# **Department of City Development**

Brian F. O'Connell, AICP Director of City Development

Joseph G. Heck, AICP Assistant Director of City Development



Room 102 City Hall 730 Washington Ave. Racine, WI 53403 Phone: 262-636-9151 Fax: 262-635-5347

April 20, 2010

Mayor John Dickert Racine Common Council 730 Washington Avenue Racine, WI 53403

Honorable Mayor Dickert and Members of the Council:

Attached you will find a letter from Carol Wester, chair of the Grants Planning Committee of the Homeless Assistance Coalition (HAC) of Racine County transmitting the HAC's recommended distribution of Racine's 2010 Emergency Shelter Grant (ESG) funds. Also attached are applications from the separate organizations recommended for funding. HAC's recommendation is a collaborative response to the Department of City Development's request for proposals for use of the funds. Please refer this matter to the Community Development Committee for review and recommendation.

Sincerely,

Joseph Heck

Assistant Director of City Development

# Coalition of Agencies Requesting City Emergency Shelter Grant Funds for 2010 Bethany HALO Project New Life SAFE Haven WRC

April 9, 2010

Mr. Joe Heck
Department of City Planning and Development
Community Development Committee
Room 102-City Hall
730 Washington Avenue
Racine, WI 53403



Dear Mr. Heck,

On Wednesday, April 7, representatives of the five agencies listed above met to develop a collaborative plan for an equitable distribution to present in our proposals for the City Emergency Shelter Grant Funds for 2010. On Friday, April 9, the plan was presented to the Homeless Assistance Coalition (HAC) for their endorsement which was given by a unanimous vote. All of our organizations are active members of HAC.

We examined several distribution plans that incorporate the number of people served and/or sheltered as well as the costs incurred by our agencies to provide the shelter and services to Racine's homeless population. We agreed on a plan and then negotiated the final numbers based on budget considerations of each agency.

The distribution formula used was to allocate ½ of the available funds prorated for the allowable costs of utilities, repairs/maintenance, liability insurance, and phone service for each agency. The second half was based on a ranking of days/nights of shelter provided. This amount was arrived at by dividing the total amount available (\$41,851) into 15 shares with the organization providing the most nights of service receiving 5 shares, the next getting 4 shares, etc. The result of these calculations are listed below:

Organi- zation	Total Allowable Costs	% of Total Allowable Costs	Share of First Half	Days of Occupancy	Ranking of Occupancy	Share of Second Half	Preliminary Total Award
Bethany	45,888	18.03	7,546	11,684	2	11,160	18,706
HALO	112,150	44.07	18,444	39,352	1	13,951	32,395
PNL	25,795	10.14	4,244	1,565	5	2,790	7,034
SAFE							
Haven	40,967	16.10	6,738	2,624	4	5,580	12,318
WRC	29,670	11.66	4,880	5,652	3	8,370	13,250
	254,470	100.00	41,852	60,877	15	41,851	83,703

The final step was the group agreeing to renegotiate the preliminary award numbers based on the budgetary needs of each agency. We submit, therefore, the following distribution schedule to the Community Development Committee:

Bethany	\$16,000
HALO	37,669
PNL	7,034
SAFE Haven	11,000
WRC	12,000
Total	\$83,703

We continue to be committed to working together as agencies that provide shelter to use these funds in as equitable manner as possible. Each of our applying agencies will be submitting their own application with the amounts listed above. We hope that this effort to incorporate the number of persons served will address some of the concerns that the Community Development Committee has expressed in the past.

Thank you for your continued support and please inform us if additional information is needed.

Sincerely,

Carol F. Wester Chair of Grants Planning Committee of HAC

#### **BETHANY APARTMENTS**

806 Wisconsin Avenue – Racine, Wisconsin 53403 (262) 633-9446 – Fax (262) 633-9463

April 9, 2010



Joe Heck
Department of City Development
Room 102, City Hall
730 Washington Avenue
Racine, WI 53403

Dear Mr. Heck,

Bethany Apartments, a program of Catherine Marian Housing, Inc. respectfully submits the enclosed application for an award through the City Emergency Grant for 2010.

I represented Bethany Apartments at a meeting of representatives of the five agencies submitting a consolidated application on April 7, 2010. This group shared information about their expenditures for the most recently completed fiscal year, the number of persons served during 2009, and budgetary concerns. After reviewing a number of possible distribution formulas we agreed to one that combined the percentages of costs and the number of persons served to be a starting point. We then spoke about the services provided by each agency and budgetary concerns and negotiated some adjustments to the preliminary figures. In full agreement, the five agencies then submitted their distribution plan to the Homeless Assistance Coalition of Racine County on April 9, 2010. The Homeless Assistance Coalition gave its endorsement by unanimous vote on that date. Attached to this proposal is a copy of the letter addressed to you stating in more detail the process used and the end result.

Bethany, therefore, is applying for a grant of \$16,000, the amount that was agreed upon by the coalition of organizations involved.

Thank you for your consideration of this proposal. We are grateful for your continued support and interest in our transitional living program at Bethany Apartments.

Sincerely,

Carol F. Wester

Assistant to the Director

Carol I. Wester

Enclosures



# **Emergency Shelter Grant Application for 2010**

### Bethany Apartments, a Program of Catherine Marian Housing, Inc.

#### **Amount of Proposal Request**

Bethany's grant request total is \$16,000 in accordance with the amount agreed upon by the coalition of agencies requesting funds. A copy of the letter explaining the process is attached to this proposal.

#### **Program Description**

Bethany Apartments, a program of Catherine Marian Housing, Inc. is a transitional housing facility with supportive services for homeless women and children who have suffered from domestic violence and are homeless as a result of that violence. In November 1990 Bethany opened its doors to its first residents. Since that time we have housed and served 219 women and 337 children.

Bethany's ultimate goal is for our women to move into permanent housing with sufficient emotional and financial independence to be contributing members of Racine's society. In the time the women and children spend at Bethany we have three specific goals:

- 1. Bethany will provide decent, safe, affordable housing for women and children.
- 2. Bethany will provide supportive services that enable the participants to regain their selfesteem and develop the skills needed to live independent lives
- 3. Bethany will strive to enable the women and children to create an environment of non-violence in their relationships and in their families.

Up to twelve families live at Bethany Apartments at any given time for a period of six months to two years. During the time the family resides at Bethany, the staff works with them to help them develop the skills needed to live independent lives, both emotionally and financially. An important aspect of the program is to assist the participants to become role models of non-violence in relationships with others and with their own children.

Supportive services are provided in the areas of rental assistance, counseling, education, children's programs, child care, and work related travel. Weekly support groups assist the women in coping with the effects of abuse in their lives and help them to develop skills they will need. The women learn practical skills such as parenting, budgeting and financial management, conflict resolution, and communication. Each woman meets at least monthly with the Executive Director to set goals and evaluate her progress in the program. Less formal meetings occur with the staff as needed, sometimes on a daily basis.

The children's program is adapted to provide age appropriate activities for the children in residence at any given time. Some of the components regularly included are support groups for pre-teens and teens, tutoring, mentoring, and social activities.

In addition to Bethany's residential program, Bethany has a follow-along component offered to families for a period of up to six months after they move from Bethany into permanent housing. We provide case management, counseling, and some financial assistance as they transition from Bethany's secure, safe, community-like setting to one of more independence and responsibility.

Bethany Apartments has four three-bedroom apartments, four two-bedroom apartments, and four one-bedroom apartments. Each apartment contains its own kitchen, bathroom, and living space. Community laundry facilities are available as well as a common room for meetings, a computer lab, a children's play area, and an activity space. By the end of April a portion of the common area will be converted into a library, study center. A thirteenth apartment is provided for the resident manager.

# Budget for Use of Emergency Shelter Grant Funds

Emergency shelter Grant funds in the amount of \$16,000 will be used for operating expenses during the contract year for the 2010 funding as follows:

Furnishings	\$ 1,000
Liability Insurance	1,000
Maintenance/Repairs	3,000
Phone	2,400
Utilities	8,600
Total	\$16,000

# How Grant Funds will be Matched

Bethany will use \$16,000 of \$20,803.12 donor designated funds from United Way of Racine County for this match.



support

success

April 13, 2010

Joe Heck
Department of City Development
Room 102, City Hall
730 Washington Avenue
Racine, WI 53403

Dear Mr. Heck,

Homeless Assistance Leadership Organization Inc. (HALO) respectfully submits the enclosed application for an award through the City Emergency Grant for 2010.

I represented HALO at a meeting of representatives of the five agencies submitting a consolidated application on April 7, 2010. This group shared information about their expenditures for the most recently completed fiscal year, the number of persons served during 2009, and budgetary concerns. After reviewing a number of possible distribution formulas we agreed to one that combined the percentages of costs and the number of persons served to be a starting point. We then spoke about the services provided by each agency and budgetary concerns and negotiated some adjustments to the preliminary figures. In full agreement, the five agencies then submitted their distribution plan to the Homeless Assistance Coalition of Racine County on April 9, 2010. The Homeless Assistance Coalition gave its endorsement by unanimous vote on that date. Attached to this proposal is a copy of the letter addressed to you stating in more detail the process used and the end result.

HALO, therefore, is applying for a grant of \$37,669, the amount that was agreed upon by the coalition of organizations involved.

Thank you for your consideration of this proposal. We are grateful for your continued support and interest in our emergency shelter services at HALO.

Sincerely.

Kevin V. Cookman Executive Director

Phone: 262-633-3235 X143

Enclosures

Mission Statement

The Homeless Assistance
Leadership Organization
is committed to preventing
chronic homelessness in
Racine County by
meeting shelter needs,
coordinating supportive
services and providing
community leadership.

Kevin Cookman Executive Director



# **Emergency Shelter Grant Application for 2010**

# Homeless Assistance Leadership Organization Inc. (HALO)

### **Amount of Proposal Request**

HALO's grant request total is \$37,669 in accordance with the amount agreed upon by the coalition of agencies requesting funds. A copy of the letter explaining the process is attached to this proposal.

### **Program Description**

The Homeless assistance Leadership Organization, Inc. (HALO) offers a unique and comprehensive system of services to address the complex issues faced by homeless men, women and children. HALO provides emergency shelter for all men, women and children in need, works to prevent chronic homelessness through supportive services that help homeless adults become self-sufficient, and ensures homeless children get positive support through stable living and learning environments. Participants will have their basic needs for food and shelter met, gain access to additional needed resources, understand steps they need to take toward self-sufficiency, and develop skills to obtain employment and ultimately, permanent housing. The HALO shelter has two adjacent facilities - a 60 bed men's site, and a 60 bed women and children's site - at a renovated facility at 2000 DeKoven Avenue. Since our doors opened in November of 2005, HALO has served about 3000 participants of which over 600 are children. Last year, HALO served over 1,000 individuals of which over 200 were children. Our average night's stay has been over 115 since our opening. HALO also serves the community through a Transitional Housing Program with 25 scattered sites throughout the city of Racine. For those with disabilities HALO also offers a Permanent Housing program with 12 sites scattered throughout the city of Racine. Since opening HALO has transitioned 950 individuals from homelessness into stable housing and self-sufficiency.

# Budget for Use of Emergency Shelter Grant Funds

#### 2010

The \$37,669 Emergency Shelter Grant will be used for Operating Expenses during the grant year as follows:

Utilities	\$12,500
Telephone	\$750
Liability Insurance	\$7,000
Office/Shelter Supplies	\$3,500
Maintenance	\$13,919
TOTAL	\$37,669

# How Grant Funds will be Matched

Matching funds will be provided by accounting for the hours our volunteers work and with donated funds shown as follows:

6,000 Volunteer Hours @ \$5.00 per hour	\$15,000
Donated Funds	
Total	\$37,669

"Empowering Children and Families to Excel in Life"

# Board Members

Elliott K. Cohen

Executive Director

Stephen Ogungbe

President/CEO

Donna Swift

Vice President

Sejuana Palmer

Secretary / Treasurer

Richard Grundewald

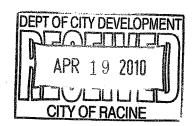
Board Member

Lee C. Williams

Board Member

April 19, 2010

Ms. Jill Johanneck Associate Planner Department of City Development Room 306, City Hall 730 Washington Avenue Racine, Wisconsin 53403



Re: Request For Proposals-Emergency Shelter Program

Dear Ms. Johanneck:

Enclosed with the letter is Request For Proposals from Project New Life as part of a collaborative plan with five homeless agencies in the City of Racine.

A supportive letter of documentation for the group distribution plan is attached for your review along with the individual exhibits for Project New Life Community Development Corporation.

Finally, we are thankful for the partnership and the support that we have received through the Department of City Development in reducing chronic homelessness.

Sincerely,

Elliott K. Cohen

Executive Director-Project New Life, CDC

#### Exhibit "A"

### Statement of Work

Project New Life CDC is a faith-based youth and family services organization which provides an emergency shelter living component for homeless individuals/families seeking temporary shelter.

We offer services to homeless individuals on a walk-in referral basis. Individuals/Families are offered emergency shelter for a period of 90 days to six months. This time limit may be extended depending on the circumstances surrounding the homeless client. Each client's situation is evaluated on a case-by-case basis for extended stay. The direct services provided by Project New Life Community Development Corporation include: employment assistance/job readiness, financial management strategies, housing assistance, GED/HSED assistance through collaboration with Gateway Technical College, Food Assistance through the Racine County Food Bank, Salvation Army, Love & Charity Mission and donations from private supporters, we also offer transportation assistance, clothing assistance and limited assistance with medical prescription. We offer assistance to our clients with finding treatment for AODA issues. PNL also receives in-kind AODA services on a limited basis through certified AODA providers

Project New Life also provides after-care services to the participants once they complete our program to ensure the highest potential for future success.

Project New Life's Shelter facility currently has the capacity for a total of six beds.



# Exhibit "B"

# Budget

Utilities	\$2,000
Telephone	\$500.00
Insurance	\$500.00
Rent	\$3,500.00
Furnishings	\$534.00
Total	\$7,034.00



# Exhibit "C"

# **Matching Funds**

Matching funds will be provided from donations to Project New Life, CDC and other in-kind gifts. The remaining match will be provided from the Abundant Life Christian Ministries, the umbrella entity of the agency.





April 12, 2010

Mr. Joe Heck
Department of City Planning and Development
Community Development Committee
Room 102-City Hall
730 Washington Avenue
Racine, WI 53403

Dear Mr. Heck:

SAFE Haven of Racine, Inc. thanks the City of Racine for the opportunity to submit an application for an award through the City Emergency Shelter funds. Attached is the requested information:

- Program Description
- Budget for use of the Grant Funds
- How Grant Funds will be matched.

Pamala Handrow, Executive Director, represented SAFE Haven at a meeting of the agencies submitting a consolidated application, due April 19, 2010. As a result of the information provided to the group by each agency, a fair distribution of the funds was established as described in the enclosed letter authored by Carol Wester on behalf of our coalition. The Homeless Assistance Coalition endorsed our action on April 9, 2010.

SAFE Haven, in accordance with the information enclosed is requesting \$11,000.00. Our proposed expenditures are detailed in the enclosed budget.

Sincerely yours,

Pamala Handrow Executive Director

**Enclosures** 

### SAFE Haven of Racine, Inc. 1030 Washington Ave., Racine, WI 53403

### City of Racine, Community Development Committee 2010 Housing and Urban Development Emergency Shelter Grant Proposal Exhibits 1 - 4

#### 1. Program Description

SAFE Haven's Youth Shelter is an eight bed Basic Center in the Runaway and Homeless Youth Program of the Federal Youth Services Bureau. The Youth Shelter offers services to youth ages 10 through 17 who are in need of short-term emergency shelter services and case management due to runaway behaviors, homelessness, or crises such as physical or sexual abuse and/or neglect. Services provided by the Youth Shelter include: the provision of safe shelter, food, clothing and coordination or required medical care; a 24 hour phone line; and case management services such as outreach, education/prevention, assessment, short-term intervention, referral and aftercare for the youth and their family members. Each youth in the program establishes an Action Plan that is geared to his or her individual and family needs. Youth establish goals and work toward completing those goals while in the program and leave with the resources they need to continue their work. It is the goal of the SAFE Haven's Youth Shelter to ensure that when youth leave the shelter that they are placed in safe and secure housing, and that there is a plan for resolving the circumstances that contributed to their need for services. Whenever possible and practicable, Youth Shelter staff work to reunify youth with their families.

SAFE Passage Transitional Living Program operates a transitional living project to help older homeless youth achieve self-sufficiency and avoid long term dependency on social services. The project provides shelter, skills training, and support services to homeless youth age 18 to 21 for a continuous period not exceeding 18 months. Youth are prepared to sustain themselves by finding employment, advancing their educations, locating, renting and furnishing appropriate permanent living arrangements and learning to use the community resources available to them. The homeless youth who use SAFE Passage services have a variety of unique needs, services for which, are not available at other programs or facilities. Most youth are referred to SAFE Passage by HALO and other programs serving homeless populations in the community. The present economy has lessened the ability of youth to find suitable employment, so SAFE Passage is finding that youth may need to stay in shelter for longer periods of time.

#### 2. Budget Narrative

- Payment of utilities for the buildings
- Payment of liability insurance

#### 3. Budget

	2010 Contract
Utilities	1,000
Liability Insurance	10,000
TOTAL	\$11,000

# 4. Matching Funds

US Department of Health & Human Services, Administration for Children & Families = \$132,402 for Basic Center for Youth Shelter

US Department of Health & Human Services, Administration for Children & Families = \$200,000 TLP for Safe Passage

United Way of Racine County for this Fiscal Year ending June 30, 2010 = \$8,400 for Safe Passage United Way of Racine County for this Fiscal Year ending June 30, 2010 = \$75,700 for both Youth Shelter and Safe Streets (split by us, not UWRC into \$63,858 for Youth Shelter and \$11,842 for SAFE Streets)

P.O. Box 1764 Racine, WI 53401 Business Phone: (262) 633-3274



Fax: (262) 633-5523 Crisis Line: (262) 633-3233 Web Site: www.wrcracine.com

April 9, 2010

Mr. Joe Heck
Department of City Planning and Development
Community Development Committee
Room 102—City Hall
730 Washington Avenue
Racine, Wisconsin 53403

Dear Mr. Heck and Community Development Committee,

Please accept the attached documents as the application for the Racine City ESG grant request, in collaboration with other local housing agencies for the Women's Resource Center of Racine (WRC). WRC requests \$12,000 for its shelter operations for 2010-2011.

Accompanying this letter are Exhibit A; Statement of Work/Description of Program Exhibit B; Budget/Budget Narrative

On file already with the City of Racine City Development Department is our agency's list of board of directors, proof of liability insurance, prior years' audit, and complete agency budget.

If I can be of any other service, please contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at who remainded the contact me at (262) 633-3274 or email at

Sincerely,

Cherie A. Griffin

**Executive Director** 



# Women's Resource Center of Racine, Inc. EXHIBIT A-2010 Statement of Work/Description of Program

The Women's Resource Center of Racine, Inc. (WRC) will provide shelter to women and children who are experiencing homelessness due to fleeing abuse and violence. The WRC offers emergency shelter to single women and families for up to thirty days with an extension available in certain circumstances. While in shelter, women and their children may access a continuum of safety services: legal advocacy; domestic abuse counseling; family healing support services (for both a woman as a mother and for each child); domestic violence support groups; AODA support groups; parenting support; safe exchange and supervised visitation services and other case management leading to lifelong safety and self-sufficiency. WRC does not attempt to provide all services to all clients, but, rather, relies on the expertise of others within our community's homeless service continuum. In cooperation with supportive services programs, transitional living facilities and permanent housing organizations, WRC responds to the specific vulnerabilities of a population fleeing abuse.

The WRC shelter is a thirty-two bed community living setting that provides three meals a day, personal hygiene and clothing supplies, transportation and any other basic needs when requested. The City of Racine, City Emergency Shelter Grant funds will support the shelter operations and maintenance costs.

The Women's Resource Center of Racine shelter program serves an average of 300 women and children annually with the entire agency staff providing safety services to well over 1200 persons per year. Each month an average of 600 nights of care are provided to victims of domestic violence. The shelter responds to the basic needs of families while other program services assist in the healing of violent trauma.

It has been indicated that outcomes for clients have been achieved regularly at 90% or better across all program services areas. Ongoing assessment of client needs are met by a willing, helpful staff prepared to offer all possible solutions to assist in creating self-sufficiency for families torn by violence and abuse.

### EXHIBIT B-1 Budget/Budget Narrative

Reg Description of Cost	ular Line Item Costs for 2010 Grant Funds Requested	Cash Match
Furnishings	\$ 300	\$ 300
Liability Insurance	\$ 3,500	\$ 3,500
Repairs and Maintenance	\$ 1,700	\$ 1,700
Utilities	\$ 4,500	\$ 4,500
Phone	\$ 2,000	\$ 2,000
TOTAL:	\$12,000	\$12,000

Furnishings include items that are needed for the general comfort of the WRC emergency shelter (beds, for example)

Liability insurance covers the safety services offered to shelter residents and the shelter operations themselves.

Telephone costs include a four-line phone and fax system, a 24 hour crisis and intake line and a separate resident line.

Utilities include gas, electric, water and sewer, and garbage removal.

Repairs and maintenance costs reflect needed services for the general ongoing operation of a thirty-two bed shelter and typically reflect costs associated with plumbing, electrical, water sprinkler system, security system, and minor structural upkeep.

Each line item reflects a dollar for dollar match as required by this grant. These match sources include the Department of Health and Human Services, the State of Wisconsin ESG/THP grant, United Way of Racine County, potentially CDBG monies and, on occasion, public fundraising support.