



City of Lawrence  
Outside Agency Funding  
**APPLICATION**

**General Information:** Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. The decision on funding a request will be made during the City's annual budgeting process. The decision will be based upon the availability of funds, the need demonstrated through the agency's application, the stated objectives of the applicant's program, past performance by the agency in adhering to funding guidelines (as appropriate), and the ability to measure progress toward the program objectives.

**PLEASE NOTE THAT FUNDS WILL BE DISBURSED ACCORDING TO THE FOLLOWING SCHEDULE UNLESS OTHERWISE AGREED TO IN WRITING:**

- FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- SECOND HALF OF FUNDS WILL NOT BE DISBURSED BEFORE OCTOBER 1

**Instructions:** Applications for 2010 funding must be complete and submitted electronically to the City Manager's Office at [ctoomay@ci.lawrence.ks.us](mailto:ctoomay@ci.lawrence.ks.us) by the deadline of 5:00 pm on Friday, May 8, 2009.

**Questions?** Contact Casey Toomay, Budget Manager at [ctoomay@ci.lawrence.ksu.s](mailto:ctoomay@ci.lawrence.ksu.s) or at 785-832-3409.

---

---

**Section I. Applicant Information**

Legal Name of Agency: Ballard Community Services

Name of Program for Which Funding is Requested: Emergency Services Council (ESC)

Primary Contact Person: Andy Brown

Address: PO Box 7 Lawrence, KS 66044-0007

Telephone: 785-842-0440 Fax: 785-842-9688

Email: andy@ballardcenter.org

---

---

**Section 2. Request Information**

- A. Amount of funds requested from the City for this program for calendar year 2010: \$7,500.00
- B. Will these funds be used for capital outlay (equipment or facilities) in 2010? If so, please describe:  
No.
- C. Will these funds be used to leverage other funds in 2010? If so, how: Yes. We use city funding as matching funds to leverage additional funds from funders when a matching dollar amount is required. Demonstrated local support is important when applying for funding from national, regional, and state-wide programs.
- D. Did you receive City funding for this program in 2009? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.): Yes. General Fund \$6,500.00

- E. If you are requesting an increase in funding over 2009, please explain exactly how the additional funds will be used: Additional funds would be used to pay rent for eligible individuals or families who have received an eviction letter from their landlord or pay municipal utility bills to prevent shut-off of services.

---

**Section 3. Agency and Program Budget information**

- A. How many paid full time employees work for your agency? 27 Volunteers? 200
- B. What percent of your total 2009 budget goes to employee salaries and benefits? 65.7%
- C. What percent of your total 2009 budget is used for operating expenses? 86.5%
- D. What is the total estimated cost to provide the program in 2010? \$120,000.00
- E. What percent of 2010 program costs are being requested from the City? 7%
- F. List other anticipated sources of funding and funding amount for this program in 2010:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
Douglas County	\$15,000.00
FEMA EFSP	\$23,000.00
CDBG	\$20,000.00
United Way of Douglas County	\$35,000.00
FEMA ARRA Stimulus Funds	\$ 8,000.00
Private Contributions and Foundations	\$19,000.00
 TOTAL 2010 PROGRAM BUDGET	 \$120,000.00

---

**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.

Emergency Services Council (ESC) is designed as a rent and utility assistance fund that coordinates services through common application and eligibility requirements for multiple agencies in Lawrence. The purpose of the program is to prevent homelessness by helping people maintain their current housing when possible and reduce duplication of services by agencies. The program serves low-income residents of Douglas County through it's partner agencies Salvation Army, ECKAN, Douglas County Senior Services, and WTCS as well as Ballard Community Services (BCS). Each agency submits applications on behalf of their clients to BCS for approval and processing of payments. To eliminate dependency on the program by clients, any individual may only receive assistance three times. Priorities for approval are given to households with children, those with disabilities, and victims of emergencies or disasters. In addition to the hundreds of households that ESC serves each year, BCS has so far in 2009 received over 200 unduplicated requests for rent or utility assistance that have gone unfunded due to insufficient ESC funding to meet the need.

B. How was the need for this program determined?

BCS maintains a record of all requests for assistance funded or not that we receive currently we have tracked over 400 unique requests from households in 2009, the majority of those requests have been for rent assistance. We have also seen a 48% increase in usage of other human service programs during the first quarter of 2009 compared to usage during the same period in 2008. We anticipate additional increases in requests for 2010.

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

Historically city, county, state and federal governments in the U.S. have provided rent and utility assistance to low income citizens to prevent homelessness and other unsafe conditions that can result from lack of utilities or housing. This past year there was a house fire in Eudora that resulted in part from the fact that a family was unable to pay their heating bill.

This program also prevents costly service visits from local utility companies to turn on and off services, including municipal services. Additionally money paid to local landlords helps keep rental property occupied and generating income for the local economy. We are asking the city for exactly half of what was requested from the county budget. A significant portion of the money received from the city goes directly to pay Lawrence Utility Billing to maintain utility service for Lawrence residents. In 2007 we paid \$6,807.51 to City of Lawrence Utility Billing to prevent utility service disconnections to their customers. In 2008 we paid \$5,804.34 for the same purpose.

This program is not only effective in providing humanitarian aid to low income individuals but also helps bolster the economy. Since 100% of city funding is used to provide direct financial aid for Lawrence citizens, it is them that will feel the impact of any cuts.

---

#### Section 4. Description of Program Services

A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 3. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

ESC serves approximately 600 households when funded at \$120,000.00 annually. City funding of \$7,500.00 would provide assistance to approximately 80 households.

ESC is a rent and utility assistance program that prevents homelessness by providing payments to landlords and utility providers on behalf of applicants. Applicants may apply at any of the member agencies; the intake worker at the agency helps them complete an application, where their household information is collected and verified through documentation, including the applicants Photo ID, Social Security Cards, Proof of Income, and Proof of Residency in Douglas County. A copy of their bill or eviction notice is collected and the amount owed verified with the landlord or utility company. The intake worker then determines the client's eligibility and the amount of assistance needed and forwards the application along with all documentation to Ballard Community Services. BCS reviews the application for eligibility and available funding and then processes the application by entering the information into a client database that tracks program usage. BCS then authorizes payment to the vendor and sends out checks from a separate ESC checking account that maintains the ESC rent and utility assistance fund. The application process takes about 10-20 minutes. Checks are usually processed within about a week.

- B. Describe any efforts your agency has made to explore the community to determine if there are any other agencies providing similar types of services. What efforts have you made to coordination services?

ESC is a council of agencies that provide rent and utility assistance and was established to coordinate services and reduce duplication. Membership is open to agencies willing to take applications and share data. The advisory council of ESC meets once a quarter to address programming issues. Communication between member agencies is open and occurs with much more frequency.

### Section 5. Program Objectives

Please provide three specific program objectives for 2010. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, “75% of clients receiving job training will retain their job one year after being hired,” “increased fundraising efforts will result in a 15% increase in donations in 2010,” “credit counseling services will be provided to 600 clients in 2010,” “new digital arts program will serve 275 students in 2010” etc. **Applicants will be expected to report their progress toward meeting these objectives in their six month and annual reports to the City.**

#### Program Objectives

1. The immediate targeted outcome is that 100% of clients in 2010 are able to maintain their residency and keep their utilities from being turned off for thirty days after receiving ESC services.
  
2. The targeted intermediate outcome is that 50% of clients in 2010 are able to maintain their residency and keep their utilities from being turned off after 45 days of receiving ESC services.
  
3. The targeted long term outcome was that 40% of clients in 2010 are able to maintain permanent residency after receiving ESC services.

**Please return completed application electronically to [ctoomay@ci.lawrence.ks.us](mailto:ctoomay@ci.lawrence.ks.us) by 5:00 pm on Friday, May 8, 2008.**

Office Use Only									
six month report received	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	audit received:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
annual report received:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	tax return received:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no