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**  
Lawrence, Kansas

**STATEMENT OF FUNCTIONAL EXPENSES**  
For the year ended December 31, 2012

	<u>Childcare and Food program</u>	<u>Community Service</u>	<u>Fundraising</u>	<u>General and Administrative</u>	<u>Total</u>
Salaries and Payroll taxes	\$ 613,487	\$ 107,775	\$ 16,581	\$ 91,194	\$ 829,036
Employee benefits	11,722	2,059	317	1,742	15,840
CACFP food program expense	53,773				53,773
Teaching supplies	711				711
Grant expenses	1,839	-			1,839
Program service expense	1,177				1,177
Rental assistance (ESC)		14,010			14,010
Utility assistance (ESC)		10,363			10,363
Rent assistance (FEMA)		200			200
Food program expense					-
School kits & holiday bureau					-
Repairs and maintenance	14,877	2,614	402	2,211	20,104
Telephone	5,331	937	144	792	7,204
Utilities	19,119	3,359	517	2,842	25,837
Insurance	11,834		592	17,159	29,585
Office and administration	4,499	1,687	337	4,724	11,247
Legal and accounting				6,465	6,465
T.O.Y.S.	3,000				3,000
Auction and fundraising expense			46,926		46,926
Depreciation	29,436	6,436			35,872
Interest expense	32,188				32,188
	<u>802,992</u>	<u>149,439</u>	<u>65,816</u>	<u>127,130</u>	<u>1,145,377</u>
Total Expenses	<u>\$ 802,992</u>	<u>\$ 149,439</u>	<u>\$ 65,816</u>	<u>\$ 127,130</u>	<u>\$ 1,145,377</u>

The accompanying notes to financial statements  
are an integral part of this statement.

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**  
Lawrence, Kansas

**STATEMENT OF CASH FLOWS**  
For the year ended December 31, 2012

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>Cash Flows Provided (Used) by Operating Activities</b>			
Change in net assets	\$ (227,279)	\$ (211,730)	\$ (439,009)
Adjustments to reconcile change in net assets to net cash provided by operating activities			
Depreciation	35,872		35,872
Changes in assets and liabilities			
(Increase) decrease in receivables	7,554		7,554
(Increase) decrease in promise to give		251,730	251,730
(Increase) decrease in prepaid insurance	(143)		(143)
Increase (decrease) in accounts payable	14,268		14,268
Increase (decrease) in line of credit	79,913		79,913
Increase (decrease) in payroll taxes payable	27,093		27,093
Total Adjustments	164,557	251,730	416,287
Net cash provided by Operating Activities	(62,722)	40,000	(22,722)
<b>Cash Flows Provided (Used) by Investing Activities</b>			
Purchase of property and equipment	(103)		(103)
Increase in basis of investments	(2,631)		(2,631)
Net cash provided by Investing Activities	(2,734)	-	(2,734)
<b>Cash Flows Provided (Used) by Financing Activities</b>			
Loan repayments	(24,546)		(24,546)
Net cash provided by Financing Activities	(24,546)	-	(24,546)
<b>Net Increase (decrease) in cash and cash equivalents</b>	(90,002)	40,000	(50,002)
<b>Cash and Cash Equivalents, Beginning of Year</b>	111,538	-	111,538
<b>Cash and Cash Equivalents, End of Year</b>	<u>\$ 21,536</u>	<u>\$ 40,000</u>	<u>\$ 61,536</u>
<b>Supplemental Information</b>			
Interest expense paid	<u>\$ 32,188</u>		
Income taxes paid	<u>\$ -</u>		

The accompanying notes to financial statements  
are an integral part of this statement.

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**

Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – Summary of Significant Accounting Policies**

Elizabeth Ballard Community Center, Inc. is a nonprofit voluntary health and welfare agency located in Lawrence, Kansas. The Ballard center provides childcare services, utility and rental assistance, adoption of families for the holidays, school kits for children, and food pantry for those in the community who need assistance. These financial statements are prepared on the accrual method of accounting in conformity with generally accepted accounting principles. Revenues are recorded when earned and expenses are recorded when incurred.

**Financial Statement Presentation**

Elizabeth Ballard Community Center, Inc. has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations". Under SFAS No. 117, Elizabeth Ballard Community Center, Incorporated is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. For the year ended December 31, 2012, the Organization had temporarily restricted net assets related to the Douglas County Community Foundation funds. The organization did not have any permanently restricted net assets.

**Use of Accounting Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Any adjustments applied to estimated amounts are recognized in the year in which such adjustments are determined.

**Property and Depreciation**

Property and equipment are recorded at cost. Depreciation is provided using the straight line method over the estimated useful life of the respective assets. Depreciation recorded for the year ended December 31, 2012 was \$ 35,872.

Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

**Income Tax Status**

Elizabeth Ballard Community Center, Inc. is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, Elizabeth Ballard Community Center, Inc. has also been determined by the Internal Revenue Service not to be a “private foundation” within the meaning of Section 509(a) of the Internal Revenue Code. There was no unrelated business income for the year ended December 31, 2012.

The Organization’s payroll tax returns for the years ending 2011, 2010, and 2009 are subject to examination by the IRS, generally for three years after they were filed.

**Advertising Costs**

Advertising costs of \$ 0 for the year ended December 31, 2012, were fully expensed during the years.

**NOTE 2 – Accounts Receivable**

Accounts receivable occur due to the performance of services near the end of the year that have been billed but amounts have not been collected. The Organization considers all accounts to be collectible; accordingly, there is no provision for doubtful accounts in these financial statements. If amount become uncollectible, the amount is charged to operations at that time.

Accounts receivable consists of the following at December 31, 2012:

Accounts receivable	\$ 69,649
Grants receivable	
DCCDA Pre-K Pilot receivable	
	<hr/>
	\$ 69,649
	<hr/>

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**

Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 3 – Cash and Credit Risk**

**Deposits**

The carrying amount of the Organizations deposits were \$ 21,536 as of December 31, 2012. The bank balance was \$ 46,443 as of December 31, 2012. The difference between the carrying amount and the bank balance was outstanding checks and deposits in transit. Cash and cash equivalents includes demand deposits and funds invested at market rates in interest bearing accounts. The Federal Deposit Insurance Corporation insures demand and interest bearing accounts up to \$250,000 per bank per account type. All of the Organization's demand deposit funds were secured as of December 31, 2012.

The Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be a cash equivalent for the purposes of the statement of cash flows.

**NOTE 4 – Property and Equipment**

Property and equipment are summarized by major classifications at December 31, 2012 as follows:

Property & Equipment	\$ 575,569
Building improvements	17,447
Cerf Property	283,860
Land	2,000
Accumulated Depreciation	<u>(423,690)</u>
	<u>\$ 455,186</u>

**NOTE 5 – Long Term Debt**

The Organization purchased a building at 345 Florida, Lawrence, KS. The purchase date was November 18, 2007 with an effective date of May 18, 2008 for final transfer of the warranty deed. At that time, the organization entered into an installment agreement to finalize purchase with First American Title, Topeka, KS. The Organization borrowed \$396,000 at 7.50% interest for 60 months. The payments on the debt are made in monthly installments of

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 5 – Long Term Debt (continued)**

\$2,769, which includes principal and interest. An additional principal payment of \$ 145,000 was made during 2010. The debt matures as a balloon of unpaid principal on June 1, 2013.

Aggregate maturities of long term debt for the remainder of the debt are as follows:

2013	\$ 209,736
	\$ 209,736
Total	\$ 209,736
	\$ 209,736

The Organization purchased the building at 200 Mt. Hope Court, Lawrence, KS. On May 22, 2009 the Organization refinanced the short term loan and added \$202,912 debt into an installment loan with Capital City Bank, Topeka, KS. The balance then due on the debt was \$253,162. The interest rate on the new loan is 7% with a maturity in 2039. Payments of principal and interest are \$1,976 monthly.

Aggregate maturities of long term debt for the remainder of the debt are as follows:

2013	\$ 7,945
2014	8,519
2015	9,135
2016	9,795
2017	10,503
2018-2022	65,066
2023-2027	92,237
2028-2029	25,641
	25,641
Total	\$ 228,841
	\$ 228,841

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 – Investments**

The Organization had assets invested at market rates with a local brokerage company. The assets consisted of an investment fund with the Douglas County Community Foundation, mutual funds, stocks, and a money market account. The fair market value of the funds were \$ 47,362. The cost of the funds was \$ 44,731. The fund has an unrealized gain of \$ 2,631 as of December 31, 2012.

**NOTE 7 – Compensated Absences**

The Organization provides for vacation, holiday and sick leave absences of employees during the year. Full time employees accrue 3.5 hours per pay period of vacation and sick time. Employees may carryover 40 vacation and sick hours to the next year. Unused vacation and sick hours at year end are not paid to employees. Upon termination, the employee forfeits all accumulated sick time. No provision for compensated absences has been made in these financial statements.

**NOTE 8 – Temporarily Restricted Net Assets**

Temporarily restricted net assets represent designated contributions receivable from the United Way of Douglas County campaign. The designations are received within the subsequent year and are classified as net assets released from restrictions on the Statement of Activities in the subsequent year.

**NOTE 9 – Donated Services**

The Organization records the value of goods and services when there is an objective basis available to measure their value. Donated materials and services are reflected as in-kind in the financial statements at their estimated values at the date of receipt. During the year ended December 31, 2012, no materials or services met the criteria noted above for reporting purposes.

**NOTE 10 – Economic Dependency and Contingency**

The Organization receives significant financial assistance from state and local agencies. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in a grant agreement and are subject to audit. Any disallowed claims resulting from such audit could become a liability. However, in the opinion of management, any such disallowed claim will not have a material effect on the financial statements of the Organization at December 31, 2012.

**ELIZABETH BALLARD COMMUNITY CENTER, INC.**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 11 – Risk Management**

The Organization is exposed to various risks of loss related to limited torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Organization carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

**NOTE 12 – Subsequent Events**

The organization has not remitted payroll taxes for the 2013 calendar year.

Subsequent events for management's review have been evaluated through September 27, 2013. The date in the prior sentence is the date the financial statements were available to be issued.

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Catholic Charities of Northeast Kansas

Mailing Address: 9720 W. 87<sup>th</sup> Street, Overland Park, KS 66212

Agency Address, if different than above: 1247 Kentucky Ave., Lawrence, KS 66044

Contact Name: Sara Lissauer Phone: (913) 433-2100

Contact Title: Grants Manager

E-mail (required): slissauer@ccsks.org Fax : ( )

Date : December 8, 2014

Mission of organization:

The mission of Catholic Charities is to provide unconditional love and necessary help to people of all faiths through programs that stabilize and strengthen individuals and families across the 21 counties of Northeast Kansas.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

     *New Program or Activity*        X   *Existing Program or Activity*

Name of Program or Activity     Lawrence Emergency Assistance Center    

Requested \$10,000      Request is 2 % of project budget and 0% of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

The Emergency Assistance Center meets the basic needs of Lawrence individuals and families who are below 150% of the poverty level to help them to maintain housing and utilities and put food on the table in a manner that ensures they leave with a sense of dignity and are filled with hope.

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## City of Lawrence CDBG/HOME Programs Grant Application Narrative

1. What is the situation, problem or opportunity this grant will address?

Poverty in the city of Lawrence is a much bigger problem than many realize. According to the U.S. Census data, 23% of Lawrence residents are living BELOW the federal poverty level compared to 13% for the state of Kansas. While this population is largely made up of single individuals, digging deeper into census data reveals that 15% of the city's families in 2012 had an income of less than \$25,000 per year, which is higher than the state average. Perhaps the greatest indicator of need for emergency assistance in the city of Lawrence is that between 2013 and 2014, Catholic Charities of Northeast Kansas (CCNEK) saw a 31% increase in the number of individuals served needing basic need assistance. In FY2014, 2,498 unduplicated individuals were provided assistance and case management. Even more staggering is that FY2015 is on target to serve 4,132 individuals (an increase of 40% over 2014 and an increase of 71% over 2013)!

Unfortunately, while there has been such a spike in services provided and need to serve those in the Lawrence community, the funding to provide these services has not increased in the same manner. In 2014, CCNEK has been fortunate to have Emergency Solutions Grant funding to provide short- and medium-term rental assistance and utility assistance to house those individuals that are literally homeless or those that are at-risk of becoming homeless. While this grant has been significant, it has only allowed us to serve a small number of the clients that come through our doors—as it is designated for a specific population with specific needs. The majority of individuals that come to CCNEK for assistance are served using funding from United Way and other contributions, which hasn't provided nearly enough funding to cover the need. Lawrence CDBG funds can go a long way to helping to fill the funding gap that exists for Catholic Charities of Northeast Kansas in its ability to meet the basic emergency assistance needs of the Lawrence community.

2. How will this grant support the mission of the organization?

The mission of Catholic Charities of Northeast Kansas is to provide unconditional love and necessary help to people of all faiths by stabilizing and strengthening individuals and families in need in the 21 counties of northeast Kansas. CDBG funds from the City of Lawrence would directly support this mission by providing the direct financial assistance for individuals and families in need and thereby offering them with a first step toward stability to move forward. After addressing their immediate financial need, case managers will also work with each individual to move toward maintaining that stability and address the root cause issues, such as budgeting and un- or under-employment. Directing those at risk to resources within the community helps the individual to further create stability.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

It is anticipated that with a grant of \$10,000, more than 40 Lawrence families (or 100 individuals) can be provided with utility or rental assistance. At 150% of the poverty level, 100% of the individuals and families that would be served using CDBG funds are low-moderate income. Upon intake, each individual is required to verify their income. This verification includes proof of earned income, child support, Social Security payments, pensions, unemployment. If the individual has no income, individuals need to provide supporting documents such as statement proving support from DCF, statement from their last employer or last paycheck stub. If

## City of Lawrence CDBG/HOME Programs Grant Application Narrative

individuals are paid in cash, a letter from the employer is required. All income verification is copied and added to the individual's file.

4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

The emergency assistance center in Lawrence is proud of the two full-time social workers that staff the site. Nickie Daneke, LMSW has been the Director of emergency assistance programming in Lawrence since 2010 and has worked as a social worker for 15 years. Eric Fitzmorris, BSW has been a case manager for Catholic Charities since 2013 and worked as a social worker for over 4 years. In 2010 Eric was selected as one of University of Kansas' Men of Merit Award recipients.

Additionally, the Center currently benefits from one AmeriCorps volunteer/MSW foundation level intern and a MSW clinical level intern who both make a one-year commitment to the agency as KU social work students. Dedicating 32 hours/week, these interns are work to assist individuals and families in need with immediate financial crises, employment search, and other needs as necessary. They work closely with community resources to provide the assistance necessary to each individual that they see. The agency funds these positions to broaden the reach of Lawrence operations using unrestricted agency funds as well as United Way funds.

After nearly 5 years of having the support of St. John's Catholic Parish with their donation of office space out of the Parish offices on 1229 Vermont Street, the parish extended its support of our programming in 2014 by donating a house to Catholic Charities at 1247 Kentucky to be used for office and programming space. In addition to this donation, St. John's also contributes approximately \$30,000 per year for emergency assistance (food, rent, utilities, medication and clothing). Other important contributors to the services of Catholic Charities in Lawrence include the Heartland Community Health Center as well as other smaller foundations and corporations in the community and the United Way of Douglas County.

Catholic Charities works closely with several Lawrence service providers to ensure that services are not duplicated and that the community continues to work together to support those in need. Some of these organizations include Bert Nash Community Health Center, ECKAN, Heartland Community Mental Health Center, Heartland Regional Alcohol and Drug Assessment Center (RADAC), Lawrence Community Shelter, Salvation Army – Lawrence, and Willow Domestic Violence Center.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

Catholic Charities of Northeast Kansas offers an approach to providing emergency assistance that is unique in that it utilizes the agency's strength of excellence in case management. The agency has emerged as a leader in emergency assistance services. Over the past two years, the program has developed from solely providing emergency assistance to include providing services that stabilize individuals and equip them to thrive. Rather than simply providing financial assistance to solely meet a presenting crisis such as eviction, case management also addresses causal factors that precipitated the crisis such as poor budgeting practices or insufficient assets and positions beneficiaries to avoid subsequent crises. Asset development and financial literacy were instituted as requirements for individuals seeking direct financial assistance, emphasizing pathways out of poverty.

## City of Lawrence CDBG/HOME Programs Grant Application Narrative

Increasing the likelihood of success is the highly trained social work staff at the Lawrence site that have come to know and have developed relationships with many of the individuals served through one-on-one guidance and can connect individuals in need with a whole host of services provided by Catholic Charities to help them to break down their barriers and gain self-sufficiency. Catholic Charities also recently instituted a policy offering extended hours on set weekdays and having some weekend appointment times available to better serve working clientele.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

The Center's data collection method is through the Mid America Assistance Coalition's database system, MAACLink. This system is used in tracking clients and the services received, assuring that clients receive the type of help they need to improve their situation. This system markedly promotes collaboration among nonprofits to minimize duplication. MAACLink data is stored and evaluated in conjunction with case management notes. Further, advancements at MAACLink are being made to better track long-term measurable results through case management.

The outcome for the program is that client's immediate basic needs are met, congruent with the provision of immediate, survival services to clients. Indicators and target numbers listed below support this outcome. The FY2015 target numbers are based on year-to-date services provided. From this chart it can easily be seen that more funding will be necessary to meet the projected needs in FY2015. CDBG dollars will go a long way toward helping to fill this gap in funding.

Outcome	FY14 Actual	FY15 Target
<b>Number of individuals that sustain housing for 30 days</b>	697	1,082
<b>Number of individuals who sustain utility service for 30 days</b>	1,173	1,570
<b>Number of individuals who receive food</b>	2,547	5,155
<b>Number of individuals that receive transportation assistance</b>	62	271
<b>Number of individuals that receive assistance to purchase medication or supplies</b>	79	297

Once CDBG grant funds are expended, financial assistance will continue to be provided as long as other grant funds are available. The Lawrence case managers spread out the available dollars for financial assistance throughout the year to ensure that there is always funding to meet at least some of the need that they are faced with each day.

7. What is the organization's timeline for achieving the objectives of the grant?

Funds for financial assistance will be utilized as needed up to one year from their receipt.

8. What other funding sources have been approached and what have the responses been?

Topeka Community Foundation - \$5,000 awarded  
 Collective Brands Foundation (Payless Shoe Source) - \$5,000 awarded  
 Douglas County Community Foundation - \$2,500 awarded  
 Ethel and Raymond Rice Foundation - \$5,000 pending

## Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			-
Lead Case Manager	\$1,615.38/bi-weekly		49,200	<b>49,200</b>
Case Manager	80 hrs @ \$15.38/hour		41,985	<b>41,985</b>
				-
				-
				-
Other (specify below)				-
				-
<b>COMMUNICATIONS</b>				
Telephone			3,360	<b>3,360</b>
Printing			300	<b>300</b>
Postage				-
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office			2,350	<b>2,350</b>
Equipment			3,600	<b>3,600</b>
Space Rental				-
<b>OTHER COSTS (specify below)</b>				
Contract Services			7,200	<b>7,200</b>
Assistance to Individuals		10,000	157,300	<b>167,300</b>
Contributed Goods			168,000	<b>168,000</b>
Travel			1,500	<b>1,500</b>
Volunteer			500	<b>500</b>
<b>TOTALS</b>		<b>10,000</b>	<b>435,295</b>	<b>445,295</b>

**Board of Directors –October 2014 to October 2015**

9720 West 87<sup>th</sup> Street, Overland Park, KS 66212

(913) 433-2100

www.catholiccharitiesks.org

**Rev. Larry Bowers**

Cure of Ars  
9401 Mission Rd.  
Term: 10/2014 – 10/2017

Term: 02/2009–10/2017

**Ann Connor** (Joe)  
Archdiocese of Kansas City  
In Kansas  
Term: 10/2014 – 10/2017

**Denise Martinek, MSN, RN –**  
(Darren)  
Executive Director Women’s &  
Children’s Services  
Term: 10/2013–10/2016

**Beatrice Swoopes - Secretary**  
Kansas Catholic Conference  
Term: 08/2009–10/2015  
Committee: *Executive*

**Ken Williams -** (Diane)  
President / CEO  
Committee: *Nominating*

**Dan Crumb** (Janet)  
CFO Kansas City Chiefs  
3800 W. 155<sup>th</sup> St.  
Committee: *Audit (Chair)*  
Term: 10/2012 – 10/2015

**Stephen Penn** (Kristine) –  
**Treasurer**  
KPMG  
Committee: *Executive,*  
*Finance (Chair)*  
Term: 10/2011–10/2017

**Mike Dorsey** (Susan)  
CEO  
St. Joseph Medical Center  
Committee: *Finance*  
Term: 08/2009–10/2015

**Greg Reintjes –** (Caroline) **Chair**  
Hi-Tech Industrial Services, Inc.  
Committee: *Executive, Nominating*  
Term: 10/2007–10/2015

**Wade Freeman** (Meghan)  
DST Systems, Inc.  
Term: 10/2010–10/2016

**Jim Schmank -** (Madge)  
se<sup>2</sup>  
Committee: *Finance*  
Term: 06/2009–10/2015

**Rev. Francis Hund**  
Church of the Nativity  
Term: 08/2009 – 10/2015

**Bradley Scott** (Lisa)  
Private Client Reserve of US Bank  
Term: 10/2013–10/2016

**Maria Jenks -** (Charlie)  
Great Plains Energy/KCP&L  
Committee: *Audit*  
Term: 10/2013 – 10/2016

**David Staker –** (Christy)  
President / CEO  
Plastic Packaging Technologies,  
LLC  
Committee: *Audit*  
Term: 10/2013 –10/2016

**Rev. Harold L. Johnson** (Karen)  
Committee: *Finance*  
Term: 10/2012 – 10/2015

**Mark Lacy**  
Lead Client Service & Audit  
Partner  
AERS Partner in Charge  
Deloitte & Touche LLP  
Term: 10/2014 – 10/2017

**Ellen Martin** (Cameron) – **Vice  
Chair**  
Committee: *Executive,*  
*Nominating*

## EXPENSES

**FAMILY STABILIZATION** \$6,239,299  
 Welcoming our neighbors and strangers in need by offering them the most basic needs such as food, clothing and shelter

**FAMILY STRENGTHENING** \$3,203,212  
 Putting love into action by strengthening family relationships and surrounding our precious children with love and care

**HEALTHCARE** \$4,448,351  
 Animating the Gospel of Jesus Christ by delivering comfort and support to address the physical, emotional and spiritual needs of the sick and dying

**ADMINISTRATIVE AND FUNDRAISING** \$1,918,546

## REVENUE

Catholic Charities Foundation of  
 Northeast Kansas Grant \$1,311,999

Contributions, Grants, Other \$6,108,508

Fees for Services \$6,491,181

United Way \$798,031

Christmas Collection \$521,735

Call to Share \$420,000

TurnStyles (net of expenses) \$350,348

## Lawrence Service Summary

Service Category	Individuals Served by Category (Duplicate)
Housing Assistance	697
Utilities	1,173
Transportation	62
Food Assistance	2,547
Medical	79
Household/Personal items	506
Other Services	178
Case Management	3,840
Asset Development	250
<b>Unduplicated Total</b>	<b>2498</b>

## LOCATIONS

**ATCHISON:** 913.367.5070

**EMPORIA:** 620.343.2296

**KANSAS CITY, KS:**

913.621.1504

**LAWRENCE:** 785.856.2694

**LEAVENWORTH:**

913.651.8060

**OLATHE:** 913.782.4077

**OVERLAND PARK:**

913.433.2100

**TOPEKA:** 785.233.6300

## ADMINISTRATIVE OFFICES

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Housing and Credit Counseling, Inc. (HCCI)

Mailing Address: 2518 Ridge Court, Suite 207, Lawrence, KS 66046

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Anju Mishra Phone: (785) 749-4224

Contact Title: Branch Manager / HCCI Lawrence Office

E-mail (required): amishra@hcci-ks.org Fax : (785) 234-4289

Date : 12/2/2014

Mission of organization:

HCCI's mission is to counsel and educate all people to achieve their personal housing and financial goals.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

# City of Lawrence CDBG/HOME Programs Grant Application

## **1. What is the situation, problem or opportunity this grant will address?**

HCCI commends the city for its very pro-active work to establish a Rental Housing Inspection Program. Brian Jimenez has kept HCCI informed of the progress of the Inspection Program. Brian has scheduled a training session for HCCI Rental Housing Counselors on December 10, 2014. HCCI extends an offer to collaborate with the City of Lawrence's Code Enforcement Division in any way that would be helpful to the city, Lawrence renters and Lawrence landlords.

As part of this proposal, HCCI offers to be a reliable, highly knowledgeable local agency to which the city may refer renters, landlords and property managers who have questions about their rights in compliance with the Kansas Residential Landlord/Tenant Act. Provided the city agrees, HCCI could help ease the burden of calls to the City's Code Enforcement Division. HCCI's counseling addresses the city goals to:

- increase the knowledge of rights and responsibilities of renters and landlords and stabilize housing;
- provide counseling, education and referral for past due rent and utilities to avoid eviction;
- provide education for homeless and other displaced individuals.

## **2. How will this grant support the mission of the organization?**

HCCI's mission is served by helping renters and landlords avoid or resolve misunderstandings about:

- substandard maintenance, needed repairs,
- security deposit disputes and returns,
- nonpayment of rent due to job loss and other life changing events,
- actual or suspected fair housing violations,
- drug use by roommates or neighbors or evictions because of behavior,
- growth-related issues when large corporate landlords do not adhere to Kansas housing laws.

Neighborhoods are improved and families are more stable when housing issues are resolved fairly and with dignity. HCCI's preventive education targets low-income, homeless and other at-risk groups. HCCI teaches basic life skills essential for renters to be successful tenants. Renters learn their rights and responsibilities, appropriate behavior and communication skills and how to find affordable housing options.

Landlords receive the information they need to understand their rights and responsibilities according to Kansas law, follow fair housing practices, and maintain safe and decent rental units. Programs for landlords and the public include information about the application and screening process, fair housing laws, maintenance responsibilities, drug and behavior issues, regulations regarding appropriate circumstances for landlords to enter rental units and eviction processes.

The City of Lawrence requested that HCCI provide these services in Douglas County and offices were established in the United Way building in 1988. Tenant-Landlord counseling is HCCI's longest-running program and Lawrence is HCCI's second-largest service area. Rental Housing counseling and education has been a core program fulfilling HCCI's mission to serve the community's housing needs since 1972.

## **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

HCCI expects to serve about 350 Lawrence residents in the time period August 1, 2015 through July 31, 2016 through this program. The number would be larger if there are referrals from the city to HCCI that are directly related to the city's Rental Inspection Program. Based on past history, about 91% of the total number of households HCCI counsels have incomes at or below 80% of HUD guidelines for Area Median Income. HCCI asks clients standardized questions such as:

## City of Lawrence CDBG/HOME Programs Grant Application

- a) Are you currently employed?
- b) How much is your monthly rent?
- c) Are you disabled?
- d) Number of adults in the household and number of children under age 18.

This data is documented in an electronic data management system operated by Paragon Financial Systems. Reports based on a variety of queries, including queries identifying income and the amount of rent paid, can be readily produced.

#### **4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

**Staff:** HCCI's Rental Housing Counseling service is free and is available Monday-Friday from 8:00 AM – 5:00 PM and after-hours as needed. This service is provided primarily in response to client's telephone inquiries. **Anju Mishra**, .6 FTE certified counselor, is in the Lawrence office at least 24 hours per week and serves as a liaison for the program. **Dan Heptig**, a Lawrence resident, provides back-up support for Consumer Credit Counseling weekly. Rental Housing Counseling is provided by three FTE positions: Elias Garcia, Supervisor, Lisa Jewsome and Anahi Hernandez.

**Elias Garcia** joined the HCCI staff in July 2013. He previously was a Human Resources Professional with the Kansas Department of Corrections where he was responsible for outreach and recruitment, as well as serving as their Equal Employment Opportunity Manager and agency representative to the Kansas State Diversity Network. Elias is a graduate of Kansas State University with a Masters of Education. He received his BA from Wichita State University. He speaks fluent Spanish and provides Spanish translation for HCCI

**Lisa Jewsome is a Lawrence resident.** She was Director of the Lawrence/Douglas County Housing Authority Section 8 Rental Program for nine years and she has experience providing oversight of Emergency Shelter Grant Programs in 25 Kansas communities. Lisa attended classes at The University of Kansas. Lisa joined the HCCI staff in September 2012.

**Anahi Hernandez**, originally from Guadalajara, Mexico, was hired by HCCI in August 2014. She received a Bachelor of Science in Business from St. Mary's College, Overland Park. She previously volunteered as a Spanish interpreter for the Millennium Education Foundation in Kansas City.

Extensive free information regarding rental housing issues is available on HCCI's website at [www.hcci-ks.org](http://www.hcci-ks.org). The website is a user friendly way for people to easily find answers to frequently asked questions.

**Volunteers:** HCCI has an active Lawrence Advisory Board (see attached) that volunteers their time and expertise to advise the agencies programs and help secure needed funding.

**Existing funds:** see budget and information regarding existing funding in question #8.

**Community Partners:**

**City's Rental Housing Inspection Program:** while HCCI is not currently directly involved with the city's Rental Housing Inspection Program, there are many way HCCI might assist the city with this much needed program. HCCI could provide the following services at no charge to the city in 2015-16:

## **City of Lawrence CDBG/HOME Programs Grant Application**

- Rental Housing Workshops for landlords and property managers to address rental agreements, maintenance issues, move-in and move-out inspections, and the eviction process;
- a series of educational programs for renters and the general public;
- specific classes for young adults ages 17 to 24 who are just starting to rent housing.

HCCI is currently collaborating with the following individuals and groups to provide Rental Housing Education programs in 2015-2016.

**Scott Wagner, Management Analyst for the City of Lawrence** Legal Department has asked HCCI to be a resource and present programs, as needed, for landlords. HCCI willingly agrees to assist Scott.

**Brian Jimenez**, Code Enforcement Manager, has kept HCCI informed regarding the city's work on the Rental Housing Inspection Program. HCCI is glad to be a local resource to which Brian can refer callers.

**Lawrence Community Shelter** has scheduled HCCI to present classes for residents in 2015-2016. HCCI's Consumer Credit Counselor, Anju Mishra, will present self-improvement classes that focus on developing budgeting skills. Rental Housing Counselors will present classes that address renter and landlord responsibilities and emphasize tips to maintain financial stability and retain permanent housing.

**Lawrence High School and Free State High School** have asked HCCI to present "On My Own," a class developed especially for Junior and Senior level students preparing to move away from home. These classes are presented in the evening and parents are encouraged to attend. Topics address Fair Housing Law, understanding rental contracts, and issues such as move-in and move-out inspections, deposits, roommates, pets and how to be a responsible renter so one can expect to receive a refund of a deposit.

**Haskell University** has asked HCCI to present a series of four classes in 2015-2016 for Haskell's TRiO Program. This will be the third year HCCI has provided these classes for Haskell students.

**Lawrence Douglas County Housing Authority (LDCHA)** has invited HCCI to provide a rental housing class for their agency in 2015.

**Ballard Community Center, Salvation Army and the Lawrence Community Shelter** are all relying on HCCI to provide Rental Housing classes for the clients they serve in 2015-2016 including budgeting for basic monthly living expenses such as rental housing and utilities and also for non-monthly expenses such as renter's insurance, moving expenses and rental deposits.

**United Way of Douglas County** refers callers to HCCI and partners with HCCI to provide financial literacy classes for low and moderately-low income households.

**Independence Inc., ECKAN, Lawrence Workforce Center, Tenants to Homeowners, and Lawrence Public Library** have asked HCCI to present rental housing and budgeting classes in 2015-2016.

**Douglas County Small Claims Court** frequently refers persons to HCCI when individuals are not aware of their rights and responsibilities. In turn, HCCI refers clients to Douglas County Small Claims court as a last option when renters and/or landlords cannot resolve issues through self-advocacy.

## City of Lawrence CDBG/HOME Programs Grant Application

### 5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

See HCCI's extensive collaboration (#4) with local agencies. Ultimately homelessness is avoided as HCCI helps both renters and landlords understand their rights and responsibilities under Kansas law. HCCI helps people understand there are usually several sides to a rental housing issue. Success is achieved when individuals know their rights and responsibilities and act in a civil way to resolve differences.

### 6. How will success be measured and how will you continue to fund this project once grant funds are expended?

Success of the program is based on the following goals. Clients receiving counseling and education will:

- understand, in layman's terms, Kansas Residential Landlord/Tenant Act and Fair Housing Law;
- know community resources available to them and have contact information to take action; and
- have the confidence to self advocate for their rights to sustain housing.

**Measuring Success:** Outcomes of the program are that after counseling clients will report the following.

a) At least 80% will successfully implement their rights and responsibilities under the Kansas Residential Landlord Tenant Act. They will understand in layman's terms what their "next steps" may be and how to proceed to self-advocate for their rights. Examples include:

- negotiating a written payment plan with their landlord in an effort to sustain housing;
- notifying code enforcement officers of violations of the Kansas Landlord/Tenant Act;
- giving written notice (tenant or landlord) of intent to take action;
- seeking and obtaining alternate housing.

b) HCCI expects 15% will find they qualify to utilize local community resources such as funding for utility assistance or a food bank.

c) HCCI expects 100% will sustain housing. They will report they have negotiated issues with their landlord so they can remain in their current housing or they have found alternate housing. An ultimate outcome of this program is that people take action based on their rights and responsibilities and avoid homelessness.

**Funding:** HCCI expects to continue this program with a mix of funds as shown in the attached budget and described in #8 below. HCCI aggressively seeks supplemental support for this program from HUD and other grant sources. HCCI's Lawrence Advisory Board raises about \$1,500 annually through donations. HCCI charges a small fee for printed forms and handbooks for landlords. HCCI values the support from the City of Lawrence to continue this HCCI program that has provided services in Lawrence since 1988.

### 7. What is the organization's timeline for achieving the objectives of the grant?

The project is on-going. Activity reports are provided continuously throughout the year, as requested.

### 8. What other funding sources have been approached and what have the responses been?

HCCI is applying for 2015 financial support from the sources listed below. Allocations for 2014 are listed.

- Lawrence CDBG \$11,905 funded for 2014
- City of Lawrence General Fund Social Services (Non-Alcohol Fund) \$17,100 funded for 2014
- HCCI Lawrence Contributions (allocation for Tenant/Landlord Program) \$500 funded for 2014

HCCI appreciates the opportunity to apply for CDBG funding which is a primary resource for this program that is not duplicated by any other agency or group in Kansas.

# City of Lawrence CDBG/HOME Programs Grant Application

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

\_\_\_ *New Program or Activity*      X *Existing Program or Activity*

Name of Program or Activity HCCI's Rental Housing Counseling and Education Program

Requested \$24,440 Request is 57 % of project budget and 2% of agency budget.

#### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

This program counsels and educates renters and landlords regarding their rights and responsibilities as legislated through the Kansas Residential Landlord-Tenant Act. This one-of-a-kind service helps people help themselves secure adequate, safe, affordable rental housing. The program is an active partnership with local agencies providing life skills and homeless prevention initiatives. [50]

### IV. Program/Activity Budget

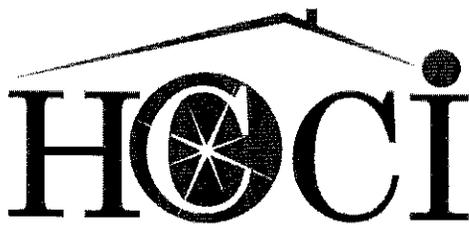
Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

**Housing and Credit Counseling, Inc.**  
**Lawrence CDBG 11/24/14 for 2015 request**

## Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
Salary	Professional & Clerical	24,440	4,500	<b>28,940</b>
Fringe	22% of salary		6,366	<b>6,366</b>
Contractual	Accounting & Audit		1,949	<b>1,949</b>
				-
				-
				-
				-
				-
<b>COMMUNICATIONS</b>				
Telephone/Internet			1,925	<b>1,925</b>
Printing			900	<b>900</b>
Postage			225	<b>225</b>
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office			135	<b>135</b>
Equipment			90	
Space Rental			1,925	<b>1,925</b>
<b>OTHER COSTS (specify below)</b>				
Insurance/Bonding			90	
Dues			45	
<b>TOTALS</b>		<b>24440</b>	<b>18150</b>	<b>42365</b>



Housing and Credit Counseling, Inc

# HOUSING AND CREDIT COUNSELING, INC.

Tenant/Landlord • Homebuyer • Consumer Credit  
 1195 SW Buchanan, Suite 101, Topeka KS 66604-1183  
 Phone: 785-234-0217 or 800-383-0217 • Fax: 785-234-0237  
 E-mail: [hcci@hcci-ks.org](mailto:hcci@hcci-ks.org) • Web: [www.hcci-ks.org](http://www.hcci-ks.org)

*Serving Kansas with offices in Topeka,  
 Lawrence, Manhattan*

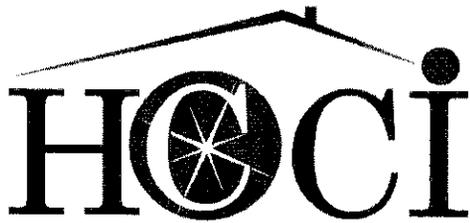
## HOUSING AND CREDIT COUNSELING, INC.

### 2014 Board of Directors

NAME	PROFESSIONAL AFFILIATION / ADDRESS	YEAR STARTED	YRS ON BOARD	TERM UP
<b>Vince Frye, Chair</b> 785-234-9336 (o) 785-633-6185 (cell) 785-272-3146 (h) <a href="mailto:Vince@DowntownTopekaInc.com">Vince@DowntownTopekaInc.com</a>	Downtown Topeka, Inc. President/CEO 515 S Kansas Ave 66603 (w) 6007 Stonybrook Ct. 66614 (h)	2011	4	1/15
<b>Michael Kongs, Vice Chair</b> 785-354-5844 (o) <a href="mailto:mkongs@stormontvail.org">mkongs@stormontvail.org</a>	Stormont Vail Healthcare Director Financial Management 1500 SW 10 <sup>th</sup> St. 66604(w) 7261 SW Fountaindale Rd. 66614 (h)	2012	3	1/14
<b>Robert Washatka, Treasurer</b> 785-256-0195 785-272-4449 (h) 785-221-0300 (cell) <a href="mailto:rwashatka@ggob.com">rwashatka@ggob.com</a>	The Great Game of Business Great Game Coach 120 SE 6 <sup>th</sup> Ste 110 Topeka, KS 66603 (w)	2011	3	1/14
<b>Robb Cummings, Secretary</b> 785-228-9910 (w) 785-608-9933 (c) 785-271-5883 (h) <a href="mailto:robb.cummings@sbcglobal.net">robb.cummings@sbcglobal.net</a> <a href="mailto:robb.cummings@salliemae.com">robb.cummings@salliemae.com</a>	Sallie Mae Senior Account Executive 4826 SW Commanche Rd Topeka, KS 66614	2013	2	1/15
<b>John Olsen, Immediate Past Chair</b> 785-575-8078 (o) 785-220-8343 (cell) 785-221-2488 (alternate) <a href="mailto:john.Olsen@westarenergy.com">john.Olsen@westarenergy.com</a>	Westar Energy, Inc. Generation & Marketing 818 S Kansas Ave 66612 (w) 808 Andrew John Dr. (Lawrence) 66049 (h)	2009	5	1/14
<b>Mary M. Aker</b> 785-291-3313 (o) 785-357-1239 (h) <a href="mailto:maker@dslextreme.com">maker@dslextreme.com</a>	KS Dpt of Health & Environment Quality Assurance Coordinator Office of Surveillance/Epidemiology(w) 2120 SE Colorado Ave. 66605 (h)	2009	6	1/15
<b>Bryan Beall</b> 785-640-6980 (cell) 785-24-3532 (h) <a href="mailto:bjbeall5@sbcglobal.net">bjbeall5@sbcglobal.net</a>	Communications Workers of America Local 6401 6316 - 31 <sup>st</sup> St. Grantville 66429 (h)	2012	3	1/14
<b>Wanetta Bean</b> 785-338-1751 (cell) 785-235-2130 (h) <a href="mailto:WanettaL.Bean@gmail.com">WanettaL.Bean@gmail.com</a>	1900 SE 24 <sup>th</sup> Topeka, KS 66605	2013	2	1/15
<b>Todd Butler</b> 785-267-6444 (w) <a href="mailto:cnc@balaw.org">cnc@balaw.org</a>	Butler & Associates, P.A. Attorney 3706 S. Topeka Blvd, Ste. 300 Topeka, KS 66609	2013	2	1/15

<b>NAME</b>	<b>PROFESSIONAL AFFILIATION / ADDRESS</b>	<b>YEAR STARTED</b>	<b>YRS ON BOARD</b>	<b>TERM UP</b>
<b>Michelle Goacher</b> 785-506-0791 (w) 785-235-2839 (c) <a href="mailto:mgoach@cox.net">mgoach@cox.net</a> <a href="mailto:mgoach1@hallmark.com">mgoach1@hallmark.com</a>	Hallmark Cards Inc. Section Manager 1 240 Madison Topeka, KS 66207	2013	2	1/15
<b>Ron Harbaugh</b> 785-608-0596 (c) <a href="mailto:rharbaug@topeka.k12.ks.us">rharbaug@topeka.k12.ks.us</a>	USD 501 Spokesman Burnett Administrative Center 624 SW 24th St. Topeka, KS 66611-1294	2013	2	1/15
<b>Bob Kobbeman</b> 785-274-5805 (o) 785-379-9480 (h) <a href="mailto:bob.kobbeman@capcitybank.com">bob.kobbeman@capcitybank.com</a>	Capital City Bank, President/CEO PO Box 1433 66601-1433 66601-1433 (w) 4930 SE Tecumseh Rd., Berryton, 66409 (h)	2009	6	1/15
<b>Dan McPherron</b> 785-231-6295 (c) 785-217-7930 (o) <a href="mailto:dmcpherron@capfed.com">dmcpherron@capfed.com</a>	Capitol Federal Savings AVP/Loss Mitigation Manager 700 S. Kansas Ave Topeka, KS 66603	2014	1	1/16
<b>Jason Pickerell</b> 785-633-9441 (c) 785-231-7010 (o) 785-945-6725 (h) <a href="mailto:jpickerell@equitybank.com">jpickerell@equitybank.com</a>	Equity Bank Topeka Market President 701 S. Kansas Ave. Topeka, KS 66603	2014	1	1/16
<b>Chad Taylor</b> 785-233-8200 x 4330 (o) 785-273-5518 (h) 640-6604 (c) <a href="mailto:chad.taylor@snco.us">chad.taylor@snco.us</a> Chad's Assistant: Kathy Beach <a href="mailto:Kathy.Beach@snco.us">Kathy.Beach@snco.us</a> 233-8200 x4390 (o)	Office of the District Attorney District Attorney Shawnee County Courthouse 200 SE 7 <sup>th</sup> St., Suite 214 66603 (w) 2323 SW Crest Dr. 66614 (h)	2014  (Served 1/2007- 12/2012)	1	1/16
<b>Stephanie Thompson</b> 785-228-4324 785-272-0842 (h) 785-266-0585 (fax) <a href="mailto:stephanie.thompson2@usbank.com">stephanie.thompson2@usbank.com</a>	US Bank (21 <sup>st</sup> & Belle) Branch Manager 2126 SW Millers Glen Dr. 66614 (h)	2014  (Served 1/2007- 12/2012)	1	1/16
<b>Curtis Waugh</b> 785-670-1667 (o) 785-554-5601 (c) 785-670-3249 (fax) <a href="mailto:curtis.waugh@washburn.edu">curtis.waugh@washburn.edu</a>	Washburn University School of Law Visiting Associate Professor of Law Supervising Attorney 1700 SW College Ave. 66621 (w) 5601 SW 10 <sup>th</sup> 66604 (h)	2011	4	1/15
<b>Terry Leatherman</b> 785-234-0217 (o) 785-550-1856 (c) <a href="mailto:tleatherman@hcci-ks.org">tleatherman@hcci-ks.org</a>	HCCI President/CEO 1195 SW Buchanan Topeka, KS 66604 (w)	N/A	N/A	N/A

Revised 8/25/14; ms



Housing and Credit Counseling, Inc

## HOUSING AND CREDIT COUNSELING, INC.

Tenant/Landlord • Homebuyer • Consumer Credit  
 1195 SW Buchanan, Suite 101, Topeka KS 66604-1183  
 Phone: 785-234-0217 or 800-383-0217 • Fax: 785-234-4289  
 E-mail: [hcci@hcci-ks.org](mailto:hcci@hcci-ks.org) • Web: [www.hcci-ks.org](http://www.hcci-ks.org)  
*Serving Kansas with offices in Topeka,  
 Lawrence, and Manhattan*

### 2014 DOUGLAS COUNTY ADVISORY COUNCIL

<u>NAME</u>	<u>PROFESSIONAL AFFILIATION</u>	<u>YRS ON BOARD</u>	<u>YRS WITH AGENCY</u>
<b>Adra Burks</b> 785-841-4269 (o) 785-766-8008 (cell) 785-841-3624 (fax) <a href="mailto:adraburks@sunflower.com">adraburks@sunflower.com</a>	Attorney Box 442192 Lawrence, KS 66044	3	3
<b>LaToya Fleming</b> 785-813-0359 ext 30359 (o) <a href="mailto:Lflemi1@hallmark.com">Lflemi1@hallmark.com</a>	Hallmark Section Manager – Lawrence Production Center 101 McDonald Dr Lawrence, KS 66044	1	1
<b>Marci Francisco</b> 785-842-6402 (h) <a href="mailto:maf@sunflower.com">maf@sunflower.com</a>	Kansas Senate Capitol Office, Room 422 1101 Ohio (home) Lawrence, KS 66044	15	15
<b>Brian Jimenez</b> 785-832-3111 (o) 785-832-3111 (fax) <a href="mailto:bjimenez@ci.lawrence.ks.us">bjimenez@ci.lawrence.ks.us</a>	City of Lawrence Code Enforcement 1 Riverfront Plaza, Suite 110 Lawrence, KS 66049	3	3
<b>Matt Llewellyn</b> 785-856-2337 (o) 785-550-6050 (c) <a href="mailto:matt@brew23.com">matt@brew23.com</a>	23 <sup>rd</sup> Street Brewery 3512 Clinton Parkway Lawrence, KS 66044	1	1
<b>William (Bill) Lewis</b> 785-864-7595 (o) <a href="mailto:wlewis@ku.edu">wlewis@ku.edu</a>	Univ of Kansas School of Business 1300 Sunnyside Ave. Lawrence, KS 66045-7585	4	4
<b>Brian McFall</b> 785-841-6677 (o) <a href="mailto:bmcfall@banklandmark.com">bmcfall@banklandmark.com</a>	Landmark National Bank 2710 Iowa Street Lawrence, KS 66046	3	3
<b>Teresa "Terri" Pippert</b> 785-865-0231 (o) 785-843-2206 (h) 785-331-1639 (fax) <a href="mailto:teresa.w.pippert@usbank.com">teresa.w.pippert@usbank.com</a>	US Bank Vice President, Business Banking Officer 900 Massachusetts St. Lawrence, KS 66044	7	7
<b>Catherine Shenoy</b> 785-864-7519 (o) <a href="mailto:cshenoy@ku.edu">cshenoy@ku.edu</a>	226-P, Summerfield Hall Univ of Kansas, School of Business 1300 Sunnyside Avenue, Lawrence, KS 66045-7585	4	4
<b>Marisa Mendoza</b> 785-830-2727 (o) <a href="mailto:mmendoza@haskell.edu">mmendoza@haskell.edu</a>	Haskell Indian Nations University Project Dir., TRIO-Student Support Services 155 Indian Ave., #5022 Lawrence, KS 66046	2	2
<b>Michael Stejskal</b> 913-945-0482 <a href="mailto:m_stejskal@yahoo.com">m_stejskal@yahoo.com</a>	KU Credit Union Teller/Student 3400 W 6 <sup>th</sup> St Lawrence, KS 66044	1	1

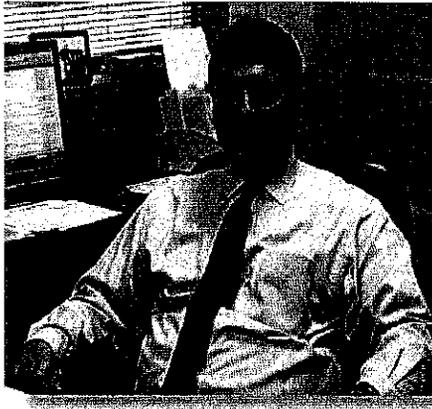
# 2013 ANNUAL REPORT

Housing and Credit Counseling, Inc.



HCC

# A Message from our President/CEO



It was another successful year for HCCI and our excellent group of dedicated and committed employees. In 2013 we provided financial, tenant/landlord, first-time homebuyer, foreclosure prevention and related counseling to over 2,600 individuals and families in our twenty-two county area. The outcome of our counseling sessions shows that nearly 60% of our clients immediately begin paying down debt and over 50% start saving money for the first time in their lives. We also conducted 160 financial literacy education classes for over 4,000 high school students and adults this year.

In 2013 we were one of the first credit counseling agencies in the country to implement a Student Loan Debt counseling and education program. Over 37 million Americans owe a total of \$1trillion in student loan debt, which now exceeds the total outstanding debt of credit cards in our country. Over

55% of all HCCI clients have student loan debt and our certified credit counselors assist them in working with their lenders to seek repayment plans that will often times significantly reduce our clients' monthly payments so they will not default on their student loan and be able to pay off other debt as well.

HCCI has also been selected by the United Ways of Topeka and Douglas County/Lawrence to lead their community wide financial stability programs. The United Ways of the Flint Hills (Emporia), Manhattan and Geary County/Junction City are strong supporters of HCCI's financial literacy counseling and education programs. HCCI appreciates the solid endorsement from these United Ways and the many other contributors you will see listed in this report.

Service to HCCI clients and program outcomes are summarized in this report and below I have listed some major accomplishments HCCI has achieved over the past few years.

**2013** – Better Business Bureau of the Great Plains named HCCI as the first Kansas nonprofit to receive the BBB Integrity Award in recognition of honesty, commitment, fairness and accountability to customers. The BBB serves Nebraska, South Dakota, Kansas (except the greater Kansas City area) and Southwest Iowa.

**2012** – National Foundation for Credit Counseling named HCCI clients Jim and Francine Bostick of Manhattan as National Debt Management Clients of the Year and named HCCI as the National Debt Management Counseling Agency of the Year for long-term counseling and support to clients paying Debt Management Plans over a period of three to five years.

**2011** – Federal Home Loan Bank of Topeka awarded HCCI's TOTO Program a three-year grant of \$145,260 to continue the partnership with the City of Topeka, Capitol Federal and other local lenders. To date, HCCI and its partners have helped 424 TOTO families and individuals to purchase their first home.

**2010** – National Foundation for Credit Counseling awarded HCCI National Educator of the Year for work to provide financial literacy education for youth, young adults and adults.

**2009** – HCCI recruited volunteers to revise the HCCI Women & Money classes developed by women for women. Over 500 women have enrolled since Women & Money was updated and offered in 2009.

## Mission Statement:

**“HCCI counsels and educates all people to achieve their personal housing and financial goals.”**

I want to especially thank the HCCI Board of Directors and our Advisory Council Members in Lawrence and Manhattan for the leadership they provided the agency in 2013. HCCI is fortunate to have the combined expertise of community leaders, educators, community volunteers and past clients who serve on our Board and Councils. Together we thank our many financial contributors and event sponsors for their support and commitment to allow our agency to provide the counseling and education to so many individuals and families in the communities we serve. A list of our many donors, event sponsors and grant sources are listed in this report. HCCI sincerely appreciates the extensive base of financial contributors who have helped HCCI to continue to grow and offer new programs and services to meet the changing needs of our community members.

This past November, I announced my retirement effective June 2nd of this year so I can serve as a full-time community volunteer and spend more time with family members and friends, both in Topeka area and around the country. It has been a privilege and an honor to serve as the CEO of HCCI for the past six years. HCCI is both financially stable and organizationally sound. Our agency is uniquely positioned to continue to expand our area of service for those who are in need of our programs and services and have no one else to turn to get the help they need to become financially stable and self-sufficient. As a result, 2014 holds great promise to be a productive and rewarding year for HCCI.

*Robert L. Mackey*

President & CEO  
Robert L. Mackey

*From a client: Thank you so very much. You helped me so much. I'll never own another credit card. I already feel free. I understand it's like anything in life if you let it own you or possess your life and make you a prisoner to it. My husband passed away back in 1987 and it's been so hard as my health wouldn't let me work. This is the best thing I ever did. Even though I feel guilty but when you're crawling you have to do something. I appreciate you all. May God richest blessing be yours always.*



# Who We Are

Housing and Credit Counseling, Inc. (HCCI) is a nonprofit agency that began as a grass-roots community service organization in 1972 to advocate for the rights of low-income tenants in rental property. HCCI has grown into a one million dollar HUD approved counseling and financial literacy education agency serving 22 counties in Northeast Kansas with offices in Topeka, Lawrence and Manhattan. HCCI is a financially strong agency as a result of continuous and successful fundraising efforts to secure funding through grants, contributions, program underwriting, client fees, and events.

## Core Programs

- **CONSUMER CREDIT** - HCCI counsels and educates people about budgeting, debt repayment, credit building, bankruptcy, mortgage and rent delinquency, reverse mortgages for seniors, and student loan repayment and rehabilitation options.
- **HOMEBUYER** - HCCI counsels and educates people who are hoping to realize the "American Dream" by buying their first home.
- **RENTAL HOUSING** - HCCI counsels and educates renters and landlords who are dealing with immediate issues related to rental housing.
- **EDUCATION** - HCCI educates the community about finances, rental issues, student loan repayment options, home ownership and credit building. Classes are provided for adults and young adults in workplaces, schools and community settings.

## Better Business Bureau Integrity Award Winner

Recognizing the policies and best practices HCCI has in place to assure that each client counseled is treated with dignity and fairness.

HCCI is honored to receive this Better Business Bureau Integrity Award given to businesses and nonprofit agencies in Nebraska, Kansas, South Dakota and Iowa that demonstrate the highest measure of ethical business practices as the foundation of their customer service. The Integrity Award Winners were chosen by an independent panel of judges consisting of business leaders and members of the academic community in Lincoln, Nebraska. Unlike other awards, the Better Business Bureau Integrity Awards focus on demonstrated ethical business practices, rather than a company's growth, profitability or popularity.



The public places high trust in the BBB. It is very rewarding for HCCI to receive this coveted award that recognizes businesses and nonprofit agencies that consistently initiate a business model to promote the highest level of honesty, commitment and accountability.



The BBB Integrity Awards recognize companies that go above and beyond in serving their customers and communities.

"HCCI has given me valuable information that I can use in day to day life. I was never taught how to budget growing up, and now I am able to teach my children." - HCCI Client Testimonial

# Consumer Credit Counseling

**3,549**

Total Counseled

**45**

Average Age

**\$30,967**

Average Household Income

**7**

Average # of Creditors

**\$36,094**

Average Amount of Unsecured Debt

**261**

Debt Management Plan Clients

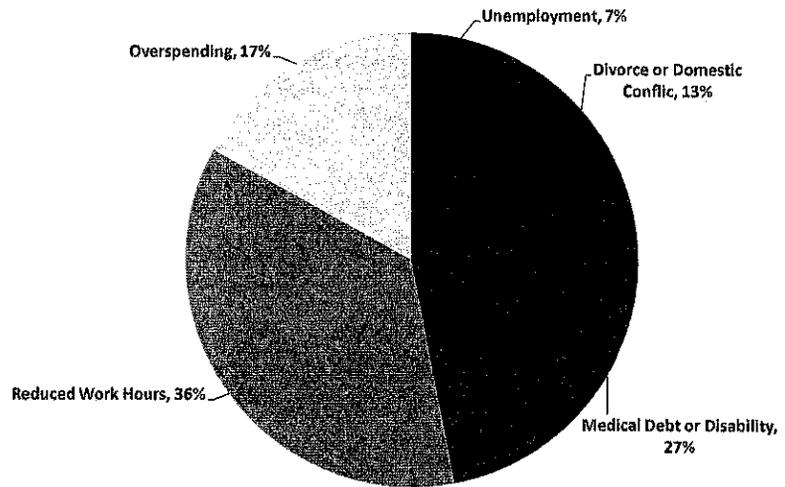
**71**

New Debt Management Plans

**\$1,814,683**

Returned by HCCI to Creditors

## Reasons for Financial Distress



## Outcomes

- ***Paid down debt*** **55%**  
Family reduced overall debt within 6 months of counseling
- ***Build assets*** **52%**  
Family was able to save in addition to paying debt
- ***Pro-active steps taken*** **48%**  
Family was able to take active measures to achieve financial stability. (Active measures can include increasing income, eliminating an expense, downsizing housing costs.)

## Observation of Trends

It is commendable that 55% of clients counseled were able to reduce their overall debt by applying flexible income to paying down debt. They accomplished this goal by carefully following a budget – many for the first time in their lives. This budgeting process is enlightening and empowering for clients who have only a vague concept of their monthly and non-monthly expenses.

It is remarkable that 52% of families counseled have started saving given the increasing costs of living and the extremely difficult financial challenges for many of HCCI's clients. As these families learn and use good budgeting skills they also serve as good role models for their children.

## Fees

Consumer Credit Clients are charged a one-time nominal fee of \$45 for up to six months for the same issue. The fee, which is a small portion of the overall cost of counseling, encourages active engagement. No one is ever turned away if they cannot pay this one-time fee. Grants, program underwriting and donations help HCCI cover the full costs of counseling.

# Homebuyer Counseling

**211**

Total Counseled

**343**

Short Term Counsels & Referrals

**32**

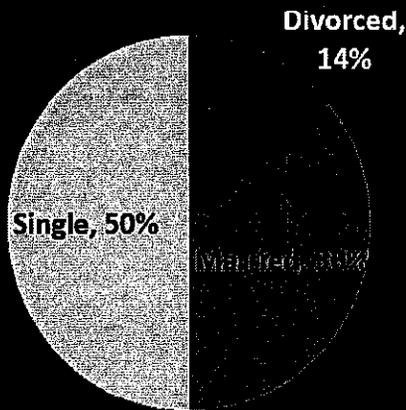
Average Age

**\$21,874**

Average Household Income

**3**

Average # of Persons in Household



Marital Status

## Outcomes

- **Paid down debt** **55%**  
Family reduced overall debt within 6 months of counseling
- **Build assets** **52%**  
Family was able to save in addition to paying debt
- **Pro-active steps taken** **48%**  
Family was able to take active measures to achieve financial stability. (Active measures can include increasing income, eliminating an expense, downsizing housing costs.)

## Observation of Trends

Owning a home of one's own is still a strong goal for young families and for single individuals too as the data shows. Mortgage lenders offered exceptionally low interest rates in 2013 and buyers with credit scores in the 720 to 750 range instantly qualify for these low scores.

Three primary factors kept people from qualifying to purchase homes in 2013

1. Credit scores: lenders prefer scores at the 650 to 700 range and higher. The majority of persons counseled were near the 570 range. HCCI provides counseling to help prospective homebuyers increase their credit score.
2. Debt to income ratio: many counseled had student loan debt of \$40,000 and more. While incomes and credit scores were satisfactory, their high debt (due to student loans) to income ratio was a roadblock.
3. Employment status: lenders prefer a minimum of two-years in the borrower's current work position. Some persons counseled who found new jobs after being unemployed had not been with their current employer long enough to qualify for a loan.

**Fees:** Clients are not charged fees for the Homebuyer Program.

HCCI's Homebuyer Education Program is sponsored by



**Capitol  
Federal®**

*True Blue® for over 115 years*



After working with Chris for 1.5 years we were able to improve our credit score and start saving for a down payment for our first home. He helped us through the process and my son got to celebrate his sixth birthday in his new forever home. Thank you!"

- HCCI Client Testimonial

# TOTO

a collaboration among:

- Housing and Credit Counseling, Inc.
- Capitol Federal
- City of Topeka Neighborhood and Housing Development Department
- FHLBank of Topeka
- Capital City Bank
- CoreFirst Bank & Trust



# TOTO

## Topeka Opportunity To Own Program

The Kansas Housing Resource Corporation gave HCCI and the City of Topeka the coveted Ad Astra Award to recognize the outstanding partnership of the TOTO Program.

Homeownership is the American Dream for most people. Owning your own home is a sign of financial stability and pride in your community. Getting the most for our housing dollars requires good budgeting skills, extensive research about the housing market, instinctive knowledge about your personal life style, and professional help.

Since 1992, HCCI and the City of Topeka have helped 400 families and individuals buy their first TOTO home. TOTO is a very successful collaborative effort between Housing and Credit Counseling, Inc., as the lead nonprofit agency, the City of Topeka Neighborhood Development Department, and local financial institutions.

The maximum purchase price of a TOTO home is \$65,000. Eligible participants may receive up to \$20,000 subsidy and up to \$30,000 subsidy if they purchase within one of the four Opportunity Areas. All TOTO homebuyers personally make a \$500 down payment. TOTO loans are available through the partnership HCCI has with three local banks: Capitol Federal, Capital City Bank, CoreFirst Bank and Trust. Loans are for 30 years at current fixed rate interest.

The TOTO program is currently operating on a generous multi-year grant from the FHLBank of Topeka of \$145,261 that serves as "pass through" funds to help TOTO homebuyers with their loan closing costs. The program also receives generous grants of about \$88,000 annually from the City of Topeka Housing and Neighborhood Development Department to provide counseling, education and manage the program.



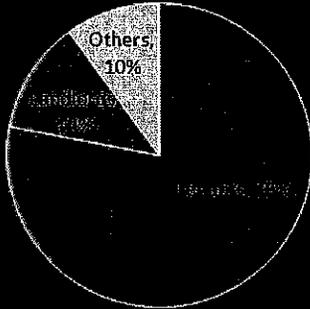
*True Blue® for over 115 years*



# Rental Counseling

**1,746**

Total Counseled



**1,050**

Inquiries/Referral to Other Agencies

**1,473**

Printed Publications Distributed

**36**

Average Age

**\$19,277**

Average Household Income

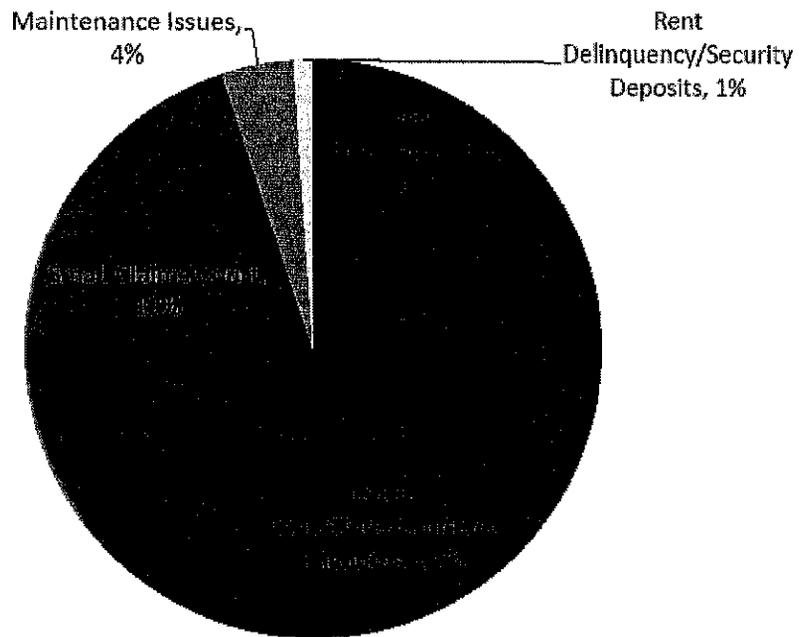
**\$500**

Average Rent Paid Per Month

**29%**

Households with disabilities

## Reasons for Counseling



## Outcomes

- **100%** of persons counseled reported they understood their rights and responsibilities after talking to an HCCI Counselor,
- **79%** reported they were able to take potential action steps outlined for them by HCCI.

## Observation of Trends

The majority of renters seeking counseling are living in low to moderately priced rental units. They cannot afford to pay an attorney when things go wrong. Many do not have a written lease agreement from their landlord. They are reluctant to relocate due to the cost of deposits for utilities and a deposit for a new rental unit. The majority of landlords seeking counseling are unsure of their rights and responsibilities regarding occupancy standards and eviction processes. They often are requesting clarification of their rights and sample forms.

HCCI is the only nonprofit providing this specialized counseling at no cost to both tenants and landlords. HCCI has developed an extensive website that answers many questions for both renters and landlords. In 2013, there were 14,831 hits to the Tenant and Landlord pages of HCCI's website.

## Fees

Tenant and Landlord clients are not charged for counseling. Landlords are charged a nominal fee for printed booklets and forms. Grants from the City of Topeka and City of Lawrence help fund the Rental Counseling Program.

# Education

## Student Loan Repayment Options Initiative

Nearly 40 million Americans possess student loan debt of over \$1 trillion and those numbers will only increase as tuition continues to climb at our universities. Due to the recent recession and now a very slow recovery in many parts of the country, former students of all age groups are struggling to repay their loans. Almost one in six borrowers is currently in default for a total of \$76 billion.

News articles and reports interviewing individuals with student loan debt don't always know what options are available to them in terms of standard repayment options, loan deferment, forbearance, income contingent, income sensitive plans, loan consolidation and even loan forgiveness. Yes, they could call their financial aid office or student loan servicer for assistance, but it appears like any consumer with debt problems, they don't always feel comfortable contacting the loan originator. The New York Times reported that "either borrowers are not aware of some of the repayment options or think they are too complex."

### HCCI's Student Loan Debt Counseling Program

- HCCI's Certified Credit Counselors have been trained to specifically address Student Loan Debt issues and potential solutions to those who are struggling to make their monthly payments.
- Our counselors can explain the different repayment options that are currently available that many borrowers are unaware.
- Counselors can also work on a budget with the client to possibly reduce their expenses to provide more disposable income to help make their student loan payments.
- Counselors can even assist the client in contacting the client's student loan lender to work out possible repayment options to put the client in a position to make more affordable payments on their loan by taking advantage of some of the available repayment options.

## Women & Money Series

2013  
*Women  
& Money*



The 2013 Women and Money Series of seven financial literacy classes developed by women for women was presented in September and October for 125 women in Topeka, Lawrence, and Manhattan. An additional 13 women participated as guest speakers. A total of 44 scholarships were provided.

Surveys show 70% of women are the sole decision makers about their family's finances. HCCI's Women and Money Series is designed for women of all ages, education and income

levels. HCCI Counselors and other expert speakers present the first four sessions about budgeting, banking and credit building that include discussion groups led by trained facilitators. The last three classes about investments, retirement planning, wills and trusts are presented by attorneys and other staff from the Kansas Securities Commissioner's Office and other speakers with expertise about Social Security, law, retirement planning, investing, wills and trusts. These classes give women the information they need to make good financial decisions that will have a far reaching impact on the financial stability of their families for years to come.

A total of **234** classes were presented  
for **6,406** participants

**57** classes were presented for a total of  
**2,670** youth and young adults  
attending.

**OSBC**  
State Bank Commissioner  
of Kansas

The office of the Kansas State Bank Commissioner is a primary supporter of HCCI's Financial Literacy Education Program. Other sponsors are listed on contributor page.

# 5th Annual Great Topeka Bed Race

The 5th Annual HCCI Great Topeka Bed Race was staged on St. Patrick's Day prior to the big parade in downtown Topeka. Ralph Hipp, WIBW News Anchor, was the Honorary Chair of the Bed Race. A total of 25 teams raced in 2013 with Fed Ex winning the first place trophy and Capital City Bank coming in a very close second. Washburn Tech Welding students, Silver Lake Bank and Westar Energy won Best Decorated trophies.



Fed Ex - 1st Place



Capital City Bank - 2nd Place



Ralph Hipp, WIBW-TV, Honorary Chairman with Bob Mackey, HCCI CEO.

**Proceeds from the Great Topeka Bed Race help support HCCI's counseling programs. This is a fun event for the whole family and was attended by over 1,000 people in 2013.**

# Board of Directors

- John Olsen, Chair - Westar Energy
- Vince Frye, Vice Chair - Downtown Topeka, Inc.
- Michael Kongs, Treasurer - Stormont Vail HealthCare
- Robert Washatka, Secretary - The Great Game of Business
- Bob Kobbeman, Immediate Past Chair - Capital City Bank
- Mary Aker, Director - Kansas Department of Health & Environment
- Bryan Beall, Director - Communications Workers of America Local 6401
- Wanetta Bean, Director - Community Volunteer
- Jeffrey Blush, Director - Capitol Federal
- Todd Butler, Director - Butler & Associates, P.A.
- Robb Cummings, Director - Sallie Mae
- Michelle Goacher, Director - Hallmark Cards
- Ron Harbaugh, Director - USD 501 Spokesman
- Dan Kingman, Director - Cherrywood Realty LLC
- Matthew Spurgin, Director - Attorney
- Beth Strong, Director - Re/Max Associates of Topeka
- George Vega, Director - State of Kansas
- Tai Vokins, Director - Vokins Law Office
- Curtis Waugh, Director - Washburn University School of Law

# Advisory Councils

## LAWRENCE

- Adra Burks - Attorney
- LaToya Fleming - Hallmark Cards
- Marci Francisco - Kansas State Senator
- Brian Jimenez - City of Lawrence Code Enforcement
- Matt Llewellyn - 23rd Street Brewery
- William Lewis - University of Kansas School of Business
- Brian McFall - Landmark National Bank
- Teresa Pippert - US Bank
- Catherine Shenoy - University of Kansas School of Business
- Marisa Spoonhunter - Haskell Indian Nations University
- Michael Stejskal - KU Credit Union

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- Brenda Bell - Attorney
- Chris Bundy - Primelending
- Francine Bostick - Kansas State University
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- Katie Seay - The Trust Company
- DeAdre Strouts - USD 383 Head Start
- Dick Wertzberger - Landmark Bank
- Jennifer Wilson - Riley County Extension Office

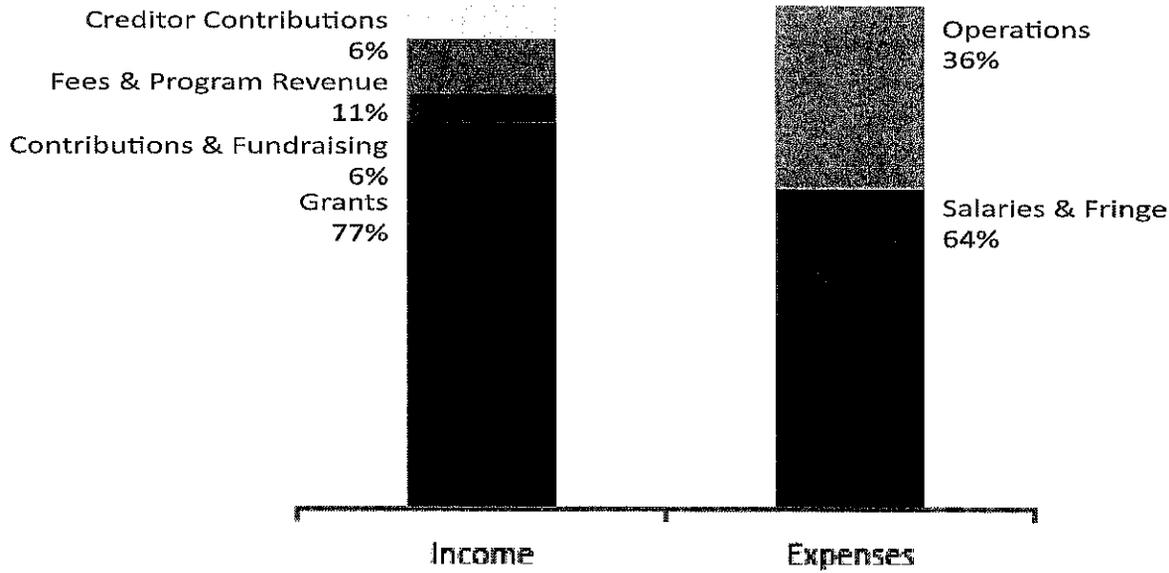
In 2013, volunteers  
donated **781 hours**  
to help HCCI meet its  
mission.

Volunteers serve on the  
HCCI Board of Directors  
and Advisory Councils.  
Volunteers make the  
HCCI Great Topeka Bed  
Race an annual event  
that is fun for everyone.

They serve as guest  
speakers for Homebuyer  
Education classes and  
as breakout facilitators  
and guest speakers for  
the Women and Money  
Series.

**Volunteers don't  
just do the work  
- THEY MAKE  
THINGS WORK.**

# Finances



## Grants / Underwriting / Sponsors

Alliance Bank  
Bank of America  
Blanche Briden Foundation  
Capital City Bank  
Capital One  
Capitol Federal  
Capitol Federal Foundation  
CitiBank  
City of Lawrence  
City of Manhattan  
City of Topeka  
Conklin Hussey Charitable Trust  
Cox Communications  
Douglas County Community Foundation  
Educational Credit Union  
Envista Credit Union  
Wells Fargo Housing Foundation  
FHLBank Topeka  
FINRA Foundation  
GO Topeka Economic Partnership  
Hallmark Cards  
Heartland Combined  
Housing and Urban Development  
Kansas Securities Commission  
Kaw Valley Bank North  
Landmark National Bank  
Lawrence - Douglas County Housing Authority  
M-C Industries, Inc.

Military One Source  
National Foundation for Credit Counseling  
Office of State Bank Commissioner  
Paragon Financial Services  
Paramount Pest Control  
Prairie Band Pottawatomie Nation  
PTMW, Inc.  
Quest Credit Union  
Rasmussen  
Rice Foundation  
Schendel Services, Inc.  
Silver Lake Bank  
Sports Car Club of America, Inc.  
State Farm  
Stormont Vail HealthCare  
The Women's Fund  
Topeka Area Association of Realtors  
Topeka Credit Union Foundation  
United Way of Douglas County  
United Way of Flint Hills  
United Way of Greater Topeka  
United Way of Riley County  
US Bank  
Walter & Lucy Rousch Charitable Trust  
Wendling Noe Nelson & Johnson, Inc.  
West Side Stamp and Awards  
Westar Energy  
Zimmerman & Zimmerman, P.A.

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Dr. Stanley & Joanne Teeter  
Ron Wasserstein

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FrameWoods  
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Hazel Hill  
Hy Vee  
Indian Hills Salon  
Jimmy John's Gourmet  
Sandwiches  
Performance Tire  
Quizno's  
Select Sleep - Sleep Number  
Smith Audio Visual, Inc.  
Sweet & Sassy Pies  
Topeka & Shawnee  
County Public Library  
Walmart  
WIBW-TV 13  
94.5 Country/AM 580 WIBW

*Thank  
You!*



*HCCI has made every  
effort to record each contribution.  
We sincerely apologize if your  
name is listed incorrectly or  
inadvertently omitted.*

*Please advise us  
at [hcci@hcci-ks.org](mailto:hcci@hcci-ks.org) or call  
1-800-383-0217.*

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Heartland Medical Clinic, Inc (Heartland Community Health Center)

Mailing Address: 1 Riverfront Plaza, Suite 100 Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Ali Edwards Phone: (785) 841-7297, ext 208

Contact Title: Director of Operations

E-mail (required): aedwards@heartlandhealth.org Fax : (785) 856-0375

Date : 12/4/14

Mission of organization:

To transform the health and lives of those in need through the love of Jesus.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

### **1. What is the situation, problem or opportunity this grant will address?**

Heartland Community Health Center's Ryan White Rent & Utility Assistance Program is designed to prevent homelessness for persons living with HIV/AIDS. This program directly addresses the problem of homelessness caused by poverty or unforeseen circumstances among people living with HIV/AIDS. People living with HIV/AIDS are at high risk of hospitalization, and the incurred costs and interruptions caused by hospitalization or illness can impede the person's ability to work. This, in turn, can lead to instability in finances to pay for rent, food, utilities and medicines. Heartland uses Rent & Utility Assistance Program funds to help stabilize these needs in order to give clients living with HIV/AIDS the best possible chance to maintain control over his/her life circumstances.

The funds provided by the City of Lawrence are instrumental in assuring stable, affordable and suitable housing for persons living with HIV in our community.

### **2. How will this grant support the mission of the organization?**

Heartland is the sole organization in a three-county area of northeast Kansas that provides case management to low-income clients with HIV/AIDS. Heartland became an HIV/AIDS case management organization after the Douglas County AIDS Project (DCAP) dissolved and transferred its case management services to Heartland and its HIV/AIDS testing services to the Lawrence-Douglas County Health Department.

Heartland's primary role in the community is as a primary care clinic with integrated mental health services. Its mission to transform the health and lives of those in need is carried out daily by providing affordable, high quality health care to our area's most vulnerable citizens. While HIV/AIDS case management is a new line of service for Heartland, it has offered case management services to all of its patients with chronic disease since its inception in 1999. Because of medical advancements made over the past 25 years, HIV/AIDS now can be managed similar to any other chronic disease, which makes it appropriate for Heartland to be these clients' medical home.

Beyond providing health care through traditional office visits, Heartland also offers a variety of different programs to help patients and clients get and remain healthy. One program that Heartland offers to its low-income clients with HIV/AIDS is a Rent & Utility Assistance Program.

## **City of Lawrence CDBG/HOME Programs Grant Application**

Clients with secure housing are much more likely to remain committed to the difficult and complex medical regimen they must follow to stay healthy and avoid accessing expensive emergency medical services. In fact, stable housing is the number one indicator of health among those living with HIV/AIDS. With CDBG funding, Heartland can help clients remain in stable housing and stay healthy.

### **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

Heartland currently provides case management for 57 clients with HIV/AIDS that face circumstances that make them eligible for assistance if an emergency arises.

100% of those receiving case management and 100% of those receiving Rent & Utility Assistance from Heartland meet the guidelines for low-to-moderate income households. In order to access Heartland medical case management services and federal Ryan White Program assistance, Heartland clients are required to submit income verification documents every six months. Submitted documents are used to verify income levels if Rent & Utility Assistance program funds are requested.

For many clients, Heartland is the last resort for emergency funds. They seek out our assistance when all other resources have been exhausted. Due to cuts in federal HIV/AIDS support funding, Heartland clients are increasingly accessing local emergency assistance.

### **4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

Heartland employs a .75FTE medical care manager that works directly with clients in assessing need and qualifying them for Rent & Utility Assistance funds. Once a client is qualified for Rent & Utility Assistance funding, the case manager schedules an appointment between the client and a social worker from Catholic Charities of Northeast Kansas who administers Heartland's Rent & Utility Assistance program and tracks assistance in a city-wide emergency fund database.

The Rent & Utility Assistance is a subset of the case management activities we continually provide to those in the community with HIV/AIDS. Heartland also provides a primary care medical clinic with integrated behavioral/mental health services, wellness programs and a food pantry to its clients.

Heartland is an official United Way of Douglas County community partner organization. As such, Heartland works collaboratively with numerous local organizations to ensure effective use of community resources (see question 5). If needed, resources available through community partners, such as addiction intervention or behavioral health services are utilized.

## **City of Lawrence CDBG/HOME Programs Grant Application**

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

Heartland works with the Lawrence-Douglas County Health Department, Catholic Charities of Northeast Kansas and Dr. Christopher Penn, an infectious disease physician, to make its Ryan White Case Management Program as effective as possible.

As mentioned in question four, Heartland assesses the needs of its clients for rent or utility assistance and then sets up an appointment between the client and a social worker from Catholic Charities of Northeast Kansas. Because Catholic Charities has access to a city-wide database tracking Rent & Utility Assistance funding, Heartland works with them to ensure that the need is being met across the city and funding is being evenly distributed.

Heartland also works with Kansas Care through Housing and Lawrence-Douglas County Housing Authority as well as numerous physicians, pharmacies, landlords and utility companies to help clients afford medication, lab tests, rent and utilities.

Heartland's Rent & Utility Assistance Program addresses the specific, unique and complex needs of those living with HIV/AIDS. Medical advances in the last 10 years have changed the face of HIV/AIDS, allowing people to live full and healthy lives. However, the regimen of medications required to remain healthy is complex and can often cause side effects that are difficult to tolerate. Missing just one dose of an HIV/AIDS drug can cause the body to develop immunity to a particular drug. Without a stable living situation and an otherwise chaotic life, it is nearly impossible for someone with HIV/AIDS to adhere to such a demanding medical protocol. Through the Rent & Utility Assistance Program, Heartland works to secure housing so our clients are able to focus on the demands of their medical needs.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

Because stable housing is the number one indicator of health among those living with HIV/AIDS, Heartland will measure the number of clients who have remained in stable housing as a result of this project.

Success would mean that twenty community members living with HIV/AIDS are able to remain in stable housing (\$250 \* 20 people).

Heartland will continue to fund this project once grant funds are expended through private fundraising and other grant dollars.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

When DCAP transferred its services to Heartland in July 2014, Heartland absorbed DCAP's Rent & Utility Assistance Program. While Heartland has had a Rent & Utility Assistance Program to assist in-need community members since 2004, the absorption of DCAP's program expanded the program to include fund restricted to people living with HIV/AIDS. While these

## City of Lawrence CDBG/HOME Programs Grant Application

funds are restricted to a certain group of people, the objectives of the Rent & Utility Assistance Program remains the same: to help our community's most vulnerable residents remain in stable housing.

The objective of this grant would be to keep twenty (20) community members living with HIV/AIDS in stable housing over the next year (\$250\* 20 people = \$5000).

### 8. What other funding sources have been approached and what have the responses been?

Since absorbing DCAP in July 2014, Heartland has applied for a \$7,500 grant from the Elizabeth Taylor AIDS Foundation but has not received a response yet. Food and nutrition assistance specific to those living with HIV/AIDS is provided through Kansas Care through Housing (\$2,500, expected).

**Please respond to the following for each program or activity contained in your application:**

### III. Program or Activity Information

\_\_\_ *New Program or Activity*      X *Existing Program or Activity*

**Name of Program or Activity** \_\_\_Rent & Utility Assistance for low income persons living with HIV/AIDS\_\_\_\_\_

Requested \$5000      Request is 38 % of project budget and .2% of agency budget.

#### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance**
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### **Funding Type**

*(Check all that apply)*

- Public Service**
- Capital Improvement

### **Fifty-word summary description of the program or activity:**

Heartland is requesting \$5,000 for its Ryan White Case Management Rent & Utility Assistance Program. This program is designed to help individuals in our community with HIV/AIDS who are in crisis maintain stable, affordable and suitable housing.

## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Program/Activity Budget

Please note: This budget only pertains to Heartland's Rent & Utility Assistance Program for people with HIV/AIDS. It does not cover Heartland's entire HIV/AIDS case management program or cover administrative/overhead expenses associated with the Rent & Utility Assistance Program besides personnel.

Heartland Rent & Utility Assistance Budget Sheet			
		NON CDBG \$	CDBG
Beginning Balance			\$ -
<b>INCOME</b>			
Interest	Description		
Sales			
Donations	Kansas Cares through Housing	\$ 2,500.00	
Memberships			
Advertising			
T-Shirts			
CDBG Grants			\$ 5,000.00
Other Grants	Elizabeth Taylor AIDS Foundation and KDHE Ryan White Grant	\$ 10,688.00	
Other (please list)			
<b>Subtotal</b>		<b>\$ 13,188.00</b>	<b>\$ 5,000.00</b>
<b>Expenses</b>			
Communication Expenses			
Postage			
Newsletter Printing			
Newsletter Postage			
Website Expenses			
Coordinator Salary			
PO Rental			
Other Rental (Specify)			
Office Supplies			
Advertising			
Other Publicity (Specify)			
LAN Dues			
Gifts/Grants			
Clean Up			
Capital Improvement (Specify)			
Food/Entertainment			
Personnel	Medical Case Manager (208 hours * \$15.32/hr)	\$ 3,188.00	
Rent & Utility Assistance	\$250/person * 50 people	\$7,500	\$ 5,000.00
Food Pantry	Ensure and other nutritional support	\$ 2,500.00	
<b>Total Expenses</b>		<b>\$ 13,188.00</b>	<b>\$ 5,000.00</b>
<b>Ending Balance</b>		<b>\$ -</b>	<b>\$ -</b>

2013

HEARTLAND COMMUNITY HEALTH CENTER

# ANNUAL REPORT



**HEARTLAND**  
COMMUNITY HEALTH CENTER

# A LETTER FROM JON

# HEARTLAND CEO



I'm struggling to put my finger on the word that I feel best describes 2013 at Heartland Community Health Center. Exhilarating? Yes. Exhausting? Yes. Fulfilling? Absolutely. But none of these words truly capture our 2013.

I guess if I'm really thinking about it, the word I'm looking for is incomprehensible. We stand now in absolute wonder at what God has taken away and what He has brought us. And we stand now trusting even more that God has us exactly where He wants us.

Since I first came to Heartland Community Health Center as a volunteer, I have been continuously amazed by the faithfulness and favor God has shown us. Through the ups and downs of this young organization, we have learned (and are still learning) to trust what God is doing. He is continuously providing for us and preparing us for what is next.

In 2013—with the help of our generous supporters—Heartland did more than ever to fulfill our mission of transforming the health and lives of those in need through the love of Jesus Christ. We hired a new medical director and added a new nurse practitioner to meet more of the need; remodeled our clinic to be more welcoming, comfortable and private; provided more holistic care by growing our partnership with the Bert Nash Community Mental Health Center; and changed our scheduling model so more people can get in to see a provider faster.

The investments we made in 2013 have us ready for even more growth in 2014 and beyond. We love serving this community and we are sincerely grateful for your partnership.

Jon Stewart

## THANKS TO OUR CHURCH PARTNERS



First Christian Church



LAWRENCE FIRST NAZ

North Lawrence Christian Church

Indian Avenue Baptist Church



## AND OTHER CHURCH SUPPORT

Grace Evangelical Presbyterian Church

Lawrence Free Methodist Church

# A SNAPSHOT OF 2013



## MORE PROVIDERS & MORE NEEDS MET

We added a new Medical Director, Dr. Dan Purdom, and a new Nurse Practitioner, Nicole Delimont. By adding additional providers, Heartland was able to meet the needs of 26% more patients this year with room to continue growing in 2014 and beyond.

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## HEARTLAND & THE MARKETPLACE

Through the Health Insurance Marketplace, we were able to enroll more than 100 uninsured individuals in affordable insurance, some for the first time in their lives. This will help those enrolled receive the care they need when they need it.

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## CLINIC REMODEL & MORE EXAM ROOMS

Through a grant from the Kansas Association for the Medically Underserved, we completed our biggest remodel project yet. We have a brand new, modern reception area and six new exam rooms, doubling our capacity to treat underserved families.

---



## EXTERNALLY FOCUSED CHURCH

This year we partnered with thirteen churches, and received support from two others. These churches helped Heartland by giving financially, donating food, and sending volunteers.

---



## PARTNERSHIP FOR HOLISTIC HEALTH

We deepened our commitment to providing holistic health care by strengthening our partnership with Bert Nash. A Heartland nurse practitioner sees patients at Bert Nash one day a week while a part time psychiatrist and full time behavioral health consultant treat patients at Heartland.

---



## FAITHFUL & COMMITTED VOLUNTEERS

This year at Heartland, 108 volunteers served over 8,500 hours in the clinic and food pantry totaling approximately \$120,000 in in-kind support.



# CARING FOR THE WHOLE PERSON



## PRIMARY HEALTH CARE CLINIC

Heartland's primary care clinic offers integrated mental/behavioral health services to ensure all needs are met: physical, emotional, social, and spiritual. Heartland also offers Diabetes Care & Prevention, smoking cessation, and exercise and nutrition programs; medication assistance; cooking classes; and countless connections to community resources.

5,872 patient visits in 2013.

---



## FOOD PANTRY

Heartland's food pantry offers clients their choice of healthy options and perishable food staples, such as milk, eggs, lean meats, and bread. With more than twenty dedicated volunteers, the food pantry is able to connect clients with our health clinic, as well as other resources aimed at addressing the causes of poverty and hunger instead of simply treating the symptoms.

2,350 food pantry visits in 2013.

---



## RENT & UTILITY ASSISTANCE

Heartland's Rent & Utility Assistance Program helps in-need families get back on their feet. A social worker from partnering organization Catholic Charities screens applicants and distributes funds to 15 families each month.

180 families helped in 2013.



# TRANSFORMATIONAL CARE



"I like that it's a team that works together to provide my care."

"I like Dr. Purdom. He takes time with his patients. I didn't feel hurried."

"Here, I am treated like a human being instead of a diseased thing."

"Now I have a sound option for medical care despite my financial situation."

"I like the mission of Heartland and the affordability. I also appreciate that when you come here you are made to feel important. Thanks!"

"I feel that our therapist listens to what I have to say."

"The staff truly cares about helping me become healthier, not just treating symptoms."

"It's the best care I've ever received."

"The staff and nurses and doctors are willing to discuss my concerns and give good info."

"I like everything best. Finding this place was a God send."

"The doctors care about the whole person."

"I have been treated poorly at other places for not having insurance, almost like a criminal. Everyone at Heartland has been incredibly friendly and welcoming."



"We are committed to providing our care in a way that emphasizes the needs of our patients and their role in their health. Our providers take time with each patient and work as a team to create a plan that helps them manage their health."

A handwritten signature in black ink that reads "Dan Purdom, MD".

Dan Purdom, MD  
Heartland Medical Director

# PARTNERING WITH OUR COMMUNITY

## Heartland Board of Directors

Nate Rovenstine: Chairman  
 Pieter Willems: Vice Chairman  
 Wayne McDaniel: Treasurer  
 Mike Malm: Secretary  
 Amber Gray-Wolf  
 Anna Popiel-Doktor  
 James Pavisian

John Leatham  
 Kelly Hayes  
 Laura Nash  
 Rick Burwick  
 Robin Brooks  
 Wesley Helfenbein



Cordley Elementary Carnival

**MISSION:** To transform the health and lives of those in need through the love of Jesus Christ.

## COMMUNITY PARTNERSHIPS



City of Lawrence



The Feinstein Foundation



Fill Up Pour Out at Arterra Event Gallery



Holiday Haircuts w/ Paul Mitchell the School OP



Jon Stewart framing walls during the remodel



Health Insurance Marketplace Town Hall at LMH

# FINANCIAL SUMMARY

## 2013 SUPPORTERS

### \$20,000+

Lawrence Wesleyan Church  
Ray & Imy Poteet

### \$10,000-\$19,999

Gene & Charlene Fritzel  
McDaniel Knutson Financial  
Partners  
Mustard Seed Church

### \$5,000-\$9,999

Arterra Event Gallery\*  
BRI Inc.\*  
EastLake Community Church  
Curt & Martha Lanpher  
Morning Star Church  
Jon & Karen Stewart\*

### \$1,000-\$4,999

Blue Cross Blue Shield of Kansas  
Stephen Carttar  
Rebecca Coan  
Christ Covenant Church  
Ali Edwards  
G2 Architects\*  
Brad Grinage  
Matt Harms  
Kyle Haeusser  
Indian Avenue Baptist Church  
Lawrence Heights Christian Church  
Michael Malm & Wendy Droge  
North Lawrence Christian Church  
Robert & Laura Sidlinger  
U.S. Bancorp  
Velocity Church  
Vintage Church

### \$500-\$999

360 Church  
American Postal Union Workers  
Colleen Carlsen  
Kathleen Himmer  
Carey & Jean Johnson  
Lambda Chi Alpha  
Kay Mengers  
Ken Roberts  
Ty & Susan Yoshida

### \$100-\$499

Wolfgang Berthold  
Luke & Victoria Bogner  
Antonette Brecheisen  
Rick & Monica Burwick  
LaVerne & Morna Calef  
Lee & Carolyn Carlson  
Clinton Presbyterian Women  
Woody & Marla Davis  
Douglas Co. Connection Inc.  
First Baptist Church  
First Church of the Nazarene  
Michael & Julia Gaughan  
Phillip & Phoebe Godwin  
Glaxosmithkline Foundation  
Gracenote Photography\*  
Mark Griffith  
Howard & Cynthia Hasler  
Ted & Elaine Hite  
Dean & Joyce Jordan  
Walt Kihm  
Knology  
Angela Leasure  
Lawrence Wesleyan Church  
Women's Bible Study  
Nicholas & Jennifer Maciaszek

Gene & Carol Meyer  
Bruce & Erni Muzzy  
Nola Peine  
John & Dana Prijatel  
James & Nang Mo Lao Rives  
Shirley Roberts  
Nathan & Janet Rovenstine  
David & Elizabeth Scheib  
Jeremy & Amy Shellhorn  
Eric & Patricia Roach Smith  
Ron Swall  
Scott & Nancy Thellman  
Truman & Wanda Waugh  
Frank & Donna White  
Bill & Robin Wood  
The World Company  
Diane Yeamans  
Anonymous (2)

### Up to \$100

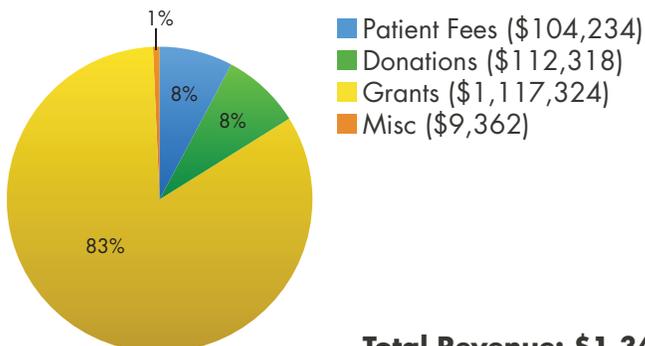
Patricia Adams  
Reba Bennett  
Michael Buerman  
Justine Burton  
Glenda Clisso  
Brenda Coffman  
Steven Conley  
Kim Coons  
Dawn Cope  
Ryan Crawford  
Anna Doktor  
Steve & Carol Edwards  
Charles Fisher  
Dennis & Cindy Folks  
Joseph Gaultney  
Carl & Doris Guggisberg  
John & Diane Hachmeister

Jessica Hampton  
Jeff & Jerri Herman  
Rita Hoffman  
John Houston  
Kenneth Jennings  
Lora Lee Johnson  
Robbin Kerth  
Tracy Lyon  
Kerry Magee  
Mary Anne McClure  
Kathleen McGreevy  
John McGrew  
Jerald McVey  
Cara Muths  
William Parmer  
Darla Pittman  
Naomi Rothwell  
James Seaver  
Myka Small  
Virgina Smith  
Ben Tomlin  
Harold Washington  
John Wilson  
Terry & Roma Wisdom  
Brandon & Heather Zoeller

We have made every effort to ensure that each gift is properly recorded. If your name is misspelled, listed incorrectly, or inadvertently omitted, please notify Ali Edwards at [aedwards@heartlandhealth.org](mailto:aedwards@heartlandhealth.org) or 785.841.7297, ext. 208.

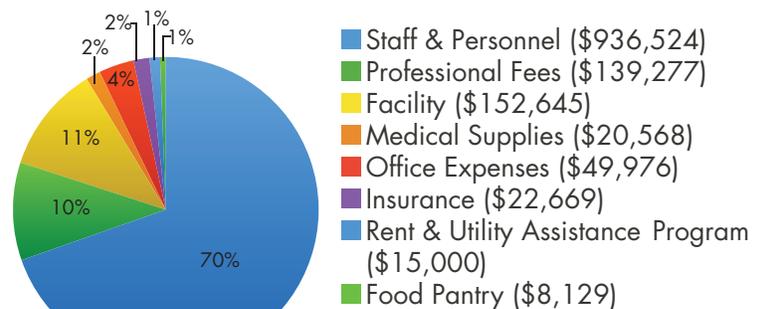
\*Combination of cash and in-kind donations.

## REVENUE



**Total Revenue: \$1,343,238**

## EXPENSES



**Total Expenses \$1,344,788**

2013 financial information is impacted by a transition from cash accounting to accrual and GAAP.

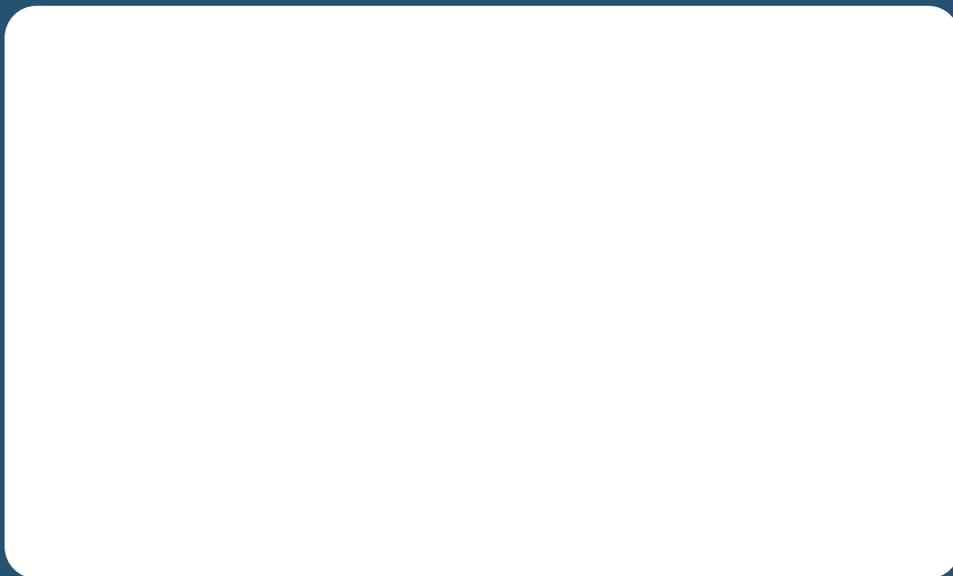
# ANNUAL REPORT

HEARTLAND COMMUNITY HEALTH CENTER

2013



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66044  
PERMIT #77



## Heartland Board Members 2014

BOARD MEMBER	CURRENT BOARD	AREA OF EXPERTISE	CONTACT
Nate Rovenstine	President	Pastor	jnrovenstine@juno.com
Peter Williams	Vice President	Pastor	pwillems@mustardseedchurch.com
Mike Malm	Secretary	Banking	mdmalm75@gmail.com
Wayne McDaniel	Treasurer	Financial Planner	wayne@mcdanielknutson.com
Rick Burwick	Member	Pastor	pastorrick@cpaog.com
Robin Brooks	Member	Homemaker	burtchettrm@juno.com
Anna Doktor	Member	Banking	annapopiel@yahoo.com
Kelly Hayes	Member	Day Care Provider	khayes1016@yahoo.com
Amber Gray Wolf	Member	Finance Banking	ambergraywolf@yahoo.com
Laura Nash	Member	Nursing	suqaad@sunflower.com
James Pavisian	Member	Lawyer	pavisia@gmail.com
John Leatham	Member	Editing	jal-big@att.net
Wesley Helfenbein	Member	Pastor	pastorwesleyh@gmail.com

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Lawrence Community Shelter

Mailing Address: 3655 E. 25<sup>th</sup>

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Mia Gonzalez Phone: (785) 832-8864

Contact Title: Director of Development & Marketing

E-mail (required): miag@lawrenceshelter.org Fax : (785) 832-1053

Date : 11/19/2014

Mission of organization:

The mission of the Lawrence Community Shelter is to provide a safe shelter, provide comprehensive services and programs that provide a path to a positive future for people who are currently experiencing or are at risk for homelessness.

### Required Attachments for Application (one each per application):

- X List of officers and board members and their principal occupations
- X Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services

# City of Lawrence CDBG/HOME Programs Grant Application

1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

     *New Program or Activity*      *X Existing Program or Activity*

**Name of Program or Activity: General Operations for the Lawrence Community Shelter, INC**

Requested \$90,000      Request is 25 % of project budget and 11% of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- X Movement to housing
- X Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- X Public Service
- Capital Improvement

## **City of Lawrence CDBG/HOME Programs Grant Application**

Fifty-word summary description of the program or activity:

Funding the general operations of LCS will ensure that not only are the immediate emergency needs of homeless community members met but also that programs designed to assist guests in ending their homelessness are provided. Programs include: intensive case management and individualized assistance with obtaining permanent housing and employment.

### **IV. Program/Activity Budget**

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## LCS Proposed Grant Budget

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
Case Management Supervisor	1.0 FTE @ \$40,000	7,000	33,000	<b>40,000</b>
Employment Counselor	1.0 FTE @ \$32,000		18,000	<b>18,000</b>
Case Manager	1.0 FTE @ \$35,000	10,000	24,000	<b>34,000</b>
Case Manager	1.0 FTE @ \$41,000	10,000	24,000	<b>34,000</b>
Family Case Manager	1.0 FTE @ \$30,000	10,000	10,000	<b>20,000</b>
Kitchen Manager	1.0 FTE @ \$16,200		\$16,200	<b>\$16,200</b>
Kitchen Staff	2.0 PTE @ \$12, 240		\$12,240	<b>12,240</b>
Monitors	8.0 FTE @ \$20,000	30,000	120,000	<b>150,000</b>
Other (specify below)				
Americorps Members	2.0 FTE @ 400	3,000	6,600	<b>9,600</b>
<b>COMMUNICATIONS</b>				
Telephone	12 months @ 810.00		9,720	<b>9,720</b>
Printing	12 months @ \$417.00		5,000	<b>5,000</b>
Postage	12 months @ \$49.00		588	<b>588</b>
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office	12 months @ 393.00		4,716	<b>4,716</b>
Equipment				
Space Rental				<b>-</b>
Food	12 months @ 3357		40,284	
<b>OTHER COSTS (specify below)</b>				
Utilites	12 months @ \$6096	20,000	43,000	
<b>TOTALS</b>				
		<b>90000</b>	<b>367348</b>	<b>354064</b>

## LCS NARRATIVE

### **1. What is the situation, problem or opportunity this grant will address?**

Homelessness is a complex and controversial problem in Lawrence/Douglas County. The homeless population, comprised of people who are frequently dealing with mental illness, addiction, physical and mental abuse, is underserved by the larger community and comes to the Lawrence Community Shelter (LCS) for refuge and needed assistance. The continued existence of homelessness and further development of LCS and partner organizations efforts to fill the gaps in supportive services is the challenge to the broader community.

### **2. How will this grant support the mission of the organization?**

This grant directly supports the mission of LCS which is to provide shelter to those in need and support services for helping them secure stable housing. Specifically this grant partially funds the personnel who direct impact on LCS guests and helps cover a portion of the costs of utilities and office supplies.

### **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

In 2014, LCS sheltered over 1,060 children, women and men. We have also increased our daily capacity for cold weather conditions to 140 when under 40 degrees. 100% of LCS clients meet the low-moderate income definition. Any source of income that can be documented is reported by the intake worker and verified by the assigned case manager. Those guests whose cash income is generated from undocumented sources are required to report what they have earned.

### **4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

LCS employs 21 staff members currently and utilizes over 200 volunteers to meet the needs of the agency and its guests. The annual budget for LCS is just over a million dollars. LCS is a United Way agency and collaborates with numerous community partners for the benefit of LCS guests. In addition to the many existing connections several new collaborations for 2014 include but where not limited to:

- Vocational Rehabilitation through the Department for Children and Families.
- Federal Bonding Program, Joyce Heiman. The program gives free insurance to employers who hire felons or people with big gaps in their work history that protects the employer from dishonest behavior.
- Salvation Army "Character Building Clubs". On average about 4-6 kids a week attend the club with parents' permission.

- United Way “Money matters”, a financial literacy program. Currently 6 families attend. In the past 4 families were certified and 1 family was housed at graduation time.
- Success by 6 to provide PEACH (physical and emotional for children experiencing homelessness).
- LCS Family walking program with about 14-20 participants. We look to expand with family yoga soon.
- LCD FP works with elementary and jr high schools, and head start, to aid families with needs.
- KU volunteers come daily to help kids with homework, read, and play.
- Boys and girls club after school program
- United way Virtual Reality ; helping Jr high kids to begin to understand about budgets, bills, and life responsibilities.
- Healthy families from the Douglas County Health Department
- Big Brothers/Big Sisters to provide Bigs in Schools

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

When a guest first arrives they have three business days to meet with a case manager and develop a case plan. If after three business days they have failed to meet with a case manager they will exit the program. After developing a case plan and showing progress on meeting their goals guests will be moved from the level one co-ed dorm to level two male or female dorms. If after ninety days they have not shown progress towards meeting their objectives they will exit the program. Case plans will be reviewed regularly after 90 days to measure progress towards goals; any level two guest who has not made adequate progress may be moved back to level one status and given ninety days to improve or exit the program.

All guests wishing to remain at the shelter must have a plan for finding work or qualifying for benefits. Once a guest has a legitimate income they are required to participate in the financial programs offered at the shelter and save a substantial percentage of their income towards future deposits, first month’s rent and other costs associated with moving to stable housing. Guests with a legitimate income will also be expected to develop a budget with their case manager and help pay for their own transportation, meals, and other needs.

This year LCS used ESG funds allocated specifically for the purpose of securing stable housing for individuals through direct assistance. This will allow LCS to combine rental assistance with the funds guests have saved and help them pay the costs associated with moving out of the shelter and into housing or provide assistance to those families who would become homeless without direct assistance.

LCS programs are both unique and increase the chances that the individual guests will succeed in finding stable housing. As illustrated above we have many collaborations that help us address the myriad reasons an individual or family may be homeless including addictions, physical disability, unemployment, mental health and many others.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

LCS will measure success based on the number of the guest maintaining level two status as well as the number of guest that are moved to stable housing. As their grant only funds 18% of the program costs the rest of the year will be funded primarily through other grants and private donations.

**7. What is the organization's timeline for achieving the objectives of the grant?**

LCS Provides serves year round twenty four hours a day. We project to increase our program numbers with the increased collaborations with local agencies.

**8. What other funding sources have been approached and what have the responses been?**

LCS receives financial support locally from the City of Lawrence, Douglas County Douglas County Community Foundation and United Way. In addition to those local sources we also receive federal funding like ESG and we seek funding from numerous private foundations and individual donors. Responses have been positive and several of these sources have increased their funding level over previous years.

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Success By 6 Coalition of Douglas County

Mailing Address: 1525 West 6<sup>th</sup> Street, Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Rich Minder Phone: (785) 842-8719

Contact Title: Collaborative Projects Coordinator

E-mail (required): successby6@sunflower.com Fax : (785) 842-1412

Date : \_\_\_\_\_

Mission of organization:

To ensure that all Douglas County families of children under 6 have what they need to successfully parent their young children, thereby fostering positive parent-child relationships and preparing children for success in school and in life.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

\_\_\_ ***New Program or Activity***      \_\_\_ ***Existing Program or Activity***

**Name of Program or Activity** \_\_\_\_\_

Requested \$14,000      Request is 50 % of project budget and 1.15% of agency budget.

### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

The Strengthening Families Network's Wrap around Case Management increases vulnerable families' access to five protective factors that are proven to reduce child abuse and neglect and increase child outcomes. This program provides housing assistance, a "Concrete Supports in Times of Need", one protective factor, to families served by the Network.

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

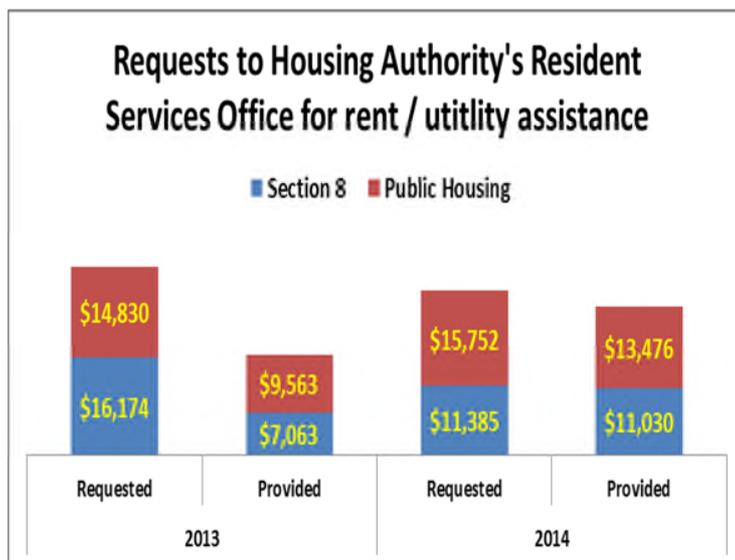
## II Narrative

### 1. What is the situation, problem or opportunity this grant will address?

#### Problem description

Many Lawrence families with young children struggle financially. A *demographic description* of this problem includes the following figures:

- The *Strengthening Families Network partners* submitted 81 applications for FLEX Funds to help families to access protective factors. 37 of these applications were for rent assistance to 20 different landlords. 21 of these applications were funded applications were for utility assistance.
- In the first 11 months of 2013 *Lawrence Community Shelter* served 50 families with children under the age of five.
- In 2013 *Family Promise of Lawrence* served 17 families in rotation comprised of 60 individuals, 37 were children of which 51% were age 5 or younger
- According to the 2013 figures from the American Community Survey from the U.S. Census, 90,811 people living in Lawrence and 17,092 families in Lawrence. Of 11,000 students at USD 497 , 4,180 receive free and reduced lunch. An estimated 1,011 of families in Douglas County live at or below 50% of FPL . There are approximately 5,945 families with children under the age of 5. 885 families with children under age 5 live below the FPL . In Douglas County a monthly average of 766 persons received TANF Cash Assistance; 8,890 persons received Food Assistance (SNAP); 4271 persons received Energy Assistance; and 598 children received Child Care Assistance.



- *Housing Authority*

The Lawrence-Douglas County Housing Authority's Resident Services Office assisted 74 households with young children under 6 in 2014 and 47 households with children under 5 in 2013. There was a 63% increase in requests for rent/utility assistance from 2013 to 2014. These requests came from 62 persons in 2013 and 74 in 2014. There are 188

families with 245 children 6 or under served by the Resident Services' Early Childhood Program. In addition to early childhood development and social skills, this program focuses on life skills for parents of young children. These activities include budgeting and

avoiding lease violations for non-payment of rent and utilities in order to stabilize households with young children. Resident Services assisted 32 Public Housing tenants with lease violations to avoid eviction in 2014 and 25 Section 8 Voucher Holders with lease violations to avoid eviction. This includes 14 Flex Funds applications for Public Housing and 13 Flex Funds applications for Section 8 Voucher Holders.

- The *Emergency Services Council* report that over a 12 month period, 71 families with young children were served. 29% of ESC clients had children under six in household. Ballard Community Services estimates that the existing ESC funds only meets the needs of about 10% of those eligible.

	AGE of Individual Recipients				UNIQUE Households	Households with kids 0-5	% of Households W/ kids 0-5
	0-5	6-17	18-64	65+			
ESC	71	153	213	16	179	53	29.60%
FEMA	13	26	55	3	42	8	19.04%
Warm Hearts	77	214	457	30	377	61	16.18%
TOTALS	161	393	725	49	598	122	20.40%

A *functional description* of the problem provides another profile than that provided by demographic imagery alone and includes the following dynamics. Families with young children often are early in their careers and thus have lower incomes. Families with young children face expenses associated with the first five years that are not covered with existing public investments. For example, early care and education expenses are primarily financed by parents (89% of all costs of early care & education come from parent tuition) whereas nearly all the cost of K-12 education is publicly funded. Families with young children have had less time to build up assets to draw on in times of crisis and emergency. The emotional and time resources required to properly parent young children can draw parents away from attending to jobs.

#### Opportunity Description

In addition to describing the situation as a problem, it can be understood as an opportunity. Lawrence families with young children have the potential to make significant contribution overall economic and community health. When we reduce or eliminate the impact of toxic stress that comes from poverty young children have the opportunity to thrive and develop academically, socially, and emotionally. Families with young children seek out and quickly recognize the benefits of predictability and stability. Communities that provide opportunities to

provide this stability reap the benefits that come from citizenry that is able and willing to reinforce that stability with commitments that strengthen neighborhoods and communities.

**2. How will this grant support the mission of the organization?**

“Concrete Supports in Times of Need” is one of the five protective factors for families that reduce child abuse and neglect rates and increase child outcomes. This grant provides resources to ensure that “families have what they need to successfully parent their young children” a key phrase in SB6’s mission statement. This grant provides resources to the parents so they can attend to healthy relationships and so that we as a community can successfully prepare children for success in school and in life.

**3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

This grant will serve a total of 138 persons. This is calculated by doubling the number served in the first 11 months of 2013 by the ECBG FLEX Funds for rent and utility assistance. This is fifty parents and 88 children. The method of verifying that these persons will be served will be by counting them on the FLEX Fund applications and recording the transactions for the disbursements that result from the approval for funding of these applications in a QuickBooks fund designated for this grant.

**4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

**Staff:** Staffs dedicated to this program are drawn from a cadre employed at community partners that coordinate under the auspices of the Strengthening Families Network. Table 1 provides a listing of these partners and the staff authorized to access the funds in this rent assistance program:

**Table 1: Strengthening Families Network**

<b>Partner</b>	<b>Staff</b>
Lawrence-Douglas County Housing Authority	Early Childhood Case Manager
Healthy Families (Health Department)	Healthy Families Home Visitors
Douglas County Child Development Association	Family Resource Team
Lawrence Community Shelter	Family Program Director
Willow Domestic Violence Center	Children’s Program Director
Ballard Community Services	Family Connections Coordinator
tiny-k Early Intervention Services	Early Childhood Mental Health Specialist
Family Promise of Lawrence	Executive Director
USD 497 Parents As Teachers	Coordinator
USD 348 Parents As Teachers	Parent Educator
USD 497 Preschool Classrooms	Family Advocate
Bert Nash Community Mental Health Center	Parent Support Specialist

**Existing Funds:** \$57,000 in Early Childhood Block Grant funds awarded to SB6 for use by the Strengthening Families Network exists for the purposes of improving families' access to the five protective factors. \$43,000 is already allocated for child care tuition assistance. The remaining \$14,000 from the Early Childhood Block Grant is allocated for a variety of concrete supports in times of need. These Children's Initiatives Funds are augmented in 2015 with an allocation of \$27,500 for child care financial assistance from the City of Lawrence General Fund. Both the tuition assistance and the concrete supports funded in the Early Childhood Block Grant are necessarily limited to those families that are enrolled in services provided by parent educators, case managers, and clinical mental health professionals that are also funded by the Early Childhood Block Grant. This application for City of Lawrence Community Development Block Grant Funds would be available to families served by the larger Strengthening Families Network. Regardless of funding source, the lion's share of the funds for concrete supports (excluding those specifically set aside for child care financial aid) has gone to rent and utility assistance. All of the City's Community Development Block Grant Funds in 2014 went to rent and utility assistance and were expended within three months.

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The Strengthening Families Network uses the evidence-based Wrap around Case Management model to increase families' access to the five protective factors. This model includes a five step protocol:

1. Assessment
2. Goal setting and team formation
3. Intervention, treatment and coaching
4. Evaluation
5. Transition

The Strengthening Families Network adheres to 10 principles of Wrap around Case Management:

- |                            |                         |
|----------------------------|-------------------------|
| 1. Family Voice and Choice | 6. Culturally Competent |
| 2. Team Based              | 7. Individualized       |
| 3. Natural Supports        | 8. Strengths Based      |
| 4. Collaboration           | 9. Persistence          |
| 5. Community Based         | 10. Outcome Based       |

Our proposal builds on and weaves resources into an existing Early Childhood Block Grant program investment from the KS Children's Cabinet and Trust Fund's Children's Initiatives Fund. These programs are evidence-based and are extensively evaluated to determine success in seven outcomes two of which are family outcomes and one of which pertain directly to access to protective factors.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

A measure of success is the direct avoidance of housing disruption including number of families able to obtain or retain housing, number of landlords receiving stable rental income, numbers of families and children not counted as homeless. Secondary impacts of family access to other protective factors including access to services that increase child social emotional health and family functioning in the form of the families' capacities to afford early learning opportunities for their children can be ascertained using family budget analyses.

Our intention is to continue soliciting funds from the KS Children's Cabinet and Trust Fund and expand the overall pool of funds available to help increase families' access to protective factors generally and specifically for housing/utility assistance and for child care financial aid.

**7. What is the organization's timeline for achieving the objectives of the grant?**

August 1, 2015 through December 31, 2015.

**8. What other funding sources have been approached and what have the responses been?**

We have continued to approach the KS Children's Cabinet and Trust Fund. The Cabinet has awarded SB6 funding a Strengthening Families Network FLEX Fund. This award provides an additional source of funds for the program. While this program targets families with young children, the SF Network expects that the program will compliment rather than duplicate other programs such as are managed by the Emergency Services Council, the Salvation Army and United Way related initiatives.

**IV Project Budget****Success By 6 Coalition  
CDBG Proposal  
Budget****Revenue**

City of Lawrence General Fund - Child Care Assistance	\$ 27,500	28%
Early Childhood Block Grant- Child Care Assistance	\$ 43,000	44%
Early Childhood Block Grant - Concrete Supports (general)	\$ 14,000	14%
Community Development Block Grant - Rent & Utility Assistance	<u>\$ 14,000</u>	14%
Total Revenue	\$ 71,000	

**Expenses**

Concrete Supports: Child Care Tuition Assistance	\$ 70,500	72%
Concrete Supports: Rent Assistance	\$ 16,447	17%
Concrete Supports: Utility Assistance	\$ 8,553	9%
Access to other Protective Factors	<u>\$ 3,000</u>	3%
Total Expenses	\$ 98,500	

**Success By 6 Coalition of Douglas County 2015 Board of Directors' Principal Occupations & Employers**

<b>Name</b>	<b>Principal Occupation</b>	<b>Employer</b>
Lori Alvarado, Co-Chair	Administrator	DCCCA, Inc.
Cammie Braden	Parenting Education, Parent Leadership	Keystone Learning
Robyn Elder	Parenting Education	Baldwin Public Schools
Jeremy Fite	Early Childhood Educator	Hilltop Child Development Center
Melissa Hoffman	Nurse, Public Health Educator	Lawrence Memorial Hospital
Kristin Magette	Communications Professional	Eudora Public Schools
Christina Mann	Mental Health/Social Work Administration	Bert Nash Community Mental Health Center
Amy Mendenhall, Co-Chair	Mental Health/Social Work/Higher Education	KU School of Social Welfare
Dan Partridge	Public Health Administration	Lawrence-Do. Co. Health Dept.
Joan Schultz	Administrator	The Willow Domestic Violence Center
Jon Stewart	Medical/Health Care Administrator	Heartland Community Health Center
Carol Wolford	Librarian, Educator	Eudora Public Library

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**Karlin & Long, LLC**  
*Certified Public Accountants*

June 27, 2014

To the Board of Directors  
Success By 6 Coalition of Douglas County

We have audited the financial statements of Success By 6 Coalition of Douglas County (a nonprofit organization), for the year ended December 31, 2013, and have issued our report thereon dated June 27, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 27, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Success By 6 Coalition of Douglas County (a nonprofit organization) are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was (were):

Management's estimate of the depreciation is based on useful lives of assets. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was (were):

The disclosure of cash.

The financial statement disclosures are neutral, consistent, and clear.

10115 Cherry Lane  
Lenexa, Kansas 66220  
(913) 829-7676

2200 Kentucky Avenue  
Platte City, Missouri 64079  
(816) 858-3791

901 Kentucky Street, Suite 104  
Lawrence, Kansas 66044  
(785) 312-9091

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 27, 2014.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During the course of our examination of the financial statements of Success By 6 Coalition of Douglas County (a nonprofit organization) for the year ended December 31, 2013, we made observations, which in our professional judgment are neither a significant deficiency or a material weakness, we feel will be of benefit to you in your continuing management or the Organization's affairs and policies.

1. We noted no items to note at this time.

This information is intended solely for the use of Board of Directors and management Success By 6 Coalition of Douglas County (a nonprofit organization) and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Karin & Long, LLC*

Karlin & Long, LLC

Certified Public Accountants

**SUCCESS BY 6 COALITION  
OF DOUGLAS COUNTY  
Lawrence, Kansas**

**FINANCIAL STATEMENTS  
For the year ended December 31, 2013**

**And**

**INDEPENDENT AUDITOR'S REPORT**

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

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**Karlin & Long, LLC**  
*Certified Public Accountants*

**INDEPENDENT AUDITOR'S REPORT  
ON FINANCIAL STATEMENTS**

To the Board of Directors  
Success By 6 Coalition of Douglas County  
1525 West 6<sup>th</sup> Street  
Lawrence, Kansas 66044

We have audited the accompanying financial statements of financial position and the related statements of activities, functional expenses, and cash flows of Success By 6 Coalition of Douglas County (a nonprofit organization) as of and for the year ended December 31, 2013, which comprise the Organization's basic financial statements as listed in the table of contents, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

10115 Cherry Lane  
Lenexa, Kansas 66220  
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2200 Kentucky Avenue  
Platte City, Missouri 64079  
(816) 858-3791

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Lawrence, Kansas 66044  
(785) 312-9091

Board of Directors  
Success By 6 Coalition of Douglas County

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Success By 6 Coalition of Douglas County (a nonprofit organization), as of December 31, 2013 and the respective changes in net assets and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated June 27, 2014, on our consideration of Success By 6 Coalition of Douglas County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

*Karlin & Long, LLC*

Karlin & Long, LLC  
Certified Public Accountants

June 27, 2014  
Lenexa, Kansas

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

**STATEMENT OF FINANCIAL POSITION**  
As of December 31, 2013

<b>Assets</b>	
Current assets	
Cash	\$ 26,986
Accounts receivable	<u>39,704</u>
Total current assets	\$ 66,690
Fixed assets	
Property and equipment (Note 2)	4,207
Accumulated depreciation	<u>(4,207)</u>
Total fixed assets	<u>-</u>
Total assets	<u><u>\$ 66,690</u></u>
<b>Liabilities and Net Assets</b>	
Current Liabilities	
Accounts payable	\$ 35,805
Credit cards	-
Deferred revenue	14,569
Accrued liabilities	<u>2,348</u>
Total current liabilities	\$ 52,722
Net Assets	
Unrestricted	<u>13,968</u>
Total net assets	<u>13,968</u>
Total liabilities and net assets	<u><u>\$ 66,690</u></u>

The accompanying notes to financial statements  
are an integral part of this statement.

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

**STATEMENT OF ACTIVITIES**  
For the Year Ended December 31, 2013

**Support**

United Way	\$ 155,956
Contracted Grant Services	
State grants	1,024,746
Interest income	34
Unrestricted donations	2,926
Miscellaneous income	28,796
	<u>28,796</u>

Total support \$ 1,212,458

**Expenses**

ECBG	518,855
Evaluation	33,858
Family Support Systems	581,127
Heath Care & Safe Environments	-
Smart Start Kansas	(30)
Administration	85,168
	<u>85,168</u>

Total expenses 1,218,978

**Change in net assets, unrestricted** (6,520)

Unrestricted net assets, beginning of year 20,488

Unrestricted net assets, end of year \$ 13,968

The accompanying notes to financial statements  
are an integral part of this statement.

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

**STATEMENT OF FUNCTIONAL EXPENSES**  
For the year ended December 31, 2013

	<u>ECBG</u>	<u>Evaluation</u>	<u>Family Support Systems</u>	<u>Health Care &amp; Safe Environ.</u>	<u>Smart Start Kansas</u>	<u>Administration</u>	<u>Total</u>
Payroll Expense			\$ 54,262			\$ 58,000	\$ 112,262
Payroll taxes and benefits			7,714			8,023	15,737
Building and maintenance	200		187			2,801	3,188
Direct family support	68		20,648				20,716
Indirect costs			180			6,062	6,242
Contractual services	517,240		487,624				1,004,864
Staff training and education			2,810			831	3,641
Professional services	209	33,318	430			3,696	37,653
Reconciliation discrepancies							-
Supplies and printing	1,138	540	6,061			3,852	11,591
Travel and meetings			1,211			1,903	3,084
Depreciation					(30)		-
<b>Total Expenses</b>	<u>\$ 518,855</u>	<u>\$ 33,858</u>	<u>\$ 581,127</u>	<u>\$ -</u>	<u>\$ (30)</u>	<u>\$ 85,168</u>	<u>\$ 1,218,978</u>

The accompanying notes to financial statements  
are an integral part of this statement

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**

Lawrence, Kansas

**STATEMENT OF CASH FLOWS**  
For the Year Ended December 31, 2013

**Cash Flows From Operating Activities**

<b>Increase (decrease) in net assets</b>	\$ (6,520)
Adjustments to reconcile change in net assets to net cash flows	
Depreciation	-
Change in assets and liabilities	
(Increase) decrease in Accounts receivable	(30,745)
(Increase) decrease in Preaid insurance	-
Increase (decrease) in Accounts payable	(71,281)
Increase (decrease) in Deferred revenue	14,569
Increase (decrease) in Accrued liabilities	(1,215)

**Net Cash Provided (Used) by Operating Activities** (95,192)

**Net Increase (Decrease) in Cash for period** (95,192)

**Cash as of Beginning of Period** 122,178

**Cash as of End of Period** \$ 26,986

**Supplemental Information**

Interest paid \$ -

Income taxes paid \$ -

The accompanying notes to financial statements  
are an integral part of this statement

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – Summary of Significant Accounting Policies**

**Business Activity**

The purpose of Success By 6 Coalition of Douglas County is to bring together a broad-based community to work collaboratively to ensure that all Douglas County families of children under 6 have what they need to successfully parent their young children, thereby fostering positive parent-child relationships and preparing children for success in school and life. The Organization depends on grants to continue its daily operations.

**Financial Statements**

The accompanying financial statements of Success By 6 Coalition of Douglas County have been prepared on an accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Cash**

Cash includes demand deposits and funds invested at market rates in interest bearing accounts.

At year end, the carrying amount of the organization's accounts was \$ 26,986 which consisted of \$ 26,986 in open accounts. The bank balance at December 31, 2013 was \$ 29,795. The difference between the bank balance and the carrying amounts was outstanding checks written but not yet clearing the bank account at year end.

The organization's deposits are held at First State Bank and Trust. The Federal Deposit Insurance Corporation insures demand and time accounts up to \$ 250,000 per bank per account type. Amounts in the bank are secured by FDIC coverage up to \$ 250,000 and pledged securities by the bank for amounts in excess of \$ 250,000. The deposits were fully secured as of December 31, 2013.

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

**Property and Depreciation**

Property and equipment are recorded at cost. Depreciation is provided using the straight line method over the estimated useful lives of the respective assets. Depreciation recorded for the year ended December 31, 2013 was \$ 0.

Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expenses as incurred.

**Income Taxes Status**

Success By 6 Coalition of Douglas County is exempt from federal income taxes under section 501 (c) (3) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, Success By 6 Coalition of Douglas County has been determined by the Internal Revenue Service not to be a “private foundation” within the meaning of Section 509 (a) of the Internal Revenue Code. The organization has not been involved in any activities subject to the Unrelated Business Income Tax of nonprofit organizations.

The Organization’s payroll tax returns for the years ending 2013, 2012, and 2011 are subject to examination by the IRS, generally for three years after they were filed.

**Use of Accounting Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions the affect certain reported amounts of certain assets, liabilities and disclosures. Accordingly, actual amounts could differ from those estimates. Any adjustments applied to estimated amounts are recognized in the year the adjustment is determined.

**Accounts Receivable**

The direct write-off method is used for expensing uncollectible accounts. This method recognizes a bad debt expense when an account is assumed to be uncollectible.

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

**Donated Materials and Services**

The Organization records the value of donated goods or services when there is an objective basis available to measure their value. Donated materials and services are reflected as revenues and expenditures in the accompanying statements at their estimated values at date of receipt. During the year ended December 31, 2013 there were not any services meeting the requirements for recognition in the financial statements.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalent.

**NOTE 2 – Property and Equipment**

Property and equipment are summarized by major classification at December, 31, 2013 as follows:

Office equipment	<u>\$ 4,207</u>
------------------	-----------------

**NOTE 3 – Compensated Absences**

Full time employees qualify for 12 days paid vacation per year for the first four years, 15 days for per year for employees with five to nine years service, and 20 days per year after the tenth year. Unused vacation days will be paid upon termination, considering appropriate notice was given and the employee has passed the probationary period. Sick leave accrues at the rate of 1 day per month for full-time employees. Sick leave may be accumulated to a maximum of 40 working days. Accrued vacation and sick leave have not been recorded as a liability because to pay the liability the Organization must continue to receive grant funding. The liability for accrued vacation and sick leave for December 31, 2013 not recorded in these financial statements is deemed to be immaterial.

**SUCCESS BY 6 COALITION OF DOUGLAS COUNTY**  
Lawrence, Kansas

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 4 – Leases**

The Organization leases building space under an operating lease with a one-year term. Monthly rent payments required under the lease are \$ 200. Rental expense was \$ 2,400 for the year ending December 31, 2013.

**NOTE 5 – Contingencies**

Success By 6 participants in federal and state programs that are fully or partially funded by grants received from governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor agency. If expenditures are disallowed due to noncompliance with grant program regulations, Success By 6 may be required to reimburse the grantor agency. As of December 31, 2013, a significant amount of program expenditures have not been audited by grantor agencies, but Success by 6 believes that disallowed expenditures, if any, will not have material effect on the financial position of Success by 6.

**NOTE 6 – Concentration**

The Organization uses grant funds to provide contractual services to the children served. At December 31, 2013, one grantor agency accounted for 83% of accounts receivable.

**NOTE 7 – Subsequent Events**

Subsequent events for management's review have been evaluated through June 27, 2014. The date in the prior sentence is the date the financial statements were available to be issued.

**NOTE 8 – Prior Period Adjustment**

The financial statements of the Organization have been adjusted for \$ 16,268 related to accounts receivable. The amount is recorded as a correction of an error by restating the Beginning Unrestricted Net Asset. The prior audit showed Unrestricted Net Assets of \$ 36,756. The corrected balance is \$ 20,488.

...KL...

**Karlin & Long, LLC**  
*Certified Public Accountants*

Board of Directors  
Success By 6 Coalition of Douglas County  
1525 West 6<sup>th</sup> Street  
Lawrence, Kansas 66044

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Success By 6 Coalition of Douglas County (a nonprofit organization), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 27, 2014.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Success By 6 Coalition of Douglas County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Success By 6 Coalition of Douglas County's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

10115 Cherry Lane  
Lenexa, Kansas 66220  
(913) 829-7676

2200 Kentucky Avenue  
Platte City, Missouri 64079  
(816) 858-3791

901 Kentucky Street, Suite 104  
Lawrence, Kansas 66044  
(785) 312-9091

Board of Directors  
Success By 6 Coalition of Douglas County

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Success By 6 Coalition of Douglas County's financial statements are free of material misstatement, we performed test of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Karlin & Long, LLC  
Certified Public Accountants  
Lenexa, Kansas

June 27, 2014



# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: The Willow Domestic Violence Center

Mailing Address: P.O. Box 633, Lawrence, KS 66044

Agency Address, if different than above: 1920 Moodie Rd. Lawrence, KS 66046

Contact Name: Anna Van Schoelandt Phone: (785) 331.2034 ext. 103

Contact Title: Director of Survivor Services

E-mail (required): avanschoelandt@willowdvcenter.org Fax : (785) 856.2043

Date : December 10, 2014

Mission of organization:

The Willow Domestic Violence Center's mission of **"Restoring the health and safety of victims of family and domestic violence"** is a reflection of the agency's commitment to eliminate family and domestic violence in our service communities by providing safety, education and advocacy.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014**.

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

**\*\*Please see "Project Narrative" \*\***

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

  X   *New Program or Activity*           *Existing Program or Activity*

Name of Program or Activity \_\_\_\_\_

Requested \$3,000.00      Request is 100 % of project budget and 0.33% of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

## **City of Lawrence CDBG/HOME Programs Grant Application**

Fifty-word summary description of the program or activity:

The Willow's safe shelter home is in need of new laundry equipment. The shelter's increase in survivor services each year demand upgraded washers and dryers to meet the need of survivors. The agency requests funds to install commercial washers and dryers in the shelter home for survivors and advocates.

### **IV. Program/Activity Budget**

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

**\*\*Please see "Grant Budget" Attachment\*\***

City of Lawrence CDBG/HOME Program  
Attachment #1 – Project Narrative

**1. What is the situation, problem or opportunity this grant will address?**

The Willow Domestic Violence Center's safe shelter home has been providing safety to survivors of domestic violence and their children since 1976. That's nearly four decades of offering a place of refuge for survivors and their children. Similar to any other residential structure, The Willow's safe shelter home faces some of the same challenges that plague most other home and business owners. Fortunately, The Willow has been able to rely on the generosity of community volunteers and business allies to help the agency with minor household issues as they arise. In recent months however, The Willow's safe shelter has realized some significant maintenance and upgrade needs that if not rectified will affect the health and safety of residents and their children. The Willow has looked into all options and solicited some allies that have assisted our agency in the past, but these current project needs are simply more than quick fixes and require new equipment.

The laundry facility and specifically its equipment have seen significant deterioration over time. The Willow currently operates 2 standard washers and 2 standard dryers (there is space and electrical hookups for 3 washers and 3 dryers) for a yearly average of 250 residents washing and drying personal clothing and items upon entrance into the shelter and throughout their stay at the shelter home. Additionally, advocates wash and dry all bedding, towels and miscellaneous items for the 9 bedroom/30 bed facility each time a resident and their children move in/out of the shelter. The rigorous and strict need to clean the bedding and clothing the residents use safeguards against lice, bedbugs and other group living concerns that often can arise for those living in transition due to fleeing domestic violence situations. The machines are used nearly all hours of the day for either resident or facility needs. Due to the high demand, the machines are wearing out faster than ever before. Two machines that were purchased in FY 2012 have already needed significant repair. The remaining machines were generously donated to the shelter, however they cannot sustain the needs of the facility long-term and turnover in donated machines is high.

In the interim while the agency seeks funding for commercial equipment that is made specifically for high volume use; we will use our existing equipment and our network of volunteers and donors to assist in fixing issues that arise with the existing equipment. The City of Lawrence CDBG/HOME Program would allow The Willow to forge ahead with the needed upgrades to our laundry facility, including new commercial washer and dryers.

**2. How will this grant support the mission of the organization?**

The Willow's mission of "Restoring the health and safety of victims of family and domestic violence" can be tied closely to our direct service programming: by providing this grant to update our laundry facilities, The Willow would be able to provide this basic and necessary

service without disruption to shelter residents and the advocates who contribute to the overall function of the shelter home. For women and children, our agency aims to provide a place where they can feel safe—a word that encompasses so much for those who have sometimes had to leave their entire lives behind. Safety is not strictly physical, but the condition of being protected and provided a space that promotes empowerment and a sense of ‘normalcy,’ a place they can call theirs and do the things they need to do to be self-sufficient and successful.

This grant would also allow the agency to upgrade the facility with ADA accessible machines for survivors with physical disabilities, including front facing knobs/buttons that are easy to reach/press. This addresses the agency’s core mission and current strategic plan in that without a safe and accessible facility that is free of any potential hazards that would compromise the survivor’s stay, The Willow would be unable to best serve these women and their children. Additionally, machines that are newer, for commercial use and geared toward high volume are made to be more energy efficient and reduce the amount of resources used.

**3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

During FY14, The Willow shelter served 136 women and 111 children and provided 6,378 bed nights to survivors fleeing domestic violence. From the start of our current fiscal year (FY15: July 1, 2014-present), The Willow shelter has already served 68 women, 45 children and provided 3,236 bed nights to survivors fleeing domestic violence.

Of the 136 individuals coming into the shelter during the fiscal year 2015, 118 chose to complete the optional question of income on the intake paperwork. Of those 113, 64 reported ‘0’ income, 32 reported ‘less than \$9,999,’ 15 reported ‘\$10,000 to \$19,999,’ 5 reported ‘\$20,000 to \$34,999’ and 2 reported amounts greater than ‘\$35,000.’

**4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

The Willow has established professional relationships with local contractors and businesses and it is hopeful that these relationships will lead to some reductions in the overall cost of the maintenance and equipment. The Willow plans to use these relationships to bring down the costs of the supplies and equipment needed for this project.

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The Willow believes that by networking with contractors and businesses who are familiar to us and whose past work has met and often exceeded expectations, we will be successful in purchasing upgrade equipment in our on-site laundry facility in a timeframe that is sensitive to the safety and wellbeing of the shelter’s residents and staff.

Further contributing to the success of this project are the preventative measures The Willow will take if this project is funded, including maintaining the laundry facility including all electrical and ancillary parts on a regular basis.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

The Willow believes the completion of the upgrade and its increased use by residents and agency advocates serving at the shelter will make it a success. The agency's community connections as well as a maintenance line item in its overall budget will provide for any minor repairs on an annual basis. The upgrades listed in this funding request are unique for our agency in that they fall outside of our routine maintenance needs of the shelter structure but are vital to the programs and interactions between the residents and staff at the shelter.

**7. What is the organization's timeline for achieving the objectives of the grant?**

The Willow has researched and received estimates from commercial laundry equipment providers in the area. If the request is funded, The Willow plans on exploring more options within our community to ensure that the agency is utilizing economic resources in a responsible manner. Due to the great need for this funding, the agency would plan to complete the project immediately upon receipt.

**8. What other funding sources have been approached and what have the responses been?**

Currently, The Willow's maintenance line items funds are earmarked for the day to day expenses of the shelter facility including utilities. The Emergency Services Grant (ESG) is dedicated to these regular expenses and not large maintenance projects.





The Willow  
DOMESTIC VIOLENCE  
CENTER

SHELTER. HELP. HOPE.

Annual Report 2014

July 1, 2013 - June 30, 2014

# OUR VISION

The Willow Domestic  
Violence Center strives to  
eliminate family  
and domestic violence  
by providing safety,  
education, and advocacy  
in Douglas, Franklin, and  
Jefferson Counties.



[www.willowdvcenter.org](http://www.willowdvcenter.org)



[fb.com/WillowDVCenter](https://www.facebook.com/WillowDVCenter)



[@WillowDVCenter](https://twitter.com/WillowDVCenter)

## 2014 (July 1, 2013 - June 30, 2014)

**Joan Schultz**  
Executive Director

### Board of Directors

**John Nalbandian**  
President

**Lori Carnahan**  
Vice President

**Edwina Glass**  
Treasurer

**Emily Hartz**  
Secretary

**Karen Shumate**  
**Karen Cochran**  
**Diane Oakes**  
**Ann E. Cudd**  
**Janet Dehnert**  
**Mark Simpson**  
**Kelly Calvert**  
**Allen Ford**

**Advisory Seats**  
**Alpha Chi Omega**

**Administrative Office:**  
1920 Moodie Rd  
Lawrence, KS 66046  
785-331-2034  
Fax: 785-856-2043  
[info@willowdvcenter.org](mailto:info@willowdvcenter.org)

### 24 Hour Hotline

785.843.3333  
800.770.3030

When you support The Willow Domestic Violence Center, you impact the lives of everyone in our community. Domestic abuse destroys families, ruins children's futures, and costs our neighbors their lives. It also increases your costs for healthcare, law enforcement, and the court system.

In the past three years, more and more people in danger reached out for help. The number of crisis intervention calls on our hotline rose 191% this year compared to 2011. The need for our support groups and court advocacy has doubled.

Prevention is the key to ending domestic abuse. Your support enabled us to launch our SAFE Program two years ago, proving the effectiveness of early prevention. In our program, children learn how to identify unhealthy relationships and to stand up for themselves and their friends when they see abusive behaviors.

We provide faith leaders, law enforcement, mental health clinicians and other professionals with targeted training on how to respond to survivors they encounter. Educating our entire community to recognize abuse, respond, and refer to The Willow results in a safer, healthier community for us all.

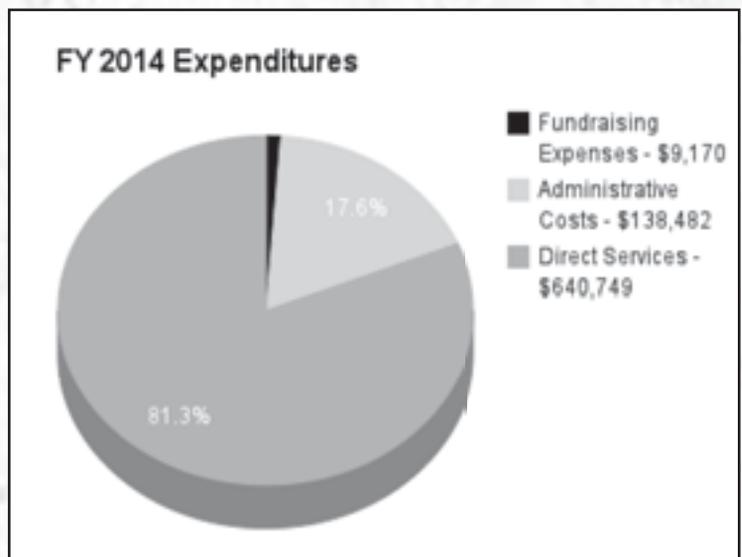
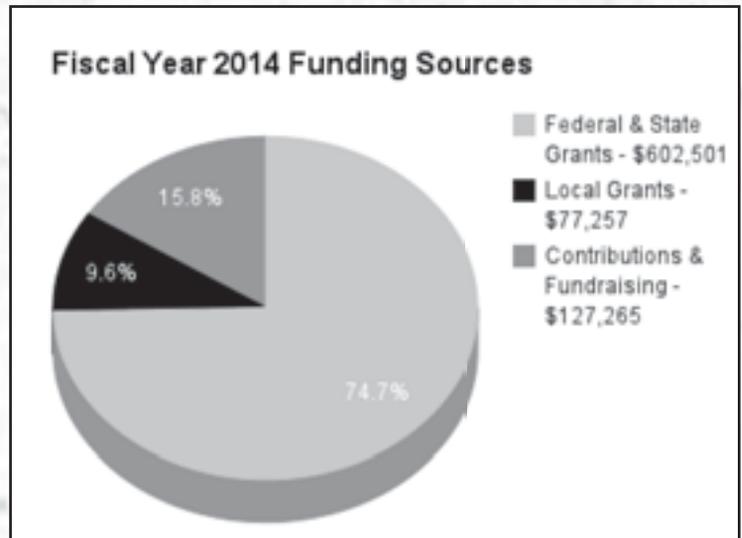
This annual report highlights the results you made possible through your volunteerism and financial support. With you, we save lives, protect children, and give hope for the future.

Thank you,

# Strong Partnerships

Save Lives, Protect Children, And Give Hope For The Future.

The Willow has substantially evolved since opening as the first shelter in Kansas 38 years ago. At that time, for safety's sake, we needed to be secretive and insular. We have learned over time that the best way to serve our clients is to wrap around all available community supports. More than ever before, we have strong partnerships and collaborations with agencies in our service area while maintaining client confidentiality.



**What We Do:** 24-Hour Crisis Hotline • Emergency Shelter •

Peer Counseling • Support Groups • Children's Services • Advocacy • Referrals •

Community Education & Prevention • Court Advocacy • Work Program •

Parenting Classes • Art & Music Programs

# What We Have

## Accomplished In 2013-2014

- The Willow started a support group for survivors of domestic abuse at the Douglas County Jail this year. The group serves 15-20 women each month, and many survivors continue in The Willow's programs after leaving the jail.

- There has been a huge response from our strengthened collaboration with the Lawrence Community Shelter, which has resulted in Willow staff providing weekly office hours to meet in person with residents.

- The early intervention with the Douglas County Jail and LCS has reduced the need for shelter placements. As a result, those entering shelter are able to receive additional wrap around services and concentrate on self-sufficiency and safety.

- Collaborations with Bert Nash Community Mental Health Center have resulted in a Parent Support Specialist working at our shelter home with survivors and their children, thanks to funding from The Strengthening Families Network. Our partnerships with Tenants to Homeowners and Catholic Charities have grown, increasing referrals to help survivors attain permanent housing.

Not only are we helping our clients utilize more resources, but also, through our continued efforts, we are providing more support to more survivors through these community connections. We are so grateful for all the incredible services offered in Douglas, Franklin, and Jefferson Counties.

### Safety

In 2014, our shelter home provided **6,378 safe nights** to **136 adults** and **111 children**.

*"The staff and advocates were all so kind and supportive. No one ever told me what I should do, but they provided enough resources for me to decide on my own. I am forever grateful for everyone here at The Willow." – A Shelter Resident*

### Healing

In 2014, The Willow served **582 adults and children** in our community through successful parenting classes, court advocacy, peer support groups and more.

*"I have learned that I'm not alone... and I'm stronger than I thought." – Support group client*

### Education

In 2014, we conducted **27 trainings** for **824 professionals**, **116 presentations** to **2,590 youth**, and **84 presentations** to **2,044 adults**.

*"I learned stuff I would have never guessed was abusive... if someone feels threatened [they can] get help..." – Teen SAFE Program Participant*

# SAFE Program:

## (Safety Awareness For Everyone)

Prevention is the key to ending domestic abuse. Our SAFE Program educated over 2,500 students in its second year. The SAFE Program teaches youth about healthy relationships, dating violence, and respect – to break the cycle of violence before it begins.

In partnership with **The Boys and Girls Club of Douglas County**, SAFE Program staff meets regularly with elementary through high school age students, with activities focused on healthy friendships and standing up to bullying. This year we also educated over 100 teachers and parents on relationship violence prevention.

We are excited to announce that, beginning this fall, our SAFE Program curriculum will be included in the **Lawrence Public Schools**. Every 8th grader will learn about healthy relationships from our SAFE Program staff.

---

**“I realize now that dating abuse really does happen and you don’t even notice or realize it. I want to help girls / guys with dating abuse... I learned a lot from this presentation...”** Teen SAFE Program Participant

---

Pictured: The First United Methodist Church’s youth group participated in a week-long program at The Willow, learning about healthy friendships and lending a helping hand in our community garden.



# Volunteers

## The Heart Of The Willow

“Every day, our volunteers do extraordinary work. They answer hotline calls, help survivors face their abusers at the courthouse, create art projects with the children at our shelter home, and provide leadership on our Board of Directors.

Volunteers are the heart of The Willow. None of the success shared in this annual report would be possible without each of our volunteer’s selfless devotion and dedication to the safety and health of our community. Our gratitude is endless.



A black and white photograph of a woman with dark hair pulled back, smiling at the camera. She is wearing a dark Columbia jacket. She is holding a white rectangular sign in front of her chest with both hands. The sign contains text about domestic violence and sexual assault. The background is a dark, textured wall.

**NO MORE**

I SAY NO MORE BECAUSE

my children deserve  
a violent free environment.

---

TOGETHER WE CAN END DOMESTIC VIOLENCE & SEXUAL ASSAULT

# Increasing Need



## From A Court Advocacy Client

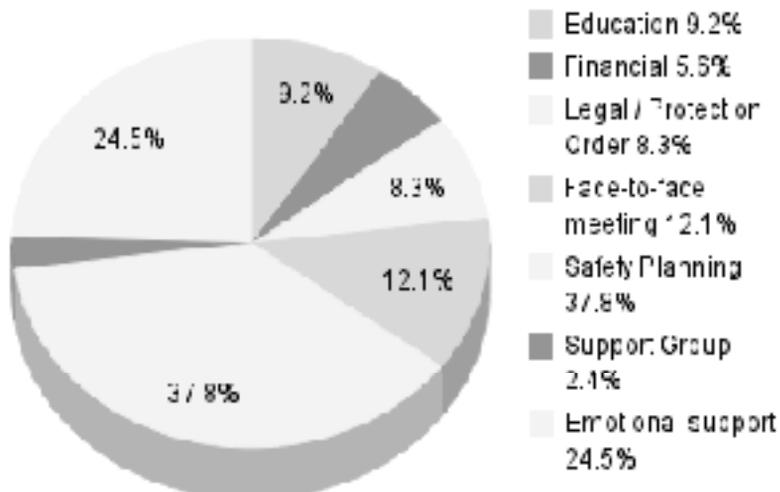
"You can't imagine how comforting it was to have you reach out to me yesterday when we were in court. I have been wanting to talk to someone, but it's hard to take the first step and do it... Thank you again for being there."

Number of active volunteers - 208

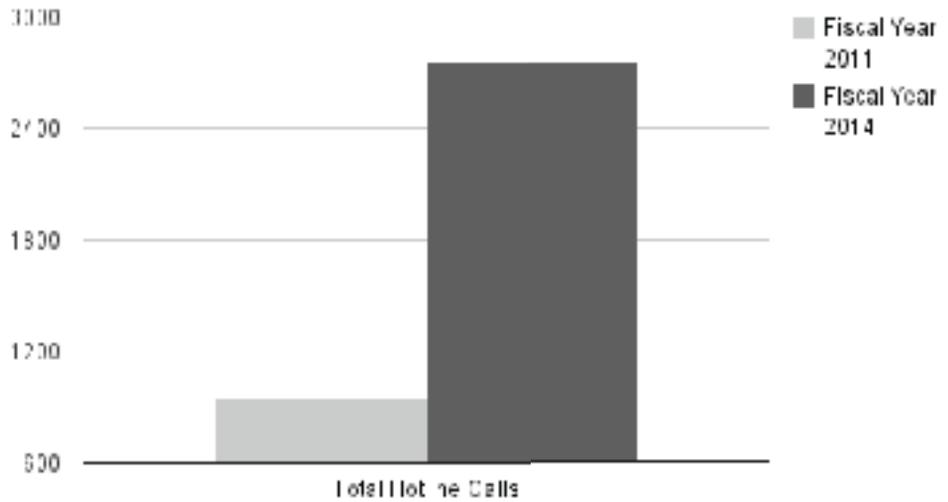
Hours of service provided - 11,177

Value to the agency - \$206,215.65

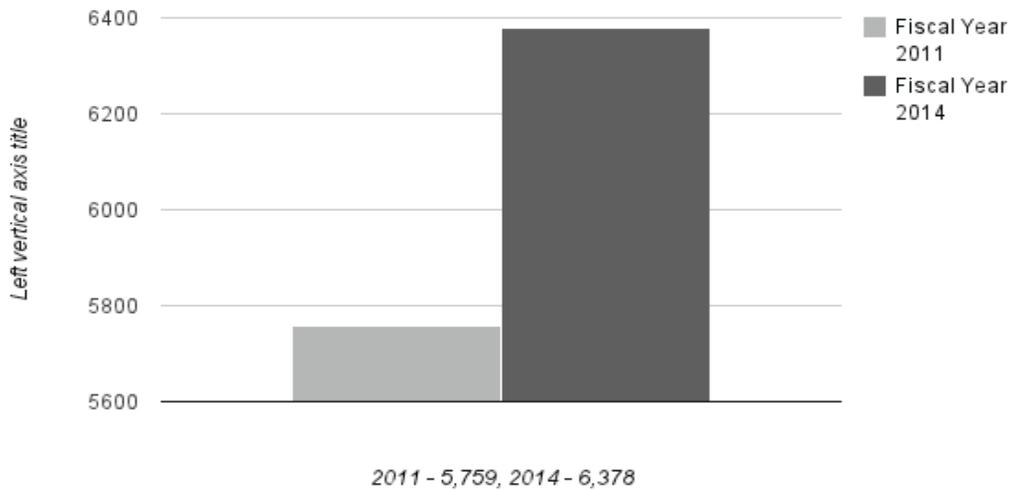
### Top Services Needed During Hotline Calls



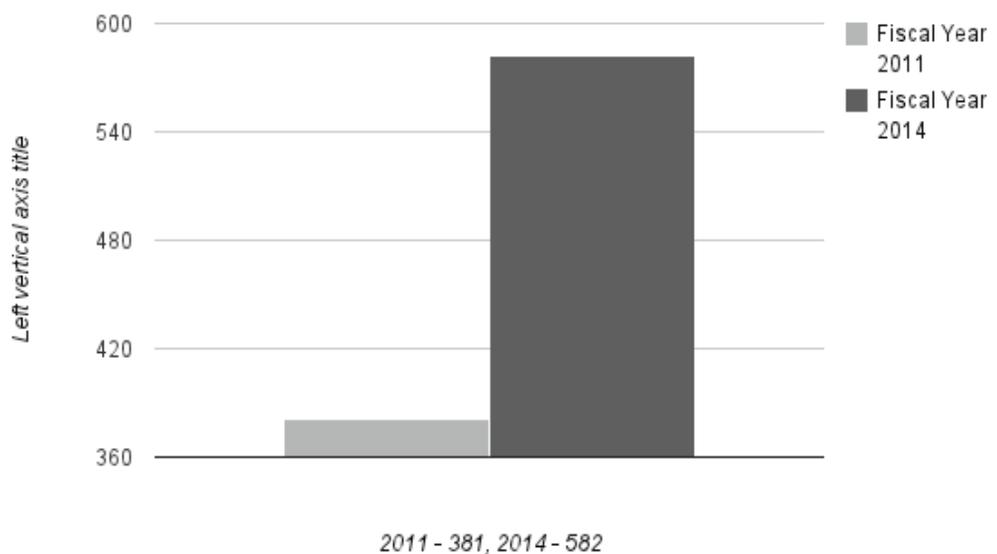
### Comparison of Total Hotline Calls



### Number of Safe Shelter Nights Provided



### Number of Non-Shelter Clients Served



# Business & Organization Donors

Alpha Kappa Lambda Fraternity, Delta Chapter  
Alpha Chi Omega  
Ameriprise Financial  
Be Your Best Self  
Beauty Brands, Inc.  
Biemer's BBQ L.C.  
Boy Scout Pack 181, McLouth  
Chapter JP of P.E.O.  
Chris' Corner, Ottawa  
City Of Lawrence  
City Of Ottawa  
Deerfield Cottages Homeowner Association  
Douglas County Community Foundation  
Downtown Lawrence Inc.  
EastLake Community Church  
EZ Payday Advance  
First Christian Church  
First Presbyterian Church  
First Presbyterian Women  
Fraternity & Sorority Foundation  
Fuzzy's Taco Shop  
Genesis Health Clubs Of Lawrence  
Girl Scouts of NE Kansas and NW Missouri  
Glass Consulting, LLC  
Golf Course Superintendents Association of America  
Graham Enterprises  
Haase and Long, Inc  
Hampton Inn  
Harris Foundation Repair  
Hill's Pet Nutrition, Inc.  
Home Run Enterprises, Inc  
Immanuel Lutheran Women's Missionary League  
Jane Bateman Inc  
Jayhawk Breakfast Rotary Club  
KU Endowment Association  
KU Hillel Foundation  
KU Women in Law  
Laird Noller Automotive  
Lawrence Country Club  
Lawrence Free State High School  
Lawrence High School  
Mary Kay Foundation  
Midwest Cutting & Coring, Inc.  
National Association Of Professional Surplus

Lines Offices, Ltd  
Northland Exchange Inc  
NPC International, Inc.  
Oread Monthly Meeting  
Ozawkie United Methodist Women  
Patterson Construction  
Payless ShoeSource  
Peoples Bank  
Personalized Family Dental Care, PA  
Piersol Foundation, Inc  
Pinnacle Career Institute  
Run To Free 5K  
Shelter Alliance/GRC Wireless  
SoRewarding LLC  
Soroptimist International of Lawrence Kansas  
St Paul United Church Of Christ  
Stacey & Reed Dillon Donor Advised Fund of  
The Hutchinson Community Foundation  
Stull United Methodist Church  
The Community Mercantile  
The First Christian Church  
The Korean Presbyterian Church  
The Little House  
The Sunflower Group Inc.  
The World Company  
Trinity Episcopal Church  
Trinity Lutheran Church  
U.S. Bank  
Unitarian Fellowship of Lawrence  
United Methodist Women  
Velocity Church  
VFW Post 852 Ladies Auxiliary  
WalMart  
Warren-McElwain Mortuary  
Welcome Club of Lawrence  
West Side Presbyterian Church  
Westar Energy  
Westminster Presbyterian Church  
Wilkerson, Saunders & Anderson DDS

We are grateful for the generosity of our supporters who have made a remarkable investment in the safety and health of our community. Nearly \$130,000 was contributed by individuals, families, businesses and groups in 2014. Listed here are the organizations and businesses who contributed to The Willow. The many individual and family donors are not listed out of respect for confidentiality.

We have made every effort to ensure that each gift is properly recorded. If your business or group name is listed incorrectly or inadvertently omitted, we sincerely apologize. Please advise Kristine Chapman @785-331-2034 x105 or [kchapman@willowdvcenter.org](mailto:kchapman@willowdvcenter.org).



**LIVE UNITED**





Administrative Office:  
1920 Moodie Rd  
Lawrence, KS 66046  
785-331-2034  
info@willowdvcenter.org

Artwork by: Leslie Flowers, Print Media Ink

Thank you for helping us **restore** the health and **safety** of victims of family and domestic violence.

We will continue to **build awareness** and **unite** our **community** by

**ending Domestic Violence.**

**[www.willowdvcenter.org](http://www.willowdvcenter.org)**

The Willow Domestic Violence Center  
FY15 Board of Directors

Updated: 6/30/14

Term	Name	Address	Email	Home	Work	Occupation
2011-2016	Kelly Calvert, President	645 New Hampshire Lawrence, KS 66044	<a href="mailto:kcalvert@theworldco.info">kcalvert@theworldco.info</a>	785-749-0981	785-423-0679	HR Director
2011-2016	Mark Simpson, Vice Pres.	4305 W 26th Terrace Lawrence, KS 66047	<a href="mailto:markansrewsimpson@yahoo.com">markansrewsimpson@yahoo.com</a>	766-5462		Assistant DA
2012-2016	Emily Hartz, Secretary	900 Massachusetts, Ste 400 Lawrence, KS 66044	<a href="mailto:ehartz@sloanlawfirm.com">ehartz@sloanlawfirm.com</a>	785-842-6311	785-760-4640	attorney
2014-2016	Edwina Glass, Treasurer	1117 Lawrence Lawrence, KS 66049	<a href="mailto:edwina.glass@cpa.com">edwina.glass@cpa.com</a>	785-979-8383	785-838-3708	CPA
2014-2016	Lori Carnhan	City of Lawrence 6 East 6th Street Lawrence, KS 66044	<a href="mailto:lcarnahan@lawrenceks.org">lcarnahan@lawrenceks.org</a>	785-760-4360	785-832-3202	HR Manager
2015-2017	Gina Vervynck		<a href="mailto:gina.vervynck@yahoo.com">gina.vervynck@yahoo.com</a>		785-766-9158	HR Consultant
2015-2017	Cody Howard	1405 Lawrence Ave Lawrence, KS 66044	<a href="mailto:codyh@ku.edu">codyh@ku.edu</a>	785-424-3831		Univ of KS- Engineering
2014-2016	Ann E. Cudd	1450 Jayhawk Blvd, University of Kansas, Lawrence, KS 66045	<a href="mailto:acudd@ku.edu">acudd@ku.edu</a>	785-331-9150		KU Professor
2014-2016	Janet Dehnert	2130 Vermont Lawrence, KS 66046	<a href="mailto:jantz2754@gmail.com">jantz2754@gmail.com</a>	913-940-3736		Retired
2012-2017	Allen Ford	1723 1100 Road, Lawrence, Ks 66049	<a href="mailto:aford@ku.edu">aford@ku.edu</a>	785-841-4557	785-864-7523	KU Professor
<b>STAFF</b>						
	Joan Schultz, Exec. Director	2800 SW 10th Topeka, KS. 66604	<a href="mailto:jschultzwillowdvcenter.org">jschultzwillowdvcenter.org</a>	785-221-3314	785-843-3333	
<b>ADVISORY SEATS</b>						
	Alpha Chi Omega - Baker	Darcy Altschwager	<a href="mailto:darcydaltschwager@gmail.com">darcydaltschwager@gmail.com</a>			Student
<b>Ad-Hoc Community Members</b>						
	Finance Committee	Julia Leth-Perez	<a href="mailto:jlethnis@gmail.com">jlethnis@gmail.com</a>			Law Student

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence Planning and Development Services – Community Development Division

Mailing Address: 1 Riverfront Plaza, Suite 110, Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Danelle Dresslar Phone: (785)832-3108

Contact Title: Community Development Manager

E-mail (required): ddresslar@lawrenceks.org Fax : (785) 832-3110

Date : November 18, 2014

Mission of organization:

To administer the CDBG and HOME grants as well as provide programs for affordable housing for low and moderate income persons. To provide technical assistance as needed to neighborhood associations and public service agencies. To provide affordable housing to low and moderate income persons, promote neighborhood revitalization and community development.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?

**Lawrence neighborhoods are involved in an ongoing struggle to retain owner-occupants. According to the 2009-2011 American Community Survey three-year estimates, only 50.6 % of housing units were owner-occupied. Maintaining a balance of renter and owner-occupied housing in neighborhoods is essential to their health and vitality and it is becoming increasingly challenging as the demand for rental units near the University of Kansas grows. Additionally, the high costs associated with entering into, and maintaining, home ownership in these neighborhoods can be a barrier and a challenge for people with low-moderate income. This problem is widely recognized and routinely discussed by neighborhood groups and city advisory boards.**

**Community Development programs, including the partnership with the Lawrence Community Land and Housing Trust, currently provide the broadest and most comprehensive methods of increasing and/or sustaining owner-occupancy rates. The data suggest that the balance is fragile, and the Department feels that a greater investment must be made in order to continue to work toward a healthier balance of owner versus renter-occupied units. As a result, the shifting of resources from this growing problem will cause a further loss of owner-occupied units in the Lawrence community.**

2. How will this grant support the mission of the organization?

**Comprehensive Housing Rehab prevents deterioration of existing structures that are already owner-occupied. Homeowners with low-moderate income often cannot afford to make necessary improvements to their homes, which leads to deterioration of the properties. Bringing a home up to rehab standards at a minimal cost to homeowners extends the life of existing housing stock and allows homeowners to remain in their homes longer.**

**The weatherization program is a grant program for low-moderate income homeowners, which improves the energy efficiency of homes and thus increasing the affordability of the housing.**

## **City of Lawrence CDBG/HOME Programs Grant Application**

**Emergency and furnace loans are no-interest, deferred-payment loans that allow homeowners to make emergency repairs such as electrical, plumbing or roofing and to replace failing furnaces with newer, energy-efficient systems.**

**Each of these programs directly supports the mission of providing affordable housing opportunities for people with low and moderate incomes by helping to maintain affordability of owner-occupied homes. Keeping homeowners in their homes and improving the appearance and functionality of existing housing stock helps to accomplish the general goal of revitalizing neighborhoods. The more units that can be brought to rehab standards, repaired or weatherized, the greater impact neighborhoods will feel.**

**The First Time Homebuyer Program, which is administered in partnership with Tenants to Homeowners and the Lawrence Community Land and Housing Trust, offers low-moderate income people an opportunity for homeownership. The program provides up to \$25,000 in down payment and closing costs for qualifying individuals and up to \$25,000 in rehab costs. With the Land Trust model subsidies are retained and ensure that affordable housing stock remains affordable far into the future. This program accomplishes affordable housing goals as well as neighborhood revitalization goals.**

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

**With the comprehensive rehab, weatherization, emergency and furnace loan programs, 80 low-moderate income homeowners will be assisted. With the homebuyer rehab and homebuyer programs, 16 low-moderate income people will be assisted in obtaining home ownership. 100% of people served by the grant will be low-moderate income. Verification is obtained by extensive review of income and financial records.**

4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

**CD Staff includes a Department Director, which is funded one-tenth by the grant; an Assistant Director, which is funded by one-third; one Manager position, which is funded 100% from the grants, one administrative position, which is funded one-fourth by the grant; one Senior Project specialist which carries out all rehab and weatherization activities, funded 100% from the grant, one CDBG Program Analyst who facilitates the citizen participation plan and reporting requirements, funded 100% from**

## **City of Lawrence CDBG/HOME Programs Grant Application**

**the grant. In addition approximately 50% of a Planner 1 is covered under administration. This position assists with Historic compliance of CDD projects.**

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

**The Department's programs are the only programs in the city aimed at maintaining and improving housing stock for low and moderate-income homeowners. The Department's programs are the only ones in the city aimed at promoting homeownership for residents with low and moderate income. For the first-time homebuyer program, the Department partners with the local non-profit Tenants to Homeowners and the Lawrence Community Land and Housing Trust. The Department has administered these programs successfully for many years. These programs are the backbone of the CDBG and HOME program for the City of Lawrence and have been for over 20 years.**

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

**The Department, and city government at-large, has implemented a performance measurement system that will be helpful in assessing the effectiveness of the programs. Effectiveness measures include: percentage of respondents rating the livability of their neighborhood as good or excellent, percentage of respondents satisfied with the general upkeep of their neighborhood, percent change in median assessed value.**

7. What is the organization's timeline for achieving the objectives of the grant?

**The Department intends to achieve grant objectives within the 2014 program year.**

8. What other funding sources have been approached and what have the responses been?

**The Department's mission and purpose is to administer the CDBG and HOME funds that the City receives as an entitlement community. The City General Fund contributes a small percentage towards outreach activities, but CDBG and HOME funds are the division's main source of funding. To complete the housing rehabilitation programs there is no other funding source available to municipal governments.**

Please respond to the following for each program or activity contained in your application:

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Program or Activity Information

\_\_\_ *New Program or Activity*      x *Existing Program or Activity*

Name of Program or Activity \_\_\_ **City of Lawrence Housing Rehabilitation Programs**

Requested \$500,000      Request is 100 % of project budget and 100% of agency budget.

### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

## **City of Lawrence CDBG/HOME Programs Grant Application**

Fifty-word summary description of the program or activity:

**Comprehensive Rehabilitation - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The Comprehensive Rehabilitation Program provides up to \$25,000 to bring owner-occupied homes to rehab standards. Roughly \$150,000 is set aside for program delivery of all department administered and capital improvement projects.**

**First Time Homebuyer Rehab - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The homebuyer rehab program provides up to \$25,000 for any necessary rehab of homes being purchased by low- or moderate- income homebuyers through the Land Trust Program.**

**Weatherization - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The weatherization program provides small grants to improve the energy efficiency of owner-occupied homes.**

**Emergency & Furnace Loans - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The emergency and furnace loan program provides up to \$5,000 for owner-occupants to make emergency repairs and to replace failing furnaces.**

#### **IV. Program/Activity Budget**

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

**Approximate expenditures for each program:**

**Weatherization - \$35,000**

**Emergency/Furnace Loans - \$90,000**

**Comprehensive Rehabilitation/First Time Homebuyer Rehab - \$375,000**

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Program or Activity Information

*New Program or Activity*       *Existing Program or Activity*

Name of Program or Activity (c) First Time Homebuyer Program – Land Trust

Requested \$200,000 Request is 100 % of project budget and 29% of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

**First Time Homebuyer Program - All of the Department's programs work towards the goal of strengthening neighborhoods by improving the quality of housing stock and by making new or continued homeownership a possibility for low- and moderate- income residents of the City of Lawrence. The First Time Homebuyer program provides up to \$25,000 in down payment and closing costs for qualified buyers. (HOME funded)**

# City of Lawrence CDBG/HOME Programs Grant Application

## III. Program or Activity Information

\_\_\_ *New Program or Activity*      ✓ *Existing Program or Activity*

Name of Program or Activity    f. CDBG and HOME Administration

Requested \$179,168      Request is 100 % of agency administration budget.

### Project Type

*(Check all that apply)*

- ✓ Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- ✓ Affordable Housing
- Housing Counseling
- ✓ Home Ownership
- ✓ Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvements
- ✓ Other (Administration)

Fifty-word summary description of the program or activity:

**Administration – Community Development Division staff is charged with all administration of the CDBG and HOME funds that flow from the federal government to the City as an entitlement. This includes the development of the annual Action Plans, the three-five year Consolidated Plans, the Analysis of Impediments to Fair Housing, the Citizen Participation Plan, Environmental Review, Consolidated Annual Performance and Evaluation Report and many others. It also includes monitoring sub recipients to ensure appropriate use and documentation of federal funds. \$140,976 is for CDBG; \$38,192 is for HOME. See attached administration budget.**

# City of Lawrence CDBG/HOME Programs Grant Application

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

### Community Development Division CDBG/HOME– Administration

A. Personnel Services (Salaries and Fringe) - \$108,728 – CDBG; \$38,192 - HOME (Director – 10%, Assistant Director – 50%, Management Analyst I – 100%, and one Admin. Support – 25%. One Planner I (historic) \$25,000)

B. Miscellaneous

1. Office Rent/Utilities	\$29,000
2. Conferences and Seminars	50
3. Dues and Subscriptions	100
4. Office Equipment and Repair	250
5. Office Supplies	250
6. Computer Hardware and Software	1,500
7. Capital Outlay - Furniture	0
8. Citizen Participation	1,000
9. Fair Housing	100

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Total Miscellaneous: \$32,250

**TOTAL ADMINISTRATION – CDBG - \$140,976; HOME - \$38,192**

Director	10% paid from CDBG Admin; 90% paid from general fund.
Assistant Director Fund	33% paid from CDBG/HOME Admin; 67% paid from General Fund
Comm. Dev. Manager Delivery	66% paid from CDBG/HOME Admin; 34% from Program
CDBG Programs Analyst Delivery.	50% paid from CDBG Administration; 50% from Program
Admin Support – 1	25% paid from CDBG Admin; 75% paid from general fund.
Projects Specialist –1	No administrative costs – charged to CDBG Program Delivery.
Planner I -	\$25,000 paid from CDBG Administration.

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Community Living Opportunities\_\_\_\_\_

Mailing Address: 2113 Delaware Street, Lawrence, Kansas, 66046-3149\_\_\_\_\_

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Sarah Fox\_\_\_\_\_ Phone: (785) 764-1409\_\_\_\_\_

Contact Title: Grant Manager\_\_\_\_\_

E-mail (required): sarahfox@clokan.org\_\_\_\_\_ Fax : (913) 341-7077\_\_\_\_\_

Date : December 5, 2014\_\_\_\_\_

Mission of organization:

Community Living Opportunities (C.L.O.) is a non-profit organization dedicated to making a meaningful difference in the lives of children and adults with intellectual and developmental disabilities.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

\_\_\_ *New Program or Activity*       *Existing Program or Activity*

**Name of Program or Activity:** Parking lot, sidewalk, and ramp repair at 2113 and 2125 Delaware Street.

Requested \$36,200    Request is \_\_\_\_\_ % of project budget and \_\_\_\_\_ % of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

The program will provide long-term solution to critical issues with parking lot, sidewalk, and accessibility ramp deterioration of 2126 and 2113 Delaware Street properties where we serving adults with severe developmental disabilities. The current project zone is in a state of disrepair and a danger to our clients.

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

**City of Lawrence CDBG Home Application 2015  
Grant Application**

**Narrative**

**1. What is the situation, problem or opportunity this grant will address?**

Community Living Opportunities, Inc. (CLO) was founded in 1977 with a mission to make a meaningful difference for children and adults with significant intellectual and developmental disabilities and the families that provide them support.

CLO provides a full spectrum of community-based supports across the lifespan of need, including: life-planning and service coordination; an inclusionary pre-school; private school and after-school programs; public school inclusion support; adult day services, pre-vocational training and supported work; in-home supports for families; community living services that include shared living, family-teaching and small group homes, and semi-independent living communities; health-care services/wellness clinics (including occupational and physical therapy); applied behavioral analysis and positive behavior supports; respite and recreational programs; summer and seasonal camp programs; therapeutic horseback riding; and other support services for adults and children with special needs and their families.

CLO has provided this full continuum of services in Lawrence since 1991 and has invested significant resources in this community, creating a safe and trusted presence for our clients and their families. CLO offers community living services in 16 homes (ten that CLO owns and six that are leased), seven apartments, and more than 25 private residences scattered throughout the city. A host of other services operate out of buildings that CLO owns in an office park on the city's east side. CLO's east Lawrence campus currently consists of two buildings (2113 and 2125 Delaware Street) on one site that share a parking lot.

The buildings at 2113 and 2125 Delaware were constructed in the mid-1980s and were purchased and initially remodeled by CLO in the early 1990s. These two buildings still offer great function and use, but need significant renovations inside and out. 2125 Delaware is approximately 1,900 square feet, is used for administrative functions, and includes offices and conference areas. 2113 Delaware is approximately 10,000 square feet and houses CLO's Communiversity day services program; a wellness clinic; occupational and physical therapy services; a full-service kitchen and dining area; and offices, workspaces, and additional training, meeting and conference areas used for clinical and program functions.

In 2013, a \$60,000 donation allowed CLO to embark on a first phase of renovations, making improvements to bathrooms and about 25 percent of the Communiversity space in the 2113 Delaware building, but additional improvements are needed.

Exterior needs include new sidewalks, resurfacing of the parking areas, improved accessibility/access, structural/drainage/mudjacking and cosmetic improvements. Interior improvement needs include general flooring, painting and furniture upgrades.

CLO is seeking CDGB funding for a second phase of renovations that will primarily focus on the sidewalks and ramps that provide access to the two buildings, and the parking lot that is situated between them. This parking lot is the principal access point for staff, visitors, and clients, and is extremely deteriorated. There are cracks and fissures in the parking lot's concrete surface, sidewalks, and ramps providing access to the buildings, and hazardous potholes and divots have formed in high-traffic areas. These defects have created an unsafe and unstable setting for people who regularly come to CLO for day services and health/wellness clinic services, especially those who use wheelchairs, walkers, and other mobility devices.

CLO plans to replace all of the existing concrete in the parking lot with an asphalt veneer, which can be more easily repaired as needed in later years. The existing sidewalks and ramps will be completely rebuilt with new concrete. This will create a safe and smooth surface for our clients and the staff who assist them, along with visitors. CLO has already sought and received some preliminary bids for this work to determine how much we need to raise for the project. If CDBG funding is received, CLO will solicit bids in a carefully prescribed manner that is open, cost effective, and documented. CLO will select a contractor based on CDBG selection requirements and comply with all pay and labor requirements. We expect to complete the project in a timely and cost efficient manner. CLO will leverage CDBG funding by seeking grants and donations from other sources and volunteer labor for other interior and exterior improvements.

In addition to improving safety for clients, staff and visitors, improvements in the parking lot will help reduce neighborhood blight. CLO's east Lawrence campus is situated adjacent to a residential area in the 66046 zip code. Replacing the dilapidated parking lot area with new asphalt, new sidewalks and improved ramps will result in an immediate and positive impact on the adjacent neighborhood.

## **2. How will this grant support the mission of the organization?**

It is essential that CLO provide a safe environment for clients, staff and visitors. In a study completed by the National Institutes of Health, 50 percent of injuries in adults with a disability are caused by falls. The condition of the current parking lot and sidewalks puts clients with disabilities and others in harm's way. The proposed project is a necessary step in mitigating the risk of falls and subsequent injury. Additionally, renovation costs in general are affordable right now, but costs for construction and renovation are beginning to rise due to increased development and new growth in housing and commercial properties. It is important that we complete our renovations now to avoid higher costs in the future.

**3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

CLO provides direct services for approximately 500 individuals and families living in Kansas, with more than 500 employees. Of this group well over 75 frequently utilize the programs and services offered at 2113 and 2125 Delaware . One hundred (100) percent of the clients qualify for Medicaid and are placed on the very low income level as defined by the US Department of Housing and Urban Development. The primary source of income for these individuals is Supplementary Security Income. The Title XIX Medicaid program provides the majority of CLO's operational budget, although private grants and entrepreneurial efforts supplement those funds.

**4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

CLO recognizes the seriousness of the situation and is prepared to mobilize all available resources in bringing this project to fruition. Jon Nelson, Director of Property Management for CLO, will coordinate and supervise the progress of the project and will provide all necessary accommodations for its successful completion. CLO's maintenance department is prepared to provide any additional support for unexpected work not covered by the contract. CLO's goal will be to complete the project within three months of the disbursement of the funds. Jon Nelson will communicate progress and coordinate project activities with CLO's Chief Executive Officer, Dr. Michael Strouse, and Chief Operating Officer, Jamie Price. Steve Floyd, CLO's Director of Financial Operations, will administer the budget and all financial aspects of the project. Sarah Fox will be responsible for CDBG record-keeping and regular reports to the CDBG management on the progress of the project and utilization of funds. This CLO team has been involved with similar projects, and has the necessary experience and expertise to bring the program to fruition.

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

This project perfectly complements our efforts in achieving our mission and contributes to the safety, well-being and positive lifestyle of the individuals we serve. In addition, the project supports our efforts to function in the Lawrence community as a responsible neighbor and property owner, as it calls for the elimination of potentially dangerous conditions and blight. We expect complete support from the neighbors. The project has very clear, easily measurable, and straightforward objectives. Based on our record and experience in working with the CDBG committee, if funded, the program is guaranteed to succeed.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

CLO will track performance measures and provide evidence of success according to federal reporting requirements. This capital improvement project has clear and attainable goals and will result in improved safety and accessibility and traffic flow. Not only will the parking lot, sidewalks, and ramps be improved, additionally traffic and directional signage will be replaced to further improve the roads and safety of persons served. This will serve to decrease blight in the surrounding neighborhood and increasing accessibility for low-income people to our essential services.

Once the grant has been expended, CLO will be able to use other funding to pay for the remaining improvements. Title XIX Medicaid funding is sufficient to pay for property debt service and depreciation related to capital improvements. Funding from title XIX pays for operating and some debt services, but not for capital improvement costs. Additionally, CLO will provide required maintenance in order to ensure that the provided warranty of construction and services remains valid. In short, CLO has funding to sustain the project, but does need additional funding for the up front costs of capital improvements.

**7. What is the organization's timeline for achieving the objectives of the grant?**

Considering the urgency of the situation, CLO intends to implement an aggressive schedule in order to achieve all of the objectives of the grant within three months of notification of project approval.

**8. What other funding sources have been approached and what have the responses been?**

This specific project is a piece of a larger initiative, "Trading Spaces," a multi-tiered renovation effort that consolidates and reorganizes service models in three of CLO's Kansas-based locations. CLO has financed the existing facilities and raised significant private funding for initial remodeling. CLO's Lawrence facilities were partially renovated when they were purchased in the early 1990s, and in 2010 approximately \$65,000 worth of renovations were completed from raised funds. Additionally, CLO has recently sold property and has made arrangements for approximately \$100k of funding from the proceeds to pay for internal and external improvements for renovations for 2113 and 2125 Delaware Street. These funds are insufficient to pay for improvements to the parking lot, sidewalks, and accessibility ramps for these two facilities.

With this proposal, we request that \$36,200 of CDBG funding to complete fundraising for this capital improvement project.

CLO obtains external grants and receives federal, state and private funds each year to cover the cost of certain projects. Controls are in place to ensure that these funds are expended for their intended purposes. CLO complies with generally accepted accounting principles in reporting for these funds. The funds are accounted for in individual restricted bank accounts until they are utilized for their intended purpose. CLO undergoes an annual independent audit for all financial operations. Additionally, because CLO receives federal qualifying funds, CLO is subject to an A-133 audit, an expanded audit that covers the controls surrounding the accounting for these funds. As required, the A-133 audit can be expanded to cover the expenditures and controls surrounding the project funds.





## Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			-
				-
				-
				-
				-
				-
Other (specify below)				-
				-
<b>COMMUNICATIONS</b>				
Telephone				-
Printing				-
Postage				-
Publicity				-
Other (specify below)				-
				-
<b>SUPPLIES</b>				
Office				-
Equipment				-
Space Rental				-
				-
<b>OTHER COSTS (specify below)</b>				
Contracting Costs #1	Renovation of primary parking lot, including lot, sidewalks, and accessibility ramps	\$22,000		\$22,000
Contracting Costs #2	Renovation of secondary parking lot, including lot, sidewalks, and accessibility ramps	\$14,200		\$14,200
				-
<b>TOTALS</b>		<b>\$36,200</b>	<b>0</b>	<b>\$36,200</b>

# The Perfect Storm... *Of Need and Opportunity*

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*By: Dr. Michael Strouse, CEO*

Across the nation, a perfect storm is brewing as the demand for support services for people with special needs skyrockets and the pool of qualified staff and available government budget shrink.

Today, waiting lists for agency services are growing exponentially. This is driven by increases in autism rates, aging parents and caregivers, including baby boom retirement, and advances in medical care and life expectancy. Labor costs are high and will soon rise at an unprecedented rate. This increase will be fueled by rising Affordable Care Act costs, minimum wage increases, worker's comp, staff turnover, and a dramatically shrinking direct care workforce due to high growth in better paying service industries.

The unfortunate reality is that our society is ill prepared to assist the hundreds of thousands of individuals that will become dependent upon us. As a result, community services for persons with intellectual disabilities will have less money, yet cost for services will increase dramatically to meet rising labor costs.

*Traditional* approaches to providing support simply won't work any longer to solve this problem. Group homes, in-home staffing, and typical day services rely heavily on shift staff to be ever present for needs that ebb and flow. Congregate living strategies most often produce increased challenging behaviors and health concerns that drive up cost. Smaller settings provide a higher quality of life, but they must pay for staffing ratios for intermittent and unpredictable needs, "just in case" a need in a home arises. These approaches to care are costly, do not harness natural and volunteer supports, and employ a workforce that is well documented to be highly unstable.

## ***We Need A New Approach***

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To weatherproof intellectual disabilities services against the perfect storm and simultaneously meet our country's current and future need, a different approach is needed that:

- ✓ Isn't overly reliant upon costly traditional hourly shift staffing approaches for congregate living or "just in case" support for in-home care;
- ✓ Provides high quality, stable, and affordable professional support in small homes that can ebb and flow around individual need;
- ✓ Cultivates greater volunteer and natural supports; and
- ✓ Leverages federal and state funding for services.

## ***The Solution: CLO's "Neighborhood Network"***

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The Neighborhood Network (NN) provides an intentional "smart" neighborhood of support led by professional "Teaching Families" who live with, next to, or near persons with intellectual disabilities and/or developmental disabilities (I/DD) allowing them to live an enriched community life, as independently as possible. Professional teaching families receive nationally regarded training and are well supported and leveraged by a rich network of community service professionals, neighborhood volunteers, and innovative support technologies.

The NN offers a new paradigm of “weatherproof”, next-generation services by providing services that ebb and flow around need using non-traditional, highly stable support strategies that do not compete with traditional labor markets and avoid many of the issues of cost and quality inherent in shift staffing strategies.

## ***How it Works***

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***CLO’s Neighborhood Network*** is comprised of an *intentional community* of three different community living support models, HomeLink Support Technologies, and a collection of innovative support services that work together as an integrated service approach for providing affordable, best practice services within the context of an enriched neighborhood.

### **Three Community Living Support Models**

#### ***Family Teaching Model (FTM)***

The FTM is a support model where professional family teachers (FTs) *live in* an attached home and provide support for 2 or 3 persons with significant intellectual disabilities living in an adjoining home. Often, FTs and their family live in one side of a duplex and provide support to persons with I/DD living in the attached duplex home. A pass-through door is added to connect the homes for better access. FTs are employees, but receive valuable non-taxable benefits that include their home, a food stipend, and use of a vehicle for work. FTs provide about 65% of care, manage their home, work with natural families, and directly supervise caregivers that provide individualized support to benefit both the persons served and the FTs’ needs. Family Teaching Model (FTM) homes can support persons with very significant needs, and be an effective setting for forming deep relationships with FTs and clients, which later lead to adult foster placement with CLO’s Extended Family Teaching Model (EFTM).

#### ***The Extended Family Teaching Model (EFTM)***

The EFTM is essentially a highly specialized foster home where an adult with a range of challenging needs *lives with* a caring, professionally trained, family who supervises, supports, and teaches the adult as an *extended* family member. This model leverages funding to benefit I/DD adults by providing EFTM families (EFTs) with tax-exempt payments for care combined with an innovative and comprehensive toolbox of support services. EFTs often have had long-term relationships with a person they support in other roles, such as a past caregiver, family friend, paraprofessional, or as a FTM family teacher. EFTs work to create a significant network of natural support for respite and enrichment activities with other EFTs, their family and friends, and with the family and friends of the person or persons they support.

#### ***The Virtual Village (VV)***

The VV is an innovative support model for people with I/DD living in a typical neighborhood community who can live semi-independently *if they receive appropriate and timely support*. Safe neighborhoods are selected based upon the availability of resources and additional supports are infused within the neighborhood. These supports become part of the fabric of an “intentional” neighborhood. People with I/DD live in one or two bedroom apartments, town-homes, condos, or similar community homes *near* one another, yet inclusively arranged across a typical neighborhood. Adults with the *most* significant needs are generally located closest to live-in family teachers for additional support. The adults with I/DD usually work, attend school, and navigate the community with support.

Virtual Village on-site supports are arranged, coordinated, and largely provided by *family teachers (FTs)* who are employees of the NN and permanently live *within* this neighborhood with their own family. The number of FTs living within the neighborhood depends on the number of persons to be supported and their needs. FTs receive a salary and are provided a tax-free home, food stipend, and use of a vehicle for work which maximally leverages funding for services that ebb and flow around individual need. Their sole purpose is to mentor, teach, and support the VV residents. Existing paid and volunteer talent and resources are identified, cultivated, and recruited from within or near the neighborhood to add additional affordable support. In the end, a perfectly selected neighborhood is infused with paid and unpaid caregivers, mentors, health professionals, advocates and friends who provide care and support for its members in need who are part of the VV.

### **HomeLink Support Technologies**

HomeLink Support Technologies is a breakthrough combination of advanced security, smart home, and communications technologies, combined with specially trained professionals who provide remote “personalized coaching” and deployed neighborhood support for a small caseload of homes in a local region. HomeLink connects a caring community to one or many homes in need, “virtually” anywhere.

HomeLink offers an unlimited amount of options to support special-needs populations. HomeLink Support Technologies delivers health and behavioral support, home security, in-home care, and emergency support to a home when it is needed. It can be used to remotely support in-home caregivers, arrange shopping services or laundry, answer questions, help ensure that individuals are taking the right medicine, capture instances of challenging behaviors for later analysis, monitor seizures, collect health vitals, offer assistance in how to cook a meal, remotely conduct and record fire drills, support night-time needs,, serve as a virtual doorman to guard against “stranger danger”, or simply serve as a virtual *conciierge*.

What differentiates HomeLink from any other approach is its guiding vision to become as “personal” and as “present” as possible. HomeLink “Remote Mentors” (RMs) spend significant time “in person” and “virtually” with those persons they support. This may be accomplished because the monitoring center is located within the region they support and because the remote mentors have a relatively small caseload of homes to support. Often, RMs were previously long-term direct support staff and know NN policies and procedures well. Additionally, RMs often have past relationships with persons with I/DD and/or staff that they now support remotely. RMs interact and converse face-to-face with those they support virtually “as if they are there” using 40” home televisions which are part of a living room entertainment system and through intercoms that allow normal, clear, conversations to occur naturally. They also communicate via mobile communication and directly through intercoms with live-in family teachers. Since HomeLink RMs know the persons they support and on-site professional staff well, they can provide more personalized and better remote support and also know when on-site support is needed—which saves significant money on “just in case” staff costs.

HomeLink Support Technologies are tailored differently to “fit” and leverage all three NN community services models. Privacy protocols differ based upon the type of NN setting (FTM, EFTM, and VV) and the support needs and abilities of persons, as well as their ability to self-direct services. HomeLink can virtually knock, check in on a schedule, be alerted by critical health or behavioral sensors, or be ever-present, all depending upon need.

## **Community Living Model Support Systems and Services**

Our service models must receive critical support systems and services that “fit,” complete, and leverage the provision of best practice community services. These supports include: 1) an outcome-based training, coaching, and certification program; 2) the Communiversity; 3) professional health, behavioral, and social support services; 4) remote “cloud-based” business technologies; and 5) HomeLink Support Technologies—all of which uniquely integrate with and support the three *Neighborhood Network* community living service models.

### ***Outcome-based Training and Certification Program***

The first step to implementing a best-practice community living service program is to define service expectations and the outcomes to be produced, which include the following 11 outcomes:

1. Pleasant and safe surroundings
2. Observance of legal and personal rights
3. Positive relationships with others
4. Living healthy lifestyles
5. Opportunities for choice and control
6. Effective learning opportunities
7. High level of participation in daily experiences
8. Community involvements
9. Effective communication
10. Pleasant social environment
11. Satisfied consumers

The NN will use this nationally regarded and evidence-based quality assurance model for certifying service quality to these standards, as well as individual, person-centered outcomes. This approach provides training, coaching, professional evaluations, and consumer satisfaction evaluations that work together as a “certification” program. Family teachers must be certified as a requirement of employment in a FTM home or to serve as a VV family teacher. Extended family teachers must be “certified” annually as a requirement for placement in an EFTM home.

### ***The Communiversity***

The Communiversity replaces traditional day services and provides expanded recreational opportunities, which are designed to enrich the lives of persons supported by the NN. The Communiversity also provides enriched respite support for FTs and EFTs that provide daily support for persons served in all three community living models. The Communiversity is a strategic support program that develops, arranges, and coordinates community-focused life-long learning opportunities such as daily life skills, health and recreation programs, volunteering, work, and enriched respite opportunities. In effect, the Communiversity is a home base that acts as a community support service where opportunities are arranged or created, augmented by classes offered at the Communiversity. It also generally serves as a home base for the HomeLink monitoring station, which supports NN services in a region. The Communiversity is open during regular daytime hours as well as some evenings and weekends since that is when many of the most enriching community activities occur.

### ***On-Demand Clinical and Professional Services***

The NN requires support from health professionals, behavior analysts, and social service professionals that know the persons supported and also understand how to support the NN community living models. For example, NN clinicians and professionals must understand that

an enriched life is needed for persons with I/DD and the families that provide them support. As a result, it is often necessary to strengthen and build the capacity of NN teaching families in order to provide the best services possible.

These professional supports are fully integrated with HomeLink Support Technologies to provide on-demand remote and in-home professional services. Necessary professional services such as behavioral supports will be provided when and where needed. Staff will be able to push a button to “DVR” or record a challenging behavior as it occurs and then allow remote Board Certified Behavior Analysts® the opportunity to examine a collection of these archived recordings retrospectively (or even in real-time), so that effective interventions can be developed remotely. Remote sensors for health or behavior needs (elopement, self-injury, health vitals, etc.) will be installed in community homes to alert remote or on-site staff of an emerging need. On-site staff will have the ability to be remotely coached or trained by support professionals through ear-bud technology exactly when that training is needed to better meet a need. These kinds of remote supports are extremely cost-effective because they utilize the skills of the highly paid professionals only when needed, allow clinicians to directly observe instances of challenging behaviors (instead of relying upon second-hand reports), reduce travel time and costs, and provide a means to provide help for FT and EFT families when it is most needed. On-demand, remote clinical and professional support services are a critical component of NN that improves outcomes and reduces costs.

### ***Cloud-based Business Supports***

The NN requires a highly decentralized management approach that operates in a largely virtual management environment, putting business supports and information in the hands of people closest to persons supported. Consequently, NN services are not *property* intensive. They are, however, highly dependent upon technology. With the NN, business services are cloud or web-based and utilize HIPAA compliant “software as service.” Finance, HR, client and clinical information management, performance management, and video eLearning are connected to laptops, tablets, and smart phones. This business strategy allows support to be available at the point and time of need “on-demand” and allows multiple persons to be able to examine client information at the same time regardless of where they are located.

## ***The Results***

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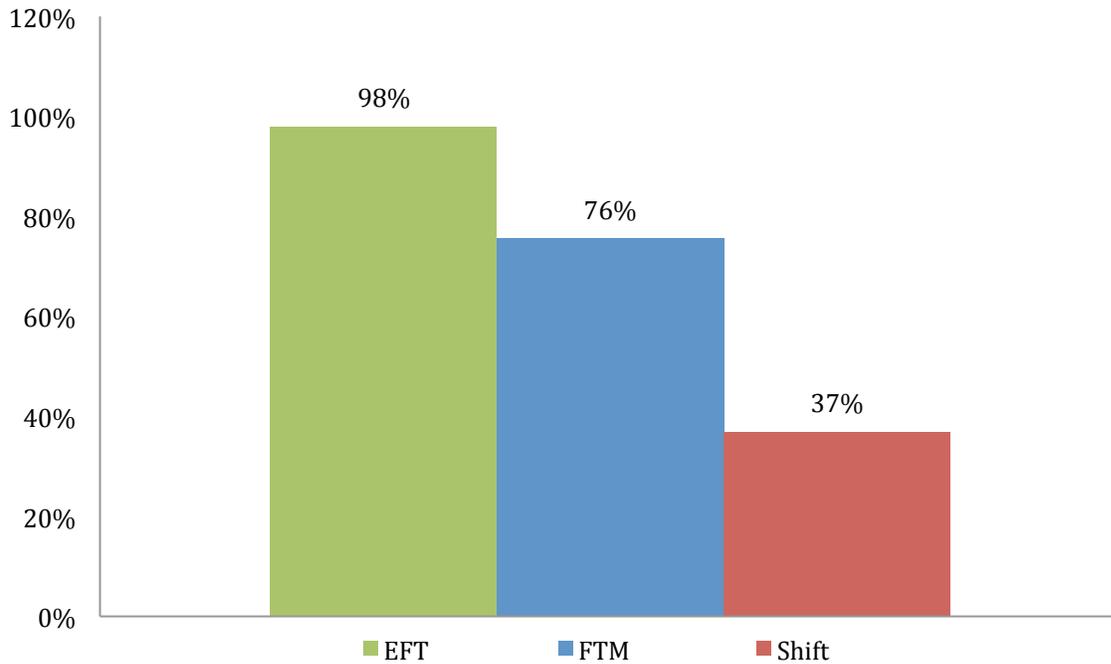
### ***Turnover and Longevity***

Research demonstrates that “shift” staff and congregate care strategies are associated with very high (75% or more) annual turnover and persistent service quality concerns. CLO’s NN models along with essential support services, however, have produced much more stable and consistent care. FTM services have produced 300% less staff turnover than “shift” staffing, and the annual turnover for Extended Family Model teaching families have averaged only 3% since 1999 (Strouse, Sherman, and Sheldon, 2013).

### ***Quality of Life Outcomes***

FTM and EFTM homes have achieved consistently high outcomes across time compared to traditional shift care within group home settings. The graph below shows the percent of the eleven outcomes achieved in certification evaluations for Extended Family Teaching Model (EFTM) homes, Family Teaching Model homes (FTM), and for some traditional shift group homes (also operated by CLO). As you can see, EFTM homes produce the highest outcomes, followed by FTM homes.

### Percent of 11 Quality Outcomes Met By Model



#### ***Impact on Challenging Behaviors and Improved Health***

The FTM and EFTM are associated with significant skill and health improvements and reductions in challenging behavior. Nearly seven years ago, a group comprised of clinicians from CLO and faculty from KU evaluated approximately 15 years of data on agency performance (Sherman, Sheldon, Strouse, Price, Bannerman Juracek, & Sweeney, 2007). Our clinical review team knew (from numerous years of clinical reviews of care) that many individuals experienced tremendous improvements in important personal outcomes when they moved from group homes and shift homes (previously operated by CLO) to our FTM and EFTM homes. From these experiences and beliefs, this group examined the behavioral and medical outcomes for a selected sample of persons we had served in multiple homes across 15 years. The purpose of the review was to compare progress on long-term managed behaviors and medical conditions across types of residential homes.

Our review clearly confirmed what our clinicians already knew, which was the FTM and EFTM homes made a reliable and meaningful difference in the quality of life of persons served who exhibited very challenging behavioral and medical conditions, including elopement, self-injurious behavior, pica, aggression, obesity, and many other conditions. What the data showed is that when persons lived in shift homes, behavioral and medical challenges were generally higher than when they lived in FTM and EFTM homes. We also learned that progress was greatest in EFTM homes and this progress was often reversed if they moved back to shift homes.

The following table contains data generated from this retrospective review.

*Average Incidence per Month by Home Type*

Client	Group Home	FTM	EFT
Weight (Average pounds per month)			
Harriet	NA	199	201
Joe	285	240	230
Tammy	146	NA	135
Aggression (Average instances per month)			
Bob	NA	31	1
Brad	16	0	0
Christy	72	35	2
Doris	266	46	NA
Harriet	NA	8	4
Joe	867	300	200
Troy	NA	27	4
Self-injury (Average instances per month)			
Christy	26	13	5
Dana	112	66	10
Tammy	28	NA	3

**Affordability**

The models and support services comprising the Neighborhood Network are designed to work together to maximally leverage funding and insulate against cost increases tied to traditional labor.

**Family Teaching Model (FTM)** homes are cost effective, albeit not as cost effective as Extended Family Teaching Model homes. Family teachers (FTs) are paid a salary, and while they are not exempt from overtime they are paid using a strategy (fluctuating work week) that cuts overtime costs considerably. Further, because the FTs lives in an attached home it is possible to ebb and flow support around need. This is especially true when combined with HomeLink Technologies. HomeLink remote “mentors” are able to monitor and support multiple homes, which drastically reduces labor costs for night support. Monitoring does not cause distraction through the night for clients, leading to better sleep, which positively impacts health and challenging behavior. Training and management costs are lowered because turnover is less and because family teachers manage their home as well as provide care. Finally, the funding paid for FTM teachers includes tax-free benefits for their home, vehicle use, and a food stipend, which increases the value of their compensation by about 25%. If FTs receive health insurance through the public exchange they generally receive the maximum subsidy for health care.

**Extended Family Teaching Model (EFTM)** homes provide adult foster care supported by independent contractors who are paid a care stipend instead of a wage. In short, the payment is a flat sum paid to provide a high quality of life for an additional member of their family. This

model experiences extremely low turnover (3%), which minimizes training costs. Since the foster family is an independent contractor they lease or own their own home and vehicles, which eliminates costly housing, maintenance and vehicle expenses traditionally incurred by the agency. Additionally, as an independent contractor, EFTs do not receive typical employee benefits nor are they covered by an employer's worker's compensation coverage. Administrative oversight, such as human resources and management or supervisory costs, is significantly reduced because the family is contractually in charge of providing a full spectrum of care. Since the payment is tax-free it essentially leverages the care stipend to have greater value to the EFT family by 25% to 35%. Finally, the Affordable Care Act now offers families the ability to receive health benefits through the public exchange with a significant subsidy (because the care stipend is not considered taxable compensation their household reportable income is very low).

**Virtual Village (VV)** homes have all of the same advantages as FTM homes from a cost and tax perspective, but are far more cost effective because an entire neighborhood is supported instead of a single home. With the support of HomeLink, VV staffing can ebb and flow around needs across a neighborhood. Remote support can be provided directly to persons with semi-independent needs fully eliminating the need for "just in case" support. Instead, support is provided as needed or on a schedule for quality of life activities, as well as need-based support. Further, strategies are implemented to identify and leverage the rich natural supports of a well-selected neighborhood. With the VV model, more resources are spent on higher quality housing to ensure that they are located in safe and desirable communities, as well as being located within neighborhoods that are rich in natural support. The money spent on housing is more than offset by lower cost professional support, natural supports, and access to enriched community resources.

**HomeLink and the NN Support Services** leverage costs in multiple ways. First, HomeLink provides remote support and coaching, remote supervision, and deploys additional support when and where needed. Up-at-night support is generally not needed if "live-in" is available to be deployed for immediate support and/or mobile staff can meet a nighttime need. Second, clinicians and professional staff also utilize HomeLink to provide face-to-face support, remote coaching, and training for persons served and on-site staff. Behavior analysts and health professionals can also use HomeLink to cost effectively gather behavioral and health data remotely. Finally, the Communiversity adds only the additional staffing resources needed to supplement the staffing of the community living program to support an activity or event or to offer some targeted respite for FTs or EFTs.

**NN Business Supports** require more "technology" costs, but they are not as property intensive. While there is a need for some office and service-related property, business functions are provided virtually. Cloud-based supports for business software, client information management, communication, and videoconferencing connect people to the resources they need where and when they are needed. For non-profits, however, the cost for technology is typically far reduced and sometimes free due to pricing strategies provided by large national cloud-based vendors. The NN presently uses Intacct Financial Management, Paylocity HR and Payroll, Box.com share file management, Google business, Elsevier and College of Direct Supports eLearning Management, Vsee (videoconferencing), ISOX (Information System of eXcellence), Smartsheets.com, Wunderlist team task management, and Therap Client clinical information management cloud based solutions as a core business strategy.

## ***The NN Puts it all Together in an “Intentional Community”***

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Now, imagine the synergy, quality, and cost savings that can be possible *if* Family Teaching Model (FTM), Extended Family Teaching Model (EFTM), and the Virtual Village (VV) homes are all enveloped into ONE intentional community or neighborhood. Imagine how we could leverage live-in, live-with, and live-among *professional families* augmented with deployed caregiving staff, professionals, volunteers and natural supports that are strategically infused. Imagine how simple it would be once such an “intentional” community of support is created for an I/DD population to reach out to others in need of support within the same neighborhood, such as seniors or persons with physical disabilities. Finally, imagine the opportunities for employment for an I/DD population that might be cultivated to support neighbors such as domestic cleaning, shopping, lawn care, gardening, pet walking, house sitting or other similar opportunities. In an intentional community, held tightly together by technology and social networking strategies, the possibilities are endless.

If you can imagine all this, then you can see the future of the Neighborhood Network. The NN offers a great service model, professional and volunteer support systems, and technologies that connect the resources of a caring community to its neighbors in need. The NN offers a new paradigm of services where support is around a specific geographic location (a neighborhood). This new paradigm would stand as an inclusive alternative to congregate care, traditional assisted living, or other similar service models that utilize shift staffing to serve a single population.

## ***The NN “Social Franchise” Dissemination Strategy***

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The NN has evolved across a 35-year applied R & D partnership between CLO and the University of Kansas, Department of Applied Behavioral Science. The NN itself is a “packaging” of a number of independent models and services developed by CLO that were integrated into a comprehensive model. Although the NN is a major accomplishment, this model will forever be in development and will continue to evolve and adjust as CLO and its dissemination partners create new and better technologies and supports.

NN will implement a “social franchise” dissemination strategy with its NN partnering sites. This strategy will work essentially like a franchise agreement that requires an “up-front” purchase commitment and an ongoing support fee that pays for products, materials, technology, and support and also partly contributes back to an R and D fund for future development of NN services. “Owners” will need to abide by the terms of a NN social franchise agreement or exit and agree not to use the NN service delivery model. This strategy will require adherence to critical aspects of all NN models and systems; the achievement of positive outcomes and periodic site certification; and will include a commitment to upgrade services, support systems, policies, procedures, and strategies as they evolve over time. NN “owners” will regularly attend annual conferences to share improvements and participate in collaborative workgroups and grants that push forward the overall mission of the NN services model. *Social Franchise Dissemination Sites* in new regions will ultimately be cultivated from within existing NN ownership that demonstrates the capacity to help expand NN services to other “owner” providers across a state or region.

*This dissemination strategy will ensure that services are maintained with high integrity and are ever evolving to improve and contribute back to a collaborative R and D strategy that also protects NN intellectual property. It will also protect the investments of non-profit agencies that want to become an NN partner or even become a training and dissemination site. Finally, it will*

*appeal to private foundations and social investors who want to ensure strong accountability for performance and the achievement of important outcomes.*

## ***NN Initiatives***

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The demand for expanding CLO's Neighborhood Network is great and interest is growing for states, providers, and families, because this approach is an affordable solution for meeting the needs of a variety of populations who want best-practice support to lead enriched lives within the community or live semi-independently in their own home.

CLO is currently working with the State of New York and New York Collaborates for Autism (NYCA) to bring this model to New York with the expectation to implement a demonstration site in Westchester, NY and eventually a statewide dissemination. CLO is also working with the Faison Centers of Excellence in Virginia to bring the NN to Virginia. Both dissemination projects have already begun and we expect to begin providing NN services in both states by late 2014 or early 2015. Finally, CLO is currently expanding its own NN services to new regions across metropolitan Kansas City and eastern Kansas.

*Social investment funding is needed now to build our capacity to continuously improve our technologies, NN service models and support services, and better prepare for a regional and national dissemination.*

CLO's strategic initiatives are designed to grow and realize the full potential of its Neighborhood Network service model. These initiatives will:

- ✓ Implement legal strategies that protect the NN mission and its intellectual property, including pursuing use patents, copyright, and franchise or franchise-like business agreements. We are also creating a 501 (c) 3 called the Neighborhood Network of New York to serve as a dissemination site for all New York services.
- ✓ Increase and deepen CLO's program, technical, and clinical capacity to improve, complete, assess, refine, and make scalable its NN models and support services to prepare for and support our "in process" national disseminations and improve our capacity to expand NN services in CLO's Missouri/Kansas service region.
- ✓ Develop marketing strategies that include creating NN websites, marketing videos, promotional materials, social networking, and presenting at relevant national conferences.

## ***NN Project Funding Briefs Totaling \$1,292,000***

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### **Develop NN Franchise and Protect Intellectual Property: \$85k**

A vital step to prepare for the dissemination of NN models, services, and technologies is to complete filings for copyright, use patents, partnership agreements, and ensure that all protections for NN intellectual property are in place. With these protections, CLO can ensure that a legal means is in place to enact the NN dissemination strategy so "owners" must abide by the terms of a NN social franchise agreement or exit and agree not to use the NN service delivery model. Responsibilities will include maintaining standards of site certifications by implementing the NN with integrity, contributing to R and D, participating in collaboration, and protecting its intellectual property. Our legal strategy will also be designed to protect non-profit owners and our NN partners who become dissemination partners as it will protect their investment and offer them a means to fund their own infrastructure for dissemination. Finally, this work will hopefully appeal to private foundations or investors that may offer capacity grants

for non-profits wishing to provide NN services because it will better assure high performance and strong outcomes and accountability for grant funding investments.

### **The New HomeLink Headquarters and “Smart” Demonstration Home: \$295k**

CLO's is raising \$295k of grant funding to pay for the renovation of a facility and site improvements to serve as the “smart” headquarters for HomeLink Support Technologies. In 2011, CLO acquired a unique property in Overland Park, which was previously used as a church and preschool. This property is located on approximately 3 acres of land overlooking South Lake Park, a beautiful walking park and lake with recreational play equipment close to downtown Overland Park. CLO renovated one building on this site to serve as space for its North Star Academy. The Academy is a school for children and adolescents with autism and other intellectual disabilities who display severe, challenging behaviors. The building that CLO plans to renovate for HomeLink Technologies headquarters is actually a large and historic (but not on the historic register), manor home with a 5-car detached garage (located on the same site as the Academy).

This manor home and 5-car garage will be renovated to serve as our regional HomeLink Monitoring Center for all of CLO's NN homes, support CLO's remote behavioral and health services, and support CLO's Neighborhood Network growth in its metropolitan Kansas City service region. This facility will also provide offices and workspace for our HomeLink Technology team and provide a research and development workshop for creating, adapting, and testing new HomeLink support technologies. Further, a living lab and technology showcase “smart” home will be created to demonstrate our technology and remote support models to families, potential NN partners, and funders. Since this facility is located on the campus of CLO's North Star Academy, it will also provide security monitoring for children at the Academy, and will connect remote clinical and KU researchers (from its KU campus) to better support this innovative special needs school.

### **Expand the NN Dissemination Support Team: \$312k**

CLO is raising approximately \$312K to fund one year of salary for three key dissemination team members. These professionals would enable CLO to develop and refine training strategies, manuals, and eLearning material for new providers to replicate CLO's Neighborhood Network. One dissemination team member would focus on training and certification support of NN community living models (FTM, EFTM, and VV models). A second member would lead efforts to train behavioral, health, and social service professionals to provide NN support services leveraged by HomeLink Support Technologies. A third dissemination team member would focus on the dissemination of HomeLink remote monitoring centers and the training and support for remote monitoring professionals that support NN communities.

Continuation funding for these three individuals will come from dissemination project contracts/franchise income. CLO has already described the projects that are currently underway to replicate its Neighborhood Network service models. We have or are negotiating funding contracts for these projects, but we need to hire and train professionals to prepare in advance of our dissemination.

### **Start-up Costs for a CLO Virtual Village in Overland Park, Kansas: \$150k**

CLO will be opening a new Virtual Village in early 2015 to support 14 to 24 persons as part of a developing “intentional” community for persons with intellectual disabilities who are semi-independent. The new VV will be located in Overland Park, Kansas within a large apartment home community near Johnson County Community College (JCCC). Because of its very close

proximity to HomeLink's new headquarters (previously described), it will also serve as a training and demonstration site for new NN partner sites.

The neighborhoods surrounding JCCC are home to many people with intellectual disabilities and other special needs who attend or have attended various programs at this unique community college. JCCC has a very long and well-earned reputation for providing accommodating programs that allow special need populations to attend its classes. Finally, a number of senior independent living communities are also located near JCCC, which will allow the NN the opportunity to expand and support these new populations as part of an "intentional" community.

Grant funding will be used to fund apartment and utility deposits, three months of lease costs prior to occupancy, NN furnishings, HomeLink installations; and fund start-up costs for six months for core staff including live-in Family Teachers, neighborhood support staff, and a project director. Continuation funding is secured through Home and Community Based Services (HCBS) Title 19, waiver funding which is paid per person per day of service. CLO and its University of Kansas, Department of Applied Behavioral Science research team will conduct and evaluate critical project outcomes of independence, support, satisfaction, community impact, cost, and privacy.

### **Research and Development: \$325k**

CLO is raising \$325k of funding to fund three positions for *18 months* including: 1) a HomeLink Support Technologies engineer; 2) a full-time post-doctoral professional from the KU Applied Behavioral Science Department; and 3) a half-time graduate research assistant, also from KU. The KU positions would assist CLO in developing, adapting, and applying new and emerging technology; incorporating this technology into useful community and clinical support practices; and evaluating the effectiveness of the NN models, systems, and its technology applications. Funding for this initiative will also be used to provide for necessary shop equipment, supplies, and fund the purchase of new and emerging technology to be incorporated into CLO's HomeLink and remote clinical support system for remote behavioral/health applications. Continuation funding for R & D will come from revenue generated from social franchise support fees and federal and foundation grants obtained through the KU/CLO research partnership.

Research is needed to develop practical, reliable, and more affordable technology for detecting falls, assisting with medications, protecting against "stranger danger," improving health and behavior monitoring, improving privacy, increasing self-direction, and better supporting people while moving about in the community. Can "Fit-Bits" or the "Basis" watch be adapted and integrated into HomeLink to alert us to a health concern at home or in the community? Can Xbox One's Kinetic and voice capabilities be used for self-direction of support and to make interactions between people supported and HomeLink more personal and natural? Can the smart foam recently developed to alert doctors about concussions be used for detecting instance of head-banging self-injuries remotely? The answers to these and other questions may be yes, with considerable work. The list for technology applications, adaptations, refinement, and research is as endless as are the possibilities for improving the quality of life of persons served by our work.

### **Replacing or Expanding CLO's HomeLink Technology in Multiple Homes in Kansas: \$125k**

CLO supports multiple FTM and EFTM homes across 16 urban and rural counties in Kansas that serve people with intellectual disabilities that also have significant, behavioral, health, and adaptive needs. In fact, CLO provides community living support for some of the most fragile

persons in Kansas. Many of the FTM homes served as “beta” homes since 2000 where HomeLink Technologies were developed and tested use older technology that needs to be upgraded to new technology. Funding will be used to improve technology in approximately 30 to 35 existing homes presently using older technology. Additionally, new “private home” HomeLink support systems will be beta-tested in 5 EFTM homes who agree to help us evaluate and refine these systems before they are more widely disseminated.

## ***About CLO***

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***Community Living Opportunities (CLO)*** was founded in 1977 by professors from the Department of Applied Behavioral Science at the University of Kansas (KU) and a group of families who had family members with multiple severe intellectual disabilities. CLO has grown to become a sizable and highly nationally regarded service provider, meeting the needs of over 485 adults and children on an annual budget of approximately \$22 million dollars. Additionally, CLO has also helped develop over \$75 million dollars of annual budgeted community living services by creating sister organizations in multiple states, primarily to help develop community living opportunities for people leaving state-operated institutions that were closed or downsized. The CLO/KU partnership has spanned over three decades of research and development activities that have contributed to the development, use, revision, and dissemination of CLO’s service models. CLO has many programs, services, and support models, which are described in detail at [www.clokan.org](http://www.clokan.org), [www.thenorthstaracademy.org](http://www.thenorthstaracademy.org), [www.midnight-farm.org](http://www.midnight-farm.org), and [www.homelinksupport.com](http://www.homelinksupport.com).

# Contact List

## CLO Board Members, Advisory Board and Employees 2014

<b>BOARD OFFICERS</b>	
<b>Name</b>	<b>Position</b>
Trip Frizell	Chairperson
Mike Strouse	President and CEO
Larry Gates	Vice President/Vice Chair
Dave Ginardi	Treasurer
Barney Barnhart	Secretary

<b>BOARD MEMBERS</b>			
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>E-mail Address</b>
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	66214		
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*Lanny Tate	212 Campbell Dr. Lawrence, KS 66049	Home: (785) 842-1654	
*Laurie Holmes, R.N.	1602 NE 100 Court Kansas City, MO 64155	Home: (816) 734-2102 Cell: (816) 806-5733	<a href="mailto:lholmes2102@yahoo.com">lholmes2102@yahoo.com</a>
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Michael D. Magee, M.D.	13828 Hauser Overland Park, KS 66221	Cell: (785) 331-9546	michael.magee@lmh.org
Milton Peine	6616 W. 100 <sup>th</sup> Terrace Overland Park, KS 66212	Home: (913) 649-5915	
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<b>ADVISORY</b>			

<b>BOARD MEMBERS</b>			
<b>Name</b>			<b>Address</b>
Sean Miller	373 W 101 <sup>st</sup> Terrace Suite 200 Kansas City, MO 64114 or 1211 w 60 <sup>th</sup> Ter, KC, MO 64113	Work: (816) 308-4555 Home: (816) 523-6550 Cell: (816) 686-9046	sean@remins.com
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Theresa Strubbe	903 Copperstone Ln. #183 Ft Mill, SC 29708	Work: (913) 642-6800 Cell: (913) 558-6785	tstrubbe@gmail.com

\* Executive Board Members

<b>CLO EMPLOYEES</b>		
<b>Name</b>	<b>Phone Number</b>	<b>E-mail Address</b>
<b>Mike Strouse</b> CEO	913-341-9316 Ext 420 Mobile: (913) 908-6200	mikestrouse@clokan.org
<b>Lauren Demmel</b> Executive Assistant	913-341-9316 Ext 420 Mobile: (913) 905-9342	laurendemmel@clokan.org
<b>Steve Floyd</b> Financial Analyst	913-341-9316 Ext 124 Mobile (913) 221-3596	stevefloyd@clokan.org
<b>Jamie Price</b> Chief Operating Officer	785-865-5520 Ext 316 Mobile: (785) 218-9389	jamieprice@clokan.org
<b>Cyndee Byous</b> Chief Financial Officer	913-341-9316 Ext 120	cyndeebyous@clokan.org

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Independence, Inc.

Mailing Address: 2001 Haskell Avenue, Lawrence, KS 66046

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Bob Mikesic Phone: (785) 841-0333 ext. 107

Contact Title: Co-Executive Director

E-mail (required): bmikesic@independenceinc.org Fax : (785) 841-1094

Date: December 10, 2014

Mission of organization:

To maximize the independence of people with disabilities through advocacy, peer support, training, transportation and community education

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?

The majority of affordable rental houses and apartments in Lawrence are not accessible due to the traditional building practices of constructing steps at the entrance, narrow bathroom doorways, and bathrooms that lack accessibility features in the sink, vanity, toilet, bathtub or shower. Many individuals with disabilities with low to moderate incomes need grant assistance in order to pay for essential accessibility modifications.

The Fair Housing Act gives people with disabilities the right to make reasonable accessibility modifications in rental housing. However, it does not require the owner or landlord to pay for any accessibility modifications needed by a tenant with a disability.

2. How will this grant support the mission of the organization?

The Accessible Housing Program (AHP) enables individuals with disabilities to live in affordable and accessible housing that's integrated throughout the community. The mission of Independence, Inc. is "To maximize the independence of people with disabilities through advocacy, peer support, training, transportation and community education."

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

Approximately six individuals with a disability will be assisted through this program. One hundred percent of the recipients will be people with low to moderate incomes. Income will be verified during the application process. The first page of the AHP application form is the "Lawrence, Kansas CDBG/Home Program Eligibility Certification" created by the City of Lawrence Planning and Development Services. The applicant is required to provide documentation of income for all adult members of the household. This statement appears on the first page of the application: "When returning application, enclose documentation of income of all adults 18 and over living in the household." There is also a reminder that if applicants misrepresent any of the information provided that it may constitute fraud.

4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

## City of Lawrence CDBG/HOME Programs Grant Application

The Accessible Housing Program will be coordinated by Bob Mikesic, Co-Executive Director. Daniel Brown and JoAnne Fluke, staff members at Independence, Inc. will assist with this project.

The Accessible Housing Program fiscal year Aug. 1, 2014 – July 30, 2015 started with a \$32,397 grant plus \$4,925.96 carry over from the previous year, a total of \$37,322.96 CDBG funds. A project involving \$9,589.85 has been approved and is in process, leaving a balance of \$22,807.15. One other AHP application has been approved and is out for bid. We currently have three other Accessible Housing Program applications that are complete and meet eligibility requirements for an AHP grant. All are for an entrance ramp to a mobile home. We're in the process of writing bid specifications. Two other applications were recently mailed to individuals requesting AHP grant assistance.

Referrals from community partners include Lawrence Memorial Hospital, Jayhawk Area Agency on Aging, Douglas County Visiting Nurses Association, Douglas County Senior Center, Project Lively, Cottonwood Inc., Kansas Department for Children and Families, Kansas Rehabilitation Services, physicians and physical therapists.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

Since the Fair Housing Amendments Act of 1988 became law, the Independence, Inc. Accessible Housing Program has been assisting people with disabilities in Lawrence, Kansas with essential accessibility modifications in their rental housing. The vast majority of individuals/families assisted through this program have been people with very low incomes, without capacity to qualify for a loan.

In addition to the Accessible Housing Program, we provide similar services including technical assistance to homeowners and businesses planning accessibility improvements in new or existing housing and facilities. Home modifications services are also provided to individuals with disabilities who have KanCare (Medicaid) coverage. Modifications are paid for by Kansas Medicaid.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

Our goal is to assist six people with disabilities with low to moderate incomes to make needed accessibility modifications in their rental housing. The majority are expected to be people with low or very low incomes. The project is ongoing because accessible, universal design is not a standard practice in housing construction, and landlords are not required by the Fair Housing Act to contribute to the cost of making needed accessibility modifications. The Accessible Housing Program will measure success according to goals that are consistent with the Step Up to Better Housing Strategies and funding priorities for 2015.

# City of Lawrence CDBG/HOME Programs Grant Application

7. What is the organization's timeline for achieving the objectives of the grant?  
If grant funds are awarded, because of the level of need, Accessible Housing Program funds are expected to be utilized within the fiscal year.  
The project is ongoing because accessible, universal design is not a standard practice that's applied in most newly constructed housing. The level of need is great. Medical advances contribute to people with disabilities living as active members of the community. Most senior citizens want to age in place, continue living in a home or apartment in an integrated setting in the community rather than move into a nursing home.
8. What other funding sources have been approached and what have the responses been?  
Other grant sources utilized include Medicaid's Home and Community Based Services, United Cerebral Palsy of Kansas, Friends of Man, and the Assistive Technology Grant program. Response has been positive when funds are available.

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

     *New Program or Activity*        X   *Existing Program or Activity*

Name of Program or Activity Independence, Inc. Accessible Housing Program

Requested \$33,000      Request is 100 % of project budget and      % of agency budget.

#### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

The Accessible Housing Program proposes to assist renters with low/moderate income to make needed accessibility modifications in their housing. Examples are: constructing entrance ramps; widening doorways, installing accessible showers; installing accessible sinks, toilets, and grab bars. These modifications improve an individual's ability to live independently in his/her home.

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## Proposed Grant Budget

Independence, Inc. Accessible Housing Program: August 2014 - July 2015

Funding Type: Capital Improvement

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
Independence, Inc. Personnel	Approximation	-	5,200	5,200
Fringe Benefits		-	1,055	1,055
				-
				-
				-
				-
Other (specify below)				-
				-
<b>COMMUNICATIONS</b>	Estimated from dept budget			140
Telephone				-
Printing				-
Postage				8
Publicity				25
Internet & IT Services				204
<b>SUPPLIES</b>				
Office			42	42
Building Maintenance			300	
				-
<b>OTHER COSTS (specify below)</b>				
AHP Accessibility Modifications		30,000		30,000
Program Delivery Cost		3,000		3,000
<b>TOTALS</b>		<b>33000</b>	<b>6597</b>	<b>39674</b>

**INDEPENDENCE, INC.**

FINANCIAL STATEMENTS  
SEPTEMBER 30, 2014  
TOGETHER WITH REPORT OF ACCOUNTANTS' COMPILATION

**INDEPENDENCE, INC.**

**FINANCIAL STATEMENTS  
SEPTEMBER 30, 2014**

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## Accountants' Compilation Report

Independence, Inc.  
Lawrence, KS

### ***Report on the Financial Statements***

We have compiled the accompanying statements of financial position of Independence, Inc. (a nonprofit organization) as of September 30, 2014, August 31, 2014 and September 30, 2013 and the related statements of activities and changes in net assets for the year ended September 30, 2014. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles general accepted in the United States of America.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Accountants' Responsibility***

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

### ***Conclusion***

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statements of cash flows were included in the financial statements, the might influence the user's conclusions about the Organization's financial position and changes in net assets and cash flows. Accordingly, there financial statements are not designed for those who are not informed about such matters.

### ***Report on the Supplementary Information***

The supplementary information contained in pages 6-22 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

*Summers, Spencer & Company P.A.*

Summers, Spencer & Company, P.A.  
Lawrence, KS  
November 5, 2014

**INDEPENDENCE, INC.**

**STATEMENTS OF FINANCIAL POSITION**

	<u>September 30, 2014</u>	<u>August 31, 2014</u>	<u>September 30, 2013</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Operating Accounts	\$ 1,428,565	\$ 1,455,540	\$ 846,006
Capitol Federal Savings	1,423	1,423	1,423
Accounts Receivable	202,526	166,849	176,066
Allowance for Doubtful Accounts	(4,022)	(4,022)	(4,022)
Employee Advances	1,331	1,431	-
Prepaid Expenses	11,244	11,837	15,346
<b>Total Current Assets</b>	<u>1,641,067</u>	<u>1,633,058</u>	<u>1,034,819</u>
<b>Property, Plant and Equipment</b>			
Land	204,139	204,139	204,139
Building	1,440,099	1,440,099	1,440,099
Furniture, Fix. & Equip	301,914	301,914	297,517
Vehicles	129,400	129,400	157,310
Donated Equipment	7,453	7,453	7,453
Less Accumulated Depreciation	(884,669)	(878,780)	(853,127)
<b>Net Property, Plant and Equipment</b>	<u>1,198,336</u>	<u>1,204,225</u>	<u>1,253,391</u>
<b>TOTAL ASSETS</b>	<u><b>\$ 2,839,403</b></u>	<u><b>\$ 2,837,283</b></u>	<u><b>\$ 2,288,210</b></u>
<b>LIABILITIES &amp; NET ASSETS</b>			
<b>Liabilities</b>			
Accounts Payable	\$ 19,387	\$ 11,788	\$ 14,619
Payroll Liabilities	11,408	11,070	11,939
Accrued Vacation	27,912	27,912	27,912
Accrued Payroll	137,314	146,687	154,328
Credit Cards Payable	-	-	398
<b>Total Liabilities</b>	<u>196,021</u>	<u>197,457</u>	<u>209,196</u>
<b>Net Assets</b>			
Unrestricted Net Assets	2,167,930	2,153,935	2,077,592
Temporarily Restricted Net Assets	475,452	485,891	1,422
<b>Total Net Assets</b>	<u>2,643,382</u>	<u>2,639,826</u>	<u>2,079,014</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u><b>\$ 2,839,403</b></u>	<u><b>\$ 2,837,283</b></u>	<u><b>\$ 2,288,210</b></u>

**INDEPENDENCE, INC.**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL, UNRESTRICTED  
COMBINED**

	<b>Month Ended September 30, 2014</b>				<b>Year Ended September 30, 2014</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Percent</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Percent</b>
<b>Revenues</b>								
Medicaid Reimbursements	152,888	156,958	(4,070)	-2.6%	1,925,626	1,909,654	15,972	0.8%
Federal Title VII	15,756	15,754	2	0.0%	191,677	191,677	-	0.0%
ARRA VII C Stimulus Fund	-	-	-	0.0%	14,692	14,692	-	0.0%
Program Fees	2,041	10,000	(7,959)	-79.6%	7,823	75,000	(67,178)	-89.6%
KS Title VII	4,646	4,550	96	2.1%	59,940	55,353	4,587	8.3%
KDOT 5310	-	-	-	0.0%	4,000	4,000	-	0.0%
KDOT 5311	4,546	3,566	980	27.5%	48,570	43,387	5,183	11.9%
Accessible Housing Program	-	357	(357)	-100.0%	2,684	4,339	(1,655)	-38.1%
Douglas County Grant	20,664	20,418	246	1.2%	239,306	240,000	(694)	-0.3%
YEP Grant	189	-	189	0.0%	16,392	-	16,392	100.0%
Client Obligations	5,356	2,959	2,397	81.0%	53,994	36,000	17,994	50.0%
Medicaid Rides	661	-	661	0.0%	11,606	-	11,606	100.0%
Consumer Rides	3,103	2,099	1,004	47.8%	27,155	25,536	1,619	6.3%
Private Insurance (Homelink)	3,460	-	3,460	0.0%	27,631	3,704	23,927	646.0%
United Way	-	-	-	0.0%	8,486	11,501	(3,015)	-26.2%
Donations	290	1,750	(1,460)	-83.4%	15,408	21,289	(5,881)	-27.6%
Building/Room Rentals	1,120	-	1,120	0.0%	11,405	-	11,405	100.0%
Interest	56	-	56	0.0%	548	-	548	100.0%
Misc Income	45	-	45	0.0%	1,198	-	1,198	100.0%
Outside Donations	-	-	-	0.0%	1	-	1	100.0%
Equipment Loan Donations	30	-	30	0.0%	499	-	499	100.0%
Fundraisers	420	286	134	46.8%	6,816	3,481	3,335	95.8%
Pass Admin Fee	11,730	11,125	605	5.4%	138,610	135,355	3,255	2.4%
Sponsorships	-	-	-	0.0%	-	455	(455)	-100.0%
Braille Income	-	-	-	0.0%	7	-	7	100.0%
<b>Total Revenues</b>	<b>227,001</b>	<b>229,822</b>	<b>(2,821)</b>	<b>-1.2%</b>	<b>2,814,073</b>	<b>2,775,423</b>	<b>38,650</b>	<b>1.4%</b>

**INDEPENDENCE, INC.**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL, UNRESTRICTED  
COMBINED**

	Month Ended September 30, 2014				Year Ended September 30, 2014			
	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent
<b>Expenses</b>								
PASS Salaries	127,375	131,371	(3,996)	-3.0%	1,612,557	1,598,346	14,211	0.9%
Independence Salaries	31,637	35,142	(3,505)	-10.0%	404,770	421,700	(16,930)	-4.0%
YEP Salaries	189	1,374	(1,185)	-86.2%	7,606	16,711	(9,105)	-54.5%
Indy Payroll Taxes	2,343	2,688	(345)	-12.8%	30,601	32,260	(1,659)	-5.1%
Pass Payroll Taxes	9,750	10,050	(300)	-3.0%	123,581	122,273	1,307	1.1%
YEP Payroll Taxes	-	105	(105)	-100.0%	240	1,278	(1,038)	-81.2%
DSW Reconciliation	-	3,000	(3,000)	0.0%	-	16,000	(16,000)	-100.0%
Payroll Exp - Other	42	-	42	0.0%	504	-	504	0.0%
Caregiver Salaries	1,285	5,000	(3,715)	-74.3%	4,586	37,500	(32,914)	-87.8%
Caregiver Payroll Taxes	97	383	(286)	-74.6%	349	2,869	(2,520)	-87.8%
Health Insurance	4,616	5,905	(1,289)	-21.8%	62,288	70,857	(8,569)	-12.1%
Professional Costs	-	98	(98)	-100.0%	479	1,195	(716)	-59.9%
Workers Compensation	3,210	4,937	(1,727)	-35.0%	46,638	60,000	(13,362)	-22.3%
Unemployment Expense	3,486	3,361	125	3.7%	44,526	40,897	3,629	8.9%
Conferences and Workshops	-	-	-	0.0%	3,231	-	3,231	0.0%
Contract Services	-	2,601	(2,601)	-100.0%	-	31,646	(31,646)	-100.0%
Program Expense	354	588	(234)	-39.8%	29,539	7,159	22,380	312.6%
Cell Phone Service	-	-	-	0.0%	33	-	33	0.0%
Staff Travel Expense	291	458	(167)	-36.5%	6,252	5,578	674	12.1%
Dues and Memberships	127	385	(258)	-67.0%	2,528	4,678	(2,150)	-46.0%
Board of Directors	-	-	-	0.0%	101	-	101	0.0%
Utilities	1,274	1,070	204	19.0%	14,408	13,022	1,386	10.6%
Lawn & Parking Areas	245	-	245	0.0%	5,240	-	5,240	0.0%
Janitorial	588	-	588	0.0%	6,894	-	6,894	0.0%
Maintenance	1,064	665	399	60.1%	13,353	8,086	5,267	65.1%
Building Repairs	-	-	-	0.0%	716	-	716	0.0%
Office Supplies	190	202	(12)	-5.8%	3,178	2,455	723	29.4%
Equipment Lease	499	525	(26)	-5.0%	6,178	6,389	(211)	-3.3%
Shredding	35	-	35	0.0%	385	-	385	0.0%
Postage	270	49	221	447.5%	2,013	600	1,413	235.5%
Telephone	640	835	(195)	-23.4%	7,898	10,161	(2,263)	-22.3%
Business Insurance	1,791	1,790	1	0.1%	21,325	21,778	(453)	-2.1%
Bank & Financial Fees	264	302	(38)	-12.5%	4,640	3,671	969	26.4%
Events	-	-	-	0.0%	2,273	-	2,273	0.0%
Public Relations	25	676	(651)	-96.3%	1,214	8,230	(7,016)	-85.2%
Fundraising Expense	-	-	-	0.0%	760	-	760	0.0%
Staff Expense	-	78	(78)	-100.0%	1,829	948	881	92.9%
IT Contract services	-	-	-	0.0%	16,854	-	16,854	0.0%
Legal Expense	-	-	-	0.0%	846	-	846	0.0%
Accounting Expense	3,133	3,648	(515)	-14.1%	31,575	44,383	(12,808)	-28.9%
Auditing Expense	-	-	-	0.0%	8,250	-	-	100.0%
Vehicle Maintenance	1,308	1,261	47	3.7%	10,975	15,340	(4,365)	-28.5%
Fuel	1,769	2,287	(518)	-22.7%	24,503	27,826	(3,323)	-11.9%
Internet	200	304	(104)	-34.3%	2,520	3,704	(1,184)	-32.0%
Fees & Penalties	-	-	-	0.0%	120	-	120	0.0%
Misc Expense	200	-	200	0.0%	6,972	-	6,972	0.0%
Background Checks	-	-	-	0.0%	525	-	525	0.0%
Client Obligations	5,356	2,959	2,397	81.0%	53,618	36,000	17,618	48.9%
KDOT Advertising	225	-	225	0.0%	2,480	-	2,480	0.0%
Peer Support Supplies	-	-	-	0.0%	238	-	238	0.0%
Radios for Vans	201	-	201	0.0%	2,383	-	2,383	0.0%
Marketing	1,058	-	1,058	0.0%	15,776	-	15,776	0.0%
<b>Total Expense</b>	<b>205,137</b>	<b>224,097</b>	<b>(18,960)</b>	<b>-8.5%</b>	<b>2,650,347</b>	<b>2,673,540</b>	<b>(31,444)</b>	<b>-1.2%</b>
<b>Operating Revenue</b>	<b>21,864</b>	<b>5,724</b>	<b>16,140</b>	<b>382.0%</b>	<b>163,727</b>	<b>101,883</b>	<b>70,094</b>	<b>68.8%</b>
<b>Other Operating Expenses</b>								
Depreciation Expense	5,889	6,213	(324)	-5.2%	73,389	74,560	(1,171)	-1.6%
<b>Total Other Expense</b>	<b>5,889</b>	<b>6,213</b>	<b>(324)</b>	<b>-5.2%</b>	<b>73,389</b>	<b>74,560</b>	<b>(1,171)</b>	<b>-1.6%</b>
<b>Change in net assets</b>	<b>15,975</b>	<b>(489)</b>	<b>16,464</b>	<b>-3366.6%</b>	<b>90,338</b>	<b>27,323</b>	<b>63,015</b>	<b>230.6%</b>

**INDEPENDENCE, INC.**

**STATEMENT OF ACTIVITIES, BUDGET vs. ACTUAL, TEMPORARILY RESTRICTED  
COMBINED**

	<b>Month Ended September 30, 2014</b>				<b>Year Ended September 30, 2014</b>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>
<b>Revenues</b>								
Outside Donations	-	-	-	0.0%	514,904	-	514,904	0.0%
<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>514,904</u>	<u>-</u>	<u>514,904</u>	<u>100.0%</u>
<b>Expenses</b>								
Independence Salaries	3,333	-	3,333	0.0%	23,331	-	23,331	0.0%
Payroll Taxes	252	-	252	0.0%	1,764	-	1,764	0.0%
Health Insurance	593	-	593	0.0%	4,184	-	4,184	0.0%
Program Expense	6,011	-	6,011	0.0%	9,790	-	9,790	0.0%
Utilities	56	-	56	0.0%	127	-	127	0.0%
Staff Travel Expense	-	-	-	0.0%	350	-	350	0.0%
Office Supplies	-	-	-	0.0%	173	-	173	0.0%
Telephone	94	-	94	0.0%	555	-	555	0.0%
Internet	100	-	100	0.0%	600	-	600	0.0%
<b>Total Expense</b>	<u>10,439</u>	<u>-</u>	<u>10,439</u>	<u>0.0%</u>	<u>40,874</u>	<u>-</u>	<u>40,874</u>	<u>0.0%</u>
<b>Operating Revenue</b>	<u>(10,439)</u>	<u>-</u>	<u>(10,439)</u>	<u>0.0%</u>	<u>474,030</u>	<u>-</u>	<u>474,030</u>	<u>0.0%</u>
<b>Change in net assets</b>	<u><u>(10,439)</u></u>	<u><u>-</u></u>	<u><u>(10,439)</u></u>	<u><u>0.0%</u></u>	<u><u>474,030</u></u>	<u><u>-</u></u>	<u><u>474,030</u></u>	<u><u>0.0%</u></u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL  
ADMINISTRATION**

	Month Ended September 30, 2014				Year Ended September 30, 2014			
	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent
<b>Revenues</b>								
Federal Title VII	7,590	7,590	0	0.0%	92,344	92,341	3	0.0%
Development and Donations	290	1,750	(1,460)	-83.4%	14,958	21,289	(6,331)	-29.7%
Building/Room Rentals	1,120	-	1,120	0.0%	11,405	-	11,405	0.0%
Interest	56	-	56	0.0%	549	-	549	0.0%
Misc Income	45	-	45	0.0%	1,084	-	1,084	0.0%
Outside Donations	-	-	-	0.0%	1	-	1	0.0%
Fundraisers	420	286	134	46.8%	6,816	3,481	3,335	95.8%
<b>Total Revenues</b>	<u>9,521</u>	<u>9,626</u>	<u>(105)</u>	<u>-1.1%</u>	<u>127,157</u>	<u>117,111</u>	<u>10,046</u>	<u>8.6%</u>
<b>Expenses</b>								
Independence Salaries	9,823	9,451	372	3.9%	114,768	113,410	1,358	1.2%
Payroll Taxes	732	723	9	1.2%	8,884	8,676	208	2.4%
Health Insurance	842	979	(137)	-14.0%	8,043	11,747	(3,704)	-31.5%
Professional Costs	-	57	(57)	-100.0%	79	695	(616)	-88.6%
Workers Compensation	176	270	(94)	-34.7%	2,554	3,280	(726)	-22.1%
Unemployment Expense	1,326	1,278	48	3.8%	16,925	15,544	1,381	8.9%
Conferences and Workshops	-	-	-	0.0%	676	-	676	0.0%
Contract Services	-	2,601	(2,601)	-100.0%	-	31,646	(31,646)	-100.0%
Program Expense	-	-	-	0.0%	26	-	26	0.0%
Cell Phone Service	-	-	-	0.0%	33	-	33	0.0%
Staff Travel Expense	134	131	3	2.0%	1,718	1,598	120	7.5%
Dues and Memberships	127	385	(258)	-67.0%	2,528	4,678	(2,150)	-46.0%
Board of Directors	-	-	-	0.0%	101	-	101	0.0%
Utilities	1,274	1,070	204	19.0%	14,407	13,022	1,385	10.6%
Lawn & Parking Areas	245	-	245	0.0%	5,240	-	5,240	0.0%
Janitorial	588	-	588	0.0%	6,894	-	6,894	0.0%
Maintenance	1,064	665	399	60.1%	13,300	8,086	5,214	64.5%
Office Supplies	190	195	(5)	-2.8%	3,112	2,377	735	30.9%
Equipment Lease	499	525	(26)	-5.0%	6,174	6,389	(215)	-3.4%
Shredding	35	-	35	0.0%	385	-	385	0.0%
Postage	270	49	221	447.5%	1,983	600	1,383	230.5%
Telephone	639	835	(196)	-23.5%	7,897	10,161	(2,264)	-22.3%
Business Insurance	1,791	1,790	1	0.1%	21,326	21,778	(452)	-2.1%
Bank & Financial Fees	264	302	(38)	-12.5%	4,639	3,671	968	26.4%
Events	-	-	-	0.0%	93	-	93	0.0%
Public Relations	25	-	25	0.0%	1,003	-	1,003	0.0%
Fundraising Expense	-	-	-	0.0%	760	-	760	0.0%
Staff Expense	-	-	-	0.0%	1,595	-	1,595	0.0%
IT Contract services	-	-	-	0.0%	16,854	-	16,854	0.0%
Legal Expense	-	-	-	0.0%	846	-	846	0.0%
Accounting Expense	3,133	3,648	(515)	-14.1%	31,521	44,383	(12,862)	-29.0%
Auditing Expense	-	-	-	0.0%	8,250	-	8,250	0.0%
Internet	200	304	(104)	-34.3%	2,520	3,704	(1,184)	-32.0%
Fees & Penalties	-	-	-	0.0%	120	-	120	0.0%
Background Checks	-	-	-	0.0%	452	-	452	0.0%
Misc Expense	50	-	50	0.0%	6,350	-	6,350	0.0%
Marketing	260	-	260	0.0%	4,032	-	4,032	0.0%
Allocated Expenses	(23,463)	(19,642)	(3,821)	19.5%	(296,738)	(236,467)	(60,271)	25.5%
<b>Total Expense</b>	<u>224</u>	<u>5,616</u>	<u>(5,392)</u>	<u>-96.0%</u>	<u>19,350</u>	<u>68,979</u>	<u>(49,629)</u>	<u>-71.9%</u>
<b>Operating Revenue</b>	9,297	4,009	5,288	131.9%	107,807	48,132	59,675	124.0%
<b>Other Operating Expenses</b>								
Depreciation Expense	3,796	4,461	(665)	-14.9%	48,283	53,530	(5,247)	-9.8%
<b>Total Other Expense</b>	<u>3,796</u>	<u>4,461</u>	<u>(665)</u>	<u>-14.9%</u>	<u>48,283</u>	<u>53,530</u>	<u>(5,247)</u>	<u>-9.8%</u>
<b>Change in net assets</b>	<u>5,501</u>	<u>(452)</u>	<u>5,953</u>	<u>-1318.3%</u>	<u>59,524</u>	<u>(5,398)</u>	<u>64,922</u>	<u>-1202.7%</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL  
PASS**

	<b>Month Ended September 30, 2014</b>				<b>Year Ended September 30, 2014</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Percent</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Percent</b>
<b>Revenues</b>								
Medicaid Reimbursements	152,888	156,958	(4,070)	-2.6%	1,925,626	1,909,654	15,972	0.8%
YEP Grant	189	-	189	100.0%	15,530	-	15,530	100.0%
Client Obligations	5,356	2,959	2,397	81.0%	53,994	36,000	17,994	50.0%
United Way	-	-	-	0.0%	-	4,888	(4,888)	-100.0%
Pass Admin Fee	11,730	11,125	605	5.4%	138,609	135,355	3,254	2.4%
<b>Total Revenues</b>	<b>170,163</b>	<b>171,042</b>	<b>(879)</b>	<b>-0.5%</b>	<b>2,133,759</b>	<b>2,085,896</b>	<b>47,863</b>	<b>2.3%</b>
<b>Expenses</b>								
PASS Salaries	127,375	131,371	(3,996)	-3.0%	1,612,558	1,598,346	14,212	0.9%
Independence Salaries	3,701	4,665	(964)	-20.7%	49,553	55,982	(6,429)	-11.5%
YEP Salaries	189	1,374	(1,185)	-86.2%	7,606	16,711	(9,105)	-54.5%
Indy Payroll Taxes	258	357	(99)	-27.7%	3,474	4,283	(809)	-18.9%
Pass Payroll Taxes	9,750	10,050	(300)	-3.0%	123,362	122,273	1,089	0.9%
YEP Payroll Taxes	-	105	(105)	-100.0%	241	1,278	(1,037)	-81.1%
DSW Reconciliation	-	3,000	(3,000)	0.0%	-	16,000	(16,000)	-100.0%
Health Insurance	807	943	(136)	-14.5%	10,426	11,321	(896)	-7.9%
Payroll Expenses - Other	42	-	42	0.0%	504	-	504	100.0%
Workers Compensation	2,704	4,159	(1,455)	-35.0%	39,317	50,600	(11,283)	-22.3%
Unemployment Expense	1,629	1,572	57	3.6%	20,818	19,130	1,688	8.8%
Staff Travel Expense	-	2	(2)	-100.0%	-	23	(23)	-100.0%
Staff Expense	-	78	(78)	-100.0%	-	948	(948)	-100.0%
Client Obligations	5,356	2,959	2,397	81.0%	53,618	36,000	17,618	48.9%
Allocated Expenses	5,307	6,130	(823)	-13.4%	76,322	74,203	2,119	2.9%
<b>Total Expense</b>	<b>157,118</b>	<b>166,764</b>	<b>(9,646)</b>	<b>-5.8%</b>	<b>1,997,798</b>	<b>2,007,098</b>	<b>(9,300)</b>	<b>-0.5%</b>
<b>Operating Revenue</b>	<b>13,045</b>	<b>4,277</b>	<b>8,768</b>	<b>205.0%</b>	<b>135,961</b>	<b>78,798</b>	<b>57,163</b>	<b>72.5%</b>
<b>Change in net assets</b>	<b>13,045</b>	<b>4,277</b>	<b>8,768</b>	<b>205.0%</b>	<b>135,961</b>	<b>78,798</b>	<b>57,163</b>	<b>72.5%</b>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL  
CORE SERVICES**

	<u>Month Ended September 30, 2014</u>				<u>Year Ended September 30, 2014</u>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>
<b>Revenues</b>								
Federal Title VII	8,166	8,165	1	0.0%	99,333	99,336	(3)	0.0%
KS Title VII	4,646	4,550	96	2.1%	59,940	55,353	4,587	8.3%
YEP! Grant	-	-	-	0.0%	863	-	863	0.0%
Accessible Housing Program	-	357	(357)	-100.0%	2,684	4,339	(1,655)	-38.1%
United Way	-	-	-	0.0%	-	863	(863)	-100.0%
Brailling Income	-	-	-	0.0%	7	-	7	0.0%
Donations	-	-	-	0.0%	450	-	450	0.0%
Equipment Loan Donations	30	-	30	0.0%	499	-	499	0.0%
Miscellaneous Income	-	-	-	0.0%	114	-	114	0.0%
<b>Total Revenues</b>	<u>12,842</u>	<u>13,071</u>	<u>(229)</u>	<u>-1.8%</u>	<u>163,890</u>	<u>160,346</u>	<u>3,544</u>	<u>2.2%</u>
<b>Expenses</b>								
Independence Salaries	12,187	9,730	2,457	25.3%	129,639	116,758	12,881	11.0%
Payroll Taxes	909	744	165	22.1%	9,637	8,932	705	7.9%
Health Insurance	1,768	1,801	(33)	-1.8%	21,024	21,608	(584)	-2.7%
Professional Costs	-	10	(10)	-100.0%	-	118	(118)	-100.0%
Workers Compensation	60	92	(32)	-34.8%	869	1,120	(251)	-22.4%
Unemployment Expense	531	512	19	3.8%	6,782	6,223	559	9.0%
Conferences and Workshops	-	-	-	100.0%	2,310	-	2,310	100.0%
Program Expense	-	20	(20)	-100.0%	23,957	240	23,717	9882.1%
Staff Travel Expense	158	256	(98)	-38.3%	3,472	3,118	354	11.4%
Events	-	-	-	0.0%	2,180	-	2,180	0.0%
Peer Support Supplies	-	-	-	100.0%	238	-	238	100.0%
Misc Expense	-	-	-	0.0%	461	-	461	0.0%
Staff Expense	-	-	-	0.0%	412	-	412	100.0%
Allocated Expenses	9,564	4,566	4,998	109.5%	107,520	55,271	52,249	94.5%
<b>Total Expense</b>	<u>25,177</u>	<u>17,730</u>	<u>7,447</u>	<u>42.0%</u>	<u>308,501</u>	<u>213,388</u>	<u>95,113</u>	<u>44.6%</u>
<b>Operating Revenue</b>	<u>(12,335)</u>	<u>(4,659)</u>	<u>(7,676)</u>	<u>164.8%</u>	<u>(144,611)</u>	<u>(53,042)</u>	<u>(91,569)</u>	<u>172.6%</u>
<b>Change in net assets</b>	<u>(12,335)</u>	<u>(4,659)</u>	<u>(7,676)</u>	<u>164.8%</u>	<u>(144,611)</u>	<u>(53,042)</u>	<u>(91,569)</u>	<u>172.6%</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL  
IN HOME CARE**

	<b>Month Ended September 30, 2014</b>				<b>Year Ended September 30, 2014</b>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>
<b>Revenues</b>								
ARRA VII C Stimulus Fund	-	-	-	0.0%	14,692	14,692	-	0.0%
Program Fees	2,041	10,000	(7,959)	-79.6%	7,824	75,000	(67,177)	-89.6%
Douglas County	2,747	2,747	(0)	0.0%	25,000	25,000	-	0.0%
<b>Total Revenues</b>	<u>4,788</u>	<u>12,747</u>	<u>(7,959)</u>	<u>-62.4%</u>	<u>47,516</u>	<u>114,692</u>	<u>(67,177)</u>	<u>-58.6%</u>
<b>Expenses</b>								
Independence Salaries	67	2,281	(2,214)	-97.1%	11,276	27,370	(16,094)	-58.8%
Payroll Taxes	5	174	(169)	-97.1%	836	2,094	(1,258)	-60.1%
Caregiver Salaries	1,285	5,000	(3,715)	-74.3%	4,586	37,500	(32,914)	-87.8%
Caregiver Payroll Taxes	97	383	(286)	-74.6%	349	2,869	(2,520)	-87.8%
Health Insurance	12	242	(230)	-95.0%	1,825	2,900	(1,075)	-37.1%
Workers Compensation	271	417	(146)	-35.0%	3,898	5,000	(1,102)	-22.0%
Conferences & Workshops	-	-	-	0.0%	80	-	80	100.0%
Program Expense	120	186	(66)	-35.6%	142	2,266	(2,124)	-93.7%
Staff Travel Expense	-	34	(34)	-100.0%	214	408	(194)	-47.5%
Marketing	798	424	374	88.3%	11,745	5,156	6,589	127.8%
Allocated Expenses	1,626	2,809	(1,183)	-42.1%	19,534	32,694	(13,160)	-40.3%
<b>Total Expense</b>	<u>4,281</u>	<u>11,949</u>	<u>(7,668)</u>	<u>-64.2%</u>	<u>54,485</u>	<u>118,257</u>	<u>(63,772)</u>	<u>-53.9%</u>
<b>Operating Revenue</b>	<u>507</u>	<u>799</u>	<u>(292)</u>	<u>-36.5%</u>	<u>(6,970)</u>	<u>(3,565)</u>	<u>(3,404)</u>	<u>95.5%</u>
<b>Change in net assets</b>	<u><u>507</u></u>	<u><u>799</u></u>	<u><u>(292)</u></u>	<u><u>-36.5%</u></u>	<u><u>(6,970)</u></u>	<u><u>(3,565)</u></u>	<u><u>(3,404)</u></u>	<u><u>95.5%</u></u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL  
TRANSPORTATION SERVICES**

	Month Ended September 30, 2014				Year Ended September 30, 2014			
	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent
<b>Revenues</b>								
KDOT 5310	-	-	-	0.0%	4,000	4,000	-	0.0%
KDOT 5311	4,546	3,566	980	27.5%	48,571	43,387	5,184	11.9%
Douglas County Grant	17,917	17,671	246	1.4%	214,306	215,000	(694)	-0.3%
Consumer Rides	3,103	2,099	1,004	47.8%	27,155	25,536	1,619	6.3%
Private Insurance (Homelink)	3,460	-	3,460	0.0%	27,631	3,704	23,927	646.0%
Medicaid Rides	661	-	661	100.0%	11,565	-	11,565	100.0%
United Way	-	-	-	0.0%	8,486	5,751	2,735	47.6%
<b>Total Revenues</b>	<b>29,687</b>	<b>23,336</b>	<b>6,351</b>	<b>27.2%</b>	<b>341,714</b>	<b>297,378</b>	<b>44,336</b>	<b>14.9%</b>
<b>Expenses</b>								
Independence Salaries	5,859	9,015	(3,156)	-35.0%	99,533	108,179	(8,646)	-8.0%
Payroll Taxes	439	690	(251)	-36.3%	7,995	8,276	(281)	-3.4%
Health Insurance	1,187	1,940	(753)	-38.8%	20,972	23,280	(2,308)	-9.9%
Professional Costs	-	31	(31)	-100.0%	400	383	17	4.5%
Conferences and Workshops	-	-	-	100.0%	165	-	165	100.0%
Program Expense	354	382	(28)	-7.4%	5,534	4,654	880	18.9%
Staff Travel Expense	-	35	(35)	-100.0%	849	431	418	97.1%
Office Supplies	-	6	(6)	-100.0%	77	78	(1)	-1.3%
Building Repairs	-	-	-	0.0%	769	-	769	0.0%
Postage	-	-	-	0.0%	19	-	19	100.0%
Vehicle Maintenance	1,308	1,261	47	3.7%	10,974	15,340	(4,366)	-28.5%
Fuel	1,769	2,287	(518)	-22.7%	24,517	27,826	(3,309)	-11.9%
Misc Expense	30	-	30	100.0%	112	-	112	100.0%
Public Relations	-	253	(253)	-100.0%	33	3,074	(3,041)	-98.9%
KDOT Advertising	225	-	225	0.0%	2,480	-	2,480	100.0%
Radios for Vans	201	-	201	100.0%	2,383	-	2,383	100.0%
Allocated Expenses	6,966	6,137	829	13.5%	93,363	74,299	19,064	25.7%
<b>Total Expense</b>	<b>18,338</b>	<b>22,038</b>	<b>(3,700)</b>	<b>-16.8%</b>	<b>270,175</b>	<b>265,818</b>	<b>4,357</b>	<b>1.6%</b>
<b>Operating Revenue</b>	<b>11,349</b>	<b>1,298</b>	<b>10,051</b>	<b>774.5%</b>	<b>71,539</b>	<b>31,560</b>	<b>39,979</b>	<b>126.7%</b>
<b>Other Operating Expenses</b>								
Depreciation Expense	2,093	1,753	341	19.4%	25,102	21,030	4,072	19.4%
<b>Total Other Expense</b>	<b>2,093</b>	<b>1,753</b>	<b>341</b>	<b>19.4%</b>	<b>25,102</b>	<b>21,030</b>	<b>4,072</b>	<b>19.4%</b>
<b>Change in net assets</b>	<b>9,256</b>	<b>(455)</b>	<b>9,711</b>	<b>-2135.7%</b>	<b>46,437</b>	<b>10,530</b>	<b>39,979</b>	<b>379.7%</b>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**STATEMENTS OF ACTIVITIES, BUDGET vs. ACTUAL  
ASSISTIVE TECHNOLOGY**

	<u>Month Ended September 30, 2014</u>				<u>Year Ended September 30, 2014</u>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percent</u>
<b>Revenues</b>								
Outside Donations	-	-	-	0.0%	514,904	-	514,904	0.0%
<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>514,904</u>	<u>-</u>	<u>514,904</u>	<u>100.0%</u>
<b>Expenses</b>								
Independence Salaries	3,333	-	3,333	0.0%	23,331	-	23,331	0.0%
Payroll Taxes	252	-	252	0.0%	1,764	-	1,764	0.0%
Health Insurance	593	-	593	0.0%	4,184	-	4,184	0.0%
Program Expense	6,011	-	6,011	0.0%	9,790	-	9,790	0.0%
Utilities	56	-	56	0.0%	127	-	127	0.0%
Staff Travel Expense	-	-	-	0.0%	350	-	350	0.0%
Office Supplies	-	-	-	0.0%	173	-	173	0.0%
Telephone	94	-	94	0.0%	555	-	555	0.0%
Internet	100	-	100	0.0%	600	-	600	0.0%
<b>Total Expense</b>	<u>10,439</u>	<u>-</u>	<u>10,439</u>	<u>0.0%</u>	<u>40,874</u>	<u>-</u>	<u>40,874</u>	<u>0.0%</u>
<b>Operating Revenue</b>	<u>(10,439)</u>	<u>-</u>	<u>(10,439)</u>	<u>0.0%</u>	<u>474,030</u>	<u>-</u>	<u>474,030</u>	<u>0.0%</u>
<b>Change in net assets</b>	<u>(10,439)</u>	<u>-</u>	<u>(10,439)</u>	<u>0.0%</u>	<u>474,030</u>	<u>-</u>	<u>474,030</u>	<u>0.0%</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
COMBINED**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Revenues</b>			
Medicaid Reimbursements	\$ 158,766	\$ 162,150	\$ 152,888
Federal Title VII	16,622	16,279	15,756
ARRA VII C Stimulus Fund	4,897	-	-
KS Title VII	-	4,409	4,646
KDOT 5311	6,169	8,079	4,546
Program Fees	399	1,631	2,041
Douglas County	17,917	20,756	20,664
YEP! Grant	94	609	189
Client Obligations	3,736	5,101	5,356
Consumer Rides	2,030	2,553	3,103
Medicaid Rides	-	684	661
Private Insurance	2,119	10,910	3,460
Donations	780	208	290
Interest	32	57	56
Misc Income	158	42	45
Equipment Loan Donations	15	123	30
Fundraisers	-	75	420
Pass Admin Fee	11,270	11,960	11,730
Building/Room Rentals	565	1,220	1,120
<b>Total Revenues</b>	<u>231,075</u>	<u>246,846</u>	<u>227,001</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
COMBINED**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Expenses</b>			
PASS Salaries	143,576	135,621	127,375
Independence Salaries	32,567	33,387	34,970
YEP Salaries	102	651	189
Indy Payroll Taxes	2,281	2,906	2,595
Pass Payroll Taxes	10,947	10,506	9,750
Caregiver Salaries	15	1,548	1,285
Caregiver Payroll Taxes	1	118	97
Payroll Expenses - Other	-	42	42
Health Insurance	5,306	4,616	5,209
Professional Costs	-	70	-
Workers Compensation	5,270	3,317	3,210
Unemployment Expense	3,408	3,602	3,486
Program Expense	140	3,916	6,365
Staff Travel Expense	320	623	291
Dues and Memberships	264	20	127
Utilities	1,299	1,243	1,330
Lawn & Parking Areas	245	695	245
Janitorial	640	493	588
Maintenance	-	2,143	1,064
Building Repairs	77	-	-
Office Supplies	82	291	190
Postage Machine Lease	484	536	499
Shredding	35	35	35
Postage	90	50	270
Telephone	636	731	734
Business Insurance	1,791	1,851	1,791
Bank & Financial Fees	270	289	263
Events	-	1,794	-
Public Relations	-	-	25
Staff Expense	90	-	-
IT Contract services	864	2,848	-
Accounting Expense	2,980	2,135	3,133
Vehicle Maintenance	33	3,810	1,308
Fuel	2,146	2,655	1,769
Internet	200	300	300
Misc Expense	-	(26)	200
Client Obligations	3,736	5,105	5,356
KDOT Advertising	226	-	225
Radios for Vans	201	201	201
Marketing	1,088	1,234	1,058
<b>Total Expense</b>	<u>221,410</u>	<u>229,356</u>	<u>215,575</u>
<b>Operating Revenue</b>	9,665	17,490	11,426
<b>Other Operating Expenses</b>			
Depreciation Expense	5,970	5,899	5,889
<b>Total Other Expense</b>	<u>5,970</u>	<u>5,899</u>	<u>5,889</u>
<b>Change in net assets</b>	<u><b>\$ 3,695</b></u>	<u><b>\$ 11,591</b></u>	<u><b>\$ 5,537</b></u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
ADMINISTRATIVE**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Revenues</b>			
Douglas County	\$ 6,706	\$ -	\$ -
Donations	780	8	290
Interest	32	57	56
Misc Income	158	42	45
Federal Title VII	5,984	7,842	7,590
Fundraisers	-	75	420
Building Room Rentals	565	1,220	1,120
<b>Total Revenues</b>	<u>14,225</u>	<u>9,244</u>	<u>9,521</u>
<b>Expenses</b>			
Independence Salaries	6,204	5,747	9,823
Indy Payroll Taxes	462	852	732
Health Insurance	381	931	842
Workers Compensation	275	182	176
Unemployment Expense	1,260	1,369	1,326
Staff Travel Expense	-	161	134
Dues and Memberships	264	20	127
Utilities	1,299	1,186	1,274
Lawn & Parking Areas	245	695	245
Janitorial	640	493	588
Maintenance	77	2,143	1,064
Office Supplies	82	229	190
Equipment Lease	484	536	499
Shredding	35	35	35
Postage	90	50	270
Telephone	636	639	639
Business Insurance	1,791	1,851	1,791
Bank & Financial Fees	270	289	264
Public Relations	-	-	25
Staff Expense	145	-	-
IT Contract services	864	2,848	-
Legal Expense	-	-	-
Accounting Expense	2,980	2,135	3,133
Internet	200	200	200
Marketing	-	360	260
Allocated Expenses	(12,644)	(22,376)	(23,463)
<b>Total Expense</b>	<u>6,040</u>	<u>549</u>	<u>224</u>
<b>Operating Revenue</b>	8,185	8,695	9,297
<b>Other Operating Expenses</b>			
Depreciation Expense	4,208	3,805	3,796
<b>Total Other Expense</b>	<u>4,208</u>	<u>3,805</u>	<u>3,796</u>
<b>Change in net assets</b>	<u>\$ 3,977</u>	<u>\$ 4,890</u>	<u>\$ 5,501</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
PASS**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Revenues</b>			
HCBS Reimbursements	\$ 158,766	\$ 162,150	\$ 152,888
Client Obligations	3,736	5,101	5,356
Pass Admin Fee	11,270	11,960	11,730
YEP Grant	94	609	189
<b>Total Revenues</b>	<u>173,866</u>	<u>179,820</u>	<u>170,163</u>
<b>Expenses</b>			
PASS Salaries	143,576	135,621	127,375
Independence Salaries	3,791	3,781	3,701
YEP Salaries	102	651	189
Indy Payroll Taxes	263	264	258
Pass Payroll Taxes	10,947	10,506	9,750
Payroll Expenses - Other	-	42	42
Health Insurance	835	807	807
Workers Compensation	4,264	2,801	2,704
Unemployment Expense	1,594	1,684	1,629
Client Obligations	3,736	5,105	5,356
Allocated Expenses	3,884	7,472	5,307
<b>Total Expense</b>	<u>172,992</u>	<u>168,734</u>	<u>157,118</u>
<b>Operating Revenue</b>	<u>874</u>	<u>11,086</u>	<u>13,045</u>
<b>Change in net assets</b>	<u>\$ 874</u>	<u>\$ 11,086</u>	<u>\$ 13,045</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
CORE SERVICES**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Revenues</b>			
Federal Title VII	\$ 10,638	\$ 8,437	\$ 8,166
KS Title VII	-	4,409	4,646
Donations	-	200	-
Equipment Loan Donations	15	123	30
<b>Total Revenues</b>	<u>10,653</u>	<u>13,169</u>	<u>12,842</u>
<b>Expenses</b>			
Independence Salaries	9,127	11,846	12,187
Indy Payroll Taxes	675	882	909
Health Insurance	1,795	1,679	1,768
Workers Compensation	95	62	60
Unemployment Expense	554	549	531
Program Expense	-	375	-
Staff Travel Expense	163	120	158
Peer Support Supplies	-	-	-
Allocated Expenses	3,350	7,504	9,564
Events	-	1,794	-
<b>Total Expense</b>	<u>15,759</u>	<u>24,811</u>	<u>25,177</u>
<b>Operating Revenue</b>	<u>(5,106)</u>	<u>(11,642)</u>	<u>(12,335)</u>
<b>Change in net assets</b>	<u>\$ (5,106)</u>	<u>\$ (11,642)</u>	<u>\$ (12,335)</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
IN HOME CARE**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Revenues</b>			
Program Fees	\$ -	\$ 2,202	\$ 2,041
ARRA VII C Stimulus Fund	4,897	-	-
Douglas County	399	2,839	2,747
<b>Total Revenues</b>	<u>5,296</u>	<u>5,041</u>	<u>4,788</u>
<b>Expenses</b>			
Independence Salaries	4,696	67	67
Payroll Taxes	347	5	5
Caregiver Salaries	15	1,548	1,285
Caregiver Payroll Taxes	1	118	97
Health Insurance	483	12	12
Workers Compensation	636	272	271
Staff Travel Expense	102	-	-
Marketing	1,088	874	798
Allocated Expenses	2,073	1,371	1,626
<b>Total Expense</b>	<u>9,441</u>	<u>4,267</u>	<u>4,161</u>
<b>Operating Revenue</b>	<u>(4,145)</u>	<u>774</u>	<u>627</u>
<b>Change in net assets</b>	<u>\$ (4,145)</u>	<u>\$ 774</u>	<u>\$ 627</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
TRANSPORTATION SERVICES**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Revenues</b>			
KDOT 5311	\$ 6,189	\$ 8,079	\$ 4,546
Douglas County	11,211	17,917	17,917
Consumer Rides	2,030	1,982	3,103
Private Insurance (Homelink)	2,119	10,910	3,460
Medicaid Rides	-	684	661
United Way	5,486	-	-
<b>Total Revenues</b>	<u>27,035</u>	<u>39,572</u>	<u>29,687</u>
<b>Expenses</b>			
Independence Salaries	8,749	8,613	5,859
Indy Payroll Taxes	534	650	439
Health Insurance	1,813	593	1,187
Professional Costs	-	70	-
Conferences and Workshops	-	-	-
Program Expense	45	-	354
Staff Travel Expense	-	254	-
Office Expense	-	-	-
Staff Expense	-	-	-
Vehicle Maintenance	33	3,811	1,308
Fuel	2,146	2,655	1,769
KDOT Advertising	226	-	225
Misc Expense	-	-	30
Radios for Vans	201	201	201
Allocated Expenses	3,433	6,028	6,966
<b>Total Expense</b>	<u>17,180</u>	<u>22,875</u>	<u>18,338</u>
<b>Operating Revenue</b>	<u>9,855</u>	<u>16,697</u>	<u>11,349</u>
<b>Other Operating Expenses</b>			
Depreciation Expense	1,763	2,093	2,093
<b>Total Other Expense</b>	<u>1,763</u>	<u>2,093</u>	<u>2,093</u>
<b>Change in net assets</b>	<u>\$ 8,092</u>	<u>\$ 14,604</u>	<u>\$ 9,256</u>

**INDEPENDENCE, INC.  
SUPPLEMENTARY INFORMATION**

**MULTI – PERIOD STATEMENT OF ACTIVITIES  
ASSISTIVE TECHNOLOGY**

	<u>September 30, 2013</u>	<u>August 31, 2014</u>	<u>September 30, 2014</u>
<b>Revenues</b>			
Outside Donations	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>			
Independence Salaries	-	3,333	3,333
Payroll Taxes	-	252	252
Health Insurance	-	593	593
Program Expense	-	3,541	6,011
Public Relations	-	57	56
Staff Travel Expense	-	87	-
Telephone	-	92	94
Internet	-	100	100
<b>Total Expense</b>	<u>-</u>	<u>8,055</u>	<u>10,439</u>
<b>Operating Revenue</b>	<u>-</u>	<u>(8,055)</u>	<u>(10,439)</u>
<b>Change in net assets</b>	<u>\$ -</u>	<u>\$ (8,055)</u>	<u>\$ (10,439)</u>

**INDEPENDENCE, INC.**  
**EXECUTIVE SUMMARY**  
**AS OF SEPTEMBER 30, 2014**

Revenue and Expense Summary Unrestricted	MONTH TO DATE			YEAR TO DATE		
	<i>Actual</i> September-14	<i>Actual</i> August-14	<i>Actual</i> September-13	<i>Actual</i> September-14	<i>Budget</i> September-14	<i>Variance</i> September-14
<b>Revenue and Expenses, Combined</b>						
Revenues	227,001	246,846	231,075	2,814,073	2,775,423	38,650
Expenses	211,026	227,193	227,380	2,723,736	2,748,100	(24,365)
Increase (decrease)	15,975	19,653	3,695	90,338	27,323	63,015
<b>Revenue and Expenses by Dept</b>	Revenue	Expenses	Increase (decrease)	Revenue	Expenses	Increase (decrease)
Administration	9,521	4,020	5,501	127,157	67,633	59,524
Core Services	12,842	25,177	(12,335)	163,890	308,501	(144,611)
PASS	170,163	157,118	13,045	2,133,759	1,997,798	135,961
Transportation	29,687	20,431	9,256	341,714	295,277	46,437
In Home Care	4,788	4,281	507	47,516	54,485	(6,970)

Revenue and Expense Summary Temporarily Restricted	MONTH TO DATE			YEAR TO DATE		
	<i>Actual</i> September-14	<i>Actual</i> August-14	<i>Actual</i> September-13	<i>Actual</i> September-14	<i>Budget</i> September-14	<i>Variance</i> September-14
<b>Revenue and Expenses, Combined</b>						
Revenues	-	-	-	514,904	-	514,904
Expenses	10,439	8,055	-	40,874	-	40,874
Increase (decrease)	(10,439)	(8,055)	-	474,030	-	474,030
<b>Revenue and Expenses by Dept</b>	Revenue	Expenses	Increase (decrease)	Revenue	Expenses	Increase (decrease)
Assistive Technology	-	10,439	(10,439)	514,904	40,874	474,030

**INDEPENDENCE, INC.**  
**EXECUTIVE SUMMARY**  
**AS OF SEPTEMBER 30, 2014**

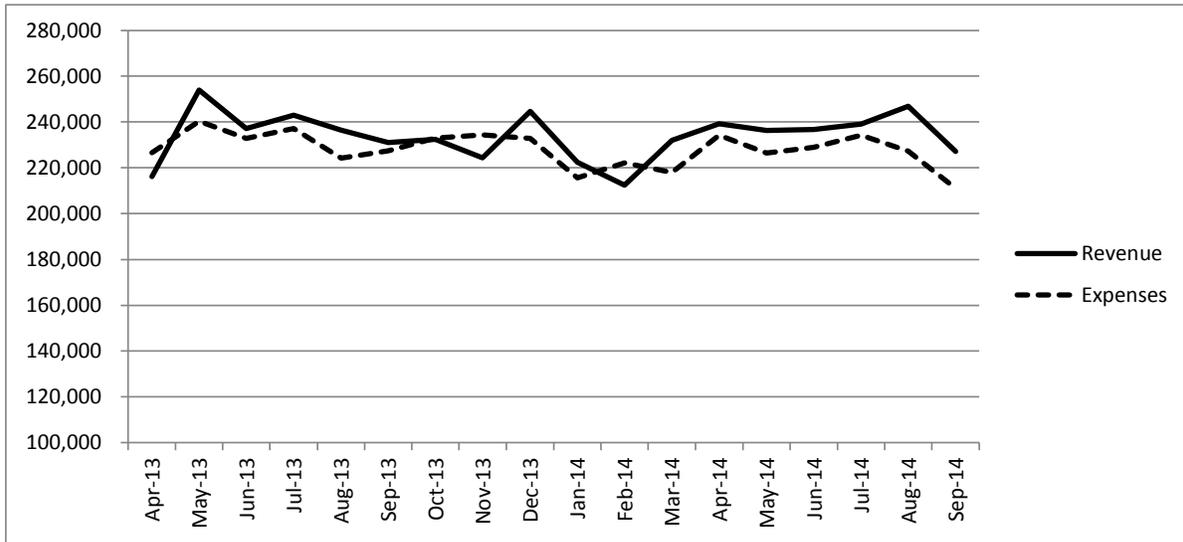
**9/30/2014**

Key Ratio Summary		Current (30 Days)	YTD (365 Days)
<b>Days Cash on Hand:</b>	Cash/Cash Equivalents	\$ 1,429,988	\$ 1,429,988
	Total Expenditures	\$ 215,576	\$ 2,691,221
	Daily Expenditure	\$ 7,186	\$ 7,373
	Days Cash on Hand	199.0	193.9
	Ratio Goal	95.0	95.0
	Previous Month	196.9	197.2
<b>Days in Accounts Receivable:</b>	AR Balance	\$ 198,504	\$ 198,504
	Cash Revenue	\$ 227,001	\$ 3,328,977
	Daily Revenue	\$ 7,323	\$ 9,937
	Days in Accounts Receivable	27.1	20.0
	Ratio Goal	35.0	35.0
	Previous Month	20.4	17.6
<b>Working capital:</b>	Current Assets	\$ 1,641,067	
	Current Liabilities	\$ 196,021	
	Working Capital	\$ 1,445,046	
	Current Ratio	8.37	
	Ratio Goal	4.00	
	Previous Month	8.27	
<b>PASS Payroll as a % of</b>	Total PASS Payroll	127,417	1,613,062
<b>HCBS Reimbursements</b>	Total PASS Revenue	164,618	2,064,235
<b>&amp; PASS Admin Fee:</b>		77.40%	78.14%

**8/31/2014**

Key Ratio Summary		Current (31 Days)	YTD (335 Days)
<b>Days Cash on Hand:</b>	Cash/Cash Equivalents	\$ 1,456,963	\$ 1,456,963
	Total Expenditures	\$ 229,357	\$ 2,474,806
	Daily Expenditure	\$ 7,399	\$ 7,387
	Days Cash on Hand	196.9	197.2
	Ratio Goal	95.0	95.0
	Previous Month	183.3	186.3
<b>Days in Accounts Receivable:</b>	AR Balance	\$ 162,827	\$ 162,827
	Cash Revenue	\$ 246,846	\$ 3,103,117
	Daily Revenue	\$ 7,963	\$ 9,263
	Days in Accounts Receivable	20.4	17.6
	Ratio Goal	35.0	35.0
	Previous Month	24.9	21.8
<b>Working capital:</b>	Current Assets	\$ 1,633,058	
	Current Liabilities	\$ 197,457	
	Working Capital	\$ 1,435,601	
	Current Ratio	8.27	
	Ratio Goal	4.00	
	Previous Month	8.14	
<b>PASS Payroll as a % of</b>	Total PASS Payroll	135,663	1,485,645
<b>HCBS Reimbursements</b>	Total PASS Revenue	174,110	1,900,953
<b>&amp; PASS Admin Fee:</b>		77.92%	78.15%

**INDEPENDENCE, INC.  
EXECUTIVE SUMMARY**



**18 Months Rolling, Revenue and Expense Comparison\***

	Revenue	Expenses	Increase (decrease)
Sep-14	227,001	211,026	15,975
Aug-14	246,846	227,138	19,708
Jul-14	239,141	234,131	5,010
Jun-14	236,704	228,870	7,834
May-14	236,173	226,431	9,742
Apr-14	239,259	234,115	5,144
Mar-14	232,062	217,987	14,075
Feb-14	212,399	222,141	(9,742)
Jan-14	222,308	215,621	6,687
Dec-13	244,681	232,858	11,823
Nov-13	224,247	234,277	(10,030)
Oct-13	232,382	233,018	(636)
Sep-13	231,075	227,380	3,695
Aug-13	236,405	224,192	12,213
Jul-13	242,942	237,074	5,868
Jun-13	237,026	232,876	4,150
May-13	253,957	240,344	13,613
Apr-13	216,080	226,587	(10,507)

\*Does not include Temporarily Restricted Funds



Independence, Inc. Board of Directors  
December 10, 2014

<b>Karen McGrath</b> <b>President</b>	<b>Branch Manager, Sunflower Bank</b>
<b>Bruce Passman</b> <b>Vice President</b>	<b>Consultant/Adjunct Professor, KU School of Social Welfare</b>
<b>Athena Johnson</b> <b>Secretary</b>	<b>Retired Small Business Owner, Bookkeeper</b>
<b>Mary Chappell</b>	<b>Director, KU Recreation Services</b>
<b>Susan Johnson</b>	<b>Douglas County Extension Agent</b>
<b>Sandra London-Leib</b>	<b>CEO/Owner, Advanced Home Care</b>
<b>Seth Stillings</b>	<b>Lead Generation Specialist, Treat America Food Services</b>
<b>Deb Young</b>	<b>Regional Special Education Director Greenbush</b>

# City of Lawrence CDBG/HOME Programs Grant Application

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: North Lawrence Improvement Association

Mailing Address: 310 Elm Street, Lawrence KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Ted Boyle Phone: (785) 842-7232

Contact Title: President

E-mail (required): pboyle@sunflower.com Fax : ()

Date : December 10, 2014

Mission of organization:

The mission and goals of the NLIA are to improve the standard of living for all North Lawrence residents, especially for our low to moderate income residents, and to remove neighborhood blight.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

n/a City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit 1 electronic copy in Microsoft Word format (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

  x   *New Program or Activity*             *Existing Program or Activity*

**Name of Program or Activity:** Traffic calming device 300 block, Elm Street in North Lawrence

Requested \$3500.00      Request is 95 % of project budget and 5% of agency budget.

#### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

The installation of a traffic calming device in the 300 block of Elm Street in North Lawrence would slow traffic providing a safer environment for the residents.

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

**From:** Charles Soules [<mailto:csoules@lawrenceks.org>]  
**Sent:** Friday, December 05, 2014 10:10 AM  
**To:** 'pboyle@sunflower.com'  
**Cc:** Mike Perkins; Mark Thiel; David Woosley  
**Subject:** Traffic Calming - Elm

Ted,

As discussed the City will provide the installation / construction of a speed hump in the 300 block of Elm street in North Lawrence. This item was approved by the Traffic Safety Commission.

If approved for funding with CDBG funds you will need to work with Traffic for a specific location which will require adjacent owners concurrence.

The PW budget does not have funding for Traffic Calming projects. This is a great way to fund these improvements and improve safety in an area. I am supportive of this and will provide the construction work in house. The cost of the materials will be approximately \$3500.

Please let me know if additional is needed.

Thanks,

**Charles F. Soules, P.E.**, Public Works Director | [csoules@ci.lawrence.ks.us](mailto:csoules@ci.lawrence.ks.us)  
Public Works Department | [City of Lawrence, KS](#)  
PO Box 708, Lawrence, KS 66044-0708  
Office (785) 832-3123 | fax (785) 832-3398

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

# City of Lawrence CDBG/HOME Programs Grant Application

## II. NARRATIVE

### **What is the situation, problem or opportunity this grant will address?**

1. This project includes operating expenses, coordinator fees, two neighborhood clean-ups and a traffic calming device. All of which foster neighborhood improvement, stability, and encourage a sense of community. NLIA has significant impact on the quality of life for North Lawrence residents and through our partnership and cooperation with other neighborhood associations, on the infrastructure, services and quality of life for Lawrence residents in general. Through NLIA activities, neighborhood residents receive information regarding their city in general and their neighborhood specifically. Community involvement in such activities ensures that individual concerns and desires can be considered and will assist in making North Lawrence a better place for everyone. Our monthly meetings provide a forum for all of our residents to speak and our association provides a unified neighborhood voice within city departments, commissions, and committees. All residents benefit from our neighborhood clean-ups, events and improvements.

With NLIA cooperation, collaboration, and leadership, our neighborhood has continued to grow. With additional construction of new housing and rehabilitation of existing housing and commercial property, NLIA can help reduce some of the blight that remains in the area. There are numerous industrial properties that stand empty in the community and many older homes that are worth saving. CDBG funds help to ensure this work continues to move forward and that such work aligns with the vision of the people who live here.

A tangible indication of NLIA's commitment to supporting affordable housing is the Habitat for Humanity Comfort Neighborhood which includes the construction of houses in the North Lawrence neighborhood. Ground breaking for this development occurred in 2006 and development is planned to continue into the future. NLIA was instrumental in paving the way for this development and continues to support these efforts as a method of providing a permanent home to those who otherwise might not have had that opportunity.

### **How will this grant support the mission of the organization?**

2. This grant will support the mission of NLIA by allowing us to improve the standard of living for all North Lawrence residents—especially the low-moderate income residents, and to remove neighborhood blight. The project has been suggested, discussed, and selected by the members of our association at our monthly meetings. We agree that this project benefits and improves the standard of living for our residents.

## **City of Lawrence CDBG/HOME Programs Grant Application**

**How many people will be served by the grant and what percentage are low-moderate income (describe method of verification)?**

3. This grant will serve all North Lawrence residents representing a population of nearly 3000 residents and 1200 households. Of this population, 56% are low-moderate income. These statistics fluctuate as economic conditions change, rising and falling in accordance with the local economy as a whole. The statistics have remained somewhat constant over time. This information was gathered and reported in the City of Lawrence Consolidated Plan.

**What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

4. As neighborhood members of the Lawrence community, we routinely collaborate with other neighborhood associations, city departments, and committees/commissions through meetings, letters, and phone conversations. We have one paid staff member, our Coordinator, who is currently paid for up to 15-20 hours each month. All other NLIA officers are volunteers. We also encourage the volunteer involvement of residents in order to hold our monthly meetings and neighborhood events.

**How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

5. The NLIA decision to improve the standard of living for neighborhood residents is not unique. There are a number of other Lawrence neighborhood associations providing service to their neighborhood residents as well. All neighborhood associations are expected to complete the necessary business tasks that allow them to function by creating newsletters, speaking at public gatherings, and sharing of community-wide concerns. NLIA is unique in using a "collaborative approach" toward providing this service, directly and consistently engaging with residents in a very personal way. It is quite common for NLIA Board members to make hospital visits, move furniture for elderly residents, bring food to those who are out of work, visit homebound individuals, and grow and provide fresh produce for its neighbors. NLIA always attends to the very human needs of the people who live here. NLIA Board members make strong commitments to serve because they serve a community that has served them. Most NLIA Board members are second and third generation community members--born, raised and educated in the neighborhood they serve. This collaborative and very personal approach reflects the strong and determined mindset that North Lawrence residents have in general, but more specifically reflects the idea of helping one another and working together to maintain a community that is safe, healthy, supportive and thriving. Because of the

## **City of Lawrence CDBG/HOME Programs Grant Application**

volunteer nature of NLIA, we are usually able to make funds go a long way. However, changing economic times, additional needs of community members, ongoing necessary improvements, intensified efforts to inform through expanded newsletter and website communications and other new circumstances require NLIA to ask for increased funding.

### **How will success be measured and how will you continue to fund this project once grant funds are expended?**

6. Success is measured by the number of paid memberships in NLIA (approx. 126 to date in 2014), the number of residents attending monthly meetings (an average of 25-30), and the number of residents participating in neighborhood events (an average of 60-70). The success of our neighborhood clean-ups are measured by the number of households participating (all in 2014), as well as additional households that are encouraged to assist in removing blight from the neighborhood. NLIA continues to maintain a strong membership and is expected to grow.

If grant funds are not available to fund this project, we will not be able to accomplish our objectives. Other than the minimal charge of \$1.00 per person membership dues and a minimal advertising fee for the newsletter, there are no additional funds to support this project.

### **What is the organization's timeline for achieving the objectives of the grant?**

7. Our timeline for achieving our grant objectives is one year.

### **What other funding sources have been approached and what have the responses been?**

8. The NLIA has approached commercial businesses to provide money for the purchase of food, clothing, and gifts for families, particularly through the holiday season. Those businesses located in North Lawrence have been very generous and have allowed the NLIA to provide for several families with small children. These funds are collected starting in November and are distributed as the needs become known. Johnny's Tavern and ICL have consistently supported these causes. If it were not for their support, we would not be able to serve in the way that we need to. NLIA also has a community member who designs license plates and t-shirts that help to support the NLIA.

**City of Lawrence CDBG/HOME Programs  
Grant Application**

**NORTH LAWRENCE IMPROVEMENT ASSOCIATION  
BOARD OF DIRECTORS  
2013-2014**

President	Ted Boyle	Retired
Vice President	Jeff Joseph	Self-Employed
Treasurer	Beverly Cates	Retired
Secretary	vacant	
Coordinator	Amy McCurdy	University of Kansas

Neighborhood Budget Sheet

		NON CDBG \$	CDBG
Beginning Balance		\$ 4,015.00	\$ -
<b>INCOME</b>	Description		
Interest			
Sales			
Donations		\$ 2,656.00	
Memberships		\$ 64.00	
Advertising		\$ 480.00	
T-Shirts		\$ 146.00	
CDBG Grants			\$ 10,500.00
Other (please list)			
Other (please list)			
<b>Subtotal</b>		<b>\$ 7,361.00</b>	<b>\$ 10,500.00</b>
<b>Expenses</b>			
Communication Expenses			
Postage			
Newsletter Printing			\$ 2,520.00
Newsletter Postage			\$ 1,500.00
Website Expenses			\$ 200.00
Coordinator Salary			\$ 1,000.00
PO Rental			
Meeting space rental			\$ 180.00
Office Supplies		\$ 130.00	\$ 450.00
Advertising			\$ 650.00
Other Publicity (Specify)			
LAN Dues		\$ 25.00	
Gifts/Grants		\$ 2,715.00	
Clean Up			\$ 500.00
Capital Improv-Traffic Calming			\$ 3,500.00
Food/Entertainment		\$ 140.00	
T-Shirts/License Plates		\$ 700.00	
Secretary of State		\$ 40.00	
<b>Total Expenses</b>		<b>\$ 3,750.00</b>	<b>\$ 10,500.00</b>
<b>Ending Balance</b>		<b>\$ 3,611.00</b>	<b>\$ -</b>

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence Public Works

Mailing Address: Public Works Department, City Hall, PO Box 708, Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: David P. Cronin Phone: (785) 832-3130

Contact Title: City Engineer

E-mail (required): dcronin@lawrenceks.org Fax : (785) 832-3398

Date : 10 December 2014

Mission of organization:

We are committed to providing excellent city services that enhance the quality of life for the Lawrence community.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

X  *New Program or Activity*      \_\_\_ *Existing Program or Activity*

Name of Program or Activity  Pedestrian Hybrid Beacon

Requested \$  40,000  Request is  59  % of project budget and  0  % of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

This project will consist of the installation of pedestrian hybrid beacons on 31st Street at Cottonwood Incorporated, 2801 W 31st Street. This will provide a safe location for individuals with developmental disabilities to cross a busy arterial street to get from the bus stop on the north side of the street to Cottonwood, on the south side.

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			-
Engineering Survey & Design			\$6,000.00	\$6,000.00 -
Construction Mgmt/Inspection			\$2,000.00	\$2,000.00 -
				-
				-
				-
Other (specify below)				-
				-
<b>COMMUNICATIONS</b>				
Telephone				-
Printing				-
Postage				-
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office				-
Equipment		\$15,000.00	\$20,000.00	\$35,000.00
Space Rental				-
<b>OTHER COSTS (specify below)</b>				
Const. & Equipment Installation		\$25,000.00		\$25,000.00
<b>TOTALS</b>		\$40,000.00	\$28,000.00	\$68,000.00

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2012

## II. Narrative

1. What is the situation, problem or opportunity this grant will address?

A request for a pedestrian crossing on 31<sup>st</sup> Street near Cottonwood Incorporated was proposed at the May 7, 2007 Traffic Safety Commission meeting at city hall. Management of Cottonwood Incorporated brought to the attention of the commission that many of their clients, as well as employees, must cross 31<sup>st</sup> Street to get to-and-from the bus stop on the north side of the street each day. 31<sup>st</sup> Street is classified as a "principal arterial" street, is paved 52 feet wide, has a daily volume of approximately 12,000 vehicles, and, although the posted speed limit is 40mph, a speed study found the 85<sup>th</sup> percentile speed to exceed 50mph in this area. Based on the speed of traffic, the volume of traffic and the width of the street, it is unlikely that there would be a large enough gap in traffic for a pedestrian to safely cross the street. The nearest protected crossing on 31<sup>st</sup> Street is at Nieder Road, approximately 1900 feet east of Cottonwood.

2. How will this grant support the mission of the organization?

A hybrid beacon would likely allow for more disabled pedestrians to get to work and other services provided by Cottonwood Incorporated and provide easier crossing of 31<sup>st</sup> Street by all pedestrians. Installing a pedestrian hybrid beacon would encourage pedestrian traffic as it would provide a safe place for pedestrians to cross this busy arterial street. The City of Lawrence has a Complete Streets policy that encourages people to get around safely, even when they aren't inside a car. The city continuously looks for locations to improve streets and sidewalks to encourage pedestrian and bike use for a healthier community. The placement of a pedestrian hybrid beacon on 31<sup>st</sup> Street near Cottonwood Incorporated would promote this policy. The Traffic Safety Commission voted unanimously to recommend the installation of a hybrid beacon at the proposed location.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

In relation to the location of the pedestrian hybrid beacon, the majority of users would be persons with disabilities, most of whom are in the low to moderate income category.

4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

All engineering design and construction plans will be completed in-house under the direct supervision of the City Engineer. Bid letting and construction management / inspection services will be administered by the City Traffic Engineer, supported by a group of experienced construction inspectors on staff, and with general supervision and direction from the City Engineer.

Utilization of city resources for engineering design and construction management will maximize the benefits of the CDBG funds requested for this project as this approach will significantly cut down the cost of the project. This approach will also expedite the progression of the project by eliminating the need for advertisement and selection of an engineering consultant.

## **City of Lawrence CDBG/HOME Programs Grant Application**

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

This project would supplement the ongoing effort by the city to improve connectivity and walkability throughout the city. Adding a hybrid beacon will improve safety for persons with disabilities and other pedestrians trying to cross a busy street, especially during morning and evening peak hours. Like any other community projects, positive public perception and support will be the key to the success of this project. This project will be viewed by the residents as a collaborative and cooperative effort by the City government to improve the livability of Lawrence neighborhoods.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

The City Traffic Operations Division will provide any maintenance for the beacon in the future. This project will be deemed successful when completed as planned and as budgeted without controversies and conflicts. It is important that this project receives the approval and appreciation of the residents it is intended to serve. This project was requested by the community. The city will continue to pursue funding from various sources and look for innovative ways to fund new pedestrian friendly projects such as adding hybrid beacons to other worthy locations around the city.

7. What is the organization's timeline for achieving the objectives of the grant?

January 2015:	CDBG Award (tentative date of award)
February 2015:	Engineering Design and Construction Plans completed.
March 2015:	Bid Opening
May 2015:	Begin Construction
August 2015:	Complete (100%) Construction

8. What other funding sources have been approached and what have the responses been?

No other funding sources have been identified.

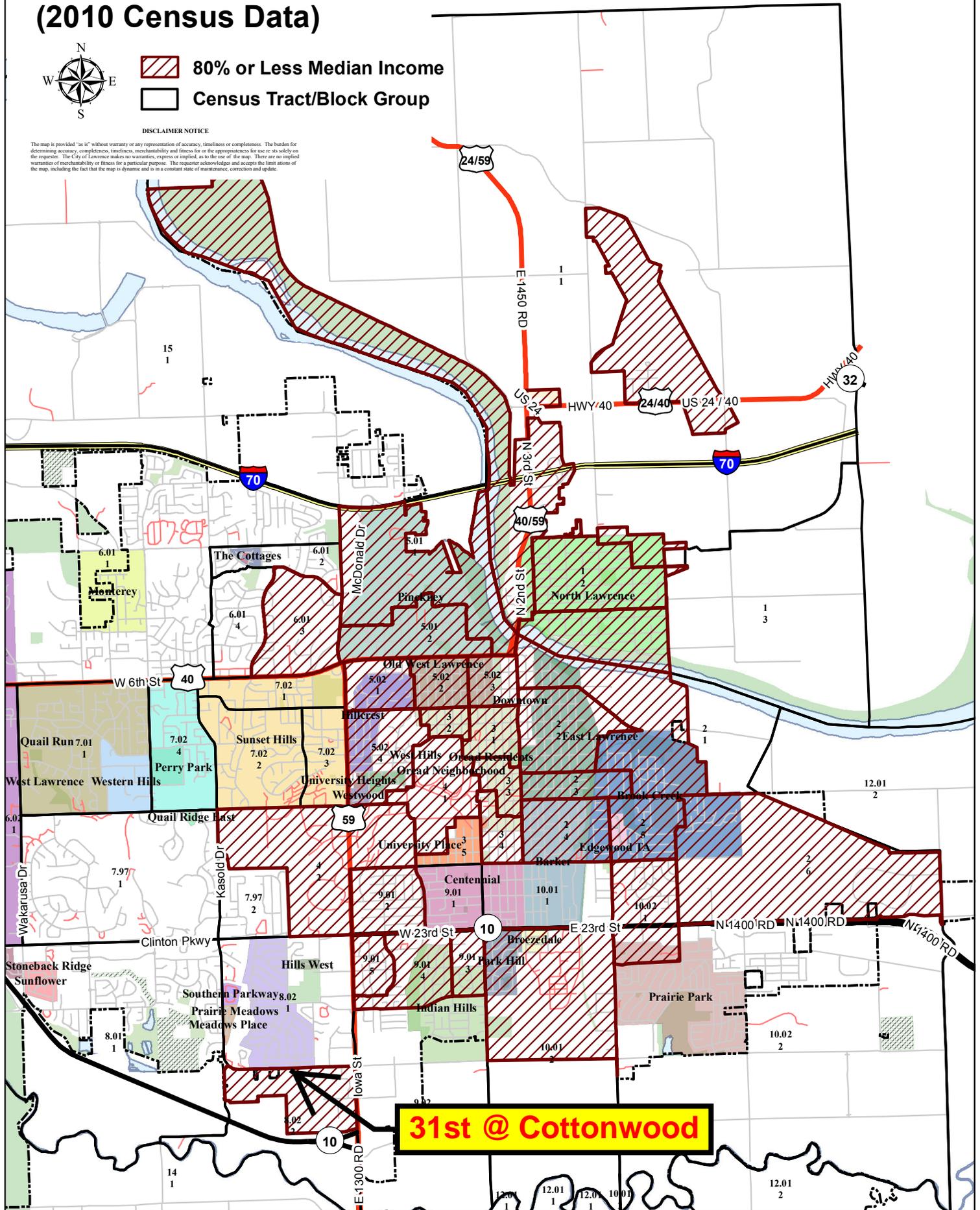
# Low/Mod with Census Tract/Block Group (2010 Census Data)



-  80% or Less Median Income
-  Census Tract/Block Group

**DISCLAIMER NOTICE**

The map is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for use is solely on the requester. The City of Lawrence makes no warranties, express or implied, as to the use of the map. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the map, including the fact that the map is dynamic and is in a constant state of maintenance, correction and update.





**Cottonwood Incorporated**

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

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Agency Name: City of Lawrence Public Works

Mailing Address: Public Works Department, City Hall, PO Box 708, Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: David P. Cronin Phone: (785) 832-3130

Contact Title: City Engineer

E-mail (required): dcronin@lawrenceks.org Fax : (785) 832-3398

Date : 10 December 2014

Mission of organization:

We are committed to providing excellent city services that enhance the quality of life for the Lawrence community.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

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Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

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X  *New Program or Activity*      \_\_\_ *Existing Program or Activity*

Name of Program or Activity  Pedestrian Hybrid Beacon

Requested \$  20,000  Request is  42  % of project budget and  0  % of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

This project will consist of the installation of pedestrian hybrid beacons on Maine Street at 5th Street. This will provide a safe location for school children to cross a busy collector street going to-and-from Pinckney Elementary School, as well as all pedestrians accessing Clinton Park.

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			-
Engineering Survey & Design			\$6,000.00	\$6,000.00 -
Construction Mgmt/Inspection			\$2,000.00	\$2,000.00 -
				-
				-
				-
Other (specify below)				-
				-
<b>COMMUNICATIONS</b>				
Telephone				-
Printing				-
Postage				-
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office				-
Equipment			\$20,000.00	\$20,000.00
Space Rental				-
<b>OTHER COSTS (specify below)</b>				
Const. & Equipment Installation		\$20,000.00		\$20,000.00
<b>TOTALS</b>		\$20,000.00	\$28,000.00	\$48,000.00

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2012

## II. Narrative

1. What is the situation, problem or opportunity this grant will address?

A request for a pedestrian hybrid beacon to be installed at the intersection of 5th & Maine was proposed at the January 6, 2014 Traffic Safety Commission meeting at city hall. Residents of the Pinckney Neighborhood Association brought to the attention of the commission that several children cross Maine Street at 5th Street to go to school each day. Pinckney Elementary school is located three block's east of this location at 6th & Mississippi. Streets in the neighborhood are generally slow speed residential streets that are easy for pedestrians to cross. However, Maine is a busy collector street as it is a major route to Lawrence Memorial Hospital with few gap intervals during peak traffic times making it difficult for pedestrians to safely cross the street. In addition, Clinton Park is located at the corner of 5<sup>th</sup> & Maine and generates high pedestrian traffic from throughout the Pinckney Neighborhood.

2. How will this grant support the mission of the organization?

A hybrid beacon would likely allow for more children to get to school by walking and provide easier access to Clinton Park by all pedestrians. Installing a pedestrian hybrid beacon would encourage pedestrian traffic as it would provide a safe place for people to cross this busy collector. The City of Lawrence has a Complete Streets policy that encourages people to get around safely, even when they aren't inside a car. The city continuously looks for locations to improve streets and sidewalks to encourage pedestrian and bike use for a healthier community. The placement of a pedestrian hybrid beacon at 5th & Maine would promote this policy. The Traffic Safety Commission voted unanimously to recommend the installation of a hybrid beacon at the proposed location.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

By using the Population Density figures (for Lawrence, KS) from the 2000 US Census Data, it has been estimated that approximately 3,130 people live in the Pinckney Neighborhood area. In relation to the location of the hybrid beacon in the neighborhood, it is estimated that over 50% of the neighborhood could potentially utilize that location as a crossing. In this area approximately 65.3 percent of the population is in the low to moderate income category. This is shown in the attached 2010 City of Lawrence low to moderate income census map.

4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

All engineering design and construction plans will be completed in-house under the direct supervision of the City Engineer. Bid letting and construction management / inspection services will be administered by the City Traffic Engineer, supported by a group of experienced construction inspectors on staff, and with general supervision and direction from the City Engineer.

Utilization of city resources for engineering design and construction management will maximize the benefits of the CDBG funds requested for this project as this approach will significantly cut down the cost of the project. This approach will also expedite the progression of the project by eliminating the need for advertisement and selection of an engineering consultant. In addition, all equipment needed for this project is on-hand or will be purchased by the City

## City of Lawrence CDBG/HOME Programs Grant Application

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

This project would supplement the ongoing effort by the city to improve connectivity and walkability throughout the city. Adding a hybrid beacon will improve safety for children and other pedestrians trying to cross a busy street, especially during morning and evening peak hours when kids are commuting to and from school. Like any other community projects, positive public perception and support will be the key to the success of this project. This project will be viewed by the residents as a collaborative and cooperative effort by the City government to improve the livability of Lawrence neighborhoods.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

The City Traffic Operations Division will provide any maintenance for the beacon in the future. This project will be deemed successful when completed as planned and as budgeted without controversies and conflicts. It is important that this project receives the approval and appreciation of the residents it is intended to serve. This project was requested by the community. The city will continue to pursue funding from various sources and look for innovative ways to fund new pedestrian friendly projects such as adding hybrid beacons to other worthy locations around the city.

7. What is the organization's timeline for achieving the objectives of the grant?

January 2015:	CDBG Award (tentative date of award)
February 2015:	Engineering Design and Construction Plans completed.
March 2015:	Bid Opening
May 2015:	Begin Construction
August 2015:	Complete (100%) Construction

8. What other funding sources have been approached and what have the responses been?

No other funding sources have been identified.





Woody Park

Burcham Park



Pinckney School

Clinton Park



W 8th St

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: City of Lawrence - Public Works Department

Mailing Address: Public Works Department, City Hall, PO BOX 708, Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: David Cronin Phone: (785) 832-3130

Contact Title: City Engineer

E-mail (required): dcronin@lawrenceks.org Fax : (785) 832-3398

Date : 12/10/14

Mission of organization:

We are committed to providing excellent city services that enhance the quality of life of the Lawrence community.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?

In 2006, Public Works staff completed a city-wide sidewalk survey and developed a comprehensive inventory, identified gaps in the existing sidewalk and rated condition of the existing sidewalk in 4 different categories – good, fair, poor and critical.

In 2008, the Public Works Department was awarded CDBG funds in the amount of \$239,690.00 for sidewalk projects in the low-moderate income (LMI) areas. Completion of this project greatly improved sidewalk connectivity in Lawrence by closing gaps along some important routes: Haskell Avenue, Iowa Street and 15<sup>th</sup> street.

In 2009, the Public Works Department was awarded CDBG funds in the amount of \$226,178.00 to undertake various sidewalk projects in the LMI areas. This project included additional sidewalk on east 23rd Street, 13<sup>th</sup> Street and Iowa St.

In 2010, the Public Works Department was awarded CDBG funds in the amount of \$98,000.00 for sidewalk projects in the LMI areas. This funding was utilized to provide a continuous pathway between KU and downtown along the north side of 12<sup>th</sup> Street.

In 2011, the Public Works Department was awarded CDBG funds in the amount of \$205,000 for sidewalks that included additional funds for the KU lighted pathway and the east side of Iowa Street from Harvard to 6<sup>th</sup> Street.

In 2012, the Public Works Department was awarded CDBG funds in the amount of \$40,000 for sidewalks along New Hampshire from 17<sup>th</sup> to 19<sup>th</sup> St, 9<sup>th</sup> Street east of Iowa, and 11<sup>th</sup> Street from Indiana to Mississippi.

In 2013, the Public Works Department was awarded CDBG funds in the amount of \$112,500 for sidewalks along 16<sup>th</sup> Street from R.I. to Barker, Winona Street both sides, Naismith Drive south of 24<sup>th</sup> Street, Crescent Road east of Naismith Drive, 27<sup>th</sup> Street from Arkansas west to bridge, Ridge Court from 27<sup>th</sup> to 26<sup>th</sup>, 26<sup>th</sup> Street east and west of Ridge Court, 19<sup>th</sup> Terrace, and the 900 Block of Arkansas Street.

## City of Lawrence CDBG/HOME Programs Grant Application

The city has been making continuous efforts to bridge all existing sidewalk gaps and also to improve the condition of existing sidewalks through repair and replacement as funds become available. CDBG funds have been instrumental in our effort to improve the walk-ability in the LMI areas in Lawrence. For this 2015 application, the Public Works Department has identified a list of 7 potential areas for improvements as follows:

- 1) 26<sup>th</sup> Street – south side – Iowa Street east to existing sidewalk (300 LF)
- 2) 600 Block of Michigan Street (380 LF)
- 3) Wheelchair Ramp at southeast corner 9<sup>th</sup> & Iowa (0 LF)
- 4) 4<sup>th</sup> Street – west side - Elm Street to Walnut Street (430 LF)
- 5) Walnut Street – north side - 4<sup>th</sup> Street to 5<sup>th</sup> Street to Woodlawn School (860 LF)
- 6) Ridge Court – west side - 26<sup>th</sup> Street to 25<sup>th</sup> Street (880 LF)
- 7) 27<sup>th</sup> Street – north side – Arkansas Street to Belle Haven Drive (1900 LF)

2. How will this grant support the mission of the organization?

The City of Lawrence is committed to a multi-modal transportation network by providing sidewalks, bike lanes, bike routes and shared-use paths throughout the city. One of the goals of the Lawrence City Commission is to “improve the livability of all Lawrence neighborhoods”. Providing sidewalks where needed and keeping the existing sidewalks in good condition will contribute to the safety and well being of Lawrence residents. As shown in the map included in the Exhibit, CDBG funds have already made significant contribution in improving the livability of Lawrence neighborhoods. The additional requested 2015 CDBG funds will further enhance the quality of life in Lawrence by completing sidewalk links in the community.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?

This project is located in areas of the city where more than 50 percent of the population are in the low to moderate income category. Sidewalk segments included in the application are close to schools which will serve the many students that walk. Other segments are on streets identified as collectors which link neighborhoods to major streets and include bus routes.

4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

## City of Lawrence CDBG/HOME Programs Grant Application

Topographic survey for this project will be performed by the city surveyor and other engineering staff. All engineering design and construction plans will also be completed in-house under the direct supervision of the City Engineer. Bid letting and construction management / inspection services will be administered by the City Surveyor, supported by a group of experienced construction inspectors on staff, and with general supervision and direction from the City Engineer.

Utilization of city resources for environmental review, topographic survey, engineering design and construction management will maximize the benefits of the CDBG funds requested for this project as this approach will significantly cut down the cost of the project. This approach will also expedite the progression of the project by eliminating the need for advertisement and selection of an engineering consultant.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

This project would supplement the ongoing effort by the city to improve connectivity and walk-ability throughout the city. Like any other community projects, positive public perception and support will be the key to the success of this project. This project will be viewed by the residents as a collaborative and cooperative effort by the City government to improve the livability of Lawrence neighborhoods.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

This project will be deemed successful when completed as planned and as budgeted without controversies and conflicts. It is important that this project receives the approval and appreciation of the residents it is intended to serve. The long term success will be measured by the durability and sustainability of the work being completed under this project. The city will continue to pursue funding from various sources and look for innovative ways to fund new sidewalk projects as well as help residents maintain the existing sidewalks in good and safe operating condition.

7. What is the organization's timeline for achieving the objectives of the grant?

Spring 2015: CDBG Funds awarded

Spring/Summer 2015: Engineering Survey, Design and Plans completed

Summer/Fall 2015: Bid Letting and Construction

Fall 2015: Project Complete

8. What other funding sources have been approached and what have the responses been?

The City of Lawrence routinely includes sidewalk projects in the Capital Improvement programs. All new construction includes sidewalks and shared-use paths on both sides of the street, as applicable. However, the

## City of Lawrence CDBG/HOME Programs Grant Application

resources allocated by the city in this area are dwarfed by the monumental need for funding to bridge the existing gaps and to replace the broken sidewalks. We have not solicited funding from any other sources for this project. The city will be providing all professional, technical and legal services necessary for this project. As the project budget shows, the cost of the professional engineering and legal services will account for 13% of the total project cost.

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

X  *New Program or Activity*      \_\_\_ *Existing Program or Activity*

Name of Program or Activity: 2015 CDBG Sidewalk GAP Program

Requested \$142,500      Request is 87 % of project budget and 0% of agency budget.

#### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

This project consists of installing new concrete sidewalks to fill in gaps that exist at various locations within the low-moderate income area in Lawrence. Locations were selected based on comments from neighborhoods. Addition of sidewalk connectivity will tremendously improve pedestrian safety in Lawrence.

## City of Lawrence CDBG/HOME Programs Grant Application

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

Installation of 4" Concrete Sidewalk (4750 LF @ \$30.00/LF)	\$ <u>142,500.00</u>
<b>Total Construction Cost (CDBG funds requested)</b>	<b>\$ 142,500.00</b>
Engineering Survey and Design (10%)	\$ 14,250.00
Construction Management / Inspection (5%)	\$ <u>7,125.00</u>
<b>Total Professional Services Costs (provided by City Staff):</b>	<b>\$ 21,375.00</b>
<b>Total Project Cost: [CDBG, \$142,500 + City, \$21,375]</b>	<b>\$ 163,875.00</b>

**City of Lawrence CDBG/HOME Programs  
Grant Application**



*1.) 26th Street – Iowa Street east to existing sidewalk (300 LF)*



*2.) 600 Block of Michigan Sreet (380 LF)*

**City of Lawrence CDBG/HOME Programs  
Grant Application**



***3.) Wheelchair Ramp SE Corner of 9th Street & Iowa Street (0 LF)***



***4.) 4th Street – Elm Street to Walnut Street (430 LF)***

**City of Lawrence CDBG/HOME Programs  
Grant Application**



*5.) Walnut Street – 4th Street to 5th Street to Woodlawn School (860 LF)*

**City of Lawrence CDBG/HOME Programs  
Grant Application**



*6.) Ridge Ct - 26th Street to 25th Street pic1 (880 LF)*



*6.) Ridge Ct - 26th Street to 25th Street pic2 (880 LF)*

**City of Lawrence CDBG/HOME Programs  
Grant Application**



***7.) 27th Street - Arkansas Street to Belle Haven Drive (Total 1900 LF)  
(Arkansas to Missouri) (370 LF)***



***7.) 27th Street - Arkansas Street to Belle Haven Drive (Total 1900 LF)  
(Missouri to Bardith) (290 LF)***

**City of Lawrence CDBG/HOME Programs  
Grant Application**

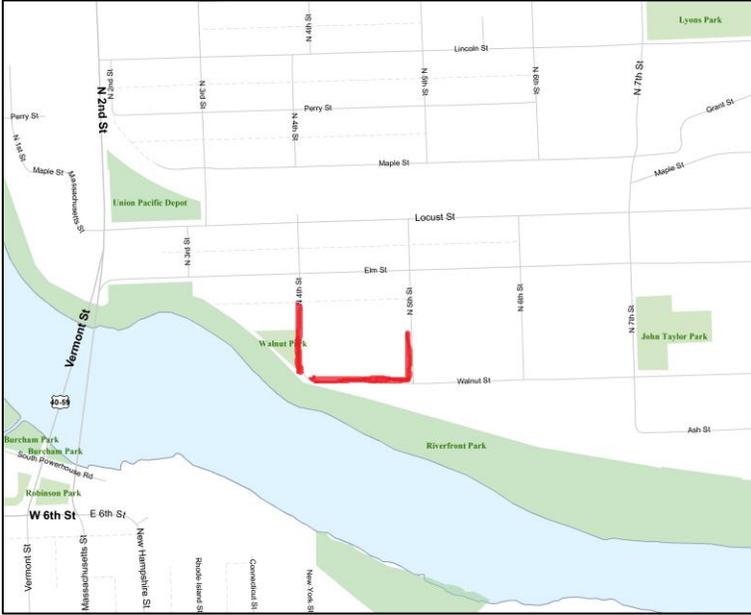


**7.) 27th Street - Arkansas Street to Belle Haven Drive (Total 1900 LF)  
(Bardith to Alabama) (440 LF)**

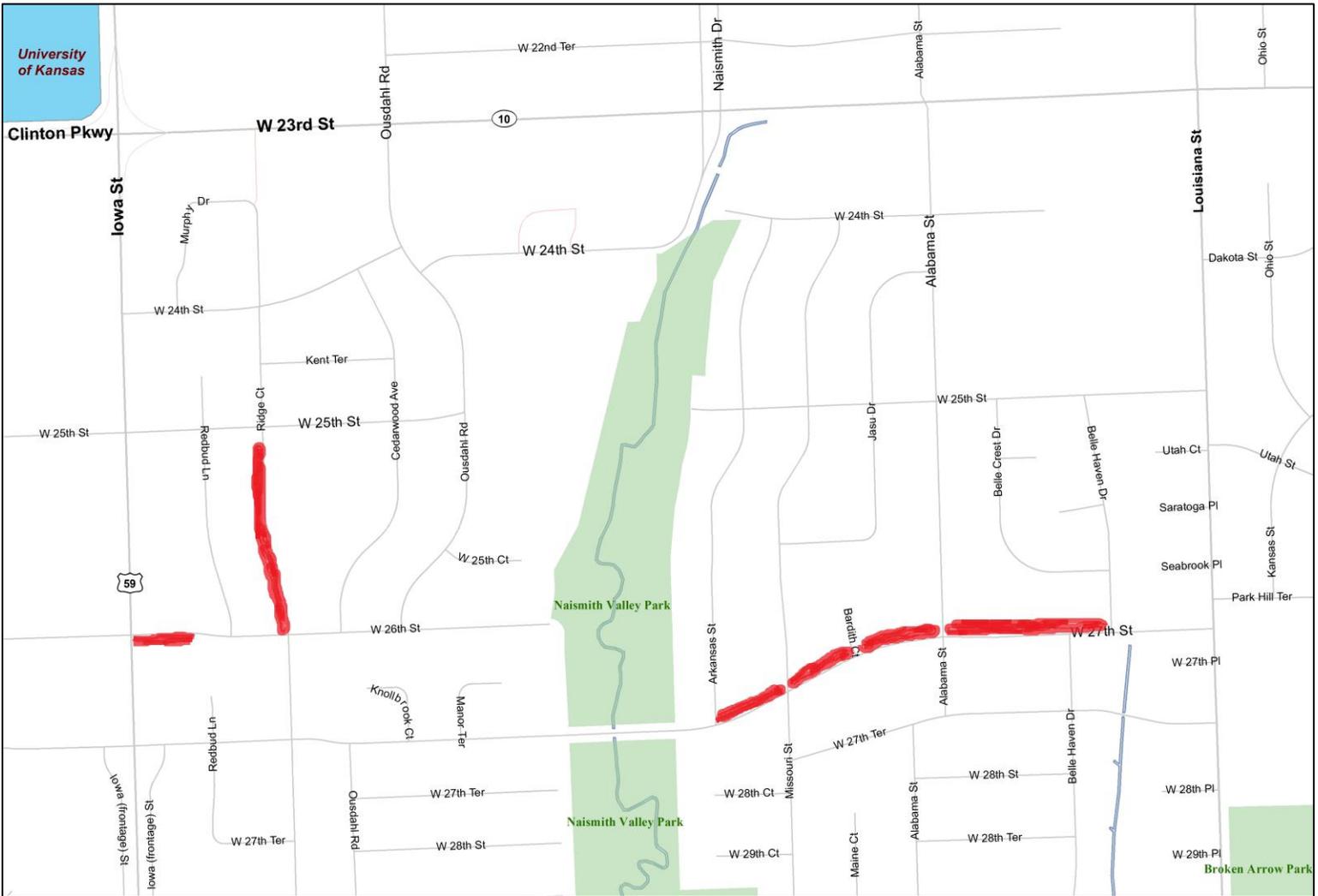


**7.) 27th Street - Arkansas Street to Belle Haven Drive (Total 1900 LF)  
(Alabama to Belle Haven) (800 LF)**

# 2015 CDBG Sidewalk Gap Project



(4.) 4th Street-Elm St to Walnut St / (5.) Walnut St-4th St to 5th St (2.) 600 Block of Michigan St / (3.) Wheelchair Ramp 9th & Iowa



(1.) 26th Street - Iowa east to existing sidewalk / (6.) Ridge Ct - 26th St to 25th St / (7.) 27th Street - Arkansas to Belle haven Dr

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Lawrence Habitat for Humanity\_\_\_\_\_

Mailing Address: 720 Connecticut, Lawrence, Ks 66044\_\_\_\_\_

Agency Address, if different than above: \_\_\_\_\_

Contact Name: John Harvey\_\_\_\_\_ Phone: (785) 832-0777\_\_\_\_\_

Contact Title: Director of Resource Development\_\_\_\_\_

E-mail (required): jharvey@lawrencehabitat.org\_\_\_\_\_ Fax : ( )\_\_\_\_\_

Date : 12/3/14\_\_\_\_\_

Mission of organization:

To bring people together to build homes, communities and hope. Lawrence Habitat offers low income households the opportunity to own an affordable home and build a financial asset providing economic and family stability for the future.

### Required Attachments for Application (one each per application):

- x List of officers and board members and their principal occupations
- x Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

## II. Narrative – Please see the attached narrative

# City of Lawrence CDBG/HOME Programs Grant Application

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

### III. Program or Activity Information

\_\_\_ *New Program or Activity*      xx *Existing Program or Activity*

**Name of Program or Activity: Lawrence Habitat Homes #88, 89 & 90**

---

Requested \$45,000      Request is 15 % of project budget and 8% of agency budget.

#### **Project Type**

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

#### **Funding Type**

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

Lawrence Habitat for Humanity (LHfH) is requesting \$45,000 in HOME funding for the costs related to the footings and foundations for three Lawrence Habitat homes. This funding will support our mission of building affordable homes and creating the opportunity for home ownership for low- income families.

### IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## **II. Narrative**

### **1. What is the situation, problem or opportunity this grant will address?**

Affordable housing for low income households is a significant problem in Douglas County, particularly in Lawrence. The Lawrence housing market is dominated by higher cost rental units targeted to college students. The market is also characterized by a high percentage of service industry employment which services the demands of a college town economy.

Lawrence Habitat for Humanity assists families whose household income falls between 30 and 60 percent of the local median income as defined by HUD. According to the National Low Income Housing Coalition, 62% of renters in Lawrence cannot afford a 2 bedroom rental unit without spending over 30% of their monthly income on rent. The U.S. Census Bureau's 2012 American Community Survey indicates that 47% of low income renters in Lawrence spend over 30% of their income on housing.

Lawrence Habitat for Humanity offers a unique opportunity for low income households to own their home while paying no more than 30 percent of their income on their mortgage. Additionally, all Habitat homes are built to Energy Star 2.0 standards resulting in homeowners experiencing lower utility bills. Since 1989, Lawrence Habitat has built 86 homes, creating a lasting, positive impact not only on our hardworking partner families, but on Lawrence and Douglas County as well.

### **2. How will this grant support the mission of the organization?**

This grant would directly support the mission of Lawrence Habitat to bring people and resources together to build affordable homes, stable communities and hope for families. Each Lawrence Habitat home costs approximately \$75,000 in materials and professional construction services that cannot be provided by volunteer labor. The HOME Fund grant will cover the costs of the installation of footings and foundations by a licensed subcontractor for three homes.

### **3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?**

This grant will serve three low income families with incomes under 60% of the area median income. Household size generally ranges from 2 to 6 persons. Each family's income must fall between 30 and 60 percent of median income for the Lawrence area, using guidelines set by HUD. This income will be documented through employment verification, federal tax returns and other means and must be stable for at least one year prior to acceptance into the program.

### **4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?**

Lawrence Habitat has a large and dedicated group of volunteers that are involved throughout the entire project including the family selection process, family support, resource development and home construction. The organization is led by a professional staff of five full time employees including the executive director, construction manager, community outreach coordinator, ReStore manager and a director of resource development.

LHfH works with a wide variety of community partners and project sponsors including local civic groups and charitable foundations, corporations and businesses, KU student organizations, the Women Build committee, sixteen covenant faith partners that sponsor the

Build on Faith program, the Homebuilder's Association and other partner organizations. Project sponsors and fund development activities are already underway for the fiscal year 2016 build cycle that would include these 3 proposed projects. The Resource Development committee, chaired by a member of the board and staffed by a fund development professional, is tasked with raising funds to support the project through grant writing, special events and an annual appeal.

Project partners for FY 2016 will include the Build on Faith covenant partners which have already pledged \$55,000 toward their sponsored build and the Women Build committee which intends to raise \$40,000 toward their project. The third project would be funded through individual and other private donors. HOME Funds would be matched with each of these projects to achieve the budget goal.

All three home building projects are expected to be built in the East 17<sup>th</sup> Street corridor between Harper Street and Lindenwood Lane where LHfH owns 7 building lots. These lots are where homes 88, 89, and 90 will be built. These projects will be located among existing Lawrence Habitat homes and will continue to create a sense of community and camaraderie with other Habitat families.

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The Habitat model is unique and highly collaborative in many ways and this model has proven successful for 25 years at Lawrence Habitat. Dozens of community sponsors underwrite the home building effort while hundreds of volunteers provide an average of 8,000 volunteer hours per year to complete the home construction and the selection and support of the partner family.

Habitat partner families are carefully chosen based upon: 1) their housing need and desire to own a home, 2) their ability to re-pay a mortgage and 3) their willingness to partner and invest 225 hours of sweat equity hours in their home and save \$1,000 for closing costs. Each family must demonstrate a history of stable income and an acceptable credit history. This level of commitment helps insure a high probability of success and a high level of motivation to succeed at home ownership.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

Lawrence Habitat is requesting \$45,000 in HOME funding to be used toward the construction of our 88<sup>th</sup>, 89<sup>th</sup> and 90<sup>th</sup> homes. Long-term success is measured by a homeowner paying off their mortgage while paying property taxes and maintaining their home in a quality manner to preserve the asset for both the neighborhood and future generations. Additional long-term success outcomes include improvement in educational scores by Habitat children, increased positive health outcomes as a result of a cleaner and safer living environment and a higher level of civic and cultural engagement as a result of permanent residency in a community.

Short term success is measured by a partner family fulfilling all program requirements, executing a purchase mortgage and making monthly mortgage payments on time while experiencing a higher level of family stability and financial security.

Over its 25 years of operation, Lawrence Habitat has achieved a strong and diversified revenue stream including a wide range of private funders and donors as well as mortgage income and income from its wholly owned social enterprise, Habitat ReStore. These varied

funding sources provide a stable and on-going source of income that helps insure stable operations and project support beyond the occasional local or federal grant funding.

**7. What is the organization’s timeline for achieving the objectives of the grant?**

Fund Development:	Start: October 2014 Completion: December 2015
Family Selection:	Start: January 2015 Completion: April 2015
Home 88 Construction:	Start: August 2015 Completion: October 2015
Mortgage Closing:	Move-in: November 2015
Home 89 Construction:	Start: October 2015 Completion: February 2016
Mortgage Closing:	Move-in: March 2016
Home 90 Construction:	Start: March 2016 Completion: May 2016
Mortgage Closing:	Move-in: June 2016

**8. What other funding sources have been approached and what have the responses been?**

Additional funding sources to support these three projects include: Build on Faith Committee of 16 covenant partners which has pledged \$55,000, the Women Build committee which has pledged \$40,000 as well as a strong individual donor base that generates upwards to \$100,000 each year for Lawrence Habitat projects. Additional sponsors are being recruited from business and corporate sectors and civic organizations. Lawrence Habitat has had a long and successful track record of leveraging limited governmental grant funding with private sector contributions to achieve program goals. Lawrence Habitat also receives in-kind donations of construction materials and appliances through Habitat for Humanity International’s partnerships with Whirlpool, Dow, Lowes and Home Depot. Many local construction-related businesses also provide in-kind contributions of materials and skilled labor to support specific home building efforts. This is particularly true of the Lawrence Homebuilders Association.

## Proposed Grant Budget

Habitat Homes #88, 89 and 90 FY 2016

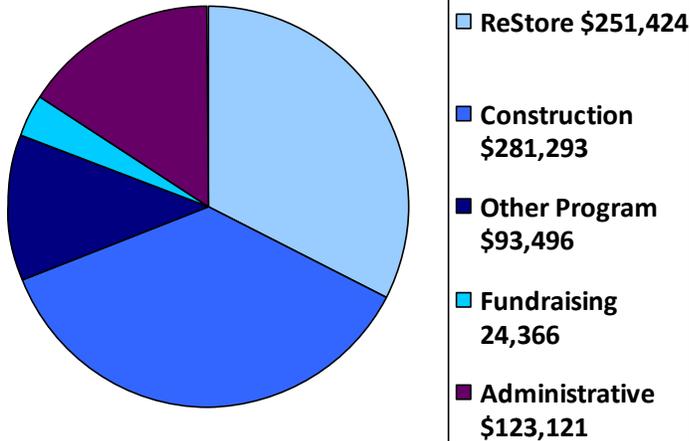
Budget Items	Explanation	HOME Funds	Other Funds	Total Funds
<b>Construction Costs for Home 88</b>				
Land Purchase			20,000	20,000
General Conditions			12,000	12,000
Site Preparation and Landscape			4,300	4,300
Sidewalks and Driveways			4,900	4,900
Footings and Foundations		15,000		15,000
Wall Framing			3,100	3,100
Roof and Wall Insulation			1,900	1,900
Exterior Siding and Trim			4,500	4,500
Drywall			2,400	2,400
Interior Trim			1,200	1,200
Cabinets/Countertops			4,100	4,100
Paint, Interior and Exterior			2,300	2,300
Tile and Carpet			3,500	3,500
Electrical			5,700	5,700
Doors and Frames			1,600	1,600
Windows			1,200	1,200
Heating and Air			5,400	5,400
Plumbing			4,700	4,700
Roof and Trusses			4,200	4,200
<b>Total</b>				<b>102,000</b>
<b>Funding Sources Home 88</b>				
Build on Faith committee			57,000	57,000
BOF Fundraising events			10,000	10,000
Private donors (land costs)			20,000	20,000
HOME Funds		15,000		15,000
<b>Total</b>			<b>87,000</b>	<b>102,000</b>
<b>Construction Costs for Home 89</b>				
Land Purchase			20,000	20,000
General Conditions			12,000	12,000
Site Preparation and Landscape			4,300	4,300
Sidewalks and Driveways			4,900	4,900
Footings and Foundations		15,000		15,000
Wall Framing			3,100	3,100
Roof and Wall Insulation			1,900	1,900
Exterior Siding and Trim			4,500	4,500
Drywall			2,400	2,400
Interior Trim			1,200	1,200
Cabinets/Countertops			4,100	4,100
Paint, Interior and Exterior			2,300	2,300
Tile and Carpet			3,500	3,500
Electrical			5,700	5,700
Doors and Frames			1,600	1,600
Windows			1,200	1,200
Heating and Air			5,400	5,400
Plumbing			4,700	4,700

Roof and Trusses			4,200	4,200
<b>Total</b>				<b>102,000</b>
<b>Funding Sources Home 89</b>				
Women Build committee			40,000	40,000
Other Build sponsors			10,000	10,000
Private donors			37,000	37,000
HOME Funds		15,000		15,000
<b>Total</b>			87,000	<b>102,000</b>
<b>Construction Costs for Home 90</b>				
Land Purchase			20,000	20,000
General Conditions			12,000	12,000
Site Preparation and Landscape			4,300	4,300
Sidewalks and Driveways			4,900	4,900
Footings and Foundations		15,000		15,000
Wall Framing			3,100	3,100
Roof and Wall Insulation			1,900	1,900
Exterior Siding and Trim			4,500	4,500
Drywall			2,400	2,400
Interior Trim			1,200	1,200
Cabinets/Countertops			4,100	4,100
Paint, Interior and Exterior			2,300	2,300
Tile and Carpet			3,500	3,500
Electrical			5,700	5,700
Doors and Frames			1,600	1,600
Windows			1,200	1,200
Heating and Air			5,400	5,400
Plumbing			4,700	4,700
Roof and Trusses			4,200	4,200
<b>Total</b>				<b>102,000</b>
<b>Funding Sources Home 90</b>				
Sponsors and Private donors TBD			87,000	87,000
HOME Funds		15,000		15,000
				<b>102,000</b>
<b>Note</b>				
<b>All Administrative, organizational and overhead costs for Habitat are covered by LHfH.</b>				
<b>Any and all funds that are awarded will go directly and exclusively towards the cost</b>				
<b>of the footings and foundations of the three homes.</b>				
<b>TOTAL PROJECT</b>		<b>45,000</b>	<b>261,000</b>	<b>306,000</b>

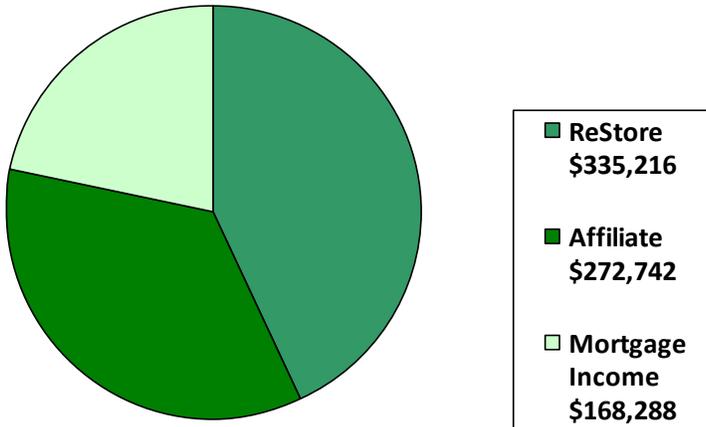
# 2014 Annual Report



Cash outflow highlights 7/1/2013- 6/30/2014: \$776,527



Cash inflow highlights 7/1/2013- 6/30/2014: \$776,581



## 2014 Volunteer Awards

### Tom Church Award

*This award is presented to a volunteer who takes Habitat's basic function to heart — building homes for those who need them most.*

**2014 Recipient: Lawrence Home Builder's Association**

### John Gingerich Award

*This award is for a volunteer who exemplifies service and commitment to Lawrence Habitat in areas outside construction.*

**2014 Recipients: Joel Rosenberger**

### Jerry Feese Award

*This award honors a volunteer who shows dedication to the ReStore and its purpose.*

**2014 Recipient: Joyce Chamberlin**

### Spirit of Service Award

*This award is given to a board member or committee chair who consistently shows a commitment to Habitat's mission and provides unwavering leadership toward building Lawrence Habitat's capacity.*

**2014 Recipient: Linda Jalenak**

There are many ways you too can help us with our mission.

- \* Help build a home for a family in need
- \* Volunteer in our ReStore, our office, or on one of our committees
- \* Assist your place of worship in becoming a covenant church
- \* Join our Women Build group
- \* Support Lawrence Habitat through financial donations





“My people will live in peaceful dwelling places, in secure homes, undisturbed places of rest.”

- Isaiah 32:18

We started the year off with a bang when we received news that we would be awarded a \$80,000 grant from the Federal Home Loan Bank of Topeka. These funds were to be split up between four houses. In October we began our 7th Building on Faith home. It was followed by our 6th Women Build home in March. In June, we took a quick break from the Women Build house for a Blitz Build sponsored and built by the Lawrence Home Builders Association. That home was built in just 2.5 days! After we finished the Women Build home we began a house sponsored by The House That Greeks Built and it is expected to be completed by January 2015.

Family Selection selected three new families to partner with last spring, every family has been working on their 225 hours of sweat equity by building, working at the ReStore and attending homeownership classes. The classes are organized by our Family Support committee and were revamped this year with a new Financial Peace class that is being taught by one of our volunteers over several weeks. Previously our partner families have gone to a financial class lead by a different organization.

ReStore partnered with the KU School of Business' Kansas Impact Program (KIP) this year to do some extensive research in regards to their space and location. KIP students presented their findings to our board this summer. Last winter's bitter cold disabled the ReStore's ability to accept and process donations on several occasions due to the dangerous temperatures outside and in the back warehouse. Douglas County Community Foundation awarded ReStore a grant to install radiant heating and a replace a furnace that had not been functioning. We are very excited to head into this winter prepared for the cold temperatures.

In June we hired a full time Director of Resource Development (DRD), John Harvey: With his experience and knowledge we are reaching goals set forth in the strategic plan. We are presenting a case statement to our supporters and the affiliate now has a four year fund development plan that both our staff and board are excited to take on. Our DRD has also been working closely with our Faith Engagement committee providing leadership in the area of financial goals setting. He has also ensured that all of our covenant partners have an active liaison which has brought some amazing energy to the group.

Finally, we rounded out our year with two big celebrations. First was our 25th Anniversary celebration held at South Middle School. We had a large display of archives spanning all 25 years of the affiliate's history, we presented our annual volunteer awards and Mayor Amyx spoke. We also had a special presentation from speaker Jose Quinonez, Director of Volunteer and Advocacy Engagement for Habitat for Humanity International. Our second celebration was the dedication of the Comfort Neighborhood. At the dedication we unveiled the Clay Comfort Brick Memorial and invited the whole neighborhood out for a pancake breakfast at the end of the street. All of the kids were very excited to find the Balloon Man there to create anything their hearts desired out of balloons.

I am very excited to have been given the opportunity to be executive director of this organization this past March. I feel like we have a great vision for our future to build capacity within our affiliate and in turn, help eliminate poverty housing in our little community we call Douglas and Jefferson counties.

Sincerely,

Lori Harse, Executive Director



## Section 3-Governance-Board and Committees Board Roster Form

Date   10   /   6   /  2014 

Affiliate name: Lawrence Habitat for Humanity \_\_\_\_\_

Affiliate contact person/title:   Lori Harse   /Executive Director \_\_\_\_\_

Official affiliate address: 720 Connecticut St. \_\_\_\_\_

City:  Lawrence  State:  KS  Zip: 66044 \_\_\_\_\_

Official affiliate phone number: (785 ) 832 - 0777 \_\_\_\_\_

Official affiliate e-mail: buildinghope@lawrencehabitat.org \_\_\_\_\_

Name	Personal Address	Personal Phone	Personal E-mail	Board/Committee Role	Employment
Lindsey Slater	2941 Lankford Dr Lawrence KS 66046	618-604-0395	Lindsey.slater@gmail.com	President and exec committee	6News Lawrence
Dustin Chase	621 Nottingham Rd Lawrence KS 66049	415-272-8450	<a href="mailto:chase@lkpd.org">chase@lkpd.org</a>	Vice President and exec committee	Lawrence Police Dept.
Pradeep Natajara	2326 Meadowlark Ter Eudora KS 66025	785-542-9215	<a href="mailto:pradeeppradeep@gmail.com">pradeeppradeep@gmail.com</a>	Secretary and exec committee	IBM
Kathie Sparks	825 Coving Dr Lawrence KS 66049	785-233-9631	<a href="mailto:Kathie.sparks@gmail.com">Kathie.sparks@gmail.com</a>	Treasurer and exec committee	Kansas Dept. of Labor (retired)
O Pete Peterson	4712 Wimbledon Dr Lawrence KS 66047	785-865-2789	<a href="mailto:opeter@sunflower.com">opeter@sunflower.com</a>	Member	Attorney



Name	Personal Address	Personal Phone	Personal E-mail	Board/Committee Role	Employment
Kate Blocker	912 Summerfield Ct Lawrence KS 66049	785-393-1980	<a href="mailto:Kate.blocker@expresspros.com">Kate.blocker@expresspros.com</a>	Member and exec committee	Express Employment Professionals
Cynthia Eubanks	2712 Freedom Hill Ct Lawrence KS 66047	785-843-9447	<a href="mailto:ceubanks@winconstruction.com">ceubanks@winconstruction.com</a>	Member	WIN Construction
Linda Jalenak	429 Hutton Cir Lawrence KS 66049	785-766-2401	<a href="mailto:linda@jalenakaccounting.com">linda@jalenakaccounting.com</a>	Member	Jalenak Accounting Services
Alex Norman	621 Nottingham Rd Lawrence KS 66049	412-272-9130	<a href="mailto:Millvalley49@gmail.com">Millvalley49@gmail.com</a>	Member	State Farm Insurance
Cynthia Smith	1560 El Dorado Lawrence KS 66047	785-218-6505	<a href="mailto:smithcynthiak@gmail.com">smithcynthiak@gmail.com</a>	Member	Attorney
Dennis Palmer	1589 El Dorado Lawrence KS 66047	785-760-1859	<a href="mailto:palmerdm@msn.com">palmerdm@msn.com</a>	Member	Burnham Composite Structures
Danette Umholtz	5220 Carson Dr Lawrence KS 66049	785-979-3607	<a href="mailto:dumholtz@douglascountybank.com">dumholtz@douglascountybank.com</a>	Member	Douglas County Bank
Suzi Cammon	2909 Stratford Rd Lawrence KS 66049	785-843-7566	<a href="mailto:ksuziku@hotmail.com">ksuziku@hotmail.com</a>	Member	Lawrence Public Schools (retired)
Erika Zimmerman	417 Florida St Lawrence KS 66044	785-423-1864	<a href="mailto:ezimmerman@bgclk.org">ezimmerman@bgclk.org</a>	Member and exec committee	Boys & Girls Club Lawrence



Name	Personal Address	Personal Phone	Personal E-mail	Board/Committee Role	Employment



Name	Personal Address	Personal Phone	Personal E-mail	Board/Committee Role	Employment

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Lawrence-Douglas County Housing Authority

Mailing Address: 1600 Haskell Ave., Lawrence, KS 66044

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Shannon Oury Phone: (785) 830-2250

Contact Title: Executive Director

E-mail (required): soury@ldcha.org Fax : (785) 842-9596

Date : December 4, 2014

Mission of organization:

To promote quality affordable housing, economic opportunity and a suitable living environment free from discrimination.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

     *New Program or Activity*        X   *Existing Program or Activity*

Name of Program or Activity   HOME TBRA Transitional Housing Program  

Requested \$300,000      Request is 100 % of project budget and 3% of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

This application requests funds for housing assistance to meet the Transitional Housing need for the City's homeless and hard-to-house population. Funds under this project are used to provide both rent subsidies and deposits to private landlords on behalf of low income homeless households for Transitional Housing, or deposit only assistance for homeless households. The level of funding request would restore the level of assistance to that received prior to 2012 and enable LDCHA to assist more households.

## IV. Program/Activity Budget

# City of Lawrence CDBG/HOME Programs Grant Application

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

## II. Narrative

### 1. What is the situation, problem or opportunity this grant will address?

This grant will address the housing needs of the homeless who are not eligible for other local housing assistance. The homeless continue to be a population in need of housing and support services. The Lawrence-Douglas County Housing Authority's (LDCHA) HOME TBRA Transitional Housing Program is the only program in Lawrence that provides the opportunity for permanent housing assistance to homeless individuals and families. To qualify for the program, families must be homeless according to the federal definition of homelessness provided in 24 CFR 91.5 as follows: 1) Literally Homeless: individual or family who lacks a fixed, regular, and adequate nighttime residence; 2) Imminent Risk of Homelessness: individual or family who will imminently lose their primary nighttime residence; 3) Homeless youth, or families with children and youth; and 4) any individual or family fleeing or attempting to flee domestic violence. This application, if granted, will maintain funding for rent assistance and deposits for Transitional Housing for the homeless, or deposit only assistance for homeless families and individuals to allow them to lease a unit through the public housing or Section 8 TBRA program. This program is specifically identified in the City's housing vision.

### 2. How will this grant support the mission of the organization?

The LDCHA mission is to promote quality affordable housing, economic opportunity and a suitable living environment free from discrimination. The LDCHA is the public agency charged with developing affordable rental housing to address the needs of the low income in Lawrence. HOME TBRA funds will be used to provide rent and deposit assistance for Transitional Housing or for deposit only assistance only in order to lease a unit to eligible homeless households.

### 3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification).

This request will be able to support rent and deposit assistance for an estimated 20 homeless families per year for two years. At the end of 24 months of rent assistance, eligible families are transferred to Section 8 assistance. The grant will also support security and utility deposit assistance for 20 homeless families admitted to LDCHA's permanent housing programs. These projects will be carried out in conformance with the existing agency procedures for family public housing and the Section 8 Housing Choice Voucher Program and the MTW Program. For rent assistance, at application, admissions, and annually thereafter all beneficiaries must declare their total household composition, income, list income sources, and provide documentation which is then verified by LDCHA staff with the source (third party verification). One hundred percent (100%) of the families and individuals served are low income.

### 4. What resources are currently available to dedicate to the program, including staff, volunteers, existing funds and community partners?

This program will be carried out in conformance with existing agency procedures for the public housing and Section 8 Housing Choice Voucher Program and the MTW program. These program functions are shared by three agency departments, General Housing (6) and Program and Property Management (4), and the Resident Services Office (6), with a total of 16 staff. In 2012 LDCHA created a housing stabilization initiative through its MTW Plan called Homeless to Housed which enabled the hiring of a Support Services Coordinator to provide case management for Transitional Housing participants, and to maintain a referral program for homeless families. The agency has a long history of partnering with other agencies and entities in order to bring the full range of health, mental health, education, job preparedness and other human services to participants. These entities in-

## City of Lawrence CDBG/HOME Programs Grant Application

clude 13 public and private organizations that provide services and/or funding to address the full scope of issues that confront individuals and families in the course of their lives. The Transitional Housing program will also have access to support services provided by the 6 employees from LDCHA Resident Services Office and the Transitional Housing self sufficiency plans administered by support service agencies listed below.

The LDCHA receives federal rent subsidy directly from HUD to support the rents of low income families participating in the Section 8 program. As administrators of the program the agency earns an administrative fee from HUD which pays for the personnel and non personnel costs to run the program. On the public housing side the agency receives operating subsidy which pays for approximately 30 percent of the annual cost to operate the public housing program. The remainder of the cost is paid for by tenant rents.

### **5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The LDCHA provides rent assistance and in some cases security and utility deposits assistance, and the social service agencies provide the support services that a family or individual needs to help them overcome the problems that contributed to them becoming homeless in the first place. This collaboration of housing assistance and support services keeps a focus on the family and individual to encourage them to learn new skills and behaviors that will help them be successfully and stably housed. Considering that families and individuals who are homeless can have multiple issues, this approach has a greater success rate than in cases where no support services are offered. The HOME TBRA Transitional Housing Program is the only program in Lawrence that provides the opportunity for permanent housing to the homeless. HOME TBRA funds are used for Transitional Housing for the homeless. The LDCHA collaborates with:

- Bert Nash Community Mental Health Center
- Catholic Charities of Northeast Kansas - Douglas County
- Cottonwood, Inc.
- Douglas County Sheriff's Reentry Program
- ECKAN
- Family Promise of Lawrence
- Heartland Community Health Center
- Independence, Inc.
- KC Metro DCF Lawrence Office
- Lawrence Community Shelter
- Strengthening Families Network
- The Salvation Army
- Willow Domestic Violence Center

The LDCHA has been receiving HOME TBRA funds since 1995. In 2011, 21 households were admitted to the program, subsequently due to funding cuts admitted only 14 in 2012, 14 in 2013, and so far in 2014, admitted 10 with several offers pending. This application is to maintain the program and restore funding to pre-2012 grant levels in order to serve more homeless households.

### **6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

Since this program was first funded by the city in 1995 the LDCHA has housed more than 452 homeless families and individuals. Success is measured in several ways. First there is the lease-up rate. This program is always 100 percent leased up and grant funds fully obligated within six months. The

## **City of Lawrence CDBG/HOME Programs Grant Application**

second measure of success is the number of families and individuals who keep and maintain their housing assistance. The success rate of households completing this program between 2008-2012 is 76 percent, which is the average success rate based on the number of families that complete the 24 month program and transfer to permanent housing.

The Mayor's Taskforce on Homeless Concerns recommended to the City Commission that it continue to provide HOME TBRA funds to the LDCHA so that it can continue to provide housing assistance to the homeless. The HOME TBRA Transitional Housing Program is the only program in Lawrence that provides access to permanent housing for the homeless. HOME TBRA has always been a two-year time limited program. After two years the participant is transferred to the Section 8 program. If this grant is not renewed current participants would complete the program and be transferred to permanent housing. However, this would put an end to the agency's primary homeless housing program. The LDCHA does not have a preference for homeless families or individuals on its waiting list for its Section 8 or public housing program, and the average time an applicant stays on the LDCHA waiting list is 18 - 20 months. Additionally, the HOME TBRA Program provides the participant an opportunity to become eligible for the LDCHA's public housing or Section 8 programs when they would otherwise not be eligible.

### **7. What is the organization's timeline for achieving the objectives of the grant?**

HOME TBRA rent assistance funds are time limited and usually sufficient to support a household for 24 months. All funds used for deposit only assistance are provided as a one-time grant.

### **8. What other funding sources have been approached and what have the responses been?**

The LDCHA receives federal rent subsidy directly from HUD to support the rents of low income families participating in the Section 8 program. The LDCHA makes frequent grant applications for additional tenant based rent assistance. In 2013 and 2014 LDCHA applied for Veterans Affairs Supportive Housing (VASH) vouchers and received 20 in 2013 and 10 in 2014. VASH vouchers are part of HUD's initiative to address the homeless veteran population and the vouchers are restricted to use by veterans. This Transitional Housing program has been administered by LDCHA consistently with all other LDCHA housing programs.

## Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
General Housing Director	\$40.96 X 2,080 X 3%	2,556		2,556
Initial Housing Specialist	\$17.15 X 2,080 X 3%	1,070		1,070
Housing Inspector	\$25.07 X 2,080 X 3%	1,564		1,564
PPM Coordinator	\$17.74 X 2,080 X 3%	1,107		1,107
Finance Director	\$40.96 X 2,080 X 3%	2,556		2,556
Business Office Assistant	\$22.53 X 2,080 X 3%	1,406		1,406
Employer Fringe Benefits	\$10,259 X 25.27%	2,592		2,592
Total Salaries & Employer Fringe		12,851		12,851
				-
Other (specify below)				-
<b>COMMUNICATIONS</b>				
Telephone		207		207
Sundry		457		457
Accounting Fees		22		22
Audit Fees		117		117
Office		244		244
Administrative Contracts		483		483
<b>SUPPLIES</b>				
Office				-
Equipment				
Space Rental				-
<b>OTHER COSTS (specify below)</b>				
<b>TOTALS</b>		<b>14381</b>	<b>0</b>	<b>14381</b>



**LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
2014-2015**

Chair: **William Fleming** June 2018  
5108 Stonewall Court (2<sup>nd</sup> Term)  
Lawrence, KS 66047 Douglas County Appointee  
Attorney,  
Treanor Architects

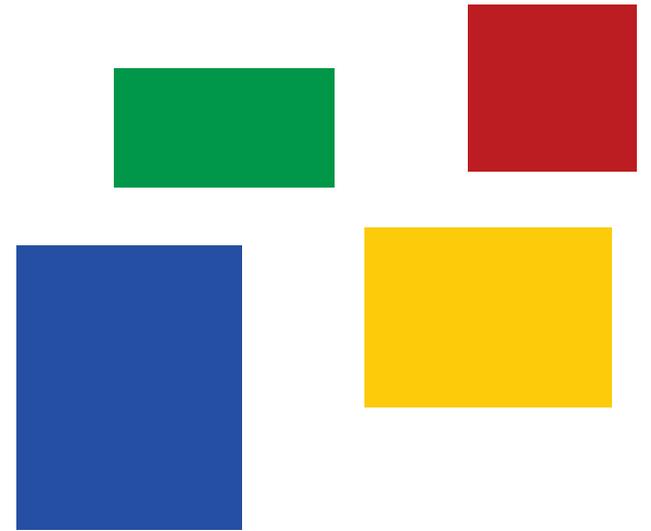
Vice Chair **Brenda O'Keefe** June 2016  
1218 Main St (2<sup>nd</sup> Term)  
Eudora, KS 66025 City of Lawrence Appointee  
Human Service Specialist,  
Kansas Dept of Children and Families

**David Clark** June 2015  
5220 Thorn Tree Court (2<sup>nd</sup> Term)  
Lawrence, KS 66049 City of Lawrence Appointee  
Senior Vice President,  
Great American Bank

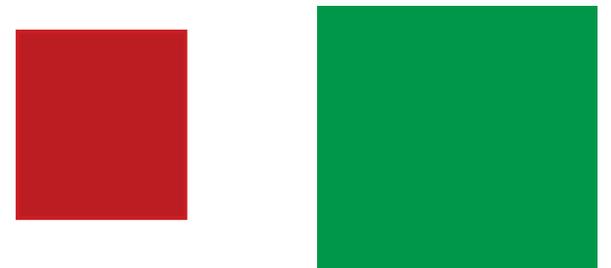
**Sue Hack** June 2017  
1968 Carmel Drive (2<sup>nd</sup> Term)  
Lawrence, KS 66047 Douglas County Appointee  
Director of Leadership Lawrence,  
Lawrence Chamber of Commerce

**Bronson Star** June 2018  
4820 Bob Billings Parkway (1<sup>st</sup> Term)  
Lawrence, KS 66044 City of Lawrence Appointee  
Detective Sergeant  
Lawrence Police Department

Lawrence-Douglas County  
Housing Authority



Annual  
Report  
Fiscal Year  
2013



## Mission

To promote quality affordable housing, economic opportunity and a suitable living environment free from discrimination.

## 2013 Board of Commissioners

- David Clark, Chair
- William Fleming, Vice-Chair
- Sue Hack
- Brenda O'Keefe
- Allen Humphrey

## Message from the Executive Director

The Lawrence-Douglas County Housing Authority (LDCHA) is one of the nation's most progressive housing authorities, and has created a unique, locally driven program that meets the specific housing needs of our participants through the Moving To Work (MTW) demonstration program. MTW designation gives the LDCHA the flexibility to provide affordable housing and opportunity to participants to increase their self-sufficiency, whether that is facilitating the elderly or persons with disabilities to live independently, or assisting working families to become economically independent.

In 2013 LDCHA faced serious funding challenges caused by the federal budget cuts due to Sequestration. Despite these funding cuts, LDCHA worked hard to minimize the impact of these cuts on its participants. LDCHA is the largest provider of affordable housing in the City and County, and proudly served 1,225 households in 2013, including seniors, disabled individuals, working families and children. LDCHA remains committed to its core mission and to seeking innovative solutions to the community's affordable housing needs.

- Shannon Oury, Executive Director

## History

The Lawrence-Douglas County Housing Authority (LDCHA) is an independent agency of the City of Lawrence and Douglas County, and is governed by a five-member commission, three appointed by the Mayor of Lawrence and two by the Douglas County Commission. Day-to-day operations are managed by an Executive Director, and a staff of 39. The LDCHA has been designated a High Performing agency by HUD since 1992.

The LDCHA's primary role is as a housing developer and provider, it has the authority to plan, construct, maintain, operate and manage affordable housing developments in Lawrence and Douglas County; to enter into contracts with local, state and federal governments for funds to construct, acquire, or provide housing and housing assistance for the low income and to enter into public-private partnerships and joint ventures, including the creation of a not-for-profit organization, in order to secure funds and contracts for affordable housing development.

## 2013 Accomplishments

- Operated 8 different housing programs with a budget of **\$7.5 million**.
- Served **1,225** households, **2,439** individuals, including **922** children.
- Paid **\$3.9** million in rent assistance to private landlords.
- Assisted 7 participants to purchase a home.
- Assisted 20 formerly homeless households through the City HOME Transitional Housing program, and 22 through the State HOME program.
- Maintained safe and decent housing by completing 1,931 Housing Quality Standard or HUD standard inspections.
- LDCHA was awarded 20 new VASH Vouchers for use by homeless veterans in Lawrence or Douglas County.

## Moving To Work

In 1999 the LDCHA was selected as one of the initial 23 housing authorities to participate in the Moving to Work Demonstration program (MTW), a Congressional Demonstration program that grants broad waivers from federal housing regulation for the purpose of moving households to work. Since 1999 the agency has adopted a number of initiatives aimed at meeting this objective, including the initial adoption of a new rent structure and work requirement for all non-elderly/ non-disabled adults.

The LDCHA has achieved great success in facilitating the transition of residents to work. In 2013, of the 478 households participating in the MTW rent structure, all are working, attending post secondary school or engaged in work related activities. There were no terminations related to a resident's failure to meet the work requirement. A secondary initiative of the program is to move families to homeownership, and 64 households have purchased homes since 2002.

# Committed to Excellence - 2013 Highlights

## NAHRO Agency Merit Awards

ZOMBIE Initiative & Resident  
Services Employment Center

LDCHA received two national awards for its programs from the National Association of Housing Redevelopment Officials



In April the LDCHA, City of Lawrence and Landlords of Lawrence cosponsored a program on the Fair Housing Act in celebration of Fair Housing Month.



## Positive Bright Start

A new preschool, Positive Bright Start, was opened at Edgewood Homes, replacing a program lost in May due to federal cuts resulting from Sequestration. Positive Bright Start, operated by Douglas County Child Development Association (DCCDA), serves 12 children between the ages of 3 and 5. LDCHA provides two rent free units in exchange for DCCDA providing scholarships and access to LDCHA participants. LDCHA is very excited about this partnership because it maintains a valuable service for participants, provides special therapeutic preschool placement, and maintains child care options for the wider community.

## United Way Employee Participation Silver Award



## Born Learning Trail Dedication

The LDCHA, Chamber of Commerce, Douglas County Community Foundation and United Way celebrated the opening of the Born Learning Trail with a Ribbon Cutting Ceremony and ice cream party.



# Committed to Our Community

The LDCHA staff is committed to providing quality service to our housing communities and to the broader Lawrence-Douglas County community. LDCHA believes it has a powerful role to play in strengthening our communities, and our authentic desire to make a meaningful impact is at the heart of our daily work and community involvement. In 2013 staff was involved in the following organizations that influence our residents and our community.

- Shannon Oury, Executive Director, served on the **Douglas County Emergency Management Advisory Board** which provides leadership and coordination for preparedness, response and recovery efforts in Douglas County, is Chair of the Douglas County chapter of the **American Red Cross**, and attended the Kansas Community Leadership Initiative Summit. She was also a presenter at Homelessness and Housing: Public Conversation.
- Laurie Hooker, Support Services Specialist, serves on the **Homeless Issues Advisory Committee**.
- Milton Scott, Director of Program and Property Management, served on the **Boards of Douglas County Community Corrections** and the **Douglas County Youth Services Advisory Board**.
- Chris Lempa, Douglas County Housing, Inc. Coordinator, served as a member of **LiveWell Lawrence** and as Chair of the **New York Elementary School Site Council**. He is a member of the **2014 Leadership Lawrence** class.
- Mary Orem, Youth Case Manager, served on the **LiveWell Lawrence Healthy Kids Workgroup**.
- Carrie Lindsey, Director of Resident Services, is Vice Chair of the **Regional Transportation Advisory Committee**, and member of the **United Way Affordable Housing/Gainful Employment Initiative** subgroup. She was a presenter at the KDHE Chronic Disease Risk Reduction Summit-Smoking Bans in Public Housing.
- Gayle Sigurdson, Elderly Services Coordinator, served on the **Douglas County Coalition on Aging Board**, the **Human Services Advisory Board for Washburn University**, and chairs **Kaw Valley Older Women's League (OWL)**.
- Ruth Lichtwardt, Executive Assistant, served on **Together Prepared**, a coalition of agencies formed to ensure that vulnerable populations in Douglas County are included in emergency planning.



*LDCHA employees sponsor a raffle with all proceeds donated to United Way at our annual Employee Appreciation Lunch. Voluntary paycheck donations and this event raised over \$1,100 in 2013.*

# Committed to LDCHA Property

## Property Maintenance

The LDCHA is committed to maintaining its property in excellent condition. It accomplishes this with an expert maintenance staff that provides excellent service to tenants, including a 24-hour emergency service. The Maintenance Department performed 1,940 work orders and 87 emergency work orders in 2013. The LDCHA spent \$357,079 on maintenance and capital improvements. There is a preventative maintenance schedule for the public housing property LDCHA manages with an annual grant from the Capital Fund Program. Every year staff seeks input from residents on projects and property needs for the various properties.



## Energy Performance Contract

In June of 2011, the LDCHA completed a \$1.5 million comprehensive energy improvement project at its public housing sites, and began realizing the energy savings that will repay the investment over a 20-year period. The 2013 performance results of the Energy Savings Contract demonstrate that the actual savings surpassed the guaranteed estimates of \$80,533. The actual savings realized were \$117,141.



One major project replaced siding and gutters on 8 units on Rhode Island Street.

## Born Learning Trail

Creating a living environment that is accessible and encourages a healthy lifestyle for participants is a priority for LDCHA. In 2013 in partnership with the United Way and with funding from the Douglas County Community Foundation, a Born Learning Trail was installed at Edgewood Homes, spread out along the sidewalks. The path includes ten signs that provide teaching moments for young children and their parents. The signs offer activity suggestions and "Trail Tips" such as talking and singing with children which teaches them words and gets them ready to read.



# Housing Programs

## Public Housing

The LDCHA operates and manages 363 public housing units located across the city in six different developments.

In 2013 the public housing program served a monthly average of 354 families for an occupancy rate of 98%.

### Edgewood Homes/Scattered Sites:

The LDCHA has 130 units at Edgewood Homes and 94 scattered site units.

### Edgewood Homes households:

- Average income - \$13,821
- Average household size - 2.4
- Average rent paid - \$275

### Scattered Site households:

- Average income - \$24,418
- Average household size - 3
- Average rent paid - \$308

### Senior Housing:

The LDCHA has two properties that are designated as Senior Housing - Babcock Place with 120 units and Peterson Acres I with 25 units.

LDCHA Housing Programs							
Public Housing	Section 8	State HOME	City HOME	HOPE Building	Clinton Place	Peterson Acres II	Douglas County Re-Entry
1972	Housing Choice Voucher Assistance	Tenant Based Rental Assistance	Supportive Housing	Supportive Housing	Multi-family Housing		
Edgewood Homes 1972 130 Units	1977	1992	1995	2005	2006	2007	2009
Babcock Place 1973 120 Units	50 units	15 Units	25-30 Units	6 units	58 Units	8 Units No Subsidy Allocation	5 Units
Scattered Sites 1984 - 1992 94 Units	↓					<b>VASH Vouchers</b> Veterans Affairs Supportive Housing	
Peterson Acres I 1995 25 Units	2000 592 Units					2013	
Total Units 369	↓ 2012 732 Units					20 Vouchers	
2013 Subsidy: \$666,818	2013 Subsidy: \$ 4,738,202	2013 Subsidy: \$110,000	2013 Subsidy: \$176,970	2013 Subsidy: \$93,388	2013 Allocation: \$249,098	2013 VASH Subsidy: \$36,737	2013 Allocation from Reserves: \$8,561

### Babcock Place households:

- Average income - \$15,510
- Average household size - 1.1
- Average rent paid - \$312

### Peterson Acres I households:

- Average income - \$15,147
- Average household size - 1
- Average rent paid - \$202

### Public Housing Financing:

The federal government originally financed the development of all the

LDCHA's public housing units. The City of Lawrence owns all LDCHA property. Management and operations are financed primarily through tenant rental income which provides 60% of the operating budget. Approximately 32% of the LDCHA's operating revenue comes from federal operating subsidy. The LDCHA receives no direct City or County financial support for the public housing units.

## Section 8 Rental Assistance

The LDCHA has operated the Section 8 Rental Assistance Program since 1977 and is authorized to provide 732 vouchers of rent assistance that allow eligible households to rent from the private sector rental market. Section 8 tenants pay a fixed annual rent within the MTW structure which sets minimum and maximum rents. Non-MTW tenants pay 30% of adjusted gross household income toward the contract rent less an allowance for utilities. Only elderly or disabled participants are exempt from the MTW rent structure.

The subsidy allocation for Section 8 programs for 2013 was reduced by 6.10%, but through careful management the agency was able to end the year with a slight surplus. Unfortunately the funding cuts meant that LDCHA was not able to issue all available vouchers. Historically since becoming an MTW agency, LDCHA has never issued less than 100% of its voucher allocation. In 2013 the agency only issued 98% of its vouchers.

Over the course of 2013 the LDCHA provided Section 8 assistance in Lawrence and Douglas County to 814 households and spent \$3.9 million in

federal rent subsidy paid to 260 private landlords on behalf of these households.

### Section 8 households:

- o Average income - \$16,310
- o Average household size - 2
- o Average rent paid, \$283

Once the tenant portion of rent equals the contract rent for six consecutive months, the tenant terminates from the program. Maintenance of the property is the landlord's responsibility but is monitored annually by LDCHA through an inspection process.

## VASH Vouchers

Under this special program, LDCHA issues HUD Veterans Affairs Supportive Housing (HUD-VASH) vouchers based on referrals from the Veterans' Administration (VA), then the VA provides case management and other services for each veteran.

In 2013, LDCHA successfully housed 27 veterans and their families using 20 HUD-VASH vouchers awarded to LDCHA in July plus 7 portable VASH vouchers from other jurisdictions.



HUD-VASH is a key component of HUD's strategy to end homelessness among veterans by 2015.

## HOME Rental Assistance

The City of Lawrence and the State of Kansas are recipients of HOME Program funds. These funds expand low-income housing opportunities for the homeless and for special populations that face housing challenges.

The LDCHA receives funds directly from the City for its Transitional Housing program to provide rental vouchers to homeless families and individuals who otherwise would not qualify for housing assistance. In 2013 the LDCHA provided an average of 20 units of assistance monthly and paid \$158,314 in rental subsidies to landlords. This number is down significantly from prior years due to cuts in the HUD funding for this program. Previ-

ously LDCHA funded 25 - 30 units of assistance per year.

The Transitional Housing program requires a case management component to increase the likelihood of these households remaining stably housed. Admission to the HOME programs is through a referral process from local service agencies that have entered into partnership agreements with the LDCHA to provide case management services. Eleven agencies have Transitional Housing agreements with LDCHA. The program provides participants the opportunity for permanent housing, and in 2013, 23 households completed the 24-month Transitional Housing Program and were issued a regular Section 8 voucher.

The Bert Nash Community Mental Health Center is the recipient of a state HOME grant to provide rent assistance to its clients. The LDCHA administers these grants and maintains a separate waiting list which is controlled by the Bert Nash Center. In 2013 this program provided an average of 22 units of assistance monthly and paid \$102,625 in rental subsidies to landlords through this program.

## HOPE Building Supportive Housing Program

HOPE Building is a permanent housing program with support services for 6 chronically homeless individuals with mental health and substance abuse disabilities. The program offers one bedroom and single room occupancy units to eligible individuals. Mental health and substance abuse services are provided by the Bert Nash Center and by DCCCA. HOPE Building opened in 2005, and is funded through an annual continuation grant under the Continuum of Care Program.

## Clinton Place

The Multifamily Housing program is a HUD sponsored affordable housing program that was implemented in the 1970s as a 20-year loan guarantee program for private developers to



build and operate low income housing. As the loan periods came to an end, many developers opted out of their contracts, returning their property to the market rate rents. Where this happened, the affordable housing units were lost to the community. Some properties fell into disrepair and became troubled properties.

In December 2006 the LDCHA bought Clinton Place Apartments which was classified by HUD as a troubled development. By purchasing Clinton Place, the LDCHA retained this property as affordable housing for the community.

In 2008, the agency completed comprehensive renovations for a total cost of \$1,167,183, and by the end of March 2009 the facility was rented at full capacity.

Residents are provided various programs including writing workshops, healthy cooking, painting classes, and a community garden.

In 2013, the Clinton Place occupancy rate was 99%

- Average income - \$13,883
- Average household size - 1
- Average rent paid - \$227

## Peterson Acres II

In 2007 the agency completed construction of Peterson Acres II, an eight unit completely handicapped accessible development. The units are restricted to occupancy by seniors or near senior, defined as individuals over 50 years old. There is no direct subsidy attached to these units al-



though Section 8 senior households may use their assistance. Non-assisted households pay a monthly fixed rent based on a sliding scale schedule.

### In 2013:

- Average income - \$20,523
- Average household size -1.3
- Average rent paid by assisted households - \$372

## Douglas County Re-Entry Rental Assistance

In 2009 the LDCHA launched a small housing demonstration program in collaboration with the Douglas County Sheriff's Office under its inmate re-entry program. Under this program the LDCHA provides up to 5 housing vouchers to Douglas County Correction Facility inmates being released to the community participating in the re-entry program. In 2013 the LDCHA provided assistance to 2 individuals. A total of \$8,561 in monthly subsidy was paid on behalf of these individuals. Issuing additional vouchers in this program was suspended in March of 2013 due to funding cuts resulting from Sequestration. Funding continued for existing participants. The LDCHA intends to fully reactivate this program when sufficient funding is available.



## Education Programs

The LDCHA has offered a Renters Education Program since November 2002. Prospective tenants learn what is required to be a successful renter. The classes are open free of charge to all LDCHA tenants and applicants. A total of 1,448 people have attended the program and 1,139, or 78% of attendees, have earned a certificate of completion. LDCHA applicants who have no independent residential history can qualify for the General Housing waiting list by completing the Renters Education Program. In 2013, 47 individuals attended the program and 44 earned certificates of completion.



## Households Housed from the Waiting List in 2013

At the end of 2013, there were 485 applicants on the various LDCHA waiting lists, and 194 households were housed during the year.

	Public Housing	Section 8	Section 8 VASH	HOME	Clinton Place	TOTAL
Elderly	17	7	1	0	5	30
Disabled	12	35	15	14	1	78
Single Non-elderly, Disabled	5	11	1	5	0	22
Family Households	30	26	1	7	0	64
Total Move-Ins	64	79	18	26	6	194
Households with Minors	33	27	4	9	0	73
% with Minors	52%	34%	22%	35%	0	38%

## LDCHA Active Tenants

At the end of 2013, the LDCHA was assisting 1,211 households from the following demographic groups.

	Public Housing+	Section 8*	HOME	Clinton Place/Baldwin	HOPE Bldg.	VASH	Total	%
Elderly	141	148	0	45	1	1	336	28%
Disabled	71	319	19	17	5	15	446	37%
Family	151	261	15	0	0	2	429	35%
Program Total	363	728	34	62	6	18	1,211	100%

+ Includes Peterson Acres II - sliding scale.

\* Includes Portable Vouchers administered.

## Average Wait Time for Housing in 2013

Public Housing	Section 8	Section 8 VASH	HOME	Clinton Place
11 months	19 months	1 month	11 months	7 months

# Committed to Participants - Resident Services

The Resident Services Office (RSO) offers a one-stop resource center for all participants with the goal of increasing their self sufficiency by offering crisis intervention, employment, and financial literacy services.

## Family Self-Sufficiency Program & Case Management

The support services provided are designed to increase self-determination, economic stability, and are funded through HUD's Housing Choice Voucher and Public Housing Family Self-Sufficiency grants and the ROSS Service Coordinator grant. RSO assisted 390 individuals in 2013.

Individual services available include case management, counseling, substance abuse treatment, parent education and therapeutic support groups. RSO also assists with locating emergency resources and referral services.

- Resident Services was awarded \$235,819 in HUD grant funds.
- 5 Transitional Housing households receiving case management successfully transitioned - 3 into permanent Section 8 housing and

2 from the waiting list into the Transitional Program.

- 57 elderly and disabled families remained independently housed.
- 169 children aged birth to six in 118 families received Early Childhood Housing Case Management services.

## Employment Center

RSO provides a full service Employment Center that includes strength and barrier analysis, on-site computer lab, workshops, employment training, post-secondary and vocational education opportunities, tutoring and budgeting. During 2013 tenants achieved the following successes:

- 96 obtained a job and kept a job.
- 22 families reduced their TANF benefits after finding employment.
- 9 clients attended and 2 completed a GED or diploma program.
- 4 clients completed a certification program including Certified Nurse, Medical Aid and CDL .

- 9 are in enrolled in and 2 completed a 2 - 4 year education program, and 1 client completed graduate school.



## Homeownership & Financial Literacy

The LDCHA, as part of its MTW program, created a down payment fund to assist MTW participants to purchase a home.

- 7 families purchased homes in 2013, and used the \$3,000 MTW Down Payment Matching Grant.
- 21 families successfully transitioned into unsubsidized housing.

## Elderly Services

The LDCHA is committed to helping elderly residents continue living independently as they age. Three LDCHA housing developments are specifically designated for older adults: Babcock Place, a 120 apartment high-rise, and Peterson Acres I and II, with 33 units.



*Babcock Place celebrated its 40th Anniversary on September 27.*

There is a Resident Services office at Babcock Place that serves as the resource center for all elderly public housing residents, including:

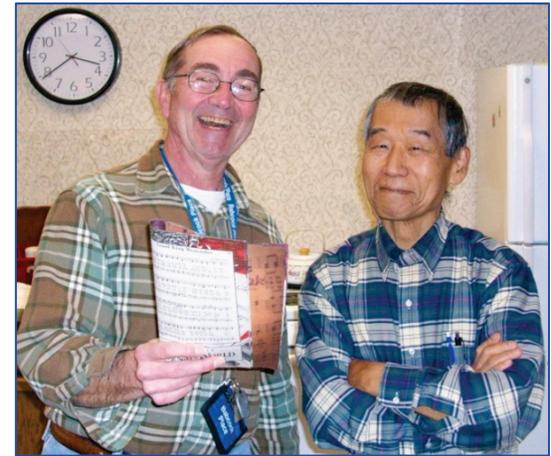
- o **Information and Referral** for in-home assistance, insurance benefits, tax preparation and access to benefits.
- o **Transportation Services** are available four days a week and pro-

vided over 200 trips to residents in 2013.

- o **Wellness Programs** include daily exercise programming, wellness screenings, and education.
- o **Nutrition Assistance** including congregate meals, education programs and commodity distribution to 70 tenants.
- o **Leisure and Community Programs** provide social support and a connection to the broader community.



The Babcock Tenant Association sponsors social programs and entertainment. Arts programs include exhibits, music and drama at the Lied Center, Theater Lawrence and civic productions.



The Residents of Babcock Place received a Preparedness Partner Award from Douglas County Emergency Management in recognition of the large number certified as Community Emergency Response Team (CERT) members, and the many hours of volunteer time in supporting the annual Preparedness Fair.



In 2013 Douglas County Housing, Inc. provided free programming to 105 low income children and youth receiving housing assistance. Our programs continue to focus on promoting positive lifestyle choices and self image.

**ZOMBIE Health & Wellness**

**Z**oning **O**utside **M**ovement **B**ody Image **I**ngredients **E**xercise (ZOMBIE), in its second year, the health initiative expanded to include the ZOMBIE Club. Youth were encouraged to track their physical activity, nutrition, hygiene and sleep habits. They earned prizes and special recognition for their efforts and collectively reached over 1,000 hours of physical activity!

Through a grant from the Douglas County Community Foundation, ZOMBIE was expanded to include **Lessons**, a program that expanded the availability of financial scholarships to provide access to specialized programming not otherwise available to LDCHA youth. With this program we confronted both financial and non-

financial barriers to provide the opportunity to participate in a variety of community based activities. This included distributing summer bus passes and instructing youth on how to use the bus system.



A new partnership with the Applied Behavioral Science Department at the University of Kansas expanded physical activity options and introduced **PLAY** (Preferred Leisure Activities for Youth).

The 2<sup>nd</sup> Annual ZOMBIE Walk/Bike/Run hosted 100 youth and their families for a day of fun activities and exploration on the recently installed ZOMBIE and Born Learning trails at Edgewood Homes. Local businesses supported the event through donations of food and prizes.

Through this program, youth have been exposed to activities that allow them to improve their physical and emotional well-being in an environment that promotes a positive self-image.

**Other Program Components**

- One-on-one and small group tutoring and mentoring programming.
- An open computer lab and computer tutoring.
- Community field trips.
- Art programming expanded to include photography, painting and podcast projects.
- Teen mentoring and volunteer program, “Teen Scene” assisted in the planning, creation and opening of the Born Learning Trail.
- Nutrition workshops and healthy daily snacks.



# 2013 Financial Statements

## Statement of Operating Receipts and Expenditures for Year Ending December 31, 2013

<b>PUBLIC HOUSING PROGRAMS</b>	
<b>Operating Receipts</b>	
Rental Income	1,249,370
Interest Income	7,755
Other Income	177,864
HUD Subsidy	<u>666,818</u>
	\$2,101,807
<b>Operating Expenditures</b>	
Total Administrative	614,646
Tenant Services	113,715
Utilities	282,467
Ordinary Maintenance	639,365
Protective Services	13,056
Insurance	177,369
PILOT	95,600
Collection Losses	16,679
Other General Expense	0
Non-Routine Maintenance	3,260
Capital Expenditures	0
Prior-Year Adjustments	<u>0</u>
	\$1,956,157
Operating Income or (Deficit)	\$145,650

<b>SECTION 8 MTW</b>	
<b>Operating Receipts</b>	
Interest Income	7,290
Annual Allocation	4,738,202
Fraud Recovery	2,643
Admin Fees Earned	<u>51,519</u>
	\$4,799,654
<b>Operating Expenditures</b>	
Housing Assistance Payments	3,978,343
Administrative Costs	691,070
Audit Costs	6,807
MTW Initiatives	<u>103,759</u>
	\$4,779,979
Operating Income or (Deficit)	\$19,675

<b>CLINTON PLACE</b>	
<b>Operating Receipts</b>	
Rental Income	150,353
Interest Income	582
Other Income	4,271
HUD Subsidy	<u>249,098</u>
	\$404,304
<b>Operating Expenditures</b>	
Total Administrative	98,667
Tenant Services	1,534
Utilities	34,962
Ordinary Maintenance	53,922
Protective Services	0
Insurance	15,442
PILOT	0
Collection Losses	0
Other General Expense	0
Non-Routine Maintenance	16,414
Capital Expenditures	25,065
Prior-Year Adjustments	<u>0</u>
	\$246,006
Operating Income or (Deficit)	\$246,006

<b>PETERSON ACRES II</b>	
<b>Operating Receipts</b>	
Rental Income	51,653
Interest Income	125
Other Income	<u>161</u>
	\$51,939
<b>Operating Expenditures</b>	
Total Administrative	5,577
Tenant Services	0
Utilities	0
Ordinary Maintenance	3,191
Protective Services	0
Insurance	3,030
PILOT	0
Collection Losses	0
Other General Expense	0
Non-Routine Maintenance	379
Capital Expenditures	0
Prior-Year Adjustments	<u>0</u>
	\$12,177
Operating Income or (Deficit)	\$39,762



# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Tenants to Homeowners, Inc.

Mailing Address: 2518 Ridge Court; #103 Lawrence KS 66046

Agency Address, if different than above: \_\_\_\_\_

Contact Name: Rebecca Buford Phone: (785) 760-2058

Contact Title: Executive Director

E-mail (required): rbufordefird@yahoo.com Fax : (785) 842-7570

Date : 12.9.2014

Mission of organization:

To empower tenants to become homeowners through programs for education, construction and creative financing and to create a permanent stock of affordable housing stewarded by the Lawrence Community Housing Trust.

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 10, 2014.**

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

     *New Program or Activity*       *Existing Program or Activity*

Name of Program or Activity: **CHDO Project Funds**

Requested \$60,000.00 or 15% HOME Request is 3 % of project budget and 2% of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

### Fifty-word summary description of the program or activity:

TTH will utilize allocated 2014 project funds and 2015 project funds to subsidize construction of the 14 unit CSC housing development to provide aging in place retirement housing for seniors with modest pensions. A Kansas HOME CSC allocation of \$425,000 requires a City HOME fund match of over \$100,000. 2014 CSC ground breaking was delayed due to leveraging a \$420,000 FHLB grant awarded in September 2014. Due to continued Federal HOME fund reductions, the combined 2014 and 2015 project funding would meet the gap in required local match as we begin the project in 2015.

## IV. Program/Activity Budget

## **City of Lawrence CDBG/HOME Programs Grant Application**

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2014

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Tenants to Homeowners, Inc.

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Contact Title: Executive Director

E-mail (required): rbufordefird@yahoo.com Fax : (785) 842-7570

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Mission of organization:

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Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

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2. How will this grant support the mission of the organization?
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7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

     *New Program or Activity*        X   *Existing Program or Activity*

Name of Program or Activity: CHDO Operating Funds

Requested \$20,000 or 5% HOME allocation Request is 12 % of project budget and 1 % of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

## Fifty-word summary description of the program or activity:

TTH provides homebuyer education, stewards 74 current Trust homes & manages resales while adding 8 new homes and the 14 unit Cedarwood Senior Cottages. TTH completes all funder reporting and manages 54 rentals for low income families with a staff of four and a small administrative budget, and asks for HOME funds to support operating expenses, as 100% of our services directly meet the housing goals of the federal funds.

## IV. Program/Activity Budget

**City of Lawrence CDBG/HOME Programs  
Grant Application**

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

We have combined the answers for CHDO set-aside project funds (\$60,000) and CHDO set aside operating funds (\$20,000), as they are interconnected. This allows us to report on all building programs and the way operating funds are critical for the success of all projects. This way we don't repeat ourselves and our answers for both are kept to 6 pages rather than 8 allowed. Thank you!

**1. What is the situation, problem or opportunity that this grant will address?**

The grant addresses the continued need for affordable housing in Lawrence. Since the National Housing Act of 1937 the conventional public policy indicator of housing affordability in the US has been the percent of income spent on housing. The Department of Housing and Urban Development (HUD) considers families who spend more than 30% of their income on housing to be "housing cost burdened," because they may have difficulty affording necessities such as food, transportation, child care and medical care. According to the latest American Community Survey of Lawrence, 41% of Lawrence households are housing cost burdened. With an average August 2014 sale cost of \$192,846 for traditional Board of Realtor homes, current Nerd Wallet data estimates that average Lawrence homeowners spend 39% of monthly income on their mortgage. The Lawrence CHAT report estimates that the demand for owner occupied housing at a cost below \$130,000 will reach 169 units annually through 2015.

According to the current City of Lawrence 2013 – 17 Consolidated Plan, 9900 rental households are cost burdened, with 6200, including 730 elderly households, paying over 50% of their monthly income for housing. A 2013 Out of Reach study of housing costs estimates the disparity between demand for affordable, accessible, well-maintained rental housing for low income residents, particularly seniors, versus the number of units available, will continue to grow until 2030. With an average Fair Market cost of \$819 per month for a two bedroom apartment, a household would need to earn a minimum of \$15.90 per hour for a 40 hour work week or \$2,756 in a monthly pension in order to avoid being housing cost burdened.

Tenants to Homeowners, Inc. (TTH) has increased homeowner subsidy in order to accommodate asset building through homeownership among workers with modest incomes. TTH data shows a majority of 2013 homeowner families earning less than 60% of median income. TTH has also used funds to acquire or develop permanently affordable rentals. The average TTH renter household earns 31% of median income and 67% of all tenant households have rented from TTH for over 5 years. TTH is committed to addressing continued housing affordability by developing homeowner and rental housing for Lawrence households earning modest incomes. Unlike most down payment assistance programs for lower income buyers, through the Lawrence Community Housing Trust Program (LCHT), each subsidy dollar locked into developing a homeowner unit is permanently locked in, serving many households through multiple resales. This year TTH has had a record number of seven resales, with an average sale price of \$108,850. Project funds used for rentals also permanently lower rental costs, ensuring TTH can provide below market rent from one tenant household to the next. Every TTH-built home can be visited by those with limited mobility, and 30% are fully accessible. As the first Energy Star certified developer in Lawrence, TTH builds homes to strict efficiency standards that lower utility costs for buyers and renters alike. TTH has won several Energy Star efficiency awards, as the average new TTH home saves \$150 per month in utility costs – another sign of housing affordability.

## 2. How will this grant support the mission of this organization?

This grant will directly fund the continued development of affordable, energy-efficient homes and the administration of the Housing Trust that enables them to remain permanently affordable. TTH currently has lots on LaSalle & Rhode Island that will be used to develop owner occupied housing, and is rehabilitating a home in the Brook Creek neighborhood. TTH's goal continues to be building or rehabbing at least 10 units annually, as the trust continues to consider investments in infill/rehab projects located in low-mod neighborhoods. In spring of 2015 TTH will address the growing need for senior housing by breaking ground on the Cedarwood Senior Cottages (CSC). With County Commission land conveyance at 2500 Cedarwood, along with preliminary City Commission site plan approval, TTH is able to create 14 affordable senior townhomes, giving the agency a capacity to develop an additional 20 units of affordable housing in trust with the aid of requested HOME and already allocated Federal Home Loan Bank and State of Kansas affordable housing funds.

According to a 2010 AARP study, 40 million adults (1 in 12) are 65 or older. By 2020 that number is expected to double and HUD projects that the growing need for affordable senior rental housing will not abate until 2030. The local Retiree Attraction and Retention Task Force released a 2012 report detailing the importance of housing for retirees. It concluded that "older people want affordable and appropriate housing" and a current weakness in efforts to attract or keep retirees was "an insufficient number of income sensitive housing options." It identified TTH's proposed CSC Development as an example of an affordable housing option that would meet all the identified needs for local retirees with moderate monthly incomes including: affordability; sustainability; privacy; smart technology and a proximity to transportation and community services. With the addition of 14 cottages, two-thirds of all TTH rental housing will be fully accessible with access to transportation and community services. In addition, the project would contribute to the revitalization of the low to moderate income neighborhood surrounding the United Way Center (UWC). With site plan upgrades to housing and infrastructure, this development will not only provide critical housing for seniors, but will improve area drainage and parking that will increase access to public services provided by the 16 nonprofit agencies at the UWC. TTH is judicious in its best use of funds to create the most units of housing in trust. CSC would not only be the largest rental housing project to date, but the rental development most targeted to an identified community housing need that will only continue to grow.

In the 2013-14 fiscal year, TTH not only sold 10 LCHT homes and created 1 new rental home in North Lawrence, but also provided community workshops to 694 attendees, 29 pre-qualification sessions, 80 pre- and post-purchase counseling sessions, 3 LCHT resale transactions, 103 tenant counseling sessions and at least 10 tenant calls requiring case management each week. So the request for CHDO operating funds supports TTH efforts to provide homebuyer and tenant education to the community, pre- and post-purchase counseling to prospective LCHT buyers, new construction development in low-mod neighborhoods, and stewardship of 74 owner-occupied and 54 rental units currently in trust. TTH's duties include administering the LCHT Program, supporting homeownership with maintenance workshops, newsletters and emergency funds and helping LCHT owners resell their homes to other income-eligible buyers. This stewardship is why there has never been a foreclosure on a LCHT home.

CHDO operating funds also help TTH staff to manage an additional 54 affordable rentals that serve tenants under 80% of median family income (MFI), although more than half have disabilities and incomes under 30%. 67% of all tenants have rented from TTH for over 5 years. The high rental retention rate requires well trained staff that can maintain the properties and

provide supportive services to tenants in crisis. Rental referrals are made from a number of nonprofit community partners including the Lawrence-Douglas County Housing Authority, Independence Inc., Catholic Charities, Centro Hispano, the Lawrence Community Shelter, Bert Nash, Willow, and Family Promise.

**3. How many people will be served by this grant and what percentage are low to moderate income?**  
TTH currently serves 294 individuals by providing their affordable owner-occupied and rental housing. Of the 294 individuals living in LCHT housing, 115 are children (39%). 194 individuals in 74 families are homeowners in trust. TTH will add 8 families next year through the sale of 3 houses currently on the market and 5 in development. Because these homes stay in trust and their subsidy is recycled, the grant will serve many families long after the initial buyers move. Since many LCHT homeowners move in 5 years, an additional 8 homes have the potential to serve 80 households in 50 years. All TTH homebuyers have incomes under 80% MFI. Prospective buyers must certify income with TTH staff using third-party documentation. The LCHT legal agreement stipulates homeowners can only resell to other income-eligible households.

TTH also currently serves 100 individuals, 34 of whom are children, leasing 54 rental units. All TTH tenants must have incomes below 80% MFI (some units are further restricted), though most earn under 30% MFI and are provided affordable housing that is commensurate with their modest monthly incomes. Income is documented initially at the time of application and annually thereafter at lease renewal using pay stubs or documentation of permanent annual benefits and financial balance statements. TTH will add 14 units of rental housing this year to serve seniors (age 62+) with the completion of CSC.

Beyond providing direct housing for families, TTH educates over 400 individuals yearly regarding housing retention and the home buying process through our workshops, one-on-one pre-qualification sessions, credit counseling, community outreach, open houses and maintenance workshops. Though workshops are open to the general public, 90% of attendees have incomes under 80% MFI as documented by workshop questionnaires and required income verification at pre-qualification sessions. We have seen an increased need in post-purchase financial education regarding refinancing, financial adjustments after job loss and ways to maintain housing payments when incomes are stagnant. The LCHT Program's stewardship capacity has addressed these needs with maintenance consulting and contracting, mandatory maintenance savings plans, emergency loans, tax advocacy and one-on-one education. In a harsh economy, these LCHT services have allowed all LCHT homes to avoid foreclosure compared to a national Mortgage Banker Association's reported foreclosure rate that has exceeded 4% for the last 5 years.

During this recession, the need to expand permanent housing opportunities has accentuated our effort to increase affordable rental property, as Census numbers show a 4% increase in rentals to 58% of all Lawrence households. Providing prospective buyers the opportunity to transition from substandard housing to safe, affordable rental housing addresses a growing need and can even result in homeownership. The choice of providing senior rental housing over ownership was determined by the prospective seniors consulted throughout the planning process of the CSC project. Due to a desire for no maintenance and liquidity of assets for emergency medical care and retirement activities, a majority of seniors strongly prefer long term affordable renting to a purchase. With a growing number of rentals in trust, housing readiness and retention services for current and prospective tenants have increased 25% from the previous allocation year. Leveraged with the United Way partnership grant, CHDO operating funds helped TTH provide 79 individuals with rental classes, 45 families with rental retention

counseling, and 16 families with 63 hours of housing mentoring. CHDO operating funds are essential to providing increased post-occupancy housing services which are critical if we want to achieve long term outcomes like housing stability and asset building.

**4. What resources are currently available to dedicate to the project including staff, volunteers, existing funds and community partners?**

Personnel resources include four dedicated staff that carry out the TTH mission and have a combined 42 years of housing experience. Eighteen community volunteers, including a website designer, have contributed 251 hours to maintenance services. TTH works with many community partners including the city's Community Development division, which provides technical assistance and fee waivers and lenders Capitol Federal and Truity Credit Union who provide LCHT mortgages and FHLB grant sponsorship. A TTH development team of Jan Schaake of Clovis Construction, Mark Stogsdill of HMA Architects, and Matt Gough of Barber Emerson, LLC have worked together on the last four TTH developments, bringing over 50 years of combined expertise to ensure development projects are of high quality but still cost effective. Architect and Board member, Mike Myers, as well as the Older Women's League are consulting for the CSC Development. Mike, as well Board Members Dennis Domer and Linda Troxel (retired architecture professionals) have spearheaded an Architectural Design Committee to open interior CSC designs in keeping with senior needs. TTH also consults with Independence, Inc. to provide accessible housing that meets the needs of those with disabilities and, in 2011, became a United Way partner in the area of self-sufficiency through housing. Project resources include a current inventory of \$887,774 (as of 11.30.14) with a majority of the balance currently invested in the 3 homes being built, one home being rehabilitated in Brook Creek, and several lots for development. TTH currently has \$378,172 in cash and receivables for project development. We expect this to be closer to 858,000 once houses on the market are sold. This cash will then be invested into the \$1,800,000 CSC project. However, every dollar of this revolving project fund that we must leave in the CSC project means one less dollar for future projects, making requested HOME funding a crucial component for the senior development and future affordable housing projects. City Metropolitan Statistical Area (MSA) HOME funding is also crucial as \$450,000 State Home funds approved for the CSC project require a local HOME match.

**5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?**

The LCHT Program is unique to Lawrence and the state of Kansas. It is the only housing program in the state that guarantees perpetual affordability and ensures that shrinking community resources will continue to create affordable housing in the future. Because these homes serve many families, they must be well built. TTH hires licensed local contractors to assure quality construction and long term durability. Energy Star-rated efficiency is another hallmark of TTH construction, providing additional affordability by substantially reducing utility bills. TTH was the first builder to complete a new Energy Star 3 certified home. TTH will continue to employ energy saving construction techniques in the CSC development. But in addition to energy efficiency, TTH will be the first to use smart technology to allow seniors additional security and health and safety measures that will enable them to live longer independently, saving on costly assisted care. We know CSC will be a model for how to use technology to lower senior living costs in healthcare, transportation and support services.

TTH also uniquely focuses on housing development that stabilizes neighborhoods. This

includes rehabilitation of older homes and cooperative projects in low-mod neighborhoods that address blight and vacancy. Throughout 2012-2014, TTH has completed total exterior and interior renovation of the 7 unit Eastside Estates located at 1409 and 1411 Haskell Ave. Many of the current tenants were referred by service agencies that are United Way partner agencies in the area of Self Sufficiency and Brook Creek neighbors have reported that this reinvestment has made a positive difference in that area. We are currently rehabilitating a house in the Brook Creek neighborhood and the CSC project will revitalize a vacant lot in another low-mod neighborhood. By investing in neighborhoods one house at a time, TTH now stewards 74 homes and 54 rentals throughout Lawrence, in an effort to stabilize low-mod neighborhoods. TTH also works to move eligible tenants into the homeownership program. One rental in East Lawrence is currently being leased with a purchase option that allows the tenant to buy the house in one year, at which time TTH will credit a percentage of rents paid to help with a down payment. We hope to expand this lease-to-purchase program.

Throughout the foreclosure crisis, TTH has not had one LCHT home go into foreclosure. This is due, in large part, to mandatory homebuyer education and credit counseling, non-predatory fixed rate loans from local lenders, and post-purchase communication between TTH staff and LCHT owners. Many down payment assistance programs have no communication with buyers once their loans are closed on the private market. Since 1993, the continued collaborative partnerships of HCCI, Capitol Federal, Truicity Credit Union, Clovis Construction, Independence Inc., low-mod neighborhood associations, the City Community Development division, and TTH have contributed to the development/acquisition of 406 affordable housing units, with 128 placed in trust since the 2005 founding of the Trust Program.

**6. How will success be measured and how will you continue to fund this project once grant funds are expended?**

CSC ground breaking in fall of 2014 was delayed pending the outcome of a \$420,000 Federal Home Loan Bank of Topeka (FHLB) grant application, which was approved in late September 2014. This brought total allocated grant and loan funding sources to 1,453,000 of the needed 1,800,000 project. Short term success for the CSC Project in the next year could be measured by an already long waiting list and successful final development approval that will allow for final county conveyance to TTH. Short term success would ultimately be measured by breaking ground in spring 2015 with community project support, and successfully completing and renting the entire development by the end of 2015. Short term homeownership success is always measured by the number of families who receive education and counseling regarding homeownership, the number of affordable units built, the average median income of families who purchase the homes, the affordability of the purchase price and utility bills, and the organization's ability to recapture project funds for the next development.

Longer term stewardship will be measured by the number of families who were able to earn equity in their trust homes (11 of the 16 resales to date allowed LCHT owners to earn enough equity to buy on the unrestricted market, 1 bought a larger LCHT home and the other 4 resales allowed families with changing circumstances to avoid foreclosure and move to more affordable rental options or make a positive move without losing equity. We will continue to measure the rate of foreclosure of trust homes (0% to date), and the ability of the organization to support homeowners in maintaining their properties (no subsidized homes in trust have been lost—all still serve income-eligible families).

Beyond HOME funding support, TTH's program is supported by a \$978,000 revolving project fund built over the last two decades, a larger rental cash flow from 54 units TTH leases at below market rent, developer fees when TTH builds homes, lease and resale fees from 74 trust owners, United Way partner funding, foundation and local business support, and private contributions.

**7. What is the organization's timeline for achieving the objectives of the grant?**

TTH will use these project funds to add 14 active senior units and 8 ownership units to the housing trust total by July 31, 2016. TTH will steward the current 74 homes in trust and administer any resales in the coming year. Finally, TTH will provide additional housing education and information to at least 500 Lawrence individuals and manage safe rental housing for 54 low-income tenant households (68 with the completion of Cedarwood Senior Cottages).

**8. What other sources of funding have been approached and what are their responses?**

TTH has subsidy funding of \$40,000 remaining from a multiyear allocation from the FHLB for eligible home buying families. The Catholic Campaign for Human Development awarded TTH a second \$50,000 Community Real Estate Initiative grant for 2014, providing additional \$10,000 home buyer subsidy for 5 homes. This can be renewed for a third year in 2015. TTH has partnered with Landmark Investment Group (Tony Krsnich) to create 34 affordable tax credit units at 900 Delaware in 2015. TTH will realize administrative income from applying for and coordinating non-profit grant subsidies (\$150,000), while creating needed low income housing in the low-mod neighborhood of East Lawrence. Cans for the Community and US Bancorp Foundation gave program grants of \$4,500 in 2014. As a funded United Way Community Partner in 2014, TTH was awarded \$15,000 for housing readiness and retention services, with a 50% match by Douglas County Bank. To date, current retention program efforts have benefited 141 families interested in TTH rental or homeownership opportunities, many referred from partners such as LDCHA, Habitat, Bert Nash and others. A request for 2015 United Way funding is pending. From August 2013 to July 2014, business partners and individuals in the community have provided TTH with \$91,117 in cash and in-kind support. The Douglas County Commission has conveyed 2.13 acres of land behind the UWC for the affordable senior cottages valued at \$260,000. TTH has initiated an affordable housing donation fund with DCCF and will be seeking new funding through future partnership housing projects and impact investment opportunities.

**Tenants to Homeowners, Inc.**

**Program Budget 2015-2016**

HOME Application Due 12.10.2014

Income

<b>Administrative Income</b>		Explanation
<b>CHDO Operating Income</b>	20,000	HOME request 2015
Lease Fee Income	21,000	25/mo/LCHT house
Contribution Income	25,000	est.
Interest Income	300	est.
Rental Management Income	28,000	set monthly fees
Resale Income	10,000	2500x4
Consulting Income	60,000	LIHTC contract
<b>Total Administrative Income</b>	<b>164,300</b>	
<b>Project Income</b>		
<b>CHDO Project Set-Aside</b>	60,000	* HOME request for CSC 2015
<b>LCHT Homebuyer subsidy</b>	70,000	City request 2015
Consulting Income, Project	60,000	LIHTC contract
Interest Income	600	est.
Real Estate Sale Income	880,000	prices for 8 units
Rental Income	230,000	actual x 3% vacancy
CCHD Grant Income	50,000	allocated for 2015
FHLB Income	20,000	5000x4 eligible units
Cedarwood Grants	953,000	already allocated
UW/Foundation Grants	22,500	requested 2015
TTH Revolving Project Funds	858,000	current inv./cash
<b>Total Project Income</b>	<b>3,204,100</b>	
<b>Total Income</b>	<b>3,368,400</b>	

**Tenants to Homeowners, Inc.**

**Program Budget 2015-2016**

HOME Application Due 12.10.2014

**Expenses**

**Administrative Expenses**

Accounting	3,000	Budgeted based on 2013/2014 averages and expected expenses for 2015
Advertising	1,000	
Auto & Mileage	2,000	
Banking Charges	1,575	
Board Expense	200	
Insurance Board & Worker's Comp	4,800	
Computer	6,350	
Dues and Subscriptions	320	
Licenses	65	
Legal	1,128	
Office supply	2,875	
Internet	600	
Phone	3,375	
Printing and Reproductions	1,000	
Rent Expense	10,488	
Personnel Expense, Admin	109,013	
Postage and Delivery	585	
Professional Development	300	
Audit & Tax	13,850	
Staff Support Expense	600	

**Total Admin Expenses 163,124**

**Project Expenses**

Advertising, Project/Rental	5,000	est. for 8 homes est. CSC Dev. Budget rental/constr loan Budgeted based on 13/14 average exp. and estimated 2015 expenses
Accounting, Project	3,000	
Construction/Rehab Expense	1,024,000	
CSC Rental Construction Expense	1,800,000	
Loan Interest/Lot Rent	33,720	
LCHT Maint/Resale Expense	12,000	
Real Estate Transaction	12,000	
Rental Repairs/Maintenance	67,000	
Rental Management Software	2,652	
Mileage Reimbursement Expense	3,342	
Rental Utility Expense	9,290	
Personnel Expense, Project	141,013	
Program Education/Outreach	3,500	
Property Tax Expense	4,350	
Property Insurance Expense	38,084	

**Total Project Expenses 3,158,951**

**Total Income 3,368,400**

**Total Expenses 3,322,075**

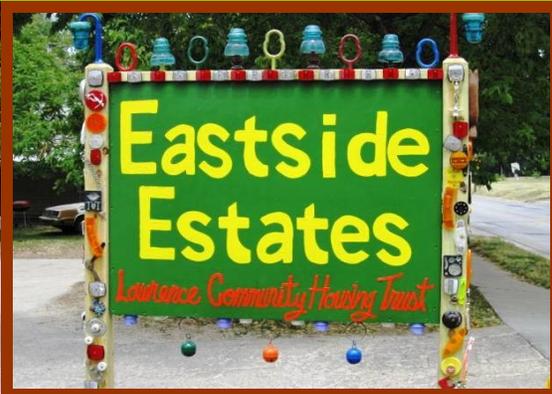
**Net Income 46,325**



## TENANTS TO HOMEOWNERS, INC. 2013 ANNUAL REPORT

*Mission:*

*To empower tenants to become homeowners through  
programs for education, construction  
and creative financing.*





*“Energy efficiency is key to our success. If you save a family \$150 a month in utility bills, you automatically create more affordable housing. After that, the benefit to the environment and the community is a bonus.”*

## From the Executive Director

2013 was a year of great gains and some horrible losses for TTH. These challenges remind me of the importance of home, family, and the community that TTH attempts to create with its programs as we all try to get through the inevitable ups and downs of life. With four full time staff, TTH is still a small organization. The beauty of this is that our staff functions like a family. Because of this we can take the time to really serve those who buy and rent from us and we try to treat them with a respect that is harder to do under a larger bureaucracy. But our small family also felt the tragedy of a horrible loss this year. The organization lost a family member, our Associate Director and co-worker of 7 years, Hayley Berrios, in an accident in July. We thank so many of our homeowners, tenants, colleagues and friends who supported us through this loss. Hayley loved her job and did it well. She will be sorely missed by all the families she touched with her efficiency and wit. This outpouring of support and appreciation of the work that Hayley did, reminded me of my appreciation for my hard working staff, our board, and all the people that support our organization and enable us to build loving homes and provide housing for those in need. At the end of the day, homeownership and rental housing is about making sure people have a home that supports and shelters them in good times and bad. The organization and trust remain to support our homeowners through the family changes in life—whether it be the birth of a new child, taking in a parent, surviving a divorce or watching the kids leave the nest. 2013 allowed us to put 8 new homes into trust, but also saw the completion of 3 resales as families changed. All three LCHT families that were homeowners and sold their homes in the program moved on to larger unrestricted market housing using their equity to make this step. This allowed 3 new first time home buying families to step into ownership. TTH used funding from the United Way and Douglas County Bank to support its housing readiness and retention programs that helped 138 families gain/retain housing through life’s challenges with education, counseling and mentoring.

As federal funding is changing, TTH is meeting the challenge of supporting its programs through new sources, including the Catholic Campaign for Human Development which provided \$50,000 in allocations to help subsidize homes to lower income families. 11 homes with an average market value of 152,818 were subsidized by an average of \$40,827, allowing families with lower earning steady jobs to become homeowners. An average LCHT home price of \$114,991 was reached in a market where the average sales price of a house is \$181,800. These subsidies are recycled and keep on giving the new life of homeownership to additional families at resale. As our staff mourned the loss of our colleague and friend, we also celebrated new beginnings. Jeremi (TTH contractor and maintenance manager) and I welcomed our son into the world and TTH welcomed a new staff member, Chassidy Bryan, as our rental manager. So as we add to the TTH family we look forward to the circle of life that will continue in 2014. We are excited about our new Cedarwood Senior Housing Development, that will address the housing needs of active retirees in Lawrence and will try to meet the challenges that the sunset of life brings to smart housing design. We look forward to continuing our stewardship of 73 homes in trust at the completion of the Prairie Wind development and we expect to continue to add new homeowners in 2014!

Rebecca Buford, TTH Executive Director



*The 2013 Parade of Homes featured a TTH developed three bedroom, 1569 square foot Energy Star home valued at \$168,000 with an LCHT sale price of only \$125,000. Average heating and cooling costs are projected at \$47 per month.*

## The Organization In Brief:



From left: Workers insulate a foundation at 2516 Ryan Court. Staff and volunteers at the Every Home Can Be A Castle silent auction. Picnic table at Prairie Wind Pocket Park.

Since its certification in 1992 as a Community Housing Development Organization (CHDO), Tenants to Homeowners, Inc. has empowered Lawrence families to gain control of their housing situations by creating affordable housing opportunities through programs for education, construction and creative financing.

TTH provides free public education on mortgage financing, the home buying process, and home maintenance through public workshops and individual counseling. Though TTH's workshops are open to the community, its financing programs serve households with low and moderate incomes, based on annual guidelines from the U.S. Department of Housing and Urban Development (HUD). According to HUD, moderate-income includes those earning less than 80% of the median and low-income includes those making less than 60%, based on household size.

From 1992 to 2005, TTH administered the Homeowners Out of Tenants (HOOT) Program. This program helped 278 low-income families finance their first homes.

In 2005, HOOT was phased out in favor of the more efficient Lawrence Community Housing Trust (LCHT) Program, in which buyers and the LCHT are partners in homeownership. A subsidy reduces the price of the home, while the LCHT retains ownership of the land to control the resale price. A 99-year ground lease gives homeowners use rights to the land for a small monthly fee to the LCHT. In exchange for a lower up-front home cost, the resale price of the home is limited. The ground lease is the legal mechanism that keeps the home affordable to the next buyers. LCHT homeowners benefit from stability, earned equity and a fair return on their investment. The subsidy that is initially invested in a housing trust home is continually recycled. Affordability is maintained in perpetuity, promoting stable owner-occupied neighborhoods that reflect the community's diversity. Lawrence has an opportunity and an incentive to create sustainable long-term housing. Currently, TTH stewards 68 homes in trust and has helped 77 families become homeowners with 9 successful resales. Since 1992, TTH has developed 73 new construction and 61 rehabilitation projects. New homes are Energy Star rated and built by licensed contractors. TTH also manages 53 affordable rental properties for those with extremely low incomes. 30 of these are accessible units and house tenants with disabilities.



*Pre-purchase education, budget counseling and ongoing support can make the difference between a successful homeowner and a foreclosure. The Lawrence Community Housing Trust Program has had 0 foreclosures since its inception in 2005... And no, that's not a typo.*

## Education

### **First Time Home Buyer Workshops:**

TTH workshops demystify the home buying process and the Housing Trust Program. Attendees learn all about credit, budgeting, closing, and home maintenance. These free workshops are held the second Saturday of every odd month from 9:30 am–1:30 pm at the United Way Center. Local lenders, realtors and insurance agents are often invited to present their roles in the process. Workshop attendees receive an information handbook and a completion certificate for a HUD-approved first time buyer education class (required for other federal first time homebuyer programs). In 2013, TTH reached 515 people through workshops and other presentations of the housing program,

### **LCHT Pre-Qualification and Credit Counseling:**

TTH provides prospective homebuyer pre-qualifying credit counseling and post-purchase budget consultation. In these sessions, staff estimate how much home a person can finance, explain LCHT qualifications, analyze credit reports, advise on credit/debt, and suggest ways to improve mortgage loan applications. During post-purchase consultation, staff counsel on finances and advise on home maintenance to ensure successful homeownership. In 2013, TTH provided 127 families with 130 hours of counseling or education. 11 families received 31 hours of housing and financial mentoring.

### **LCHT Homebuyer Association E-Newsletter:**

All households who have purchased a home using HOOT/LCHT financing since January 2000 belong to the LCHT Homebuyer Association. Association members have access to the TTH tool lending library, receive a quarterly e-newsletter with information about routine home maintenance and other community resources that lead to successful homeownership. The Homebuyer Association E-Newsletter is also complimentary to interested prospective buyers and program supporters.

### **LCHT Homeowner Maintenance Workshops:**

Knowing how to do simple home repairs gives people a sense of pride in their home—not to mention it can save homeowners a pretty penny. In 2011, TTH began holding home maintenance workshops so that LCHT owners can learn repairs from TTH's licensed general contractor and maintenance provider. Jeremi Lewis demonstrated the correct way to patch drywall and fix a leaky faucet to a packed house. Homeowners also got to meet and enjoy a shared meal—another example of LCHT creating community.

### **Post-Purchase Counseling and Foreclosure Prevention:**

During the current economic downturn, TTH has increased post-purchase counseling and outreach to LCHT homeowners. These efforts have resulted in successful foreclosure prevention for several families. To date, no homes in trust have become foreclosed.



## Rehabilitation: 61

<b>1997</b> 416 N. Michigan 223 & 227 N. 7 <sup>th</sup> Street 1133 New York 1316 Summit	1412 Prairie* 1414 Prairie* 1434 Prairie* 1440 Prairie* 335 Elm Street	<b>2006</b> 2825 Fenwick*	1401 E. 21st Terr. (4)* 1405 E. 21st Terr. (4)*
<b>1998</b> 1404 E. 15th St.* 1406 E. 15th St.* 1408 E. 15th St.* 1410 E. 15th St.* 1412 E. 15th St.* 1416 E. 15th St.*	<b>2000</b> 218 Alabama	<b>2007</b> 1120 Rhode Island* (Historic Property) 1036 New York*	<b>2011</b> 1409 Haskell Ave (3)* 1411 Haskell Ave (4)*
1412 1/2 E. 15th St.* 1416 1/2 E. 15th St.* 1425 Prospect* 1429 Prospect*	<b>2001</b> 1243 Prospect 442 Forrest	<b>2009</b> 1230 Laura* 2612 Moundview* 1509 W. 25th #1* 1417 Pennsylvania*	
	<b>2003</b> 1621 Cadet	<b>2010</b> 3012 Havrone Way* 2226 Yale Rd (4)* 2222 Yale Rd (4)* 2218 Yale Rd (4)*	
	1108 Connecticut*		
	<b>2004</b> 130 Providence		

## New Construction: 73

<b>1999</b> 1133 Pennsylvania* 216 Alabama*	<b>2005</b> 1814 Haskell* 310 Alabama* 307 Illinois* 309 Illinois*	1715 Bullene*	
<b>2001</b> 1801 Random Rd 1825 Atherton Ct* 1801 Atherton Ct 1713 Atherton Ct	<b>2006</b> 908 W. 3rd* 910 W. 3rd* 306 Alabama* 302 Alabama* 303 Illinois* 1032 New York*	<b>2009</b> 1713 Bullene* 1719 Bullene* 1204 Delaware A1* 1204 Delaware A2* 1204 Delaware B* 1204 Delaware C1* 1204 Delaware C2*	<b>2012</b> 2512 Ryan Court* 2508 Ryan Court* 2516 Ryan Court* 2520 Ryan Court* 2523 Ryan Court* 2527 Ryan Court* 2504 Ryan Court* 822 Elm* 830 Elm*
<b>2002</b> 1808 Atherton Ct* 1812 Atherton Ct* 1820 Atherton Ct 1824 Atherton Ct 1828 Atherton Ct 1832 Atherton Ct	<b>2007</b> 1643 Bullene* 1647 Bullene* 1651 Bullene*	<b>2010</b> 1245 New Jersey* 1118 RI (2)* 1114 Rhode Island* 1110 RI (2)* 1231 Laura* 1233 Laura* 1232 Laura* 1229 Laura*	<b>2013</b> 826 Elm* 2505 Ryan Court* 2509 Ryan Court* 2515 Ryan Court* 2519 Ryan Court* 2524 Ryan Court* 2528 Ryan Court* 2532 Ryan Court* 2552 Ryan Court*
<b>2003</b> 1718 Atherton Ct* 1529 Harper 1538 Harper 1522 Lindenwood 805 Locust	<b>2008</b> 1655 Bullene* 1601 Bullene* 1701 Bullene* 1705 Bullene* 1709 Bullene*	<b>2011</b> 2123 Rhode Island* 611 Wrigley* 613 Wrigley*	

## Acquisition: 8

<b>2006</b> 305 N. 9th* 1000 E. 25th Terrace* 501 Lancaster Ct*	<b>2008</b> 1511 Davis Rd*
<b>2007</b> 314 Birch*	<b>2011</b> 2437 Brookside Dr* 100 Arkansas #6* 2130 Rhode Island*



\* indicates a building is "in trust" as permanently affordable rental or homeownership housing.



*36% of Lawrence rental households and 20% of homeowners in Lawrence are considered "housing cost burdened," meaning they spend more than 35% of their income on housing. (2012 U.S. Census Data)*

## **Creative Financing**

### **The Lawrence Community Housing Trust (LCHT):**

Tenants to Homeowners administers the Lawrence Community Housing Trust (LCHT) Program for households with low and moderate incomes. This program is cooperatively sponsored by the City of Lawrence Development Services, Truist Credit Union, Capitol Federal, and TTH, Inc. The City of Lawrence allocates federal HOME funds to add to a stock of perpetually affordable housing. Approximately \$50,000 of subsidy is invested to reduce the home purchase price for eligible buyers who also receive extensive home-buyer education and budget counseling. Participating lenders provide 30-year fixed interest rate mortgage loans at their best current interest rate and, due to the community subsidy, these loans do not require Private Mortgage Insurance (PMI). Eliminating PMI saves Housing Trust homeowners an additional \$25-\$50 per month. The buyers' down payment requirement is only 5% of their annual gross, compared to 3.5-5% of the value of the home. The Housing Trust also pays closing costs up to \$3,000. Households who make under 80% Median Family Income and qualify for a mortgage with an LCHT-participating lender are eligible for this program. This allows hard working families in Lawrence to own their own home in a market that has appreciated beyond their means.

### **Catholic Campaign for Human Development (CCHD):**

In July, TTH was awarded a \$50,000 CCHD community real estate grant to be used as an asset building tool for low income homeowners. A majority of new 2013 owners earned 50% of median income and the grant will be used as extra subsidy for lower income home buyers. This grant is renewable for another two years.

### **Emergency Maintenance Fund:**

Each Housing Trust homeowner invests in their own housing by participating in this savings plan, depositing \$25 a month into their own emergency maintenance account, available when needed. If and when the homeowner sells their home, the remaining balance in their emergency maintenance fund is there to make improvements and repairs to ensure that Housing Trust homes remain high quality, buyer after buyer.

### **Volunteers & Donations**

Although all construction and rehabilitation work is done by professionals, TTH uses volunteers for cleanup and exterior painting, allowing the community to invest in itself. Each donation reduces the cost of homes, and because of the affordable resale promise, not one dollar—or hour—is wasted. In 2013, 21 volunteers donated 248 hours of time to maintenance projects, technical upgrades and our silent auction fund raiser at the Castle Tea Room. TTH also continued the Affordable Legacy Housing Fund initiated at the Douglas County Community Foundation in 2011. This fund allows supporters of permanently affordable housing to make contributions of cash directly to the fund or contribute land to ensure that those holdings will remain affordable in perpetuity.



*The average TTH tenant household earns 31% of median income yet 65% of all tenants have rented from Tenants to Homeowners for over five years.*

## Rental Housing



Tenants to Homeowners manages rental properties for households with extremely low incomes and special housing needs. TTH hopes that tenants who are no longer extremely rent burdened can repair credit, reduce debt and possibly move on to homeownership. In 2013, TTH managed 53 units of rental housing that served 89 low-income families.

### Accessible Housing:

Housing is an especially critical struggle for those who have disabilities as well as very low incomes. In addition to several stand-alone accessible rentals, TTH also manages a project of 20 units of tax credit accessible housing that exclusively serve those with mobility impairments. Rent is especially affordable because it is recalculated annually according to the tenant's income and medical expenses.

### Section 8:

Tenants to Homeowners accepts Section 8 vouchers that are allocated to families by the Lawrence-Douglas County Housing Authority. These vouchers help those with the lowest incomes in Lawrence by paying a portion of their rent; allowing them to pay rent based on their incomes. Although all TTH rents are set well below fair-market value, this additional subsidy supports those on truly limited incomes.

### Rent to Own:

Many income-eligible families have a clear goal of Housing Trust homeownership, but need a little time to reduce their debt or build credit. TTH staff works with these prospective homebuyers to help them complete the ultimate goal of homeownership. This builds a sense of accomplishment in families, and the incentive of owning a home of their own helps keep people motivated through the hard work it takes to get there. Whether they need to pay off debt, establish credit, write letters to correct credit report errors, and/or save for a down payment, TTH mentors these families. Sometimes, TTH is able to rent to families at an affordable price, giving them an additional boost to help reach their goals. In 2013, one family is renting the home they plan to buy – at an affordable rent, plus monthly escrowed savings to be applied as a down payment when they qualify for homeownership and close on their home.



*"Home is an invention on which no one has yet improved."  
- Ann Douglas*

## Building Standards



**Community:** Housing Trust homes are built to fit in with the style of the neighborhood. Prior to building, TTH staff contacts the local neighborhood association about upcoming projects, and welcomes feedback from the communities in which the homes are built. In 2011, TTH received an award from the Kansas Preservation Alliance for excellence in accurate historical preservation of a home on 1120 Rhode Island.



**Sustainability:** Being an Energy Star partner means newly built Housing Trust homes pass rigorous tests by a certified Energy Star auditor. The payoff? Most LCHT homeowners enjoy a total utility cost of \$100 a month or less. In 2011, 2123 Rhode Island was featured in the local Sustainable Homes and Business Tour as an example of energy efficiency in residential new construction.



**Accessibility:** All TTH-built homes are at least visitable to those with limited mobility, and several fully accessible homes are included in each of TTH's developments. TTH works with preapproved eligible buyers to install custom features for their special housing needs and budgets. In 2011, TTH completed the renovation of 20 accessible rentals to improve housing opportunities for those with disabilities.



**Durability:** Because these homes will be affordable in the community for generations, TTH builds them to last. All construction and rehabilitation work is contracted to professionals. For safety, each TTH-built home that does not have a basement includes a tornado safe room. TTH upgrades siding and roof materials to minimize exterior maintenance.



*Each dollar into the Lawrence Community Housing Trust Program is an investment that creates a permanent stock of affordable housing in Lawrence.*

## **Statement of Financial Position December 31, 2013**

### **Assets**

Cash assets	582,349
Real Estate Under Development	838,931
Fixed Assets/Rental Property	1,765,684
Land held in trust	1,745,274
Notes Receivable	350,858
Prepaid Insurance	31,030
LCHT Accessible Housing Equity	66,646
Accounts Receivable	76,076
<b>Total Assets</b>	<b>\$5,456,848</b>

### **Liabilities & Net Assets**

Security Deposits	26,046
Accounts Payable	4,746
Accrued Payroll	3,306
Mortgages	188,461
Restricted Net Assets	1,745,274
Unrestricted Net Assets	3,489,015
<b>Total Liabilities and Net Asset</b>	<b>\$5,456,848</b>

## **Statement of Activities for the year ended December 31, 2013**

### **Revenues and Other Support**

Grants	542,859
Contributions	20,372
Project Income	1,396,397
<b>Total Revenue</b>	<b>\$1,959,628</b>

### **Expenditures**

Program	1,462,449
Administrative	86,470
<b>Total Expenditures</b>	<b>\$1,548,919</b>

**Change in Net Assets from December 31, 2012—  
December 31, 2013**

**410,709\***

\*All information based on 2013 financial statements that will be audited by S.S. and C in 2014. Change in net assets represents revenue, land, and rental assets added to trust.



*Because the resale restriction ensures that each home sold by the Housing Trust Program stays permanently affordable, each dollar of subsidy is recycled over and over to help many families become homeowners. Nothing is wasted.*

## Supporters of Permanently Affordable Housing

*We would like to thank those who continue to support affordable housing on an ongoing basis:*

The City of Lawrence Development Services Division  
 The City of Lawrence Building Safety Division  
 Barber Emerson, L.C.  
 Capitol Federal Foundation & Capitol Federal Savings  
 Clovis Construction, Inc.  
 Douglas County Bank  
 Douglas County Community Foundation  
 Federal Home Loan Bank of Topeka  
 Housing and Credit Counseling, Inc.  
 Kansas Housing Resources Corporation  
 Truity Credit Union  
 United Way of Douglas County

## 2013 Every Home Can Be A Castle, silent auction sponsors:

### Royal Sponsor:

RD Johnson Excavating

### Noble Sponsors:

Capitol Federal Foundation  
 CEK Insurance  
 Dirt Clods Landscaping  
 Douglas County Bank  
 Kastl Plumbing

### Knight Sponsors:

Bunzl Processor  
 Grob Engineering  
 HMA Architects  
 Janet Cinelli & Gary Smith  
 Kansas Secured Title  
 McCray Lumber  
 McGrew Real Estate  
 SS&C Solutions  
 Truity Credit Union

### Squire Sponsors:

Alpha Roofing  
 Deborah McMullen  
 Factory Direct  
 Home Energy Solutions  
 Matt & Caitlin Gough  
 Moore Valuations  
 Ron & Penny Weiner  
 Stephens Real Estate  
 Tom Harper

### Special Thanks:

Joe Kearns, Graphics





*"A house is a home when it shelters the body and comforts the soul."*

*- Philip Moffitt*

## In Their Own Words: Housing Trust Homeowners



### Meet Kim

"My experience with Tenants to Homeowners has been a tremendous blessing. I am appreciative of the staff at TTH, as they were helpful, non-judgmental, and patient, from beginning to end. A friend who had purchased a home through the program told me about it... I am so glad that he did. I still feel connected with the staff of TTH. I like the fact that I can call with questions concerning the house, taxes, and the loan. I even attended a home workshop which was informative, and fun. TTH, this is a wonderful program, and I am grateful for the staff that makes a world of difference."

### Meet Adam, Karen and Everett

"We'd always wanted to buy a home, but as a young family balancing work, school, and time together, we didn't think it would be possible for years to come. After meeting with Tenants to Homeowners and going over our budget, we realized that with this program, we could purchase our first home now! We love having a place of our own, surrounded by great neighbors."

### Meet Brad

"My experience with Tenants to Homeowners and the Lawrence Community Housing Trust was **easy** to put it simply. I know it's not like that for everyone who buys their own home, but for me it was the best decision I've made that fulfilled a life-long dream of owning my own place. Looking back, the thought of how much I am saving owning compared to what I was paying in rent is almost unthinkable."

The staff worked with me throughout the process to ensure that my new place is completely handicap accessible and I can't tell you how much easier that makes things for someone like me. I am thankful for the opportunity and support from these programs that tailored my place to fit my unique needs and allows me to continue living an independent life."

### Meet Todd, Ora and family

Ora and Todd never thought they could afford to own their own home but at the beginning of 2013 they moved from a 2 bedroom apartment to a 3 bedroom energy efficient home because of the reduced cost of a Lawrence Community Housing Trust home.



*According to an AARP study, 1 in 12 adults were 65 or older in 2010. By 2020, the number of adults that are 65 or older will total 80 million or 1 in 6. The AARP study also found that 50% of all retired persons, including those with modest pensions, were unable to afford the average cost of housing in their community.*

## New and Future Developments

### Cedarwood Senior Cottages



This design for an active senior living community has evolved from a conversation between TTH and local senior community advocates into a plan to build an affordable, accessible, active senior living community on the vacant lot behind the United Way Center at 25th and Cedarwood. The architect's rendering at left depicts the United Way Center in the back, with the 14 Cedarwood Senior Cottages (CSC) that will be connected only at the

garages. The structure in the middle will serve as a community center.

The community center in the middle of the development, pictured at left, will be surrounded by an oblong walking path that connects to the back porch of each home. Occupants will be able to take strolls in a private walking path to the community center to attend gatherings both small and large, such as group meals, games, crafts and classes. Behind the building, also a short walk from each home, accessible raised community gardens will be available for avid horticulturists.



In 2013, the Douglas County Commission conveyed TTH 2.2 acres of land behind the United Way Center for the purpose of building 14 senior cottages. The local Retiree Attraction and Retention Task Force released a 2012 report that cited the Cedarwood Senior Cottages as an example of an affordable housing option that would meet all the identified needs of local retirees with modest monthly incomes. Initial site work will begin in 2014.

### **"A Place to Make Your Own" Housing Readiness and Retention Program**

As a United Way Community Partner in the area of self sufficiency through affordable housing, Tenants to Homeowners, Inc. (TTH) has extended their low income Lawrence Community Housing Trust homeownership and rental program to include housing self sufficiency services needed to help residents not just obtain better housing, but retain affordable, well-maintained housing through education, counseling and mentoring. As a United Way community program, co-funded with a match by community business partner, Douglas County Bank, this TTH program is available to affordable housing providers throughout Lawrence. Referral partners include Catholic Charities, Habitat for Humanity and the Lawrence-Douglas County Housing Authority. 138 families received "A Place to Make Your Own" housing counseling, education or mentoring this year.



*The Cedarwood Senior Cottage development comes at a time when 280,000 Americans are turning 65 monthly and will continue to do so until 2020.*

## Other Views of the Cedarwood Senior Cottages:



This interior view looking northeast features the large central green space with oval walking path, community center and raised bed gardens



This street view looking west shows how Cedarwood will fit into the surrounding neighborhood



*"Peace and rest at length have come  
All the day's long toil is past,  
And each heart is whispering, 'Home,  
Home at last.'" - Thomas Hood*

## **TTH, Inc. Statistics 2013:**

**12** homes were sold at an average subsidy of **\$40,827** per home.  
**23** pre-qualifying counseling sessions were provided to help individuals with credit reports, budget counseling and LCHT financing. **515** people attended **26** workshops and presentations. **1** new rental unit was developed. The **7** unit Eastside Estates received new roofing, siding and parking lot. **9** new homes were built and sold. **3** LCHT homes were resold to qualified families. **89** families lived in safe, affordable rentals.

## **TTH, Inc. Staff**

**Rebecca Buford.....Executive Director**  
**Chassidy Bryan.....Rental Manager**  
**Robert Baker..Resource Development Director**  
**Jeremi Lewis.....Contractor & Maintenance Manager**  
**Carolyn Binns....Bookkeeper**

## **TTH Board of Directors 2013**

**Kate Bruce, Bunzl Processor Distribution, LLC**  
**Chelsea Boland, LCHT Homeowner**  
**Matt Gough, Barber Emerson, LP**  
**Mary Grob, Douglas County Bank**  
**Dan Heptig, Housing and Credit Counseling, Inc.**  
**Ashley Jones-Wisner, KC Healthy Kids**  
**Lacey Kirwan, Capital Title Insurance**  
**Deborah McMullen, McGrew Real Estate**  
**Mike Myers, Hernly Architects**  
**Cindy Pippert, Community Representative**  
**Lloyd Range, Capitol Federal Foundation**  
**Sarah St. John, Community Representative**  
**Geoff Strole, Truity Credit Union**  
**Linda Troxel, Senior Housing Representative**  
**Patti Welty, Neighborhood Representative**



Tenants to Homeowners, Inc.  
The Lawrence Community Housing Trust  
2518 Ridge Court, Suite 209, Lawrence, Kansas 66046  
842.5494 ♦ FAX 785.842.7570 ♦ lawrencelandtrust@yahoo.com ♦ www.tenants-to-homeowners.org

## 2014 Officers and Board of Directors

### Officers:

**President** – Geoff Strole, Loan Officer, Truity Credit Union; Director since 2008

**Vice President** - Sarah St. John, **CLO**, Community Representative; Director since 2005

**Secretary** - Dan Heptig, Housing and Credit Counseling Inc, Certified counselor;  
Director since 2010

**Treasurer** – Jason Ross, Westar CPA, LCHT Homeowner/HousingTrust rep; Director since 2014

### Board of Directors:

**Chelsea Boland**, First Management Accountant: LCHT Homeowner & Housing Trust representative; Director since 2012

**Dennis Domer**, University of Kansas Architecture Professor; Director since 2014

**Matt Gough**, Attorney with Barber Emerson, L.C.; Director since 2005

**Mary Grob**, Douglas County Bank Vice President; Director since 2013

**Lacey Henry-Kirwan**, Capital Title; Director since 2013

**Deborah McMullen**, Real Estate Agent, McGrew Real Estate; Director since 2009

**Mike Myers**, East Lawrence representative, Architect at Hernly & Associates; Director since 2011

**Cindy Pippert**, Former Housing Director at Independence, Inc; Community Representative; Director since 2011

**Lloyd Rainge**, Capitol Federal Foundation Director; Director since 2012

**Linda Troxel**, Retired Planner - Senior Housing Representative; Director since 2012

**Patti Welty**, Neighborhood Representative; KU Classified Employee; Director since 2013