

## 2020 Budget Request Form – Douglas County, KS

### Summary and Community Partner Overview

Community Partner:	<b>Lawrence-Douglas County Housing Authority</b>
2020 Request	<b>\$25,000</b>

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<b>Community Partner Overview:</b>
<p>The Lawrence-Douglas County Housing Authority's (LDCHA) mission is to transform lives through accessible, affordable housing opportunities for all Douglas County residents. The LDCHA is the public agency charged with developing and managing affordable rental housing to address the needs of the low income in Lawrence. The agency is governed by a five-member board of commissioners, two appointed by the Douglas County Commission and three by the Mayor of the City of Lawrence. The LDCHA currently employs 40 staff. The LDCHA owns and manages 363 public housing units, including senior housing, located across the city in six different developments, and currently has 732 standard Section 8 vouchers for rental assistance paid to private landlords. Recently LDCHA acquired 19 new vouchers to be used for non-elderly disabled households. LDCHA also owns and manages 66 affordable housing units for Seniors at Clinton Place Apartments and Peterson Acres II. In addition, LDCHA operates several programs to house homeless persons including 45 HUD-VASH vouchers for homeless veterans, and two Transitional Housing programs funded through HUD’s HOME programs, administering 44 transitional housing vouchers for homeless families and individuals who do not otherwise qualify for regular public housing or Section 8 assistance. The LDCHA provides housing assistance to an average of 1,250 households per month.</p>
<b>Service Overview - Metrics and/or data that describe the service impact:</b>
<p>This request is for partial funding for a housing case manager to serve households in the LDCHA’s Transitional Housing Programs referred by the Lawrence Community Shelter (LCS). The transitional programs at LDCHA rely on the local resources and availability of case management services to continue the successful outcomes ending homelessness to the participants served. LDCHA has an extensive number of partner agencies that have been instrumental in the success of our transitional programs, with a success rate of 75%-84% of households qualifying for permanent housing vouchers and one even went on to becoming a homeowner. Our partners have provided ongoing case management but due to increasing demand, as transitional programs have grown, there is a need for more case managers in the community. Attached we have included a document that gives an overview of LDCHA’s transitional housing program.<sup>1</sup></p> <p>Research and practice indicate housing focused case management is essential to helping people in a housing crisis achieve and maintain stable permanent housing. Effective case managers provide a blend of assessment and coordination of services. They possess in-depth knowledge</p>

<sup>1</sup> Program Description (Page 7). Transitional Housing with HOME Tenant-Based Rental Assistance (TBRA).

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of community services and housing, mixed with genuine empathy and respect for the families and individuals seeking their assistance. Case managers use this expertise and empathy to provide services that intervene to help families move through crisis towards stability.<sup>2</sup> Community programs are intentionally designed to link human services with housing supports. This linkage is often established by case managers who serve as the focal point for assessing client needs, developing appropriate case plans, providing referrals and accompanying clients to service providers, facilitating the placement of clients into housing, conducting routine follow-up and home visits, and evaluating progress on goals.<sup>3</sup>

The Lawrence Community Shelter (LCS) has been the largest referral source for the LDCHA, but due to budget restraints, LCS is unable to offer continued services to guests who have obtained housing or existed the shelter setting. Both LDCHA and our partners recognize the need for effective case management, yet the need is greater than the number of case managers available in our community. LDCHA seeks to add another professional in the community that can help add capacity to serve clients on a long-term basis. We believe that adding this professional will increase the number of households that successfully transition from these programs into permanent housing vouchers.

### Alignment to County Focus Areas and Collaboration:

Community Partner:	<b>Lawrence-Douglas County Housing Authority</b>
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<b>Focus Area:</b>	
<p>Transitional housing is based on need and on the belief that individuals experiencing homelessness need a middle step where they can receive intensive case management and supports to help them transition into permanent housing and become self-sufficient. It focuses on preventing chronic homelessness and transforms lives by addressing the root causes of homelessness. It is an “upstream” approach compared to waiting until an individual or family has suffered on the streets to become eligible as chronically homeless.</p> <p>Case management focuses on housing stability and placement, with an emphasis on the arrangement, coordination, monitoring, and delivery of services related to housing needs and improving housing stability. Once housing is offered by LDCHA, the case manager can help the household identify other resources needed to maintain this stability (e.g., health insurance, benefits, employment, child care services, food and clothing, life skill development, financial literacy, attaining mainstream and local assistance, and access to mental/physical health services).</p> <p>There is a significant unmet need for case management to the individuals moving out of the LCS to a transitional voucher. There are 7 current households where LCS is listed as the case manager, and there are 11 households with LCS assigned as the referring agency, plus another 5 households who do not have a case manager identified. There is not another agency that can absorb 23 households.</p>	

<sup>2</sup> Case Management. Breaking the Cycle of Homelessness. Guidelines, Roles, and Responsibilities for Housing Focused Case Management and Collaboration with Community Providers. [https://www.mcoho.org/FINAL\\_CaseMgmtManual\\_11\\_2\\_2015ja.pdf](https://www.mcoho.org/FINAL_CaseMgmtManual_11_2_2015ja.pdf)

<sup>3</sup> Center for Urban Community Services -Case Management Services Curriculum Supportive Housing Training Series

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Families housed through New Horizons program will receive case management from Family Promise, so this request is for new additional services.

The LDCHA currently cannot provide case management to the individuals in our transitional housing programs because of the restrictions in the grants that fund the LDCHA Resident Services Office employee salaries. Historically, the LDCHA has set aside discretionary funds to pay for a portion of the LDCHA case manager to cover a few (5-6) transitional households that end up without case management; but the LDCHA cannot absorb 23 households without additional funding.

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double click on spreadsheet to open

2020 Budget Request Detail

calculated fields

Community Partner:	Lawrence-Douglas County Housing Authority					
	2016	2017	2018	2019	2019	2020
	Actuals	Actuals	Actuals	Adopted Budget	Current Estimates	Budget Request
<b>Revenues:</b>						
Unrestricted Fund Balance 1/1/xx						
<b>Douglas County</b>						<b>25,000</b>
City of Lawrence						
United Way						
Grants						
Fundraisers						
Contributions						
LDCHA Match						25,934
Other:						
Interest						
<b>Total Revenues:</b>	0	0	0	0	0	50,934
<b>Total Revenues and Fund Balance</b>	0	0	0	0	0	50,934
<b>Expenditures:</b>						
Salaries						40,747
Employee Benefits						
Health Insurance						
Supplies						
Utilities, Building Maintenance						
Travel & Training						
Office Equipment						
Debt Payments						
25% Fringe for all Benefits						10,187
Other:						
Other:						
<b>Total Expenditures:</b>	0	0	0	0	0	50,934
<b>Ending Fund Balance 12/31/xx</b>	0	0	0	0	0	0

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### Budget Request Analysis

Community Partner: **Lawrence-Douglas County Housing Authority**

#### Analysis of Revenue Sources:

LDCHA will contribute \$25,934 towards the development of this position. Along with the \$25,000 contribution from Douglas County, we will be able to hire 1 FTE for one year. Salary will start at \$40,747 and an additional estimated 25% for fringe benefits (\$10,187).

#### Analysis of beginning & ending fund balances, and dedicated or restricted cash reserves:

LDCHA has restrictions in terms of which grant funds can be used for the purpose of transitional programs, which have been designed to meet specific community needs. Due to the financial grant resources of the LDCHA's Resident Services Office, funds are restricted to Public Housing and Housing Choice Voucher households. This requires us to seek additional funds in order to absorb the 23 households specific to the transitional programs.

The City of Lawrence awarded LDCHA \$110,000 to support the New Horizons program in 2019, \$60,000 will fund rental assistance and the remaining \$50,000 was awarded to Family Promise to provide case management services to LCS families with children being served through the New Horizon Program. City and State HOME funds are restricted housing assistance payments with the State allowing for a 7% administrative fee. In these cases, no funding may be utilized to fund a case management position. This request will improve the effectiveness of the funds dedicated to transitional housing.

#### Analysis of expenditure changes:

Not applicable.

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### Supplemental Request for Additional Funding

(This is in addition to the 2020 Request amount on page 1)

Community Partner:	Lawrence-Douglas County Housing Authority	\$25,000
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#### Purpose for additional revenue from County:

The requested \$25,000 will be matched (\$25,934) by LDCHA to hire one FTE position as a case manager. Having a case manager available at LDCHA is vital to the transitional programs and outcomes. Joint case planning with the client that address housing stabilization and self-sufficiency will increase the likelihood of long-term stability.

#### Impact if supplemental request is not funded:

Availability of case management is key for positive housing stability outcomes. Full funding of this project request would result in additional case management in the Douglas County community. There is a high demand for case management to effectively meet the growing needs in our community. Without this support, it will be more difficult to address the growing needs of families experiencing homelessness. LDCHA will try to utilize existing staff and work with community partners to provide case management. We do not anticipate that all participants who need it will be able to access case management.



## Program Description

### Transitional Housing with HOME Tenant-Based Rental Assistance (TBRA)

Transitional Housing provides up to 24 months of rent subsidy and one-time grants for security and utility deposits. Families rent from private market landlords and pay a part of the total rent. Monthly rent subsidy and security deposit grants are paid directly to the landlord. Utility deposits are paid directly to the utility provider. Support services are provided under agreements between the family and a service provider.

To be eligible for the program a family must have a gross annual income below 60% of the area median income for Douglas County Kansas and meet all LDCHA General Housing eligibility criteria except residential history. The residential history requirement is waived when the family makes a commitment to participate in housing stabilization services. The family enters into an agreement to participate in services while in the Transitional Housing Program. The family can not have a history of violent or drug related criminal activity, deliberate or willful damage to property, or have a member required to register due to a sex crime. Transitional Housing families must take the LDCHA Renter Education Program.

HOME TBRA grants from the State of Kansas, administered on behalf of the Bert Nash Community Mental Health Center, and from the City of Lawrence are used to fund rental subsidy contracts for low income families through one of two transitional housing programs: 1) the *Bert Nash Community Support Services (CSS) Program for Persons With Mental Illness* or 2) the *Lawrence Homeless Transitional Housing Program*. Both programs provide rent subsidies through contracts that mirror the Housing Choice Voucher program, the permanent housing program that most HOME TBRA families transition into when permanent housing becomes available.

Families eligible for the Transitional Housing Program are housed from separate waiting lists. Transitional Housing families must be eligible for General Housing to continue receiving monthly rent subsidy after 24 months. To be eligible for General Housing the family must receive a good reference from their current landlord, the rental unit must be in good condition, and they must not have any unresolved program violations. The LDCHA confirms eligibility for General Housing with the landlord and conducts an inspection of the rental unit. Families can have their Transitional Housing subsidy suspended for violations of their lease or their program responsibilities, which include compliance with their service agreement.

#### **1) Bert Nash Community Support Services Program for Persons with Mental Illness (CSS Transitional Housing Program)**

The family must be referred for housing by the Bert Nash Community Support Service program and have an agreement for services with the Bert Nash Center. Families interested in the program who are not already in services with the Bert Nash Center are referred to the Center. HOME TBRA funds from the State of Kansas can be used throughout Douglas County.

#### **2) Homeless Transitional Housing Program**

The family must be referred for housing by an agency providing housing support services. The LDCHA has interagency agreements with the following local agencies serving homeless families and individuals:

- Bert Nash Center Homeless Outreach Team
- Catholic Charities of Northeast Kansas
- Heartland Community Health Center
- Douglas County Sheriff's Reentry Program
- ECKAN
- Family Promise of Lawrence
- Independence, Inc.
- Lawrence Community Shelter
- LDCHA Resident Services

To qualify for the program, families must be homeless according to the federal definition of homelessness provided in 24 CFR 91.5:

- 1) Literally Homeless: individual or family who lacks a fixed, regular, and adequate nighttime residence.
- 2) Imminent Risk of Homelessness: individual or family who will imminently lose their primary nighttime residence.
- 3) Homeless Under Other Federal Statutes: homeless youth, or families with children and youth, eligible
- 4) Any individual or family fleeing or attempting to flee domestic violence.

Properties subsidized through the LDCHA Homeless Transitional Housing Program must be in the City of Lawrence.