



## City of Lawrence

### 2016 Social Service Funding Application – Non-Alcohol Funds

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

**General Information:** Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. These funds are to be used to support activities that align with the Community Health Plan which was developed with input from many people throughout the community. The five areas for the plan are listed below:

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

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

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

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

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

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

Please note that funds will be disbursed according to the following schedule unless otherwise agreed to in writing:

- First half of funds will not be disbursed before April 1
- Second half of funds will not be disbursed before October 1

**Questions?** Contact Casey Toomay, Assistant City Manager at [ctoomay@lawrenceks.org](mailto:ctoomay@lawrenceks.org) or at 785-832-3409.



City of Lawrence

2016 Social Service Funding Application – Non-Alcohol Funds

SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: Community Village Lawrence
Name of Program for Which Funding is Requested: Supplemental Transportation Program
Primary Contact Information (must be available by phone 5/27/15 from 8 a.m. to 12:00 p.m.)
Contact Name and Title: Perlita Torres and Ben Tasner- Program Coordinators
Address: PO Box 183 Lawrence, KS 66044
Telephone: 785-505-0188 or 785-505-0187 Fax:
Email: info@communityvillagelawrence.org

SECTION 2. REQUEST INFORMATION

- A. Amount of funds requested from the City for this program for calendar year 2016: \$2,665.00
B. Will these funds be used for capital outlay (equipment or facilities?) If so, please describe: A portion of the funds will be used to pay half of office space and to purchase a computer/laptop; this will allow our staff and volunteers to coordinate and schedule transportation requests and appointments.
C. Will these funds be used to leverage other funds? If so, how: NO
D. Did you receive City funding for this program in 2015? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.): NO
1. How would any reduction in city funding in 2016 impact your agency?
2. If you are requesting an increase in funding over 2015, please explain why and exactly how the additional funds will be used:

SECTION 3. PROGRAM BUDGET INFORMATION

- A. Provide a detailed budget for the proposed program using the following categories: personnel (list each staff position individually and note if new or existing), fringe benefits, travel, office space, supplies, equipment, other.

Community Village Lawrence: Supplemental Transportation Program Proposed Budget

Table with 3 columns: Category, Amount, Total. Rows include Personnel (\$11,676.00), Fringe Benefits (\$5,600.00), Office Space (\$2,220.00), Supplies (\$600.00), Equipment (\$700.00), Other (\$255.00), and TOTAL EXPENSES (\$22,051.00).

\* Requesting City funds \*\* Requesting City funds for half of cost

- B. What percent of 2016 program costs are being requested from the City? **12%**
- C. Provide a list of all anticipated sources of funding and funding amount for this program in 2016:

**Anticipated Sources of Funding**

<b>Source/Allocation</b>	<b>Amount</b>	<b>Status</b>
<b>Community Village Lawrence Fundraiser &amp; Reserve Funds</b>		
Half AmeriCorps VISTA stipend	\$ 5,838.00	Awarded
Half for rent (\$ 92.50/month)	\$ 1,110.00	Awarded
<b>Corporation for National &amp; Community Service</b>		
Half AmeriCorps VISTA stipend	\$ 5,838.00	Awarded
Educational Award	\$ 5,600.00	Awarded
Relocation allowance	\$ 1,000.00	Awarded
<b>TOTAL</b>	<b>\$ 19,386.00</b>	

**SECTION 4. STATEMENT OF PROBLEM / NEED TO BE ADDRESSED BY PROGRAM**

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

**One of the needs identified by Lawrence a community members that impedes older adults to age in place is transportation. There are current services for seniors in Lawrence when they can schedule a ride in advance and during regular weekday work hours. Unfortunately, existing transportation systems fail to recognize all the needs of frail seniors and older adults with chronic pain. Obstacles include: limited hours and days (evenings and weekends), unexpected, unscheduled transportation needs, long application process, one-stop rides, cost, and long wait times.**

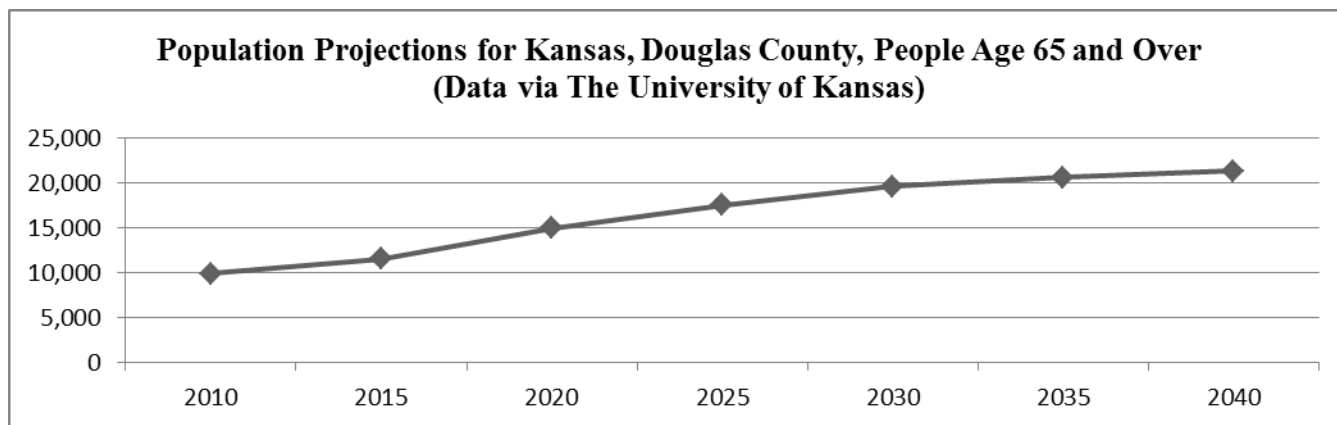
**Often, older citizens are hesitant or unable to ask family and friends for help, but public transportation is too difficult an option. In many instances, the reason why a senior might stop driving is similar to reasons that make public transportation impossible: physical frailty, slower reflexes, and limited vision and hearing (Winter Park Health Foundation, 2006). These barriers often limit older people to a more house-bound existence.**

**The aging population is rapidly becoming the fastest growing segment of the country's population. According to the U.S. Census Bureau, those ages 85 and older will grow from 5.5 million to 19 million by the year 2050. The "Baby Boomer" generation, who started turning 65 in 2011, is projected to increase dramatically during the 2010-2030 period (Agingstats.gov). As the population ages there will be a need to accommodate and to provide safe alternative transportation to allow older adults to live independently and access resources in their community. Community Village Lawrence (CVL) aims to support the needs of the growing population of older adults by filling in the gaps between existing services to provide an alternative cost-effective way of aging in place.**

- B. How was the need for this program determined?
- Community Village Lawrence conducted a preliminary survey to determine the needs and wants of the community. Among the top three requested services under the daily living/home services category was transportation. Also, according to the 2015 Midwest Village Symposium, transportation was a highly requested service for other Villages within other states, such as Heart of Lansing Village, ShareCare of Leelanau, Inc., and C2S2. Capital City Village, in Texas, reports that over 85% of requests made are for transportation services (capitalvillage.org). During the organizations "soft-launch" of services, including Telephone Reassurance and the Home and Fire Safety Program, numerous questions and request were made for transportation. Community Village Lawrence wants to assure we will be prepared to accommodate the needs of all members.**

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

As the aging population increases so will the needs. The University of Kansas projected a population increase in Douglas County, of people 65 and over, during the 2010-2040 time period to be a 116.2% increase change. In Lawrence, Kansas people 65 and older make up 8% of the population (6,986), senior residents occupy 14.5 % of city households (5,067), and seniors living alone compromise 6.5% of all Lawrence households (2,257) (U.S. Census, 2010). It would be cost prohibitive for the City to expand current and existing services to accommodate the needs of the increasing aging population. This need will be better met by volunteer services.



D. How does the program align with the Community Health Plan (see page one)?

The transportation program will allow older adults in Lawrence to access areas from the Community Health Plan, such as access to health services, access to healthy foods, mental health, and physical activity. Specific examples include: trips to the grocery store, pharmacy, or farmer's market, exercise and social groups, and physical therapy. The University of California, Berkeley conducted a national survey to determine the success of the Village movement. One specific portion of the survey measured Village Membership Impact on Access to Care/Services. According to the National Survey data: 81% of Village members agreed they are more likely to know how to get assistance when they need it, 41% agree they use community services more, and 28% say they are more likely to get the medical care they need, when they need it.

#### SECTION 5. DESCRIPTION OF PROGRAM SERVICES

A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 4. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service. **The goal of the Community Village Lawrence Supplemental Transportation program is to facilitate independence for people who need assistance traveling in Lawrence and to increase their access to health services, healthy foods and social activities. We aim to complement existing agencies and further expand options for the increasing population of older adult residents by offering volunteer based transportation. Whenever possible, Community Village Lawrence (CVL) will refer members to existing Lawrence transportation agencies, but if the request cannot be adequately met, then CVL will arrange transportation for a member with a volunteer driver. The ride will take place in the volunteer's personal vehicle. During our first year we anticipate serving 50 clients who would otherwise be without transportation.**

The process will operate as follows: A member will contact the Community Village Lawrence Transportation Program Coordinator and request transportation. If CVL determines that the request cannot be fulfilled by an existing agency then the coordinator will initiate the volunteer transportation process. CVL staff will note the travel request and input the data into the ClubExpress software that facilitates volunteer transportation. The software update will allow volunteers to manage their own schedule and change their availability online. A volunteer will sign up to complete the transportation request and CVL staff will be notified through the software that a volunteer-to-member match has been made. The volunteer and member will both receive a reminder of the arrangement prior to the scheduled trip (either through email or a phone call). After the transportation has been completed, the volunteer will update the status of the trip through the ClubExpress software and both member and volunteer will complete an evaluation of the experience. All data will be logged for reflection, review, and to measure

progress on our program objectives.

Features of the Community Village Lawrence Supplemental Transportation Program are described below, as well as volunteer requirements and details of the overall process.

**Supplemental Transportation Program will provide:**

**1. Assistance at destination**

- This will provide people the ability to make medical appointments, shop for groceries, and perform other necessary outings, knowing they will *have the help they need at their destination.*

**2. On-call rides**

- 7 days a week depending on availability (not appropriate for medical emergencies).

**3. Multi-stop capability**

- Example: A member can receive a ride to the doctor, to the pharmacy, and to the grocery store, all in one trip.

**4. Animal transportation**

- If a volunteer agrees, he/she can provide transportation to a member and his/her animal or pet. This can be especially useful for visits to the veterinarian or to the park. (Member must provide all necessary equipment unless arranged otherwise.)

**5. Cross-jurisdictional travel**

- Travel arrangements can be coordinated for trips with destinations outside of Lawrence.
- Example: KU Med or other specialty medical services.

**Volunteer requirements:**

- Compassion, friendliness, tact, and good communication skills.
- Reliability when scheduled.
- Ability to check email and log into the CVL website, or respond to phone calls.
- Willingness to accept direction from the Transportation Program Coordinator and follow procedures.
- Ability to work respectfully with a wide range of cultures and personalities.
- Experience with frailty and disabilities are a plus.
- No health problems constituting a hazard to safe driving.
- Pass background check.

**Vehicle-related requirements:**

- Valid driver's license.
  - Vehicle Registration proof.
  - Current auto insurance, with adequate minimum levels.
- Easily accessible vehicle (no raised truck or low sports car).
- Safe driving record.
- Clean and safe car.

**Volunteer Process:**

**Pre-Training:**

- Volunteer Driver Application submitted.
- Photocopy of Driver's License.
- Background check performed and passed.
  - DMV report meets requirements.
- Photocopy Insurance information.
- Volunteer Agreement form (liability/protection).
  - Standards and Policies.

**Training:**

- Attend new volunteer training prior to providing travel assistance to members.
  - Car inspection
  - Protocol and expectations.
    - Note: Shall not accept money.
    - Note: Shall maintain member confidentiality.
  - In-and-out of car assistance training provided by a trained physical or occupational therapist.
- Fill out availability form: days and times.

**Service:**

- After a member request is submitted, a volunteer will sign-up for the scheduled date and time through the software or with CVL staff.
- Receive member info (medical needs, emergency contacts, and destination).
- Meet client at his/her home or pick-up point.
- Assist individual to their destination, and throughout the errand; stay with the rider until safely home.

**Notes:**

- Commit to 1–3 hours per scheduled trip.
- Notify Coordinator if you cannot keep an appointment; 24 hours prior is very helpful.

**Follow-up:**

- Trip Record: member served, date/time, destination, and miles driven.
- Volunteer will provide brief feedback following each trip.
- Attend semiannual training lunches to meet other volunteers, share experiences, and receive useful information.

**Member Process:****Pre-Ride:**

- Fill out Transportation Needs form:
  - common destinations
  - common date/time of need
  - medical situation (applicable to transportation, and info from general membership form)
- Fill out Waiver/Liability Release form.
- Contact CVL Staff to request transportation.
- CVL staff will confirm that transportation request has been matched with a volunteer.

**During Ride:**

- Respect the volunteer's time commitment
  - Be ready to go when scheduled.
  - Don't extend the trip unless absolutely necessary. (Multiple pre-scheduled stops OK.)

**Follow-up:**

- Provide feedback following each trip, including an overall rating (5-star system), which will be used to evaluate the volunteer service.

- B. What other agencies in the community are providing similar types of services. What efforts have you made to avoid duplication or coordinate services with those agencies?

**Three transportation agencies currently provide personal rides to Lawrence residents (pick-up and drop-off from requested locations): T-Lift Bus, Independence Inc., and Senior Wheels (60+ years only). Despite these three options, transportation remains inadequate to Lawrence residents who can no longer drive. This is especially true for residents with limited mobility. Community Village Lawrence aims to complement these agencies by filling the gaps in service and providing unique features that will appeal to members with limitations that might normally hinder their ability to travel.**

**Details of the three current options are listed below:**

**T Lift Bus**

- Application: <http://lawrencetransit.org/ada-services>
- Suitable for riders with disabilities that cannot ride the fixed-route system.
- \$2 one-way, \$4 round-trip.
- Two part application: a) applicant and b) health professional.
- Typically takes a few weeks to get approved.
- Personal care attendant can ride free.
- Companions are \$2 one-way.
- Allow a 30-minute window for pick-up and drop-offs.
- Allow 45 minutes to arrive at destination.
- Lawrence city limits only.
- 24 hours-notice preferred.
- Available 6 am. - 8 pm., Monday through Saturday.

### **Senior Wheels**

- <http://www.dgcoseniorservices.org/senior-wheels/>
- 48 hours-notice required.
- Last round-trip ride is at 3:40 PM; then one-way rides provided until 4:45 PM.
- Must be 60-years-old or older
- Suitable for: Shopping, banks, appointments.
- \$3 one-way, \$6 round-trip.
- Call (785) 865-6925 for scheduling
- Lawrence city limits only.
- CVL has informational brochures available.

### **Independence Inc.**

- Refers people to try Senior Wheels or the public transportation system first.
- Will help people get to the doctor if they need a health professional to fill out part B of the T Lift Bus application.
- Very rarely same day appointments.
- Tues, Thurs good days; Mon, Wed, Fri are almost always booked in advance.
- No application necessary.
- Available to the public
- \$3 one-way in Lawrence, \$6 round-trip
- \$5 one-way in Douglas County to destinations outside of Lawrence.
- \$30 to KC Metro, Leavenworth and Topeka.

## **SECTION 6. PROGRAM OBJECTIVES**

Please provide three specific program objectives for 2016. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, "75% of clients receiving job training will retain their job one year after being hired," "increased fundraising efforts will result in a 15% increase in donations in 2016," "credit counseling services will be provided to 600 clients in 2016," etc. **Applicants will be expected to report their progress toward meeting these objectives in their six-month and annual reports to the City.**

- 1. Community Village Lawrence Supplemental Transportation Program will provide transportation to 50 members its first year in 2016.**
- 2. 95% of Community Village Lawrence members will not miss medical appointments in 2016.**
- 3. 95% of Community Village Lawrence members will not miss a trip to the grocery store or farmer's market in 2016.**
- 4. Community Village Lawrence will recruit, vet, and train 20 volunteers for the Supplemental Transportation Program in 2016.**