

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: Lawrence Community Shelter, Inc. (LCS)

Mailing Address: 214 West 10th Street, Lawrence, KS 66044

Program Address, if different than above: same

Contact Name: Loring Henderson Phone: (785) 832-8864

Contact Title: Director

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

Date : December 3, 2007

Mission of organization:

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

II. Project Information

Requested \$ 36,500 Request is 41 % of project budget and Direct Expenses - 11% of agency budget.

Attachment Checklist

- Department approval, if applicable
- List of officers and board members and their principal occupations (one per agency)
- Most recent annual report and financial statement (one per agency)
- Budget for proposed project, including revenues and expenses (one per project)

Project Type

(Check all that apply)

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

Funding Need

(Check all that apply)

- New program
- Existing program
- Public Service
- Capital Improvement
- Other (describe) _____

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

LCS offers shelter, services, and programs for people experiencing homelessness to work with a case manager, find jobs, and move into housing. "Operations" was chosen as the project for this application because of the critical importance of maintaining LCS as a primary center for the homeless.

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III. Narrative

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

Homelessness is a complex and controversial problem in Lawrence/Douglas County that has received an increasing amount of attention in recent years. In January 2007 there were 373 homeless adults and children experiencing homelessness in Lawrence of which 192 were homeless families with children and 181 were single adults or families without children. The Lawrence Community Shelter serves the range of individuals and families in this survey but concentrates more on the 181 which includes the chronically homeless who are frequently mentally ill, addicted, abused, and alone for whom there are only limited services in the larger community and that lead to the more obvious problems of not being employed or housed. Currently, there are two emergency night shelters (Lawrence Community Shelter and The Salvation Army) serving the bulk of the homeless individuals and families and one primary day shelter (Lawrence Community Shelter) with attendant case management and other services. The continued existence and further development of the Lawrence Community Shelter, and related organizations and filling the gaps in supportive services their work brings to light, is the challenge to the broader community in coming years. The Community Commission on Homelessness has developed a housing vision for the homeless and the Lawrence Community Shelter is working to address both the immediate emergency needs and the longer term goals of housing, employment, and health care within the scope of the homeless housing vision.

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

This CDBG grant for operations will directly support the mission of the Lawrence Community Shelter "...to provide safe shelter, comprehensive support services, and a path to a positive future..." Helping to underwrite the expenses of rent, utilities, and supplies is essential to the basic purpose of giving shelter to the homeless. Lawrence Community Shelter has begun planning for a capital campaign and relocation from its inadequate building. In the meantime, it is a major challenge for a small nonprofit to raise the rent each month and to pay the rising costs of utilities. A grant to help meet the expenses of operations would be a significant assist to maintaining the LCS offer of comprehensive support services to the homeless. For example, guests of the shelter are provided a washer and dryer to launder their clothes and storage space to put personal items. These are important pieces of daily living that are easily denied to people who are homeless.

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

In 2006, LCS provided day services to over 40 people daily or 15,202 guests for the year; and, 21 per night or 7,526 bed nights and meals. (These are duplicate count numbers.) In the first 10 months of 2007, LCS provided day services to 247 separate individuals with the daily count going to nearly 50 and night services to 10,354

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(duplicate count) at 31 per night. The Lawrence Community Shelter sees the majority of people experiencing homelessness in Lawrence/Douglas County.

All guests of Lawrence Community Shelter are low-moderate income. Income is verified at the time of intake through presentation of income documents or, in the case of some mentally ill guests, through case management and the discovery process as trust is built or collaborating agencies provide income confirmation. The intake form asks questions about personal demographics, income source and amount, employment status and experience, education level, military experience, and medical conditions to construct a basis of information from which to provide further service to the individual.

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

The Lawrence Community Shelter is in many ways resource rich. It has a mature, experienced staff, committed volunteers, collaborating agencies, active supporters, and modest but stable funds. The staff of the shelter consists full time of the director (30+ years experience working with shelters and programs for the poor), a case manager, and an administrator; and part time of five monitors, a housekeeper, an operations/material person, and the job coach/employment counselor. In addition, LCS has access to four city funded case managers to work with its guests.

LCS has an active volunteer program and volunteer coordinator. There are currently over 100 individuals who do a variety of tasks for the shelter ranging from board participation to fundraising events to evening assistant monitors to preparing food for night shelter guests. Volunteers include artists, a chiropractor, a hair stylist, a capital campaign development specialist, a dentist, and an electrician. The work of all of these volunteers is geared to providing better services to LCS guests and to moving them to better living conditions.

LCS works in partnership with The Salvation Army, ECKAN, the Bert Nash Community Mental Health Center, the Coalition for Homeless Concerns, the Interfaith Initiative on Homelessness, the Community Commission on Homelessness, and the Kansas and Washburn universities' schools of social welfare to make the best use of resources and to enhance the programs available to people experiencing homelessness in Lawrence/Douglas County.

The majority of funds that come to Lawrence Community Shelter are general support donations available to the program and operations divisions of the shelter. Operations and case management/program represent the bulk of the expenses of the organization. LCS is not an over-funded organization and needs to be constantly raising contributions from individuals, churches, foundations, and businesses through events, mailings, proposals, and face-to-face/networking with donors. Government funds received are CDBG, ESG, FEMA, Alcohol Trust Fund, and the City of Lawrence. Two major events are sponsored in the year to raise funds from the public.

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

There is more than one approach to working with homelessness and each community develops its own type of organization and programs. Shelters can be large and offer several services to assist people out of homelessness. They can be a holding place for many for whom there are not enough follow-up or supportive housing programs in the community. Or shelters can be small and follow a model where the individual or family is placed almost immediately in transitional housing and then other community services follow with case management, training, jobs, etc. Or, they can be a mix of the two approaches. Lawrence Community Shelter is an example of the latter is special in three ways, at least. First, it is the primary day time center for homeless individuals and some families to gather, to use the daily living services such as laundry, telephone, and mail, and to find case management and jobs programs to move out of homelessness. Second, it is an open shelter at night, i.e., it does not administer a breathalyzer to guests in the night shelter although it has a “no intoxication on the property” policy during the day hours. Allowing guests who are intoxicated or high into a shelter is a conscious decision that not every U.S. city has made, although more are coming to it. Third, LCS has a strong jobs program helping people learn entrepreneurial business skills on site, or find a position through job-coaching, Work Force Center visits, or day labor.

Lawrence Community Shelter collaborates extensively with The Salvation Army, the Bert Nash Community Mental Health Center, ECKAN, WTCS, the Oread Neighborhood Association, the Coalition for Homeless Concerns, the Community Commission on Homelessness, and the Interfaith Initiative on Homelessness in working on both the broader issues relating to homelessness and on specific cases of need. The Rescue Mission and Valeo Recovery Center in Topeka, the reStart Shelter and Adult Recovery Center in Kansas City, and the Johnson County Adult Detox Unit are regional facilities that work with LCS. Among the 30 churches supporting LCS are Plymouth Congregational, Trinity Episcopal, First United Methodist, First Christian, St. John the Evangelist, St. Lawrence Center, and Corpus Christi. Many smaller religious bodies such as Oread Friends, Vinland Church, Renaissance Church, Jewish Community Center, and the Muslim Student Association also help LCS both with volunteers and with financial or inkind donations as needed to aid individual cases.

Lawrence Community Shelter will succeed because it has a range of programs, an experienced and compassionate staff, and support from the larger community that wants to reduce the problem of homelessness.

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

The immediate scope of this project is “operations” and success will be measured in the continued existence of LCS, its service to the homeless, and stewardship of its funds. Measures of success are how well operations of the day and night shelters were managed. Were there enough mats, sheets, and towels? Were the meals adequate?

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Is the sleeping space as clean and maintained as well as possible? Is the budget being followed? What do the regular financial reports show in spending vs budget? Indirectly related to operations and more long term, success will be measured by how the shelter maintains good relations with its neighbors, maintains and expands its case management and other programs, and moves people out of homelessness.

The continued funding of this project will come from the development plan mentioned in answer 4 above. Nonprofit organizations, particularly shelters, must be constantly vigilant in raising funds. LCS has two major fundraising events in its annual plan along with four mailings, multiple smaller fundraising events, a flow of proposals to government entities and foundations, and several personal meetings with possible donors.

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

The timeline for operations is ongoing throughout the year. Were each month's bills paid and guests assisted? Were the expenses kept within the budget, as shown in the monthly financial reports? Maintaining the operations of the shelter is critical to its mission and that goal is measured monthly and annually.

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

The LCS mailing list and general public were approached for the 7th annual Chocolate and Tea at Three fundraiser in November 2007 which netted \$21,633.20. The other annual fundraiser, Dinner and Dancing at Dusk, in April 2007 raised \$28,636.11 after expenses. LCS currently has proposals pending with eight foundations. In addition to the proceeds from the two major events, the Art in the Park Pie Sale raised \$901.26, the KU Law School 5K Walk/Run raised \$450.00, Fandom Rocks donated \$1,023.11, and the Muslim Student Association Fast-A-Thon raised \$1,902.00 as examples of smaller fundraising events that occur throughout the year. In addition, recent support has come from the Gault Irrevocable Trust, the Capuchin Franciscans, First United Methodist Church, the Alcohol Trust Fund, FEMA, Douglas County Community Foundation, Best Buy Children's Foundation, Archdiocese of Kansas City in Kansas, the Gerner Estate, the Piersol Foundation, Gamma Phi Beta, and many individuals. Significantly, the Lawrence Community Shelter was accepted in mid-2007 as the new United Way agency for Douglas County. The first UW funding will be received in 2008.

9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

LCS supports green practices through collecting aluminum cans, serving recycled food, clothing, and furniture from donors, having high efficiency toilets and clothes washer and dryer, and collecting and placing collapsed boxes in a "cardboard only" city dumpster. The LCS philosophy is "waste not want not."

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IV. Project Budget

The amount requested is only a portion of the basic operating costs of the Lawrence Community Shelter. \$36,500 covers three line items of the total agency budget for about six months.

Rent	\$17,500 (@ \$2,917 x 6 months)
Utilities, telephone	11,000 (@ \$1,833 x 6 months)
Supplies, equipment	<u>8,000</u> (@ \$1,333 x 6 months)
	\$36,500

The total amount of operations for FY 2007 is projected to be \$88,700. The Lawrence Community Shelter is seeking to relocate but there is no specific date or site or if it does not relocate the current rent probably will be raised. The projected monthly rental expense for a minimum feasible square footage is \$5,000. This number is not included in this operations request because of its uncertainty but it is possible to happen sometime in 2008. Utilities and telephone expenses are expected to increase due to the higher number of guests and daily usage of the building and services. Supplies and equipment have increased in 2007 due to the growth in services and numbers of guests. For examples, the LCS serves breakfast, as it has for years, of cereal and coffee five mornings a week but the number has increased to about 50 people daily and the number of people sleeping nightly increased from 21 to 31.

IV. Required Attachments

1. City department approval, if project will require work with or by other City departments – N/A
2. List of officers and board members and their principal occupations (neighborhoods included) – Attached
3. Most recent annual report and financial statement – Attached
4. Project Budget – Proposed LCS 2008 budget – Attached

Submit 13 stapled paper copies and one electronic copy of your proposal by 5:00 p.m.

December 3, 2007:

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