



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:	“Breathing Room” – Very Short-Term Temporary Housing
GRANT REQUEST AMOUNT:	\$22,400

TYPE OF ELIGIBLE ACTIVITY:

- | | |
|---|--|
| <input type="checkbox"/> ESSENTIAL SERVICES | <input type="checkbox"/> HOMELESS PREVENTION |
| <input type="checkbox"/> SHELTER RENOVATION | <input checked="" 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?

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

- | | |
|--|---|
| <input checked="" 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 type="checkbox"/> HOMELESS PREVENTION |
| <input type="checkbox"/> OTHER _____ | |

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

A. Must be currently residing in or moving into Lakewood (signed intent to lease) _____

B. Must have household income (wages and/or benefits) sufficient for household stability following short-term temporary shelter _____

C. Must not require more than one month temporary shelter _____

D. Must be willing to work with LCSC case manager to identify and secure appropriate long-term housing _____

E. Must be willing to work closely with LCSC case manager(s) to link with community resources as needed _____

F. All other temporary housing solutions must have been accessed.

PART III – ANTICIPATED BENEFITS

- WHAT IS THE TARGET POPULATION? (homeless individuals; homeless adults with children, or individuals at risk of homelessness, etc.) Individuals and/or families who are new to/unfamiliar with Lakewood; who have been displaced due to landlord property foreclosure; who have been displaced due to the determination that rental housing has been condemned and/or has had water shut off; and/or who have been evicted would benefit from very short-term temporary shelter in order to identify and secure appropriate, affordable long-term housing.
- TOTAL NUMBER OF LAKEWOOD RESIDENTS TO BENEFIT FROM THIS PROJECT: 39
- HOW DID YOU DERIVE THE TOTAL NUMBER OF RESIDENTS TO BENEFIT FROM THIS PROJECT? ESTIMATED AS FOLLOWS: 2 FAMILIES WILL REQUIRE 1 MONTH STAY; 6 FAMILIES WILL REQUIRE 3 WEEK STAY; 9 FAMILIES WILL REQUIRE 2 WEEK STAY; UNIT VACANT 3 WEEKS. 17 FAMILIES@ 2.3 MEMBERS EACH = 39 INDIVIDUAL RESIDENTS
- 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: _____ 2011: _____

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: 100%
7. ANTICIPATED PERCENTAGE INCREASE IN THE TOTAL NUMBER OF CLIENTS SERVED BY THE PROGRAM DURING FISCAL YEAR 2012: 100%
8. ON WHAT BASIS DO YOU ANTICIPATE AN INCREASE IN CLIENTELE? There has never been an opportunity to provide this service in Lakewood to Lakewood residents.
9. IS THERE ANY OTHER AGENCY SERVING LAKEWOOD RESIDENTS WITH A SIMILAR PROGRAM?
 No Yes (If yes, please list the agency and program.) Historically, Lakewood ESG Shelter Services dollars have been awarded to the Domestic Violence Shelter, Y-Haven and to Mental Health Services, Inc. If "Breathing Room" is funded for 2012, these dollars would remain in Lakewood, eliminating the displacement of Lakewood residents and dollars.

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	\$6,600		\$6,600
Insurance	1,500		1,500
Contractual Services: Cleaning	1,200		1,200
Pest control (if needed)	2,500		2,500
Utilities	2,400		\$2,400
Telephone			
Housekeeping Supplies	1,200		1,200
Furnishings (replacement)	2,500		2,500
Maintenance	2,000		2,000
Other:			
Laundry vouchers			500
Administration Oversight	500		2,000
Volunteer time	2,000	6,100	6,100
Case Management		5,395	5,395
Occupancy		9,900	9,900
Supplies		7,830	7,830
		500	500
SUB-TOTAL	\$22,400	\$29,725	\$52,125

¹ Per 24 CFR 576.51

HOMELESS PREVENTION (specify at left)			
SUB-TOTAL	\$	\$	\$
TOTAL	\$	\$	\$

* 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	\$22,400
ESG – OTHER	
OTHER FEDERAL	
STATE GOVERNMENT	
LOCAL GOVERNMENT	
PRIVATE	
CLIENT FEES	
OTHER: (AGENCY MATCH)	29,725
TOTAL PROGRAM BUDGET	\$52,125

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, who are available by telephone to provide translation services as needed; LCSC Grievance and Confidentiality Procedures are available in Spanish and in 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: This is a new program for LCSC, but if funded an evaluation of the program implementation and client outcomes will be implemented.
7. HOW WILL THE AGENCY MODIFY THE PROGRAM IF FULL FUNDING IS NOT RECEIVED?
 If full funding is not received, LCSC would have to secure private foundation funding to move forward with the program.
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 that have 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 – PROGRAM DESCRIPTION

1. PROBLEM/NEED IDENTIFICATION

Since the implementation of the HUD-funded Homeless Prevention and Rapid Re-housing Program in December 2009, LCSC has provided homeless prevention assistance in the form of rent payments to 433 qualified Lakewood households who but for this assistance would have become homeless. One of the program qualifiers is enough household income to become stable after receipt of this one-time cash assistance. During the assessment interviews it has become evident that: 1. households manage to live within their means by foregoing any/all non-essential expenses; 2. a loss of a job or loss of hours has a catastrophic impact on the ability to maintain housing; 3. an unexpected expense such as a medical bill or a car repair makes the difference between paying rent and falling behind. Most landlords are willing to forgo the eviction process to allow the tenants to remain housed and to maintain rental income for their property if rent in arrears can be provided. Those who do get evicted have 10 days to find alternative housing. The stress of finding new housing in such a short time frame can often result in less than appropriate housing choices for individuals and families (many of which are comprised of single mothers with children). Recent real life examples are perhaps the best way to illustrate the issues that face these newly mobile households.

- “A” is a single parent of three young children, is a State Tested Nursing Assistant (STNA) and supplements her income by babysitting. In just two months, she lost a significant percentage of her income when two of her clients were hospitalized and no longer required the services of the STNA agency for which she works, and one of the families for whom she babysat moved to Avon. In the same time frame she had a court-ordered eviction although she continued to work every day. In crisis, she and her three children moved into her single sister's apartment. It was not long before her sister grew tired and aggravated with four additional people sharing her one-bedroom apartment. In frustration, she told “A” that she had 24 hours to leave. Now homeless, “A” had no option but to turn to Laura's Home, a shelter for women and children, which took her and her family out of Lakewood and made the housing search even more difficult.
- Lakewood Municipal Court referred a young single mother and her five-year-old son who had been evicted from their apartment after the child's father was arrested due to domestic violence. Although personally safer, with just one household income this young woman fell behind in rent and had limited housing options. Because she had only days to vacate, she quickly located alternative housing, and signed an intent to lease. Within one month, this client returned to inform us that unknown at the time, one of the apartment's tenants was a registered sex offender who attempted to engage in sexual activity with her five-year-old in the apartment's laundry room. Again without housing, she had to turn to a friend for temporary shelter and begin the apartment search again.
- “E” is a Serbian refugee who came to Lakewood with her parents as a young girl in 1983. She and her family quickly made Lakewood their home, learned the language, bought a house and maintained employment. After her parents died, “E” married and had a daughter. Her husband lost his job, they lost their home and he struggled with depression and left the marriage. “E” moved to a rental unit and continued to raise her daughter who is an A student about to enter Lakewood High School. “E” lost one job and quickly found another, but not in time to avoid eviction. In a rush to maintain independent housing for herself and her daughter, she signed a lease for an affordable apartment in what we know is a questionable building at the east end of Lakewood.

In every one of these situations, these hard-working and responsible parents would have benefitted from as little as two to four weeks in temporary housing where they could: be safe and supported; work with LCSC's licensed social workers to identify appropriate, affordable long-term housing; and be connected to community resources. Breathing Room can make the difference between instability and long-term housing security.

PART II – PROGRAM DESCRIPTION

2. STRATEGY STATEMENT

As the economy begins to impact an increasing number of Lakewood residents who have until recently been able to maintain housing, we are seeing a significant rise in the number of households seeking emergency assistance around housing issues. The threat or reality of losing housing is a stressful and in many cases a panic-inducing event. Faced with perhaps 10 days (or less in an emergency) to identify and secure housing (especially if children are involved), a client does not or cannot always make the most prudent decision about relocating. As indicated in the Problem/Need Identification, social workers at LCSC are working with a growing number of families and individuals who are relocating only to realize that their choice of rental property was a poor or inappropriate one.

In as little as two weeks to one month, temporary short-term housing coupled with case management and links to other community services, would give client households enough time, guidance and support to make a relocation decision far more likely to be long-term, appropriate, affordable and stable. Breathing Room offers just that. This program for which LCSC is seeking ESG funding would provide a two-bedroom, fully furnished apartment (including utilities) for Lakewood families who need this extra help in a safe, local and familiar setting. LCSC is fortunate to occupy first floor space in a building with four rental units on the second floor. Because of our excellent relationship with our own landlord, we have been given the option to rent one of the two-bedroom apartments should funding be available. In the past, there have been no shelter beds in Lakewood, so ESG funds have been designated to the Domestic Violence Center, to Y-Haven and to MHS, Inc. These are wonderful organizations that provide crisis shelter to the most fragile members of the greater Cleveland community. However, those Lakewood residents who need just a short time to identify and secure housing would be much better served if they were to remain in their home community rather than being displaced, even for a short period of time. Temporary shelter for families is extremely limited and rarely available, adding the significant stress of being split up during an already extremely stressful time. And how quickly can new housing be secured if a client is temporarily housed downtown or on Cleveland's east side?

Because Breathing Room is designed to be very short-term, Lakewood families who qualify for this support must have the necessary income to pay the security deposit and first month's rent for a new apartment and must agree to work closely with the LCSC case manager to secure appropriate, affordable housing in a reasonable time frame. Lakewood Community Services Center offers programs and services that complement Breathing Room and that offer supports to families who may be finding themselves in crisis for the first time and who are not familiar with the services for which they may qualify. Emergency food service is available every day; an outreach worker from West Side Ecumenical Ministry (WSEM) is on-site every week to help clients complete food stamp applications; WECO Fund, Inc. teaches financial literacy classes on a weekly basis; the Home Energy Assistance Program administered by the Council for Economic Opportunities in Greater Cleveland (CEOGC) is available during the winter months. The LCSC case manager can provide referrals and linkages to many collaborative organizations, including the City of Lakewood Department of Human Services, right here in Lakewood. And the best part? These services, designed to help not only in the moment but for ongoing stability, are all located just one floor away from the short-term temporary apartment.

The objective of Breathing Room is to significantly improve the housing outcomes of those clients who participate in the program, first by helping to identify appropriate housing and second by creating a client/case manager relationship that will help stabilize the client family for the longer term.