



REQUEST FOR FISCAL YEAR 2012
EMERGENCY SHELTER GRANT (ESG) FUNDS

*In 2011, the City of Lakewood will receive \$97,506 in
ESG funding*

PART I – GENERAL INFORMATION

AGENCY:	Lakewood Community Services Center
ADDRESS:	14230 Madison Avenue
	Lakewood, OH 44107
TELEPHONE (day):	(216) 226.6466
CONTACT PERSON:	Trish Rooney
TITLE:	Executive Director
EMAIL ADDRESS:	trish@lcsclakewood.org
PROJECT/ACTIVITY NAME:	Prevention of Homelessness
GRANT REQUEST AMOUNT:	\$30,000

TYPE OF ELIGIBLE ACTIVITY:

- | | |
|---|---|
| <input type="checkbox"/> ESSENTIAL SERVICES | <input checked="" type="checkbox"/> HOMELESS PREVENTION |
| <input type="checkbox"/> SHELTER RENOVATION | <input type="checkbox"/> OPERATION & MAINTENANCE OF SHELTER |

See end of application for definition and explanation of allowable activities

PART II – PROGRAM DESCRIPTION

Use another sheet of paper to complete the answers to Part II. Please limit your narrative to no more than one (1) page for each section of Part II.

1. PROBLEM/NEED IDENTIFICATION

BRIEFLY DESCRIBE THE SPECIFIC PROBLEM OR NEED ADDRESSED BY THE PROGRAM. USE OF DATA OR STATISTICS IN THE DESCRIPTION IS STRONGLY ENCOURAGED. EXPLAIN ANY PREVIOUS ACTIONS TAKEN TO ADDRESS THIS NEED.

2. STRATEGY STATEMENT

PROVIDE A BRIEF DESCRIPTION OF HOW THE PROGRAM WILL ADDRESS THE PROBLEM OR NEED IDENTIFIED ABOVE. THIS SECTION SHOULD DETAIL THE ACTIVITIES TO BE EXECUTED. IT SHOULD SPECIFICALLY DESCRIBE AND QUANTIFY THE SERVICES TO BE

PROVIDED AS A RESULT OF THE EXPENDITURE OF EMERGENCY SHELTER GRANT (ESG) FUNDS.

INCLUDE AN OBJECTIVE THAT IS A SPECIFIC MEASURABLE OUTCOME EXPECTED IF THE REQUEST FOR FUNDS IS APPROVED.

IDENTIFY AND DESCRIBE ANY OTHER ACTIVITIES ADMINISTERED BY THE AGENCY THAT COMPLEMENT OR SUPPORT THE PROGRAM FOR WHICH FUNDING IS REQUESTED.

IS THIS PROGRAM NEW OR A CONTINUATION OF AN EXISTING ONE? Existing

INDICATE PROGRAM(S) AND SERVICE(S) WITH AN X:

- | | |
|---|---|
| <input type="checkbox"/> EMERGENCY SHELTER FACILITIES | <input type="checkbox"/> TRANSITIONAL SHELTER |
| <input type="checkbox"/> VOUCHERS FOR SHELTERS | <input type="checkbox"/> OUTREACH |
| <input type="checkbox"/> DROP-IN CENTER | <input type="checkbox"/> SOUP KITCHEN/MEAL DISTRIBUTION |
| <input type="checkbox"/> FOOD PANTRY | <input type="checkbox"/> HEALTH CARE |
| <input type="checkbox"/> MENTAL HEALTH | <input type="checkbox"/> HIV/AIDS SERVICES |
| <input type="checkbox"/> ALCOHOL/DRUG PROGRAM | <input type="checkbox"/> EMPLOYMENT |
| <input type="checkbox"/> CHILD CARE | <input checked="" type="checkbox"/> HOMELESS PREVENTION |
| <input type="checkbox"/> OTHER _____ | |

3. PLEASE LIST THE CLIENT ELIGIBILITY CRITERIA OF THE PROGRAM.

A. Inability of an individual or family to make rent or utility payment as a result of a sudden reduction or loss of income.

B. Assistance must be necessary to avoid eviction or to avoid termination of utility services; applicant must produce an eviction or utility shut-off notice.

C. There are reasonable prospects that the individual or family will resume utility or rent payments in a reasonable time period.

D. Assistance does not supplant funding for pre-existing homeless prevention activities from other sources,

E. Assistance is for Lakewood residents who currently occupy a residence for which utility or rent is due and payable.

F. All other possible sources of assistance must have been accessed.

PART III – ANTICIPATED BENEFITS

1. WHAT IS THE TARGET POPULATION? (homeless individuals; homeless adults with children, or individuals at risk of homelessness, etc.) Individuals and/or families who are at risk of homelessness due to temporary inability to pay rent and/or utility bills.

2. TOTAL NUMBER OF LAKEWOOD RESIDENTS TO BENEFIT FROM THIS PROJECT: 200 households (460 individuals)
3. HOW DID YOU DERIVE THE TOTAL NUMBER OF RESIDENTS TO BENEFIT FROM THIS PROJECT?
LCSC did not seek ESG funding for this project in 2011 because it was thought that the HUD Homeless Prevention and Rapid Re-housing (HPRP) funds would be used for both rent and utilities. Based on the number of households who needed rent assistance from these funds in order to prevent homelessness, we (in agreement with the City of Lakewood Department of Human Services) stopped using HPRP funds for utility assistance. In hindsight, this may have been a poor decision. We are fielding at least 15 phone inquiries re utility assistance per week. Some of these applicants have been able to secure assistance from other local utility programs, but many have not. It is important to note that it is mandated that HPRP funds be exhausted by April 2012, so even if we made the decision to revert to funding utilities, no dollars would be available after first quarter 2012.
4. IF THIS IS AN EXISTING PROGRAM, PROVIDE AN UNDUPLICATED COUNT OF THE NUMBER OF LAKEWOOD RESIDENTS DIRECTLY SERVED PER YEAR FOR THE PAST TWO CALENDAR YEARS: 2010: 130 households (300 individuals) 2011: 46 households (106 individuals) This significant decrease is reflective of the explanation in 3. above.
5. PERCENTAGE OF PROGRAM'S LAKEWOOD CLIENTS TO TOTAL NUMBER OF PROGRAM CLIENTS: 100%
6. ANTICIPATED PERCENTAGE INCREASE IN THE NUMBER OF LAKEWOOD RESIDENTS SERVED BY THE PROGRAM DURING FISCAL YEAR 2012: 300+%vs. 2011 (again, this increase is skewed by the significant decrease in 2011, which is not reflective of community need)
7. ANTICIPATED PERCENTAGE INCREASE IN THE TOTAL NUMBER OF CLIENTS SERVED BY THE PROGRAM DURING FISCAL YEAR 2012: 300+%
8. ON WHAT BASIS DO YOU ANTICIPATE AN INCREASE IN CLIENTELE?
There will not necessarily be an increase in the number applying for ESG rent/utility assistance; there will be an increase in the number of clients served with these funds.
9. IS THERE ANY OTHER AGENCY SERVING LAKEWOOD RESIDENTS WITH A SIMILAR PROGRAM?
 No Yes (If yes, please list the agency and program.)

PART IV – FINANCIAL SUMMARY

1. **FEDERAL REGULATIONS GOVERNING THE EMERGENCY SHELTER GRANT PROGRAM REQUIRE THAT FUNDING RECIPIENTS MUST PROVIDE A DOLLAR-FOR-DOLLAR MATCH OF THE ESG FUNDING PROVIDED BY HUD¹.** PLEASE INDICATE IN THE TABLE BELOW THE GRANT AMOUNT REQUESTED, BROKEN DOWN BY EXPENDITURE CATEGORY, THE MATCHING FUNDS PROVIDED BY THE AGENCY FOR THE PERIOD COVERED IN THE APPLICATION, AND THE TOTAL FOR EACH BUDGET LINE ITEM.

EXPENDITURE LINE ITEMS	GRANT REQUEST AMOUNT	AGENCY MATCHING FUNDS*	TOTAL
ESSENTIAL SERVICES			
Salaries/Wages			
Fringe Benefits			
Other			
SUB-TOTAL	\$	\$	\$
SHELTER OPERATION AND MAINTENANCE			
Rent			
Insurance			
Contractual Services			
Utilities			
Telephone			
Housekeeping Supplies			
Furnishings			
Maintenance			
Other			
SUB-TOTAL	\$	\$	\$
CAPITAL PROJECT			
Renovation/Rehab	\$	\$	\$
HOMELESS PREVENTION (specify at left)			
Rent/Utility Funds	\$30,000		\$30,000
Administration/Oversight Salaries		\$4,100	\$4,100
Volunteer Hours		\$10,790	\$10,790
Occupancy		\$15,662	\$15,662
SUB-TOTAL	\$30,000	\$30,552	\$60,552
TOTAL	\$30,000	\$30,552	\$60,552

¹ Per 24 CFR 576.51

* NOTE: IN CALCULATING THE AMOUNT OF MATCHING FUNDS, THE APPLICANT MAY INCLUDE, AMONG OTHER EXPENDITURES: 1) THE VALUE OF DONATED MATERIAL, A BUILDING OR THE VALUE OF ANY LEASE ON A BUILDING CALCULATED ACCORDING TO A REASONABLE METHOD THAT ESTABLISHES A FAIR MARKET VALUE, AND 2) THE TIME AND SERVICES CONTRIBUTED BY VOLUNTEERS AT THE RATE OF \$5.00 PER HOUR. FUNDS FROM OTHER LOCAL, STATE, AND NON-ESG FEDERAL SOURCES MAY BE COUNTED AS MATCH.

2. PROGRAM FUNDING COMPOSITION: IDENTIFY THE ANTICIPATED SOURCES OF TOTAL FUNDING FOR THE PROGRAM IN THE TABLE BELOW.

FUNDING SOURCE	AMOUNT
ESG – CITY OF LAKEWOOD REQUEST	\$30,000
ESG – OTHER	
OTHER FEDERAL	
STATE GOVERNMENT	
LOCAL GOVERNMENT	
PRIVATE	
CLIENT FEES	
OTHER (SPECIFY: AGENCY MATCH)	\$30,552
TOTAL PROGRAM BUDGET	\$60,552

PART V – AGENCY INFORMATION

1. NON-PROFIT AGENCIES SHOULD SUBMIT ONE COPY OF EACH OF THE FOLLOWING DOCUMENTS:
 - A. ONE (1) COPY OF THE ORGANIZATION’S ARTICLES OF INCORPORATION
 - B. ONE (1) COPY OF THE ORGANIZATION’S IRS TAX EXEMPT STATUS DETERMINATION LETTER. ENTER TAX EXEMPT ID NUMBER HERE: 34-1446497
 - C. CURRENT LIST OF THE ORGANIZATION’S BOARD OF DIRECTORS OR TRUSTEES, AND THEIR AFFILIATIONS.
 - D. ONE (1) COPY OF THE ORGANIZATION’S MOST RECENT ANNUAL REPORT
 - E. ONE (1) COPY OF THE ORGANIZATION’S MOST RECENT AUDITED ANNUAL FINANCIAL STATEMENT.

2. WHAT IS THE GEOGRAPHICAL AREA OF SERVICE FOR YOUR AGENCY? LCSC serves Lakewood residents only with ESG funds; emergency food assistance is provided to residents of Lakewood, Rocky River and Westlake; homeless prevention assistance using HUD American Recovery and Reinvestment Act HPRP (Homeless Prevention and

Rapid Re-housing Program) dollars is for Lakewood residents only (program ends April 2012); onsite emergency energy assistance is provided to residents of Cuyahoga County; Supportive Housing Program assistance is provided to residents of Lakewood and to referred individuals from Cuyahoga County; assistance with landlord/tenant issues is provided to Lakewood residents only; food stamp registration assistance is provided to residents of Lakewood and to referred residents of Cuyahoga County; financial literacy counseling is provided to residents of Lakewood only.

3. INDICATE WHAT TYPE OF ORGANIZATION YOU ARE

- Public Agency
 Faith Based Non-Profit
 Other Non-Profit

4. IS THE AGENCY LICENSED OR ACCREDITED? No Yes (If yes, by whom?)

5. DOES THE AGENCY HAVE PROCESSES IN PLACE FOR SERVING BENEFICIARIES WHO DO NOT SPEAK ENGLISH? No Yes IF YES, PLEASE DESCRIBE.

LCSC works with Catholic Charities' Migration and Refugee Services to provide translation services as needed. The Client Grievance and Confidentiality Policy is translated into Spanish and Arabic.

6. DOES THE AGENCY FORMALLY EVALUATE AND MEASURE THE EFFECTIVENESS OF THIS PROGRAM? No Yes

If "no," please provide further explanation. If "yes," describe the evaluation process:

LCSC compiles monthly and annual reports, which indicate the number of individuals presenting for assistance and the number who actually receive assistance. The agency database also tracks the additional ongoing services (e.g. emergency food, referrals for additional benefits and social services) received by these clients. Our Access client database software will flag recipients of ESG funding when those clients return for food; intake workers will direct those clients to the Center's social workers at 30, 60 and 90-day intervals to determine whether the one-time rent or utility assistance was effective in helping the clients maintain stable housing.

7. HOW WILL THE AGENCY MODIFY THE PROGRAM IF FULL FUNDING IS NOT RECEIVED?

If full funding is not received, there will have to be a decrease in either the number of Lakewood households served or in the amount of financial assistance available to each household. A decrease in funding will negatively impact the clients' ability to remain in safe and secure housing. Based on the need identified through the administration of the HPRP funds and due to the fact that these funds will be exhausted in April 2012, it is anticipated that there will be a large number of Lakewood households requesting this assistance. Every effort will be made to secure alternative funding, but trends in private foundation funding do not indicate that rent and/or utility assistance is a funding priority.

8. PLEASE EXPLAIN ANY SIGNIFICANT CHANGES IN AGENCY FUNDING SOURCES IN THE LAST TWO (2) YEARS:

In 2009 LCSC became the sub-grantee of the HPRP federal dollars awarded

to the City of Lakewood; LCSC continues to secure increased foundation funding; in June 2011 LCSC became a recipient of United Way funding (3-year renewable) for the first time in its 29-year history.

9. WHAT NEW STRATEGIES ARE BEING DEVELOPED AND/OR EXPLORED TO GENERATE NEW SOURCES OF FUNDS?

LCSC is preparing for its first ever strategic planning process, which is scheduled to begin in third quarter 2011. The plan encompasses a discussion of diversifying the organization's programs and services with a focus on programs with funding opportunities. The Board of Trustees has been completely overhauled with a focus on the key areas of governance, finance and development.

10. WHAT STEPS HAVE BEEN TAKEN IN THE PAST YEAR TO MAKE THE AGENCY MORE COST EFFECTIVE?

LCSC has recruited exceptional volunteers to completely handle client intake instead of this being a staffed process; despite the increase in clients coming into the Center for all services, LCSC has maintained its prior year staffing level; outside community agencies are delivering essential services on site at LCSC to eliminate the need for paid staff in these essential service support roles.

IF THIS REQUEST IS ACCEPTED FOR FUNDING, THE APPLICANT MUST BE WILLING TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND CITY REQUIREMENTS, AND ENTER INTO A FUNDING AGREEMENT WITH THE CITY OF LAKEWOOD.

APPLICANT CERTIFIES THAT:

TO THE BEST OF MY KNOWLEDGE AND BELIEF, DATA CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT. THIS APPLICATION HAS BEEN DULY AUTHORIZED BY THE APPLICANT'S APPROPRIATE BOARD OF TRUSTEES, BOARD OF DIRECTORS, OR CHIEF EXECUTIVE OFFICER.

SUBMITTED BY: TRISH ROONEY

SIGNATURE: _____

TITLE: EXECUTIVE DIRECTOR

DATE: JULY 18, 2011

SUBMIT:

- ONE UNSTAPLED **ORIGINAL AND**
- **ONE ELECTRONIC COPY**

OF APPLICATION AND ATTACHMENTS BY **NOON, MONDAY, July 18, 2011** TO:

EMMA PETRIE BARCELONA
DEVELOPMENT OFFICER
PLANNING & DEVELOPMENT DEPARTMENT
CITY OF LAKEWOOD
12650 DETROIT AVENUE
LAKEWOOD, OHIO 44107
(216) 529-7680
FAX: (216) 529-5907
EMMA.BARCELONA@LAKEWOODOH.NET

PART II – PROJECT DESCRIPTION

1. PROBLEM/NEED IDENTIFICATION

As Lakewood Community Services Center's food service statistics indicate (an anticipated 30% increase in the number of unduplicated individuals will be served in 2011 vs. 2010 with 15% of that number never before having needed assistance), more and more Lakewood households struggle to maintain stability. Trade-offs are being made every day in an attempt to extend extremely limited household resources. From month to month, many Lakewood families are forced for the first time to choose between rent and utilities; food and prescriptions; car repairs and clothing...and on and on. Ultimately rent needs to be highest on the priority list as there is significant cost to families and individuals in stress and anxiety due to the prospect of losing housing and in real dollars should a move become unavoidable. But maintaining utility service is certainly critical in the quality of life for tenants and in the overall stability of Lakewood housing.

LCSC did not apply for ESG homeless prevention support in 2011 because of the American Recovery and Reinvestment Act stimulus dollars that were awarded to the City of Lakewood for direct client assistance with housing and utilities costs. However not long into the program implementation it was determined that these HPRP funds would be best used exclusively for rent and security deposit assistance to fully adhere to the program guideline – namely, “but for these funds a person would become homeless.”

It is true that there are some other resources for heat and electricity during the winter months. The Council for Economic Development in Greater Cleveland partners with LCSC and places a Household Energy Assistance Program (HEAP) outreach worker in our Center from November 1 through March 31 to assist residents with their HEAP applications right here in Lakewood rather than at another center in Cuyahoga County. Demand for these services is high and many residents qualify for assistance. PIPP Plus is another utility subsidy program for which some residents qualify if their gross household income is at or below 150% of the federal poverty guidelines.

The Lakewood residents we are unable to help are those who have had their services disconnected. Both Dominion East Ohio and the Illuminating Company have become much more aggressive over the last year. We are no longer successful in negotiating a partial payment with either of these utility companies. To have service restored, a household must pay back any arrears in full, which is usually if not always impossible for these individuals or families. Being without utilities can be much more than an inconvenience. Maintaining utility services is a lease requirement for some landlords and tenants can be in violation of City of Lakewood housing codes if they do not maintain heat during the winter months. Our two social workers report that together they see or talk about utility assistance to a minimum of 3-5 people every day – half of whom are directed to apply in person at GEOCG's Prospect Avenue location, which sees the first 50 walk-ins each day while funds last.

We have requested ESG homeless prevention dollars in an effort to support at least some of the Lakewood households who do not qualify for these other services. Their safe and stable housing depends on it.

PART II – PROJECT DESCRIPTION

2. STRATEGY STATEMENT

In 2010, Lakewood Community Services Center assumed the management and administration of the ESG funds, previously managed out of the Division of Aging office, with the Lakewood Foundation as fiscal agent. This change was made because over 75% of the Lakewood residents who qualified for this assistance accessed the program through LCSC. Individuals and families seeking support at the Division of Youth or Division of Aging will be directed to LCSC.

The entire \$30,000 of requested ESG funding will be used to address potential homelessness due to an eviction, utility termination or an environmental health risk, complicated by a sudden reduction in household income. These funds will be used for one-time direct client financial support for Lakewood individuals or families. The specific activities that LCSC will undertake (using agency matching funds) to ensure the ESG dollars are dispersed in a timely and efficient manner are:

- Intake and assessment for eligibility by a LCSC social worker
- Assistance with completion of the application for assistance once eligibility is confirmed
- Issuing checks to landlords for rental payment where residents are facing eviction or displacement and to utility companies where residents face termination of services
- Maintenance of all required records and reporting to identify each recipient of homeless prevention assistance
- Submission of program accomplishments to the City of Lakewood Department of Planning and Development for its required reporting to HUD

Many of the Lakewood residents who find themselves in need of homelessness prevention have never before faced these obstacles to housing stability and security. For these households in particular, the on-site programs and services at Lakewood Community Services Center will provide additional and needed support:

- Emergency food assistance
- Assistance with landlord/tenant issues
- Food stamp applications
- HEAP sign up from November through end March
- Referrals and linkages to alternative utility support if not qualified for ESG
- Referrals and linkages to community resources for healthcare, mental health and/or substance abuse counseling, education resources, clothing vouchers, etc.
- Referrals to City of Lakewood Division of Youth and City of Lakewood Division of Aging

On-site access to services and collaboration with community partners will complement the ESG cash assistance to prevent imminent homelessness and stabilize individuals and families and thus, help stabilize the Lakewood community.