

SECTION 1: APPLICANT INFORMATION Legal Name of Applicant:

Name of Project for Which Funding is requested:

Safe at Home with Community Village Lawrence

Primary Contact Information (must be available by phone on December 10 from 11:00 a.m. until 1:00 p.m.)

Contact Name and Title:

Judith Bellome, Board Member, Community Village Lawrence

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Telephone Number: 785-760-7892

Fax Number: 866-591-5163

Email Address: judybellome1@gmail.com

SECTION 2: EVALUATION CRITERIA (see attached) Any award of Affordable Housing Trust Funds will be based on an evaluation of the merits of the proposal and its furtherance of the City Commission's goal of providing access to affordable housing to all persons in the community.

The following criteria will be used in the evaluation of proposals.

1. Complete application and overall presentation;
2. Qualifications and ability of the applicant to complete the project outlined in the project scope within the timeline set forth;
3. How partnerships, if any, are demonstrated and/or how funds would be leveraged (if appropriate)
4. How the project would impact public opinion about affordable housing;
5. Quality of previous projects of a similar nature, if applicable.

SECTION 3: REQUEST INFORMATION

Amount of funds requested from the AHTF for this project:

\$29,210.00

Will these funds be used to leverage other funds? If yes, please describe:

The funds would be leveraged in the following forms: discounts will be provided by the following businesses - Cottin's Hardware, Natural Breeze Remodeling. Labor is coming to us at no cost by local vetted volunteers and furthermore, we will receive specialized, skilled labor from professionals at a greatly discounted rate. We wish to also seek partnerships with Habitat for

Humanity & Habitat for Humanity-ReStore & Independence Inc.

We will collaborate with The National Village to Village Network for support and advice.

Have you received funding from the AHTF previously?

NO

What is the impact of partially funding your request?

With partial funding CVL would not be able to assist as many Lawrencians with the necessary home adaptations and upgrades to safely aging in place. Also CVL would not be able to offer as many volunteer support services to maintain their independence and social involvement in the community. With partial funding we would leave the needs of many seniors to successfully age in place unmet.

SECTION 4: STATEMENT OF PROBLEM / NEED TO BE ADDRESSED BY PROJECT

The most affordable home is the one that you already occupy. A 2010 AARP survey shows that 89% of seniors wish to stay in their own homes. Yet 69% of people over the age of 65 will develop one or more disabilities prior to death, conditions which may diminish their ability to perform the tasks needed to safely stay in their homes (Family Caregiver Alliance, 2015). During 80+ in-home interviews with potential CVL members in the past 3 years, interviewers have noted the need for home accessibility improvements. Without safety modifications, members may soon be a fall risk in their own homes. The Center for Disease Control (CDC) reports that one in five falls causes a serious injury such as a broken bone or head injury. Falls are the leading cause of injury, disability, nursing home placement and death in adults over the age of 65 years. Fear of falling can also seriously affect an aging adult's quality of life and can keep a person from being active and socially engaged. A lack of adapted housing can lead to social isolation and force some aging adults into institutions when it is not medically necessary. This adds to already high healthcare costs and creates a logjam for communal living spaces (like those administered by LDCHA) for those who really need it. CVL recognizes the need to expand its mission to take on the task of adapting homes in addition to the volunteer services already provided.

In the past 6 years, the Lawrence community has seen a 40% increase in senior population. (www.census.gov/quickfacts). The mean household income for Lawrence retirees is \$28,458 while the general population whom the seniors are competing for available housing is \$67,557 (Factfinder, US Census, 2016.) With a greater proportion of the income devoted to housing, many seniors do not have additional resources available to adapt their home to become

age-friendly.

Seniors living independently promote more local commerce through their household purchases than an equal number of assisted living residents. Often institutional purchases are made with non-Lawrence businesses and the multiplier effect benefit of those sales dollars is lost from the Lawrence community

Several critical metrics of an age-friendly city (as defined by the World Health Organization [WHO]) specify the availability of affordable home maintenance, support services that provide affordable modification options and providers that understand the needs of older people. These goals are reflected in the Lawrence Strategic Plan sections addressing neighborhood livability. The entire community benefits from stable multi-generational neighborhoods where familiarity among residents promotes dignity, engagement and sense of belonging.

The population we have identified are seniors, living independently in neighborhoods all over Lawrence, who currently do not receive supportive services from the city. Safe at Home will help to make their home environment safe, comfortable, and secure. This is an economical way for the city to maintain diverse, stable neighborhoods and reduce the need for more subsidized housing.

SECTION 5: DESCRIPTION OF PROJECT

Safe at Home

Community Village Lawrence (CVL) plans to use the grant to obtain locally sourced supplies and when practical, use vetted volunteers to install safety upgrades in twenty five (25) Lawrence households during the 12 month grant period. Project participants with functional limitations that make daily tasks challenging or have chronic conditions that elevate their fall risk will be prioritized. Improvements to the home environment will reinforce the member's ability to meet the Basic Activities of Daily Living. The project will deepen existing partnerships with local businesses including AARP Kansas, Cottin's Hardware, Natural Breeze Remodeling and Habitat for Humanity ReStore.

A sliding scale income schedule will be used to allocate costs so home improvement funds are directed to low income households. CVL will use its existing tiered income schedule to determine project subsidies. The schedule's initial annual income level of \$35,008 justifies a 17% discount. Four additional tiers for lower income levels trigger deeper discounts. The \$35,008 threshold is based on the Federal housing assistance guidelines for Lawrence and has been used for the past three years to determine scholarship assistance for CVL's membership fee.

Households over the income threshold will be required to pay for all the discounted material and professional labor. CVL staff and volunteer labor would be donated to all participants.

Safe at Home will be managed by Katie Whitenight with assistance from Robert Little, current employees of Community Village. CVL has delivered over 1470 services in the past three years, approximately 1/3 inside member's home. Member's acceptance and comfort level allowing vetted volunteers in their homes is reflected in the exceptional member satisfaction rating CVL has maintained. Service requests totaling 604 in the past 12 months prove members rely on CVL to help them maintain their independence and engagement with the wider Lawrence community. The Safe at Home program will build on this network of trust and position Community Village to successfully achieve the project goals.

For years, CVL has promoted home safety checks performed by the L-DC Fire Medical personnel for our members. The Safe at Home program will now implement these recommendations along with additional safety modifications determined through this program. A priority will be to establish multiple egress routes out of the home complete with stability assists inside (grab bars / rails), lever-handle doors to the exterior and sturdy porch, stair and railing structures to reduce fall risks. In a limited number of household, an aluminum ramp will be installed to provide safe access.

Using AARP's HomeFit evaluation tools, an assessor will help the client identify which functional tasks are key to maintaining their independence and dignity while managing the home-based tasks of daily living. Modifications to each room are possible with emphases on those with the greatest activity and occupancy time, particularly the kitchen and bathroom. The primary focus of Safe at Home is to improve visibility (lighting) and stability (rails / handles) to reduce fall risk. The project is designed to provide the necessary modifications and assists that will help members safely function in their own homes as their capabilities diminish. Follow-up visits from CVL volunteers will determine if the improvements satisfy the client's needs or if alterations are needed. The initial assessment will determine if the property is owned or rented. If rented, the property owner's approval will be required.

Collaborating business partners are key to the program's success. A team of volunteers and paid professional will perform the home modifications. Select equipment will be installed by licensed professionals from Natural Breeze and other participating contractors who have agreed to work at a reduced labor rate. When possible, Cottin's Hardware will provide project materials at a discount. The in-kind support from all collaborating partners will extend the effectiveness of the grant funding and create a local team addressing our community's housing needs. This local team brought together through this grant will showcase the effectiveness of local solutions to our local problems. The Safe at Home program can inspire others in our Lawrence community to develop their own affordable housing solutions.

CVL currently serves 55 households and has recruited over 100 volunteers. A scalable database program is in place to match volunteer installers with program's clients. The CVL office is located at Independence, Inc., 2001 Haskell Avenue, Lawrence, KS. The grant funding will be leveraged by in-kind funding of the salaried employees, a portion of the office space and equipment overhead, the donated volunteer labor, as well as reduced labor rate and wholesale material subsidies provided by the local business partners. Budget details are presented in Section 6.

Household that are not current Community Village members will receive a one month free trial membership. Member benefits include social events to promote personal interaction and communication skills plus up to 6 requests per month for volunteer support. Typical services are transportation to appointments or errands, yard maintenance, respite care and other tasks in and around the member's home.

In June, 2018, Community Village introduced the Health Support Volunteer program. Capping a 14 month development and training period, this newest member service program demonstrates CVL possesses the organizational skills needed to create and manage the Safe at Home program. Applicable program skills include developing operational procedures, creating training content, recruiting volunteers, hosting skill building sessions and promotional marketing to raise program awareness. Already in place is a cadre of handymen; active CVL volunteers who have been performing minor home repair tasks for the past 3 years. Community Village Board members and staff are eager to expand our support to the Lawrence community through the Safe at Home program.

Safe at Home will be promoted through presentations to senior groups and by notifying other organizations that serve seniors. The goal is to increase awareness of the project benefits. Word of this unique "neighbor helping neighbor" project will spread throughout the community, boost volunteer engagement and attract participants seeking a lifelong home.

SECTION 6: PROJECT BUDGET INFORMATION

Provide a detailed budget for the proposed project using the budget form on page 6.

Provide a list of all anticipated sources of funding and funding amount for this project using the revenue form on page 7.

What percent of project costs are being requested from the City?

SECTION 7: PROJECT OBJECTIVES

1. Provide upgrades to a minimum of 25 households that allow senior occupants to safely remain in their homes for as long as possible.

2. Grant funds will be leveraged with CVL in-kind resources at \$2 (Trust Fund) to \$1 (CVL) ratio.
3. CVL is projecting a 95% Safe at Home client satisfaction rating.

Notes:

1 To achieve a quick program launch, initial Safe at Home participants will come from the current Community Village member pool. Utilizing CVL's established communication and service network, the program coordinator can easily present the project concept and benefits to this core group. The same income threshold for subsidies would apply to all participants regardless if they are current CVL members or not. Satisfaction results from these early adopters will form the basis of a marketing / outreach effort to promote Safe at Home to the wider Lawrence community. CVL will use its established contacts with VNA and the OT department at LMH Health to help identify additional program candidates. These professionals will identify candidates for whom the home modifications would make the biggest life improvement impact. All Safe at Home partners see this grant support as year one funding of an on-going project, a template that, in future years, can expand to benefit a greater number of seniors and attract financial support from the wider community.

2 Sources and valuations of Community Village in-kind resources

Safe at Home answers the need to create functional and skill appropriate housing for seniors. As a new program, CVL can not commit actual dollars to help purchase materials and subsidized labor. CVL's limited fundraising success to date just covers its current service offerings. Ongoing Safe at Home promotion will include a donation support message to help fund program expansion in future years.

While cash poor, CVL has used its extensive contact network to assemble an enthusiastic group of program partners. Each has offered to donate to ensure the housing needs of seniors are met. CVL will commit 5 hours per week of already funded staff positions to provide program coordination. A 10% portion of CVL office overhead is also allocated to the program. All handyman services from CVL's volunteer pool will be credited as a \$12 per hour in-kind donation. CVL will use nurses and OTs from its volunteer pool to provide in-home training and evaluation of the installed devices. Effective use of the devices will provide maximum benefit and avoid unintended injury. Depending on the volunteer's skill level, the in-kind donation credit will be \$30 to \$50 per hour.

Two cooperating contractors are offering discounted labor rates to leverage the grant funding. One agreed to a \$30 per hour discounted rate (\$25/hr in-kind donation) and the second contractor offered a \$50 per hour discounted rate (\$50/hr in-kind donation). Cottin's Hardware has offered any materials they source at their wholesale rate. The in-kind donation is the difference between the wholesale and retail rate.

To reach the 25 household goal with the requested budget, the program will cap each home to

a \$1500 material and labor budget limit. Excess funds carried over from under-budget households can be used extend the cap up to \$300 (20% over run) to complete the necessary modifications.

3 CVL will utilize its existing member feedback process to measure the effectiveness of the Safe at Home program. The CVL staff collects feedback data from members ranking their satisfaction for every support service. During that follow-up call, the member offers their impressions and a satisfaction rating for the support service.

The Safe at Home program will use this same feedback system. The coordinator or volunteers will contact the member multiple times during the modification process. After the in-home assessment, the coordinator will provide a written scope of work document, followed by a call to schedule the work date and identify the volunteer installers. After installation, a volunteer will demonstrate the safe, effective use of the equipment. A follow-up call after one week, will determine the usefulness of the equipment and if substitutions or additions would be helpful. Each month, the coordinator will call to assess if the equipment continues to be helpful, if an additional use demonstration can improve utilization or if a different mix of equipment better meets the member's changing needs.

CVL records all service feedback from members in its appointment scheduling database (ClubExpress). Monthly summary reports indicate trends and provide a broader view of all volunteer-to-member services and, in particular, the acceptance of the Safe at Home program. Completing one installation every two weeks will achieve the program's first year deployment goal.

SECTION 8: EQUAL OPPORTUNITY AGREEMENT

Upon selection of a project for grant funding, the City of Lawrence will begin contract negotiations based on the project requirements, applicant's qualifications, the proposed timeline, and any additional constraints. Any applicant selected for Affordable Housing Trust Funding shall agree to the following the language:

The applicant and any contractor thereof agrees that it will observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the contract because of race, religion, color, sex, disability, national origin, or ancestry. The applicant or its contractor shall, in all solicitations or advertisements for employees, include the phrase, "equal opportunity employer." The applicant or its contractor agrees that if it fails to comply with the manner in which it reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the applicant or contractor shall be deemed to have breached the contract and it may be canceled, terminated, or suspended, in whole or in part, by the City. If the applicant or its contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission, which decision has become final, the applicant or its contractor shall be deemed to have breached the contract and it may be canceled, terminated, or suspended, in whole or in

part, by the City.

The City reserves the right to reject any proposal not complying with the requirements outlined in this application and may, at its discretion, opt not to select any proposal for an award of Affordable Housing Trust Funds at this time. The selected project(s) may be required to enter into a performance agreement with the City to ensure the project's completion and performance.

Safe at Home Project Budget	Request	In-Kind	Subtotals	Grand Total
Personnel	Contract Labor #1 - 5 hrs x 13 houses x \$30/hr = \$1,950	Contract Labor #1 - 5 hrs x 13 houses x \$25 = \$1,625 (\$55/hr - \$30/hr)		\$3,575.00
	Contract Labor #2 - 5 hrs x 12 houses x \$50/hr = \$3,000	Contract Labor #2 - 5 hrs x 12 houses x \$50 = \$3000 (\$100/hr - \$50/hr)		\$6,000.00
		Project Manager - 5 hrs x \$14/hr x 52 weeks = \$3,640		\$3,640.00
		Project Manager - \$3,640 x 7.65% = \$278		\$278.00
		Volunteer Install Labor - 5 hrs x 25 houses x \$12/hr = \$1,500		\$1,500.00
		Volunteer <u>Eval</u> /Training Labor - 3 hrs x 25 houses x \$30/hr = \$2,250		\$2,250.00
Fees & Services				
Estimates/Bids				
Travel		\$85 = mileage reimbursement for travel to client homes		\$85.00
Marketing	\$250 for printing			
	\$250 for program promotion	\$250 for volunteer recruitment		\$750.00
Cost of Materials	\$13,110 (Home Medical Equipment)			
	\$4,250 (Contractor sourced supplies & equipment)			
	4 ramps (8ft) x \$1,000 = \$4,000			
	24 threshold ramps x \$100 = \$2,400	Business Partner Material Discount (Retail cost - Wholesale cost) = \$2,550		26310
Operating Expenses		\$10/month for phone + \$20/month for rent (10% of actual cost) = \$360		\$360.00
Other				
Total	\$29,210.00	\$15,538.00		44748
Notes on Materials (Home Medical Equipment and home improvements)				
Assessment results may recommend various devices and equipment such as wall mount grab bars, lever style door handles, bed assist bar, toilet safety rails, tub edge grab bar, chair / couch assist handles, lighting improvements, exterior door upgrade, porch / steps improvements, aluminum access ramp and door threshold levelers				
Various common building materials might be required depending on specific household needs				

PROJECT REVENUE FORM

Fill out the revenue form with the proposed project budget for which you are seeking City funds.

Revenue Source	Amount Applied For as of 8/31/18	Amount Awarded as of 8/31/18	Date of Notification of Award
City of Lawrence:	NA		
Douglas County:	NA		
School District:	NA		
Grants (Local, State, Federal):	NA		
United Way:	NA		
Charges for Service:	\$18,000	\$18,000	01-06-18
Donations (Individual/Corporate):	\$1,500	\$1,500	01-06-18
Fundraising/Events:	\$23,980	0	1/2018
Other*:			
Total Project Revenue:	\$43,480	\$19,500	

*If you have other revenue sources, please describe: