City of Topeka ARPA Grant Awardees

Organization Name	Funding used for:	Original Amount	Amount Awarded
Topeka Lulac Multipurpose Senior Center	Make Building ADA compliant	$125,000	$105,000
Topeka North Outreach	Weekend meals to students w/food insecurity	$20,000	$20,000
East Topeka Senior Center	New vehicles to transport Seniors	$50,000	$47,490
IBSA	Job assistance, and programs for LMI individuals	$92,000	$92,000
Patterson Family Child Care	Sustain operations and meet community needs	$50,000	$41,280
Community Center at Ripley Park	Walk in Freezer and cooler, plumbing, & signage.	$25,000	$25,696
Community Center at Ripley Park	Kitchen remodel	$25,000	$19,325
Positive Connections	Case Management for HIV individuals	$40,000	$27,000
Mirror Inc,	Sober Living Program, inpatient and outpatient	$600,000	$360,000
Cornerstone of Topeka	Transitional Housing Duplex	$229,256	$226,256
Open Arms Outreach Ministries	Community Oasis Project, shelter and food	$150,000	$127,000
Habitat for Humanity	Affordable Housing Partnership & Construction	$475,000	$340,000
Community Resources Council	Computer/Internet Labs for LMI communities	$250,000	$214,000
SNCO Medical Society HealthAccess	Health care/Prescriptions for low income	$25,000	$20,000
Prevention and Resiliency Services	Expand services, software, & parking lot repairs	$335,000	$105,498
Door Step Inc	Rental assistance, daycare, & other bills of LMI	$181,000	$133,000
Positive Connections	Prevention/Education and Mobile Testing Unit	$180,000	$150,987
Stregnthening & Equipping Neighborhoods Together (SENT)	Mental Health services for Hi-Crest	$50,000	$30,000
Child Care Aware of Eastern Kansas	Expansion of current Childcare services	$1,533,587	$500,000
First Congregatonal Church of Topeka	Trauma care and shelter for teens, LGBTQ+ safety	$450,000	$340,000
Salvation Army of Topeka	Individuals facing a housing or utility shut off	$25,000	$25,000
Florence Crittenton Services of Topeka	Salary increases, training for mental health staff	$250,000	$153,000
Breakthrough House	Payee Program, help those in financial crisis	$8,300	$7,300
Breakthrough House	Residential Program for Mental Health	$750,000	$600,000
Love Fellowship Church	Daycare for congregants	$25,000	$25,000
Valeo Behavioral Health	Assertive Community Treatment MH Program	$683,726	$562,635
Cornerstone of Topeka	Construction of affordable housing duplex	$187,390	$117,000
Cornerstone of Topeka	Construction of 3 single family affordable homes	$306,064	$172,103
ArtsConnect	Art healing for Veterans & First Responders	$59,565	$59,565
Topeka Center for Peace and Justice	Job Training for juvenile programs	$106,537	$100,469

Catholic Charities of Northeast Kansas	Increase wrap-around services & building repairs	$264,980	$150,000
SLI	Training & equipment to help Intellectual Disabilities	$277,885	$212,780
Community Resources Council	Create more affordable housing for LMI individuals	$900,000	$800,000
Central Topeka Grocer Oasis Group	Green Groccery Store in Food Desert	$800,000	$628,136
It Takes a Village	Performing Arts programs for at risk young people	$235,000	$200,950
Gil Carter Initiative	Food and Clothing Assistance for LMI	$50,000	$50,000
Community Action	Rental assistance, food, etc for those in need	$700,000	$600,000
Papans Landing Senior Center Inc	Salaries, expansion, van, security, & HEPA air filters	$493,410	$365,805
YWCA Northeast Kansas	Continue running Day Center for trafficked victims	$184,837	$101,636
Stay Calm	Marketing & education to stay calm in emergencies	$50,000	$32,900
Boys & Girls Club of Topeka	New Buses	$180,000	$280,000
Boys & Girls Club of Topeka	Staff Recruitment and Retention	$150,000	$280,000 above
YWCA Northeast Kansas	Facility Repairs and HVAC Replacement	$418,000	$318,000
El Centro de Servicios para Hispanos	Immigrant Assistance Clinic	$828,295	$221,795
Community First/International Academy	Programs for School	$800,000	$597,727
TARC	Feeding Clinic for children in need	$92,500	$72,500
Family Service & Guidance Center	New Youth Crisis & Recovery Center	$1,000,000	$500,000
Housing and Credit Counseling, Inc.	Tenant & Landlord Counseling/ Eviction Prevention	$84,920	$76,140
HEARTS	Public Health and Safety Crew Program	$50,000	$45,027
		TOTAL	**$10,000,000**

ARPA Funds Grant Application

Submission date:	**24 June 2022, 8:39AM**
Receipt number:	**22**
Related form version:	**4**

Section I Organization Information

Organization Name	**TOPEKA LULAC MULTIPURPOSE SENIOR CENTER INC**
Organization Address	**1502 NE Seward Avenue** **Topeka, Kansas 66616**
Primary Phone	**7852345809**
Primary Email	**kathy@topekalulacseniorcenter.com**
Primary Contact	**Kathy Votaw**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**45 years**
Industry Name	**Non-Profit**
What is your organization's mission statement?	**The mission of Topeka LULAC Multipurpose Senior Center, Inc. is to promote the socialization, independence and mobility of seniors and those with physical limitations in the Topeka metropolitan area.**
Does your organization assist any of the following?	

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**

Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**Have been trying to hire Admin. Assistant for several months, no one applies for the job. We are in need of bringing our second part-time transportation driver position to full-time status, but we have been unable to secure additional funding to do so.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**9,000**
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**125,000**
Name the program for which you are applying	**ADA Compliance LULAC Building**

Please describe your organization, its programs and how this program fits in	**LULAC Senior Center is the only full-time Senior Center in Topeka! We offer a variety of programs to keep our senior population in Shawnee County active, engaged, and having fun! We work to prevent isolation, increase socialization, and help them to remain in their homes by providing transportation to and from the senior center, to civic events, off site activities, congregate dining, basic needs shopping, flu clinics, and various other activities that is beneficial to our aging population. Our Center offers Senior Computer Classes, Dance Classes, Tai Chi, Gardening Classes(we have our own full size Greenhouse on premises, along with a Community Garden) and Art Therapy Class. We are in partnership with Baker School of Nursing, and have available senior nursing students year round for blood pressure checks, wellness checks and the opportunity for our folks to have confidential face to face meetings regarding their health questions. Our "Healthy Minds, Healthy Bodies, Healthy Lives" program incorporates exercise, nutrition, grief counseling, and various presentations within our community for our seniors to take the lead on their own health and wellness. We offer safe, reliable transportation to limited medical appointments, pharmacy, and to income tax sites, and Medicare sites for those who are no longer able to drive. Our Executive Director has over 30 years in non-profit management and was awarded the National Senior of the Year award in 2018. Our Senior Transportation Driver was named Driver of the Year in 2021 by Kansas Department of Transportation, thirty years of driving the LULAC Bus, and no accidents! We are a fun place, overseen by a Board of Directors and very involved in our community! Our Senior Citizens are living their best life at LULAC, and age is just a number as our participants range from age 64-92!**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**We are in desperate need to bringing our building up to ADA Compliance! We had Mr. Bill Bevins from the City walk thru our building in 2014 and identify many issues that need to be resolved such as our handicap ramp, our stairs into the front of the building, both men/women's bathrooms, our kitchen area, and our commons area. Because we were never able to obtain funding for these issues because of the high cost, they haven't been fixed. Making our building ADA Compliant will also make it much easier for our folks in walkers, wheelchair, and with scooters to be able to access other parts of the building, along with other folks who come to LULAC for business reasons, or to give presentations. When you operate a Senior Center, it's important to give people easy access, so that they may participate fully in what the center has to offer. We need sinks lowered, and flooring replaced in our most utilized areas of the building-the long term benefits will remain for years down the road at the Center if this work is done, and we would easily be able to accommodate more senior citizens . Presently, those who have scooters have to transfer to a wheelchair at our entrance because the scooters will not fit thru the doors. We have one handicap access to our Greenhouse which is located on the outside of the building, but the inside entrance has short little steps that frail elderly cannot easily maneuver. By making these changes to LULAC Senior Center it will not only be a tremendous gain for our senior citizens who are active at the Center now, but for many other folks in years to come.**
How has the pandemic impacted the effectiveness of your organization?	**When the pandemic hit, we jumped into action! Our Senior Population in Topeka is already isolated from families, friends, driving, and being able to go whenever they want to. When the world shut down, we stood up! We delivered toilet paper, and cleaning supplies to households, along with USDA food boxes which were drop and go to individual homes. Our**

Executive Director wrote a program to keep our folks busy while they weren't at the Center. "Grandma/Grandpa's Calling" was matching our folks with grade school kids in the area who were also isolated at home. It was advertised on the local news outlets, and we got kids! Our folks were matched 3-4 students whom they called 2-3 times a week. The kids were going through the same thing the senior citizens were going through-they were at home trying to do online schooling, away from friends, and adjusting to this new way of life. It was a perfect program, and great friendships were made. The parents of the school kids were glad to have the calls from the seniors, and the seniors had something to look forward to on a daily basis! We also applied for Spark funding and bought two facial recognition devices for temps, and devices for each of our transportation buses. We purchased a disinfectant "fogger" for our building, bought masks and as much sanitation equipment we could find, and we OPENED UP after being closed only 4 short weeks! We spaced our folks apart in our building, we got creative with our activities, and we took every precaution to make our environment safe for our frail population. We limited our participants to ten people in the beginning, and gradually increased based on the CDC guidelines. We sanitized our building 3 times a week, we karaoke'd alot, we paid for a ZOOM membership and offered zoom for our nutrition classes, and some of the various presentations and projected them across our commons area, and we adjusted to the "new normal". When it was safe for our folks and our staff, we opened full-time, and it was business as usual. It's worth noting that not one of our senior citizens got COVID. We continue to fog our building weekly, and we learned that even with a pandemic we were able to effectively offer services for our senior citizens.

Please describe how you see the future of your organization and its program post-pandemic	**Our future is bright! Our services remain strong, our participants at the center have increased, our organization remains very active. Our senior citizen were never afraid of the pandemic, they had been through much in their lifetimes and they couldn't wait to get back to the center. Our staff is solid. We have had a position open for over a year for administrative staff support but can't seem to get anyone to interview for the job. It is our hope that this position is filled eventually, We are a lifeline for many, and we have much community support so we are business as usual post pandemic.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Remodel both bathrooms, add handrails, widen entrances, lower sinks. Remove handicap ramp inside of building, add handrails, pull up flooring which has ripples and replace. Replace steps into kitchen area- they are not all the same size, and difficult to maneuver. Replace steps on both entrances of the building on the outside, add sturdy handrails, replace steps inside of building leading to greenhouse, add ramp to front entrance, add any other necessary adjustments to become ADA compliant. This project may involve extra hours outside of normal business hour to meet with contractors etc. in the evenings and weekends, therefore we may need to allocate 10% of the funding to salaries over the next three years to see this project to completion.**

Describe what other funding is available and what you have secured, or expect to secure for this project	**LULAC Senior Center continually applies for funding for our smaller projects, and activities. The problem with grant funding is there is nothing offered for replacing, remodeling the interior of your building for ADA compliance. We receive City, County, KDOT, and local Aging money but these grants are for programs, and transportation. We have three fundraisers a year to support our senior services, and receive private donations occasionally for various projects. We haven't secured any funding for this project because we can't seem to find any to fund these renovations to our building. LULAC Senior Center has limited funding in our General Budget but not enough to make our building ADA compliant.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**We actively work to create programs to enhance the lives of senior citizens. Our programs and our Senior Center is a safe environment for all ethnicities. We work with many community agencies to ensure our population are receiving the best services possible at little or no cost because they are on limited incomes. This proposal addresses the need to make our building more accessible for our senior population, and those in years to come.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**This service is not duplicated by another agency. Our Center is a full-time establishment operating from 8-4pm Monday through Friday and occasionally on the weekends. We own our building, and these ADA standards are unique to LULAC Senior Center only.**

What donated goods and or volunteer services do you receive that add value to this program?	**Our Center receives much support from the Community! We partner with K-State/Shawnee County extension office for Nutrition Classes, Walmart, Bed, Bath Beyond, Frito Lay, Natural Grocers, Midland Care, Baker School of Nursing, Arts Connect, Barbara's Conservatory of Dance, Jayhawk Area Agency on Aging (Tai Chi Classes) Stormont Vail Hospital, Security Benefit, Kansas Dept. of Wildlife and Parks, and a host of others who provide goods, services, and sponsorship of our fundraisers.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**DOC062422-06242022081110.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**0**
Projected age of 19-35 years	**0**
Projected age of 36-59 years	**0**
Projected age of 60 years and over	**260**
Total Individuals	**260**

Section V Beneficiary Information - Gender

Men	**124**
Women	**156**

Transgender	**0**
Total Individuals	**280**

Section V Beneficiary Information - Income Level

At or below 30%	**124**
At or below 50%	**63**
At or below 80%	**53**
Other	**0**
Income Unknown	**40**
Total Individuals	**280**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**30**
Percent of Black/African American	**15**
Percent of Hispanic	**25**
Percent of Asian	**5**
Percent of American Indian/Alaskan Native	**20**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**5**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Kathy Votaw**  **Uploaded signature image: Kathy Sig.JPG**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: TOPEKA LULAC MULTIPURPOSE SENIOR CENTER, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on June 04, 1985, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of May 23, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Response from Topeka LULAC Senior Center

To The Policy and Finance Committee Regarding ARPA Funds.

August 30, 2022

1. Organization Chart (attached)

2. Budget (Attached)

3. While a reduction in our request is possible the cost of materials and labor is ever increasing. We could take a reduction of $20,000 of our original request of $125,000 and seek to get some of the materials donated as in-kind. Since our building was built in the early 1920's some of the construction such as the width of the bathroom doors will need to be as close as ADA as possible, but considering the layout of the building he will do his best to accommodate to get them up to the best standards possible.

4. There is always a possibility of in kind donations, we would not turn them down, but at this point it is not something we can guarantee will happen.

5. Why would it take 3 years to complete? After discussing this with the contractor who provided information on the work needed to be done, we concluded that we would have to do this "in phases" so that our Senior Center could continue to be in operation for the people who depend on us on a daily basis. We are the only full-time center in Topeka offering senior citizens a place to gather, socialize, have the opportunity to participate in daily activities and prevent them from being isolated. Closing our building for renovation to make it ADA compliant would be detrimental to the population we serve in Shawnee County. We also are at the mercy of suppliers for materials once the project begins. It may not take the entire 3 years to complete, but we have never taken on a project like this and adjustments would need to be made such as alternate ways to continue our services without interruption.

6. Most of our materials in Spanish are those offering information in the Community, such as Discrimination information, Civil rights information, and we request both English and Spanish brochures from folks in the community asking to use our bulletin boards for information pertaining to open Medicare enrollment, events in our community etc. Although LULAC Senior Center initially began as a mostly Latino organization, we rarely have any Spanish speaking folks here, as we are represented by every ethnicity. The LULAC Brochure is not in Spanish as we have two Spanish interpreters on site at the Senior Center for those Spanish speaking individuals who are interested in learning more about what the Senior Center has to offer.
7. Yes! We have many Black, Latino/Indigenous volunteers who help with our events, our greenhouse, our community garden and daily activities at the Center, volunteer to assist in the office, and drive our vans as vacation relief. Two of our staff are Latino. Our Board is comprised of Black, Latino and White.

ORGANIZATIONAL CHART

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

ADMINISTRATIVE ASSISTANT (1)

FULL-TIME VAN DRIVER (1)

PART-TIME VAN DRIVER (1)

VARIOUS OTHER VOLUNTEERS (OFFICE STAFF, EVENTS & SEASONAL)
(40)

Topeka LULAC Senior Center

Budget ARPA Funding

Materials, Labor, Permits, Insurance	$113,000
Staff Salaries	$12,000

- Staff salaries include over-time for hourly employees in the evenings and weekends, holidays when staff person is needed to open/close building during construction over the entire project timeframe. Salary also includes mileage for those who do not live close to the LULAC Senior Center. Hourly employees receive $15 per hour and would receive $22.50 per hour after a normal 40 hour work week. This amount would be aprox. $4,000 per year for the 3 year project. This amount is for hourly employees only and does not include the Executive Director.
-

Proposed preliminary scope of work for Lulac Senior Center **August 23, 2022**

Kathy Votaw
kathy@topekalulacseniorcenter.com 785-234-5809

Interior

Tear out wheelchair ramp, landing and stairs into the kitchen.
Rebuild all with ADA standards.

Tear out flooring in kitchen, men's and women's bathrooms.
Make necessary repairs to subfloor defects.
Install new flooring.
Install ADA grab bars in both bathrooms

Sand down all hardwood flooring in the dining room to remove indentations in the floor.
Refinish newly sanded floors.

Exterior

Demo both sets of concrete steps going into the building. None of the existing stairs have consistent rise and run to the steps and do not meet code. Rebuild stairs with consistent rise and run to meet code.

Demo 40' of sidewalk that accesses the building. Existing sidewalk is in disrepair and dangerous to walk across
Replace with new concrete sidewalk.

The clear roof panels for the greenhouse are leaking. This is causing issues in the greenhouse and in the vinyl soffits. They need to be replaces and any found defects in rafters will need to be repaired.

Mark Prellwitz

Prellwitz Construction

785-806-9005 mark@prellwitzconstruction.com

Good Afternoon Kathy Votaw,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

- If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
- The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for the Topeka LULAC Multipurpose Senior Center are as follows:

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
4. Is there the possibility of in-kind donations for some of the ADA upgrades?
5. Why would this take 3 years to complete?
6. Are any of your materials for outreach in Spanish?
7. Do you have any Black or Latino/Indigenous staff or volunteers?

Topeka LULAC Senior Center

ARPA

Adjusted Budget for Reduction

Original Request $125,000

Reduction Amount $20,000 (if needed)

$93,000-Materials, Labor, Licenses, Insurance for ADA construction-Contractor

$12,000 Salaries

- Staff salaries based on over-time for hourly employees in the evenings, weekends, and holidays who are needed to open and close building and be available while contractors are working. This is based on the entire project. Hourly employees received $15 per hour and would receive $22.50 per hour after a normal 40 hour work week. This amount would be approximately $4,000 per year for a 3 year project. Although the amount of time may be less, it's difficult to gauge materials being delivered, contractors time frame, and weather for outside work to be done.
- Should a reduction of our original request be needed, we will get as much work done as possible with the ARPA funds allocated to us.

ARPA Funds Grant Application

Submission date:	**1 July 2022, 9:00AM**
Receipt number:	**26**
Related form version:	**4**

Section I Organization Information

Organization Name	**Topeka North Outreach, Inc.**
Organization Address	**210 NW Menninger Rd.** **Topeka, KS 66617**
Primary Phone	**785-286-1370**
Primary Email	**topekanorthoutreach@gmail.com**
Primary Contact	**Theresa Gartner**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**51 years**
Industry Name	**Religious, Grantmaking, Civic, Professional, and Similar Organizations**
What is your organization’s mission statement?	**Topeka North Outreach is a humanitarian relief organization that extends a helping hand to the poor and oppressed of all ages who are struggling to meet their basic needs. The organization offers a unique set of outreach services to meet the recipient’s physical, social, emotional, and spiritual well-being in hopes of decreasing hunger, sickness, disease, poverty, and homelessness. Topeka North Outreach's mission statement is: “Reaching out to our neighbors in need with the love of Christ.”**
Does your organization assist any of the following?	**Rental Assistance** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$20,000.00**
Name the program for which you are applying	**Operation Backpack Program (OBP)**

Please describe your organization, its programs and how this program fits in	**Topeka North Outreach (TNO) offers relief services to the poor and oppressed of all ages who struggle to meet basic needs. TNO serves disadvantaged residents of North Topeka and Oakland communities toward the goal of decreasing hunger, sickness, disease, poverty, and homelessness. TNO is an all-volunteer organization with the following programs:** **1) Caring Committee -- provides emergency assistance to families who face crisis situations in the form of limited finances to pay for utilities, rent and prescriptions.** **2) VIP Program -- provides a weekly free lunch to individuals aged 55 and over, most of whom are low-income and have limited mobility.** **3) Christmas Outreach -- TNO member churches adopt families in our service area through the United Way Christmas Bureau to provide gifts, a holiday meal, blankets, towels, and essentials.** **4) Youth Ministry Programs -- for children ages pre-K through 12th grade – a) J.A.M (Jesus and Me) -- encourages children through mentoring in an afterschool club, 2) Operation Backpack Program (OBP) – provides weekend meals to students who live in food insecure homes, and 3) School Supply Giveaway – provides school supplies each August so children are fully prepared for learning.** **Many families simply do not have adequate resources to purchase enough food and pay for rent, utilities, and other basics. Food is one budget item that can be cut without penalty from those to whom money is due. This leaves households, especially those with children, particularly vulnerable to hunger. TNO's OBP seeks to alleviate childhood hunger by providing food to students from economically disadvantaged homes.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has	**Healthy bodies and minds require nutritious meals at every age. For children, food insecurity is particularly devastating. Not having enough healthy food can have**

been awarded

serious implications for a child's physical and mental health.

Hungry children are sick more often and are more likely to have to be hospitalized (the costs of which are passed along to the business community as insurance and tax burdens). Hungry children suffer growth impairment that precludes their reaching their full physical potential. Hungry children incur developmental impairments that limit their physical, intellectual, and emotional development.

Hungry children do more poorly in school and have lower academic achievement because they are not well prepared for school and cannot concentrate. Hungry children have more social and behavioral problems because they feel bad, have less energy for complex social interactions, and cannot adapt as effectively to environmental stresses. Hungry children exhibit more signs of worry, anxiety, and behavior problems.

Workers who experienced hunger as children are not as well prepared physically, mentally, emotionally, or socially to perform effectively in the contemporary workforce. Workers who experienced hunger as children create a workforce pool that is less competitive, with lower levels of educational and technical skills, and seriously constrained human capital

Short-term, hungry children have greater odds of being hospitalized with the average pediatric hospitalization costs at approximately $12,000. Long-term, chronic under-nutrition contributes to high overall health care costs. Child hunger leads to greater absenteeism, presenteeism and turnover in the work environment, all of which are costly for employers. Child sick days are linked to parent

employee absences, as well. (nokidhungry.org)

OBP works to combat the effects of childhood hunger and food insecurity. When children have adequate nutrition every day, their physical and mental health, learning, social skills, and general productivity are improved, leading to decreased costs for families, employers, medical providers, insurers, and government.

OBP has been in existence since 2006 as a solely grant and donation-based program. TNO and OBP have been continuously blessed with organizations, businesses, foundations, and individual and church donors in our city that give to our program on a yearly basis. We continue to partner with our donors and grantors and seek additional benefactors (repeat and one time) as our program moves into the future. As the need remains, those in our city who are generous continue to reach out to serve those less fortunate.

How has the pandemic impacted the effectiveness of your organization?

The pandemic has had the following effects on TNO:

1) The number of individuals needing assistance has grown as illness, employment, and costs of living have all been negatively affected for all individuals. This has increased the demand for TNO services, leading the organization to have to turn away some individuals seeking assistance.

2) Some of the grant sources who regularly give to TNO's OBP have been unable to hold fundraisers for their grant funds. This resulted in reduced funding for OBP, which, in turn, resulted in a decreased food budget. A decreased food budget meant decreasing the quantity of food offered in each weekend sack or reducing the number of children served. The former was chosen. We have been able to increase the food

quantity again, but it is still not back to its pre-pandemic level.

3) Because TNO relies on volunteers, the number of volunteers declined due to safety and illness factors. This led to the need for smaller groups of volunteers managing increased needs.

4) The inability of manufacturers and stores to obtain food goods has made it difficult for OBP to receive all goods necessary to provide food sacks for hungry children. Substitute food items have been purchased that have not been as nutritious and that have been more costly. Different food suppliers than our regular vendors have also been used, which has resulted in higher costs.

Despite the setbacks resulting from the pandemic, TNO has been able to continue to function without complete interruption in services. We have learned to adjust and make modifications as necessary. However, those whom we serve have been negatively impacted in the degree of service they are able to receive. This has decreased TNO's effectiveness a humanitarian relief organization in the North Topeka and Oakland communities.

Please describe how you see the future of your organization and its program post-pandemic	**TNO and OBP will continue to operate and be in demand post-pandemic. The recovery from the pandemic will likely be a process, creating continued increased need for our services. Even if recovery happens quickly, the need for our relief services existed pre-pandemic and will remain post-pandemic. A 51 year TNO history for relief services indicates disadvantaged individuals will continue to exist and a 16 year OBP history indicates food insecurity will not be solved any time soon. Therefore, our organization and programs will continue to be necessary. Positive benefits from "returning to normal" post-pandemic would be decreased need for services, therefore no waiting lists, no turning away individuals and families, and ensuring that enough nutritious food is provided to meet the average child's appetite and nutrition needs. Funding sources will continue to exist, and private donors will continue to give.**

Section IV General Data

Provide a detailed explanation of the proposed program	**OBP seeks to alleviate childhood hunger in the North Topeka and Oakland communities by providing weekend food sacks containing nutritious meals and snacks to students from economically disadvantaged homes. OBP works to support children who might otherwise go hungry over the weekend when school-provided meals are not available.** **The Operation Backpack Program gives priority eligibility to students who live in households with low income, single parents, grandparents raising grandchildren, disabled parents, or who are foster/adopted children. Weekend food sacks are available to students in grades pre-K through 12 who attend one of twelve schools and two community centers in North Topeka and Oakland.**

OBP food sacks have eight nutritious, single serving food items that are easy for youth to prepare, such as microwavable soup and canned pasta, fruit, peanut butter, cereal, and protein bars. Weekend food sacks are distributed during the school year every Friday or the day before weekends and holidays. And because hunger is a year-round problem, OBP also distributes weekend food sacks during the summer months to North Topeka and Oakland schools who provide summer school and day programs.

OBP collaborates with school administrators and counselors, as well as community center directors in our service area, to identify and register children from economically disadvantaged homes. This collaboration is important because school and community center staff are most familiar with the students and generally have relationships with the parents. Through this joint effort, OBP reaches the most vulnerable and at-risk students within their natural environments.

Volunteers engage in monthly food sack assembly, monthly food pickup from local distributors, and weekly sack delivery to schools. We have regular teams of OBP volunteers for the latter two roles. Volunteering for sack assembly is a "just show up" event, though, with an average of 100 individuals who gather to assemble over 3600 food sacks once per month at our pantry location.

Describe what other funding is available and what you have secured, or expect to secure for this project	**The 2022 OBP budget of $152,080.00 is as follows:** **Food: School Year -- $152,080.00 (871 sacks week x 39 wks = 33,969 total sacks. $125,300 divided by 33,9693 sacks = $3.69 cost per sack)** **Food: Summer - $18,100.00 (377 sacks week x 13 wks = 4901 total sacks. $18,100 divided by 4901 = $3.69 cost per sack)** **Sack Fun Item -- $4680.00** **Supplies for Sack Assembly -- $4000.00** **Funding secured to date is as follows:** **Grants: $53,703.50** **Donations: $7568.00** **Funding yet expected to be secured in 2022:** **Grants: $54,000.00** **Donations: $36,832.00**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Food insecurity is defined as the state of being without reliable access to a sufficient quantity of food for every person in a household to live an active, healthy life (FeedingAmerica.org). 18.4% of Kansas children (129,780 children) are food insecure (Feeding America, 2018 Map the Meal Gap) with 1 in 6 children in Shawnee County being without adequate food resources (Understanding Food Insecurity in Shawnee County, 2022). This further breaks down to 3 and 4 children in Topeka, Kansas (Topeka Public Schools, 2020-2021).** **A correlation has been found between food insecurity and the rate of free and reduced-priced meals received by school children. Nearly 53% of Shawnee County students qualify for free or reduced-price meals (datacenter.kidscount.org). In Topeka, 78% of USD 501 students and 35% of USD 345 students receive meals at reduced or no cost pricing (ksde.org). These are the two school districts TNO's**

OBP serves on a weekly basis.

The children served by OBP come from economically disadvantaged homes. Food is often the only budget item that can be cut without risk of external penalty (Understanding Food Insecurity in Shawnee County, 2022). In 2020, the average cost of a meal in Shawnee County was $2.14. That number has likely increased due to current inflation and is estimated by the U.S. Department of Agriculture (2021) to be closer to $2.38 for healthy and nutritious foods. A family of four living at poverty level income of $2313 per month (kdads.ks.gov), budgeting the recommended 15% of household income for food (ramseysolutions.com), would need to use $346/month total on food. Using the $2.38 per meal estimated cost, assuming three meals per day for 4 family members, this family would need to spend $214/mo/person or $856/mo total on food. That's nearly two and half times the recommended maximum food budget percentage for any household. The families we serve struggle to purchase enough food while also paying for housing, utilities, medical expenses, and transportation.

Some populations are at much higher risk for food insecurity than others. Food insecurity is associated with households with three or more children, having low educational attainment, single parents, low income, and being a member of a racial or ethnic population group (American Journal of Nursing, 1991, https://pubmed.ncbi.nlm.nih.gov/30550460).

The population OBP serves breaks down as follows:

17% of the children served are Black/African American, 33% are Hispanic/Latino/Latina/Latin, 35% are White/Caucasian, and 15% are Multi-Ethnic.

88% of the children served speak English as their

	primary language and 12% speak Spanish as their primary language. **22% of the children served are identified as having a disability and 78% are identified without a disability.** **70% of the children served by OBP are under the age of 12 years. 30% are ages 13 to 18 years.** **100% of the children served are identified as highly vulnerable.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**OBP of TNO is the only weekend feeding program for children in North Topeka and Oakland communities. Therefore, no duplication of services exists.**
What donated goods and or volunteer services do you receive that add value to this program?	**Topeka North Outreach is a 100% volunteer organization from its Board Members and Officers to its program coordinators and workers within the programs. Anyone is welcome to be a volunteer in the monthly Operation Backpack Program food sack assembly process.** **Operation Backpack Program receives periodic food donations from its member churches, from schools, and from individual volunteers. Sometimes these are small donations of a few items, such as Chef Boyardee or snack size bags of chips, and sometimes these donations are from an entire congregation equating to a truck bed load of food items. We currently receive a monthly donation of chips from Frito Lay.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Kansas Certificate of Good Standing.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**40**
Projected age of 6-12 years	**769**
Projected age of 13-18 years	**62**
Projected age of 19-35 years	**0**
Projected age of 36-59 years	**0**
Projected age of 60 years and over	**0**
Total Individuals	**871**

Section V Beneficiary Information - Gender

Men	**400**
Women	**471**
Transgender	**0**
Total Individuals	**871**

Section V Beneficiary Information - Income Level

At or below 30%	**0**
At or below 50%	**0**
At or below 80%	**0**
Other	**0**
Income Unknown	**871**
Total Individuals	**871**

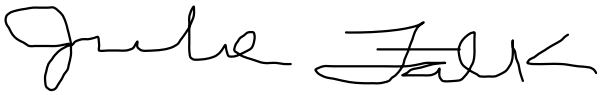
Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**35**
Percent of Black/African American	**17**
Percent of Hispanic	**33**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**0**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**15**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Chairman of Grants and Donations**
Your Signature	**Name of signatory: Julie Falk**  **Link to signature**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: TOPEKA NORTH OUTREACH, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on December 07, 1971, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of June 30, 2022

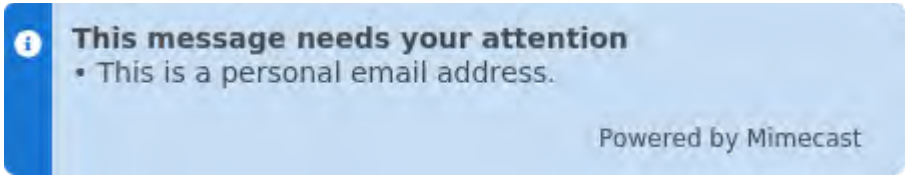
Secretary of State Seal



SCOTT SCHWAB
SECRETARY OF STATE

Kalea Pauole

From: Julie Falk <operationbackpackprogram@gmail.com>
Sent: Wednesday, September 7, 2022 1:55 PM
To: ARPA Grants
Subject: Response to follow up questions for North Topeka Outreach



Dear ARPA Grants Application Staff and Policy and Finance Committee,

Attached are documents in response to follow up questions 1 and 2. Below are also written responses to Questions 3 through 7:

3. We would consider a $5000 reduction in the amount requested.
4. The age groups of children who receive the weekend food sacks are pre-K through 12th grade.
5. Distribution of food sacks occurs at the following locations: IN USD 345 -- Elmont Elementary, Logan Elementary, North Fairview Elementary, Northern Hills Elementary, West Indianola Elementary, Mathes Early Learning Center, Pleasant Hill Learning Center, Seaman Middle School, Seaman High School and Garfield Community Center. IN USD 501 -- Quincy Elementary, State Street Elementary, Chase Middle School and Oakland Community Center.
6. The number of food sacks distributed has increased by 50% in the last 10 years. We project another minimum 25% increase in the next 5 years. We had a 10% increase just in 2021.
7. None of our materials for outreach are in Spanish. However, it is not a problem to begin giving materials in both Spanish and English.

Respectfully Submitted,

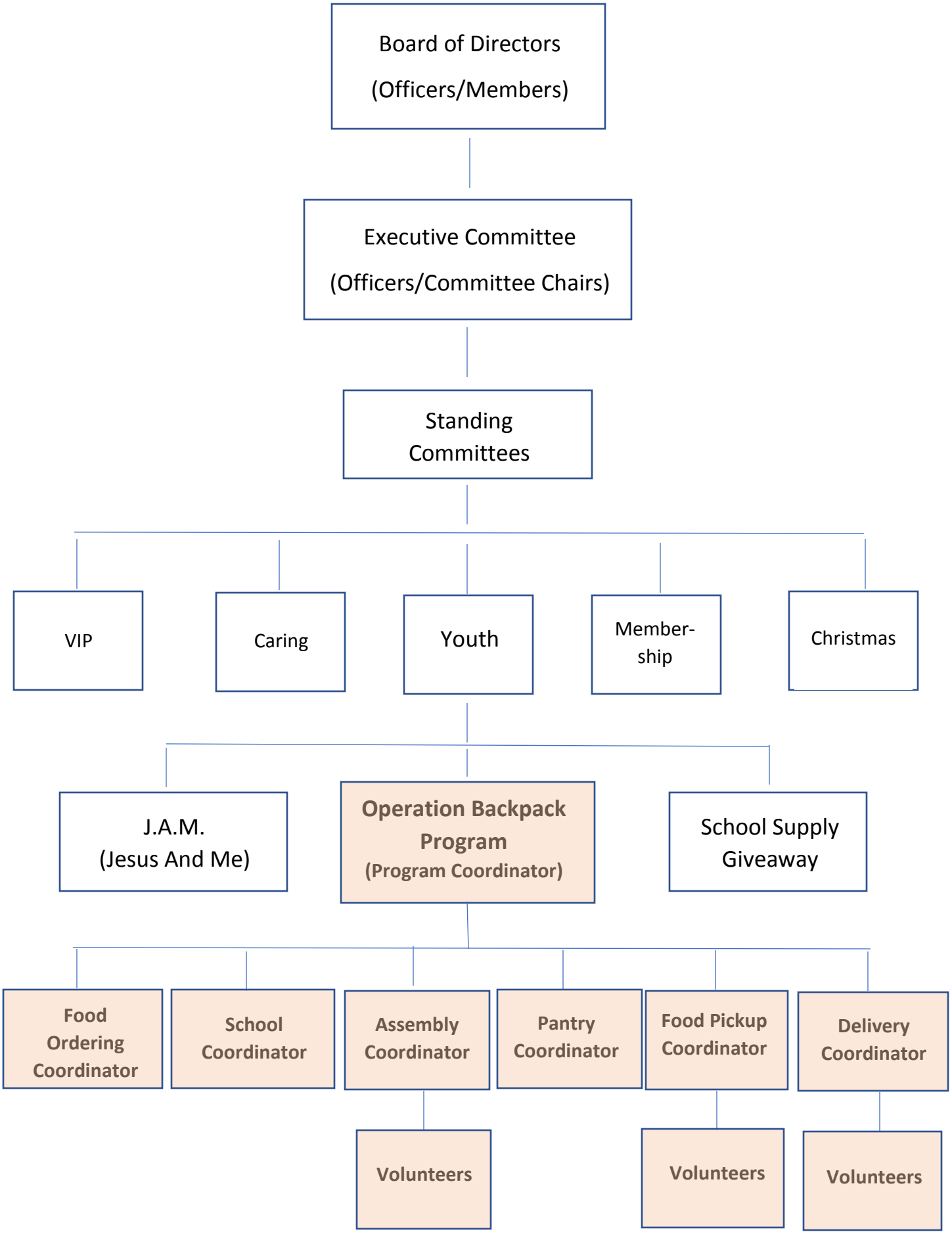
Julie Falk
Topeka North Outreach, Inc.
Director of Operation Backpack Program
785-806-4007

operationbackpackprogram@gmail.com

www.topekanorthoutreach.org

TNO Organization Chart.pdf

2022 OBP Budget for Grant Proposals


Board of Directors
(Officers/Members)
Executive Committee
(Officers/Committee Chairs)
Standing Committees
VIP
Caring
Youth
Member-ship
Christmas
J.A.M.
(Jesus And Me)
Operation Backpack Program
(Program Coordinator)
School Supply Giveaway
Food Ordering Coordinator
School Coordinator
Assembly Coordinator
Pantry Coordinator
Food Pickup Coordinator
Delivery Coordinator
Volunteers
Volunteers
Volunteers

Operation Backpack Program

	APPROVED 2022 BUDGET	
Backpack Literature, Toys, Tracts	$4,680.00	
Food: School Year	$125,300.00	871 sacks week x 39 wks = 33,969 total sacks. $125,300 divided by 33,9693 sacks = $3.69 cost per sack
Food: Summer	$18,100.00	377 sacks week x 13 wks = 4901 total sacks. $18,100 divided by 4901 = $3.69 cost per sack
Supplies for Backpacks	$4,000.00	
Total Operation Backpack	**$152,080.00**	

Operation Backpack Program - Budget for ARPA Funds Grant Award

			Usage of ARPA Funds Grant	**Notes**	
Backpack Literature, Toys, Tracts			$600.00		
Food			$18,870.00	$18,870/$4.11 per sack = 4591 weekend meal sacks	
Supplies for Backpacks			$530.00		
		Total	**$20,000.00**		

ARPA Grants

From: Julie Falk <operationbackpackprogram@gmail.com>
Sent: Thursday, October 6, 2022 11:11 AM
To: ARPA Grants; operationbackpackpogram@gmail.com
Subject: ARPA Grant Follow-up Questions

Topeka North Outreach has been asked to provide the following information for it's Operation Backpack Program:

1. WHAT DOES THE AVERAGE LUNCH LOOK LIKE?
Each weekend food sack contains single serving size items that kids can easily open. These include Chef Boyardee/Soup/Vienna Sausages, Ramen Noodles, Mac & Cheese, Go-Go Squeeze fruit, instant oatmeal, cold cereal, peanut butter/trail mix/beef sticks, protein granola bar/breakfast bar. In total, the children receive 3 meals for each of two days.

2. HOW DO YOU GET YOUR FOOD?
We have a team of volunteers who use their pickup trucks to pick up the food orders and deliver it to our pantry site at 4303 NE Indian Creek Rd.

3. IS IT WHOLESALE OR AT A DISCOUNT?
No. But we are tax exempt.

4. WHERE DO YOU PURCHASE YOUR FOOD FROM?
We purchase our food from Sam's Club, as well as from USD #345 Food Service (cold cereal from the latter). We used to purchase some of the food from Dillon's at a small discount. However, they can no longer get the food we need or beat Sam's prices.

Please let me know if you need additional information.

Julie Falk
Topeka North Outreach, Inc.
Operation Backpack Program Director
785-806-4007

operationbackpackprogram@gmail.com

www.topekanorthoutreach.org

ARPA Funds Grant Application

Submission date:	**7 July 2022, 1:34PM**
Receipt number:	**29**
Related form version:	**5**

Section I Organization Information

Organization Name	**East Topeka Council on Aging, Inc. dba East Topeka Senior Center**
Organization Address	**432 SE Norwood Street**
Primary Phone	**7852327752**
Primary Email	**execdir@easttopekaseniors.org**
Primary Contact	**Deborah Dawkins**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**40 years**
Industry Name	**Social Assistance**
What is your organization's mission statement?	**To enhance the quality of life for older persons of Shawnee County by providing a full range of services which will allow them to remain active and independent for as long as possible.**

Does your organization assist any of the following?

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**

Date of anticipated reopening

Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$18, 482**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$8667**

Section III Summaries

ARPA Grant Amount Requested	**$50,000**
Name the program for which you are applying	**East Topeka Senior Center Transportation**

Please describe your organization, its programs and how this program fits in	**East Topeka Senior Center has been providing services to seniors of Shawnee County since March 1980. East Topeka Senior Center is the only senior center in Topeka that provided medical transportation to seniors and disabled adults in all of Shawnee County, not just those who attend the senior Center. ETSC also provides transportation to and from the senior center for activities, meals on wheels, commodity box pick up and exercise. The request is for funds to replace the agency's aging fleet of vehicles and to add one additional vehicle and add a staff member to expand transportation services. Kansas Department of Transportation will fund new vehicles at 80% of the cost, however a local match of 20% is required from the agency. The requested funds would be used to meet the 20% match**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**As the population ages and the cost of living rises, the need for affordable door to door transportation is vital for seniors and the disabled so that they can stil enjoy things like going shopping , exercise, fellowship with others and transportation to medical appointments to maintain optimum health. Once the vehicles are secured, KDOT and JAAA will assist with operating dollars to maintain the vehicles.**
How has the pandemic impacted the effectiveness of your organization?	**In the beginning, the pandemic severly limited our clients as many were engaging in telemed services and avoiding crowds. We also had to invest in equipment to keep our staff and particpants safe. We are still trying to get back to pre-pandemic numbers as far as participants and customers for transportation.**
Please describe how you see the future of your organization and its program post-pandemic	**After adjustments it seems we are on the path for recovery. We learned from the pandemic and have adjusted our services accordingly. The need for senior services and especially transportation is growing constantly.**

Section IV General Data

Provide a detailed explanation of the proposed program	**East Topeka Senior Center currently has a fleet of 2-14 passenger lift buses and one ramp mini van. The proposal is to replace the two lift buses and add an additional mini van and an additional part-time driver so the medical transportation can be expanded. Often we cannot accomodate requests for transportation because all available vehicles and drivers are occupied.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**The Kansas Department of Transportaion will fund 80% of the cost of a new vehicle since the vehicles to be replaced are nearing the end of their useful life. The need will be the 20% cost share. The vehicles typically cost around $60,000 each.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**This proposal addresses the need of seniors and disabled persons in Topeka who are no longer able to drive and cannot afford private transportation services which may cost up to $40 for a one way trip.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The other senior centers in Topeka provide transportation only for the individuals who attend their senior centers and are limited in the areas they serve. ETSC is the only senior center that provides medical transportation to any senior in Topeka as long as that appointment is in Shawnee County and is within our service hours of 9am -2 p.m.**
What donated goods and or volunteer services do you receive that add value to this program?	**Volunteers teach classes to seniors once they are at the center. Prizes are donated for games for the seniors at the senior center**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Certicate of Good Standing 2020.pdf**

File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**0**
Projected age of 19-35 years	**0**
Projected age of 36-59 years	**20**
Projected age of 60 years and over	**330**
Total Individuals	**350**

Section V Beneficiary Information - Gender

Men	**125**
Women	**225**
Transgender	**0**
Total Individuals	**350**

Section V Beneficiary Information - Income Level

At or below 30%	**275**
At or below 50%	**75**
At or below 80%	**0**
Other	**0**
Income Unknown	**0**
Total Individuals	**350**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**60**
Percent of Black/African American	**32**
Percent of Hispanic	**6**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	Executive Director
Your Signature	**Name of signatory: Deborah Dawkins**  [Uploaded signature image: digital signature.jpeg]

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: EAST TOPEKA COUNCIL ON AGING, INCORPORATED

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

Resident Agent: EAST TOPEKA COUNCIL ON AGING, INCORPORATED

Registered Office: 432 SE Norwood St., TOPEKA, KS 66607

was filed in this office on March 24, 1981, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

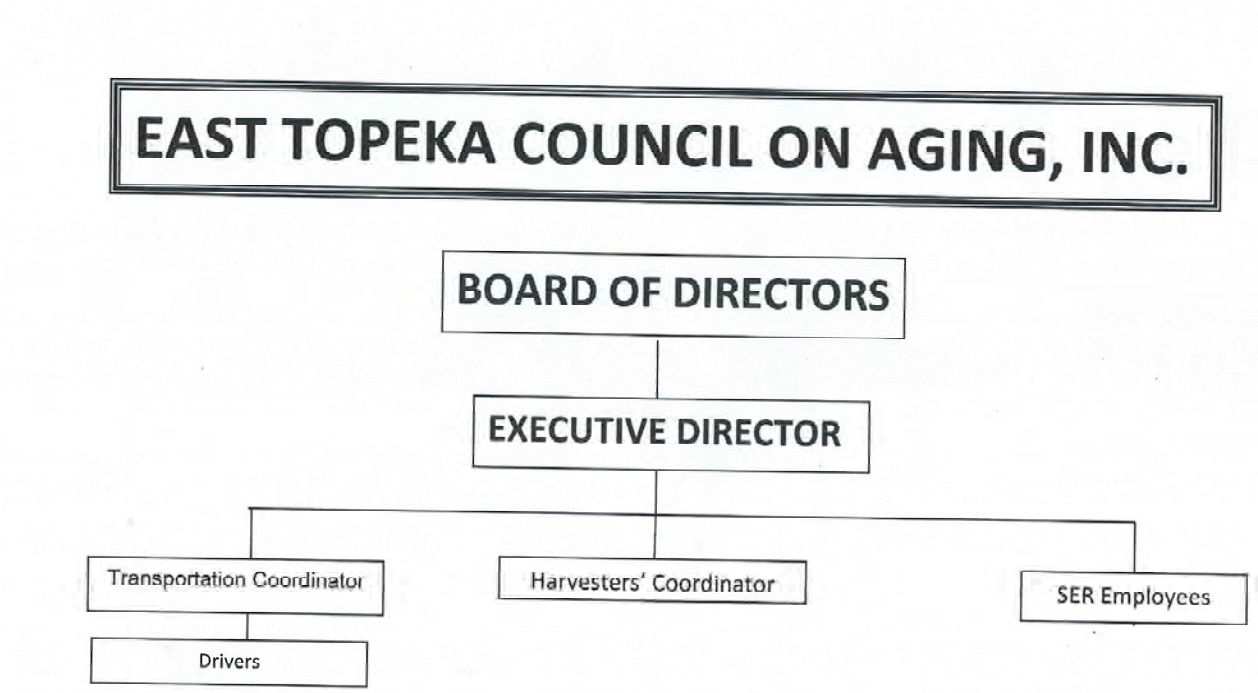
In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of May 20, 2020

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

RESPONSES FROM EAST TOPEKA SENIOR CENTER REGARDING ARPA GRANT APPLICATION

1. **ORGANIZATIONAL CHART**



2. **PROJECT BUDGET**

Request is for support to purchase 3 new vehicles to replace our current aging fleet

1 Mini-Ramp Van @ $60,000	$ 60,000
2 14 passenger buses with lifts @ $75,000 each	$150,000
Tax on Vehicles	$ 19,215
Tags & Registration (estimate)	$ 7,500
Total Project Cost	**$236,715**

Total Request from ARPA Application $50,000 to cover 20% of vehicle cost and portions of tags and taxes.

KDOT will fund 80% of the vehicle but we must provide a 20% local match

ARPA funds will be used as follows

1 mini ramp van@ ($60,000 x20%)	**$12,000**
2 14 Passenger Lift Buses ($75,000 x2x 20%)	**$30,000**
Sales Tax on Mini Van@ (60,000x .0915)	**$ 5,490**
Tags & Registration on Mini van approx.	**$ 2,510**
Total requested from ARPA funds	**$50,000**

3. **WOULD YOU BE ABLE TO TAKE A REDUCTION IN THE AMOUNT REQUESTED? IF SO WHAT AMOUNT?**
   Yes, we could. A $2,510 reduction to $47,490

4. **CAN YOU PROVIDE A BREAKDOWN OF SENIOR PROVIDE TRANSPORTATION BY ZIP CODE OR AREAS OF THE CITY.**

   66601-1
   66603-7
   66604-24
   66605-31
   66606-11
   66607-33
   66608-19
   66609-15
   66611-11
   66612-10
   66614-22
   66616-25
   66617-4
   66618-6

5. **HAS THE NEED FOR TRANSPORTATION INCREASED IN THE LAST 5-10 YEARS?**

   In 2017 East Topeka Senior Center provided a total of 8,166 rides of which 50% were for appointments. In 2018 the number rose to 10,785 and in 2019 11,689. Of course, COVID slowed those numbers down considerably and we are still trying to recover. However, we have already seen an increase of 18% in ridership over 2021 thus far this year.

6. **HAVE YOU BEEN ABLE TO FULFILL THIS INCREASE (IF NEED DETERMINED)**
   a. For the most part we have been able to fill the need. There are always people who have to be turned away because they call when we are already full, or their appointments are outside of our service times. However, we service all of Shawnee County for appointments from 9am- 2 p.m. In addition to transporting seniors to the

Senior Center, exercise classes at Washburn University, basic needs shopping weekly and fun activities.

7. **ARE ANY OF YOUR MATERIALS FOR OUTREACH IN SPANISH?**

We have materials that have been provided by other agencies available in Spanish. However, none of the current East Topeka Senior Center literature is available in Spanish.

ARPA Funds Grant Application

Submission date:	**10 July 2022, 11:51AM**
Receipt number:	**31**
Related form version:	**5**

Section I Organization Information

Organization Name	**IBSA, Inc.**
Organization Address	**107 SW 6th Ave. Topeka KS 66603**
Primary Phone	**913-735-4272**
Primary Email	**admin@ibsa-inc.org**
Primary Contact	**W Lazone Grays**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**29 Years**
Industry Name	**Educational Services**
What is your organization's mission statement?	**The mission of IBSA, Inc. is to assist low and moderate income individuals with programs and services that helps them reach self-sufficiency.**
Does your organization assist any of the following?	**Transitory Populations** **Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Open but Reduced Hours**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**Staffing had been reduced due to the COVID reducing the number of workplace adult participants and youth referred by court services for community service to our organization. Referrals of both are starting to increase because of reduced COVID restrictions.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$92,000**
Name the program for which you are applying	**Highland Acres Neighborhood Resource Center Project**
Please describe your organization, its programs and how this program fits in	**IBSA, Inc. is a Kansas Not-for-profit corporation founded in 1993. Programs sustained include employment & training services for adults receiving public assistance such as cash (TANF) and food (SNAP) assistance. Other programs provided are community service for juvenile offenders referred by court services, business development & support services for small LMI and disadvantaged**

entrepreneurs, and career readiness and subsidized workplace training for seniors age 55+. The Highland Acres Neighborhood Resource Center Project fits into the overall mission of IBSA to assist low and moderate income individuals with programs and services that help them reach self-sufficiency.

Our specific agency project will establish a solid place and space at the Gil Carter Initiative, Inc. (GCI) to fully utilize and facilitate our specific menu of programs; as well as those offered by other complementary nonprofits in the immediate community. This may also include those offered by state agencies and city departments serving the low- to-moderate income neighborhood and individuals. The primary programs to be offered by IBSA are identified in this document and funding will allow our agency and the GCI to implement our collective programs; including support services for the direct benefit of those adults & youth living in the immediate Highland Acres neighborhood.

By the time funding decisions from this source are made, we will have moved our organization and operations into the Gil Carter Initiative facility located in the area. And while this is due to unforeseen circumstances, it will actually be more beneficial to IBSA, the GCI and the neighborhood. IBSA will be bringing 28 years of experience; as well as a network of resources, an adequate amount of computers for onsite use to get started, and a large library of books, publications and reference material covering a wide variety of topics. As a partner to the GCI we remain dedicated to helping the organization's leadership transform their facility into a highly valued asset in that community.

This effort fits into our founding commitment to creating opportunity, being of service to those in need, and being a reliable gateway to higher learning,

	marketable skills recognized by industries, and career employment or successful business ownership.
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**If funded as requested, the long-term benefit to the City of Topeka; and the Highland Acres Neighborhood specifically are unparalleled to anything in other cities across the State of Kansas. By gathering a variety of organizations and entities in one localized place, all working together to deliver much-needed programs and services in the neighborhood, the most direct benefit is our collective providing some sense of lasting-power in the community. With several organizations providing their own unique programs or services onsite and on a scheduled basis, we can devise a permanency in programming that best fits the needs of those living in the immediate area. The long-term expected benefits we challenge ourselves with is to create an environment that steadily increases the graduation rate of youth attending Highland Park High School. So a lot of attention to programming efforts will be targeting those youth literally within walking distance.** **The project proposed will be sustained by program revenues generated from various state and/or federally funded contracts for services, provider agreements and various grants that IBSA may pursue if appropriate to our mission. We anticipate that those nonprofits and external entities that come onboard early will have ample time between the awarding of the grant; and Dec. 1, 2026 to develop a small moderate amount they can pay to sustain their existence in the Highland Acres Neighborhood Resource Center Program. Drop-ins will generally not be charged for utilizing space to meet, study or work on individual/group projects. Topeka Public Schools, Unified School District 501 student organizations will not be charged to utilize space for small group meetings, to facilitate programs and to have a permanent onsite presence.**

The intent of this proposal is also an effort to provide equity in service delivery for neighborhoods that matter; and to do so in a way that is economically feasible, sustainable, efficient over the long-term, and holistic for existing community needs. The funding request by IBSA, Inc., is kept simple to assure ample time for our organization, onsite partners and external connections that bring quality activities onsite to sync our activities, programming and services for the betterment of the immediate neighborhood.

Finally, the properties of the Gil Carter Initiative, Inc., are exempt from traditional property tax levies, so our collective organizational efforts will continue to be focused on upgrading the properties to reach maximum sufficiency, efficiencies and structural capacity.

How has the pandemic impacted the effectiveness of your organization?	**Before the COVID-19 Pandemic, our organization had a consistent flow of youth referred by Shawnee County Court Services for community service and we had onsite job readiness trainees referred by the SER National Program that subsidized the wages of adults 55+, to work and train in our offices. During the COVID-19 youth went remote and federally-funded employment training program trainees went either remote; or were paid while not working.** **As the pandemic became more under control, both of these sources of clientele are beginning to open up. The SER National Program is allowing participants 55+ back onto worksites, and more youth we traditionally serve are being referred back to programs for community service activities.** **Our organization has leveraged various programs to conduct our work that include youth, adults in workforce training and seniors eligible for onsite job training opportunities. The pandemic significantly slowed down these referrals, but we are glad to see things opening up again.** **We expect to once again ramp up our programs and services at our new location in the GCI facilities over the next six months, and therefore we look to get back to a level of stability now that COVID restrictions have eased up substantially.**
Please describe how you see the future of your organization and its program post-pandemic	**Funding our project will allow IBSA and the Gil Carter Initiative (GCI) a sustaining pathway forward in service providing in a post-pandemic Topeka. Our nonprofits are compatible and different programs and services don't overlap. IBSA is well recognized in the local community, across the state and are active members on several task forces with national organizations respected at all levels of government and business. This positioning allows us to identify**

and bring in others with expertise, to utilize platforms relevant to our work and activities, and therefore bring better ways to operate to our collective organizations.

Post-pandemic, the future of our agency programs; and this project, will be enhanced beyond measure. These are unforeseen funds that have become available; and our determined community work has prepared us for this moment to seize opportunity.

Everytime our nation fell into hard economic times over the last 20 years; IBSA weathered out each one. We've had to learn to be resilient, become adaptive, remain steadfast and to continue on; even when the odds weren't great. We witnessed many small businesses, large corporations and larger nonprofits having to close their doors, but we never had to; and we have no reason to do so whether this project is funded or not.

Our organization will come out of the full pandemic in a stronger position, and this will mean the neighborhoods and individuals we serve will become stronger as well. Funding our project will allow IBSA, the GCI, and those select entities that have an onsite presence a four year window of opportunity to combine our efforts, expertise, resources and networks in a manner that empowers that neighborhood.

This project application by IBSA will help our nonprofit and its partners to fulfill some of the 'unfinished business' we have advocated for and/or proposed over the last twenty-some years. Our organization has promoted the creation of a quality pre-apprenticeship & transitional job programs for over two decades and, we will have plenty of space to initiate such onsite and in this worthy neighborhood. We have been consistent in proposing the re-

purposing of vacant & abandoned properties in LMI neighborhoods to become functional assets to this Topeka community; especially in ways that bring a real digital equity & inclusion framework to such neighborhoods. So supporting this application will help accomplish this as well.

All programs and services proposed and to be facilitated by IBSA are 'allowable and eligible uses' for American Rescue Plan Act funds. i.e. workforce/job training, digital equity & inclusion, community violence intervention (delinquency prevention for youth), Our efforts will be long-term and strategic, and the demographics, community need and historical disparity lends to the credibility of such activities leading to real opportunities that transforms LMI neighborhoods and individuals that live in them.

Section IV General Data

Provide a detailed explanation of the proposed program	**The project proposed by IBSA will dramatically increase the amount and quality of social & economic services, programs and activities delivered in the Highland Acres neighborhood; a neighborhood identified as low-to-moderate income. This will be accomplished by providing an opportunity for not just IBSA to provide its programs, services and activities; but to allow for the expansion of such by other nonprofit organizations and local or state agencies to do so as well. Our grant application; if funded with City of Topeka American Rescue Plan Act funds (ARPA) supports our objective to create designated space where a variety of targeted socio-economic activities will be hosted to benefit adults and youth residing in that particular neighborhood, but will not discriminate against others not living in the neighborhood and needing access to the programs & services onsite. An example of proposed programs, services and activities to be available onsite or on a**

scheduled basis are provided below.

IBSA: one-on-one job search assistance for low-income adults, youth programs & services relating to enterprise development, community service activity, and community leadership development, digital skills training, workshops and support, and access to information, data and support services for LMI entrepreneurs when starting or expanding a small business.

Topeka/Shawnee County Public Library: onsite programs such as beginner computer navigation, more advanced computer classes & workshops, and other targeted activities that would extend the public library's footprint in the immediate neighborhood.

City of Topeka: onsite space to availed designated staff to advance the necessity and need for digital & tech navigators to serve eligible individuals and households in the immediate Highland Acres neighborhood, other workshops or meetings to allow residents in this neighborhood to become more informed about city matters relevant to their livelihood,

Go Topeka: space will be available to host small business training, classes or workshops that target socially & economically disadvantaged entrepreneurs when appropriate,

Washburn University: use of space will be available for select student groups to meet, plan and facilitate neighborhood specific programs, services and activities that meet unmet needs in the immediate area,

Other groups will be considered to develop a more permanent onsite presence or on a scheduled basis

	upon request; and after being vetted to determine program compatibility and need in the immediate neighborhood. **The Gil Carter Initiative, Inc. (GCI) provides plenty of space that is adequate to house and host a variety of programs, services and activities that are currently not available in the immediate neighborhood. It is an ideal location for a multi-purpose resource center capable of hosting several entities willing to bring their well-defined and managed program, service or activity to a neighborhood populated with those we say we serve.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**IBSA is well aware of other funding options available for proposed onsite programs and services to be provided on an ongoing and consistent basis. The basis of this funding request is structured to allow all onsite partners invited to work in ways that are more resourceful and efficient. For example, IBSA expects to apply for grant funds available on an annual basis; and through juvenile delinquency prevention funds always available for programs we do. Our agency will also pursue available provider agreements with the Kansas Department of Children & Families for employment services that include job training and other EES support services that we have provided to recipients of cash (TANF), food (SNAP), and Vocational Rehabilitation Services (VR) over the span of 27 years. Services contracted out and paid for by DCF allows us to target our training and support services for youth aging out of foster care, to better facilitate job training & support services for eligible TANF/SNAP recipients, and allows us to provide one-on-one job prep, development & retention services for those eligible for Voc. Rehab. employment services through DCF.** **In addition to ongoing state funds spent on**

	employment services by DCF, IBSA will pursue similar contracts for the same services generally approved for federal funding under the Workforce Innovation & Opportunity Act (WIOA). IBSA has been a provider with the state-designated entity that receives these federal funds before and therefore we do know they can pay for such programs and services to be offered onsite. **Elements of this neighborhood resource center model will be instituted in ways that attract other pandemic-related funds available for neighborhoods like Highland Acres. The State of Kansas will soon grant out some of their own (ARPA) funds for 'Capital Projects' as required by the U.S. Dept. of the Treasury. One requirement for Topeka to access these funds was that it needed to make a formal request by Dec. 27th, 2021, our then City Manager Mr Brent Trout did this. And to apply for these funds; there will be requirements that must be met, to include all projects funded hosting education, health and workforce activities onsite. Funding this proposal will help assure we (Topeka LMI Neighborhoods) are in position to successfully apply for these funds and other federal funds that will become available under the Digital Equity Act., which is written into the infrastructure bill. These funds through the state may become available around 2025 and we expect to be in a solid position to apply as needed.** **Organizations and entities that are not onsite partners may be charged a small moderate fee; depending on the amount of space needed or utilized for an event or activity.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**The Highland Acres neighborhood in East Topeka KS has an approximate population of 2992 residents; with an average age of residents being 49 years old (according to the US Census). The homeowner rate is approximately 54 percent and according to the City of**

Topeka Health Map (2020) the percentage of persons below poverty is 22%; compared to Highland Crest at 26%, Monroe at 23% and Central Highland Park at 16%.

Located near the proposed program/project site is Highland Park High School, a part of the Topeka Public Schools Unified School District 501 with approximately 838 students. Total minority enrollment is approx. 80%, 89% are considered socially & economically disadvantaged and approx. 13% are eligible for the reduced-priced lunch program. Its graduation rate is approx. 78%; which is deemed well below the state median.

It's public knowledge that there is no 'community center' in the immediate neighborhood near the GCI community space, there's no branch or satellite existence of our Topeka & Shawnee County Public Library; nor is there a branch or satellite existence of resources and activities found in the one workforce center we have in the city

Anchor institutions and entities mentioned above are vital to delivering needed services, resources, and programs to a community. When available, citizens young and old use these entities and facilities for a variety of reasons; but when access is not available in specific locations they live (neighborhoods) it creates a void of needed programs, services and those activities meant to empower. The proposed project will primarily serve and benefit those identified as low-income and deemed socially & economically disadvantaged because of challenges to access the kind of programs, services and activities necessary to provide a better chance at reaching self-sufficiency relative to transportation inadequacy.

The COVID-19 Pandemic revealed core deficiencies in

	LMI neighborhoods across the city. The lack of internet access in homes and open spaces beneficial to those living in these neighborhoods was revealed. The limitations to healthcare access and meeting with doctors highlighted the gaps in 'tele-health options we never built up over time. And cities across the nation of similar size note the need for motivated job seekers to enter (re-enter) the workforce with skills in-demand. Again, traditional hours of our mass transit system and the lack of access to resources provided by traditional anchor institutions identified a severity of weak spots we actually have here in the Topeka community. This is an opportunity our organization will seize in order to create some permanency to accessing such community resources for this specific neighborhood. **IBSA is an Affiliate Member with the National Digital Inclusion Alliance (NDIA) and represented on the local TSC Get Digital Coalition focusing efforts on fostering digital equity & inclusion in LMI neighborhoods across the city.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Some activities offered onsite may be a duplication of those provided by another agency across town or in another neighborhood district; but we can't think of any direct duplication in the immediate Highland Acres neighborhood comparable to what shall be available at the GCI facility. As identified in our application; there is no branch of our public library or workforce center in the immediate area; therefore different quality programs, services and activities they do provide in the evenings; are not very accessible for those living in this immediate area of East Topeka. Additionally, changes to state law will soon require any able-bodied adult seeking to receive food assistance to be working at-least 30hrs a week, seeking employment, or participating in a DCF approved job training program i.e job skills training or readiness programs, targeted skills**

training/workshops , etc. Currently there are no organizations providing these particular programs or services in the immediate neighborhood; so those required to meet work requirements must leave their neighborhood to comply.

The Gil Carter Initiative properties are in an ideal location to provide access to unique programs, services and activities targeting young people attending Highland Park High School; the kind of programming and accessibility that's long overdue in the Topeka community. At this time, the availability of similar programming offered in other wealthier and less impoverished neighborhoods do not compare. Programs we envision may be available at the 'Topeka Center for Advanced Learning & Careers' (TCALC) facility across town; but it is more equitable to implant these elements within the neighborhoods some young people live. We can expand opportunity when possible, and this is our opportunity to do so.

When taking into consideration the limited mass transit operation in the City of Topeka and the absence of traditional anchor institutions in this immediate neighborhood, some duplication of services is appropriate. The right youth programs will reduce juvenile delinquency and under-achievement; the right adult programs will help residents acquire proper job skills, gainful employment, or help them launch that small business venture; utilizing all of the resources we have available. Our project and programs or services proposed are picked to align with stated goals identified by the Momentum 2027 Strategic Plan; prepared by the Greater Topeka Partnership (GTP)

In what used to be a juvenile detention facility, its future in the community should be a multi-purpose space where residents can attend workshops or

	classes on a variety of subjects, to enhance their own education attainment and will support local groups in ways that promote collaboration on broader digital equity strategies in Topeka. Our intent is to transform the Gil Carter buildings into a model site; one that inspires other cities with similar demographics, unique neighborhood needs and under-utilized buildings.
What donated goods and or volunteer services do you receive that add value to this program?	**IBSA receives a variety of donated goods, products and services on an ongoing basis. Donated items relevant to this project are more technical in nature than financial i.e. computer equipment, software systems & upgrades, and office furniture. As an onsite tenant, the project proposed by IBSA, Inc. will inherit access to additional donated goods, volunteers to collaborate with and other professional or community groups the GCI works with on an ongoing basis. There are several opportunities to increase our ability to provide programs, services and to conduct a variety of needed community-based services by utilizing more entities to conduct services onsite. We also support any proposals submitted by the Community Resources Council (CRC) for their neighborhood computer hub application; as well as any request for ARPA funds by the City of Topeka for more Digital & Tech Navigators. If awarded, the CRC application will provide funds to complete the onsite computer labs in a network (Server) setting at the GCI facility, and we are hoping the City Community Engagement applies to fund the need for navigators as mentioned above. Again, funding our application will also provide a satellite space to use (at no-cost); in order to have such personnel located -in the neighborhood- and closer to those living in the neighborhood who are eligible for computer devices, internet access through the FCC Affordable Connectivity Program (ACP) and to work on computers as-needed by LMI individuals in the Highland Acres neighborhood.**

	Funds requested from ARPA Funding by the CRC will provide 5 locations; including the GCI facility at least 10 desktop computer workstations, a server, internet security and software, networking hardware, and installation. All funds received are applied 100% to infrastructure, hardware, and software costs. **For IBSA, these collective efforts are like donated goods to our project and will increase volunteer activities that will make all onsite activities beneficial to the overall betterment of the Highland Acres neighborhood; as well as the Southeast Topeka community in general.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**IBSA KS Certificate of Good Standing 2022.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**10**
Projected age of 13-18 years	**40**
Projected age of 19-35 years	**40**
Projected age of 36-59 years	**120**
Projected age of 60 years and over	**40**
Total Individuals	**250**

Section V Beneficiary Information - Gender

Men	**80**
Women	**170**
Transgender	**0**
Total Individuals	**250**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	
At or below 80%	
Other	
Income Unknown	**250**
Total Individuals	**250**

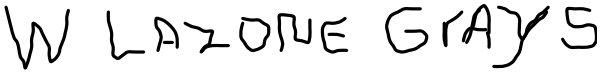
Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**30**
Percent of Black/African American	**40**
Percent of Hispanic	**20**
Percent of Asian	
Percent of American Indian/Alaskan Native	**2**
Percent of Asian & White	
Percent of Black/African American & White	**5**
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**3**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**President and Chief Executive Officer**
Your Signature	**Name of signatory: W Lazone Grays**  **Link to signature**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: IBSA, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on August 20, 1993, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of June 24, 2022

SCOTT SCHWAB
SECRETARY OF STATE

Kalea Pauole

From: IBSA Admin <admin@ibsa-inc.org>
Sent: Tuesday, September 6, 2022 1:51 PM
To: ARPA Grants
Cc: La Zoneg
Subject: Re: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee
Attachments: IBSA Organization Chart Sept 2022.pdf; IBSA Topeka ARPA Budget 2022.pdf

Questions for IBSA are as follows:

1. **Please provide an organizational Chart for your organization.**

See attached...

2. **Please provide a project budget for the project/budget program you are seeking funds.**

See attached...

3. **Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.**

We can take a reduction, but we are requesting our full proposed amount. We say this considering our desire to see neighborhood place-based equity across the overall community and that minority-led projects are funded equitably as well. We see that applicant organizations led by Americans of African Descent have submitted requests that are far below their actual demographic representation in this city, so we support equity in the distribution of these public funds; especially in ways that support the efforts of leaders of color that live, work and leisure in these low-income neighborhoods. Our organization is proud to have advocated for the very ARPA funds being made available for other groups to apply for. That said, we are confident that there are those in leadership within the City of Topeka to attest that IBSA played a significant role in delivering this $10M to be distributed for the greater good of our community.

We had reduced the amount of our request from $96,000 to $92,000 and our plan calls on us to commit the total amount over a period of four-years (until Dec. 31, 2026). The amount within our request will assure the neighborhood resource center doors open, stay open, that the lights stay on and that all programs, services and activities offered by IBSA and onsite partners as scheduled and maintained throughout this four-year period are fulfilled.

Funding our grant proposal at the amount requested will also be of shared benefit to other organizations with viable programs and services for residents of this neighborhood. This approach will help to reduce the total program costs/expenses for our organization; as well as other partnering nonprofits and governmental entities that may utilize space in this neighborhood family resource center.

Our recommendation based on 29 years of advocating for equity is that the city seek to reduce the amount they may award some of these multi-million dollar and well-supported organizations; especially if what they offer will require LMI residents to leave their neighborhood for various programs, services or activities. This is a moment for our city to practice equity and inclusion beyond words; by adequately funding those nonprofits that have historically been left out of funding and support from our local governing body and administrators.

4. In the application, you discuss a partnership with Gil Carter and possibilities you see with having a center directly within the LMI community. Do you know of any models (like what you propose) in other cities comparable to Topeka?

According to the **U.S. Dept. of Housing & Urban Development**, model Neighborhood Networks centers consistently meet the needs of residents and successfully fulfill the Neighborhood Networks mission. In addition, Model centers serve as shining examples of potential and possibility.

Created in 1995, **Neighborhood Networks** was one of the first federal initiatives aimed at promoting self-sufficiency and providing technology access to residents living in the U.S. Department of Housing and Urban Development (HUD) Federal Housing Administration (FHA)-insured and -assisted communities. By encouraging property owners and managers to open onsite, multiservice technology centers, HUD hoped the community-based Initiative would have a profound effect on the lives of residents and it has.

Neighborhood Networks centers are located in all 50 of the United States, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. These centers:

*Offer adults job-training classes, such as computer skills, resume writing, interviewing techniques, job placement services, General Educational Development (GED) preparation, and English as a Second Language (ESL) classes.

*Provide youth with educational afterschool activities and mentoring programs.

*Operate programs that allow seniors to become familiar with computers and use them to better their lives, whether through staying in touch with family and friends via e-mail or searching for healthcare benefits online.

While residents are the primary benefactors of a Neighborhood Networks center, property owners/managers, partners, and communities are also enjoying the rewards that go with a Neighborhood Networks center.

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/nnw/nnwaboutnn

- **Neighborhood Networks Fact Sheets**

- One Vision. Two Goals. Infinite Opportunities
  This fact sheet provides general information about the Initiative, including the importance of Neighborhood Networks, its history, and HUD's support.
- Taking a Targeted Approach to Program Planning
  This fact sheet describes the types of programs offered at Neighborhood Networks centers.
- Neighborhood Networks: Good for Residents, Good for the Community, and Good for You
  This fact sheet highlights the benefits a Neighborhood Networks center offers to residents, property owners/managers, partners, and communities.
- Opening a Center
  This fact sheet discusses some of the factors to be considered when opening a Neighborhood Networks center.

The Neighborhood Center Model

Neighborhood centers are anchor institutions that provide customized programs and services tailored to the populations in need in their own neighborhood. Neighborhood Centers were born out of the Settlement movement that advocated for the inclusion of all socioeconomic classes in a place-based setting.
https://sfnct.org/about-us

Example of Existing Neighborhood Resource Centers

Wichita, KS
https://access.wichita.gov/kb/94337d5846f81a3e229a5e4051a5baac3704203e86
Indianapolis
https://ulib.iupui.edu/digitalcollections/INRC

Virginia
https://www.cornerstonesva.org/services/community-resource-centers/herndon-neighborhood-resource-center

> *https://www.hud.gov/program_offices/public_indian_housing/programs/ph/nnw/nnwaboutnn/modelcenters*

In addition, the State of **Kansas Department of Children & Families** (DCF) has identified '**Family Resource Centers**' (FRC) as the model they will provide funds for to implement. In order to apply for the recent Request for Proposal (RFP) to establish FRC's across the state, an organization must have certified staff that have completed the **National Family Support Network Standards of Quality for Family Strengthening & Support** training. At this time, only two individuals took the training last July from Topeka; leaving few certified to apply for grant funding available. IBSA, Inc. is one and IBSA President is one of the two in Topeka able to apply for these funds.

Family Resource Center Grant Request for Proposal
http://www.dcf.ks.gov/Agency/Operations/Pages/OGC/Grant-RFP.aspx

Family Resource Center Grant RFP.doc

DCF will be funding 10 organizations across the state for a 20-month startup period; with three additional years of funding at approximately $125,000 per year.

A successful grant application with the City of Topeka for an allocation of your American Rescue Plan Act. funds will put our organization in an unparalleled position to compete for this grant. A successful application by IBSA to DCF will ultimately bring more financial, in-kind and educational resources to this neighborhood; which in-turn will provide more opportunities to reach eligible individuals and families receiving services from local or state agencies.

Family Resource Centers traditionally host and facilitate the type of programs, services and activities of value to those with no and low-income. The best results come when they are located within the neighborhoods of people that need them the most.

> ***Example:***
> *FRCs collaborate with local and state agencies and organizations to help individuals and families access needed services and support.*
> *https://dhhs.nv.gov/programs/grants/programs/frc/family_resource_center*

Services provided by family resource centers may include the following:

Parent skill training
Drop-in centers
Home visiting
Job training
Substance use prevention
Violence prevention
Services for children with special needs

Mental health or family counseling
Child care
Literacy supports
Respite and crisis care services
Assistance with basic economic needs
Housing

About Family Resource Centers
https://www.childwelfare.gov/topics/preventing/prevention-programs/familyresource

Finally, under the **American Rescue Plan Act** (ARPA) there is a category of funding for '**Capital Projects**' and the **State of Kansas Office of Broadband Development** will be charged with granting funds for what's called '**Multi-Purpose Community Facility Projects** and Digital Connectivity Technology.'

After reviewing the reasoning and expectations of projects to fund, we see how city ARPA funding can play a positive role in our efforts to leverage all available resources; especially because we are in a strategic position to do so. The location of the Gil Carter Initiative, the

socioeconomic demographics of the immediate neighborhood, and other factors beyond the residents control (limited bus service, no branch library or workforce center, no area community center, etc..) makes the concept of establishing a multi-purpose facility in this area of the Topeka community an ideal action to usher in positive and lasting change.

(Multi-Purpose Facility info starts on Page 7)
https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/capital-projects-fund

5. What is the outreach strategy into the Highland Acres community to build awareness for this Resource Center?

Outreach about the Resource Center and the different programs, services, activities hosted onsite will consist of traditional means that include:

Flyers and brochures placed at different locations where residents in search of assistance visit on a regular and ongoing basis.

i.e.
public library,
workforce center
community centers,
other community organizations,

We expect the **Kansas Dept. of Children & Families** to refer recipients of cash assistance (TANF), food assistance (SNAP) and Voc. Rehab Services (VR) program participants that are eligible for and/or required to meet certain work requirements. Our current work is with DCF recipients of public assistance through a vendor agreement we have and through our work with **Impact Avenues**. We will share schedules of any onsite programs, workshops and other activities with the Neighborhood NIA leaders to add in their newsletter. For programs and activities of interest to the youth in the neighborhood; especially those attending **Highland Park High School**, we have a contact that will help us to have them announced over the school's intercom system.

As stated in our proposal, the public library has no branch in this neighborhood; nor does the workforce center, so bringing localized accessibility to programs, services or activities that are normally held across town is a positive plus for this community. Lower income individuals who are hampered by inadequate modes of transportation, can benefit by having access to programs, services and activities closer to where they live. (Remember, the metro bus stops at 6:00pm and does not run on Sunday)

IBSA recently discussed with the CEO the possibility of the **Topeka / Shawnee County Public Library** offering some targeted classes, programs or workshops onsite; and on a scheduled basis. She said yes. This will offer us additional outreach measures through the connections, networks and capabilities that libraries hold as anchor institutions in every community. We are also exploring how we may set it up so that visitors to the center can access the library system from our onsite computers?

Other means of outreach will consist of sharing schedules of upcoming programs and services in a timely manner online (social media), with the area low-income townhomes and the Topeka Housing Authority. We expect word-of-mouth to also help to increase awareness of the center's existence and the various programs, services and activities provided onsite. IBSA is part of the **WellSky** network, meaning we

already work in coordination with many local community-based organizations that currently provide a variety of programs and services that we do not need to offer.

Our own coordination and cooperation within the community consists of our referral of people to programs, services and activities that meet their needs; and other resource providers refer eligible individuals to our nonprofit as well.

We are offering an open invitation to the City of Topeka to conduct or schedule any meetings, workshops, and services of interest to residents in the immediate neighborhood. We want to offer use of space space for any city-funded digital navigators to use as-needed; as well as tech navigators that may be interested in having access closer to these residents in the Highland Acres neighborhood. IBSA will be training a digital navigator to help signup eligible residents for the FCC Affordable Connectivity Program (ACP), which consists of free internet service for low-income individuals and households.

6. Are any of your materials for outreach in Spanish?

For IBSA specific programs we can have any of our material translated into Spanish and we anticipate those programs offered onsite by external organizations will have the ability to do the same. For the record, IBSA has rarely had anyone referred to our organization for any program or service that did not speak English. We simply presume there are other nonprofits and resources that they have chosen to seek assistance from? But our organization will adapt as needed and when necessary to extend service to all seeking assistance through the neighborhood resource center.

7. Do you have access to translation services if needed?

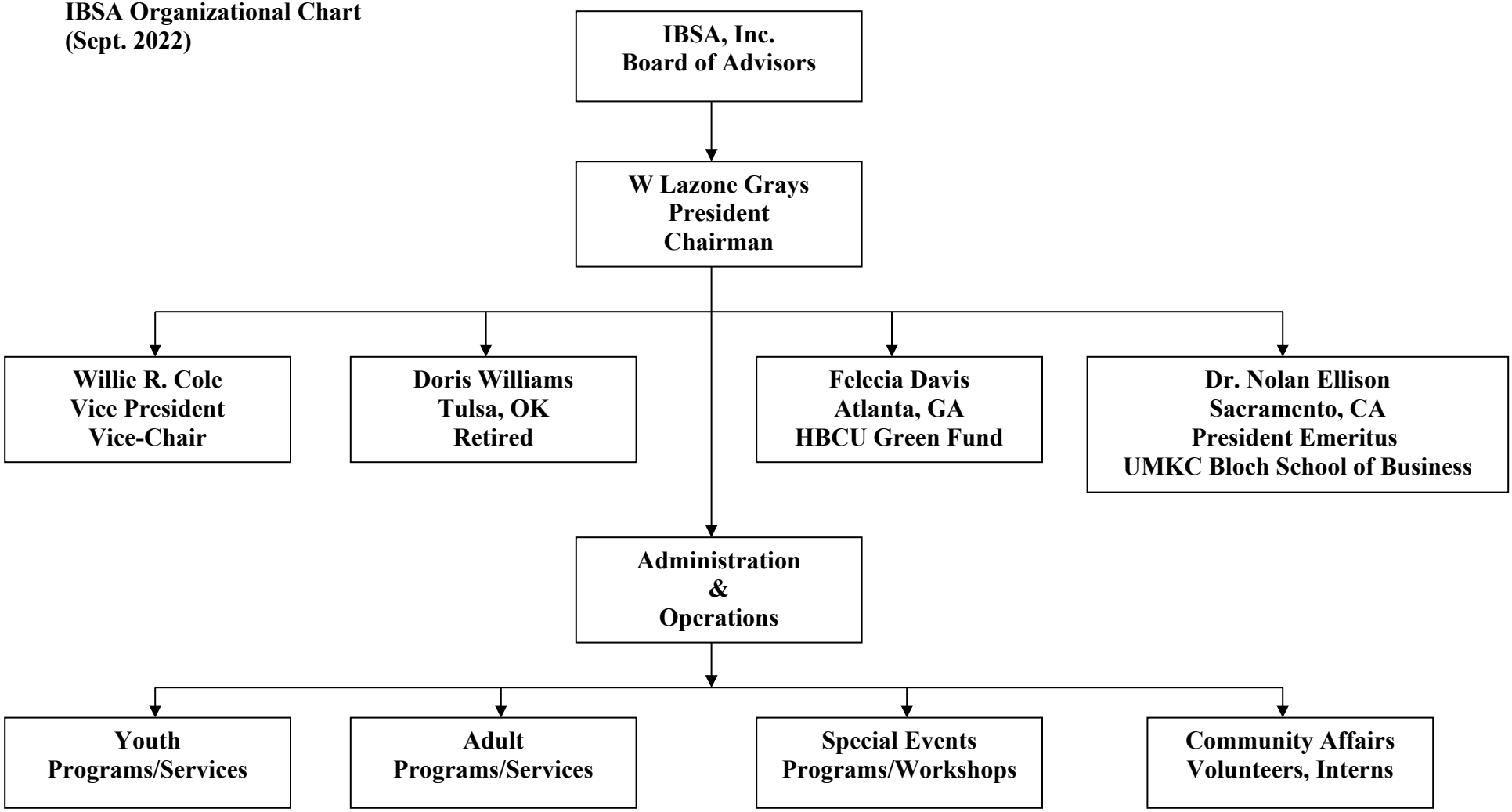
We have strong relationships with different nonprofit associates that serve various ethnic groups in the City. We will reach out and seek translation assistance and services from them when needed.

IBSA, Inc.
501 SW Jackson - Administrative Office
Topeka, Kansas 66603
(913) 735-4272

2620 SE 23rd Street - Highland Acres Family Resource Center
Topeka, Kansas 66605

www.ibsa-inc.org

IBSA Organizational Chart
(Sept. 2022)



IBSA, Inc.
501 SW Jackson Street
Topeka, KS 66603
(913) 735-4272

East Topeka Neighborhood Office
2620 SE 23rd Street
Topeka, KS 66605

www.ibsa-inc.org
admin@ibsa-inc.org

FEIN: 48-1137236

Est. 1993

IBSA Project Budget - City of Topeka ARPA Funding Request (Page One)
Highland Acres Neighborhood Family Resource Center
City of Topeka, Kansas

		Quantity	Initial Expense	Year One **2023
Staffing				
DCF/FRC?	Center Manager	1	21,000.00	
In-House	Center Navigator	1	19,000.00	
(Contract)	Instructors, Coaches & Facilitators	2	38,000.00	
DCF	Administrative Assistant(s)	2	*TANF/SNAP Job Training Program*	
SER/DoL	Clerical Assistant(s)	*1 or 2*	*SER National Job Training (55+)*	
			Total Requested:	**0.00**

Office				**Funding Source**
	Whiteboards/Corkboards	4	$280/each	
	Staff Computer Units (desktops)	10	*In-kind*	*CRC ARPA Grant*
	Paper and General Supplies	*(approx)*	$ 1,500.00	Purchased In-House
	Miscellaneous: tripods, green screens, software, typing tutorial, resume maker, etc..		$ 3,800.00	Purchased In-House
				Total Requested: **0.00**

Technology				**Funding Source**
	Chromebooks/Laptops for Onsite Use On	25	$350/each	*State ARPA Capital Project Funds*
	Onsite WiFi Connectivity (not including hotspots)		$159/month	*State ARPA (DCT) Project Funds ^*
	3D Printer(s)	2	$3,000/each	*State ARPA Capital Project Funds*
	Smartboard(s)	3	$3,500/each	*State ARPA / DCF FRCFunds*
	Network Setup & Configuration	*One-Time Cost*		*CRC ARPA Grant*
	LCD Projector(s)	2	$500/each	Purchased In-House
				Total Requested: **0.00**

Operating Expense			**Funding Source**		
Rental Space (twelve month period)	23,000.00	*City of Topeka ARPA Funds*		
(location: 2620 SE 23rd Street)	*12 months*			
Gil Carter Initiative Property		**Total:**	**$**	**23,000.00**
		Topeka ARPA	**$**	**23,000.00**
				(Year One)

Other Financial and In-kind Support:
Funds will cover operation expenses relating to leasing space until Dec. 2026 and will support collaborative efforts among several primary community partners; including the City of Topeka, USD 501 Student Groups, Go Topeka Greater Topeka Partnership, the Topeka/Shawnee County Public Library, Washburn University Student Groups and other select community nonprofits.

Additional funding will be pursued to cover costs that may accrue over time and on an ongoing basis; but established fee-for-services and program fees are anticipated to be sufficient enough to cover these cost expenditures. IBSA will be applying for funding from the State ARPA 'Capital Project' fund for computer and other technology equipment and to DCF for funding available to establish a Family Resource Center in Topeka.

IBSA will utilize space leased to meet with those referred by the Kansas Department of Children & Families, Shawnee County Court Services, and other state or local agencies in collaboration with our work. Other ontsite activities will include self-employment assistance for low-income entrepreneurs and evening, afternoon or weekend youth programs.

ARPA Digital Connectivity Technology Projects = (DCT) ^

IBSA Project Budget - City of Topeka ARPA Funding Request (Page Two)
Highland Acres Neighborhood Family Resource Center
City of Topeka, Kansas

		Year Two *2024 Estimated Amount	Year Three *2025 Estimated Amount	Year Four *2026 Estimated Amount
Staffing				
DCF Funds	Center Manager	21,000.00	21,000.00	21,000.00
In-House Staff	Center Navigator	19,000.00	19,000.00	19,000.00
Contract Work	Instructors, Coaches & Facilitators	38,000.00	38,000.00	38,000.00
DCF Funds	Administrative Assistant(s): *TANF/SNAP Job Training Program Participants*			
Older Adults	Clerical Assistant(s): *SER Natonal Training Program Participants 55+*			
	Total Requested:	**0**	**0**	**0**
Office				
As-Needed	Staff Computer Units (desktops)	0	0	0
Ongoing	Paper and General Supplies	2,500.00	2,500.00	2,500.00
Ongoing	Miscellaneous	1,500.00	1,500.00	1,500.00
	Total Requested:	**0**	**0**	**0**
Technology				
As-Needed	Laptops/Hotspots for Onsite Use Only	0	0	0
Per Year	***Onsite WiFi Connectivity***	$ 159.00	$ 159.00	$ 159.00
	Total Requested:	**0**	**0**	**0**
Operating Expense				
	Rental Space (twelve month period) *(location: 2620 & 2600 SE 23rd Street) Gil Carter Initiative Propoerty*	23,000.00	23,000.00	23,000.00
	Total: *(per year)*	**23,000.00** *(Year Two)*	**23,000.00** *(Year Three)*	**$23,000.00** *(Year Four)*
	Total ARPA Funding Request:			**$92,000.00**

Onsite Program & Project Partners:
Gil Carter Initiative
Topeka/Shawnee County Public Library
Washburn University Student Group(s) ?
Highland Acres NIA
El Centro (translation services) ?
Highland Park High School Student Group(s) ?
Kansas Department of Children & Families:
DCF Family Resource Center (PENDING > FRC) ?
City of Topeka: Onsite Digital & Tech Navigator(s) ?

Offsite Program & Project Partners:
Community Resources Council (CRC)
Growth Organization of Topeka (Go Topeka)
City of Topeka & Shawnee County:
(TSC Get Digital Coalition)
Topeka Area Office of DCF: Program Referrals
Topeka Housing Authority: Program Referrals ?
Kansas Office of Broadband Development
Kansas Childrens Service League (KCSL) ?
City of Topeka: Impact Avenues Program

Onsite Programs & Services: digital literacy/skill development, job coaching, high-speed internet (WiFi), computer access for job search, school assignments, virtual meetings/courses and relevant workshops

Meeting Space Available: one-on-one, small group, large groups for classes, workshop & special events

Both labor and material donations have been pledged by area general contractors, companies and community volunteers with various skill sets & expertise needed to get started.

ARPA Funds Grant Application

Submission date:	**18 July 2022, 1:50PM**
Receipt number:	**43**
Related form version:	**5**

Section I Organization Information

Organization Name	**Patterson Family Child Care Center LLC**
Organization Address	**2347 SE Wisconsin Ave** **Topeka Kansas 66605**
Primary Phone	**785-215-8550**
Primary Email	**pfcccpp@gmail.com**
Primary Contact	**Melissa Patterson**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**About 14 years**
Industry Name	**624410**
What is your organization's mission statement?	**The Preschool program is to build an educational foundation for 6 weeks to 5 year-olds. The program will focus on a total learning curriculum that promotes creative, emotional, physical, social and cognitive development readying them for kindergarten.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**No**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**8,000.00**
Please Specify the amount recieved from Paycheck Protection Program	**19,654.00**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**24964.00**

Section III Summaries

ARPA Grant Amount Requested	**$50,000.00**
Name the program for which you are applying	**Patterson Family Child Care Center LLC**

Please describe your organization, its programs and how this program fits in	**Patterson Family Child Care Center LLC provides early education for children 6 weeks to 5 years of age. What we offer to the community, Families, and children is much more than just care. With the help of the Lord, I offer an extended family- - support that nurtures all of us.** **It is often difficult for working parents to balance all of the commitments and responsibilities in their lives. With COVID this has impacted those responsibilities even more. We offer you peace of mind where children are concerned. Providing a safe, loving environment where your child will be accepted, loved, nurtured, and educated.** **The children in our care will range from infants to preschool. We feel children learn best in a creative, natural learning environment. We want to help ready your preschooler for kindergarten, but we also want to help them understand the importance of "BEING A CHILD". Patience, sharing, responsibility, compassion for self and others, communication, and teamwork will be practiced through participation in daily routine.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**The funds will aid in wages for staff, program supplies, and relief to families. Child care costs are expensive and with this grant, the families in the community will benefit. This grant will allow our current weekly rates to stay the same for families. Our program will be able to increase wages and benefits for current staff. finally, the grant funds will help provide daily supplies to maintain the quality program of Patterson Family Child Care Center LLC.**

How has the pandemic impacted the effectiveness of your organization?	**This pandemic impacted the organization through the higher cost of daily items to maintain a safe and healthy environment. Grants have helped us to continue in providing a safe and healthy place for children. Our program made a lot of renovations to meet KDHE and SNCO guidelines to not have to close our doors. We went from 2 classrooms to 3 classrooms when it was required that no more than 10 in a classroom to make sure none of our families were without child care. This required that we hired more teachers. The main thing is operating costs went up by more than 50%. Our program went almost a year without temporary closing due to covid exposure (closed from December 23rd, 2020 to January 8th, 2021). When most child care centers closed, our program stayed open from the beginning of this pandemic.**
Please describe how you see the future of your organization and its program post-pandemic	**I see our program growing post-pandemic because of the support from community programs that bless Patterson Family Child Care Center LLC. I see another location built to meet the needs of hearing impaired children.**

Section IV General Data

Provide a detailed explanation of the proposed program	**To sustain our program to meet the needs of the community.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**Our program is receiving the Sustainability grant through Child Care Aware and we are a community partner with 501 for the KPP grant.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Child care will always be a need. our program is located in the 66605 area. This area needs a quality early learning center for children that parents can afford.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**There are not enough child care facilities to cover the need in Topeka. If our program can last we will meet the need of 24 children. That is not a lot but does make an impact in our community.**
What donated goods and or volunteer services do you receive that add value to this program?	**A local church provided a food drive for our families. We have a family-in-need fund that is supported by the community. This helps provide for small household needs and pay small household bills for families.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**good standing.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**24**
Projected age of 6-12 years	
Projected age of 13-18 years	
Projected age of 19-35 years	**9**
Projected age of 36-59 years	**2**
Projected age of 60 years and over	**1**
Total Individuals	**36**

Section V Beneficiary Information - Gender

Men	**24**
Women	**36**

Transgender	
Total Individuals	**60**

Section V Beneficiary Information - Income Level

At or below 30%	**18**
At or below 50%	**2**
At or below 80%	**4**
Other	
Income Unknown	
Total Individuals	**24**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**10**
Percent of Black/African American	**60**
Percent of Hispanic	**30**
Percent of Asian	
Percent of American Indian/Alaskan Native	**2**
Percent of Asian & White	
Percent of Black/African American & White	**2**
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**5**
Total Percent of Individuals	**109**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Owner**
Your Signature	**Name of signatory: Melissa Patterson**  Link to signature

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: PATTERSON FAMILY CHILD CARE CENTER L.L.C.

Entity Type: DOM: LTD LIABILITY COMPANY

State of Organization: KS

was filed in this office on June 01, 2012, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 18, 2022

SCOTT SCHWAB
SECRETARY OF STATE

August 30, 2022

Dear ARPA Policy and Finance Committee,

Thank you for the consideration of my application. I have provided answers to your questions below.

Questions for Patterson Family Child Care are as follows:

1. Please provide an organizational Chart for your organization**. Attached you will find my organizational chart**

2. Please provide a project budget for the project/budget program you are seeking funds. **Pease see the attached budget.**

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount. **I choose to take a reduction of $8,720.00. This would still allow $41,280.00 to provide the $1.00 per hour salary increase.**

4. What are your current rates charged for childcare? **A copy of my 2022-2023 fee contract is attached.**

5. What are you proposing to increase wages to? **I would like to increase all full-time staff hourly wages by $1.00 per hour.**

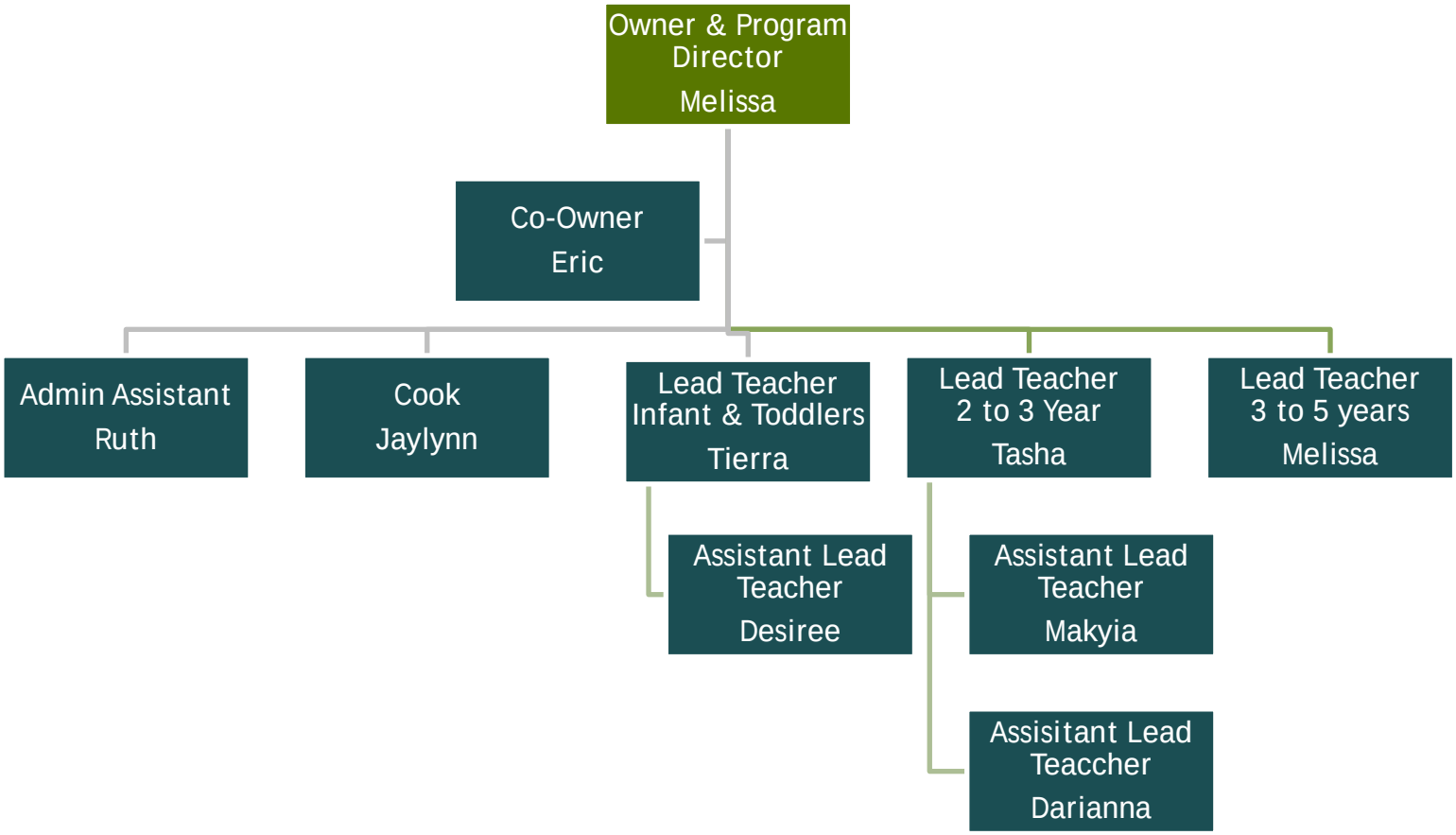
6. How will you sustain the increases in wages once this grant money runs out? **Increased wages will be sustained by using grant funds to reduce current operating costs, allowing for additional money to go savings during the course of the grant. Additionally, a cost of business rate increase will also contribute to sustainability.**

7. Are you currently at capacity with how many children you can accept? **Yes, I am at my license capacity.**

8. Will you be able to expand the number of children you can accept if you receive these funds? If yes, by how many? **No, I am at my license capacity. I do own a lot that could a new child care facility could be built on. This is a future goal to expand and offer 15 to 20 more child care slots for infants and toddlers. The need for this age is great.**

9. Do you have access to translation services if needed? **Yes**

Patterson Family Child Care Center LLC



ARPA Funds Project Budget $1.00 hourly wage increase.	2023	2024	2025	2026
Month 1	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 2	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 3	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 4	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 5	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 6	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 7	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 8	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 9	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 10	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 11	$ 860.00	$ 860.00	$ 860.00	$ 860.00
Month 12	$ 860.00	$ 860.00	$ 860.00	$ 860.00
$ 41,280.00				
Total	$ 10,320.00	$ 10,320.00	$ 10,320.00	$ 10,320.00
Balance	$ 30,960.00	$ 20,640.00	$ 10,320.00	$ -

Patterson Family Child Care Center LLC.
CONTRACT FOR CHILD CARE SERVICES
FEE AGREEMENT

CHILD'S NAME: _____ DOB: _____

CHILD'S NAME: _____ DOB: _____

CHILD'S NAME: _____ DOB: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

This "**CONTRACT FOR CHILD CARE SERIVCES/FEE AGREEMENT"** is made this _____ day of _____, 20_____, by and between PFCCC LLC. and _____ the parents/guardians of the above listed child. The child's scheduled start date for services is _____. All required forms, including but not limited to the Emergency Contact form, Enrollment Application, Health Records etc. must be submitted for your child to attend. To comply with state regulations, all enrollment papers provided in the enrollment packet must be complete and on file before or on your child's first day. Children will not be accepted if all forms are not complete. Enrollment is not guaranteed unless all child care fees are paid. Patterson Family Child Care Center will enroll children regardless of race, creed, color, sex, age, national origin, disability, or any other status protected by applicable law. PFCCC LLC. agrees to provide child care services for named child/ children in accordance with the mission, philosophy and policies outlined in the Parent Handbook. The child/ children enrolled Full-Time may attend for 9 hours between the hours of 7:00am to 5:30pm Monday-Friday. Part-time may attended 8:30am to 12:30pm Monday- Friday. The child/children will attend the following days and times.

Days	**Arrival Time**	**Departure Time**
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Other arrangements for additional hours will be charged fee of $_____per week.

A late pick up fee is $10.00 per 5mins late. This fee is billed at 1 min after program hours for Full-time and 1 min after for scheduled Part-time pick up accordance with the Late Pick-Up Policy outlined in the Parent Handbook. You are considered late if the child is not picked up by the time indicated above. Late Pick-up fees are due the next program day.

© PFCCC LLC.

Patterson Family Child Care Center LLC.
CONTRACT FOR CHILD CARE SERVICES
FEE AGREEMENT

The parent(s)/guardian(s) of the above listed child(ren) agree to pay PFCCC LLC. for the listed classroom rate **per child** enrolled in the amount of

___WEEKLY (every Friday)
___$180.00 (under 12 mo Tadpole) $167.00 (Toddler Tadpole)
___$155.00 (Froglet) ___$150.00 (Frog)

___Bi-WEEKLY (every-other Friday)
___$360.00 (under 12 mo Tadpole) ____$334.00 (Toddler Tadpole)
___$310.00 (Froglet) ___$300.00 (Frog)

___TWICE MONTHLY (1st & 16th)
___$390.00 (under 12 mo Tadpole) ____$362.00 (Toddler Tadpole)
___$336.00 (Froglet) ___$325.00 (Frog)

___ MONTHLY (1st)
___$780.00 (under 12 mo) ___$724.00 (Toddler Tadpole)
___$672.00 (Froglet) ___$650.00 (Frog)

___PART-TIME WEEKLY (every Friday)
___$100.00 (under 12 mo Tadpole) $90.00 (Toddler Tadpole)
___$85.00 (Froglet) $80 (Frog)

Tuition is paid prior to the performance of child care services. Tuition is due every Friday by 5:30 p.m. for weekly and bi-weekly due date; by 7:00 a.m. on the 1st of the month for monthly due date and the 1st & 16th for twice monthly due date. Tuition is due whether the child attends the program or not. The tuition represents the child's place in the program. There is no credit given for vacation or emergency closure days. Tuition will be waived should PFCCC LLC. close for more than 5 consecutive days as per the Parent Handbook Policies. A Late Tuition fee of $5.00 per day will be assessed if tuition is not received on or before the Tuition due date and child care services will be **SUSPENDED** until the Tuition and any assessed late fees are paid in full. Charges are still accrued during suspension period. There will be a $30.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will be handled by PFCCC LLC. bank. If at any time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card.

PFCCC LLC. is contracted with DCF, KVC, and CCA Military. Child care benefits provided by DCF, SFCS or CCA Military may not cover all child care fees. Any balance not covered by DCF, SFCS or CCA Military is the parent's/guardian's responsibility. If you qualify for one of these programs, you will need the following provider ID number:
DCF---B993807
SFCS---PATMEL
CCA Military---9030539

© PFCCC LLC.

Patterson Family Child Care Center LLC.
CONTRACT FOR CHILD CARE SERVICES
FEE AGREEMENT

Holidays:
The program will be closed the following **paid** holidays;

- September 5th (Labor Day)
- November 23rd, 24th, & 25th (Thanksgiving Break)
- December 26th -30th (Christmas Break)
- January 2nd & 3rd (New Year's Break)
- January 16th, (MLK Jr. Day)
- March 16th, & 17th (Program Spring Break)
- May 29th (Memorial Day)
- June 19th (Juneteenth)
- Closed July 4th & 5th (4th of July Holiday)

Staff Development:
The center will be closed the following **paid** in-service days for Teacher Planning, Prep & PD.

- August 11th & 12th
- October 28st
- January 4th
- February 10th
- March 15th
- May 30th

It is the parents' responsibility to have a backup plan for dates the center is closed.

Any requests for changes to the Enrollment Schedule listed herein must be made in writing and submitted to the Director in accordance with the Parent Handbook Policies and will require the execution of a new Contract for Child Care Services/Fee Agreement and payment of any additional security deposit, registration fees and/or tuition increase. PFCCC LLC. reserves the right to deny any request for schedule change for any reason within its sole discretion.

Entry Code:
Staff and Children Only in the build. Drop off and Pick up will be at the Entry door. The director will give notice when parents are allowed back in the building. At the time of granted parent re-entry. Parents will abide by the following: The program entries and departures are to be made at the main door. The doors are locked for security purposes. Access is by **key code only**. **Only authorized adults by Melissa Patterson will receive the code. Parents may not give this code out without authorization from Melissa Patterson**. Unauthorized individuals will push the white buzzer at the door and staff will let the individual in. **Children are not allowed to use the key code.** Violation of this policy will result in termination of child's enrollment.

© PFCCC LLC.

Patterson Family Child Care Center LLC.
CONTRACT FOR CHILD CARE SERVICES
FEE AGREEMENT

Contract Cancellation Procedure:
This Contract for Child Care Services/Fee Agreement may be cancelled by **PFCCC LLC.** at any time with or without notice, in its sole discretion. Any unused tuition paid by the parents/guardians will first be applied to any unpaid account balance. If there are any remaining monies, that remaining amount will be refunded to the parents/guardians within 30 days of cancellation. Unused tuition will be forfeited if Child Care Services are suspended or terminated by PFCCC LLC. for failure to pay tuition and/or violation of Parent Handbook Policies.

This Contract for Child Care Services/Fee Agreement may be cancelled by the **PARENTS/GUARDIANS** with two weeks written notice. Written notice of cancellation must be submitted to the Director by parents/guardians. Any unused tuition paid by the parents/guardians will first be applied to any unpaid account balance. If there are any remaining monies, that remaining amount will be refunded to the parents/guardians within 30 days of cancellation. Unused Tuition will be forfeited if the Parents/Guardians fail to give two weeks written notice of cancellation of this contract.

This Contract for Child Care Services/Fee Agreement will expire on **July 31st, 2022** if neither party has exercised their right to cancel prior to said date.

By signing below, I/we the parents/guardians of the above listed child hereby acknowledge that I/we have read this Contract for Child Care Services/Fee Agreement completely, that I/we have had the opportunity to discuss the information contained herein with a representative of PFCCC LLC. that our questions have been answered fully and to our satisfaction and that we agree to abide by the conditions set forth herein as well as the policies contained herein by reference from PFCCC LLC's Parent Handbook.

Parent/Guardian's Signature	Parent/Guardian's Signature
Parent/Guardian's Printed Name	Parent/Guardian's Printed Name
Date	Date

Director's Signature Date
Melissa Patterson
2347 SE Wisconsin Ave
Topeka Kansas 66605
785-215-8550
pfcccpp@gmail.com

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ARPA Grants

From: Melissa Patterson <pfcccpp@gmail.com>
Sent: Wednesday, September 28, 2022 5:25 PM
To: ARPA Grants
Subject: Re: Additional ARPA Grant Questions

Good afternoon,
Our current hourly wage range from $9.08 to $11.74. We have 9 employees including me. There are 24 children enrolled from 6 weeks to 5 years old.
My license capacity is 24 children.

Melissa Patterson

On Wed, Sep 28, 2022 at 3:43 PM ARPA Grants <arpa@topeka.org> wrote:

> Good Afternoon Melissa,
>
> The Policy and Finance Committee met on September 23rd 2022 and has additional questions for some organizations. Some applicants responded to questions at the meeting on September 23rd 2022. The Committee has asked that all applicants provide a written response to all the questions.
>
> The deadline to respond to the following questions is Friday, October 7th. Responses to questions need to be emailed to ARPA@topeka.org. Failure to respond by the deadline could eliminate the application from consideration.
>
> Questions for Patterson Family Childcare are as follows:
>
> 1. What is your current hourly wage?
> 2. How many employees?
> 3. How many children?

--
Melissa Patterson
PFCCC LLC.
785-215-8550-office
pfcccpp@gmail.com

ARPA Funds Grant Application

Submission date:	**22 July 2022, 12:19PM**
Receipt number:	**53**
Related form version:	**5**

Section I Organization Information

Organization Name	**Community Center at Ripley Park (CCRP)**
Organization Address	**235 SE Lime** **Topeka Kansas 66605**
Primary Phone	**17859256412**
Primary Email	**tjweir@att.net**
Primary Contact	**Joe Weir**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**April 21, 2020 27 months**
Industry Name	**8322 Individual and family social services**
What is your organization's mission statement?	**Our Mission is to connect the resources from the City of Topeka with the residents of Ripley Park who are "At Risk" or "Intensive Care" within the City of Topeka Neighborhood Health, Poverty and Public Safety demographics.** **We are a satellite location of CRC, the (Community Resource Council) and without duplicating their efforts, we act as a conduit to redirect residents to Agencies with well-established programs to meet the needs of each individual client.**
Does your organization assist any of the following?	**Transitory Populations**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**25,000.00**
Name the program for which you are applying	**Community Center at Ripley Park walk in freezer, three door cooler, installation, outdoor signage**
Please describe your organization, its programs and how this program fits in	**The Community Center at Ripley Park Inc. is a nonprofit corporation working under the Community Resource Center 501C3 with Mary Thomas as our fiscal fiduciary. Our building at 235 SE Lime houses**

three tenants with Memorandums of Understanding including Bread of Life a 501c3 food outreach, Arrow Recovery Services helping recovering addicts and with Flame of Fire Church helping meet the needs of individual families.

In 2020, 19.6 % of all children in Shawnee County lived in poverty and were denied a steady source of food and clothes. In the war on hunger, poverty and chemical addictions among some of the most vulnerable parents of children in Topeka and our society, the Community Center at Ripley Park is an outpost stationed in the midst of a food desert. Timberlee Apartments houses many residents that are on the precipice of either transiting out of the Topeka Rescue Mission or they have to move back into TRM if they can't sustain their families' financial needs or have access to social services. Food and clothing are key financial components to helping the children living in the apartments at Ripley Park.

Three and a half years ago, two men grilled eighty hot dogs, chips and water from the back of a pickup truck to the residents of Timberlee Apartments. We have now acquired an abandonded church building, formed a nonprofit corporation, and have expanded a group of twelve dedicated volunteers averaging a total of fifty-two hours per week, three weeks per month, 1,872 hours per year.

Volunteers help three Sunday afternoons feeding hot lunches and providing food boxes and assistance for our food and clothing pantry. Every week we receive donated food from the Topeka Rescue Mission, Harvesters, Second Chance Foods, along with private parties. Every third Saturday we host a Harvester's mobile food drop that also resupplies our food pantry. An organization donates food for dogs and cats to be distributed among the people of the community. Our

	clothing pantry is open every Thursday and Saturday from 10am to 2pm. **In the last two and a half years of operation we have given away over three hundred fifty thousand pounds of food which represents over half of a million meals at no cost to the area residents.** **Our goals are to expand our food and clothing distribution to the local community, and to provide evening meals for the children during the summer (Salvation Army provides sack lunches every day). We hope to provide special dinners on holidays and special occasions with a commercial kitchen that houses a new walk-in freezer. We should be able to increase our total food distribution by 50-60% by storing more frozen food and increasing our refrigerated food capacity.** **This new 8x8 walk-in freezer will expand our storage capacity from 50 cubic feet to 256 usable cubic feet thus eliminating four chest freezers. The Three door cooler will replace older, obsolete cooler and refrigerator that we have been using.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**This freezer and cooler will last for years in this facility and benefit the community immensely. Obviously, the sustainability will be completely dependent upon the volunteer staff, so the more efficient and effective we help make this facility the more likely volunteers will come alongside the vision and align with our mission statement.**
How has the pandemic impacted the effectiveness of your organization?	**Social distancing only.**

Please describe how you see the future of your organization and its program post-pandemic	**We would like to integrate our model of community outreach after the Community Resource Center (CRC) in Avondale. We want to direct residents of the Ripley Park community toward city and county partnerships, mainly Shawnee County Social Services and resources. We are not duplicating their services but rather providing a conduit for residents to access city services who are mostly on foot or rely on public transportation.**

Section IV General Data

Provide a detailed explanation of the proposed program	**If we can increase our frozen storage capacity from 50 cubic feet to 256 cubic feet that is a 500% increase in frozen food. We have been limited to receiving frozen food donations from Harvester's and the Topeka Rescue Mission because of our limited space. A walk-in freezer will allow us to have much easier access to shelving rather than digging through chest freezers. It will ensure that product moves faster, rotates inventory more often, thus reducing waste from freezer burn. A walk-in freezer will allow us to store more varieties of frozen food enhancing the choices families will have in feeding their families. It will also reduce the square foot floor space making our kitchen more usable and efficient for our volunteers to access the product.** **Along with the freezer we need to provide the plumbing for freon, the conduit for electrical wiring, a ten-year warranty program and an outside commercial sign advertising our programs, events and times.**

Describe what other funding is available and what you have secured, or expect to secure for this project	**In order to service the new freezer and cooler, we need 220-amp service and 240 electrical wiring. A private investor will pay the electricity upgrade cost of approximately $2,700 if the grant is approved, thus an effective ten percent match.** **Our total cash contributions to date are $51,203 from private donors as we have received no other assistance from any government agencies or grants.** **Our in-kind donations are from Home Depot who has graciously donated most of the building supplies and materials for the remodeling; PCI Inc. donated the Furnace and Air Conditioner; all four used chest freezers, refrigerators and three-door-cooler were donated by individuals; the Hope Center in Kansas City donated many of the containers, cups and supplies.** **Our labor donations for work on the building and property are too numerous to track.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**According to the 2020 "City of Topeka Neighborhood Health, Poverty and Public Safety report, the residents of the Ripley Park community and Timberlee Apartments are "At Risk" or need "Intensive Care". We need the support of the city to come alongside all of the private donors and volunteers to help us accomplish our Mission Statement as described at the beginning of this application. The President of Bread of Life has addressed the City Council twice in the past thereby introducing the members of the Council to our outreach and its developments.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**We are a satellite location of CRC, the (Community Resource Council) and without duplicating their efforts, we act as a conduit to redirect residents to Agencies with well-established programs to meet the needs of each individual client.**
What donated goods and or volunteer services do you receive that add value to this program?	**Prior to 2022 we received over 350,000 pounds of food from both Harvesters, Topeka Rescue Mission and private donors equating to more than 500,000 meals freely given to the residents of the area.** **An estimated 1872 volunteer hours per year are donate by more than 15 to 20 people. We have no paid staff.** **A private donor gave $15,000 in the last three years for Back-to-School supplies for all the children living in Timberlee Apartments.** **Home Depot is providing materials such as wood, insulation, drywall, exterior and interior paint, on demand water heating, window air conditioners, calking, screws, flooring. Virtually everything we need for reconstruction except the roof and siding. PCI inc. provided a new furnace and air conditioner. We have a full stock of inventory of clothes that have been donated.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Ks SOS.jpg**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**25**
Projected age of 6-12 years	**30**

Projected age of 13-18 years	**30**
Projected age of 19-35 years	**25**
Projected age of 36-59 years	**65**
Projected age of 60 years and over	**25**
Total Individuals	**200**

Section V Beneficiary Information - Gender

Men	**140**
Women	**160**
Transgender	
Total Individuals	**300**

Section V Beneficiary Information - Income Level

At or below 30%	**180**
At or below 50%	**120**
At or below 80%	
Other	
Income Unknown	
Total Individuals	**300**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**35**
Percent of Black/African American	**50**
Percent of Hispanic	**5**
Percent of Asian	

Percent of American Indian/Alaskan Native	**10**
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**President CCRP**
Your Signature	**Name of signatory: Joe Weir** **Link to signature**

ARPA Funds Grant Application

Submission date:	**22 July 2022, 12:38PM**
Receipt number:	**54**
Related form version:	**5**

Section I Organization Information

Organization Name	**Community Center at Ripley Park (CCRP)**
Organization Address	**235 SE Lime** **Topeka Ks 66605**
Primary Phone	**17859256412**
Primary Email	**tjweir@att.net**
Primary Contact	**Joe Weir**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**27 months**
Industry Name	**8322 Individual and family services**
What is your organization's mission statement?	**Our Mission is to connect the resources from the City of Topeka with the residents of Ripley Park who are "At Risk" or "Intensive Care" within the City of Topeka Neighborhood Health, Poverty and Public Safety demographics.** **We are a satellite location of CRC, the (Community Resource Council) and without duplicating their efforts, we act as a conduit to redirect residents to Agencies with well-established programs to meet the needs of each individual client.**
Does your organization assist any of the following?	**Transitory Populations**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**25,000.00**
Name the program for which you are applying	**CCRP commercial kitchen with stainless steel three tub sink, stainless steel preparation table, warming station, commercial stove, kichen cabinets and labor costs to remodel and install all of the equipment and materials**

Please describe your organization, its programs and how this program fits in	**The Community Center at Ripley Park Inc. is a nonprofit corporation working under the Community Resource Center 501C3 with Mary Thomas as our fiscal fiduciary. Our building at 235 SE Lime houses three tenants with Memorandums of Understanding including Bread of Life a 501c3 food outreach, Arrow Recovery Services helping recovering addicts and with Flame of Fire Church helping meet the needs of individual families.** **In 2020, 19.6 % of all children in Shawnee County lived in poverty and were denied a steady source of food and clothes. In the war on hunger, poverty and chemical addictions among some of the most vulnerable parents of children in Topeka and our society, the Community Center at Ripley Park is an outpost stationed in the midst of a food desert. Timberlee Apartments houses many residents that are on the precipice of either transiting out of the Topeka Rescue Mission or they have to move back into TRM if they can't sustain their families' financial needs or have access to social services. Food and clothing are key financial components to helping the children living in the apartments at Ripley Park.** **Three and a half years ago, two men grilled eighty hot dogs, chips and water from the back of a pickup truck to the residents of Timberlee Apartments. We have formed a nonprofit corporation, acquired and are restoring an abandonded church building, and a group of twelve dedicated volunteers averaging a total of fifty-two hours per week, three weeks per month, 1,872 hours per year.** **Volunteers help three Sunday afternoons feeding hot lunches and providing food boxes and assistance for our food and clothing pantry. Every week we receive donated food from the Topeka Rescue Mission, Harvesters, Second Chance Foods, along with private**

	parties. Every third Saturday we host a Harvester's mobile food drop that also resupplies our food pantry. An organization donates food for dogs and cats to be distributed among the people of the community. Our clothing pantry is open every Thursday and Saturday from 10am to 2pm. **In the last two and a half years of operation we have given away over three hundred fifty thousand pounds of food which represents over half of a million meals at no cost to the area residents.** **Our goals are to expand our food and clothing distribution to the local community. We want to provide evening meals for the children during the summer (Salvation Army provides sack lunches every day). We hope to provide special dinners on holidays and special occasions with a commercial kitchen increasing our ability to give away even more donated food.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**This kitchen will last for a generation or more in this facility and benefit the community immensely. Obviously, the sustainability will be completely dependent upon the volunteer staff, so the more efficient and effective we help make this facility the more likely volunteers will come alongside the vision and align with our mission statement.**
How has the pandemic impacted the effectiveness of your organization?	**Social distancing only**

Please describe how you see the future of your organization and its program post-pandemic	**We would like to integrate our model of community outreach after the Community Resource Center (CRC) in Avondale. We want to direct residents of the Ripley Park community toward city and county partnerships, mainly Shawnee County Social Services and resources. We are not duplicating their services but rather providing a conduit for residents to access city services who are mostly on foot or rely on public transportation.**

Section IV General Data

Provide a detailed explanation of the proposed program	**We would like to model our commercial kitchen after the kitchen at the Topeka Rescue Mission managed by Chef Hall. Under his tutelage and guidance, we will be able to expand our food service. Our board member Fred Owens has been a commercial chef and experienced in operating a commercial kitchen also. With the donated food, volunteers, and functional kitchen in conjunction with the guidance from two chefs we will be able to expand our food distribution within the heart of a food desert.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**Our in-kind donations are from Home Depot who has graciously donated most of the building supplies and materials for the remodeling of the building to date, and will provide the wood, insulation, drywall, paint and construction supplies we will need for this kitchen.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**According to the 2020 "City of Topeka Neighborhood Health, Poverty and Public Safety report, the residents of the Ripley Park community and Timberlee Apartments are "At Risk" or need "Intensive Care". We need the support of the city to come alongside all of the private donors and volunteers to help us accomplish our Mission Statement as described at the beginning of this application. The President of Bread of Life has addressed the City Council twice in the past thereby introducing the members of the Council to our outreach and its developments.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**We are located in a food desert and only Salvation Army provides a sack lunch around noon every day in the summer. Nothing else is available the other nine months of the year.**
What donated goods and or volunteer services do you receive that add value to this program?	**Prior to 2022 we received over 350,000 pounds of food from both Harvesters, Topeka Rescue Mission and private donors equating to more than 500,000 meals freely given to the residents of the area.** **An estimated 1872 volunteer hours per year are donate by more than 15 to 20 people. We have no paid staff.** **A private donor gave $15,000 in the last three years for Back-to-School supplies for all the children living in Timberlee Apartments.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Ks SOS.jpg**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**20**

Projected age of 6-12 years	**30**
Projected age of 13-18 years	**30**
Projected age of 19-35 years	**150**
Projected age of 36-59 years	**50**
Projected age of 60 years and over	**20**
Total Individuals	**300**

Section V Beneficiary Information - Gender

Men	**140**
Women	**160**
Transgender	
Total Individuals	**300**

Section V Beneficiary Information - Income Level

At or below 30%	**200**
At or below 50%	**100**
At or below 80%	
Other	
Income Unknown	
Total Individuals	**300**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**30**
Percent of Black/African American	**50**

Percent of Hispanic	**10**
Percent of Asian	
Percent of American Indian/Alaskan Native	**10**
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**President CCRP**

Your Signature

Name of signatory: Joe Weir

Link to signature

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE

I, SCOTT SCHWAB, Kansas Secretary of State, certify that the records of this office reveal the following:

Business Entity ID Number:

Entity Name: COMMUNITY CENTER AT RIPLEY PARK, INC.

Entity Type: KANSAS NOT FOR PROFIT CORPORATION

State of Organization: KANSAS

was filed in this office April 21, 2020,
and is in good standing,
having fully complied with all requirements of this office.

No information is available from this office regarding the
financial condition, business activity or practices of this entity.

In testimony whereof:
I execute this certificate
and affix the seal of the
Secretary of State of the state of Kansas
on this day of July 8, 2022.

Scott Schwab

SCOTT SCHWAB
KANSAS SECRETARY OF STATE

RE: ARPA GRANT QUESTIONS

Community Center at Ripley Park (CCRP)

A. The grant for a walk-in freezer, three door cooler, outside signage and remodeling labor costs.

B. The grant for a commercial kitchen to include a three-tub stainless steel sink, stainless steel preparation table, warming station, commercial stove, kitchen cabinets and labor costs to remodel and install all of the equipment.

1) Please provide an organizational Chart for your organization.

Joe Weir - President

Trudy O'Shea-Weir - Secretary, Treasurer

Fred Owens - Board Member

Hal Smith – Advisor to the Board

Mary Thomas – Advisor to the Board

Memorandums of Understanding utilizing the facility

Bread of Life Inc.

Flame of Fire Church – Pastor Geri Slater

Arrow Recovery Services – Randy Lesseski (future plans)

Bread of Life food outreach three Sundays a month = 140 meals each week are provided to residents of Timberlee apartments, La Colonia apartments, and the Tent City homeless population.

The food pantry and clothing pantry supplies canned goods, dry goods, refrigerated food and frozen food every Sunday and every day to those in need and who walk in when volunteers are on site.

2) Please provide a project budget for the project/budget program

A. The grant for a walk-in freezer, three door cooler, outside signage and remodeling labor costs. $25,000 requested

Reconstruct sub-floor joices, install laminate flooring		$1,800
220-amp wiring:	*(Ash Davis electric bid)*	$2,800
Walk-in freezer	*(see addendum for specs)*	$9,735
Three door cooler:	(see addendum for specs)	$3,989
Outdoor signage: *(All Signs bid $5,000-$6000)*		$5,500
Sales Taxes		$1,872
Total Materials Cost		***$25,696.00***

B. *The grant for a commercial kitchen to include a commercial stove, vent hood, three-tub stainless steel sink, stainless steel preparation table, warming station, kitchen cabinets, miscellaneous cookware and labor costs to remodel and install all of the equipment. $25,000 requested*

Insulate walls and ceilings:	**$300**
Drywall, finish walls and ceilings:	$**1,500**
Commercial stove:	**$5,400**
Vent Hood: 48 in.	**$1,148**
Warming Station:	**$2,490**
48" Stainless Steel Preparation table	**$1,300**
Three tub stainless steel sink	**$ 924**
Kitchen cabinets, microwave, storage, misc. cookware	**$2,900**
Labor Cost to install equipment, sink, stove, cabinets, fixtures	**$1,600**
Sales taxes on equipment	**$1,360**
Total Equipment and Labor costs	***$19,325.00***

3) **Would you be willing to take a reduction in the amount you requested?**

Yes, we would be willing to take $5,000 less than we requested. However, if we allow for a 10% overage on our estimates this would equal the $5,000 reduction in the projected budget leaving no room for error or overages.

4) **How many people currently use this facility annually? 10,400** *(estimate)*

Bread of Life serves 140 meals x 40 weeks per year = 5,600 people annually

Bread of Life Harvesters Food drop = 25 / mo. = 2980 people annually

Flame of Fire serves 20 people x 52 weeks per year = 1,040 people annually

Walk in traffic from the neighborhood = 15 people per week = 780 people

5) **Do you have access to translation services if needed?**

No. According to the manager of Timberlee apartments the population demographics are 60% African/American, 35% Caucasian, and 5% Latino and Asian and 100% speak English. We are unsure of the demographics of the surrounding neighborhood.

6) **Do you have outreach materials in Spanish?**

Yes. Due to our association with CRC the Community Resource Council we can provide their materials. **Food distribution dates and location:** *Auto-servicio "Distribucion de comida* and **a Directory of Resources for Topeka and Shawnee County:** *"Topeka Y El condado de Shawnee Recursos"*

7) **Do you have any Black or Latino/Indigenous staff or volunteers?**

Yes. Fred Owens is our African American board member to CCRP. Aaron Cervantes is Latino and the Vice President of Bread of Life. Latonya Sweet, Delandra and Dedra (sisters) are African American, residents of Timberlee and our volunteer/contacts to the children in the Timberlee apartments. Grandma Cindy is our Latina volunteer helping us connect to the families of Timberlee apartments.

Addendum: Description of Equipment

Quick Ship Indoor Walk-In Freezer, 6' W x 12' L x 7'-7" H, With Floor, 4” thick AK-XPS4 insulation providing R-29 for coolers & R-32 for freezers, 26 gauge stucco embossed corrosion resistant acrylic coated Acrylume on all interior & exterior surfaces, NSF aluminum floor rated at 600 Lbs./sq. ft. of uniformly distributed load, flush self-closing door, digital LED thermometer with pilot light switch, super cam-rise spring assisted hinges & door closer, ships in 48 hours - subject to terms & conditions, UL, Made in USA

The Kratos Refrigeration 69K-825 swing glass door merchandiser provides a large showcase for beverages and packaged foods with 72 cubic feet of space. This three-door merchandising refrigerator is energy efficient and perfect for keeping products at exactly the right temperature, keeping food fresher for longer. Heat transfer is prevented by this model's double pane heated glass doors, which also minimize condensation.

The Kratos 69K-825 features lockable, self-closing hinged doors along with a magnetic gasket, which ensures a tight door seal. This helps keep cold air inside the unit. The swing glass door merchandiser has a bottom mount compressor, for quick access to cleaning. LED interior lighting provides a bright, attractive display for your products without consuming a lot of energy. This commercial beverage cooler comes with an illuminated sign panel at the top of the unit.

Stove and Oven: ZLINE 48" 6.0 cu. ft. Dual Fuel Range with Gas Stove and Electric Oven in Stainless Steel (RA48) provides a professional culinary experience by pairing unmatched performance with timeless style. Achieve ZLINE Attainable Luxury excellence with innovative features designed to enhance your kitchen's capability.

- Professional Dual Fuel Cooking - Blends high-performance technology of a gas cooktop and an electric convection oven
- Italian-Made Sealed Burners - Industry-leading gas cooktop includes 6 Hand-cast burners with cooking power ranging from 1,000 - 18,000 BTUs optimize every meal with a powerful and even heat distribution
- Minimal Cleaning - Hand-finished porcelain one-piece cooktop allows for easy cleaning and maintenance of gas cooktop
- Large Oven Capacity - 6.0 cu. ft oven capacity that fits up pans up to 23 in. or 9 in. wide for maximum space and convenience with everyday cooking
- Premium Oven Insulation - 3 layered glass and aluminum mesh seal offers superior heat retention and a consistent temperature, creating perfect dishes every time
- Smooth Glide Ball-Bearing Oven Racks - Durable ball-bearing oven racks provide extra convenience and ease when working with larger dishes
- StayPut Oven Door Hinges - Designed to support the full weight of the oven door, offering additional convenience and safety
- Dual Oven Lights - Illuminate your oven space with dual lighting, controlled by a switch located on the front control panel

Thank you for your consideration.

Sincerely,

JOE WEIR

Joe Weir

President CCRP Inc. and Bread of Life Inc.

In our addendum to the first set of questions in the first section I listed the description of all the equipment including the Stove and Oven. It is a very high-end commercial stove as described below…

We are hoping to consult with Chef Hall who manages the Topeka Rescue Missions kitchen and also with Fred Owens our board member who is a trained chef and has managed professional kitchens in the past. Both should be able help with design and functionality of the kitchen and work stations.

#1) What type of stove are you wanting to purchase?

ZLINE 48" 6.0 cu. ft. Dual Fuel Range with Gas Stove and Electric Oven in Stainless Steel (RA48) Professional Dual Fuel Cooking - Blends high-performance technology of a gas cooktop and an electric convection oven.

#2) Why the stove in your request is in the $5,000 range.

Stove and Oven: ZLINE 48" 6.0 cu. ft. Dual Fuel Range with Gas Stove and Electric Oven in Stainless Steel (RA48) provides a professional culinary experience by pairing unmatched performance with timeless style. Achieve ZLINE Attainable Luxury excellence with innovative features designed to enhance your kitchen's capability.

- Professional Dual Fuel Cooking - Blends high-performance technology of a gas cooktop and an electric convection oven
- Italian-Made Sealed Burners - Industry-leading gas cooktop includes 6 Hand-cast burners with cooking power ranging from 1,000 - 18,000 BTUs optimize every meal with a powerful and even heat distribution
- Minimal Cleaning - Hand-finished porcelain one-piece cooktop allows for easy cleaning and maintenance of gas cooktop
- Large Oven Capacity - 6.0 cu. ft oven capacity that fits up pans up to 23 in. or 9 in. wide for maximum space and convenience with everyday cooking
- Premium Oven Insulation - 3 layered glass and aluminum mesh seal offers superior heat retention and a consistent temperature, creating perfect dishes every time
- Smooth Glide Ball-Bearing Oven Racks - Durable ball-bearing oven racks provide extra convenience and ease when working with larger dishes
- StayPut Oven Door Hinges - Designed to support the full weight of the oven door, offering additional convenience and safety
- Dual Oven Lights - Illuminate your oven space with dual lighting, controlled by a switch located on the front control panel

#3) Have you given consideration to buying a used stove and used equipment versus buying a new stove and new equipment?

We know of a professional commercial kitchen outlet store in Kansas City who sells used kitchen appliances and supplies many restaurants with good used equipment. The challenge is finding someone who has the time and knowledge to shop for what we need. The biggest headache is being ignorant of what to look for and the pitfalls of buying used appliances. Most of the time in my experience it is more efficient to purchase new and do it right the first time. You are able to obtain warranties and guarantees that the equipment will perform to meet your needs saving time and expense reconditioning used appliances.

#4 &5) Will any of these improvements allow for possible expansion of your services and increase your capacity and help more people?

I can promise that without these improvements we will only be able to continue to serve one hot meal every Sunday afternoon along with our food pantry.

a) These improvements will allow us to expand our services to prepare up to at least one meal a day especially during the summer when the children are out of school.

b) This improvement will undoubtably attract more volunteers who can contribute their time and talents to expand our outreach.

c) We will also be able to provide specialty meals and dinners for the community on holidays and special occasions to the entire neighborhood not just the apartments.

Thank you for your consideration and sincere interest in our proposal. The people living in the Ripley Park neighborhood have continually expressed their gratitude in our continued efforts to help them. Many have often commented that the area is the forgotten area of the city's interests. This grant will go along way to helping the families and the children meet their needs in the food desert surrounding the area.

Most sincerely,

Joe Weir

President Bread of Life Inc.
President CCRP Inc.

ARPA Funds Grant Application

Submission date:	**25 July 2022, 10:40AM**
Receipt number:	**24**
Related form version:	**5**

Section I Organization Information

Organization Name	**Positive Connections Inc.**
Organization Address	**2044 SW Fillmore Street** **Topeka, KS 66604**
Primary Phone	**785-232-3100**
Primary Email	**kathleenL@pcneks.org**
Primary Contact	**Kathleen Link**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**37 Years**
Industry Name	**Health Care and Social Assistance**
What is your organization's mission statement?	**Positive Connections is a community based organization that advocates for people living in Northeast Kansas and provides comprehensive services to individuals who are impacted by HIV/AIDS, sexually transmitted infections and Hepatitis C.**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**40,000**
Name the program for which you are applying	**Medical Case Management, HIV Prevention and Emergency Financial Assistance**

Please describe your organization, its programs and how this program fits in	**Positive Connections provides Medical Case Management services in accordance with Health Related Services Administration and Kansas Department of Health & Environment Guidelines. In addition to working with other community-based agencies and service providers to ensure clients' social, legal, and educational needs are met, Medical Case Managers provide education about the importance of adhering to the prescribed medical regimen, the dangers of "treatment holidays" and ensuring that individuals can access the care they need. In addition, medical case managers meet with the local HIV medical care provider on a regular basis to review client labs, adherence with medical appointments and in taking medications. In this way, the medical case manager provides comprehensive services and support for individuals as they attempt to maintain their health. In addition to the medical case management activities, Positive Connections case management program continues to provide traditional case management services including (but not limited to) support groups, assistance with housing, a food pantry for clients, referral services, health education/risk reduction services and emergency financial assistance.** **This program is covered by the ARPA funding by providing public health and safety, food assistance, and assistance in housing.**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**This program addresses the need for the people living with HIV/AIDS by providing access to health care and medications. The program also addresses barriers that might prevent individuals from being adherent to their medical care. The case management program decreases the risk of new infections by ensuring those already living with HIV/AIDS can access medical care and take their medications as directed. Doing this, the client is likely to maintain an undetectable viral load making it unlikely to transmit the virus to others in our community. The funds received from ARPA will provide Positive Connections with resources to keep case management clients enrolled in services, help with financial needs, housing needs, and food assistance.**
How has the pandemic impacted the effectiveness of your organization?	**The pandemic has had limited effect to our organization. Staff split days in the office. Part of staff would be in on certain days while others worked from home. This way if someone was exposed the whole team would not be out of the office. We have stayed open the whole time providing services to our clients and their families. However, we did switch our procedures to appointments only.**
Please describe how you see the future of your organization and its program post-pandemic	**Regardless of the difficulties caused by the pandemic, we will make every attempt to continue to provide quality service to our clients and their families.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The case management program helps individuals living with HIV/AIDS to access medical care, stay healthy and reduce the risk of transmitting the virus. Federal Ryan White funds assist clients in paying for health insurance. Individuals receiving this assistance are required to have a medical case manager to ensure their eligibility. Through this program we have to accomplished 100% of individuals receiving Ryan White case management services gain access to minimum care protocols for HIV/AIDS as defined by the Health Related Services Administration. Eighty percent of individuals enrolled in case management services will obtain at least two medical visits with their HIV care provider per year and 75% of individuals enrolled in services will achieve or maintain an undetectable viral load.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**We receive funding from Kansas Department of Health and Environment, The City of Topeka, United Way, and Shawnee County for the case management program. However, the total amount we receive does not cover the total cost to run the program. The total of the grant monies received in 2022 were $353,086. We have to rely on our annual fundraiser to provide much needed funds to run the program. This fundraiser usually brings in $40,000. Due to COVID we have not been able to host our annual TAP Gala fundraiser. Additionally, in 2022 we lost approximately $21,000 in funding from the City of Topeka.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Without the services that Positive Connections provides, 134 individuals living with HIV in the City of Topeka would be without the means to treat their HIV. This means that clients would have a high viral load, making the virus easily transmitted to others through sex and injection drug use.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Positive Connections is the only organization that provides these services in the community.**

What donated goods and or volunteer services do you receive that add value to this program?	**Monthly, we receive about 300 pounds of donated food from Reeser's Fine Foods. We are also a part of the Harvesters Community food group and are able to purchase most of our food from Harvesters at a discount price. Due to KDHE limitations and client confidentiality we are limited to what volunteers can do in our programs. We have one volunteer that helps with our food pantry twice a week. He helps clients check out, get bus tickets, and Ensure. He will sometimes pick up food from Harvesters when the order is not large enough to be delivered. During the school year we have a Bonner scholar from Washburn University who volunteers in the office and focuses mainly on fundraising needs.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Scan_2022_07_14_08_47_47_578.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**0**
Projected age of 19-35 years	**40**
Projected age of 36-59 years	**73**
Projected age of 60 years and over	**21**
Total Individuals	**134**

Section V Beneficiary Information - Gender

Men	**108**
Women	**24**
Transgender	**2**
Total Individuals	**134**

Section V Beneficiary Information - Income Level

At or below 30%	**41**
At or below 50%	**10**
At or below 80%	**16**
Other	**67**
Income Unknown	
Total Individuals	**134**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**47**
Percent of Black/African American	**30**
Percent of Hispanic	**11**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**10**

Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Kathleen Link**  **Uploaded signature image: Kathleen Signature.jpg**

ARPA Funds Grant Application

Submission date:	**29 July 2022, 8:22AM**
Receipt number:	**59**
Related form version:	**5**

Section I Organization Information

Organization Name	**Positive Connections Inc.**
Organization Address	**2044 SW Fillmore Street** **Topeka, KS 66604**
Primary Phone	**785-232-3100**
Primary Email	**KathleenL@pcneks.org**
Primary Contact	**Kathleen Link**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**37 Years**
Industry Name	**Education and Health Services**
What is your organization's mission statement?	**Positive Connections, Inc. is a community-based program that advocates for people living in NE Kansas and provides comprehensive services to individuals who are impacted by HIV/AIDS, sexually transmitted infections, and Hepatitis C.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**180,000**
Name the program for which you are applying	**Prevention and Education Mobile Testing Unit**

Please describe your organization, its programs and how this program fits in	**This program fits the Public Health and Safety qualification. The HIV pandemic remains a serious burden on people and health services across the world, with 33 million people infected and 2.7 million people becoming infected annually according to the Centers for Disease Control. HIV counseling and testing is the critical first step in accessing HIV treatment and care; but despite efforts to scale up provision in resource-poor communities, an estimated 60% of people living with HIV are unaware of their HIV status according to the Centers for Disease Control. Lack of confidentiality, social barriers, cost, and accessibility associated with testing at clinics has been associated with low testing rates. With this program we would like to purchase a mobile testing unit. Mobile units offering HIV/STI testing services have proven to be an effective outreach tool to at-risk groups around the world. HIV testing barriers such as stigma have been reduced, and HIV testing has been shown to increase four-fold when voluntary counseling, testing, and referral services are provided in a non-traditional setting, according to one recent multi-national study.**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Mobile Units in the USA have been shown to reach high-prevalence groups of men who have sex with men (MSM), injection drug users (IDU), and persons engaging in transactional sex. Additionally, acceptability of Mobile Unit testing is high, with one study in Louisiana, USA reporting 97% of respondents viewing neighborhood screening as "good" or "very good. A mobile unit would increase our accessibility. We could engage with other community-based organizations such as health fairs, schools, substance abuse treatment programs, drug stores and pharmacies, employment centers and workplaces, social service organizations, college campuses, community events, churches, places where people socialize like bars, and community-based residential facilities to name a few. The program will be sustained with grants from Kansas Department of Health and Environment and future fundraising.**
How has the pandemic impacted the effectiveness of your organization?	**Our organization was able to keep our doors open providing full services to the community and our clients. However, staff worked on a rotating schedule and spent some time working from home where they completed paperwork and made phone contact with clients.**
Please describe how you see the future of your organization and its program post-pandemic	**Our organization will continue to provide all offered services to the community and our clients post-pandemic.**

Section IV General Data

Provide a detailed explanation of the proposed program	**With the ARPA grant we would like to purchase a mobile testing unit. This unit would be a great asset to the community and increase our accessibility to provide free HIV, Hepatitis C, Syphilis, Gonorrhea, and Chlamydia testing. We could expand testing to include other organizations and outreach venues. A mobile unit out in the community would potentially give people back the feeling of confidentially that would encourage them to get tested. We would not have to put "Free HIV Testing" on the outside of the unit, just our logo and phone number, to decrease stigma even more. A mobile unit would allow us to feature "best practices," particularly in rural and semi-rural areas and provide leadership on the national level of how to implement mobile testing in areas that we are otherwise unable to reach. In addition, a mobile unit would allow us to collaborate more with Kansas Department of Health and Environment when there are outbreaks of HIV and syphilis, and multiple people are needed to test everyone named in the investigation. The mobile unit provides a place other than people's homes or cars to conduct testing.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**We have secured some funds through our own fundraising efforts. Those efforts will continue into the future. We had a project started with the Kansas Department of Health and Environment (KDHE). KDHE was fully supportive of the initiative and indicated to us that they would provide major funding in support of this need and innovative approach. That program was put on hold till further notice due to the COVID pandemic and KDHE funds had to be used elsewhere.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**The CDC states that one in seven individuals living with HIV do not know that they are HIV positive. This is due to lack of testing, transportation, and stigma to name a few barriers. By providing free, easily accessible testing and access to treatment this will make our community healthier. With a mobile testing unit, we could reach individuals in the community that do not have access to transportation, or are afraid to come into the office due to stigma. All of our services are provided for free. Most of our clients that test and get treated for STI's have stated that they would not be able to get tested because of cost.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The free HIV, Hepatitis C, Syphilis, and other STI testing and access to treatment that we provide are not duplicated by any other agency. We do have agencies in the community that provide these services, but they come with a cost to the client.**
What donated goods and or volunteer services do you receive that add value to this program?	**We do not have donated goods for this program. However, we will be utilizing many volunteers to help run the program at events.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Sec. of State.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**140**
Projected age of 19-35 years	**150**

Projected age of 36-59 years	**110**
Projected age of 60 years and over	**40**
Total Individuals	**440**

Section V Beneficiary Information - Gender

Men	**260**
Women	**170**
Transgender	**10**
Total Individuals	**440**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	
At or below 80%	
Other	
Income Unknown	**440**
Total Individuals	**440**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**40**
Percent of Black/African American	**38**
Percent of Hispanic	**20**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	

Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Kathleen Link**  [Uploaded signature image: Kathleen Signature.jpg]

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: POSITIVE CONNECTIONS, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on March 13, 1986, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 14, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Good Afternoon Kathleen Link,

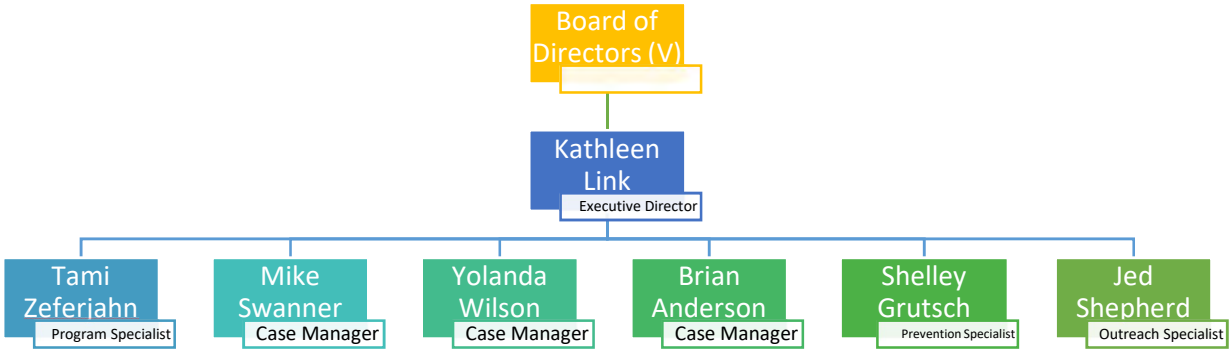
The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

- If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
- The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for both applications for Positive Connections are as follows:

1. Please provide an organizational Chart for your organization.



2. Please provide a project budget for the project/budget program you are seeking funds.

Agency: Positive Connections Inc.

Name: Kathleen Link

ARPA Case Management Budget

Phone: 785-232-3100 Fax 785-232-3186

Email: KathleenL@pcneks.org

Budget Item	ARPA Budget 2023-2026		
Salaries	$ 9,000.00		
Fringe Benefits	$ 4,000.00		
Audit			
Supplies			
Telephone			
Postage and Shipping			
Occupancy			
Outside Printing			
Local Transportation For Clients	$ 9,000.00		
Subscriptions/Publications			
Direct Assistance Financial to Clients	$ 9,000.00		
Client Food Pantry	$ 9,000.00		
Organization Dues/Membership			
Equipment/Fixed Assets			
Equipment Rental, Repair & Maintenance			
Other (specify):			
Other (specify):			
TOTAL	$ 40,000.00		

Agency : Positive Connections Inc.

ARPA Testing Unit Budget

Name: Kathleen Link

Phone 785-232-3100 Fax 785-232-3186

Email KathleenL@pcneks.org

Budget Item	ARPA Budget 2023-2026		
Mobile Testing Unit	$ 150,987.00		
Unit Transportation Cost (Fuel)	$ 7,335.00		
Generator Fuel Expense	$ 4,647.00		
Insurance	$ 4,500.00		
Local and State Registration	$ 1,500.00		
Vehicle Maintenance	$ 11,031.00		
Salaries	$ -		
Outside Printing	$ -		
Local Transportation For Clients	$ -		
Subscriptions/Publications	$ -		
Direct Assistance Financial	$ -		
Client Food Pantry	$ -		
Organization Dues/Membership	$ -		
Equipment/Fixed Assets	$ -		

Equipment Rental, Repair & Maintenance	$ -		
Other (specify):	$ -		
Other (specify):	$ -		
TOTAL	$ 180,000.00		

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
   The Case Management budget can be cut to $27,00 for client services only. I am working with Kansas Department of Health and Environment to support this program.

Agency: Positive Connections Inc.

ARPA Case Management Budget

Name: Kathleen Link

Phone: 785-232-3100 Fax 785-232-3186

Email: KathleenL@pcneks.org

Budget Item	ARPA Budget 2023-2026		
Salaries			
Fringe Benefits			
Audit			
Supplies			
Telephone			
Postage and Shipping			

Occupancy			
Outside Printing			
Local Transportation For Clients	$ 9,000.00		
Subscriptions/Publications			
Direct Assistance Financial to Clients	$ 9,000.00		
Client Food Pantry	$ 9,000.00		
Organization Dues/Membership			
Equipment/Fixed Assets			
Equipment Rental, Repair & Maintenance			
Other (specify):			
Other (specify):			
TOTAL	$ 27,000.00		

The Mobile Testing Unit program budget can be cut to $150,987 to purchase the unit. I have been having conversations with Kansas Department of Health and Environment about supporting the program if we are able to get the unit.

Agency: Positive Connections Inc.

ARPA Testing Unit Budget

Name: Kathleen Link

Phone 785-232-3100 Fax 785-232-3186

Email KathleenL@pcneks.org

Budget Item	ARPA Budget 2023-2026		
Mobile Testing Unit	$ 150,987.00		
Unit Transportation Cost (Fuel)			
Generator Fuel Expense			
Insurance			
Local and State Registration			
Vehicle Maintenance			
Salaries			
Outside Printing			
Local Transportation For Clients			
Subscriptions/Publications			

	$ -		
Direct Assistance Financial	$ -		
Client Food Pantry	$ -		
Organization Dues/Membership	$ -		
Equipment/Fixed Assets	$ -		
Equipment Rental, Repair & Maintenance	$ -		
Other (specify):	$ -		
Other (specify):	$ -		
TOTAL	$ 150,987.00		

4. Is/Has COVID been a higher risk for the HIV community in Topeka?
   We are still learning about COVID and how it affects individuals living with HIV. People with HIV have higher rates of underlying health conditions. This makes them more likely to get COVID due to their poor immune system. People living with HIV are also more likely to get very sick if the get COVID. Positive Connections lost two clients due to COVID and had several that were so sick that they were hospitalized.

5. How much has your case load increased the last 10 years?
   It is hard to give you an exact number due to clients passing away over the years. In 2012 our caseload for clients living in Topeka was 101. Today in 2022 we have 139 clients living in Topeka.

6. What is the current percentage of Latinos HIV positive in community?
   19% of our caseload in the community are Latinos living with HIV.

7. Do you have ability to provide translation services in Spanish if needed?
   Yes, we have two volunteers that will translate in the office when appointments are scheduled. We have access to a translation service by phone as well.

8. Do you have outreach materials in Spanish?
   All our case management and outreach materials are available in Spanish.

9. Do you have any Black or Latino/Indigenous staff or volunteers?
   We do have one member of staff and one board member that fit this demographic.

Regarding the Mobile Testing Unit:

10. Is there a possibility to also provide COVID, and other types of testing with this unit?
    Yes, we have had conversations with other organizations and Kansas Department of Health and Environment in the community about partnering with us if we are able to get a unit. We want to be able to provide as many services with this testing unit as possible, such as the services we provide now- HIV, Hepatitis C, syphilis, chlamydia, gonorrhea. We plan to add COVID testing, wellness checks for high blood pressure, diabetes, other STI's like herpes, Hepatitis B, trichomoniasis, and HPV/genital warts. We would also like to provide flu shots, COVID vaccines, monkey pox vaccines, shingles vaccines, and any other vaccines we can make available for our community. Additionally, having a mobile unit would help us connect individuals with other resources that we regularly have contact with, such as those providing mental health and substance abuse services, battered women and human trafficking shelters, services for those who are not stably housed, etc.

11. How many additional individuals do you anticipate being served per year with this unit?
    This is hard to say. I anticipate that we should double the number of individuals reached with a testing unit. In 2021 we were able to reach 151 individuals with FREE testing during outreach events. This number is down from previous years due to COVID. Most of our venues that we test at would not allow us in for fear of spreading COVID to others. With a testing unit we will be able to test at unconventional locations. We would not need a private room to use at the venue. Our goal for the first year is to provide HIV, syphilis, Hepatitis C, chlamydia, and gonorrhea testing to 400 individuals in the community. Hopefully we will be able to provide vaccines and wellness checks to those individuals as well. Year two we hope to double that number to 800. By year three we plan to have the testing unit out three times a week and providing services to 1,000 plus individuals per year. The impact this will have on the community will be huge. We will be able to

make Topeka a healthy and sexually educated community for many years to come.

12. Are services offered in Spanish, including all aspects of outreach?
    Yes, all paperwork is available in Spanish. We also have access to a translator by phone. I plan to have a Spanish speaking volunteer with the testing unit on events that will have a Hispanic population.

13. Has there been a rise in HIV and STI in Shawnee County over the past 5 years?
    Yes, we have seen an increase in HIV, Syphilis, Chlamydia, and Gonorrhea over the past years in Shawnee County.

    Chlamydia: Out of 10,000 residents infected
    2020-774.6
    2019-731.8
    2018-720.6
    2017-654.0

    Gonorrhea: Out of 10,000 residents infected
    2020-439.9
    2019-419.7
    2018-468.8
    2017-334.6

    Primary and secondary Syphilis: New Diagnosis
    2020-7
    2019-10
    2018-12
    2017-10

    HIV: New Diagnosis
    2021-12
    2020-11
    2019-7
    2018-6
    2017-11

    This information was provided by the CDC, Shawnee County Health Department and the Community Health Improvement Plan (CHIP).

14. Do you have access to translation services if needed?
    Yes, we have two volunteers for translation services that are available by appointment. I plan to have a Spanish speaking volunteer or staff for the testing unit.

15. Do you have any Black or Latino/Indigenous staff or volunteers?

Currently I do not have any volunteers for this program. This program will have one staff member and several volunteers. I have started having conversations with individuals in this demographic about volunteering for the program.

ARPA Funds Grant Application

Submission date:	**25 July 2022, 7:23PM**
Receipt number:	**50**
Related form version:	**5**

Section I Organization Information

Organization Name	**Mirror, Inc**
Organization Address	**2201 SE 25th St.** **Topeka, KS** **66605**
Primary Phone	**7852505961**
Primary Email	**mgoodman@mirrorinc.org**
Primary Contact	**Melissa Goodman**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**28 years**
Industry Name	**NAICS 624- Non-profit**
What is your organization's mission statement?	**Our mission is to strengthen people and communities by helping individuals cultivate hope and redefine their lives. We're a not-for-profit, private corporation providing behavioral health care, alcohol and drug abuse prevention programs, and residential reentry services. We offer a continuum of behavioral health care including addiction and mental health treatment. We are committed to empowering people to be the best version of themselves and promoting safe, healthy people in strong communities.**

Does your organization assist any of the following?	**Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**During the pandemic, we struggled to remain fully staffed. While we have had some movement towards filling vacant positions, finding counselors for both outpatient and residential has been extremely difficult. Filling Addiction Technician positions have been very challenging to fill as these frontline, hourly roles are hard to retain, especially during a pandemic. To compete with other organizations, we had to get really creative in attracting good candidates. Private for-profit organizations often hire at a rate we cannot compete with. Overtime has also far exceeded budgeted amounts due to staffing shortages, too.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program** **COVID-19 Economic Injury Disaster Plan Funds**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**For Shawnee County we received $303,780**
Please Specify the amount recieved from Paycheck Protection Program	**For the entire organization (200+ employees) in 2020 we received $1,654,400**
Please Specify the amount recieved from Shuttered Venue Operations Grant	

Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	**For Shawnee County we received $13,959.94**
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$600,000**
Name the program for which you are applying	**Mirror, Inc Treatment and Sober Living Program**
Please describe your organization, its programs and how this program fits in	**For nearly three decades, Mirror has served the Topeka area. With treatment centers, reentry services, prevention programs, and our Work for Success program, our work is diverse as we strive to build strong communities and cultivate hope. As a leader in the delivery of addiction treatment, Mirror, Inc provides a variety for treatment programs, from assessments to residential treatment, in many different communities. We also provide treatment for dually-diagnosed mental health problems. Mirror, Inc offers a comprehensive continuum of care for those seeking assistance with addiction to drugs and alcohol. Through our assessment and evaluation process, our clinical staff can determine the need for services and the level of care best suited for each person. Mirror, Inc is a private, non-profit corporation, licensed by the State of Kansas, Department for Aging and Disability Services (KDADS) Community Services & Programs Commission, Behavioral Health Services and has provided alcohol and drug abuse services since 1972.** **Primarily, the individuals we serve fall well below the poverty line. While there is funding available through Federal Block Grants, the need quickly depletes funds**

	available for treatment services. When an individual reaches out for services, whether it be inpatient or outpatient, the last thing we want to do is ever turn away a hand reaching out for help. For this past fiscal year ending in June 2022, the Topeka Outpatient office lost a total of $212,473; Topeka Residential lost a total of $173,824 for FY22. While we have blended funding sources through Medicaid, Block Grant, and Senate Bill 123, we have made changes moving forward into FY23 on ensuring these funds are not depleted too soon; however, each year, the need far outweighs the funding. $540,000 of the requested $600,000 would be used over the next 3 years when an individual reaches out for treatment services who is indigent, we have another funding source to pay for treatment in Topeka. Mirror, Inc cannot sustain losses as we have this past year if we will continue serving the Topeka area. The additional $60,000 will be used over the next 3 years to assist those in services through Mirror, Inc in Topeka who are in need of assistance for a sober living environment. We would pay the deposit and rent for one month directly to the sober living homes such as Oxford House or Hope House. It is nearly impossible to regain or maintain sobriety when going back to an unhealthy environment. This grant would give us the ability to pay for sober living for those in treatment to give individuals the best possible chance of succeeding.
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**These funds will provide long-term benefits to the community by offering another funding source for those who are unable to pay for services, which is the vast majority of the clients we serve. For reference, both inpatient and outpatient programs combined generated less than $20,000 in fees collected through commercial insurance. If someone is referred for treatment through Senate Bill 123, there is funding; however, for those reaching out on there own (not court ordered), who are indigent, the only option for**

payor source is through Block Grants if they do not qualify for Medicaid. The allocation for Block Grants as an organization left Mirror, Inc providing over 1 million dollars in services without repayment. As previously stated, the need far outweighs the funding, and we greatly need the support of our community to provide these critical services. The individuals we serve are often homeless, living in situations not conducive to sobriety, and often return to the Topeka Rescue Mission once inpatient services are completed. With the grant to help fund both treatment and a sober living release plan, we could make a tremendous impact in our community.

After the grant has been awarded, we will be in a better position through strategic planning, increased staff, budgeting, and also by continuing to search for long-term funding options such as if there is an expansion of Block Grant. For the sober living housing portion, we will continue to work with community partners to sustain our program once the $60,000 is depleted. Having three years to use these funds allows Mirror, Inc the time needed to plan while covering the immediate needs of individuals seeking or just completing treatment services in our community. With only a certain allocation of funds for Block Grant, which is where the majority of clients fall under who do not have their own coverage or source of income, and who do not qualify for Medicaid or Senate Bill 123 who are court ordered for treatment, these funds are depleted far before the fiscal year ends. In these situations, there are times the wait list for someone requesting treatment services is pushed back over a month. In the field of Substance Use Disorder, waiting a month for treatment is not feasible or effective. Our goal with these ARPA funds is to not let funding sources limit treatment services for the individuals who need them. Mirror, Inc serves the homeless, justice-involved, transient populations of

	our community; however, we must have funding sources to meet the needs of those seeking treatment. This past year, and for many years prior, funding sources have fallen short of the needs of our community. Still, we provided these services, while absorbing great losses to ensure these needs are met for individuals seeking sobriety and a brighter tomorrow. This program will be sustained after the grant has been awarded with adequate staff and strategic planning to maximize blended funding sources.
How has the pandemic impacted the effectiveness of your organization?	**The pandemic devastated our organization, especially in the residential treatment settings. Census dropped to well below where we had ever been and coupled with staffing shortages, it has taken years to get back to any sort of normalcy. The first year of the pandemic, when there was a COVID positive client, due to the therapeutic community, there was no real way to quarantine and isolate; thus, shutdowns for several weeks would take place where the residential treatment locations could not accept new clients. Eventually, we got to a place where we were so concerned with the risk of death addiction puts those we serve at, we had to weigh the risk versus benefit. We figured out a way to effectively quarantine and mitigate the risk in a residential setting.** **The challenges we have faced to hire and retain staff has been incredibly difficult both on the outpatient side and residential side of treatment. Without enough staff, we are not effectively able to serve those in need in our community. This grant will allow us to be able to focus on getting fully staffed without the pressing concern of funding sources and not being able to fit everyone in for treatment who is in need. Due to the population we serve, releasing someone with COVID who is homeless is something we cannot do. Because we quarantine those who are COVID positive, this brings a host of other challenges mostly**

related to staffing.

Besides the financial impact COVID had on our organization, it is the staffing concerns which continue to plague our organization. Food costs have also been exorbitant throughout the pandemic, even more so currently. We saw an increase in food costs during some months greater than 50% higher pre-pandemic. Today, food costs continue to be a challenge we managing. When we do not have enough counselors to the meet the need of our community, this greatly impacts the effectiveness of our organization. To add to this challenge, focusing on funding sources can be incredibly time consuming for all involved. With funds to pull from for those who need treatment services in the Topeka area, this will allow an option which currently does not exist.

The pandemic has posed some challenges and barriers to client participation. Many treatment programs across the state closed their doors at the beginning of the pandemic. Mirror chose to continue to operate, following CDC guidelines for health screenings (employees and clients), frequent hand-washing, social distancing, wearing masks when not able to social distance, and by offering services via Telehealth platforms (even when in the same physical location). We have also have routine, deep cleaning services performed at our residential facilities. With the added social and economic stress from the pandemic, Mirror feels it has been as important as ever to continue to reduce barriers to treatment.

Please describe how you see the future of your organization and its program post-pandemic

The future of our organization is one of hope. We continue to have passion for what we do and fill the needs of our community, even to the financial detriment of our organization. This program will allow us to not only fund treatment services for those who are are unable to pay, we also will have the ability to

pay for individuals to release to a sober living environment. Setting someone up for success means ensuring they have a safe, stable release plan upon discharge from services. Many of our clients arrive with no stable housing, and to have the pressure of doing so while regaining and maintaining sobriety is like standing at the foot of a mountain and looking up at your treacherous climb. To have funds to use for a release plan in a sober living environment will alleviate many problems faced by the population we serve.

We have a great deal of strategic planning needing to be updated post-pandemic to reflect some of our challenges that will linger after the pandemic is truly over. Even now, as cases spike in our area, we lean on the Emergency Plans that got us through the pandemic in such a way where risk was very effectively mitigated as we stayed operational. We have a new leadership team who understands the need for financial sustainability to meet our overall long-term goal of providing services to those in need, despite the inability to pay. We do not want financial insufficiency to ever be a barrier to those seeking treatment services in our community. Our mission is to build stronger communities and help individuals redefine their lives and cultivate hope. To continue to offer the lines of services to the community, we must be in a place where funding can meet operational costs, which spiked throughout the pandemic. With this grant, we are very much looking forward to the sober living support aspect of our proposed program. Knowing the impact a sober living environment can have for those recovering will offer tremendous support to the clients we serve.

Section IV General Data

Provide a detailed explanation of the proposed program **The Mirror, Inc Treatment and Sober Living Program**

has two parts with the first being providing access to treatment services, both residential and outpatient, for those in the Topeka area who are unable to pay for services. After receiving an assessment with a Drug and Alcohol Counselor, a referral for treatment services is made if indicated based on the assessment. Proof of income is often a declaration of inability to pay from a social service organization, probation, etc., if the individual does not have a recent tax return. Income can also be discerned from recent paystubs within the past 90-days to determine if an individual has the ability to pay. Primarily, the population we serve falls extremely below the established poverty guidelines. When ARPA funds are used for either outpatient or inpatient treatment services, these funds will be closely tracked and documented, including demographic information for all individuals receiving ARPA funding to pay for their treatment services. To ensure funds can have the highest impact as far as meeting need, we will reassess how these funds are being used after year one. If we need to limit paying for either residential or outpatient services, we will assess how fast these funds are depleted after year one.

The second part of the program will allow us to pay the rent and deposit for one month in a local sober living environment such as an Oxford House. The money will be paid directly to the sober living home, and these funds will be tracked throughout the funding period with an application, receipts, and demographic information. We will also check local community resources prior to accessing our ARPA grant with an ultimate goal of all individuals who successfully discharge from treatment have a safe, sober environment to release to.

The program for which we are requesting funding allows Mirror to serve individuals who require

	specialized care and who, typically, have access to fewer resources. This program creates an opportunity for these individuals to enter treatment more quickly, as they do not have to wait for availability of a generalized treatment bed such as through Block Grant funding. The ARPA grant funds allows us to better serve the Topeka area for those who are unable to pay for treatment services and/or a sober living environment upon release.

Describe what other funding is available and what you have secured, or expect to secure for this project	**Funding for this project is as mentioned through current, blended funding sources. While this funding is available for individuals who lack the income to pay for treatment, there is not nearly enough to serve those in need in our community. With the ARPA funds, we would be able to serve clients who would typically be on longer waiting lists who are funded through Block Grant or other similar payor sources. Our goal is for someone to receive treatment as soon as the desire is expressed. Managing the need over financial strategy of carefully allocating limited funds has put the Topeka residential and outpatient office behind this past year by more than $400,000. At this rate of loss, we will not be able to continue to serve the community. Having additional funds to use for those who are indigent will allow us to strategically pull from revenue streams during times when allocations are carefully measured and somewhat limited as we bump against the ceiling of what we can be reimbursed for. While a portion of this might be reimbursed, we still will lose hundreds of thousands of dollars. As a non-profit, Mirror does not seek to anything more than a small margin to ensure operational needs are met. Staying fully staffed and providing quality treatment to those we serve is of paramount importance to the organization. To do this, we must meet the operational needs of the residential and outpatient treatment centers in Topeka to continue our nearly three decade legacy of helping individuals in this community.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**There is an underserved population in our community we work with on a daily basis. The homeless, transient, justice-involved, and low-income community members are the majority of those we serve through our various lines of service through Mirror. Thanks to the continuum of care approach, we have the capacity to offer wraparound services. The Mirror Work for Success program in Topeka is a great example of such service where individuals can be referred to the Motherhood/Fatherhood programs, as well as the Personal and Professional Development program, to support them as they continue on their path to a healthy lifestyle. The Work for Success program provides the connection to gainful employment when an individual regains their sobriety after completing treatment.** **Treatment for substance use disorders and for mental health issues can be cost-prohibitive, especially for individuals without commercial health insurance. This grant allocation fully funds treatment for co-occurring mental health and substance use disorder treatment. When support services and/or medications have an associated costs, Mirror works with other programs in the community to assist with meeting those needs. Mirror staff may provide transportation for required appointments. Mirror has contacts within the community to provide interpretation services for hearing impaired and non-English speaking clients.** **Mirror believes anyone who desires treatment should be able to access it. We do our best in all of our programs to eliminate barriers for clients and to help find solutions to work for each individual. If we are not able to help someone, our goal is to get them into contact with an organization or program that is better suited to meet their needs.**
Discuss whether this service is duplicated by another	**There are local organizations who have housing**

agency, and if so, address why this duplication is justified based on community need

vouchers, and we do reach out to such organizations frequently when a client is homeless or has a home plan not conducive to sobriety. A barrier we run into with housing vouchers for Oxford Houses and sober living environment situations is social service agencies using federal funds have an exclusion where a unit must have their own bathroom. Oxford Houses and similar sober living environments make this not allowable. We see high success rates in sober living environments where there is structure, accountability, and essentially slowly stepping down levels of care and support in the community.

The proposed service is duplicated by another agency in Topeka, but the duplication is justified through the outcomes of the Community Health Needs Assessment (CHNA) of 2021. Results of the CHNA, three of the top four prioritized issues to be addressed and improved in the next three years were substance abuse, mental health access, and health equity. The survey results showed that 57.05% of participants seek affordable health care insurance, 50% seek better mental health access, and 18.15% seek drug and substance abuse improvements within our community. Furthermore, 19.73% of survey participants indicated wellness and prevention were issues needing to be addressed; additionally, 19.41% indicated the need for awareness of existing health care services. Understanding the extensive need for services relating to substance use disorders and co-occurring diseases, it would be beneficial to seek additional resources to serve our community. Essentially, in our community, the need continues to far surpass funding sources for those who desperately need treatment services. As fentanyl and other opiates increase in our area, the overdose and death rates will continue to climb. We are seeing more referrals from clients who are often on the verge of their potential last chance at a healthy life. Serving the

	indigent population of our community, especially with residential treatment services, is incredibly limited.
What donated goods and or volunteer services do you receive that add value to this program?	This program also partners with several community providers for holistic treatment of each individual in treatment. We have clothing donations for those who are in need, we utilize medical assistance programs in Shawnee County such as Health Access, and have a 12-Step partnership for support groups. Counselors work with clients to identify needs and barriers to recovery and make the necessary referrals based on the client's preferences and needs. Positive Connections offers HIV and Hepatitis C testing at the treatment facility. Clients may also be referred to KC Cares (Hepatitis C treatment), or locally to GraceMed or the mobile health unit for assistance with medical needs. Many of our clients often do not have Primary Care established, so they utilize high-cost resources such as emergency rooms for medical care. Our Registered Nurses works closely with clients to provide education to our clients to ensure their needs are met both in a residential setting, and through a plan of care upon their discharge. Upon release, we also want to make sure clients have a strong community support network to lean on as they transition back to the community, so the Work for Success program has been incredibly beneficial for wraparound services. Due to separate funding sources, Work for Success has the ability to help pay for identification, medication, eye appointments, and more. There is a strong connection and collaboration between the treatment programs and the Work for Success program for support services in the community.

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing 1-11-22.pdf

File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**6**
Projected age of 19-35 years	**424**
Projected age of 36-59 years	**480**
Projected age of 60 years and over	**42**
Total Individuals	**952**

Section V Beneficiary Information - Gender

Men	**580**
Women	**366**
Transgender	**6**
Total Individuals	**952**

Section V Beneficiary Information - Income Level

At or below 30%	**894**
At or below 50%	**46**
At or below 80%	**4**
Other	
Income Unknown	**8**
Total Individuals	**952**

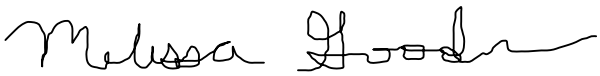
Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**63**
Percent of Black/African American	**14**
Percent of Hispanic	**8**
Percent of Asian	
Percent of American Indian/Alaskan Native	**5**
Percent of Asian & White	
Percent of Black/African American & White	**6**
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**4**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Vice President**
Your Signature	**Name of signatory: Melissa Goodman**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: THE MIRROR, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on March 17, 1972, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of January 11, 2022

SCOTT SCHWAB
SECRETARY OF STATE

ARPA Grants

From: Melissa Goodman <MGoodman@mirrorinc.org>
Sent: Thursday, September 8, 2022 1:10 PM
To: ARPA Grants
Cc: Tyson McQuay; Mac Crawford
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee
Attachments: ARPA Application Response from Mirror Inc.docx; 2022.08.04 org chart- Mirror Inc.pdf; Topeka Treatment and Housing Budget-ARPA.docx; Mirror Brochure - All Services Spanish.pdf

Good afternoon,

While I am submitting our application and responses, the Vice President of the Eastern Division and the Regional Treatment Director were heavily involved throughout this process. To avoid any confusion with the organizational chart, my scope of work often includes grant writing. My office has been at Topeka Residential for 10 years and I have been able to witness the incredible work of providing treatment services for our community. When this opportunity became available, I requested to be involved. If you have any questions at all following this response, please let us know.

Thank you,

Melissa Goodman

From: ARPA Grants <arpa@topeka.org>
Sent: Tuesday, August 30, 2022 9:46 AM
To: Melissa Goodman <MGoodman@mirrorinc.org>
Subject: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Good Afternoon Melissa Goodman,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

1. If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
2. The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for Mirror Inc, are as follows:

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
4. How many people do you estimate this funding will serve? And how many years will it provide help before it runs out?
5. The ARPA application shows 63% served are White, 14% Black, 8% Latino/Hispanic, 5% American Indian, 10% bi-racial – Is this because there is less need in Black & Brown communities or an outreach issue?
6. Do you have ability to provide translation services in Spanish if needed?
7. Do you have outreach materials in Spanish?
8. Do you have any Black or Latino/Indigenous staff or volunteers?

If you have any additional questions, please feel free to reach back out.

Sincerely,

ARPA Grants Application Staff

215 SE 7th St., Room 358 Topeka, KS 66603-3914

Office: 785-368-3053

This e-mail and any attachments are confidential and may be protected by federal law. It should not be used by anyone who is not the original intended recipient. If you have received this e-mail in error then please inform the sender and delete it from your mailbox and any other storage mechanism. Your cooperation is appreciated. Mirror Inc

MIRROR, INC
A Reflection of Hope

1. Please provide an organizational Chart for your organization.
   Answer: Please see the attached organizational chart for Mirror, Inc.

2. Please provide a project budget for the project/budget program you are seeking funds.
   Answer: Please see the attached project budget for the program we are seeking grant funding for.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
   Answer: Yes, we would be able to take a reduction in the amount requested. While we would like to help as many individuals as possible, we also understand there is a finite amount of funding, and we are grateful for this opportunity. We rebuilt a budget by reducing the amount of the grant awarded by 40% for a total of $360,000.

4. How many people do you estimate this funding will serve? And how many years will it provide help before it runs out?
   Answer: To provide sustainability and long-term impact in our community, the funds will last approximately 3 years. Due to the funds being split amongst the various levels of treatment, to answer the question would be most accurate to say 843 total units of service. The level of service is determined from the assessment prior to referral, so the budget is based on distributions we believe is equitable. There will be individuals who will do residential treatment followed by outpatient; however, there will conversely be individuals who start with intensive outpatient versus residential treatment. The highest level of service needed in our community now and historically is residential treatment.

   For the housing portion of our project, the deposit and first month's rent will allow us to house approximately 30 individuals in a sober living environment. These individuals will predominantly be those releasing from residential treatment; however, an indigent client can qualify for the housing program at any level of treatment within Mirror. If there are funds leftover in a year, which we do not suspect will be the case, these funds will be rolled into the next year. In the event there is an excess the final year, the funds will be allocated to the treatment program level with the largest gap in funding for indigent clients in Topeka.

5. The ARPA application shows 63% served are White, 14% Black, 8% Latino/Hispanic, 5% American Indian, 10% bi-racial – Is this because there is less need in Black & Brown communities or an outreach issue?
   Answer: For treatment, the referrals we receive are primarily from numerous community providers. With a pool of funding not reliant on federal funding requirements, we would be able to do more outreach for specifically treatment needs. The need in the black and brown community is definitely there; however, how one is typically referred to treatment, other than through the justice system, is first by receiving an assessment. Based on the outcome of the assessment (various providers complete) the level of treatment based on need is determined. By providing our community partners information such as outreach materials in Spanish, we hope to

initiate more assessments for those seeking treatment. This past year, we have participated in local markets such as Hi-Crest to provide information to our community. Additionally, a Community Resource Specialist in Topeka was hired to focus specifically on community outreach for Mirror, Inc.

6. Do you have ability to provide translation services in Spanish if needed?

   Answer: We absolutely do. We have a translation service called Universe Translation Service, but we also have numerous counselors and Mirror, Inc staff who are fluent in Spanish. In all ways, we seek to be as inclusive as possible. If there is a barrier for an individual receiving treatment, we work hard to find a solution.

7. Do you have outreach materials in Spanish?

   Answer: Please see the attached brochure. We also have this information on our website at https://www.mirrorinc.org/about-us under the first paragraph.

8. Do you have any Black or Latino/Indigenous staff or volunteers?

   Answer: We absolutely do. While this is a lengthy answer below, I really am proud to highlight the steps we have taken as an organization this past year; while we have so much room to grow, I believe we are committed at every level to head in the right direction. For reference, the exact percentage in Topeka is as follows:

   16% Black or African American

   10% Hispanic

   4% American Indian

   70% White

   Recently, our Community Resource Specialist wrote a blog on the topic of understanding barriers, diversifying staff, improving access and how we can better support BIPOC individuals. Mirror, Inc is committed to having an inclusive environment for both staff and clients alike where there is representation of a diverse group of backgrounds, skills, and ideas. We strive to create an environment where everyone's ideas and opinions are heard and valued. Mirror recognizes that by leveraging a diverse workforce we can better meet the needs of our clients and communities.

   https://www.mirrorinc.org/news/minority-mental-health

   This year, Mirror contracted with Jim Echols and Renaissance Training and Leadership to provide Diversity and Leadership training for our staff. We have selected 10 programs (list below) they will present to staff throughout the remainder of the year and into 2023. Five of these courses will be for all our staff and will focus on diversity

and inclusion in the workplace. The other five courses will only be presented to managers and supervisors and will focus more on leadership development.

The cost of this training will be $30,000 for the entire year which includes 100 hours of training time from Renaissance. The process for this was started February or March 2022 and we signed our contract in June. The courses that we will have are:

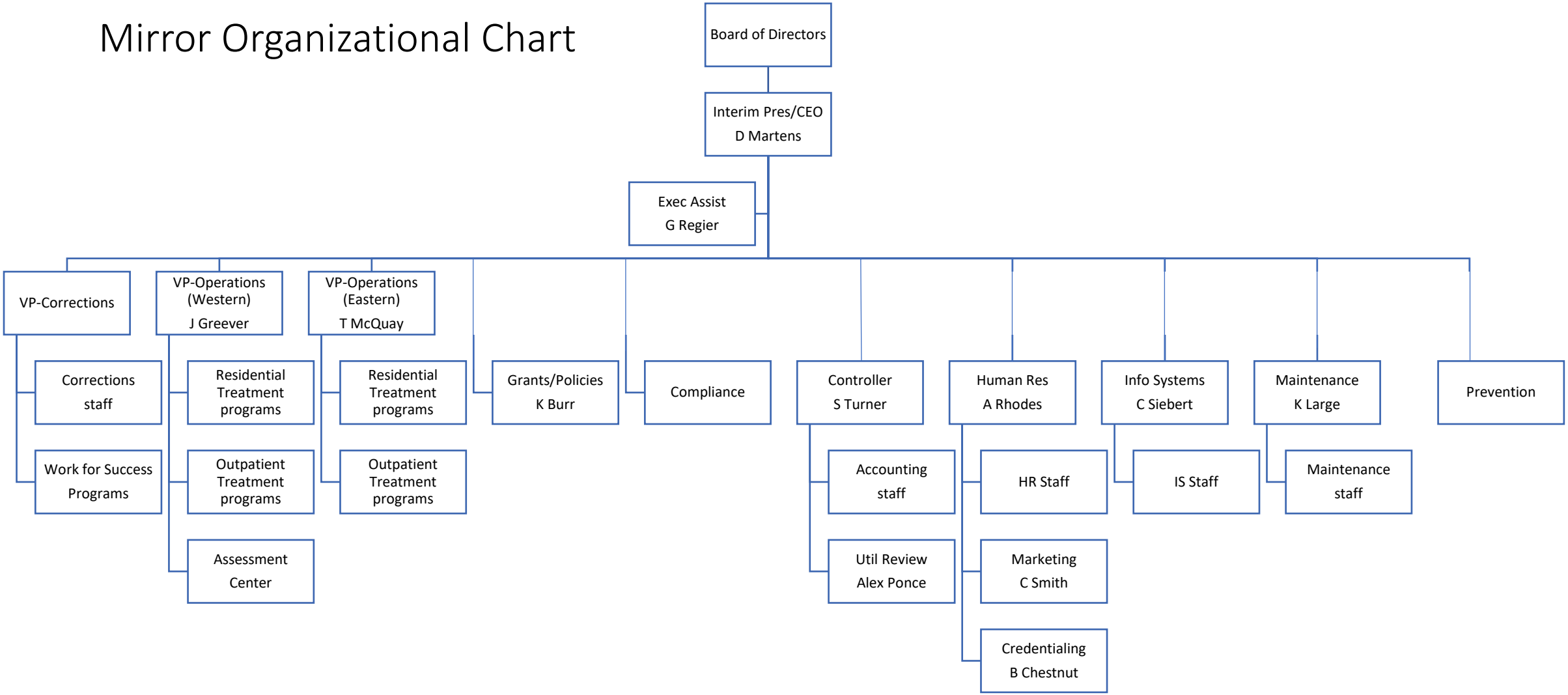
1. *** Cultural Proficiency Enrichment, 2 Hrs., All Staff**
2. *** Servant Leadership, 2 Hrs., Mgrs. & Supervisors.**
3. **Making Transition From Co-Worker to Team-Leader, 2 Hrs., Mgrs. & Supv.**
4. **Implicit Bias I, 2 Hrs., All Staff**
5. **Implicit Bias II, 2 Hrs., All Staff**
6. **Principles of Supervision & Leadership, 2 Hrs., Mgrs. & Supv.**
7. **Hiring & Retaining Diverse Talent, 2 Hrs., Mgrs. & Supv.**
8. **Introduction to the Lesbian, Gay, Bisexual, Trans & Queer (LGBTQ) Community, 1 Hr., All Staff**
9. *** Managing Diverse Teams, 2 Hrs., Mgrs. & Supv.**
10. *** Resolving Team Conflict, 2 Hrs., All Staff**

These courses were selected intentionally after completing an Organization Climate Survey. These courses will help educate our teams on the importance of diversity in the workplace and the importance of inclusivity. This will also help them in their day-to-day interactions as the clients we serve come from a diverse background as well.

With gratitude,

Melissa Goodman

Mirror Organizational Chart



MIRROR, INC
A Reflection of Hope

Mirror, Inc Treatment & Sober Living Program

		Annual Project Budget	Units of Service
ARPA Grant	$	($120,000)	
Residential Treatment	$	$50,000	=252 units
Reintegration Residential	$	$20,000	=198 units
Intensive Outpatient	$	$10,000	=76 units
Outpatient Groups	$	$10,000	=147 units
Individual Treatment	$	$12,000	=170 units
Oxford House/Sober Living	$	$18,000	=30 total
ARPA Grant Total	**$**	**120,000**	= 843 Units of Service 30 clients housed

Breakdown of Costs:
-Residential Treatment = $198 day
-Reintegration Residential= 126/day
-Intensive Outpatient= $132/day
-Outpatient Groups= $68/hour
-Individual Treatment= $88/hour
-Oxford House/Sober Living = $600/deposit & rent for full first month

SU RECUPERACIÓN COMIENZA AQUÍ

EVALUACIONES DE DROGAS Y ALCOHOL

Las evaluaciones están diseñadas para determinar dónde se encuentra en su recuperación. En colaboración con nuestros clientes identificamos fortalezas, necesidades y vulnerabilidades individuales. Ofrecemos una variedad de evaluaciones que incluyen evaluaciones de DUI, evaluaciones profesionales y las exigidas por el tribunal. Las evaluaciones de la cárcel también están disponibles.

TRATAMIENTO RESIDENCIAL

Nuestra atención las 24 horas está diseñada para ayudarlo obtener sobriedad y lograr un nivel de estabilidad antes de regresar a casa. En este programa recibirá las herramientas necesarias para manejar su vida, física, mental y de conducta. Le ayudamos a planificar formas de prevenir una recaída y prepararse para las situaciones de alto riesgo que podrían desafiar su recuperación. Nuestro programa de reintegración proporciona una vida residencial las 24 horas y ayuda a los clientes a reingresar con éxito a la sociedad a través de un programa estructurado que ayuda a reforzar la autorregulación y el comportamiento propicio para la recuperación.

TRATAMIENTO AMBULATORIO INTENSIVO

Para aquellos que pueden carecer de un apoyo funcional significativo en la comunidad, el tratamiento primario a menudo se puede lograr a través de un entorno ambulatorio intensivo, lo que le permite vivir solo mientras recibe servicios y apoyos intensivos. A través de la terapia individual y grupal, nuestros clientes asisten a sesiones de tratamiento tres o más veces, de 9 a 15 horas, por semana en uno de nuestros consultorios ambulatorios convenientemente ubicados.

TRATAMIENTO AMBULATORIO

Para aquellos que tienen apoyo funcional en la comunidad, el tratamiento primario a menudo se puede lograr a través de un entorno ambulatorio, lo que le permite vivir solo mientras está en el programa. A través de la terapia individual y grupal, nuestros clientes asisten a sesiones de tratamiento de forma regular a través de una de nuestras oficinas ambulatorias convenientemente ubicadas.

MIRROR, INC LOCATIONS

Kansas City Residential
Newton Residential
Topeka Residential
Shawnee Residential
Reflections Recovery Center - Wichita

Anthony Outpatient*
Great Bend Outpatient*
Hiawatha Outpatient*
Holton Outpatient*
Hutchinson Outpatient
Kansas City Outpatient
Larned Outpatient*
Lawrence Outpatient
Lenexa Outpatient
Lyons Outpatient*
Medicine Lodge Outpatient*
Newton Administrative and Outpatient
Topeka Outpatient
Troy Outpatient*
Wichita Outpatient

Lawrence Work for Success
Topeka Residential Reentry
Topeka Work for Success
Assessment Center - Wichita

*El horario de oficina del satélite varía



MIRROR, INC

CONTACT US

130 East 5th
Newton, Kansas 67114
316.283.6743
info@mirrorinc.org

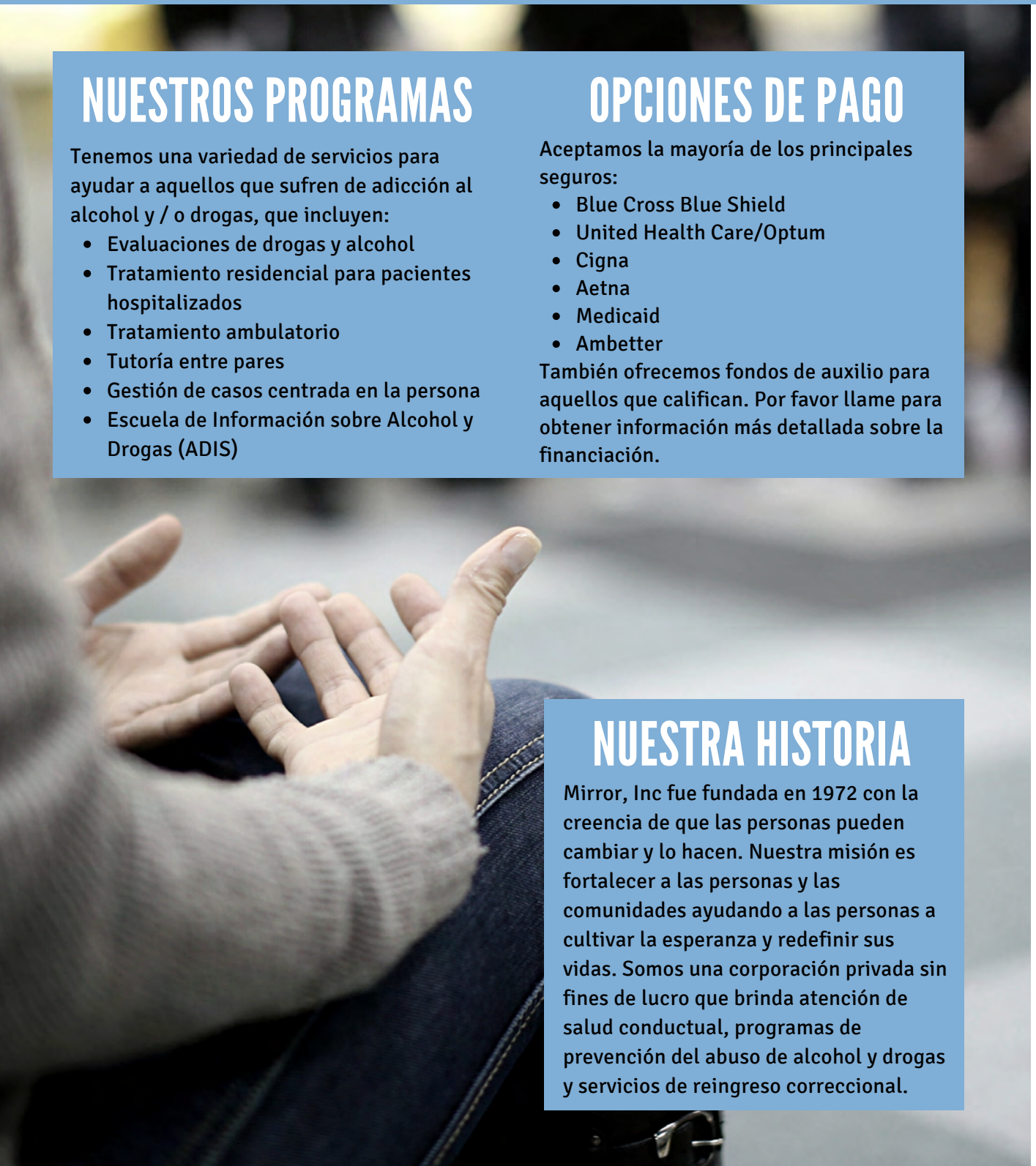
www.mirrorinc.org
Facebook: @MirrorKansas
LinkedIn: @MirrorInc
Instagram: @mirrorinckansas

MIRROR, INC

A Reflection of Hope

ADDICTION SERVICES

PREVENTION • RECOVERY • REENTRY



NUESTROS PROGRAMAS

Tenemos una variedad de servicios para ayudar a aquellos que sufren de adicción al alcohol y / o drogas, que incluyen:

- Evaluaciones de drogas y alcohol
- Tratamiento residencial para pacientes hospitalizados
- Tratamiento ambulatorio
- Tutoría entre pares
- Gestión de casos centrada en la persona
- Escuela de Información sobre Alcohol y Drogas (ADIS)

OPCIONES DE PAGO

Aceptamos la mayoría de los principales seguros:

- Blue Cross Blue Shield
- United Health Care/Optum
- Cigna
- Aetna
- Medicaid
- Ambetter

También ofrecemos fondos de auxilio para aquellos que califican. Por favor llame para obtener información más detallada sobre la financiación.

NUESTRA HISTORIA

Mirror, Inc fue fundada en 1972 con la creencia de que las personas pueden cambiar y lo hacen. Nuestra misión es fortalecer a las personas y las comunidades ayudando a las personas a cultivar la esperanza y redefinir sus vidas. Somos una corporación privada sin fines de lucro que brinda atención de salud conductual, programas de prevención del abuso de alcohol y drogas y servicios de reingreso correccional.

MARCANDO LA DIFERENCIA EN LAS VIDAS DE LOS SERVICIOS DE PREVENCIÓN DE KANSANS

SERVICIOS DE PREVENCIÓN

Mirror, Inc cree que la mejor solución para controlar el uso indebido de sustancias es la prevención. Los capitales invertidos en educación y prevención a través de nuestras escuelas y comunidades son nuestra mejor oportunidad para triunfar. Sabemos que el abuso de sustancias no discrimina límites sociales, y nuestros hijos deben saber que hacer si se les ofrecen alcohol, tabaco y otras drogas. Mirror, Inc trabaja en colaboración con las comunidades de Kansas para desarrollar la capacidad de los grupos de coalición locales, líderes clave, jóvenes y ciudadanos de base para abordar los problemas de prevención del abuso de sustancias y los comportamientos problemáticos asociados de los jóvenes. ¡Desarrollar la capacidad local para resolver problemas locales! Nuestro exitoso modelo de desarrollo juvenil, STAND, permite a los adolescentes ser parte de la solución, promoviendo la salud y la resiliencia entre sus compañeros. Cuando los padres, maestros, pastores, líderes clave y jóvenes se unen con una visión compartida, el cambio positivo de la comunidad se convierte en una realidad.

PROGRAMA DE REINGRESO RESIDENCIAL

Mirror, Inc ha ayudado a las personas involucradas en la justicia con la reintegración durante más de 20 años. Nos asociamos con una red integral de organizaciones en todo Kansas para servir mejor a las personas que se liberan del encarcelamiento. Entendiendo las barreras presentadas a tales individuos, brindamos apoyo de administración de casos para guiar a nuestros residentes durante su viaje de regreso a la sociedad.

PROGRAMA WORK FOR SUCCESS

El Programa de Trabajo para el Éxito de Mirror, Inc presenta el Currículo de Desarrollo Personal y Profesional (PPD) diseñado para inspirar a los participantes a realizar sus sueños y lograr la autosuficiencia al proporcionar esperanza, recursos y un plan. Creemos en el valor y el potencial de todos, y este programa maximizará los talentos, habilidades y pasiones únicas de cada cliente que aportan a la comunidad y a su familia para que puedan vivir la vida que desean. Los clientes no solo aprenderán cómo conseguir un trabajo, sino que también aprenderán cómo mantener un trabajo y continuar avanzando hacia todo el éxito y la felicidad que puedan imaginar.

ARPA Grants

From: Melissa Goodman <MGoodman@mirrorinc.org>
Sent: Wednesday, September 28, 2022 3:54 PM
To: ARPA Grants
Subject: Re: Additional ARPA Grant Questions for Mirror Inc

Good afternoon!

Yes, these funds will be spent exclusively in Topeka. We will track and spend 100% of funds for inpatient, outpatient, and sober living services in Topeka.

Thank you,
Melissa Goodman

From: ARPA Grants <arpa@topeka.org>
Sent: Wednesday, September 28, 2022 3:50 PM
To: Melissa Goodman <MGoodman@mirrorinc.org>
Subject: Additional ARPA Grant Questions for Mirror Inc

Good Afternoon Melissa,

The Policy and Finance Committee met on September 23rd 2022 and has additional questions for some organizations. Some applicants responded to questions at the meeting on September 23rd 2022. The Committee has asked that all applicants provide a written response to all the questions.

The deadline to respond to the following questions is Friday, October 7th. Responses to questions need to be emailed to ARPA@topeka.org. Failure to respond by the deadline could eliminate the application from consideration.

Questions for Mirror Inc are as follows:

Will these funds be spent exclusively in Topeka?

If you have any questions, please feel free to reach out.
Sincerely,
ARPA Grants Application Staff
City of Topeka Department of Administrative and Financial Services
215 SE 7th St., Room 358 Topeka, KS 66603-3914
Office: 785-368-3053

This e-mail and any attachments are confidential and may be protected by federal law. It should not be used by anyone who is not the original intended recipient. If you have received this e-mail in error then please inform the sender and delete it from your mailbox and any other storage mechanism. Your cooperation is appreciated. Mirror Inc

ARPA Funds Grant Application

Submission date:	**26 July 2022, 3:02PM**
Receipt number:	**47**
Related form version:	**5**

Section I Organization Information

Organization Name	**Cornerstone of Topeka, Inc.**
Organization Address	**1195 SW Buchannan, Suite 103** **Topeka, KS 66604**
Primary Phone	**785-232-1650**
Primary Email	**chris@corner1.org**
Primary Contact	**Chris Palmer**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**36 Years**
Industry Name	**Real Estate and Rental and Leasing: NAICS 53**
What is your organization's mission statement?	**All Cornerstone efforts are directed towards interrupting the cycle of homelessness, providing decent, safe accessible and affordable housing of choice to** **moderate and low-income households, and revitalizing Topeka neighborhoods.**
Does your organization assist any of the following?	**Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**

Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$69,900**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$229,256**
Name the program for which you are applying	**Transitional Housing Duplex - New Construction**

Please describe your organization, its programs and how this program fits in	**Cornerstone of Topeka, Inc., is a non-profit affordable housing organization dedicated to providing safe, decent, and affordable housing of choice to low to moderate income households in the Topeka community. We have two distinct programs: Our Affordable Housing program is the lion's share of our units, (166 Units) and in that case we are serving the working poor with permanent housing. Our Transitional Housing Program serves those currently experiencing homelessness and receiving services from a local agency. As its name implies, it is a transition from homelessness to permanent housing. We have 14 units dedicated to this program and this grant would allow us to build 2 more units.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**New Construction, (or big rehabilitation) projects are much more expensive in the past two years and financing is a bigger struggle than usual. This grant, coupled with private fundraising will allow greater capacity for homeless families looking for a path to permanent housing for decades to come. A majority of our 14 units have been operating for the 30+ years. So, the addition of these additional units represents a 14% increase in the program. The program is lasts for 6 months, so in essence, over a 30-year period, it is possible to serve over 100 homeless families.**
How has the pandemic impacted the effectiveness of your organization?	**During the worst outbreaks and pre vaccination our operations continued but with a much higher degree of difficulty. We never closed but much of our work was done over the phone or video conference and our work orders and construction projects took longer due to safety protocols.**

Please describe how you see the future of your organization and its program post-pandemic	**The future of Cornerstone of Topeka is bright. We have new construction developments for our permanent affordable housing program in the works and have a grant from FHLB to rehab and renovate 44 of our existing units over the next three years. One area of concern is the number of our tenants, (around 30) who have received KERA rental assistance funds and what happens to our income once that program ends/and those tenants hit their maximum benefit of 18 months. Although we have warned them to be prepared, when you haven't paid rent and utilities on your own for a year and a half it will be a shock to start paying them again. Although we do receive public funds for new construction or large scale rehabilitation, our cash flow is dependent on collecting rent and with so many of our tenants relying on KERA it will have a big impact on our organization if those tenants are unable to pay rent on their own.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Construction of a new two story, two-bedroom duplex at 506 SW Fillmore.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**We have raised roughly $105,000 for this project from private sources.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**There is always a waiting list for our transitional housing program; anywhere from 8 to 20. Which means some families wait for two months to get into the program. The need for housing the homeless is constant and growing in our community. This expansion will help address that need. FYI - For the answers on the following pages, we used one year as the basis for calculating the people served and their ethnicity and income levels. This duplex will go on providing housing for decades, so I wasn't sure how to calculate the numbers you were looking for.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The only other organized transitional housing program is one offered by the Center for Safety and Empowerment through the YWCA. Although some of our prospective tenants might qualify, they only take those experiencing domestic violence.**
What donated goods and or volunteer services do you receive that add value to this program?	**There are some incentives we offer for paying rent on time or completing a free budgeting class and we have some churches who donate items for our pantry that we pick from to give new tenants to the program, but otherwise, we don't rely on volunteer services or goods.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Certificate of Good Standing July 2022.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**4**
Projected age of 6-12 years	**2**

Projected age of 13-18 years	**2**
Projected age of 19-35 years	**8**
Projected age of 36-59 years	
Projected age of 60 years and over	
Total Individuals	**16**

Section V Beneficiary Information - Gender

Men	**6**
Women	**10**
Transgender	
Total Individuals	**16**

Section V Beneficiary Information - Income Level

At or below 30%	**4**
At or below 50%	**0**
At or below 80%	**0**
Other	
Income Unknown	
Total Individuals	**4**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**25**
Percent of Black/African American	**40**
Percent of Hispanic	**35**

Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**0**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**

Your Signature

Name of signatory: Chris Palmer



Link to signature

ARPA Funds Grant Application

Submission date:	**29 July 2022, 4:45PM**
Receipt number:	**83**
Related form version:	**5**

Section I Organization Information

Organization Name	**Cornerstone of Topeka, Inc.**
Organization Address	**1195 SW Buchanan, Suite 103** **Topeka, KS 66604**
Primary Phone	**785-232-1650**
Primary Email	**Chris@corner1.org**
Primary Contact	**Chris Palmer**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**36 Years**
Industry Name	**Real Estate and Rental and Leasing: NAICS 53**
What is your organization's mission statement?	**All Cornerstone efforts are directed toward interrupting the cycle of homelessness, providing decent, safe, accessible, and affordable housing of choice to moderate and low-income households, and revitalizing Topeka neighborhoods.**
Does your organization assist any of the following?	**Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$69,900**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$187,390**
Name the program for which you are applying	**New Construction Duplex in East Topeka North NIA**

Please describe your organization, its programs and how this program fits in	**Cornerstone of Topeka, Inc., is a non-profit affordable housing organization dedicated to providing safe, decent, and affordable housing of choice to low to moderate income households in the Topeka community. We have two distinct programs: Our Affordable Housing program is the lion's share of our units, (166 Units) and in that case we are serving the working poor with permanent housing. Our Transitional Housing Program serves those currently experiencing homelessness and receiving services from a local agency. As its name implies, it is a transition from homelessness to permanent housing. We have 14 units dedicated to this program. The addition of these two housing units in an area of Topeka that has had very little new development would provide more housing choices for those looking for high quality, affordable and energy efficient rental options.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Costs for New Construction, (or big rehabilitation) projects have become much more expensive in the past two years and financing is a bigger struggle than usual. This grant, coupled with the $250,000 already secured would allow us to build a new Duplex near 6th and SE Golden. These homes like the ones we have built over the past 20 years should go on providing a wonderful option for families looking to rent an affordable, energy efficient homes for decades to come! This is sustainable with the rents received from the homes in the development. Rents will be subject to HUD Fair Market Rent (affordable) guidelines.**
How has the pandemic impacted the effectiveness of your organization?	**During the worst outbreaks and pre vaccination our operations continued but with a much higher degree of difficulty. We never closed but much of our work was done over the phone or video conference and our work orders and construction projects took longer due to safety protocols.**

Please describe how you see the future of your organization and its program post-pandemic	**The future of Cornerstone of Topeka is bright. We have new construction developments for our permanent affordable housing program in the works and have a grant from FHLB to rehab and rehabilitate 44 of our existing units over the next three years. One area of concern is the number of our tenants, (around 30) who have received KERA rental assistance funds and what happens to those folks once the program ends/or those tenants hit their maximum benefit of 18 months. We run an efficient business and have reserves, but we could see an unexpected high turnover rate in the next few years.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Construction of a new duplex for our affordable, permanent housing program. The building will have one 3BR and one 2BR unit. It will be constructed in the East Topeka North NIA near 6th and SE Golden. We can provide architectural plans if requested.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**We have secured $250,000 for this development, (57% of all costs) outside of this grant.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Affordable housing is in extremely high demand in most cities, but especially Topeka. The City of Topeka's recent housing study points out the demand as well as the higher-than-average age of the City's housing stock.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Cornerstone as well as The Topeka Housing Authority, Habitat for Humanity and many others who work to provide affordable housing options in our community. While similar, we are not duplicative. In many cases we work collaboratively with our elected officials, city staff and other groups to promote affordable housing as a whole and we all benefit. This is certainly a case where the few organizations dedicated to developing and providing affordable housing view each other as partners and not competitors.**
What donated goods and or volunteer services do you receive that add value to this program?	**Although Cornerstone of Topeka is a non-profit organization, we do not rely on volunteer goods or services for our Affordable Housing Program.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing July 2022.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**2**
Projected age of 6-12 years	**2**
Projected age of 13-18 years	**2**
Projected age of 19-35 years	**2**
Projected age of 36-59 years	**2**
Projected age of 60 years and over	**0**
Total Individuals	**10**

Section V Beneficiary Information - Gender

Men	**5**
Women	**5**
Transgender	**0**
Total Individuals	**10**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	**10**
At or below 80%	
Other	
Income Unknown	
Total Individuals	**10**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**25**
Percent of Black/African American	**25**
Percent of Hispanic	**25**
Percent of Asian	
Percent of American Indian/Alaskan Native	
Percent of Asian & White	
Percent of Black/African American & White	**25**
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	

Percent of Other Multiracial	
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Chris Palmer**  **Link to signature**

ARPA Funds Grant Application

Submission date:	**29 July 2022, 5:19PM**
Receipt number:	**72**
Related form version:	**5**

Section I Organization Information

Organization Name	**Cornerstone of Topeka, Inc.**
Organization Address	**1195 SW Buchanan, Suite 103** **Topeka, KS 66604**
Primary Phone	**785-232-1650**
Primary Email	**chris@corner1.org**
Primary Contact	**Chris Palmer**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**36 Years**
Industry Name	**Real Estate and Rental and Leasing: NAICS 53**
What is your organization's mission statement?	**All Cornerstone efforts are directed toward interrupting the cycle of homelessness, providing decent, safe, accessible and affordable housing of choice to moderate and low-income households, and revitalizing Topeka neighborhoods.**
Does your organization assist any of the following?	**Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$69,900**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$306,064**
Name the program for which you are applying	**Three Single Family Homes Constructed in East Topeka**

Please describe your organization, its programs and how this program fits in	**Cornerstone of Topeka, Inc., is a non-profit affordable housing organization dedicated to providing safe, decent, and affordable housing of choice to low to moderate income households in the Topeka community. We have two distinct programs: Our Affordable Housing program is the lion's share of our units, (166 Units) and in that case we are serving the working poor with permanent housing. Our Transitional Housing Program serves those currently experiencing homelessness and receiving services from a local agency. As its name implies, it is a transition from homelessness to permanent housing. We have 14 units dedicated to this program. The addition of these three affordable, permanent housing, single family homes in an area of Topeka that has had very little new development would provide more housing choices for those larger families looking for affordable, energy efficient rental options.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Costs for new construction, (or big rehabilitation) projects have become much more expensive in the past two years and financing is a bigger struggle than usual. This grant, coupled with the $645,000 already secured would allow us to build three new 3 Bedroom Single Family homes Just East of California on SE Republican. These homes like the ones we have built over the past 20 years should go on providing a wonderful option for families looking to rent an affordable single-family home for decades to come! This is sustainable with the rents received from the homes in the development. Rents will be subject to HUD Fair Market Rent (affordable) guidelines.**

How has the pandemic impacted the effectiveness of your organization?	**During the worst outbreaks and pre vaccination our operations continued but with a much higher degree of difficulty. We never closed but much of our work was done over the phone or video conference and our work orders and construction projects took longer due to safety protocols.**
Please describe how you see the future of your organization and its program post-pandemic	**The future of Cornerstone of Topeka is bright. We have new construction developments for our permanent affordable housing program in the works and have a grant from FHLB to rehab and rehabilitate 44 of our existing units over the next three years. One area of concern is the number of our tenants, (around 30) who have received KERA rental assistance funds and what happens to those folks once the program ends/or those tenants hit their maximum benefit of 18 months. We run an efficient business and have reserves, but we could see an unexpected high turnover rate in the next few years.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Construction of Three 3 Bedroom Single Family Homes in the East Topeka South NIA, Just North and East of 1-70 and California. Each of the homes will be roughly 1,300 Square Feet plus garage. We have architectural plans we can provide if asked.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**We have secured $645,000 for this development, (68% of all costs) outside of this grant.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Affordable housing is in extremely high demand in most cities, but especially Topeka. The City of Topeka's recent housing study points out the demand as well as the higher-than-average age of the City's housing stock.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Cornerstone as well as The Topeka Housing Authority, Habitat for Humanity and many others who work to provide affordable housing options in our community. While similar, we are not duplicative. In many cases we work collaboratively with our elected officials, city staff and other groups to promote affordable housing as a whole and we all benefit. This is certainly a case where the few organizations dedicated to developing and providing affordable housing view each other as partners and not competitors.**
What donated goods and or volunteer services do you receive that add value to this program?	**Although Cornerstone of Topeka is a non-profit organization, we do not rely on volunteer goods or services for our Affordable Housing Program.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing July 2022.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**3**
Projected age of 6-12 years	**6**
Projected age of 13-18 years	**3**
Projected age of 19-35 years	**0**
Projected age of 36-59 years	**6**
Projected age of 60 years and over	**0**
Total Individuals	**18**

Section V Beneficiary Information - Gender

Men	**9**
Women	**9**
Transgender	**0**
Total Individuals	**18**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	**18**
At or below 80%	
Other	
Income Unknown	
Total Individuals	**18**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**25**
Percent of Black/African American	**25**
Percent of Hispanic	**25**
Percent of Asian	
Percent of American Indian/Alaskan Native	
Percent of Asian & White	
Percent of Black/African American & White	**25**
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	

Percent of Other Multiracial	
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Chris Palmer**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: CORNERSTONE OF TOPEKA, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on April 29, 1986, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 19, 2022

SCOTT SCHWAB
SECRETARY OF STATE

ARPA Grants

From: Chris Palmer <Chris@Corner1.org>
Sent: Friday, September 9, 2022 10:09 AM
To: ARPA Grants
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee
Attachments: Cornerstone of Topeka Inc Org Chart.pdf; Transitional.Homeless - Development, Operating Budget and 15 Year Proforma.pdf; East Topeka North Duplex - Development, Operating Budget and 15 Year Proforma.pdf; Three Single Family Homes - Development, Operating Budget and 15 Year Proforma.pdf

Dear Budget and Finance Committee,

Dear Budget and Finance Committee,

Thank you for the opportunity to respond to your request for more information on our three proposals. If you need anything further, please let us know.

I know we mentioned it in our applications, but we would like to stress that all these building projects are ready to proceed, have multiple funding sources and will be completed well before the imposed deadline of the ARPA money being spent. We have a longstanding track record of completing construction projects on time, with good quality and successful oversight by our funding partners, such as the City of Topeka, The State of Kansas, (KHRC) and Federal Home Loan Bank.

1. Please provide an organizational Chart for your organization

Attached

2. Please provide a project budget for the project/budget program you are seeking funds – Development & Operating Budget as well as a 15-year proforma attached for each of the three applications.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

Yes - Based on revised estimates we had sent an email to the three council members on the committee on August 26th.

Homeless Housing Duplex **$226,256** down from $229,256 originally requested $3,000 Lower, 47% of the entire project budget has been secured

East Topeka North Duplex **$117,000** down from $187,390 originally requested $70,390 Lower, 69% of the entire project budget has been secured

Three Single Family Homes **$133,961** down from the $306,961 originally requested $172,103 Lower, 83% of the entire project has been secured

In total, these represent a reduction of $245,493 from our original proposals.

4. Do you have ability to provide translation services in Spanish if needed? (for all 3 applications)

   Yes, and do so regularly

5. Do you have outreach materials in Spanish? (for all 3 applications)

   Yes

6. Do you have any Black or Latino/Indigenous staff or volunteers? (for all 3 applications)

Yes, Dora Coronel, our Housing Director is Latino and speaks fluent English and Spanish. Also, Frank Fulton is Black and serves on our Board of Directors.

For the Application requesting funding for the construction of 3 single family affordable homes:

1. Is there ever an option of rent to own with your homes?

   No, not rent to own but we do sometimes work with tenants who have been with us for at least 5 years to buy the home they are renting. There are a few parameters. It must be a single-family home, out of the affordability period if federal money was involved. Usually, it's an older home and they work with the TOTO program and us to allow for a smaller purchase price and get some money to replace aging systems, roofs or remodeling. We consider their years of rent as a sizable payment toward the purchase price.

2. When you do decide to sell a property, do you work with lower income individuals first to see if you can assist them with purchasing?

   We don't sell that often, but when we do, we first let HCCI and a local bank who works with the TOTO program know and ask if they are working with anyone who would be interested. After a couple of months, we usually will offer it to a local leasing company we have worked with in the past who has a track record as being a good landlord like C&G Leasing. We have sold a few properties to them over the past 15 years.

3. Are any of your housing construction services ever donated?

   No, but we do source some of our rehabilitation building materials from the ReStore and we have storage space with materials and parts removed from other properties that may be a good fit for a different property in the future.

Chris Palmer

Executive Director

Cornerstone of Topeka, Inc.

chris@corner1.org

(785) 232-1650

From: ARPA Grants <arpa@topeka.org>
Sent: Tuesday, August 30, 2022 9:57 AM
To: Chris Palmer <Chris@Corner1.org>
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Good Morning Chris Palmer,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

1. If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
2. The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for all 3 applications for Cornerstone of Topeka, are as follows:

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
4. Do you have ability to provide translation services in Spanish if needed? (for all 3 applications)
5. Do you have outreach materials in Spanish? (for all 3 applications)
6. Do you have any Black or Latino/Indigenous staff or volunteers? (for all 3 applications)

For the Application requesting funding for the construction of 3 single family affordable homes:

7. Is there ever an option of rent to own with your homes?
8. When you do decide to sell a property, do you work with lower income individuals first to see if you can assist them with purchasing?
9. Are any of your housing construction services ever donated?

If you have any additional questions, please feel free to reach back out.

Sincerely,

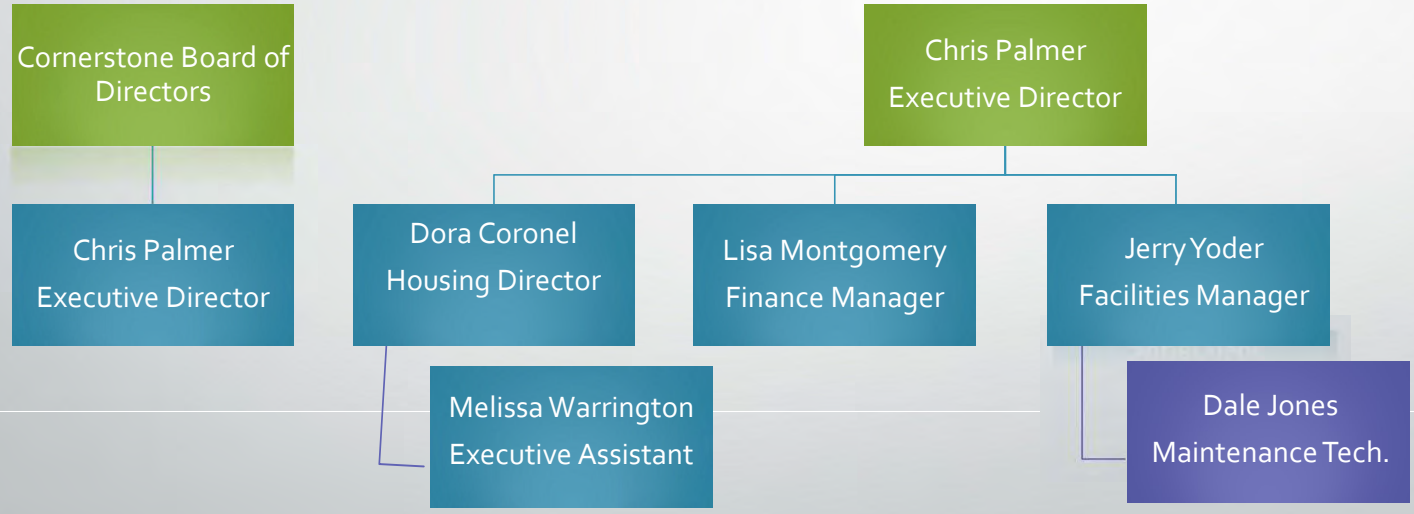
ARPA Grants Application Staff

City of Topeka Department of Administrative and Financial Services

215 SE 7th St., Room 358 Topeka, KS 66603-3914

Office: 785-368-3053

Cornerstone of Topeka, Inc Organizational Chart



Rental Development Budget

Project Name: **East Topeka North Duplex**
Developer: **Cornerstone of Topeka, Inc.**
Address: **SE Alkire**

Green Cells are User Input
White Cells are Automatically Calculated Values

Uses

Acquisition Costs:

Acquisition: Land		$ 25,000
Acquisition: Buildings		$ -
Total Acquisition:		***$ 25,000***

Construction:

Contract with GC (incl profit, OH, gen conditions)		$	274,514
Bond Premium		$	-
Construction Contingency	10%	$	27,451
Total Construction:		***$***	***301,965***

Soft Costs:

Building Permit, License & Fees			
Architect or Rehab Specialist - Specs/Estimates			
Engineering		$	-
Environmental: Site-Specific Review			
Acquisiton Closing - Legal and Recording Fees			
Title Search & Title Insurance			
Survey			
Appraisal & Analysis of Rent Comparables			
Builder's Risk and/or Casualty Insurance			
Carrying Costs - Real Estate Taxes			
Carrying Costs - Utilities			
Carrying Costs - Site Security		$	-
Carrying Costs - Grounds Maintenance			
Furniture Fixtures & Equipment		$	-
Prefunded Replacement Reserve		$	-
Prefunded Operating and/or Rental Loss Reserves		$	-
Seller Legal and Recording Costs			
Tenant Relocation		$	-
Rent-Up Marketing Costs			
Other		$	-
Soft Cost Contingency	0%	$	-
Developer Fee	15%	$	45,295
Total Soft Costs:		***$***	***45,295***

Total Development Cost:	***$ 372,260***

Sources			
Debt	Per Operating Budget		$5,260
Source 1	SORT Grant		$250,000
Source 2	City Council ARPA Funds		$117,000
Source 3			
Source 4			
Source 5			
Total Sources			$372,260
Gap			$0.00

Operating

Project Name: East Topeka North Duplex
Address: SE Alkire

Green Cells are User Input
White Cells are Automatically Calculated

Number of and Type of Units 4 What income limit

Income:

Rent:	# Units	Monthly Rent	Annual Rent
	2	$ 525	$ 12,600
			$ -
			$ -
			$ -
Total Units	2	$ 2,100	
Gross Rent			***$ 12,600***
Less:			
Vacancy		7.0%	$ (882)
Bad Debt		2.0%	$ (252)
Gross Effective Income:			***$ 11,466***

Expenses:

Administrative		Annual	Average Per Unit
Advertising & Marketing			$ -
Mgmt Fee (% of collections)	7.0%	$ 803	$ 402
Administrative		$ 508	$ 254
Legal		$ 100	$ 50
Accounting		$ 200	$ 100
Office Supplies		$ -	$ -
Credit Checks		$ 50	$ 25
Leasing Fees			$ -
Other - Monitoring Fee			$ -
Total Administrative:		***$ 1,661***	$ 830
Payroll			
Administrative Payroll		$ 2,768	$ 1,384
Maintenance Payroll		$ 1,126	$ 563
Fringe	20.0%	$ 779	$ 389
Payroll Taxes	7.65%	$ 298	$ 149
Total Payroll:		***$ 4,971***	$ 2,485
Maintenance			
Decorating (unit make ready)		$ 500	$ 250
Repairs		$ 166	$ 83
Security		$ -	$ -
Grounds (landscaping, snow removal)		$ 1,126	$ 563
Building supplies		$ 26	$ 13
Service contracts (HVAC)		$ 232	$ 116
Other		$ -	$ -
Total Maintenance:		***$ 2,050***	$ 1,024
Operating:			
Fuel (heating & hot water)		$ 12	$ 6
Electric		$ 12	$ 6
Water/Sewer		$ 12	$ 6
Trash removal		$ 12	$ 6
Janitorial		$ -	$ -
Exterminating		$ 200	$ 100
Telephone		$ -	$ -
Other		$ -	$ -
Total Operating Costs:		***$ 248***	$ 125
Taxes & Insurance:			
Real Estate Taxes			$ -
Insurance		$ 1,010	$ 505
Other Taxes, Licenses, Fees		$ -	$ -
Total Taxes:		***$ 1,010***	$ 505
Total Annual Operating Expenses:		***$ 9,940***	$ 4,969
			$ -
			$ -
NOI Before Reserves & Debt Svc:		***$ 1,526***	$ 763
			$ -
			$ -
			$ -

Reserves:

	Per Unit	Annual	
Replacement Reserve	$ 400	$ 800	$ 400
Operating Reserve	$ -	$ -	$ -
Cashflow Before Debt Service:		$ 726	$ 363
Debt Service (See Terms Below)		$595.34	$ 298
Cashflow After Debt Service		***$130.97***	$ 65

Supportable Debt Service Calculation:

Required Debt Service Coverage (Ratio):	1.22
Loan Amortization Period (in years)	15
Interest Rate	6.0%

Supportable Debt on Terms Above:	***$ 5,879.11***	$ 2,940

(This figure ties to the Development Budget/Sources & Uses)

Rental 15-Year Cash Flow Projection

Project Name: **East Topeka North Duplex** Project Address: **SE Alkire**
Income Adjuster: 2.00% Expense Adjuster: 2.00%

Income:	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Gross Effective Income	*$ 11,466*	*$ 11,695*	*$ 11,929*	*$ 12,168*	*$ 12,411*	*$ 12,659*	*$ 12,912*	*$ 13,170*	*$ 13,433*	*$ 13,702*
Expenses:										
Administrative	$ 1,661	$ 1,694	$ 1,728	$ 1,763	$ 1,798	$ 1,834	$ 1,871	$ 1,908	$ 1,946	$ 1,985
Payroll	$ 4,971	$ 5,070	$ 5,171	$ 5,274	$ 5,379	$ 5,487	$ 5,597	$ 5,709	$ 5,823	$ 5,939
Maintenance	$ 2,050	$ 2,091	$ 2,133	$ 2,176	$ 2,220	$ 2,264	$ 2,309	$ 2,355	$ 2,402	$ 2,450
Operating	$ 248	$ 253	$ 258	$ 263	$ 268	$ 273	$ 278	$ 284	$ 290	$ 296
Taxes & Insurance	$ 1,010	$ 1,030	$ 1,051	$ 1,072	$ 1,093	$ 1,115	$ 1,137	$ 1,160	$ 1,183	$ 1,207
Total Expense:	***$ 9,940***	***$ 10,138***	***$ 10,341***	***$ 10,548***	***$ 10,758***	***$ 10,973***	***$ 11,192***	***$ 11,416***	***$ 11,644***	***$ 11,877***
NOI (w/o Res & Debt Svc)	$ 1,526	$ 1,557	$ 1,588	$ 1,620	$ 1,653	$ 1,686	$ 1,720	$ 1,754	$ 1,789	$ 1,825
Replacement & Op Reserves	$ 800	$ 800	$ 800	$ 800	$ 800	$ 800	$ 800	$ 800	$ 800	$ 800
Debt Service	$595	$595	$595	$595	$595	$595	$595	$595	$595	$595
Cashflow After Debt Svc:	**$131**	**$162**	**$193**	**$225**	**$258**	**$291**	**$325**	**$359**	**$394**	**$430**
	1.22	1.27	1.32	1.38	1.43	1.49	1.55	1.60	1.66	1.72

Income:	Year 11	Year 12	Year 13	Year 14	Year 15
Gross Effective Income	*$ 13,976*	*$ 14,256*	*$ 14,541*	*$ 14,832*	*$ 15,129*
Expenses:					
Administrative	$ 2,025	$ 2,066	$ 2,107	$ 2,149	$ 2,192
Payroll	$ 6,058	$ 6,179	$ 6,303	$ 6,429	$ 6,558
Maintenance	$ 2,499	$ 2,549	$ 2,600	$ 2,652	$ 2,705
Operating	$ 302	$ 308	$ 314	$ 320	$ 326
Taxes & Insurance	$ 1,231	$ 1,256	$ 1,281	$ 1,307	$ 1,333
Total Expense:	***$ 12,115***	***$ 12,358***	***$ 12,605***	***$ 12,857***	***$ 13,114***
NOI (w/o Res & Debt Svc)	$ 1,861	$ 1,898	$ 1,936	$ 1,975	$ 2,015
Replacement & Op Reserves	$ 800	$ 800	$ 800	$ 800	$ 800
Debt Service	$595	$595	$595	$595	$595
Cashflow After Debt Svc:	**$466**	**$503**	**$541**	**$580**	**$620**
	1.78	1.84	1.91	1.97	2.04

Rental Development Budget

Project Name: **SE Republican SF Homes**
Developer: **Cornerstone of Topeka, Inc.**
Address: **1107 SE Republican**

Green Cells are User Input
White Cells are Automatically Calculated Values

Uses

Acquisition Costs:

Acquisition: Land		$ 2,000
Acquisition: Buildings		$ -
Total Acquisition:		***$ 2,000***

Construction:

Contract with GC (incl profit, OH, gen conditions)		$ 613,950
Bond Premium		$ -
Construction Contingency	10%	$ 61,395
Total Construction:		***$ 675,345***

Soft Costs:

Building Permit, License & Fees		
Architect or Rehab Specialist - Specs/Estimates		
Engineering		$ -
Environmental: Site-Specific Review		
Acquisiton Closing - Legal and Recording Fees		
Title Search & Title Insurance		
Survey		
Appraisal & Analysis of Rent Comparables		
Builder's Risk and/or Casualty Insurance		
Carrying Costs - Real Estate Taxes		
Carrying Costs - Utilities		
Carrying Costs - Site Security		$ -
Carrying Costs - Grounds Maintenance		
Furniture Fixtures & Equipment		$ -
Prefunded Replacement Reserve		$ -
Prefunded Operating and/or Rental Loss Reserves		$ -
Seller Legal and Recording Costs		
Tenant Relocation		$ -
Rent-Up Marketing Costs		
Other		$ -
Soft Cost Contingency	0%	$ -
Developer Fee	15%	$ 101,302
Total Soft Costs:		***$ 101,302***

Total Development Cost:	***$ 778,647***

Sources			
Debt	Per Operating Budget		$42,000
HOME Loan	KHRC		$500,000
City HOME	Local PJ HOME		$102,686
City ARPA			$133,961
Total Sources			$778,647
Gap			-$0.25

Operating

Project Name **SE Republican SF Homes**
Address: **1107 SE Republican**

Green Cells are User Input
White Cells are Automatically Calculated

3 Single Family Homes

Income:

Rent:	# Units	Monthly Rent	Annual Rent
Three Bedroom Single Family	3	$ 575	$ 20,700
Three Bedroom Duplex			$ -
Three Bedroom Duplex			$ -
Three Bedroom Duplex			$ -
Total Units	3		
Gross Rent			***$ 20,700***
Less:			
Vacancy		7.0%	$ (1,449)
Bad Debt		2.0%	$ (414)
Gross Effective Income:			***$ 18,837***

Expenses:

Administrative		Annual	Average Per Unit
Advertising & Marketing			$ -
Mgmt Fee (% of collections)	7.0%	$ 1,319	$ 440
Administrative			$ -
Legal		$ 150	$ 50
Accounting		$ 300	$ 100
Office Supplies			$ -
Credit Checks		$ 75	$ 25
Leasing Fees			$ -
Other			$ -
Total Administrative:		***$ 1,844***	$ 615
Payroll			
Administrative Payroll		$ 4,153	$ 1,384
Maintenance Payroll		$ 1,689	$ 563
Fringe	22.8%	$ 1,332	$ 444
Payroll Taxes	7.65%	$ 447	$ 149
Total Payroll:		***$ 7,621***	$ 2,540
Maintenance			
Decorating (unit make ready)		$ 250	$ 83
Repairs		$ 250	$ 83
Security		$ -	$ -
Grounds (landscaping, snow removal)		$ 100	$ 33
Building supplies			$ -
Service contracts (HVAC)			$ -
Other		$ -	$ -
Total Maintenance:		***$ 600***	$ 200
Operating:			
Fuel (heating & hot water)		$ 168	$ 56
Electric		$ 86	$ 29
Water/Sewer		$ 260	$ 87

Trash removal	$ 48	$	16
Janitorial	$ -	$	-
Exterminating	$ 225	$	75
Telephone	$ -	$	-
Other - Monitoring Fee	$ 120	$	40
Total Operating Costs:	***$ 907***	$	302
Taxes & Insurance:			
Real Estate Taxes	$ -	$	-
Insurance	$ 1,515	$	505
Other Taxes, Licenses, Fees	$ -	$	-
Total Taxes:	***$ 1,515***	$	505
Total Annual Operating Expenses:	***$ 12,487***	$	4,162
		$	-
		$	-
NOI Before Reserves & Debt Svc:	***$ 6,350***	$	2,117
		$	-
		$	-

Reserves: $ -

	Per Unit	Annual	
Replacement Reserve	$ 400	$ -	$ -
Operating Reserve	$ -	$ -	$ -
Cashflow Before Debt Service:		$ 6,350	$ 2,117
Debt Service (See Terms Below)		$5,205.01	$ 1,735
Cashflow After Debt Service		***$1,145.10***	$ 382

Supportable Debt Service Calculation:

Required Debt Service Coverage (Ratio):	1.22
Loan Amortization Period (in years)	15
Interest Rate	6.0%

Supportable Debt on Terms Above:	***$ 51,400.99***	$ 17,134

(This figure ties to the Development Budget/Sources & Uses)

Rental 20-Year Cash Flow Projection

Project Name: **SE Republican SF Homes** Project Address: **1107 SE Republican**
Income Adjuster: 2.00% Expense Adjuster: 3.00%

Income:	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Gross Effective Income	*$ 18,837*	*$ 19,214*	*$ 19,598*	*$ 19,990*	*$ 20,390*	*$ 20,798*	*$ 21,214*	*$ 21,638*	*$ 22,071*	*$ 22,512*
Expenses:										
Administrative	$ 1,844	$ 1,899	$ 1,956	$ 2,015	$ 2,075	$ 2,137	$ 2,201	$ 2,267	$ 2,335	$ 2,405
Payroll	$ 7,621	$ 7,850	$ 8,086	$ 8,329	$ 8,579	$ 8,836	$ 9,101	$ 9,374	$ 9,655	$ 9,945
Maintenance	$ 600	$ 618	$ 637	$ 656	$ 676	$ 696	$ 717	$ 739	$ 761	$ 784
Operating	$ 907	$ 934	$ 962	$ 991	$ 1,021	$ 1,052	$ 1,084	$ 1,117	$ 1,151	$ 1,186
Taxes & Insurance	$ 1,515	$ 1,560	$ 1,607	$ 1,655	$ 1,705	$ 1,756	$ 1,809	$ 1,863	$ 1,919	$ 1,977
Total Expense:	***$ 12,487***	***$ 12,861***	***$ 13,248***	***$ 13,646***	***$ 14,056***	***$ 14,477***	***$ 14,912***	***$ 15,360***	***$ 15,821***	***$ 16,297***
NOI (w/o Res & Debt Svc)	$ 6,350	$ 6,353	$ 6,350	$ 6,344	$ 6,334	$ 6,321	$ 6,302	$ 6,278	$ 6,250	$ 6,215
Replacement & Op Reserves	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Debt Service	$5,205	$5,205	$5,205	$5,205	$5,205	$5,205	$5,205	$5,205	$5,205	$5,205
Cashflow After Debt Svc:	**$1,145**	**$1,148**	**$1,145**	**$1,139**	**$1,129**	**$1,116**	**$1,097**	**$1,073**	**$1,045**	**$1,010**
	1.22	1.22	1.22	1.22	1.22	1.21	1.21	1.21	1.20	1.19

Income:	Year 11	Year 12	Year 13	Year 14	Year 15
Gross Effective Income	*$ 22,962*	*$ 23,421*	*$ 23,889*	*$ 24,367*	*$ 24,854*
Expenses:					
Administrative	$ 2,477	$ 2,551	$ 2,628	$ 2,707	$ 2,788
Payroll	$ 10,243	$ 10,550	$ 10,867	$ 11,193	$ 11,529
Maintenance	$ 808	$ 832	$ 857	$ 883	$ 909
Operating	$ 1,222	$ 1,259	$ 1,297	$ 1,336	$ 1,376
Taxes & Insurance	$ 2,036	$ 2,097	$ 2,160	$ 2,225	$ 2,292
Total Expense:	***$ 16,786***	***$ 17,289***	***$ 17,809***	***$ 18,344***	***$ 18,894***
NOI (w/o Res & Debt Svc)	$ 6,176	$ 6,132	$ 6,080	$ 6,023	$ 5,960
Replacement & Op Reserves	$ -	$ -	$ -	$ -	$ -
Debt Service	$5,205	$5,205	$5,205	$5,205	$5,205
Cashflow After Debt Svc:	**$971**	**$927**	**$875**	**$818**	**$755**
	1.19	1.18	1.17	1.16	1.15

Rental Development Budget

Project Name: **Homeless/Transitional Duplex**
Developer: **Cornerstone of Topeka, Inc.**
Address: **506 SW Fillmore**

Green Cells are User Input
White Cells are Automatically Calculated Values

Uses

Acquisition Costs:

Acquisition: Land		$ -
Acquisition: Buildings		$ -
Total Acquisition:		***$ -***

Construction:

Contract with GC (incl profit, OH, gen conditions)		$	274,514
Bond Premium		$	-
Construction Contingency	10%	$	27,451
Total Construction:		***$***	***301,965***

Soft Costs:

Building Permit, License & Fees			
Architect or Rehab Specialist - Specs/Estimates			
Engineering		$	-
Environmental: Site-Specific Review			
Acquisiton Closing - Legal and Recording Fees			
Title Search & Title Insurance			
Survey			
Appraisal & Analysis of Rent Comparables			
Builder's Risk and/or Casualty Insurance			
Carrying Costs - Real Estate Taxes			
Carrying Costs - Utilities			
Carrying Costs - Site Security		$	-
Carrying Costs - Grounds Maintenance			
Furniture Fixtures & Equipment		$	-
Prefunded Replacement Reserve		$	-
Prefunded Operating and/or Rental Loss Reserves		$	-
Seller Legal and Recording Costs			
Tenant Relocation		$	-
Rent-Up Marketing Costs			
Other		$	-
Soft Cost Contingency	0%	$	-
Developer Fee	9.7%	$	29,291
Total Soft Costs:		***$***	***29,291***

Total Development Cost:	***$ 331,256***

Sources			
Debt	Per Operating Budget		$0
Source 1	Private Fundraising		$105,000
Source 2	City Council ARPA Funds		$226,256
Total Sources			$331,256

Operating

Project Name **Homeless/Transitional Duplex**
Address: **506 SW Fillmore**

Green Cells are User Input
White Cells are Automatically Calculated

Number of and Type of Units — 2 Duplex Units

Income:

Rent:	# Units	Monthly Rent	Annual Rent
	2	$ 425	$ 10,200
			$ -
			$ -
			$ -
Total Units	2	$ 850	
Gross Rent			***$ 10,200***
Less:			
Vacancy		5.0%	$ (510)
Bad Debt		2.0%	$ (204)
Gross Effective Income:			***$ 9,486***

Expenses:

Administrative	Annual	Average Per Unit
Advertising & Marketing		$ -
Mgmt Fee (% of collections) 0.0%	$ -	$ -
Administrative	$ 508	$ 254
Legal	$ 200	$ 100
Accounting	$ 200	$ 100
Office Supplies	$ -	$ -
Credit Checks	$ 100	$ 50
Leasing Fees		$ -
Other - Monitoring Fee		$ -
Total Administrative:	***$ 1,008***	$ 830
Payroll		
Administrative Payroll	$ 2,768	$ 1,384
Maintenance Payroll	$ 1,126	$ 563
Fringe 20.0%	$ 779	$ 389
Payroll Taxes 7.65%	$ 298	$ 149
Total Payroll:	***$ 4,971***	$ 2,485
Maintenance		
Decorating (unit make ready)		
Repairs	$ 166	$ 83
Security	$ -	$ -
Grounds (landscaping, snow removal)	$ 1,040	$ 520
Building supplies	$ 26	$ 13
Service contracts (HVAC)	$ 232	$ 116
Other	$ -	$ -
Total Maintenance:	***$ 1,464***	$ 1,024
Operating:		
Fuel (heating & hot water)	$ 132	$ 66
Electric	$ 134	$ 67
Water/Sewer	$ 128	$ 64
Trash removal	$ 38	$ 19
Janitorial	$ -	$ -
Exterminating	$ 200	$ 100
Telephone	$ -	$ -
Other	$ -	$ -
Total Operating Costs:	***$ 632***	$ 125
Taxes & Insurance:		
Real Estate Taxes		$ -
Insurance	$ 1,010	$ 505
Other Taxes, Licenses, Fees	$ -	$ -
Total Taxes:	***$ 1,010***	$ 505
Total Annual Operating Expenses:	***$ 9,085***	$ 4,969
		$ -
		$ -
NOI Before Reserves & Debt Svc:	***$ 401***	$ 201
		$ -
		$ -
		$ -

Reserves:

	Per Unit	Annual	
Replacement Reserve	$ 200	$ 400	$ 200
Operating Reserve	$ -	#VALUE!	#VALUE!
Cashflow Before Debt Service:		#VALUE!	#VALUE!

Rental 15-Year Cash Flow Projection

Project Name: **Homeless/Transitional Duplex** Project Address: **506 SW Fillmore**
Income Adjuster: 2.00% Expense Adjuster: 2.00%

Income:	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Gross Effective Income	*$ 9,486*	*$ 9,676*	*$ 9,870*	*$ 10,067*	*$ 10,268*	*$ 10,473*	*$ 10,682*	*$ 10,896*	*$ 11,114*	*$ 11,336*
Expenses:										
Administrative	$ 1,008	$ 1,028	$ 1,049	$ 1,070	$ 1,091	$ 1,113	$ 1,135	$ 1,158	$ 1,181	$ 1,205
Payroll	$ 4,971	$ 5,070	$ 5,171	$ 5,274	$ 5,379	$ 5,487	$ 5,597	$ 5,709	$ 5,823	$ 5,939
Maintenance	$ 1,464	$ 1,493	$ 1,523	$ 1,553	$ 1,584	$ 1,616	$ 1,648	$ 1,681	$ 1,715	$ 1,749
Operating	$ 632	$ 645	$ 658	$ 671	$ 684	$ 698	$ 712	$ 726	$ 741	$ 756
Taxes & Insurance	$ 1,010	$ 1,030	$ 1,051	$ 1,072	$ 1,093	$ 1,115	$ 1,137	$ 1,160	$ 1,183	$ 1,207
Total Expense:	***$ 9,085***	***$ 9,266***	***$ 9,452***	***$ 9,640***	***$ 9,831***	***$ 10,029***	***$ 10,229***	***$ 10,434***	***$ 10,643***	***$ 10,856***
NOI (w/o Res & Debt Svc)	$ 401	$ 410	$ 418	$ 427	$ 437	$ 444	$ 453	$ 462	$ 471	$ 480
Replacement & Op Reserves	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Cashflow After Debt Svc:	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**

Income:	Year 11	Year 12	Year 13	Year 14	Year 15
Gross Effective Income	*$ 11,563*	*$ 11,794*	*$ 12,030*	*$ 12,271*	*$ 12,516*
Expenses:					
Administrative	$ 1,229	$ 1,254	$ 1,279	$ 1,305	$ 1,331
Payroll	$ 6,058	$ 6,179	$ 6,303	$ 6,429	$ 6,558
Maintenance	$ 1,784	$ 1,820	$ 1,856	$ 1,893	$ 1,931
Operating	$ 771	$ 786	$ 802	$ 818	$ 834
Taxes & Insurance	$ 1,231	$ 1,256	$ 1,281	$ 1,307	$ 1,333
Total Expense:	***$ 11,073***	***$ 11,295***	***$ 11,521***	***$ 11,752***	***$ 11,987***
NOI (w/o Res & Debt Svc)	$ 490	$ 499	$ 509	$ 519	$ 529
Replacement & Op Reserves	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Cashflow After Debt Svc:	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**	**#VALUE!**

ARPA Funds Grant Application

Submission date:	**26 July 2022, 9:27PM**
Receipt number:	**42**
Related form version:	**5**

Section I Organization Information

Organization Name	**Open Arms Outreach Ministries**
Organization Address	**2401 SE 11th** **Topeka, KS 66607**
Primary Phone	**785-580-3525**
Primary Email	**oaocenter2401@gmail.com**
Primary Contact	**Charlene Johnson**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**19 Years**
Industry Name	**Religious**
What is your organization's mission statement?	**To be South East Topeka community hub, meeting their natural and spiritual needs.**
Does your organization assist any of the following?	**Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**

Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**1,000**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**Harvester 7,000; Kansas Beats the Virus 3,000**

Section III Summaries

ARPA Grant Amount Requested	**$150,000**
Name the program for which you are applying	**Community Oasis Project**

Please describe your organization, its programs and how this program fits in	**The 2.59 acre of land owned by Open Arms Outreach is located in the Southeast side of Topeka Kansas, offering housing, food, clothing, recreation, health resources, counseling, mentorship, religious needs and educational needs. Approximately, 75% of the 2.59 acre of land is dedicated to the Community Oasis Project and has established itself as a community hub.** **OAO has a proven record for being an oasis in the community with a long lasting rapport among the community leaders. In addition to being a host site for Harvester, OAO collaborated with Shawnee County Health Department and became a host site for Covid testing. OAO offered housing for men and network with the city council representative to address the needs in the community.** **To build a stronger alliance, the Community Oasis Project embraces the consumer driven and peer focus model. Collaborating with the three residential housing, adjacent to the project site, is the key to long lasting community integration. Approximately 3 years ago, Ybarra Place partnered with OAO to work on the second phase of Ybarra Place new housing, in which, OAO gave free land to accommodate the project.** **The Community Oasis Project aims to bridge the gap between the needs of individuals that make up the community and is categorized into three phases: Phase 1 homelessness, currently offered through the El Bethel Housing program; Phase II arts and crafts, currently offered through the East Community Oasis Center. Phase III health and Nutrition currently offered through the Hearty Health and Living program. These programs are currently being provided for the community. The funding will help extend the services to accommodate a wider audience, as often the need supersedes our supply.**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Open Arms Outreach Ministries has been in existence for well over nineteen years. The launching of the ministry was mission driven with a focus on community outreach. OAO coordinated and launched programs that were driven by the needs of the community. It was evident that housing, food, clothing, education support, financial literacy, spiritual and physical healing, social healing and family support were key needs in the South east side of Topeka. OAO stayed true to SE and purchased the 2.59 acre building, once an elementary school, thereby establishing a permanent presence in the community. El Bethel House was formed in 2006. Initially this was launched as a transitional home with living space for 12 to 15 men. Educational outreach was formed for the youth in the community and computer training, afterschool tutoring, math training along with lunch and weekend meals were prepared onsite and brown bag was available for pickup. Healthy and wellness was also established. A licensed nurse is on site and provides resources and health referral, along with glucose testing and blood pressure check for individuals in the community. Social and community engagements strengthen the community as they provide movie night, summer and carnival activities along with vacation bible school along with camp and fishing ventures for the community. The programs were sustained through charitable giving from the community, in-kind donations, personal donations and community grants.**

How has the pandemic impacted the effectiveness of your organization?	**Financially, the organization continues to thrive and met all financial goals. El Bethel House was fully staff to the capacity. Although, there was increase for food request, OAO was able to meet the demand. OAO obtained a grant to increase the perishable food storage. The funds enabled OAO to purchase freezers, window air units, shelves and allowed for reconstruction of an annex that leads to the main pantry room.** **The perishable unit, however, is met with a great demand in the community. Fresh vegetables and fruits are requisition OAO is unable to fill, vastly impacting the health of the elderly, children and individuals with high blood pressure and diabetes. Large supply of sanitation products were distributed to OAO and made available to the community along with vaccination access and Covid kit distribution. Grief counselling and compassionate care was made available to the community free of charge. Volunteers were fully staffed and abided by the CDC guidelines.**
Please describe how you see the future of your organization and its program post-pandemic	**As OAO approach twenty years of mission driven services, the pandemic has enable OAO crises unit to seek to create a stronger crises policy and more than ever allowed us to see how much the community needs us and how much we need the community. OAO has partnered with other community driven organizations to form a focus group on the southeast side of Topeka to address the needs of the community, but most of all hear the voices of the community, address their needs and work together to form a solution with the help of law enforcement, churches, community council representatives, social service agency and schools. OAO has proven to have a vested interest in the community and giving up a portion of their land to complete the Ybarra Place 2nd housing unit is only one example of OAO's commitment in giving back to the community.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Phase 1: El Bethel House is the shelter for men, providing both supported housing and transitional housing. The dual service meets the needs for those who demonstrate the capacity to maintain stable housing for long periods of time while the transitional housing prepares them for supported housing. The services provided by El Bethel House include, substance abuse groups, mental health resources, basic life support. In most cases the living arrangements consist of month to month, accompany by small portion of their income. For those residents who are unable to provide a small portion of their income, they have the choice to exchange service, e.g. lawn upkeep, outside and inside maintenance, for housing. For those needing help on their income, they too have the option of utilizing the onsite license kitchen or outside grill to cook and sell food for a small donation to the community. This allows them to feel some sort of independence and can minimize the feeling of helplessness.** **Currently, El Bethel serves 5 supported residents and 2 transients. The funding will expand the housing to 10 supported housing units and 10 transitional housing units. The 2.59 acre of land has the capacity to construct the living arrangement through renovation of rooms currently available. This project is expected to cost $60,000.** **Phase II: The Southeast Community Oasis Center currently utilizes the multipurpose room located onsite. This is where projects, gathering, support groups, community activities for the youth and elderly are held. The project is to create a multipurpose community indoor and outdoor Oasis center for the underserved families and individuals 50 and over living in East Topeka. East Community Oasis Center**

	will expand its services to include a community lab center, virtual and technology training, food and nutritional planning. Externally, the center will be responsible for forming a 1 mile track between Ybarra Place and constructed on the façade of OAO building. Creating an inviting area for the seniors will include benches strategically situated, lighting and ADA compliance. This project is expected to cost $55,000. Phase III: Health and Nutrition offers a broad range of services. In addition, the program host all covid related resources, diabetic and blood pressure checkup along with mental health assessment and referrals. This program provides information for healthy foods and fitness plan. The Community Oasis Project seeks to expand this program to form an art and meditation garden, along with a community mural, situated outside on the north side of the building. The area requires lighting, waterfall and ADA compliant benches. Lastly, a vegetable and fruit garden is met with great need. This project will connect with residents in the community to spearhead the garden, develop and maintain it. The garden will be situated on the south end of OAO's ground. This project is expected to cost $35,000.
Describe what other funding is available and what you have secured, or expect to secure for this project	**The Community Oasis Project currently exists on a small scale. OAO has acquired the 2.59 acres of land to house the project. In addition from receiving income from the supported and transitional residents, OAO has rented their space to 3 private businesses. In-kind donations and free-will donations are potential funding sources.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**As of January 2020, Kansas had an estimated 2,449 experiencing homelessness on any given day, as reported by Continuums of Care to the U.S. Department of Housing and Urban Development (HUD). According to KSNT, a total of 365 people and 297 households are experiencing homeless in Topeka and Shawnee County compared to 298 people and 123 households from 2021 according to the count's results. The majority of homeless individuals are male at 64% with 36% being female. A total of 40% of the homeless population are unsheltered, meaning that they are not living in an emergency shelter or in transitional housing. OAO seeks to shelter unsheltered men and address absenteeism of fathers in the home, address hopeless and disparity by creating an environment in the hub of poverty stricken community while addressing health and wellness by producing an outside oasis in which residents has access to 24 hours day track. This has the potential to decrease stress among individuals, increase better health, and family time among parents and children alleviating the financial disparity for better fitness and health. Statistics indicate that the poor in large cities experience greater health risks and threats from environmental hazards. The poor also face inadequate housing, poor sanitation, polluted drinking water, and lack of other basic services. Many poor people live in marginalized areas more susceptible to environmental degradation. The Community Oasis Project seeks to combat the lack of fresh vegetables and fruits, through the hearty health living program. The Community Oasis Project understands the need to supply readily accessible solutions and will collaborate directly with the local residents to do so.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Services offered in the community include Valeo who is known to offer supported housing, but the religious aspect is not included in their services. Statistics show that those who include faith in their programs have more sustained outcomes. Income or Medicaid is needed to partake in the Valeo services. El Bethel differs because individuals who have no income can exchange their housing for services. Although faith based, Adam's House, which is sponsored by Wonderful Works Ministries, doesn't offer the ability to exchange houses for services like El Bethel does.**
What donated goods and or volunteer services do you receive that add value to this program?	**El Bethel House, East Community Oasis Center and the Healthy Hearty Living Program are currently operating on the 2.59 acre land. The Community Oasis Project looks to extend their services to accommodate the vast need in this community and will form an alliance with the stakeholders. As an established leader, OAO has sustain alliances with several religious organizations, schools, healthcare agencies, community organizers and formed partners that have access to volunteers. These alliances guarantee the project will not encounter a shortage of volunteers. OAO has opportunities to gain small grants but realizes to master the vision of the Community Oasis Project, the ARPA funding is greatly needed.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Certificate of Good Standing OAO20220725_17224985 (5).pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**50**
Projected age of 6-12 years	**50**
Projected age of 13-18 years	**50**
Projected age of 19-35 years	**50**
Projected age of 36-59 years	**50**
Projected age of 60 years and over	**35**
Total Individuals	**285**

Section V Beneficiary Information - Gender

Men	**60**
Women	**223**
Transgender	**2**
Total Individuals	**285**

Section V Beneficiary Information - Income Level

At or below 30%	**245**
At or below 50%	**40**
At or below 80%	
Other	
Income Unknown	
Total Individuals	**285**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**5**

Percent of Black/African American	**65**
Percent of Hispanic	**4**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**0.5**
Percent of Asian & White	**0**
Percent of Black/African American & White	**14**
Percent of American Indian/ Alaskan Native & Black/African American	**05**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**6.5**
Total Percent of Individuals	**100.0**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Funding Development Director**

Your Signature

Name of signatory: Charlene Johnson



Link to signature

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE

I, SCOTT SCHWAB, Kansas Secretary of State, certify that the records of this office reveal the following:

Business Entity ID Number:

Entity Name: OPEN ARMS OUTREACH MINISTRIES INC.

Entity Type: KANSAS NOT FOR PROFIT CORPORATION

State of Organization: KANSAS

was filed in this office March 26, 2003,
and is in good standing,
having fully complied with all requirements of this office.

No information is available from this office regarding the
financial condition, business activity or practices of this entity.

In testimony whereof:
I execute this certificate
and affix the seal of the
Secretary of State of the state of Kansas
on this day of July 25, 2022.

SCOTT SCHWAB
KANSAS SECRETARY OF STATE

September 8, 2022

Dear Policy and Finance Committee,

Thank you for giving Open Arms Outreach Ministries (OAO) the opportunity to provide more details regarding our vision for the community. The response to your questions are listed below:

1. Please provide an organizational Chart for your organization.

Reply: The Organizational Chart is attached.

2. Please provide a project budget for the project/budget program you are seeking funds.

Reply: The project budget is attached.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

Reply: OAO would consider a lower amount.

- **Scenario 1:** A 10% reduction of $15,000 would come from Phase 2, in which the size of the track will decrease to a ¼ mile instead of the original plan of 1 mile track. The location would remain the same and the elderly community would yet have easy access.
- **Scenario 2:** There is an opportunity to purchase land adjacent to the onsite project. The cost to purchase the land is 27,000 for the 5 acre undeveloped land. The long term plan is to build low income tiny houses. In the short term, ¼ quarter track and the neighborhood garden will populate that land. The remaining $8,000 will be used to complete the mural and meditation garden as planned in Phase 3. If additional funds are needed, OAO will be responsible for absorbing the cost. This scenario will still render a 10% ($15,000) reduction of the overall budget.

Please know that if a greater reduction of funds is necessary, we have a planning team and can revamp the budget to accommodate the ideas proposed in our original plan and do so on a smaller scale.

4. Please provide more information on specific programing, timelines of programing and numbers served the past 4 years: Phase I El Bethel House program; Phase II Arts & Crafts; Phase III Hearty Health & Living Program

Reply: The programs and activities for the last four years are attached.

5. What is cost per individual that stays in EL Bethel House? How much is an individual expected to pay?

Reply: OAO uses the FMR of 2021 to determine each individual housing cost (https://www.rentdata.org/topeka-ks-msa/2021). Studio/efficiency rent FMR is $643, this includes all

utilities which includes wi-fi . Each resident is expected to pay $350. OAO absorbs the remaining 51% of the cost.

6. What are specific resources provided by Bethel House for substance abuse, mental health needs and basic? Are any expenses billed to residents Medicaid (if available)?

Reply: EL Bethel resources include:

- Drug and substance addiction Support Group: The group is held once a month and is open to the public. If intense treatment is needed, the individual is provided a list of referrals.
- Mentee Services - The residents can utilize the open door policy or they can setup an individual one on one appointment and can meet as often as they desire.
- Job Search Services: While most of the residents are veterans and most receive Social Security benefits and may not be in a position to work, transient residents, mainly those under 45 with no income, are in need of employment. To accommodate this, job search is require. The residents have access to a computer to do job search and works with their mentee who is also their job coach and acts as their advocate.
- Transportation Services: Through the courtesy of OAO van services, residents have access to medical appointments, work and shopping trips for a donation of any sort. Residents are not denied transportation regardless of their ability to provide a donation.
- Nursing services: LPN is on site and is available to do mental health assessments and submit referrals for intensive needs. The LPN and medical assistant also provides medical assessments and Co-vid testing, as needed.
- OAO does not bill any of its services to Medicaid.

7. Is there a signed agreement with Topeka Housing Authority on shared space?

Reply: Yes, Trey George, President/CEO ofTopeka Housing Authorityresides over this agreement. Please see attached.

8. Do you have ability to provide translation services in Spanish if needed?

Reply: Yes, OAO have two individuals who can provide Spanish services. One of the individuals is a resident at Ybarra Place and the other is a member of the OAO congregation. OAO also have a long standing relationship with the Spanish speaking community and has partner with two Spanish speaking churches who also rented space from OAO. They are: Pastor Denny Oppenhemer who is the Pastor of Inglesia Ministries and Pastor Isaac Vargas who is the Pastor of Kingdom Encounter Worship Center.

9. Do you have outreach materials in Spanish?

Reply: Yes, OAO does have a brochure in Spanish and does have the capacity to have any and all materials in Spanish.

10. Do you have any Black or Latino/Indigenous staff or volunteers?

Reply: Yes, while OAO is predominately a black community, OAO have Latinos and mixed races who are active volunteers. This stems for the network of churches that OAO have partner with, which includes those from other nationalities. In addition, Silvia Ortiz, City Council, and Teresa Fisher, Rn, BSN, Director of Shawnee County Health Department is partners with OAO. There letters of support are attached.

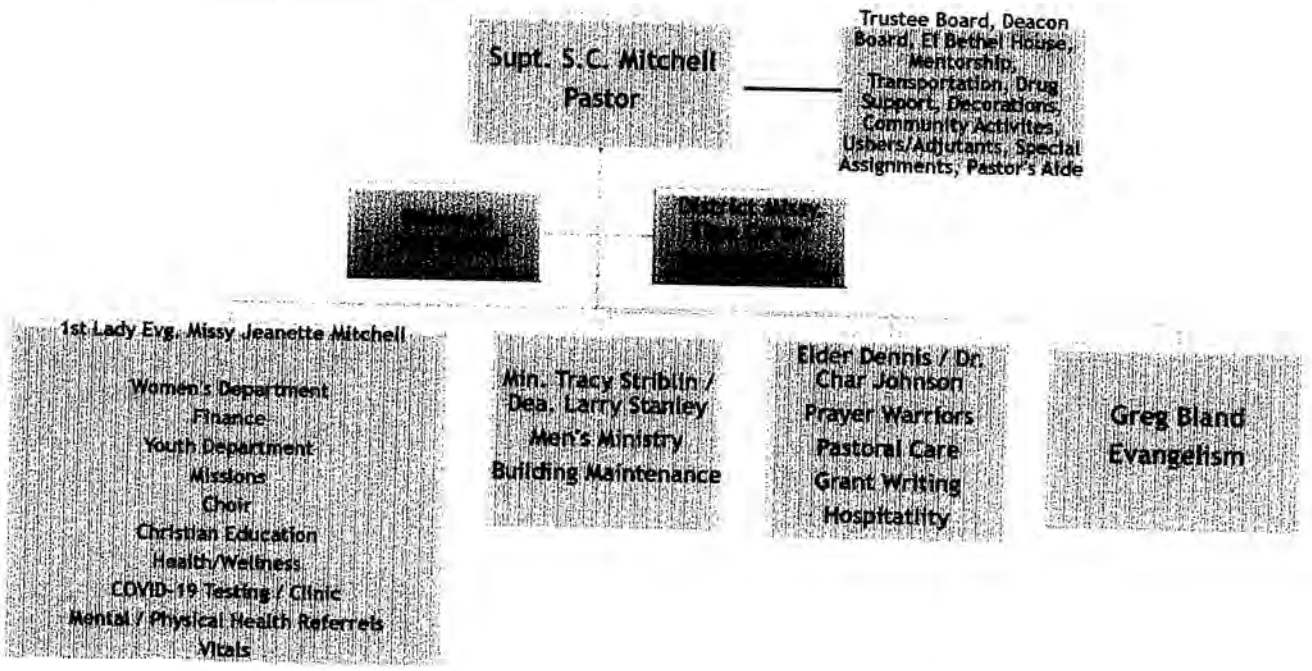
If you have any additional questions, please feel free to reach back out.

Most sincerely,

Charlene Johnson

OAO Funds Development Director

Open Arms Outreach Ministries Inc.



SHARED FACILITIES AGREEMENT

This Shared Facilities Agreement (this "Agreement") is made this 4 day of September, 2018, by and among **YBARRA PLACE, LLC**, a Kansas limited liability company ("THA / YP"), **YBARRA PLACE II, LLC**, a Kansas limited liability company ("YP II"), and **OPEN ARMS OUTREACH MINISTRIES, INC.**, a Kansas Not for Profit Corporation ("Outreach"). THA / YP, YP II and Outreach are each a "Party" and collectively, the "Parties".

WHEREAS, the Parties own adjoining parcels of land, all located on Blocks 7 & 8, Belle View Addition, (aka Bell View Addition, aka Bellview Addition) to the City of Topeka, Shawnee County, Kansas, (also known as Paradise Providence Place Planned Unit Development) as generally depicted on Exhibit A-1 attached hereto (hereinafter the "Paradise PUD") and as legally described and generally depicted on Exhibit A-2 (hereinafter the "THA / YP Parcel"), Exhibit A-3 (hereinafter the "YP II Parcel"), and Exhibit A-4 (hereinafter the "Outreach Parcel"). Collectively, the THA / YP Parcel, YP II Parcel, and Outreach Parcel make up the "Complex"; and

WHEREAS, THA / YP owns the THA / YP Parcel and several residential apartment buildings located thereon; and

WHEREAS, YP II owns the YP II Parcel and is constructing thereon fourteen (14) residential units in seven (7) residential apartment buildings and tenants residing in any building located on the THA / YP Parcel or the YP II Parcel (or their guests, agents, and invitees) are to be known hereinafter as "Residents"; and

WHEREAS, Outreach owns the Outreach Parcel and a building and parking lot located thereon and persons using the building and/or parking lot located on the Outreach Parcel (or their guests, agents, and invitees) are to be known hereinafter as "Outreach Visitors"; and

WHEREAS, the Parties agree that the THA / YP Parcel, Outreach Parcel, and the YP II Parcel, shall share vehicular access to S.E. 11th Street and SE Golden Avenue, both publicly dedicated rights-of-way, over and across those portions of the Complex more particularly described and depicted on Exhibit A-5 attached hereto (the "Joint Use Area"); and

WHEREAS, the Parties agree to make certain parking areas and sidewalks now or hereafter located on the Complex available for use by each party, all Residents and Outreach Visitors; and

WHEREAS, the THA / YP Parcel, Outreach Parcel, and the YP II Parcel share or will share certain the Utilities Infrastructure (as hereinafter defined) throughout the Complex and share or will share all those utilities to be constructed on the YP II Parcel as shown on Exhibit B attached hereto (hereinafter known as the "YP II Infrastructure"), and said utility infrastructure is or will be available for use by each Party, all Residents and Outreach Visitors; and

WHEREAS, THA / YP and YP II agree to grant one another reciprocal storm water drainage easements over and across portions of the THA / YP Parcel and YP II Parcel; and

WHEREAS, the Parties hereby desire to place of record this Agreement in order to establish, document and memorialize the various property rights required for the Complex, which easement rights shall be appurtenant to the THA / YP Parcel, Outreach Parcel, and the YP II Parcel, and shall be binding upon all successors and assigns thereto;

NOW, THEREFORE, in consideration of Ten and no/100 Dollars ($10.00) in hand paid and the mutual covenants and conditions contained herein, and of other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties hereby covenant and agree as follows:

Section 1. Cross Easements for the Benefit of the THA / YP Parcel, Outreach Parcel, and the YP II Parcel.

(a) ***Grant of Ingress and Egress Easement over all Parcels.*** THA / YP, Outreach and YP II each hereby grant, bargain and convey unto each other, each other's agents, members, employees or invitees, and for the benefit of each Party, each Party's respective successors and assigns, all Residents and Outreach Visitors, a perpetual non-exclusive cross easement for vehicular and pedestrian ingress and egress to and from the Complex across and upon the Joint Use Area (the "Access Easement") and for the construction, installation, repair, maintenance, alteration, and use of certain Access Improvements (as hereinafter defined). The easement rights granted herein shall be limited to those portions of the Joint Use Area now or hereafter developed as road improvements and sidewalk improvements (collectively, the "Access Improvements"). Said easement rights are intended to be appurtenant to, and transferable with, each of the THA / YP Parcel, Outreach Parcel, and the YP II Parcel because they are essential and necessary for the use of said parcels. By virtue of this Agreement, there shall always be vehicular and pedestrian access among the THA / YP

(b) ***Grant of Utilities Easements over THA / YP Parcel, Outreach Parcel and YP II Parcel.*** THA / YP, Outreach and YP II each hereby grant, bargain and convey unto each other, each other's agents, members, employees or invitees, and for the benefit of each Party, each Party's respective successors and assigns, all Residents and Outreach Visitors, a perpetual non-exclusive cross easement for the installation, repair, maintenance, alteration, and operation of sewers, storm drains, water mains, electrical lines, telephone lines, and cable television lines in, into, upon, over, under and across the THA / YP Parcel, Outreach Parcel, and the YP II Parcel (the "Utilities Easement"). The easement rights granted herein shall be limited to those portions of the Complex now or hereafter containing infrastructure for sewers, storm drains, water mains, electrical, telephone, and cable television (the "Utilities Infrastructure") and include the rights of ingress and egress to access said Utilities Infrastructure over and across those portions of the Complex upon which building improvements are not now

or hereafter located. Said easement rights are intended to be appurtenant to, and transferable with, each of the THA / YP Parcel, Outreach Parcel, and the YP II Parcel because they are essential and necessary for the use of the said parcels.

(c) ***Grant of Storm Water Drainage Easements over THA / YP Parcel and YP II Parcel.*** THA / YP and YP II each hereby grant, bargain and convey unto each other, each other's agents, members, employees or invitees, and for the benefit of each other, each other's successors and assigns, and all Residents, a perpetual non-exclusive cross easement for the installation, repair, maintenance, alteration, and operation of natural storm water drainage improvements across and upon each of the THA / YP Parcel and the YP II Parcel (the "Drainage Easement"; the Access Easement, the Utilities Easement and the Drainage Easement collectively, the "Easements"). The easement rights granted herein are for the purpose of allowing natural storm water drainage or allowing water drainage through drainage ditches now or hereafter located on the THA / YP Parcel and YP II Parcel. Said easement rights are intended to be appurtenant to, and transferable with, each of the THA / YP Parcel and the YP II Parcel because they are essential and necessary for the use of said parcels.

(d) ***No Rights Vested in the General Public.*** Nothing contained herein shall ever be deemed to create any rights for the benefit of the general public, or to constitute any of the affected areas a dedicated public thoroughfare for either vehicles and/or pedestrians or other lawful use. The Parties are hereby obligated to do all things needful to perpetuate the status of the easements created by this Agreement as private easements, including cooperating with each other in the periodic publication of legal notices or physically barring access to the affected areas as may be required by law for the purposes expressed in this paragraph; provided, however, that prior to closing off any substantial portion of the Access Easement, as herein provided, the Party requesting such closing shall give written notice to the other Parties of its intention to do so, and shall attempt to coordinate such closing with the other Parties so that no unreasonable interference with the passage of vehicles or passage of pedestrians shall occur. This Agreement is enforceable only by the Parties to this Agreement. Neither the Residents nor Outreach Visitors shall have the right to unilaterally enforce any provision of this Agreement.

Section 2. Construction, Installation or Maintenance Work. Any work undertaken in connection with the construction, installation or maintenance of the Utilities Infrastructure or the Improvements contemplated by this Agreement shall be performed in such a manner so as to not unnecessarily interfere with the use and operation of the THA / YP Parcel, Outreach Parcel or the YP II Parcel, and shall be done in a good and workmanlike manner, and all subcontractors, suppliers, laborers, mechanics and materialmen for all material and labor supplied for construction of, or repair or maintenance to, the infrastructure or improvements shall be timely paid so as to prevent any liens from being filed against the THA / YP Parcel, Outreach Parcel or the YP II Parcel. Any Party performing or causing to be performed any construction, repair or maintenance work pursuant to the terms of this Agreement shall be responsible for any damage

to the THA / YP Parcel, Outreach Parcel, and/or the YP II Parcel, as applicable, and any improvements located thereon, but only as and to the extent such damage is directly caused by such construction, repair or maintenance work.

(a) ***Maintenance and Repair Obligations.*** THA / YP shall, at its sole cost and expense, maintain the THA / YP Parcel and any Improvements or Utility Infrastructure now or hereafter located thereon in good condition and repair, including, without limitation, landscaping, snow removal and lawn care. Outreach shall, at its sole cost and expense, maintain the Outreach Parcel and any Improvements or Utility Infrastructure now or hereafter located thereon in good condition and repair, including, without limitation, landscaping, snow removal and lawn care. YP II shall, at its sole cost and expense, maintain the YP II Parcel and any Improvements or Utility Infrastructure now or hereafter located thereon in good condition and repair, including, without limitation, landscaping, snow removal and lawn care. Further provided, that YP II shall, at its sole cost and expense, perform landscaping, snow removal and lawn care for those certain portions of the Outreach Parcel identified on Exhibit A-5 attached hereto as the "Landscaping Area" and "Lot 25, Block 8, Bell View Addition."

Section 3. Indemnification and Insurance.

(a) ***Indemnification of YP II.*** Unless caused by the negligence or willful misconduct of YP II, THA / YP and Outreach, as applicable, hereby agree to defend, indemnify and hold YP II harmless from and against any and all loss, damage, cost or expense, including, but not limited to, attorneys' fees and court costs, which may be incurred or suffered by YP II in connection with (i) failure by THA / YP and/or Outreach to comply fully with its obligations under this Agreement, (ii) the failure of THA / YP and/or Outreach to comply with any and all legal obligations or to obtain and maintain any required permits, and/or (iii) the use of the Easements (including, without limitation, construction or maintenance work performed within the Easements) by THA / YP and/or Outreach, as applicable, and their respective members, partners, officers, agents, employees, customers, invitees, licensees, tenants, subtenants, contractors, users, owners, lessees, licensees, invitees and guests and their respective successors and assigns. This provision shall survive the expiration or termination of this Agreement.

(b) ***Indemnification of THA / YP.*** Unless caused by the negligence or willful misconduct of THA / YP, Outreach and YP II, as applicable, each hereby agree to defend, indemnify and hold THA / YP harmless from and against any and all loss, damage, cost or expense, including, but not limited to, attorneys' fees and court costs, which may be incurred or suffered by THA / YP in connection with (i) failure by Outreach and/or YP II, as applicable, to comply fully with its obligations under the Agreement, (ii) the failure of Outreach and/or YP II, as applicable, to comply with any and all legal obligations or to obtain and maintain any required permits, and/or (iii) the use of the Easements (including, without limitation, construction or maintenance work performed within the Easements) by Outreach and/or YP II, as applicable, and their

respective members, partners, officers, agents, employees, customers, invitees, licensees, tenants, subtenants, contractors, users, owners, lessees, licensees, invitees and guests and their respective successors and assigns. This provision shall survive the expiration or termination of this Agreement.

(c) ***Indemnification of Outreach.*** Unless caused by the negligence or willful misconduct of Outreach, THA / YP and YP II, as applicable, hereby agree to defend, indemnify and hold Outreach harmless from and against any and all loss, damage, cost or expense, including, but not limited to, attorneys' fees and court costs, which may be incurred or suffered by Outreach in connection with (i) failure by THA / YP and/or YP II, as applicable, to comply fully with its obligations under the Agreement, (ii) the failure of THA / YP and/or YP II, as applicable, to comply with any and all legal obligations or to obtain and maintain any required permits, and/or (iii) the use of the Access Easement, Utilities Easement (including, without limitation, construction or maintenance work performed within the Access Easement, Utilities Easement) by THA / YP and/or YP II, as applicable, and their members, partners, officers, agents, employees, customers, invitees, licensees, tenants, subtenants, contractors, users, owners, lessees, licensees, invitees and guests and their respective successors and assigns. This provision shall survive the expiration or termination of this Agreement.

(d) ***Insurance.*** THA / YP, Outreach and YP II shall each maintain adequate insurance, including comprehensive broad form general public liability insurance, covering any construction, installation, use, operation, repair or maintenance of the facilities, pavement, parking spaces, roads and other improvements located within the Access Easement, the Utilities Easement, and the Drainage Easement, located on each of their respective parcels, and shall provide evidence of such insurance to THA / YP, Outreach or YP II, as applicable, upon request. This provision shall survive the expiration or termination of this Agreement.

Section 4. Real Covenants. The Easements, restrictions and agreements set forth herein shall run with the land described in Exhibits A-2, A-3 and A-4; shall remain in full force and effect in perpetuity; and shall be unaffected by any change of ownership of the real property described in Exhibits A-2, A-3 and A-4, or any change in use of said property or other circumstances, except as otherwise expressly provided for herein. Each of the rights created under this Agreement shall be specifically enforceable in a court of equity, it being recognized that damages at law will be inadequate in addressing any breach of the provisions hereof or a violation of the rights created hereunder.

Section 5. Nonexclusive Easements. The Easements and other rights granted herein are not exclusive, and THA / YP, Outreach and YP II each hereby reserves unto itself and to the other present and future owners of the THA / YP Parcel, Outreach Parcel and YP II Parcel, respectively, the right to utilize the THA / YP Parcel, Outreach Parcel and YP II Parcel, as applicable, for such purposes as do not unreasonably endanger or interfere with the easements

granted herein. THA / YP, Outreach and YP II shall each have the right to grant such other easements, rights or privileges to such persons and/or entities and for such purposes as THA / YP, Outreach or YP II, in its sole discretion, may elect, so long as such purposes do not unreasonably endanger or interfere with the easements granted herein.

Section 6. Subordination and Notice. THA / YP, Outreach and YP II hereby subordinate its lien rights granted pursuant to Section 8 of this Agreement, to any unrelated third party institutional and/or governmental lender(s) who provide mortgage financing for any portion of the THA / YP Parcel, Outreach Parcel, and/or the YP II Parcel (collectively, the "Lenders"), provided, however, that this Agreement and the Easements granted hereunder shall not be subordinate to the lien any Lenders may have against any of the THA / YP Parcel, Outreach Parcel and/or YP II Parcel.

(a) ***Lender and Investor Cure.*** Each Party agrees that in the event of default by another Party, the non-defaulting Party shall provide the Lenders and the investor member of the defaulting Party (the "Investor Member") with written notice of such default, so long as the non-defaulting Party has been provided the name and address of such Lenders and/or the defaulting Party's Investor Member, as applicable. The non-defaulting Party will allow the Lenders and Investor Member up to thirty (30) days after delivery of such notice of default to cure any monetary default under this Agreement (it being acknowledged by the non-defaulting Party that the Lenders and Investor Member shall have no obligation to cure any default by a defaulting Party). The non-defaulting Party will allow such Lenders and Investor Member up to sixty (60) days after delivery of such notice of default to cure any non-monetary default under this Agreement; provided however that, in the event a non-monetary default is not susceptible to being cured within such sixty (60)-day period, the non-defaulting Party will allow the Lenders and Investor Member such additional time as reasonably necessary to cure such default provided the Lenders and/or Investor Member, as applicable, has commenced to cure such default within the original sixty (60) -day cure period and is diligently and continuously proceeding to cure such default through completion of such cure (it being acknowledged by the non-defaulting Party that the Lenders and the Investor Member shall have no obligation to cure any default by a defaulting Party). Each Party agrees to accept any such cure by a Investor Member as if such cure was performed by the defaulting Party. For purposes of this Agreement, the Parties acknowledge that MHEG Fund 48, LP, a Nebraska limited partnership, its affiliates, successors, and/or assigns is the Investor Member of YP II, and shall receive copies of any notice required hereunder in accordance with Section 9(e) below, and shall benefit from any such cure rights set forth herein.

Section 7. Zoning Compliance. The Parties acknowledge and agree that (a) the improvements contemplated by this Agreement and site layout of the Complex have been approved by the City of Topeka, Kansas in the proposed location, number and configuration shown on Master Planned Unit Development Paradise Providence Place Revision No. 1, recorded _____, 2018 at Book __, Page _____ of

the real estate records of Shawnee County, Kansas and A Master Planned Unit Development Paradise Providence Place, recorded October 31, 2007, at Book 45, Page 12 of the real estate records of Shawnee County, Kansas, and (b) no Party shall change the location or number of improvements or the configuration of the site layout of the Complex without first obtaining the prior written consent of the applicable authorities at the City of Topeka, Kansas, the Lenders, (MHEG Fund 48, LP to the extent it is still an equity investor in YP II), or any successors thereof and the other Parties to this Agreement. Any change to the improvements or site layout of the Complex which is made without obtaining the prior written consent of all parties required by this Section 7, or which otherwise violates applicable governmental rules, ordinances or regulations, including, without limitation, any zoning approvals, variances or regulations, shall constitute an Event of Default (as hereinafter defined) by the Party making such change.

Section 8. Default. Failure to comply with the terms, conditions and obligations of the Agreement shall be deemed a default hereunder. A default which continues for more than thirty (30) days after the date of written notice to the defaulting Party or Parties of such default shall constitute an "Event of Default". Upon an Event of Default, the non-defaulting Party or Parties shall be entitled to (a) perform such obligations as are necessary to comply with the terms and conditions of the Agreement, (b) expend such funds as are reasonably necessary to perform such obligations, and (c) submit an immediate invoice to the defaulting Party or Parties for the reasonably expended funds, which sum shall be due and payable within ten (10) days of the date of notice of the invoiced bill. Any invoiced amount which is not paid in a timely manner shall accrue interest at a rate equal to the greater of (i) 12% per annum, or (ii) the maximum rate permitted by Kansas law, retroactive to the date of invoice. If the defaulting Party or Parties fails to pay such invoiced amount to the non-defaulting Party or Parties within such ten (10) -day period, the non-defaulting Party or Parties shall have the right to file a lien against the defaulting Party's or Parties' property in accordance with Kansas law.

Section 9. Miscellaneous. (a) This Agreement shall be binding upon and shall inure to the benefit of the owners of the YP II Parcel, the THA / YP Parcel, and the Outreach Parcel and each of their respective heirs, successors and assigns. In the event any provision hereof is held to be invalid and unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of any other provisions hereof. This Agreement may only be modified in writing. This Agreement shall be construed, governed and interpreted in accordance with the laws of the State of Kansas. If any Party undertakes legal action to enforce any right or remedy under this Agreement, the prevailing Party shall be entitled to recover any reasonable costs and expenses in connection with such legal action, including, but not limited to, court costs and attorneys' fees.

(b) Time is of the essence with respect to the Agreement.

(c) None of the terms or provisions of the Agreement shall be deemed to create a partnership between or among the Parties in their respective businesses or otherwise, nor shall it cause them to be considered joint venturers or members of any joint enterprise. Each Party shall be considered a separate owner, and no Party shall

have the right to act as an agent for another Party, unless expressly authorized to do so in the Agreement.

(d) All exhibits referred to in the Agreement are attached hereto and incorporated herein by reference.

(e) With respect to any notices required to be given under the terms of the Agreement, such notices shall be deemed given and effective (i) three (3) calendar days after the date they are deposited in the United States mail, postage prepaid, return receipt requested, addressed to the Parties at the following respective addresses; or (ii) the date of actual delivery by recognized national overnight delivery service such as Federal Express, UPS or Express Mail, addressed to the Parties at the following respective addresses; or (c) the date of actual physical delivery of Notice to a Party addressed to the Parties at the following respective addresses:

If to THA / YP:

YBARRA PLACE, LLC
c/o THA, Inc.
2010 SE California Avenue
Topeka, KS 66607
Attention: Trey George

If to YP II:

YBARRA PLACE II, LLC
c/o THA, Inc.
2010 SE California Avenue
Topeka, KS 66607
Attention: Trey George

With copies to: MHEG Fund 48, L.P.
515 N 162nd Avenue, Suite 202, Omaha, NE 68118

and: Midwest Housing Equity Group, Inc.
515 N 162nd Avenue, Suite 202, Omaha, NE 68118

If to Outreach:

Open Arms Outreach Ministries
2401 SE 11th Street
Topeka, KS 66611

Any Party may change the address or addresses to which notice is to be sent by giving written notice of such change to the other Parties in the manner provided herein.

(f) ***Duration and Effective Date of Easements.*** The easements created by the Agreement shall be perpetual in duration and shall be effective upon the execution of the Agreement.

(g) ***Grant of Easement Only.*** No Party is hereby conveying any land or fee title thereto.

(h) ***Priority of Easements.*** The Easements granted by this Agreement shall be superior in priority to any mortgages, security deeds, deeds of trust or liens, existing as of the date of this Agreement (provided such mortgages, security deeds, deeds of trusts or liens are expressly subordinated in writing to this Agreement and the Easements granted hereby) and any mortgages, security deeds, deeds of trust or liens filed or otherwise arising after the date of this Agreement.

Section 10. Counterparts. This Agreement may be signed in any number of counterparts, each of which shall, for all purposes constitute one and the same agreement.

[Signature Pages Follow]

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be executed under seal as of the day and year first above written.

THA / YP:

YBARRA PLACE, LLC, a Kansas limited liability company

By: THA, Inc., a Kansas non-profit corporation, its Managing Member

By _____
William D. George III, Executive Director

YP II:

YBARRA PLACE II, LLC, a Kansas limited liability company

By: THA, Inc., a Kansas non-profit corporation, its Managing Member

By _____
William D. George III,
Executive Director

OUTREACH:

Open Arms Outreach Ministries, Inc., a Kansas Not for Profit Corporation

By Samuel C. Mitchell
Samuel C. Mitchell, Pastor

COUNTY OF SHAWNEE)
): ss
STATE OF KANSAS)

On this 4th day of ~~August~~ September in the year 2018, before me, a Notary Public in and for the State of Kansas, personally appeared William D. George III, Executive Director, THA, Inc., a Kansas non-profit corporation, Managing Member of Ybarra Place II, LLC, a Kansas Limited Liability Company who executed the instrument on behalf of said Limited Liability Company and acknowledged to me that said Limited Liability Company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.

Aubrey Coufal
NOTARY PUBLIC–STATE OF KANSAS
MY APPT EXP: 02-04-21

Aubrey Coufal
NOTARY PUBLIC FOR Topeka Housing Authority
Residing at Shawnee, Kansas
My Commission Expires: 02-04-21

COUNTY OF SHAWNEE)
): ss
STATE OF KANSAS)

On this 4th day of ~~August~~ September in the year 2018, before me, a Notary Public in and for the State of Kansas, personally appeared William D. George III, Executive Director, THA, Inc., a Kansas non-profit corporation, Managing Member of Ybarra Place, LLC, a Kansas Limited Liability Company who executed the instrument on behalf of said Limited Liability Company and acknowledged to me that said Limited Liability Company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.

Aubrey Coufal
NOTARY PUBLIC--STATE OF KANSAS
MY APPT EXP: 02-04-21

Aubrey Coufal
NOTARY PUBLIC FOR Topeka Housing Authority
Residing at Shawnee, Kansas
My Commission Expires: 02-04-21

COUNTY OF SHAWNEE)
): ss
STATE OF KANSAS)

On this 4th day of ~~August~~ September in the year 2018, before me, a Notary Public in and for the State of Kansas, personally appeared Samuel C. Mitchell, Pastor, of Open Arms Outreach Ministries, Inc., a Kansas Not for Profit Corporation who executed the instrument on behalf of said corporation and acknowledged to me that said corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.

Aubrey Coufal
NOTARY PUBLIC--STATE OF KANSAS
MY APPT EXP: 02/04/21

Aubrey Coufal
NOTARY PUBLIC FOR Topeka Housing Authority
Residing at Shawnee, KS 66125
My Commission Expires: 02/04/21

4845-9687-8951.3

SUBORDINATION OF LIENHOLDER

Capital City Bank, Topeka, KS, lender for Open Arms Outreach Ministries, Inc.) ("Lender"), having a security interest in that certain property described in those certain Mortgage dated 10/8/15, recorded on 10/9/15 as 2015R19505 as modified by Modification of Mortgage dated 6/5/17, recorded on 6/7/17 as 2017R09617 of the Official Records of Shawnee County, Kansas (the "Mortgage"), said property being the same property as described in the foregoing Shared Facilities Agreement as the Outreach Parcel, hereby consents to the Shared Facilities Agreement and the easements created therein and subordinates the Mortgages to all obligations, covenants, conditions and easements granted therein as of this 31st day of August, 2018.

Capital City Bank, Topeka, KS - LENDER:

By Joseph J. Hoytal, EVP.
Joseph J. Hoytal, Executive Vice President

State of Kansas :
: ss:
County of Shawnee :

BE IT REMEMBERED, that on this 31st day of August, 2018, before me the undersigned, a notary public in and for the County and State aforesaid, came Joseph J. Hoytal who is personally known to me to be the same person who executed this instrument of writing, and said person fully acknowledged this instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal; the day and year last above written.

Christy Griffin
Notary Public

Christy Griffin
NOTARY PUBLIC—STATE OF KANSAS
MY APPT EXP: 9-6-2020

EXHIBIT A-1

GENERAL DEPICTION OF PARADISE PUD

5167

A MASTER PLANNED UNIT DEVELOPMENT

PARADISE PROVIDENCE PLACE

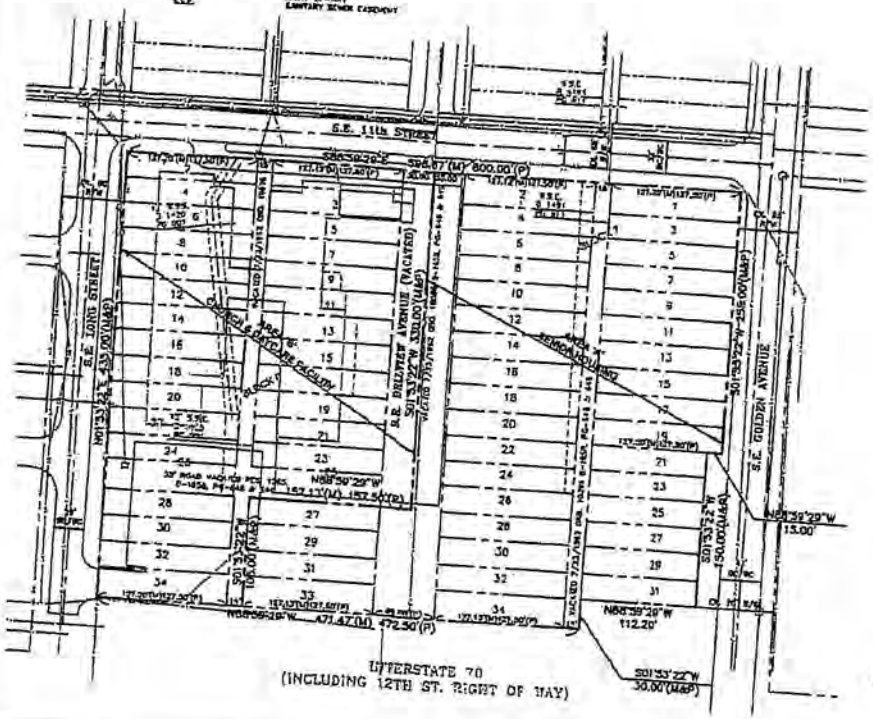
A TRACT IN THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 12 SOUTH, RANGE 16 EAST OF THE 6th P.M. IN THE CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS

BOOK : 45 PAGE : 12

DATE : 10-31-2007 TIME : 11:34 A.M.

LEGEND

PROPERTY LINE
RIGHT-OF-WAY LINE
SECTION LINE
CENTER LINE
EASEMENT LINE
EXISTING OVERHEAD CABLE TELEVISION LINE
EXISTING UNDERGROUND CABLE TELEVISION LINE
EXISTING OVERHEAD ELECTRIC LINE
EXISTING UNDERGROUND ELECTRIC LINE
EXISTING GAS LINE
EXISTING SANITARY SEWER LINE
EXISTING SANITARY MANHOLE
EXISTING STORM SEWER LINE
EXISTING STORM INLET
EXISTING OVERHEAD TELEPHONE LINE
EXISTING UNDERGROUND TELEPHONE LINE
EXISTING WATER LINE
ACCESS EASEMENT
BOOK
BACK OF CURB/BACK OF CURB
MEASURED
ORDINANCE
PLATTED
PAGE
RESOLUTION
RIGHT-OF-WAY
SANITARY SEWER EASEMENT



UTTERSTATE 70
(INCLUDING 12TH ST. RIGHT OF WAY)

BASED ON ASSUMED BEARING

LEGAL DESCRIPTION :

LOTS 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29 AND 31, EXCEPT THE EAST 15 FEET OF SAID LOTS 21, 23, 25, 27, 29 AND 31, BLOCK 7;

AND LOTS 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32 AND 34, BLOCK 7;

AND LOTS 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31 AND 33, BLOCK 8;

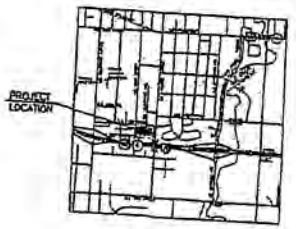
AND LOTS 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32 AND 34, BLOCK 8, ALL IN THE BELL VIEW ADDITION, CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS

ALSO ALL OF VACATED BELLVIEW AVENUE FROM THE SOUTH LINE OF EAST 11TH STREET TO THE NORTH LINE OF EAST 12TH AVENUE, BETWEEN BLOCKS 7 AND 8 IN SAID BELL VIEW ADDITION.

ALSO ALL OF VACATED ALLEY RUNNING NORTH AND SOUTH BETWEEN 11TH AND 12TH STREETS IN BLOCK 8; AND ALL OF VACATED ALLEY RUNNING NORTH AND SOUTH BETWEEN LOTS 2 TO 32 EVEN NUMBERS INCLUSIVE, AND LOTS 1 TO 31, ODD NUMBERS INCLUSIVE IN BLOCK 7, BELL VIEW ADDITION, CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS.

(EXCEPT AND SUBJECT TO EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD, AND ALL TAXES AND ASSESSMENTS THAT MAY BE LEVIED, IMPOSED, OR BECOME PAYABLE HEREAFTER.)

AREA A:
LOTS 27, 29, 31 AND 33, BLOCK 8 AND LOTS 1 THRU 32 AND LOT 34, EXCEPT THE EAST 15 FEET OF LOTS 21, 23, 25, 27, 29 AND 31, BLOCK 7, TOGETHER WITH THE VACATED ALLEY ADJACENT TO SAID LOTS RUNNING NORTH AND SOUTH THROUGH BLOCK 7 AND VACATED SE BELLVIEW AVENUE ADJACENT TO SAID LOTS 27, 29, 31 AND 33, BLOCK 8 AND LOTS 28, 30, 32 AND 34, BLOCK 7 AND THE EAST HALF OF VACATED SE BELLVIEW AVENUE ADJACENT TO SAID LOTS 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24 AND 26, BLOCK 7, ALL IN BELL VIEW ADDITION, CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS.



VICINITY MAP

Exhibit A-1 (pg 1)

A MASTER PLANNED UNIT DEVELOPMENT

PARADISE PROVIDENCE PLACE
SE 11th STREET & SE GOLDEN AVENUE
TOPEKA, SHAWNEE COUNTY, KANSAS

BARTLETT & WEST

PUD07/05

A MASTER PLANNED UNIT DEVELOPMENT

PARADISE PROVIDENCE PLACE

A TRACT IN THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 12 SOUTH, RANGE 16 EAST OF THE 6th P.M. IN THE CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS

BOOK : 45 PAGE : 13

DATE : 10-31-2007 TIME : 11:34 a.m.

PROJECT PERFORMANCE OBJECTIVES:

CREATE A SENIOR ADULT RESIDENTIAL COMMUNITY PROVIDING ONE AND TWO BEDROOM DUPLEX AND APARTMENT UNITS ACCESSED BY PRIVATE DRIVE, AND INTEGRATED WITH THE ADJACENT EXISTING CHURCH/COMMUNITY CENTER FACILITY.

GENERAL NOTES:

1. PURSUANT TO SECTION 48-24.05, THE APPLICANT MUST PROVIDE THE PLANNING DEPARTMENT A MASTER PUD PLAN SUITABLE FOR RECORDING WITHIN 30 DAYS UPON APPROVAL BY GOVERNING BODY AND RECORD IT WITH THE SHAWNEE COUNTY REGISTER OF DEEDS WITHIN 45 DAYS UPON APPROVAL BY THE GOVERNING BODY OR PUD SHALL BE NULL AND VOID.
2. ALL APPLICABLE USE GROUP REGULATIONS SHALL APPLY UNLESS STATED OTHERWISE.
3. NO BUILDING PERMIT SHALL BE APPROVED UNTIL THE SITE DEVELOPMENT PLANS HAVE BEEN REVIEWED BY CITY REVIEWING STAFF AND APPROVED BY THE PLANNING DIRECTOR. ALL USES SHALL COMPLY WITH THE PUD MASTER PLAN.

UTILITY NOTES:

1. ALL UTILITIES SHALL BE INSTALLED UNDERGROUND PURSUANT TO THE CITY'S RIGHT-OF-WAY MANAGEMENT STANDARDS.
2. SANITARY SEWER SERVICE SHALL BE BY THE CITY OF TOPEKA.
3. WATER SERVICE SHALL BE BY CITY OF TOPEKA.

CIRCULATION, PARKING AND TRAFFIC NOTES:

1. ALL PARKING WITHIN AREAS A AND B SHALL BE SHARED BETWEEN THE USE GROUP AREAS, WITH THE MAINTENANCE RESPONSIBILITIES FOR THE PAVED AREAS BEING THE RESPONSIBILITY OF THE OWNER OF THE PROPERTY WHERE THE PAVED AREA LIES.
2. EACH SINGLE OR DUPLEX DWELLING UNIT FOR SENIOR ADULTS SHALL HAVE AT LEAST ONE PARKING SPACE (DRIVEWAY OR GARAGE) PER UNIT. A MINIMUM OF ONE PARKING SPACE SHALL BE PROVIDED FOR EVERY 2 APARTMENT UNITS FOR SENIOR ADULTS. THE PLANNING DIRECTOR SHALL HAVE DISCRETION TO LIMIT THE MAXIMUM NUMBER OF PARKING STALLS PROVIDED WITHIN AREA A IN ORDER TO ACHIEVE THE 30% GREEN SPACE REQUIREMENT.
3. CHURCH/COMMUNITY CENTER FACILITY PARKING:
   SANCTUARY (WITHOUT FIXED SEATING):
   REQUIRED: 2,913 SF (FLOOR AREA OF LARGEST ROOM) @ 7 SF/SEAT @ 1 STALL PER 4 SEATS = 104 STALLS
   OR COMMUNITY CENTER: A STALL PER 300 SF OF FLOOR AREA = 108 STALLS
   AND DAYCARE CENTER, TYPE B
   REQUIRED: FACILITY LICENSING FOR 30 CHILDREN = 3 STALL MIN.
   TOTAL MINIMUM REQUIRED: 111 STALLS
4. PRIVATE ACCESS DRIVES WITHIN AREA A SHALL PROVIDE CONTINUOUS CIRCULATION THROUGH THE SITE TO THE ACCESS POINTS ONTO SE LONG STREET AND SE 11TH STREET. SAID DRIVES SHALL BE A MINIMUM OF 24 FEET IN WIDTH FOR 2 WAY DRIVES, OR 20 FEET IN WIDTH FOR ONE WAY DRIVES THAT CAN BE UTILIZED AS FIRE ACCESS DRIVES. THE LOCATION OF DRIVES IS TO BE DETERMINED AT THE TIME OF SITE PLAN APPROVAL.
5. A CROSS ACCESS AGREEMENT EXISTS BETWEEN AREAS A AND B, THE LOCATION OF WHICH SHALL BE DETERMINED AT THE TIME OF SITE PLAN APPROVAL.
6. AREA A MAY HAVE ONE 25 FOOT ACCESS OPENING ONTO SE GOLDEN AVE., THE CENTERLINE OF WHICH IS LOCATED A MINIMUM DISTANCE OF 100 FEET FROM THE SOUTH RIGHT OF WAY OF SE 11TH STREET, AND A MINIMUM DISTANCE OF 392 FEET FROM THE SOUTH LINE OF THE SUBJECT TRACT EXTENDED TO SE GOLDEN AVE.
7. AREA B SHALL RETAIN THE LOCATION OF THE EXISTING ACCESS POINTS ONTO SE 11TH ST., ONE LYING 70 FEET EAST OF THE EAST RIGHT OF WAY OF SE LONG STREET, AND THE OTHER ALIGNING WITH THE SE BELLVIEW AVE. RIGHT OF WAY. A NEW ACCESS POINT ONTO SE LONG ST. SHALL REPLACE THE EXISTING ACCESS LOCATED NEAR THE SOUTH PROPERTY BOUNDARY. SAID PROPOSED ACCESS POINT SHALL BE LOCATED AS SHOWN ON THE GRAPHIC.
8. SIDEWALKS SHALL BE PROVIDED BOTH INTERNALLY AND AS REQUIRED EXTERNALLY TO THE DEVELOPMENT TO PROMOTE SAFE PEDESTRIAN CIRCULATION IN AND AROUND THE SUBJECT PROPERTY.
9. AN ADDRESSING SCHEDULE FOR AREA A WILL BE DETERMINED AT THE TIME OF SITE PLAN APPROVAL.

SIGNAGE NOTES:

1. PERMITTED SIGNAGE SHALL BE LIMITED TO A MAXIMUM OF TWO (2) SIGNS CONSISTING OF EITHER TWO (2) MONUMENT SIGNS OR ONE (1) MONUMENT SIGN AND ONE (1) WALL SIGN, ONLY ONE OF WHICH MAY BE INTERNALLY ILLUMINATED WITH THE SIZE OF THE ILLUMINATED PORTION OF THE SIGN NOT TO EXCEED 25 SQUARE FEET IN AREA. MONUMENT SIGNAGE SHALL BE LIMITED TO A MAXIMUM SIGN AREA OF 40 SQUARE FEET AND NOT MORE THAN 5 FEET IN HEIGHT. WALL SIGNAGE SHALL BE LIMITED TO A FLAT WALL MOUNTED SIGN ON THE FACE OF THE BUILDING NOT EXCEEDING A MAXIMUM SIGN AREA OF 40 SQUARE FEET. MONUMENT SIGNAGE MAY BE LOCATED AT THE ENTRANCE TO THE DEVELOPMENT OR AT STREET INTERSECTIONS.
2. TEMPORARY SIGNS OR BANNERS SHALL BE PROHIBITED.

LANDSCAPING NOTES:

1. LANDSCAPE PLANS SHALL BE SUBMITTED FOR REVIEW WITH THE SITE DEVELOPMENT PLAN FOR EACH PHASE OF DEVELOPMENT AND SHALL CONFORM TO THE CITY LANDSCAPE ORDINANCE.
2. A METAL PICKET FENCE WITH A MAXIMUM HEIGHT OF 5 FEET SHALL BE INSTALLED AROUND THE EXTERIOR PROPERTY PERIMETER OF AREAS A AND B BEGINNING AT THE EAST EDGE OF THE DRIVEWAY ENTRANCE ON SE 11TH STREET OPPOSITE SE BELLEVIEW AVENUE, EXTENDING EAST ALONG SE 11TH STREET, ALONG THE FRONTAGE OF SE GOLDEN AVENUE, AND ALONG THE ENTIRE SOUTH PROPERTY BOUNDARY ENDING AT A POINT ALONG THE FRONTAGE OF SE LONG STREET, THE LOCATION OF WHICH IS TO BE DETERMINED AT THE TIME OF SITE PLAN APPROVAL.

BUILDING AND STRUCTURE NOTES:

1. NO STRUCTURE SHALL BE BUILT WITHIN THIRTY FEET OF THE PLANNED UNIT DEVELOPMENT BOUNDARY, WITH THE EXCEPTION OF ANY ELDER HOUSING UNITS TO BE CONSTRUCTED ALONG THE SOUTH BOUNDARY LINE, WHICH SHALL BE ALLOWED WITHIN 20 FEET OF THE BOUNDARY. PATIOS, PORCHES OR PRIVACY FENCES SHALL BE ALLOWED WITHIN THE BUILDING SETBACK. THE EXISTING CHURCH BUILDING SHALL BE ALLOWED WITHIN THIS SETBACK.
2. BUILDING SPACING: THE MINIMUM DISTANCE BETWEEN TWO PRINCIPAL STRUCTURES SHALL BE TEN FEET.

PROJECT PROGRAM:

TOTAL AREA: 5.84 ACRES

AREA A:
AREA: 3.01 ACRES
ZONING USE GROUPS:
M-2 USE GROUP LIMITED TO DUPLEX UNITS AND AN APARTMENT BUILDING, ALL FOR SENIOR ADULTS, IN ADDITION TO FOOD SERVICE FACILITIES IN WHICH FOOD AND BEVERAGES ARE OFFERED FOR SALE OR FOR SERVICE WITH OR WITHOUT CHARGE ON THE PREMISES IN ADDITION TO A BARBER/BEAUTY SHOP LIMITED TO A FLOOR AREA OF 800 SQUARE FEET ALL OF WHICH ARE CLEARLY INCIDENTAL AND SUBORDINATE TO AND CUSTOMARY IN CONNECTION WITH A PRINCIPAL USE AND BOTH BEING CONTAINED WITHIN THE APARTMENT BUILDING STRUCTURE.

STRUCTURE DENSITY AND HEIGHT:
APARTMENT BUILDING: SINGLE STRUCTURE WITH A MAXIMUM OF 60 ONE BEDROOM UNITS AND A BUILDING FOOTPRINT MAXIMUM OF 20,000 SF.
DUPLEX UNITS: A MAXIMUM TOTAL OF 11 SINGLE STORY STRUCTURES COMPRISING A MAXIMUM OF 22 INDIVIDUAL DWELLING UNITS. THE BUILDING FOOTPRINTS OF WHICH ARE A MINIMUM OF 700 SF AND MAXIMUM OF 1,200 SF PER INDIVIDUAL DWELLING UNIT.

GREEN SPACE REQUIREMENT: 30 PERCENT

PHASING:
PHASE I: DUPLEX UNITS TO BE LOCATED ALONG THE NORTH AND SOUTH PERIMETER OF AREA A, TO INCLUDE ALL ACCESS DRIVES WITHIN THE SUBJECT PROPERTY.
PHASE II: APARTMENT BUILDING TO BE LOCATED NEAR THE CENTER OF AREA A, ALONG WITH THE ASSOCIATED REQUIRED PARKING STALLS.

AREA B:
AREA: 2.83 ACRES
ZONING USE GROUP:
M-2 USE GROUP LIMITED TO THE EXISTING RELIGIOUS ASSEMBLY AND DAY CARE CENTER TYPE B USES, OR A COMMUNITY CENTER AND DAY CARE CENTER TYPE B USES.

STRUCTURE DENSITY:
EXISTING APPROXIMATELY 33,500 SF SINGLE STORY STRUCTURE.

PHASING:
PARKING AND ACCESS DRIVES TO BE RECONFIGURED WITH THE PHASE I DEVELOPMENT IN AREA A TO PROVIDE A MINIMUM OF 111 PARKING STALLS WITHIN AREA B.

VARIANCES:

1. VARIANCE: PURSUANT WITH SECTION 48-24.07 OF THE "PUD" DISTRICT REGULATIONS, THE CITY OF TOPEKA PLANNING COMMISSION HEREBY GRANTS THE FOLLOWING VARIANCE:
   A. A VARIANCE TO REDUCE THE PERIMETER SETBACK REQUIREMENT OF SECTION 48-24.02(b)(3)(a) TO 20 FEET ALONG THE SOUTH LINE OF AREA A TO PROVIDE ADDITIONAL GREEN SPACE WITHIN THE INTERIOR PORTION OF AREA A, AND TO REDUCE THE PERIMETER SETBACK TO 15 FEET ALONG THE NORTH AND WEST LINES OF AREA B TO ALLOW THE EXISTING STRUCTURE.

AMENDMENTS:

THE "OWNERS" SOLELY MAY INITIATE AMENDMENTS TO THE APPROVED PLANNED UNIT DEVELOPMENT MASTER PLAN. THE PROVISIONS HEREOF SHALL BE BINDING UPON THE HEIRS, EXECUTORS, ADMINISTRATORS, TRUSTEES AND ASSIGNS OF THE "OWNERS". SHOULD MORE THAN ONE ENTITY HOLD TITLE, THEN THE SIMPLE MAJORITY OF ANY AFFECTED FEE TITLE OWNERS OF ALL SUCH TITLE SHALL BE REQUIRED TO EXECUTE ANY SUCH AMENDMENT. INDIVIDUAL USE AREAS MAY MAKE REVISIONS WITHOUT INVOLVING OTHER USE AREAS.

OWNER'S CERTIFICATE:

THE OWNERS AGREE TO COMPLY WITH THE CONDITIONS AND RESTRICTIONS AS SET FORTH ON THE MASTER PUD PLAN.

IN TESTIMONY WHEREOF, THE OWNER(S) OF THE ABOVE DESCRIBED TRACT OF LAND, OTC, INC., BY IT'S PRESIDENT, DANIEL D. JACKSON, HAVE CAUSED THESE PRESENTS TO BE SIGNED THIS 15 DAY OF October 2007.

DANIEL D. JACKSON, PRESIDENT, OTC INC. A/K/A OVERCOMING TOGETHER CIRCUMSTANCES, INC.

STATE OF KANSAS, COUNTY OF SHAWNEE, SS:

BE IT REMEMBERED THAT ON THIS 15 DAY OF October 2007, BEFORE ME A NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE AFORESAID, CAME DANIEL D. JACKSON, PRESIDENT, OTC, INC., WHO IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON(S) WHO EXECUTED THE WITHIN INSTRUMENT OF WRITING, AND SUCH PERSON(S) DULY ACKNOWLEDGED THE EXECUTION OF THE SAME.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND, AND AFFIXED MY SEAL THE DAY AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC — MY COMMISSION EXPIRES

IN TESTIMONY WHEREOF, THE OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND, LATH MANAGEMENT, INC., BY IT'S PRESIDENT, DANIEL D. JACKSON, HAVE CAUSED THESE PRESENTS TO BE SIGNED THIS 30th DAY OF October, 2007.

DANIEL D. JACKSON, PRESIDENT, LATH MANAGEMENT, INC.

STATE OF KANSAS, COUNTY OF SHAWNEE, SS:

BE IT REMEMBERED THAT ON THIS 30th DAY OF October 2007, BEFORE ME A NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE AFORESAID, CAME DANIEL D. JACKSON, PRESIDENT, LATH MANAGEMENT, INC., WHO IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON(S) WHO EXECUTED THE WITHIN INSTRUMENT OF WRITING, AND SUCH PERSON(S) DULY ACKNOWLEDGED THE EXECUTION OF THE SAME.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND, AND AFFIXED MY SEAL THE DAY AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC — MY COMMISSION EXPIRES

THE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN HAS BEEN REVIEWED AND APPROVED IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE 24 OF THE COMPREHENSIVE ZONING REGULATIONS OF THE CITY OF TOPEKA, KANSAS, AND MAY BE AMENDED ONLY AS PRESCRIBED IN SECTION 48-24.06 OF SAID ARTICLE AND AS SET FORTH ON THE DOCUMENT OR AS MAY SUBSEQUENTLY BE APPROVED AND RECORDED.

CERTIFICATION OF MASTER PLANNED UNIT DEVELOPMENT PLAN APPROVAL:

DAVID F. THURSON, AICP, PLANNING DIRECTOR, SECRETARY, TOPEKA PLANNING COMMISSION

STATE OF KANSAS, COUNTY OF SHAWNEE, SS:

BE IT REMEMBERED THAT ON THIS 19th DAY OF October 2007, BEFORE ME A NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE AFORESAID, CAME DAVID F. THURSON, WHO IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHO EXECUTED THE WITHIN INSTRUMENT OF WRITING, AND SUCH PERSON DULY ACKNOWLEDGED THE EXECUTION OF THE SAME.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND, AND AFFIXED MY SEAL THE DAY AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC — 8/27/08 MY COMMISSION EXPIRES

RECORDED WITH THE SHAWNEE COUNTY REGISTER OF DEEDS

MARILYN L. NICHOLS, REGISTER OF DEEDS

Exhibit A-1 (pg 2)

A MASTER PLANNED UNIT DEVELOPMENT

PARADISE PROVIDENCE PLACE
SE 11th STREET & SE GOLDEN AVENUE
TOPEKA, SHAWNEE COUNTY, KANSAS

BARTLETT & WEST

PUD07/05

EXHIBIT A-2

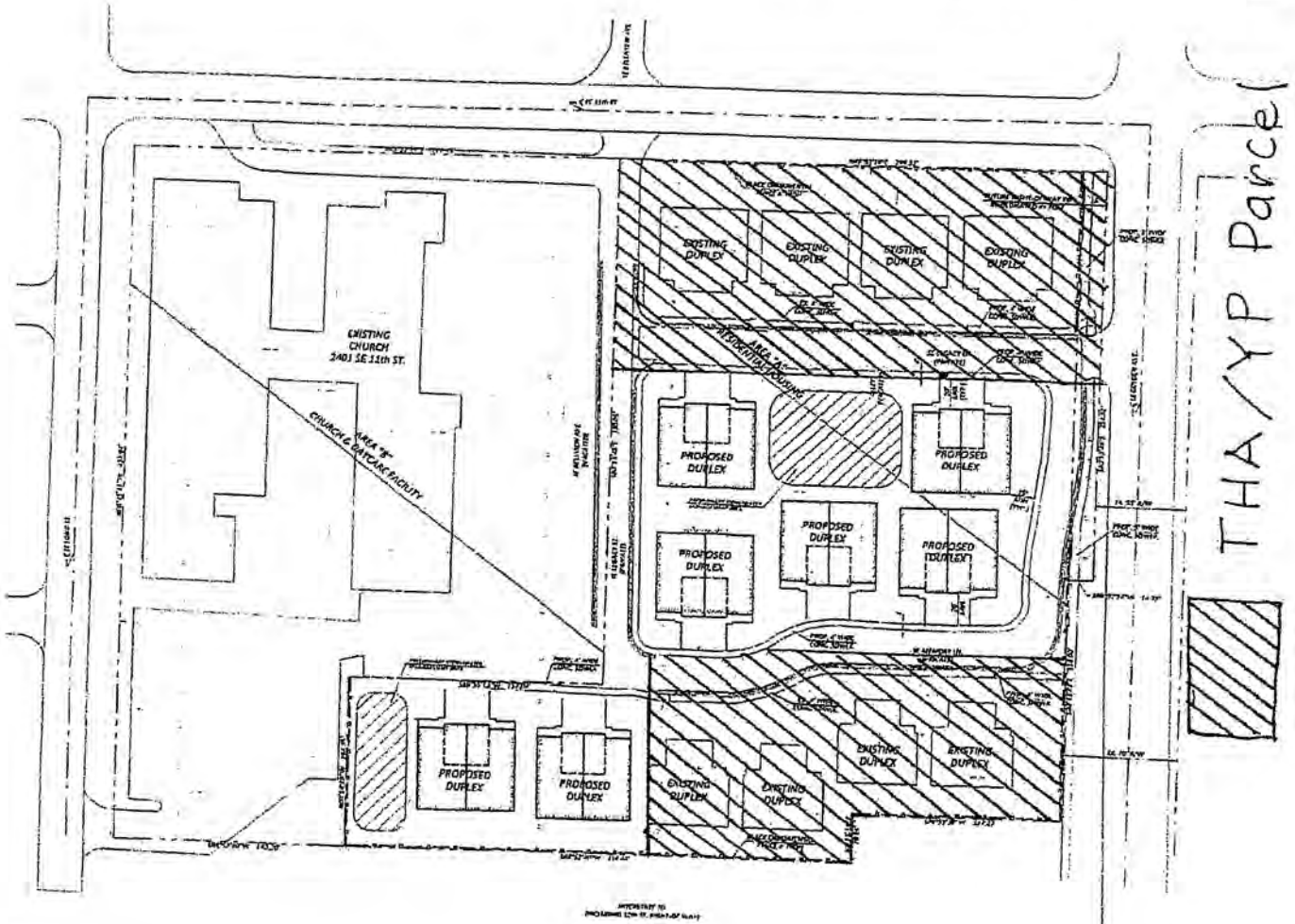
LEGAL DESCRIPTION AND GENERAL DEPICTION OF THA / YP PARCEL

Lots 1 through 10, inclusive, together with the vacated alley adjacent to said Lots 1 through 10, all in Block 7; and the portion of Lot 26 that includes SE Memory Lane and lies south of SE Memory Lane, and Lots 27 through 32, and Lot 34, EXCEPT the East 15 feet of Lots 21, 23, 25, 26, 29 and 31, Block 7; together with the vacated alley adjacent to said Lots 25 and 26, and Lots 27 through 32, and Lot 34 all in Block 7 and the vacated Southeast Bellview Avenue, aka Southeast Belle View Avenue, adjacent to said Lots 2, 4, 6, 8, 10, 26, 28, 30, 32, and 34, Block 7 all in Bell View Addition, City of Topeka, Shawnee County, Kansas.

MASTER PLANNED UNIT DEVELOPMENT
PARADISE PROVIDENCE PLACE REVISION NO. 1

BOOK _____ PAGE _____

DATE _____ TIME _____



THA/YP Parcel

Exhibit A-2

PUD _____

TOPEKA HOUSING AUTHORITY, INC.
2010 SE CALIFORNIA AVE.
TOPEKA, KANSAS 66607

Schmidt, Beck & Boyd Engineering, LLC
SBB

MASTER PLANNED UNIT DEVELOPMENT
PARADISE PROVIDENCE PLACE REVISION NO. 1

Sh. 2 of 2

EXHIBIT A-3

LEGAL DESCRIPTION AND GENERAL DEPICTION OF YP II PARCEL

TRACT 1

A part of Lot 1, Block A, Ybarra Place Subdivision, City of Topeka, Shawnee County, Kansas being more particularly described as follows: Commencing at the Northeast corner of said Lot 1; thence S00°13'48""E along the East line of said Lot, 129.96 feet for the POINT OF BEGINNING; thence continuing along the East line of said Lot S00°13'48""E, 149.96 feet; thence S88°51'48""W, 26.08 feet; thence on a 19.30 foot radius curve right, an arc distance of 13.82 feet, said curve having a long chord bearing S49°41'36""W, 13.53 feet; thence S85°25'58""W, 12.14 feet; thence S88°01'18""W, 20.64 feet; thence S89°19'50""W, 32.14 feet; thence N89°04'13""W, 30.48 feet; thence on a 68.00 foot radius curve left an arc distance of 47.94 feet, said curve having a long chord bearing S75°09'53""W, 46.95 feet; thence S54°50'58""W, 7.97 feet; thence on a 81.00 foot radius curve right an arc distance of 35.70 feet, said curve have a long chord bearing S77°20'32""W, 35.41 feet; thence S89°58'03""W, 66.19 feet to a point on the West line of said Lot, being also the centerline of SE Legacy Street (Formerly SE Bellview Avenue)(now vacated); thence N00°13'48""W along the West line of said Lot, 179.61 feet; thence N88°52'36""E, 284.57 feet to the POINT OF BEGINNING. Containing 1.08 acres more or less."

ALSO:

TRACT 2

A part of Lot 1, Block A, Ybarra Place Subdivision, City of Topeka, Shawnee County, Kansas being more particularly described as follows: Commencing at the Northwesterly corner of said Lot 1; thence S00°13'48""E along the West line of said Lot being the centerline of SE Legacy Street (Formerly SE Bellview Avenue (now vacated), 330.05 feet for the POINT OF BEGINNING; thence continuing S00°13'48""E, 104.83 feet to a point on the South line of said Lot; thence S88°52'40""W, 157.02 feet to the Southwest corner of said Lot; thence N00°14'39""W along the Westerly line of said Lot, 104.95 feet; thence N88°55'13""E, 157.04 feet to the POINT OF BEGINNING. Containing 0.38 acres more or less."

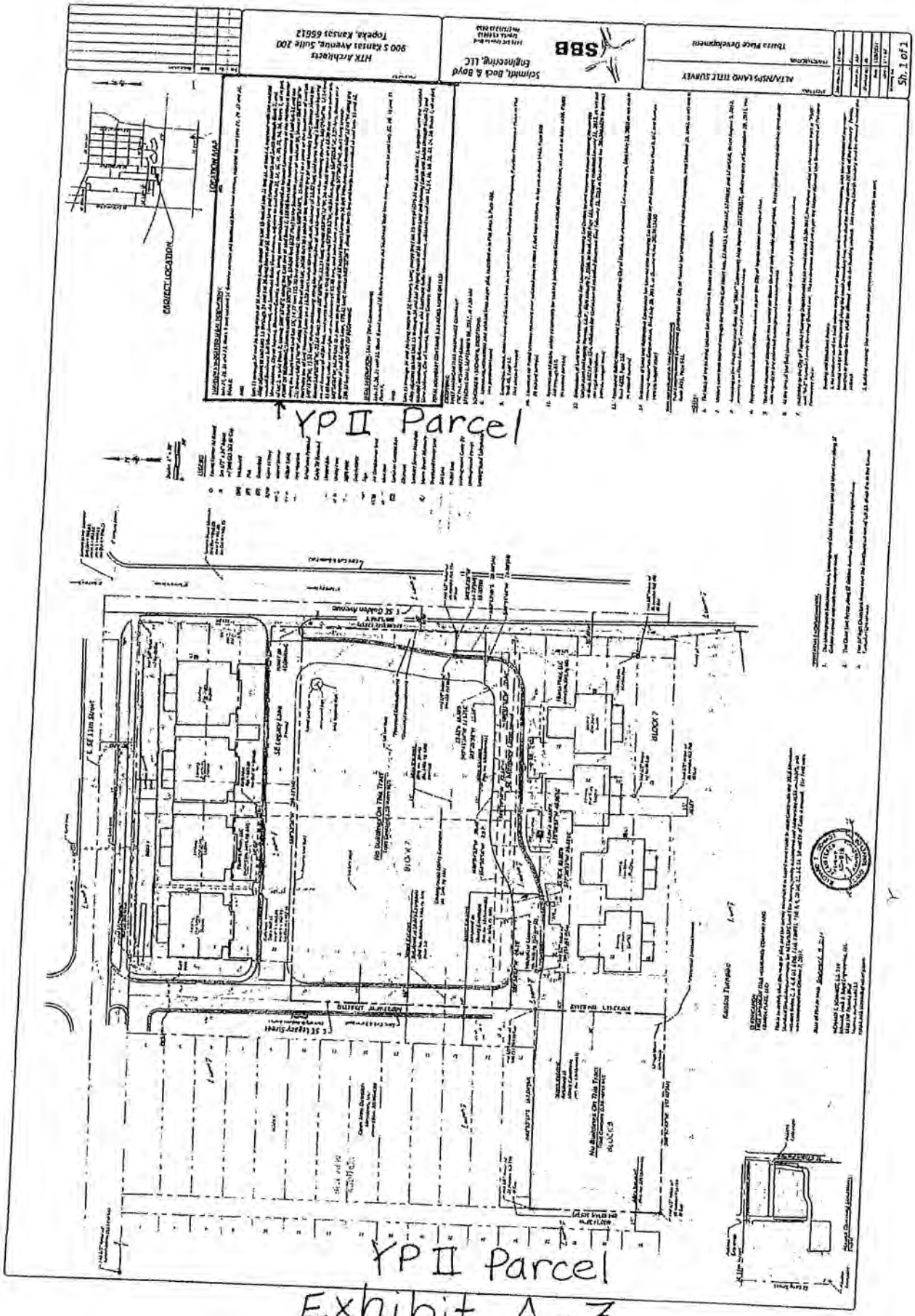


Exhibit A-3

EXHIBIT A-4

LEGAL DESCRIPTION AND GENERAL DEPICTION OF OUTREACH PARCEL

Lots 1 – 26 and Lots 28, 30, 32 and 34, Block 8, together with the vacated alley adjacent to said Lots 1 – 26 and Lots 28, 30, 32 and 34 and vacated SE Bellview Avenue aka Southeast Belle View Avenue, adjacent to said Lots 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, and 25, Block 8, all in Bell View Addition, City of Topeka, Shawnee County, Kansas.

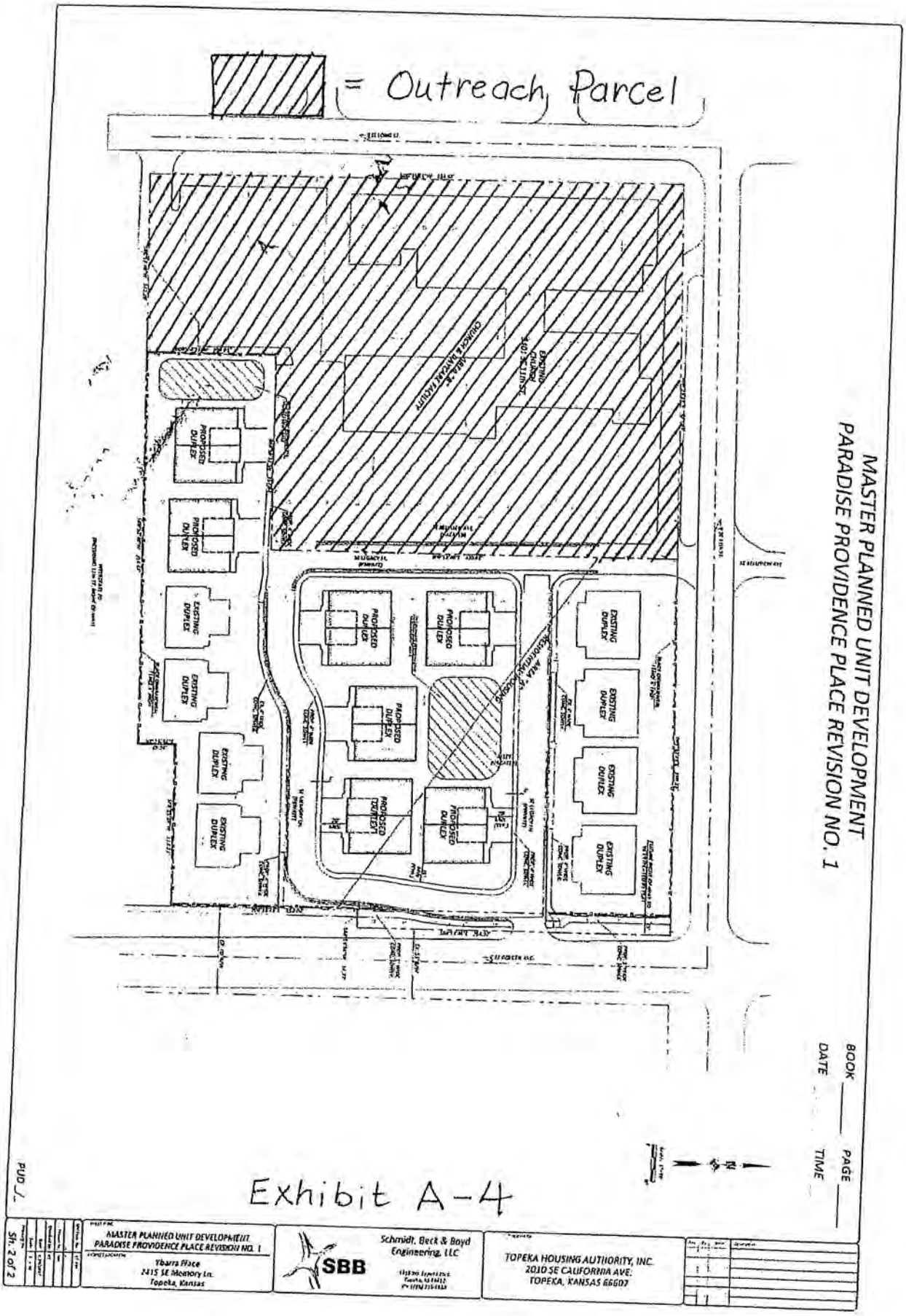

= Outreach Parcel
MASTER PLANNED UNIT DEVELOPMENT
PARADISE PROVIDENCE PLACE REVISION NO. 1
BOOK
PAGE
DATE
TIME
PROPOSED DUPLEX
EXISTING DUPLEX
MASTER PLANNED UNIT DEVELOPMENT
PARADISE PROVIDENCE PLACE REVISION NO. 1
Ybarra Place
2415 SE Meadory Ln.
Topeka, Kansas
SBB
Schmidt, Beck & Boyd
Engineering, LLC
TOPEKA HOUSING AUTHORITY, INC.
2010 SE CALIFORNIA AVE.
TOPEKA, KANSAS 66607
PUD 1
Sht. 2 of 2

Exhibit A-4

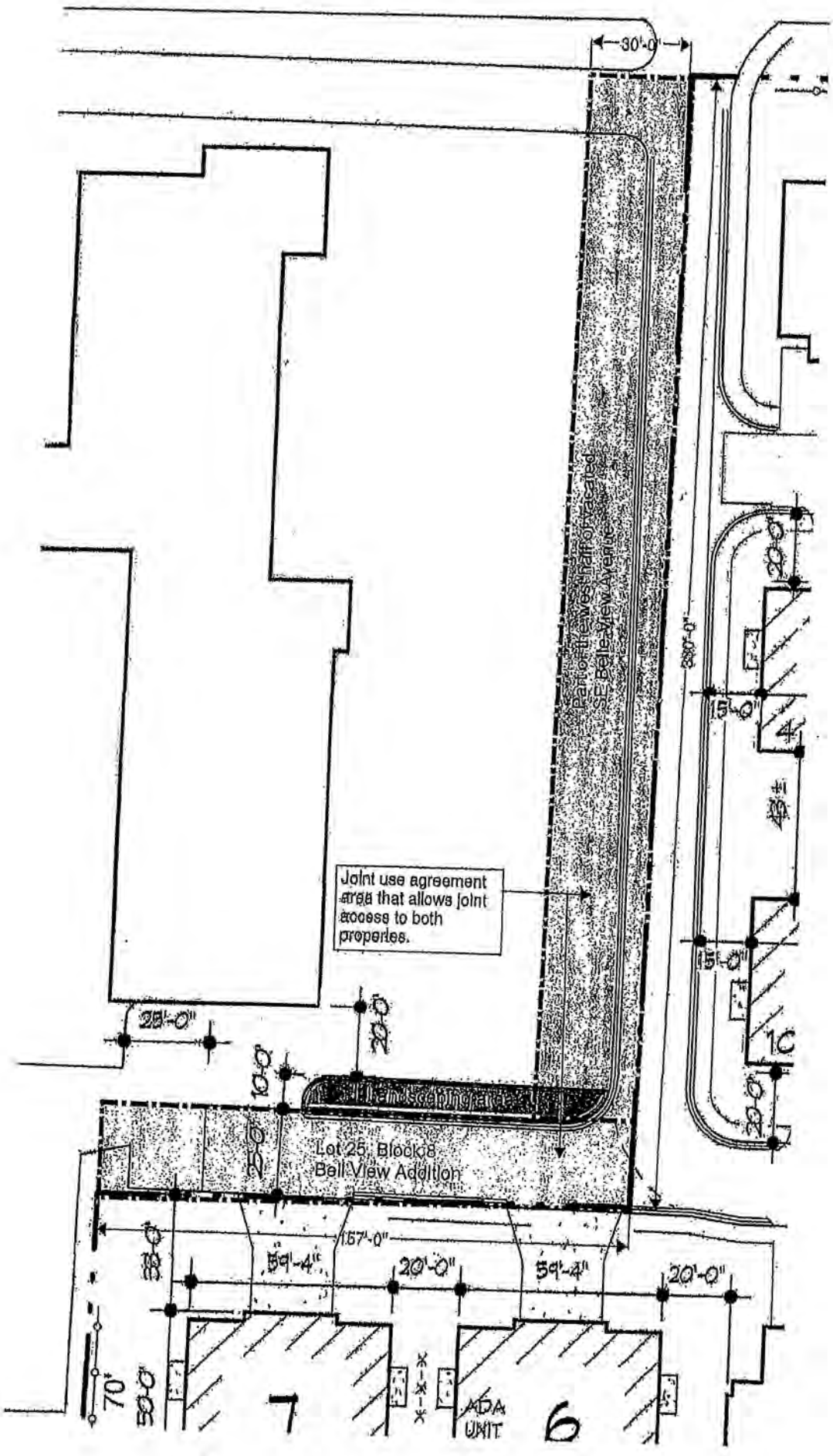
EXHIBIT A-5

LEGAL DESCRIPTION AND GENERAL DEPICTION OF JOINT USE AREA

Lot 25, Block 8, Bell View Addition, according to the recorded plat thereof, in the City of Topeka, Shawnee County, Kansas;

Also that part of the West Half of vacated SE Bell View Avenue adjacent to the East line of Lots 1 through 25, odd, of said Block 8, more particularly described as follows: Begin at the Southeast corner of said Lot 25; thence on an assumed bearing of North 00 degrees 13 minutes 48 seconds West, 330.03 feet along the East line of said Lots to the South right of way line of SE 11th Street; thence North 88 degrees 53 minutes 19 seconds East, 30.00 feet along said right of way line to the centerline of said SE Bell View Avenue; thence South 00 degrees 13 minutes 48 seconds East, 330.05 feet along said centerline; thence South 88 degrees 55 minutes 13 seconds West, 30.00 feet to the Point of Beginning.

The above described tracts contain 0.30 acres, more or less.



30'-0"
Part of the west half of vacated SE Belle View Avenue
Joint use agreement area that allows joint access to both properties.
Landscaping area
Lot 25, Block 8
Bell View Addition
25'-0"
20'-0"
10'-0"
15'-0"
15'-0"
20'-0"
20'-0"
157'-0"
59'-4"
20'-0"
59'-4"
20'-0"
70'
50'-0"
7
ADA UNIT
6

EXHIBIT B

SEE ATTACHED: INFRASTRUCTURE PLAN SHOWING LAY OUT OF YBARRA PLACE II INFRASTRUCTURE ON SITE.

BID PLANS ONLY
NOT FOR CONSTRUCTION

UTILITY PLAN

2415 SE Mallory Ln.
Topeka, Kansas

Schmidt, Beck & Boyd
Engineering, LLC

Topeka Housing Authority, Inc.
2010 SE California Avenue
Topeka, Kansas 66607

C3

a. Inc.

September 7, 2022

Open Arms Outreach Ministries
2401 SE 11th St.
Topeka, KS 66607

Re: Letter of Support
Open Arms Outreach Ministries

To whom it may concern,

THA, Inc. owns an affordable housing development located at the corner of 11th St and Golden Ave. called Ybarra Place. Through the ownership of this property, we have had the opportunity to learn about the work that Open Arms Outreach Ministries (OAOM) does in our community.

Many of our Residents who live at Ybarra Place have participated in or benefited from the initiatives that OAOM provides. Those benefits are, being a Harvesters food distribution site. Providing food, clothing, housing, and other basic needs resources to the community. OAOM has also been a community resource during the COVID Pandemic by providing COVID testing/vaccination clinics. We are pleased to have OAOM as our neighbor and appreciate the services they provide.

Thank you,

Trey George
Executive Director
THA, Inc.
785-286-7277

EQUAL HOUSING OPPORTUNITY

CITY OF
TOPEKA

City Council
City Hall, 215 SE 7th Street, Room 255
Topeka, KS 66603

Tel: 785-368-3710
www.topeka.org

March 18, 2022

To Whom it May Concern:

This letter is to express support for Open Arms Outreach Ministries. Located in a low-to-moderate income area, they have been a beacon of light to the community with food and clothing programs, as well as becoming a site for Covid vaccination and testing. Open Arms Outreach Ministries would be a worthy grant recipient.

Sincerely,

Sylvia E Ortiz

Councilmember Sylvia Ortiz

Public Health
Prevent. Promote. Protect.
Shawnee County Health Department

Shawnee County Health Department
Teresa Fisher, Director
2600 SW East Circle Dr., Topeka, KS 66606
Ph. 785.251.5600 | Fax 785.251.5696
www.shawneehealth.org

To Whom It May Concern,

On behalf of Shawnee County Health Department, please accept this letter of support to Open Arms Outreach Ministries in their application for this community service grant.

The Shawnee County Health Department (SCHD) has worked with Open Arms Outreach Ministries since COVID-19 vaccines became available in early 2021. We are writing this letter to show how Open Arms Outreach Ministries worked with SCHD to support the offering of COVID-19 vaccines in our community.

Open Arms Outreach Ministries opened their building to SCHD to offer space and provide about a dozen COVID-19 vaccine clinics to the public. This partnership was important as it allowed increased access to vaccine in an area of our county that is underserved. Members of Open Arms Outreach, worked side by side with SCHD to promote the COVID-19 vaccine clinics and schedule appointments for clinics being offered in their building.

Through our work with Open Arms Outreach Ministries, we were able to witness the important work they do in regards to food and clothing distribution in our community. Open Arms Outreach Ministries also held a COVID-19 vaccine clinic to serve high-risk young women as part of the You Can Begin Again program.

Throughout the pandemic, Open Arms Outreach Ministries has been a trusted partner working to promote and protect the health and well-being of our community. For these reasons, we hope you will consider Open Arms Outreach Ministries for this grant.

Teresa Fisher

Teresa Fisher, RN, BSN
Director
Shawnee County Health Department

Open Arms in the Year of 2018

Departments		Activities	Served
Evangeli: & Missic	*	Community Thanksgiving Dinner	54 families
	**	Community Trunk or Treat	25-30 (approxmate)
	*	Food Giveaway (4th Saturdays)	1000 families in 2018
	*	Visits to Rescue Mission	30-40 (approximate)
Women Department	**	Annual Women's Conference theme: P.I.N.K. "Power in Knowledge" Emphasis on Women's Health and wellbeing	35 women in attendence.

Open Arms in the Year of 2019

Departments		Activities	Served
Evangeli: & Missions	*	Sunday Morning Breakfast open to community	Served 20-30 adults and children
Youth	**	Visited nursing home	20 (approximate)
	**	Fellowship event opened to community	25-30 (approximate)
	*	Food Giveaway 4th Saturdays	1000 families in 2019
	**	Sponsored "Fun Day Harvester Day" opened to community	50-60 (approximate)
	*	Community Thanksgiving Dinner	70-75(approximate) Meals also delivered to elderly
Women' Department	**	Annual Women's Conference Theme "We Are Better Together"	20 - 30 women in attendanece. First year conference opened to everyone Approximately 6 men were in attendance.

*Health and Nutrition ** Arts/Craft

Open Arms in the Year of 2020

Due to the COVID pandemic, most planned activities were canc
But all departments came together to serve when and where necessary.
Involved were youth, missions/evangelism, hospitality, men and women departments.

	Activities	Served
*	Food giveaway with extended hours	15,000
*	Chili Feed take out	200 (approximate)
*	Thanksgiving Dinner drive thru and delivery	150 (approximate)
**	Annual Women's Conference via Zoom. Theme: "Having Everything Revealed (HER) Focus on mental and spiritual health. Clinical pychologist on panel. Reaching east coast to midwest.	76 in attendance
**	Harvest Festival (Halloween) goodie bags giveaway.	100 served (aproximate)

Open Arms in the Year of 2021

Departments		Activities	Served
Missions	*	Food Giveaway	1000
	**	Holiday Communty Toy Giveaway	500 toys given away
Youth	**	Holiday Festivities (Halloween & Christmas)	50-75
	*	Church doors opened to Shawnee County Health Department as a hub for COVID vaccine Clinic durng the months of April, May and August	100 to 150 (approximate)

*Health and Nutrition ** Arts/Craft

Men's Support Group is held once a month. While the meetings are open to the public, it is not mandatory for the residence at El Bethel. On an average, the group averages 9 men in attendance. Pre COVID, the number was higher due to public attendance.

Mentee Services provides one on one service to the residents. While this is optional, all of the men have applied for this services.

Arts, crafts and activities are events to stimulate learning through social recreations and kinesthetic learning in a leisure setting

2018

Community Trunk or Treat	25-30 (approxmate)
Annual Women's Conference theme: P.I.N.K. "Power in Knowledge" Emphasis on Women's Health and wellbeing	35 women in attendence.

2019

Visited nursing home	20 (approximate)
Fellowship event opened to community	25-30 (approximate)
Sponsored "Fun Day Harvester Day" opened to community	50-60 (approximate)
Annual Women's Conference Theme "We Are Better Together"	20 - 30 women in attendanece. First year conference opened to everyone Approximately 6 men were in attendance.

Arts, crafts and activities are events to stimulate learning through social recreations and kinesthetic learning in a leisure setting

2020

Annual Women's Conference via Zoom. Theme: "Having Everything Revealed (HER) Focus on mental and spiritual health. Clinical pychologist on panel. Reaching east coast to midwest.	76 in attendance
Harvest Festival (Halloween) goodie bags giveaway.	100 served (aproximate)

2021

Holiday Communty Toy Giveaway	500 toys given away
Holiday Festivities (Halloween & Christmas)	50-75 (approximate)

Hearty Health & Living Program

2018-2019 - In addition to being on call, nursing Services were available onsite 5 days a week, two hours a day, for residents and special events, time varied. 2020-2022 – Nursing Services were on call 5 days a week.

2020 COVID – Nursing Services were on call and office hours varied. For testing kits, nursing services received on call contact from the Pastor, who was onsite daily. There were fifty individuals tested for COVID through the PCR testing.

2020 The number of individuals getting shots in the arm were one hundred to one hundred-fifty individuals

2021 - Kansas Beats the Virus event was held onsite serving 25-30 individuals

Other Health and Living Services provided in past four years:

2018

Food Giveaway (4th Saturdays) 1000 families served
Community Thanksgiving Dinner 54 families served
Visits to Rescue Mission 30-40 in attendance each month

2019

Sunday Morning Breakfast 20-30 adults and children served
Food Giveaway 1000 families served
Community Thanksgiving Dinner 70-75 individuals served

2020

Food giveaway 15000 individuals served
Chili Feed (take out) 200 individuals served
Thanksgiving Dinner 150 (approximate) served

2021

Food Giveaway 1000 families served
SNCO COVID Clinic 100 - 150 (approximate) individuals served

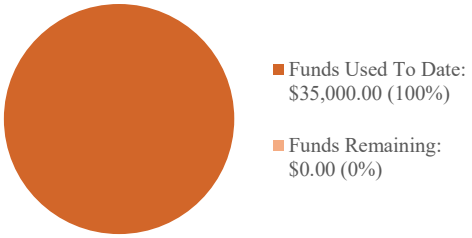
Open Arms Outreach Ministries

PROJECT INFORMATION

Project Name	Community Garden
Project Description	Community Garden
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Cash Amount	$35,000
Financed Amount	$0
Total Allotted Funds	$35,000
Funds Used To Date	$35,000
Funds Remaining	$0



Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$35,000.00	**$35,000.00**	**$0.00**

Item	Category	Amount
5.29 acres	Materials	$27,000.00
Permit	Materials	$50.00
Risen Garden Boxes	Materials	$1,000.00
Seeds	Materials	$450.00
	Materials	
	Materials	
	Materials	
	Materials	
	Materials	
	Materials	
	Materials	
Total		$28,500.00

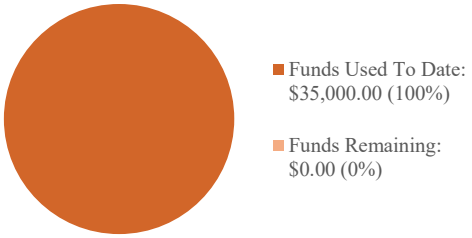
Open Arms Outreach Ministries

PROJECT INFORMATION

Project Name	Community Garden
Project Description	Community Garden
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Cash Amount	$35,000
Financed Amount	$0
Total Allotted Funds	$35,000
Funds Used To Date	$35,000
Funds Remaining	$0



Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$35,000.00	**$35,000.00**	**$0.00**

Item	Category	Amount
Shed- 1	Materials	$3,500.00
Permit	Materials	$50.00
Planters	Materials	$5,000.00
Seeds	Materials	$750.00
Tools	Materials	$3,000.00
Picnic Table/Benches 2	Materials	$2,000.00
Dirt	Materials	$5,000.00
fence 2 fences	Materials	$4,000.00
Mural 1	Materials	$3,000.00
Serenity Garden Water fall 1	Materials	$1,000.00
Total		$27,300.00

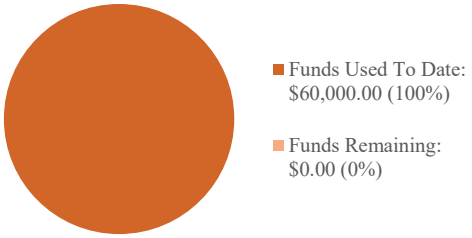
Open Arms Outreach Ministries

PROJECT INFORMATION

Project Name	El BethelTransitional Living Spaces
Project Description	Take out old flooring, replace with new tile. Finish and trim all new flooring. Replace current cabinets with more modern style. Finish and trim all cabinets.
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Cash Amount	$60,000
Financed Amount	$0
Total Allotted Funds	$60,000
Funds Used To Date	$60,000
Funds Remaining	$0



Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$60,000.00	**$60,000.00**	**$0.00**

Item	Category	Amount
Flooring	Contractual	$5,000.00
Painter	Contractual	$1,500.00
Electrician	Contractual	$3,275.00
Plumber	Contractual	$2,500.00
Contractor	Contractual	$4,500.00
Electrician	Contractual	$1,000.00
Total		$17,775.00

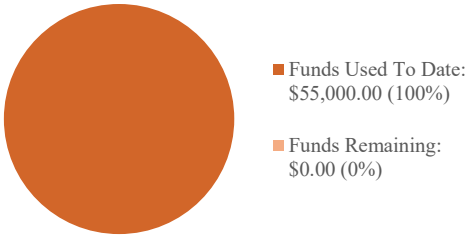
Open Arms Outreach Ministries

PROJECT INFORMATION

Project Name	Community Health & Wellness
Project Description	
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Cash Amount	$55,000
Financed Amount	$0
Total Allotted Funds	$55,000
Funds Used To Date	$55,000
Funds Remaining	$0



Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$55,000.00	**$55,000.00**	**$0.00**

Item	Category	Amount
Flooring	Contractual	$1,700.00
Painter	Contractual	$250.00
Electrician	Contractual	$1,100.00
Plumber	Contractual	$750.00
Total		$3,800.00

Open Arms Outreach Ministries

PROJECT INFORMATION

Project Name	El BethelTransitional Living Spaces
Project Justification	The propose project consist of three phases. Phase 1 Budget: 60,000; Phase 2 Budget: 55,000; Phase 3 Budget 35,000. OAO has elected to spread the grant funding into two budget Item Lines: Supplies/Materials and Contractual. By doing so, this will ensure
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Grant Amount	$150,000
Financed Amount	$0
Total Allotted Funds	$150,000



Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$150,000.00	**$60,000.00**	**$0.00**

Item	Category	Amount
Carpet Tile flooring 5 rooms	Materials	$13,000.00
Ceiling Tiles 5 rooms	Materials	$4,500.00
Paint 5 rooms	Materials	$875.00
Lighting- 6 light each room 5 rooms	Materials	$1,500.00
Appliance-oven	Materials	$850.00
Plumbing	Materials	$1,000.00
Rec Room Furnishings	Materials	$6,500.00
Bathrooms 2	Materials	$4,000.00
Window Heating /coolingUnit 2	Materials	$7,000.00
Total		$39,225.00

Item Line	Budget Amount	
Personal	$	-
Fringe Benefits	$	-
Travel	$	-
Equipment	$	-
Supplies/Material	$	118,925.00
Contractual	$	31,075.00
Building		
Other		
Total	$	150,000.00

October 5, 2022

Hello ARPA Policy and Finance Committee,

Thank you for giving Open Arms Outreach Ministries (OAO) the opportunity to clarify and to expound on our intent on how we can maximize the funds and create a Community Oasis on the South East side of Topeka. The response to the questions are below. Please let us know if additional information is needed.

1. Can you accept a $8,000 reduction, cutting out the garden, meditation area, and a mural? (New total being $127,000)

OAO Response: Yes, OAO can maximized the funds by scaling down, see revised budget attached.

2. Can you verify that the 10 supported housing units and 10 transitional units, all through renovations, are in place? A little more clarity that all of this is in place.

OAO Response: Yes, OAO purchase the Belvoir School which is 33,137 sq feet of space on 2.59 acre of land, located 2401 SE 11th, Topeka KS. OAO resides on the land and uses the space for community needs and spiritual needs. The grant requested is to expand on the programs OAO already have in place to serve and meet the needs of the community. The supported housing and the transitional rooms are located on the South end of the building located at 2401 SE 11th, Topeka, KS. There onsite are 6 rooms in place to house 20 units broken down as follow.

Room one: 961 sq feet - 480 sq ft of living space available for 2 men

Room two: 961 sq feet – 480 sq ft of living space available for 2 men

Room three: 961 sq feet – 480 sq ft of living space available for 2 men

Room four: 961 sq feet – 320 sq ft of living space available for 3 men

Room five: 480 sq feet- of living space available for 1 man

Room six: 1500 sq feet transitional living space for 10 men. Each person have

150 sq feet of living space with 422 sq feet annex recreation room, total space is 1922 sq feet

3. How many rooms do you actually have?

Men's Resident for El Bethel Housing, located on the South end of the building, have a total of 9 rooms, 6 of them houses living units for 20 men. See the breakdown below:

1. Room one: 961 sq feet - 480 ft of living space available for 2 men
2. Room two: 961 sq feet - 480 ft of living space available for 2 men
3. Room three: 961 sq feet - 480 ft of living space available for 2 men
4. Room four: 961 sq feet - 320 ft of living space available for 3 men
5. Room five: 480 sq feet- of living space available for 1 man
6. Room six: 1500 sq feet transitional living space available for 10 men (150 sq ft per person) with 422 sq feet annex Rec Room, total space 1922 sq ft
7. El Bethel Kitchen 961 sq feet
8. El Bethel Bathroom 1: 14x19 Measurement
9. El Bethel Bathroom 2: 14x19 Measurement
10. EL Bethel Hallway 200 feet

Community Center – Located on the North side of the building have 2 bathrooms, connected to the multi-purpose room, see measurements below:

- Multi-Purpose Room: 900 sq feet
- Multi-Purpose Bathroom1: 5ftx4”x5ft
- Multi-Purpose Bathroom 2: 4 ftx8”x5ft

In addition to the rooms, kitchen, bathrooms listed above, OAO have made usage of the 33, 137 sq feet of space and have designated sections of the building for spiritual needs. The rooms below are independent of the rooms listed above.

1. 250 capacity Sanctuary
2. 3 rooms in back of sanctuary
3. 6 bathrooms which includes 2 bathrooms for parishioners to use which is adjacent to the sanctuary, 2 administrative bathrooms, 2 youth bathrooms.
4. Kitchen adjacent to the sanctuary
5. Maintenance room
6. Small chapel – 50-75 people
7. 4rooms (nursing unit, clergy room, 2 classrooms
8. 2 janitorial closets
9. Storage room
10. Administrative office, which includes mini offices
11. Conference Room
12. 2 Youth Rooms
13. Music studio
14. Clothing bank
15. Boutique

16. Food pantry

4. Can you provide additional clarification on the budget you submitted? Break the budget parts down more.

OAO Response: Please see attached the budget narrative reflecting the breakdown.

5. Have you secured and have ownership of these parcels you included in your responses to the additional questions?

OAO Response: The parcels in questions were submitted as a second scenario as an opportunity to purchase this land.

To clarify, this land had just come on the market and OAO saw this as an opportunity to build more housing in this community, targeting single parent household for mom and children. OAO does not have the funds to purchase this land and only submitted this as a 2nd scenario, as an alternative of how a reduction of the funds can be maximized.

6. You mention your long-term plan is to build tiny houses, currently that is illegal in Topeka. Is that phase independent of the 10 housing units you are requesting funds for? Or is it included?

The 10 housing units are onsite of the OAO building, located 2401 SE 11th Street, Topeka KS and is independent of the tiny house project.

Note: The tiny house project was submitted as a 2nd scenario for alternative usage of the funds with the goal to purchase the land which is located across the street from the OAO building. If, we could have secured the land, OAO's long-term goal was to build housing for single parent households, targeting mom and children. This is no longer a viable option, as OAO does not have the funds to secure the land.

Thank you again for this opportunity!

Sincerely,

Charlene Johnson

Funds Development Director

Open Arms Outreach Ministries

2401 SE 11th St, Topeka KS 66607

Cell: 785-580-3525

Open Arms Outreach Ministries

Budget Narrative $127,000

Budget Narrative for El Bethel Phase ……. Pages 2-3

Budget Narrative for Community Oasis Center Phase …… Pages 4-5

Budget Narrative for Community Garden Phase…….. Pages 6-7

El Bethel Budget Phase

Material/Supplies: 35,225

Contractual: 18,775

Total: 57,000

Open Arms Outreach Ministries

Budget Narrative for El Bethel Phase

EL Bethel Phase – Flooring: Material and Labor Expenses

$13,000 - Material Item Line: El Bethel Housing Phase - $13,000 to purchase carpet and/or tiles flooring for five men's rooms. 2 rooms Carpet 1098 sq ft @2 sq feet plus padding @.70 per sq feet, Cost: $2965. Tile: 3room @961 sq ft, 2883 sq ft @ $3, Cost $8649. Cement, paste, trimming, misc, Cost $1,386

$5,000 - Labor expenses for installation for the above flooring

EL Bethel Phase – Ceiling: Material and Labor Expenses

$4500 – Material Item Line replacement of 500 ceiling tiles which includes the 5 El Bethel men rooms and the El Bethel Hall way connected to the men's unit.

Labor expense is included.

EL Bethel Phase – Painting: Material and Labor Expenses

$875 – Purchase 5 gallon of paint for El Bethel rooms, along with purchase of paint brushes, rollers, misc, 961 sq ft x 5 rooms, total of 4806 sq ft.

$1,500 - Labor expenses for painting of 5 El bethel resident's room

EL Bethel Phase – Lighting: Material and Labor Expenses

$1,500 - Repair 6 lights each for 5 El Bethel rooms cost includes fixtures, and accessories.

$3,275- Electrician Labor Expenses for installation of light fixtures for 5 El Bethel residents room.

EL Bethel Phase – Kitchen Appliance: Material and Labor Expenses

$850 - Purchase of domestic oven for EL Bethel kitchen used by residents living at El Bethel.

Labor expense is included.

EL Bethel Phase –Dual Kitchen Sink Material and Labor Expenses

$1000 – Replacing worn out dual sink and faucets in the El Bethel kitchen for residents.

$2500 – Labor expense for installation.

EL Bethel Phase – Rec Room Furnishing: Material and Labor Expenses

$6,500 - Purchase of one 65inch television, cost $800; purchase 1 pool table, cost $1000; purchase of tables and chairs for residents' rec room, cost $1700; cots for both supported and transitional residents, cost $3,000

Labor expense is included in the cost.

EL Bethel Phase, Bathroom Fixtures: Material and Labor Expenses

$4,000 - Repairing plumbing 2 El Bethel Bathroom Flush hookup

$4,500 - Plumber Labor expenses for repairing and replacing flush system in 2 bathrooms for El Bethel residents

El Bethel Phase, Window Heating/Cooling Material and Labor Expenses

$3,000 - Purchase 2 window heat/Cooling for 2 El Bethel men's room, @$1500 each

$2,000 – Electrician Labor expenses for installation of window heat/cooling system for 2 El Bethel rooms

Community Oasis Center Phase

Material/Supplies: 45,350

Contractual: 3,700

Total: 50,050

Open Arms Outreach Ministries

Budget Narrative for Community Oasis Center Phase

Community Oasis Center Phase – Flooring: Material and Labor Expenses

$3,500 - Material Item Line: Community Oasis Center – repair tile flooring 961 to include the 2 Community Oasis Center bathrooms connected to the center. 961 x 3.25, Cost 3,124, cement, paste, trimming, misc, Cost $373.

$1,700 - Labor expense for installation of flooring for Community Oasis Multi-purpose center as listed above.

Community Oasis Center Phase – Ceiling: Material and Labor Expenses

$800 – Material Item Line replacement of 102 ceiling

Labor expense included.

Community Oasis Center – Painting Material and Labor Expenses

$175 – Material Item Line for complete purchase of 1 gallon of paint for Community Oasis Center purchase of paint brushes, rollers, misc, 961 sq ft.

$250 – Labor expenses for painting Community Oasis Multi*purpose room, along with the two-bathroom connected inside the center.

Community Oasis Center – Lighting: Material and Labor Expenses

$400 - Repair 6 lights for Community Oasis Center Multi-purpose Room cost includes fixtures, and installation

Labor and installation included.

Community Oasis Center – Lap Tops Material and Labor Expenses

$3,200 - Purchase of 6 Lap Tops for Community Oasis Center for community usage.

Labor and installation expenses are not needed.

Community Oasis Center – Window unit- Heater/cooler 1 unit: Material and Labor Expenses

$1,500 – Purchase 1 window heat/cooling for the Community Oasis Center.

$1,000 – Electrician expenses for the installation of the window heat/cooling system.

Community Oasis Center – Bathroom Plumbing Material and Labor Expenses

$750 – Plumber expense repair plumbing lines for both bathrooms for community oasis center

Labor and installation are included in the above price.

Community Oasis Center – Asphalt: Material and Labor Expenses

$28,150 – Purchase asphalt material and labor expenses for 1 mile outside track as part of the Community Oasis Center phase.

Labor and installation are included in the above price.

Community Oasis Center Phase – Striping: Material and Labor Expenses

$1125 – Outside Track Striping for 1 mile- Labor and paint included

Labor and installation cost is included in the above price.

Community Oasis Center Phase – Outside Benches: Material and Labor Expenses

$1000 - Purchase of 3 ADA Compliance benches, situated along the outside track for walkers to rest

Labor and installation cost not needed.

Community Garden Phase

Material/Supplies: 14,450

Contractual: 5,500

Total: 19,950

Open Arms Outreach Ministries

Budget Narrative for Community Garden Phase

Community Garden Phase – Shed 1 - Material and Labor Expenses

$1,000 – 10 ft x 12 ft Building of a Shed to house the garden tools for the community vegetable and fruit garden.

Labor and installation are included in the above price.

Community Garden Phase – Permit Material and Labor Expenses

$50 - Garden permit for the community vegetable and fruit garden

Labor cost is not needed

Community Garden Phase – Planters: Material and Labor Expenses

$2,500 - Purchase of 10 4 feet raised planters for the vegetable and fruit garden

Labor and installation cost not needed:

Community Garden Phase – Seeds: Material and Labor Expenses

$750 - Purchase 3 bags of the 600,000 Heirloom Survival Food Vegetable Seeds DIY Gardening for the community vegetable and fruit garden.

Labor expenses are not needed.

Community Garden Phase – Tools: Material and Labor Expenses

$1500 - Purchase gardening tools - assortment of tools used for vegetable and fruit garden

Labor expenses are not needed:

Community Garden Phase – Outside Picnic table and Chairs: Material and Labor Expenses

$2,150 - Purchase 2 Picnic Table/Benches used for prepping and harvesting vegetables and fruits

Labor expenses are not needed.

Community Garden Phase – Outside Dirt: Material and Labor Expenses

$2,500 - Purchase Dirt - Used for the vegetable and fruit community garden

Labor expenses are not needed.

Community Garden Phase – Fence 2 Material and Labor Expenses

$4,000 - Purchase 80-85 ft long 8 ft high wire Fences used to barrier to protect the vegetable and fruit garden

Labor and installation are included in the above cost.

Community Garden Phase –Ground Prepping Material and Labor Expenses

$2,500 – Contractual – Labor expenses ground Prep for the community vegetable and fruit garden

Labor and installation are included in the above cost.

Community Garden Phase – Water System Material and Labor Expenses

$2,000 – Contractual - Water Dept installation of water system for the community vegetable and fruit garden

Labor and installation are included in the above cost.

Community Garden Phase – Outside Lights: Material and Labor Expenses

$1,000 – Contractual - Evergy Lights installation of outside lights to surround the community and vegetable garden

Labor and installation are included in the above cost.

Open Arms Outreach Ministries

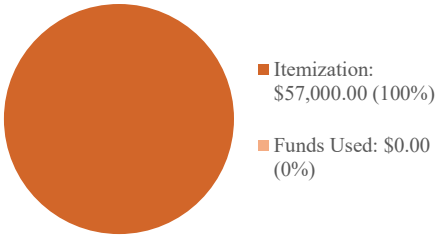
PROJECT INFORMATION

Project Name	El BethelTransitional Living Spaces
Project Description	Take out old flooring, replace with new tile. Finish and trim all new flooring. Replace current cabinets with more modern style. Finish and trim all cabinets.
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Grant Amount	$57,000

Total Allotted Funds	$57,000
Itemization	$57,000
Funds Used	$0



Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$57,000.00	**$57,000.00**	**$0.00**

Item	Category	Amount
Flooring - Labor and installation -Carpet, Tiling, 5 El Bethel Rooms	Contractual	$5,000.00
Painter - Labor expense, painting of the 5 El Bethel rooms	Contractual	$1,500.00
Electrician - Labor expenses, installation of lights for each of the El Bethel rooms	Contractual	$3,275.00
Plumber - Labor Expenses for Dual Hookup system in the El Bethel Kitchen	Contractual	$2,500.00
Plumber - Labor expenses for repairing and replacing flush system in bathrooms	Contractual	$4,500.00
Electrician - Labor expenses for installation of window heat/cooling system	Contractual	$2,000.00
Total		$18,775.00

Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$19,950.00	**$19,950.00**	**$0.00**

Item	Category	Amount
1 Shed used for storage of garden tools and sees for community vegetable and fruit	Materials	$1,000.00
Permit - Vegetable and fruit garden	Materials	$50.00
Planters 10 planters used for the vegetable and fruit garden	Materials	$2,500.00
Seeds - Vegetables and fruit seeds used for the community vegetable and fruit garden	Materials	$750.00
Tools - Assortment of tools used for vegetable and fruit garden	Materials	$1,500.00
2 Picnic Table/Benches used for prepping and harvesting vegetables and fruits	Materials	$2,150.00
Dirt - Used for the vegetable and fruit community garden	Materials	$2,500.00
Wire Fence - Used to protect the vegetable and fruit garden	Materials	$4,000.00
	Materials	$0.00
	Materials	$0.00
Total		$14,450.00

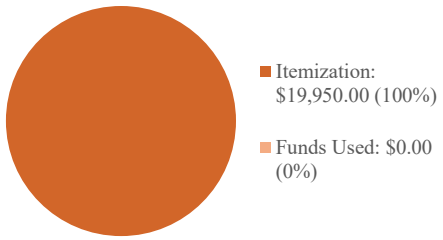
Open Arms Outreach Ministries

PROJECT INFORMATION

Project Name	Community Garden
Project Description	Community Garden
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Grant Amount	$19,950
Financed Amount	$0
Total Allotted Funds	$19,950
Itemization	$19,950
Funds Used	$0



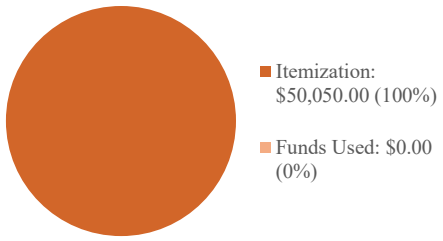
Open Arms Outreach Ministries

PROJECT INFORMATION

Project Name	Community Health & Wellness
Project Description	
Contractor	
Licensed/Bonded Number	
Contact Name	Supt. S.C. Mitchell Pastor
Website	openarmsministriescogic.org
Phone	785.217.5560
Address	2401 SE 11th St. Topeka KS 66607

FINANCIAL STATUS

Grant Amount	$50,050
Financed Amount	$0
Total Allotted Funds	$50,050
Itemization	$50,050
Funds Used	$0



Open Arms Outreach List of Expenses

PROJECT FUNDS ALLOTTED	FUNDS USED TO DATE	FUNDS REMAINING
$50,050.00	**$50,050.00**	**$0.00**

Item	Category	Amount
Flooring - Labor expense - Tile flooring Community Multi Purpose center	Contractual	$1,700.00
Painter - Labor expenses to paint Community Oasis Center multi-purpose	Contractual	$250.00
Electrician - Laber expenses for the Installation of the window heat/cooling	Contractual	$1,000.00
Plumber repair plumbing lines for both bathrrooms for community oasis center	Contractual	$750.00
Total		$3,700.00

ARPA Funds Grant Application

Submission date:	**27 July 2022, 9:26AM**
Receipt number:	**35**
Related form version:	**5**

Section I Organization Information

Organization Name	**Topeka Habitat for Humanity, Inc.**
Organization Address	**121 NE Gordon Street, Topeka, KS 66608**
Primary Phone	**785-234-4322**
Primary Email	**ceo@topekahabitat.org**
Primary Contact	**Janice Watkins, CEO**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**38 years**
Industry Name	**Construction**
What is your organization's mission statement?	**Topeka Habitat for Humanity seeks to build strength, stability and self-reliance through the construction and repair of affordable shelter to promote and achieve homeownership, while improving and revitalizing neighborhoods. Our vision is a place where everyone, regardless of creed, class, or ability, has a decent, safe and affordable place to live.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**

Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**We have not been fully staffed in different facets and programs of our organization since the onslaught of the COVID-19 global pandemic. Currently, we are 2.5 staff short.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$75,157 - 1st PPP loan (full forgiven), $89,229 - 2nd PPP loan (fully forgiven)**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$30,000 - Shawnee County COVID CARES funding**

Section III Summaries

ARPA Grant Amount Requested	**475,000**
Name the program for which you are applying	**Affordable Housing Partnership Program**

Please describe your organization, its programs and how this program fits in	**Topeka Habitat for Humanity's commitment to offering safe and affordable housing in our community extends a span of over 35 years in the Topeka and Shawnee County area. Our model is tried and true and our programming is key in addressing safe and affordable homeownership opportunities for low-income individuals and families. By working with these vulnerable individuals and providing a partnership housing program, we directly address the need for long-term change, through budget and financial counseling and "sweat equity" to ensure mission and community connection and a partnership in building new home construction. At the conclusion of the new construction, the families make payments of a zero-interest, principal-only mortgage to our organization, which directly impacts their credit scores and available equity. These homes are not only built in partnership with the families that will occupy the dwellings, but with community volunteers and local students who gain job-readiness skills and education in the areas of science, technology, engineering, architecture and mathematics. To date, Topeka Habitat for Humanity has constructed 113 new homes for families, living at or below 70% of the Average Median Income, under our partnership housing model. As our 104th Habitat for Humanity family, so beautifully noted, this homeownership opportunity "changes the economic family tree for generations to come."** **The Affordable Housing Partnership Program is at the cornerstone of our service that spans across our community. The pandemic has highlighted an already growing housing gap for low-income individuals and we can continue to meet the need with additional funds to supplement our new construction program. Creating viable, financially-ready, stable homeowners is a benefit to the entire community.**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Homeownership, specifically affordable, safe and accessible homeownership, impacts the quality of life for not only the families and individuals served, but the surrounding community. Our model allows us to build with volunteers, as well as local contractors to create and ensure affordability. Acting as the lender in these non-traditional situations, Topeka Habitat also exercises control over the structure of the mortgage and provides post-support budgeting and life skills. As a result, in 113 homes, Topeka Habitat has only traditionally foreclosed on one of those homes in the span of 35 years of program success.** **Our partnership program creates infill - bringing up home values in the neighborhood, reducing crime and allowing neighbors to be actively involved in the planning and design process. Our partnership program creates responsible residents - connecting them with their NIAs and other neighborhood opportunities to create a cohesive "neighbors helping neighbors" model. Our partnership program generates City revenue - thereby transitioning vacant land into an active, taxed property with active utilities and services. Our homeowners annually contribute an average of $178,000 combined in real-estate tax revenue, while we estimate an additional workforce impact of $756,000 based on an economic market study of our organizational history. Our partnership program creates affordability, safety and security for those that may not achieve the goal of homeownership without the assistance of this program.** **This program is sustainable, but we cannot build as effectively without funding assistance, due to the increase in prices. Once inflation steadies, we can continue our program as we have for three decades with minimal impact to our organization, but as we continue to recover as an organization and community from the long-term impacts of the global COVID-19 pandemic, these funds are critical to**

	ensuring that we can not only maintain, but increase our impact, over the next four years of the grant term.
How has the pandemic impacted the effectiveness of your organization?	**The pandemic has brought its challenges, but it did not impact our effectiveness in whole. During the shutdowns, we pivoted and used our work trucks and equipment to deliver food boxes and PPE to community partners and residents. The impact has come in the supply chain demands and delays, as we sometimes wait up to 26 weeks for necessary building components. The price increases of raw materials has also impacted our ability to build affordably. While our model is to build as fiscally responsible as possible, we have seen increases of over 30% in prices and as an affordable housing provider, we cannot pass these costs down to the homeowner(s) that we serve. This funding is necessary to fill a gap need during inflation and supply chain demand issues, as we continue to fight the affordable housing gap.**
Please describe how you see the future of your organization and its program post-pandemic	**This program will continue to serve families, individuals and our community. We need to continue to build and build more, as the affordable housing gap widens. We will continue to seek out affordable supply chain options and continue to seek out options to also rehabilitate existing dwellings, rather than build from the ground up to serve more families.** **Our organization and team is strong in serving those most in-need and continuing to foster a holistic model of service.** **If awarded these funds, we can ensure that we can continue to build and serve a higher level of families during and after the four year grant term.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Our Affordable Housing Partnership Program embraces a holistic model of service - designed to eliminate bias in lending and ensure that homeownership is achievable for all. By working with our organization from beginning to end, we can help prospective individuals prepare for the various responsibilities of homeownership, including learning about personal finances, mortgages, maintenance and upkeep of homes, and much more.** **Family selection is based annually on three criteria for our traditional Partnership program. Qualifying individuals and families must demonstrate: 1) An ability and willingness to make payments to a zero-interest mortgage; 2) A demonstrable need for safe and affordable housing; and 3) The willingness to partner with our organization. This includes, but is not limited to, regular meetings with the Topeka Habitat team, completion of assigned "sweat equity" hours, home maintenance classes, and financial counseling. The homeowner application process is a multi-step comprehensive look at the finances and circumstances of all persons that would reside in the Habitat home. Homeowner applications are then reviewed by the Family Selection Committee and the selection criteria does not discriminate on the basis of race, sex, color, age, ability, health, religion, national origin, sexual orientation, family status or marital status. This is a "blind" process with a committee comprised of Topeka Habitat Board Members, community partners and representatives of the neighborhoods in which we are slated to build. Once selected, the future homeowner(s) enter into a Partnership Housing Contract that is a mutual agreement and commitment between Topeka Habitat for Humanity and the future homeowner(s) to complete the aforementioned budgeting, "sweat equity", home maintenance classes, as well as to actively work with volunteers and the community to build their home. The homes are built under the**

supervision of a qualified Construction Manager, who also serves as the organization's General Contractor, who brings over 25 years of affordable housing experience. Our team ensures that the homes are safe, decent and affordable, giving due planning to ensuring future accessibility, energy-efficiency and safety. We ensure through hundreds of hours with each family in budgeting and financial readiness that these homes will remain affordable long-term and that no homeowner will pay more than 30% of their income on total housing costs (mortgage, escrow, utilities, maintenance and upkeep) combined. When the home is completed, Topeka Habitat mortgages the home to the homeowner(s) at a zero-interest payment for the lesser of our costs to build, or the final appraised value to ensure equity. We continue to work with the homeowner(s) from the onset of the mortgage to payoff and beyond. We are the banker, the builder, the social worker, the counselor and the homeowner(s) champion in every step of the journey to affordable, safe and decent housing.

Describe what other funding is available and what you have secured, or expect to secure for this project	**As a City of Topeka CHDO (Community Housing Development Organization), we are eligible to competitively apply for the City of Topeka's set-aside funds on an annual basis. While we do not know the amount of the set-aside funding on an annual basis, we will apply for these funds, as they have been vital to offsetting the upfront costs associated with our infill development, namely excavation and foundation work. Additionally, we are working with our National Office on available home sponsorship funds for our next cycle of builds, while not a guarantee of funds awarded, we will continue to apply for these funds. Our organization's ReStore (a retail outlet that accepts the donation of building materials and home goods and sells them to the public for a fraction of the costs and value) also helps supplement some costs associated with each build. Finally, our homeowner mortgage payments are cycled back into our program revenue to help us continue to build further homes. We always seek multiple funders and sources of funding for each build, but are facing the additional challenge of the gap costs continuing to rise with the costs and availability of materials. When costs rise, we cannot place these costs back on the future homeowner, as we must guarantee affordability in future payments and equity in the home purchase. These ARPA funds will be vital to us for the next four years to meet gap costs.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**The City of Topeka Citywide Housing Market and Strategy identified several key findings in our community, including the following:** **Thirty-Percent of of households in Topeka are cost-burdened, i.e. paying more than 30% of their income on housing. Topeka Habitat for Humanity's model ensures that this is addressed with each individual and family that enters our program.** **Topeka has a lack of moderately priced-homes. Topeka Habitat for Humanity builds homes within the**

key price point identified and further layers in the affordability factor.

There is evident core neighborhood disinvestment. Topeka Habitat for Humanity willingly invests in these identified neighborhoods, not only building infill, but layering our organizational resources in build neighborhoods by deploying resources like our Tool Bus (a traveling tool-lending library), as well as our repair programs that are designed to ensure the aging remain in their homes, while also targeting our Brush with Kindness program, ensuring tasks like flaking paint remediation and brush removal are attainable for the surrounding residents.

Entry-level wages do not support housing stability. A shortage of affordable housing is a barrier to economic growth and is needed to support workforce needs. Many workers who fuel our City's economy survive on low wages. Topeka Habitat for Humanity, with its zero-percent mortgage and affordability, is one way these dedicated community members can own a home and create generational wealth, shifting from surviving to thriving.

And perhaps the most astounding housing study finding was - Housing is an equity issue in Topeka. Through our holistic approach to service, unbiased selection process and again, the ability to act as the lender, we are able to break barriers for our BIPOC neighbors and ensure that the dream of affordable homeownership is just as attainable as any other member of our community.

We can and will continue to address the affordable housing gap in our community. These funds would allow us to ensure seamless production and fill the gap need in our up-front financing for the next four years. Our work is vital to ensuring that everyone can achieve strength, stability and self-reliance through shelter.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**This service is not duplicated in our community. While there are other CHDOs operating in the City of Topeka, we are the only affordable homeownership provider. We love coordinating our efforts and advocacy with our affordable rental housing provider partners, but we do fill an unduplicated role in this community and have done so for over three decades.**
What donated goods and or volunteer services do you receive that add value to this program?	**As an affiliate of our national organization and an affiliate in good standing, we are eligible to receive "gifts in kind", which are the results of our national office's coordination with large suppliers. This can result in the receipt of paint, insulation and doorknobs for the home, but due to the COVID-19 pandemic and the supply chain delays, we have not received many of these items for over one year. Our national organization also has a partnership with Whirlpool to supply a new stove and fridge for each newly constructed home.** **Absent of these opportunities to achieve support through our national organization, we are extraordinarily grateful for many local partnerships, which include some contractors that will donate their labor on certain builds, if it does not impact the viability of their own business. Additionally, we build with volunteers who are trained and supervised by our construction staff. The cost savings on additional labor, per build, is approximately $28,000, thanks to the generosity and dedication of our community volunteers.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**good standing cert.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**9**
Projected age of 6-12 years	**17**
Projected age of 13-18 years	**22**
Projected age of 19-35 years	**54**
Projected age of 36-59 years	**33**
Projected age of 60 years and over	**19**
Total Individuals	**154**

Section V Beneficiary Information - Gender

Men	**46**
Women	**54**
Transgender	
Total Individuals	**100**

Section V Beneficiary Information - Income Level

At or below 30%	**54**
At or below 50%	**100**
At or below 80%	**0**
Other	
Income Unknown	
Total Individuals	**154**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**22**
Percent of Black/African American	**31**
Percent of Hispanic	**30**
Percent of Asian	**2**
Percent of American Indian/Alaskan Native	**4**
Percent of Asian & White	**2**
Percent of Black/African American & White	**2**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**7**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**CEO**
Your Signature	**Name of signatory: Janice Watkins**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: TOPEKA HABITAT FOR HUMANITY, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on May 14, 1984, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 26, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Topeka Habitat for Humanity®

Brian Jacques
President, Board of Directors

Janice Watkins
CEO

Building strength, stability and self-reliance through shelter.

September 7, 2022

City of Topeka
Attn: Policy and Finance Committee
Sent Via Email: ARPA@topeka.org

Dear Deputy Mayor Duncan and Councilwomen Valdivia-Alcala and Naeger,

It is with extreme gratitude that I provide the following follow-up information in response to the City of Topeka ARPA application for Topeka Habitat for Humanity, Inc. Attached, please find an organizational chart, as well as a project budget for the program that ARPA funds were requested in support of.

Additionally, I would like to provide responses to the following questions:

Would you be able to take a reduction in the amount you have requested? If yes, please indicate an exact amount.
To meet the ongoing need for affordable, safe and accessible homeownership, the full allocation of funds is requested. However, the "gut-rehabilitation" of three properties could be disregarded for a reduction of $135,000, totaling a reduced request of $340,000, if there is a greater community impact or need demonstrated by one of the many other worthwhile organizations.

With the full amount of funds, if provided, how many homes will be constructed?
Nine newly constructed, safe, energy-efficient affordable homes and an additional three, fully rehabilitated homes with the full, initial request of $475,000.

Do you have the ability to provide translation services in Spanish, if needed?
Yes. Topeka Habitat for Humanity employs a full-time Bilingual Outreach Coordinator that is fluent in Spanish. Additionally, we have access to our National partner that can provide virtual translation services in 81 additional languages, as well as a local partnership with an ASL (American Sign Language) translator that has been utilized on many occasions. No one in our community should be denied access to safe, decent and affordable housing simply due to lack of translation access.

Do you have outreach materials in Spanish?
Yes, every program that Topeka Habitat for Humanity offers, from the program for which funds for requested for to our various owner-occupied Aging in Place and neighborhood revitalization programs have applications, outreach materials and brochures, available in Spanish. 48% of all program applications are sent in Spanish, per requests from community members.

Topeka Habitat for Humanity®

Brian Jacques
President, Board of Directors

Janice Watkins
CEO

Building strength, stability and self-reliance through shelter.

Do you have any Black or Latino/Indigenous staff or volunteers?
Yes, we have a full-time Latina staff member, as well as core volunteers that are Black, as well as Native American. We are diverse in our ability to represent the community that we serve.

Should you have any further questions, or would like additional detail or information, I am available to discuss this vital request for funding with your committee. I thank you for your time, thoughtful process and dedication to the betterment of our community.

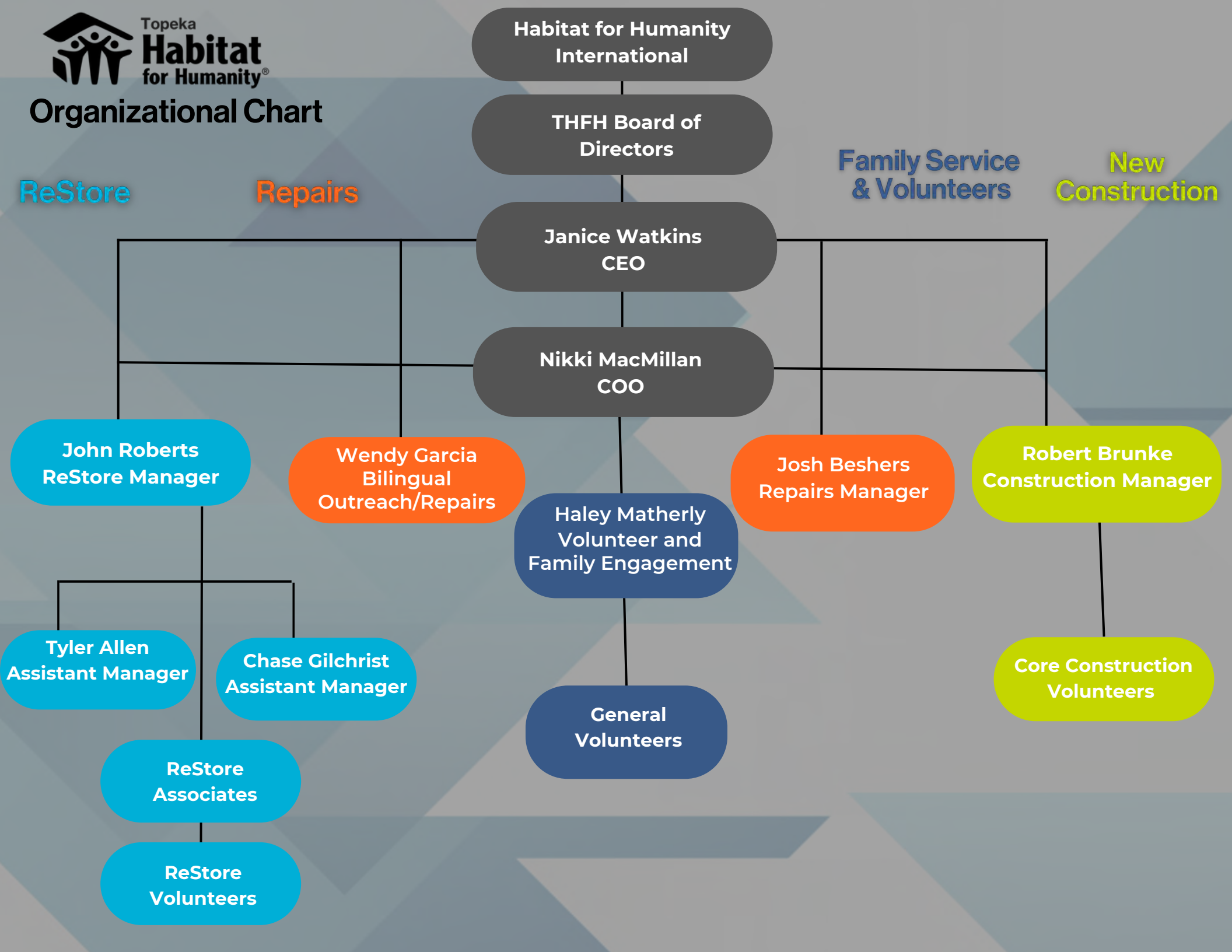
Sincerely,

Janice Watkins
CEO

121 NE Gordon Street, Topeka, KS 66608 (785) 234-4322 fax (785) 354-7050
www.topekahabitat.org

Topeka Habitat for Humanity®

Organizational Chart



TOPEKA HABITAT FOR HUMANITY

January 1, 2023 - December 31, 2026
Affordable Housing Partnership Program

*(*Does not encompass repair or neighborhood revitilization program budgets, as funding was requested specific to our Partnership Homeownership Program)*

	4-Year Program Expense	NOTES
Income		
Contributions (House Sponsorships, Private Restricted Donors, etc)	$450,000	
Grant Income	$120,000	
CHDO Development	$126,211	
Partnership Homeowner Payments	$213,000	*Encompasses all prior builds and homeowners that are actively making zero-interest, principal-only payments
ReStore Supplemental Revenue - Diverted to	$213,320	
Proposed ARPA Funding	$475,000	
Total Income	**$1,597,531**	
Expenses		
Payroll Payment	$248,000	
Payroll Taxes	$20,805	
30th 1	$176,000	
Newman 1	$125,000	
Newman 2	$101,000	
Clay 1	$125,000	
Clay 2	$125,000	
Taylor 1	$141,000	
Powell 5	$101,000	
Lincoln 1	$88,000	
16th 1	$125,000	
Rehab 1	$45,000	
Rehab 2	$45,000	
Rehab 3	$45,000	
Build and Development Expenses	**$1,242,000**	
Computer Expenses	$2,000	
Lot Expense	$4,000	
Vehicle / Transportation Expense	$8,000	
Licenses	$892	
Volunteer Expenses	$3,000	
Telephone and Internet	$1,600	
Marketing & Fundraising	$2,000	
Liability Insurance	$39,872	
Workers Compensation Insurance	$22,212	
Training Registrations	$2,000	
Registration Expense	$150	
Dues & Subscriptions	$1,000	
Total Expenses	**$1,597,531**	
Net Operating Income	**$0**	

Topeka Habitat for Humanity
30th 1
6 BR, 3 BA - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$4,600
Lumber	$72,081
Lighting/Fixtures/Windows/Doors	$7,982
Insulation and Drywall	$13,720
Electrical	$9,823
Plumbing	$12,012
HVAC	$7,800
Roofing and Guttering	$8,200
Flooring	$3,100
Foundation	$33,200
Final Building Costs - Finishing, Trim, Hardware, Etc.	$2,100
Closing and Transfer Costs	$1,382
Total Expenses:	**$176,000**
Estimated Mortgage Final:	$127,000

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Newman 1
4 BR, 2 BA - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$2,900
Lumber	$51,816
Lighting/Fixtures/Windows/Doors	$5,678
Insulation and Drywall	$7,912
Electrical	$8,276
Plumbing	$10,112
HVAC	$6,200
Roofing and Guttering	$7,900
Flooring	$2,300
Foundation	$19,600
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,180
Closing and Transfer Costs	$1,126
Total Expenses:	**$125,000**
Estimated Mortgage Final:	$103,000

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Newman 2
3 BR, 1.5 BA - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$2,218
Lumber	$32,203
Lighting/Fixtures/Windows/Doors	$5,212
Insulation and Drywall	$7,033
Electrical	$7,968
Plumbing	$9,846
HVAC	$6,200
Roofing and Guttering	$7,355
Flooring	$2,119
Foundation	$18,750
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,013
Closing and Transfer Costs	$1,083
Total Expenses:	**$101,000**
Estimated Mortgage Final:	$88,700

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Clay 1
4 BR, 2 BA - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$2,900
Lumber	$51,816
Lighting/Fixtures/Windows/Doors	$5,678
Insulation and Drywall	$7,912
Electrical	$8,276
Plumbing	$10,112
HVAC	$6,200
Roofing and Guttering	$7,900
Flooring	$2,300
Foundation	$19,600
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,180
Closing and Transfer Costs	$1,126
Total Expenses:	**$125,000**
Estimated Mortgage Final:	$103,000

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Clay 2
4 BR, 2 BA - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$2,900
Lumber	$51,816
Lighting/Fixtures/Windows/Doors	$5,678
Insulation and Drywall	$7,912
Electrical	$8,276
Plumbing	$10,112
HVAC	$6,200
Roofing and Guttering	$7,900
Flooring	$2,300
Foundation	$19,600
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,180
Closing and Transfer Costs	$1,126
Total Expenses:	**$125,000**
Estimated Mortgage Final:	$103,000

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

Topeka Habitat for Humanity
Taylor 1
5 BR, 2 BA (Two-Story Tudor) -
Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$3,950
Lumber	$59,465
Lighting/Fixtures/Windows/Doors	$6,502
Insulation and Drywall	$10,810
Electrical	$10,812
Plumbing	$9,863
HVAC	$7,800
Roofing and Guttering	$7,840
Flooring	$2,900
Foundation	$17,856
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,986
Closing and Transfer Costs	$1,216
Total Expenses:	**$141,000**
Estimated Mortgage Final:	$108,000

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Powell 5
3 BR, 1.5 BA - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$2,218
Lumber	$32,203
Lighting/Fixtures/Windows/Doors	$5,212
Insulation and Drywall	$7,033
Electrical	$7,968
Plumbing	$9,846
HVAC	$6,200
Roofing and Guttering	$7,355
Flooring	$2,119
Foundation	$18,750
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,013
Closing and Transfer Costs	$1,083
Total Expenses:	**$101,000**
Estimated Mortgage Final:	$88,700

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Lincoln 1
1 BA (attached garage) - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$1,860
Lumber	$29,800
Lighting/Fixtures/Windows/Doors	$3,256
Insulation and Drywall	$6,233
Electrical	$6,230
Plumbing	$7,900
HVAC	$5,800
Roofing and Guttering	$6,321
Flooring	$1,180
Foundation	$17,540
Final Building Costs - Finishing, Trim, Hardware, Etc.	$980
Closing and Transfer Costs	$900
Total Expenses:	**$88,000**
Estimated Mortgage Final:	$66,800

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
16th 1
4 BR, 2 BA - Projected Expenses

Line Item Expense	
Excavation and Lot Preparation	$2,900
Lumber	$51,816
Lighting/Fixtures/Windows/Doors	$5,678
Insulation and Drywall	$7,912
Electrical	$8,276
Plumbing	$10,112
HVAC	$6,200
Roofing and Guttering	$7,900
Flooring	$2,300
Foundation	$19,600
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,180
Closing and Transfer Costs	$1,126
Total Expenses:	**$125,000**
Estimated Mortgage Final:	$103,000

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Rehab 1
3 BR, 1.5

Line Item Expense	
Acquisition Costs	$7,500
Lumber	$6,200
Lighting/Fixtures/Windows/Doors	$3,302
Insulation and Drywall	$5,800
Electrical	$3,500
Plumbing	$4,100
HVAC	$4,890
Roofing and Guttering	$5,100
Flooring	$1,180
Foundation	$1,260
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,280
Closing and Transfer Costs	$888
Total Expenses:	**$45,000**
Estimated Mortgage Final:	$39,860

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Rehab 2
3 BR, 1.5

Line Item Expense

Acquisition Costs	$7,500
Lumber	$6,200
Lighting/Fixtures/Windows/Doors	$3,302
Insulation and Drywall	$5,800
Electrical	$3,500
Plumbing	$4,100
HVAC	$4,890
Roofing and Guttering	$5,100
Flooring	$1,180
Foundation	$1,260
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,280
Closing and Transfer Costs	$888
Total Expenses:	**$45,000**
Estimated Mortgage Final:	$39,860

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

TOPEKA HABITAT FOR HUMANITY
Rehab 3
3 BR, 1.5

Line Item Expense

Acquisition Costs	$7,500
Lumber	$6,200
Lighting/Fixtures/Windows/Doors	$3,302
Insulation and Drywall	$5,800
Electrical	$3,500
Plumbing	$4,100
HVAC	$4,890
Roofing and Guttering	$5,100
Flooring	$1,180
Foundation	$1,260
Final Building Costs - Finishing, Trim, Hardware, Etc.	$1,280
Closing and Transfer Costs	$888
Total Expenses:	**$45,000**
Estimated Mortgage Final:	$39,860

**All mortgages are based on the partnership homeowner's ability to pay, structuring such so that all housing costs are less than 30% of the household income, including projected homeowner utility costs, future maintenance, escrow, etc. This is an estimate and will vary based on appraisals as well as the future selected partner's ability to pay and budget. These are higher than average estimates on an ability to repay at this time.*

ARPA Funds Grant Application

Submission date:	**27 July 2022, 10:45AM**
Receipt number:	**73**
Related form version:	**5**

Section I Organization Information

Organization Name	**Community Resources Council, Inc.**
Organization Address	**455 SE Golf Park Blvd Topeka, KS 66605**
Primary Phone	**785.233.1365**
Primary Email	**mthomas@crcnet.org**
Primary Contact	**Mary Thomas**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**Since 1925**
Industry Name	**NAICS 8132**
What is your organization's mission statement?	**Community Resources Council's Mission is to connect the resources in our community through Collaboration, Advocacy, Research and Education. It is our Vision to be a catalyst to promote community action. Community Resources Council links with other collaborative groups to address specific needs in the community. The development of community-wide initiatives has avoided duplication of services, maximized available resources, implemented community plans to meet outcomes and monitored progress.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**expected 2 PT positions, potentially 1 FT with new contracts coming.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$30,000**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$250,000**
Name the program for which you are applying	**Mary Thomas**
Please describe your organization, its programs and how this program fits in	**For 97 years, Community Resources Council (CRC) has often been at the forefront of social issues in Topeka. CRC and other not-for-profit agencies in Topeka are collaborating to connect members of our community to essential communication tools by establishing easily accessible computer and internet**

access throughout Topeka. This proposal is to create at least 5 computer/internet labs, housed at existing not-for-profit entities located in low to moderate income areas in our community. These computer/internet labs will be established in the following areas: Central Topeka, East Topeka, South Topeka, North Topeka, and the Oakland Community in Topeka. Discussions with Neighborhood Improvement Associations, City Leaders, Agencies providing direct assistance programming, Topeka 501 social workers, and residents within the neighborhoods noted above, have helped determine there is a lack of public WI-FI locations with access to computers in the community. By establishing labs in already existing social service organizations we are able to better meet connectivity needs of Kansas residents. This project will ensure that there is a safe and controlled environment for tutoring, applying for jobs, online classes, participation in continuing education course work which can all be accomplished through the creation of free public computer/Wi-Fi labs.

Access to the Internet and socioeconomic effects has not been widely documented until our recent pandemic, but there is some data available in this newly arising issue. What we know from the following articles: Topeka has connectivity problems, in particular in neighborhoods that are low- moderate income, at-risk people are being asked to utilize internet more often without access, the internet has become essential in employment and business ventures. The argument through evidence is simple, in order to compete or even get essentials today, poor people need increased access to the internet.
- Topeka ranked as 22nd worst connected city in the US: https://www.digitalinclusion.org/worst-connected-cities-2017/
- Medicaid Recipients to prove eligibility online, 1 in 5

are without access: https://www.digitalinclusion.org/blog/2018/09/24/a-digital-divide-problem- medicaid-recipients-expected-to-prove-eligibility-online/
- Increases access improves chances to start on-line business: https://www.frontiersin.org/research-topics/23008/internet-entrepreneurship- from-ideas-and-preparations-to-actions-and-results
- How Broadband Internet Affects Labor Market Matching: https://conference.iza.org/conference_files/DATA_2019/kostol_a8219.pdf

Topeka has a need for more centers of WiFi access, especially in the communities we've identified with collaborating agencies.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**This is a continuous project that will have initial startup costs on a short-term basis and then will continue to function as a long-term project within each agency that houses a computer/Wi-Fi lab. To ensure the effectiveness of the project long-term, we will measure data collected over the course of each year. We will implement a login book for those who use the computer labs, and for what purpose – employment, on-line classes, continuing education course work, virtual meetings, maintaining long distance family connections, or other uses. We will track the age, gender, ethnicity, zip code, purpose of use, and other data as deemed appropriate with daily use.** **The internet security software will act as a governor to ensure users do not stray to restricted sites. We will be able to determine how the public is utilizing the computers. Upon the termination of each use, the software will re-boot to cancel out any lingering personal information left by the user, no data will be held in its history, thus ensuring the next user fresh content. Based off the results from the data, we will be able to identify any changes that need to take place. This internal review will be an ongoing part of the project so we can continue to meet the needs of the community. This project will impact the residents of the Topeka community with the availability to improve their situation through education and information by the use of public computer/WIFI labs. We expect this initiative will be used by the community because we are providing a safe and comfortable place for residents to gain the knowledge they seek.**

How has the pandemic impacted the effectiveness of your organization?	**CRC has been called on to answer more problems in our community, as we are seen as an effective answer. We help distribute food, create new office spaces from vacated schools, provide options for bookkeeping for non-profits, help the city with contracts pertaining to rent and water and energy vouchers for qualified COVID recipients, provide leadership and organizing non-profits in Topeka and Shawnee County. We have been asked to expand due to urgent needs in our community. We feel this project provides answers to a number of organizations issues that have come up through discussions of how to help citizenry move forward.**
Please describe how you see the future of your organization and its program post-pandemic	**CRC has expanded its service base. We have been working in Avondale East, and have taken over management of Lundgren and will soon open doors to a third site, providing access for more nonprofits to reach an audience who often doesn't have resources for transportation and struggle below the poverty level thereby has a lack of access to WiFi. We see the ARPA funds being used for these labs as a jump start and the programs becoming a part of the daily running of operations of the 5 locations throughout the city.**

Section IV General Data

Provide a detailed explanation of the proposed program	**$300,000 will fund project through 2027. The amounts in the detailed budget below are prices from December 2021, provided by Kansas Computing Services. Due to inflation and the supply chain issues many costs have risen. We are requesting funds to cover these costs. Funds will provide each of the 5 locations, desktop computer workstations, a server, internet security and software, networking hardware, and installation. Initial $200,000 will be applied to infrastructure, hardware, and software costs.**

Additional $100,000 is budgeted for classes, ISP fees, and incidentals.

10x Dell workstations + 1 Dell Server for Kiosk console - $14,458.22 (x5 labs = $144,458, Dec. 2021) includes shipping and sales tax. Price may change at the time of purchase. CRC will buy directly from Dell or TechSoup.org negotiating a "not-for-for" profit deal for best pricing.
Workstations are Optiplex 3080 Micro PCs
20" monitors (for workstations and server).
KLock compatible (making theft difficult.)
Wireless network interface cards
Windows 10 Pro
16GB RAM
256GB Hard Drive
Wired mouse and keyboard
4-year warranty on workstations and monitors.
Key features of the server include:
Windows Server 2019 with 10 Client Access Licenses
16GB RAM
480GB boot drive
8TB Storage drive for workstation images and kiosk console.
Users would need to use services such as Google Drive, Office 365's OneDrive, or USB memory stick to store their data.
Computer Lab Management and Security Applications: $1,227.10 initial purchase price (sales tax isn't included) with an annual renewal fee of $115.50. This fee lets us get support from Faronics' team as well as upgrades.
10x of Faronics Enterprise. This is the main management solution to the lab. Anything that a user can do to wreck the software can be quickly remedied with a simple reboot.
10x of Kensington Locking kit.
Networking components: $5,356.42 The price includes the installation and configuration of the switch and

access points.
1x Cisco Meraki switch with a 1-year license
2x Cisco Meraki wireless access points for media room with a 1-year license.
Cisco's System's Manger to make remote management of each workstation more efficient, keeping service costs down.
Cisco's Umbrella DNS service will run in conjunction with a Meraki router and provide a higher level of security, thwarting people from using the machines for illegal purposes.
Power Control: $972.50 installed and configured for this price.
Installation and rigging: $ 2,200.00 approx 40-hours to configure workstations and kiosk server for each lab. This also includes rigging the computers, access points, and building OS images in Faronics, creating documentation and training.
Furnishings:
Tables = $3,000.00/Lab
Chairs = $1,680.00/Lab
Printers = $1,320.00/Lab This is for wireless all-in-one printers and ink/toner to be used around the room with code specific use.
$50,000 is reserved for classes to help 100 youth build their own laptops with Arts & Craftsman Workshop

Describe what other funding is available and what you have secured, or expect to secure for this project

After securing this funding, CRC will seek out additional funding to help with classes, COX charities, Evergy, and other tech related funders will likely support extra programming to increase usage of these labs. We will leverage ARPA funds to make the most impact in our community.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**As a collaboration of nonprofit organizations (CRC, IBSA inc,, Sunflower Community Inc. Gil Carter, and others) , we are working to not only create access, but to provide enough confidence in citizens to access the internet for education, work, and small business opportunities. This will not only help the citizens, but ease the strain on our employees who are often asked to be the access points for citizens to fill out forms for economic relief, taxes, job applications, forms for employment or business. Even having the opportunity to teach basic typing skills, business etiquette, or picking out an appropriate e-mail to submit job applications through these labs will make our jobs much easier.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Duplication is exactly what is needed for this particular problem. We have one of the worst ratings of cities connected to wifi, and the only solution is creating more access points for communities of people who cannot afford access.**
What donated goods and or volunteer services do you receive that add value to this program?	**In the future we may utilize SER-National, AmeriCorps, and other in-kind services to help run classes to improve technological literacy, access to technology and more. We may see donations of equipment, and expect learners to turn into teachers. We hope that maybe one of the youth who learns to build a laptop might come back later in life, and teach others, or donate time to help update these labs. Access to technology has always developed inspiration for progress.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	1955_001.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	
Projected age of 6-12 years	**250**
Projected age of 13-18 years	**300**
Projected age of 19-35 years	**150**
Projected age of 36-59 years	**75**
Projected age of 60 years and over	**75**
Total Individuals	**850**

Section V Beneficiary Information - Gender

Men	**400**
Women	**400**
Transgender	**50**
Total Individuals	**850**

Section V Beneficiary Information - Income Level

At or below 30%	**600**
At or below 50%	**250**
At or below 80%	
Other	
Income Unknown	
Total Individuals	**850**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**20**
Percent of Black/African American	**30**
Percent of Hispanic	**40**
Percent of Asian	
Percent of American Indian/Alaskan Native	
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**10**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**CEO/Executive Director**
Your Signature	**Name of signatory: Mary Thomas**  **Link to signature**

ARPA Funds Grant Application

Submission date:	**31 July 2022, 6:24PM**
Receipt number:	**110**
Related form version:	**5**

Section I Organization Information

Organization Name	**Community Resources Council, Inc.**
Organization Address	**455 SE Golf Park Blvd.** **Topeka, KS 66605**
Primary Phone	**785.233.1365**
Primary Email	**mthomas@crcnet.org**
Primary Contact	**Mary Thomas**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**97 years**
Industry Name	**8132**
What is your organization's mission statement?	**To connect the resources in our community through Collaboration, Advocacy, Research and Education.** **Community Resources Council links with other collaborative groups to address specific needs in the community. This is accomplished through the development of community-wide initiatives that avoid duplication of services, maximize available resources, implement community plans designed to meet a specific outcome, and monitor progress.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**2 PT and 1 FT depending on upcoming contracts.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**$500**
Please Specify the amount recieved from Paycheck Protection Program	**$30,000**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$900,000**
Name the program for which you are applying	**CRC Safe Homes**
Please describe your organization, its programs and how this program fits in	**Community Resources Council (CRC) has been an active voice in the issues surrounding housing in Topeka as far back as the 1930's. We listen and understand the issues of our community, and respond with common-sense programs that last. In April 2021, The Kansas Reflector, reported a meeting of state**

representatives discussing housing. "State Rep. Pam Curtis, a Democrat from Kansas City, Kansas, said she came away from the same meeting with appreciation for how some real-estate corporations were rapidly buying houses and renting them out. Corporate ownership has the potential of subjecting tenants to higher living costs, but also could inhibit the ability of local residents to buy homes.

'There are fewer individual mom-and-pop owners of rental property,' Curtis said. 'There is more and more property owned by corporations. They are just so much less flexible and willing to rent, especially to high-risk renters.' This is happening across the state and in our city. Simply put there is a looming housing crisis created by demolishing vacant housing in communities, and creating gentrification of our neighborhoods. This is creating a housing crisis for families who cannot afford the mortgage or down payment of $200k - $300k houses. We see a growing number of Topekan families currently who are "housing burdened", paying more than 30% of their income towards safe housing.

CRC is working to reduce the ever-growing homeless population in our community with a new program that will assist families to transition from tenants to homeowners. We are currently focusing on Oakland, but the program is open to create Tenant to Homeowners properties throughout Topeka. With support of ARPA funding we can add 6 additional houses per year through 2026 by matching funds for down payment and rehabilitation costs. This program has only started with 2 houses. CRC Safe Homes is modeled closely to the Lawrence based program "Tenant to Homeowner". Since 1992, the Lawrence Community Housing Trust has helped 350 families become homeowners in their community and have demonstrated that a blighted neighborhood can be

	turned around, changing the transient rental housing atmosphere through home ownership. While this Topeka based program is just starting we are looking forward to similar results.
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**The goal is to change the number of renters in "critical neighborhoods" to homeowners living in the home, through a structured process of education and accountability. This will enable individual renters who want to change their future and the lives of their children, by assisting them in transitioning from tenancy to homeownership. Helping them to settle into a neighborhood and investing in their community.** **Tenants in the program must:** **Consistently pay their rent on time** **Attend home maintenance classes, through a partnership with Habitat For Humanity** **Attend financial classes, through a partnership with Housing and Credit Counseling.** **Once the tenant completes the above course work and can demonstrate through their budgeting process that they are ready to take on the added expenses of home insurance, real estate taxes, and creating a maintenance plan for the home, they are ready to have the residence transferred to their name through a contract for deed filing.** **The resident will be responsible for the same monthly payment they have been paying as rent, but with the addition of "escrow payments" for the taxes and insurance. It is expected within 10 years of the contract for deed filing, the home is fully paid for. All rents collected are reducing the mortgage which is underwritten by a local credit union in partnership with CRC, providing a fixed below market interest rate.** **The CEO of Envista, in support of this program**

	pledged a $10,000 CD to CRC for the program. Wal-Mart has made a similar pledge towards $20,000 to help the program get off the ground. We are starting the process of looking for funding and a cooperative agreements to secure additional funds to help more families.
How has the pandemic impacted the effectiveness of your organization?	**Our small organization has been focused on helping the City of Topeka distribute $1.5 million to families with financial burdens resulting from COVID, by assisting with catching up mortgage, rent, utilities, & internet payments that had fallen into arrearage. We have also been responding to needs of other nonprofit organizations to help them grow and build infrastructure supporting the citizens of Topeka as we have continued to do so since 1925.**
Please describe how you see the future of your organization and its program post-pandemic	**We continue to grow and help other nonprofits build a better Topeka. In addition to the CRC CARE Centers at @ Avondale East, @ Lundgren, and now @ Stout, CRC has helped develop a number of nonprofit organizations to serve citizens in Topeka including: Be Filled of South Topeka, Blessing Boxes of Topeka, Central Topeka Grocery Oasis Group, Community Food Network, Community Center @ Ripley Park, Compassion Strategies, Finding My Way Books, Heartland Healthy Neighborhoods, Hi-Crest West NIA, Historic North Topeka East NIA, NOTO Arts Center, Strategic Leadership Academy, Inc., Tennessee Town NIA, Warm Little Ones Coat Fund, The Community Resource Directory and several others.** **We are poised and prepared to help families with housing and network them with organizations throughout the community to help assure permanence and growth.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The program is open for many neighborhoods at a critical point in Topeka. These neighborhoods have a number of vacant houses that likely will be torn down and used for more expensive housing, causing gentrification for a number of at-risk citizens. CRC's research of the Oakland area, indicates the CRC Safe Homes Program, could make a difference in slowing the trend of the increasing number of homes converting to rental properties.** **Population= 5874** **Total Household = 2467** **Hispanic= 48.1%** **The Percentage of Married-Couple Families Both Working - Oakland @ 98.5% (City= 73.8%)** **Crime: Oakland has a low crime rate with little felonious activity** **Average Adjusted Gross Income: $35,870** **Net Income: $31,207. (13% Tax Bracket) Housing Expense: 25-33% of Net Income is used for Housing, allowing $650 - $858 from the monthly budget to cover housing expenses** **Current number of available single-family dwellings in Oakland market is:** **- 80 One Bedroom dwellings** **- 596 Two Bedroom dwellings** **- 510 Three Bedroom dwellings** **- Total of 1186 available dwellings or 48% of the local housing market** **- Currently there is 52% Home ownership in Oakland** **- As of 2019 estimated value of the detached houses in Oakland about 93% of all units in Oakland are worth $76, 841; conversely** **value in other communities in the City: $129,309** **We know that with renovation and downpayment we are looking at about $30,000/house to help families become permanent residents instead of trapped renters. $900,000 would allow us to help 6 families/yer**

	through 2026. Within the $900,000 is 4 years of salary & benefits ($30,000/year) for a general contractor who will receive a bonus of $4000/house prepared for families. **Current Program Budgets:** **33rd Terrace Pennsylvania Street** **Price: $23,000 $36,000** **Purchase: $21,000 $33,000** **25% D/P: $ 5,250 $ 8,250** **C Costs: $ 1,373 $ 1,430** **Rehab: $ 3,450 $ 6,471** **Net Loan:$16,800 $24,750** **Ins: $ 1,236 $ 1,005** **Taxes: $406 $605** **Value: $27,000 $37,000** **Payment: $183 $195** **Rent: $425 $450** **11/2022(5-yr balloon) 12/2025 (5-yr balloon)** **Both notes are set up on a ten-year amortization with a 5-year balloon payment at 5% interest. More than double the P& I are paid monthly, so in 5 years the balloon payment will be little to nothing due, and the house will be paid for. There are a number of houses in Topeka that we can repeat this process with.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**With 2 current houses showing great success, we are looking to expand the program. CRC will be active in bringing in more community partners, and support fundraising initiatives to grow the program. We have been pledged $30,000 from Envista and Wal-Mart. We have just started looking into fundraising for this program and feel that ARPA funds would provide the jumpstart needed to make faster growth a viable option.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**There is a community need to change the steady decline and transient feel of the neighborhoods at critical points, by converting rental properties, to safe affordable homes owned by the family living in the**

residence. Every parent wants a safe environment to raise their child. This will provide a place for families to put down roots, take pride in their neighborhood, be a contributing member of the community and the City of Topeka. This trend will continue to reduce the crime rate, it will clean up the blighted areas and reduce the rate of absentee landlords ignoring the condition of their property. Similar programs in other Kansas counties, and across the nation have shown great success in stabilizing families in their communities. We will continue to work with partners to make sure this program is a continued success.

CRC Purchased the first home in the program, for 21,000 in November 2017. CRC provided the down payment and set up a 10-year loan. A schedule is attached of the funding breakdown. Our first Tenant to Homeowner, a cancer survivor, moved into the property in December that year. The renter wanting to immediately have some "ownership" in the process, applied sweat equity, by painting the entire interior of the residence before moving in. CRC and community partners went on to invest approximately $4,000 in materials and professional labor in the rehabilitation of the home. He maintains the lawn, planted a garden, and in 2019 he hosted a family reunion for the first time.

He has improved his employment to permanent full time and is starting classes on budgeting and homeownership. CRC expects this tenant to be ready to assume home ownership soon.

In late 2020, CRC purchased a second CRC Safe Home in the Highland Park area. A qualified tenant, working disabled person, took up residency in February of 2021. The tenant is preparing for class work with our partners to become the "owner" of his residence sometime in 2022. The resident had been

renting a room in a friend's house for $450/month without ADA accessible ramps, shower and bathroom facilities, nor enough space to keep personal belongings. An accessible house with enough room to have 1 room for rent has much improved his monthly budget and how he can provide basic self-care. He states how thankful he is for the program changing his entire way of life.

Many families continue to rent sub-par housing because they lack the savings for a down payment on a house. CRC's Safe Homes Program is designed to help those who want a chance to break the "rental cycle" and become a homeowner, doing so with the guidance of CRC and its partners. Renters often make note that they are denied a $400 - $500 / month mortgage, because they cannot gather the $10,000 down payment and end up paying $800 - $1200 for a 2-bedroom apartment in the Topeka market. This program bridges the gap renters are most frustrated about, allowing them access to homeownership and investing more into their neighborhoods and our community.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Housing programs in Topeka mostly work with limited audiences and extreme cases. The housing gap crisis is occurring because there are not enough house-owning programs for moderate income families. This program seeks to help a number of families before housing crisis becomes a housing emergency. Currently, 92% of the children living in Hi-Crest are living at or below the federal poverty level. CRC continues to address the chronic components of poverty in this neighborhood. SENT, one of our partner organizations, has taken on the mission to rehabilitate properties in Hi-Crest. CRC, in response, has changed our focus to other neighborhoods that need the CRC Safe Homes Program opportunities. Our fantastic local Habitat for Humanity builds new houses and helps rehabilitate houses that are already owned. There is still much need for home ownership opportunities for low to moderate income families. CRC is not interested in being a long-term residential manager, we want to transition members of our community from tenancy to homeownership, thereby changing their trajectory and their future. Home ownership for low and moderate income is the most effective method to improve our local economy.**
What donated goods and or volunteer services do you receive that add value to this program?	**As the program grows it is sure to attract attention and be great PR for a number of corporations and be significant volunteer opportunities for groups looking for quick turn around projects. We look forward to building with these potential community partnerships. Since we have built a long history of helping nonprofits we can very easily connect families and individuals to services they may need to utilize. Because we have a relationship with the families we will be helping with this program it will help overcome the shame and pride that keeps families from applying for help before emergencies happen.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	1955_001.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**750**
Projected age of 6-12 years	**750**
Projected age of 13-18 years	**750**
Projected age of 19-35 years	**750**
Projected age of 36-59 years	**750**
Projected age of 60 years and over	**1250**
Total Individuals	**5000**

Section V Beneficiary Information - Gender

Men	**2300**
Women	**2500**
Transgender	**200**
Total Individuals	**5000**

Section V Beneficiary Information - Income Level

At or below 30%	**60**
At or below 50%	**35**
At or below 80%	**5**
Other	

Income Unknown	
Total Individuals	**100**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**20**
Percent of Black/African American	**25**
Percent of Hispanic	**35**
Percent of Asian	**5**
Percent of American Indian/Alaskan Native	**5**
Percent of Asian & White	
Percent of Black/African American & White	**5**
Percent of American Indian/ Alaskan Native & Black/African American	**5**
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**CEO/Executive Director**
Your Signature	**Name of signatory: Mary Thomas**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: COMMUNITY RESOURCES COUNCIL, INC

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on June 24, 1958, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 20, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Questions for both Community Resources Council applications are as follows:

1. Please provide an organizational Chart for your organization.

Attached, both CRC org chart and BOD chart.

2. Please provide a project budget for the project/budget program you are seeking funds.

Attached or provided within the specific response.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

Yes, CRC will take less, we are grateful for any assistance the city sees fit to grant CRC in bringing the two programs before you to fruition for the LMI communities. CRC has some matching funds now, for a Computer Lab concept. The goal is to establish 5 permanent labs in locations within LMI communities of Topeka.

BUDGET:

The cost for each computer lab, consisting of hardware, software, licensing, installation, and oversite is $33,000 for 5 different lab locations = $165,000

$11,000 for furniture for 5 lab locations = 50 tables, 50 chairs, 5 printers and supplies for 4 years

$50,000 for "Build Your Own Computer" workshops, more fully explained below.

$165,000 + $11,000. + $50,000 = $225,000 (minimum request as our IT (Information Technology) consultant tells us he is expecting costs to rise even with not-for-profit pricing)

CRC will endeavor to find continuing sources of funding for this program to bring about digital equity for all in our community.

For the Computer Lab for LMI Communities:

4. Might donations be found for the tables and chairs requested?

Yes, CRC (Community Resources Council) continuously looks for furniture to repurpose for use by CRC tenants at the CRC CARE Centers or to pass on to other organizations. CRC also seeks donations from supporting agencies for such endeavors.

5. Expand more on the specifics of the $50,000 for the Arts and Craftsman Workshop stated to help 100 youth.

This workshop is designed for middle school, high school, and young adults in our community. CRC is in partnership with Karl Watson of Ad Astra Fiber and David Corr at Arts and Craftsman Workshops of Topeka. We will work with these gentlemen to build programming for CRC to sponsor "build your own computer and take it home" workshops. Workshops will be offered at all 3 CRC CARE Centers, consisting of 10-15 participants for a 5-hour workshop, wherein they will have a "hands-on" learning opportunity to build their own computer, test for functionality, and take the finished product home as their property or earn credit toward another device more suited to their career interests. They use digital kits to guide participants through course work on key components covering memory, hard drives, operating systems, power supply, which includes soldering stations, and signal generator; developing skills in multiple formats. There is additional course work available in coding software skills, basic website development, and digital marketing using many platforms found in all aspects of business use.

CRC will work with area school social workers to identify youth who have expressed interest in learning more about a career in this area, or have already demonstrated skills in this field, so that we can target students that will get the most out of being exposed to learning more about computer hardware, software, and programing.

The desk-top components cost between $300. to $400. depending on supply chain issues. The cost to build a laptop is between $400. to $500. again, depending on supply chain issues. The cost for each workshop includes all parts, materials, instructors time, classroom space for hands-on instruction and food for breaks during the workshop. Our goal is to expose young people to career opportunities in technology through these workshops. CRC is hoping this one-of-a-kind exposure to the world of technology will inspire new career opportunities of participants.

BUDGET: $50,000 ÷ $400 (average cost per participant) = 125 computers built over 4 years @ 12 participants per workshop this would be about 3 workshops offered per year. If demand is high, frequency could be increased, and corporate sponsors will be sought to increase the capacity of the program.

CRC feels confident that we can grow this program into long term opportunities for the youth in our community through private partnerships.

6. Do you have ability to provide translation services in Spanish if needed?

Yes, CRC has partnered with VIDA of Topeka, a new tenant at the CRC CARE Center @ Lundgren. VIDA is offering classes in: English as a 2nd Language, Intro Computer Basics, Interpreting and Translation services, just to name a few. Part of their purpose in establishing a permanent location in Oakland is to partner with CRC for translation needs in the neighborhood. They are a participating partner in the "build your own computer" workshop providing translation assistance for the instructors. CRC will offer "Basic Computer Classes" for anyone in the community. VIDA will assist with translation for this program and other CRC programs such as "The Christmas Bureau" intake, in which CRC continues to partner with United Way of Topeka to keep this much needed program in our community. Christmas Bureau intake will be held at 2 of the CRC CARE Centers this season. CRC had a full-time bilingual employee for 5 years; we continue our search for a replacement.

7. Do you have outreach materials in Spanish?

Yes, CRC's emergency resource materials are translated to Spanish and printed in both English and Spanish for distribution throughout the community. When the expertise is available, our newsletter is translated to Spanish. We continue to work on translating the Resource Director. However, the volume of material in the directory makes it difficult to keep up with 2000+ agencies in the directory, updates are constant and 12+ versions of the directory, are uploaded to the CRC web site each year. We continue to explore ways to better serve our Spanish speaking clients.

8. Do you have any Black or Latino/Indigenous staff or volunteers?

Yes, CRC Staff consists of: 3 Black employees, 1 Latino, 1 American Indian, and 5 Caucasian employees. Of CRC's 10 employees: 1 is fully disabled, 4 are seniors, (65+), and 3 are single parents with young children.

For more affordable housing for LMI individuals:

9. Go through the process briefly of a home your program will rehab?

CRC works with individuals in the community and real estate agents to locate older homes, that have good bones, but need safety updating to ensure the home is suitable for a family with young children. After the home is inspected and determined to be structurally sound, CRC negotiates a reasonable price for purchase, considering the repairs to be made. Once the title transfers to CRC, we set about working with local businesses and certified technicians to rehab the house. All rehab includes new flooring, interior paint throughout the house, electrical, insulation, and plumbing improvements are made, there is replacement of broken windows, roof repair, and other exterior damage if needed. All of this is done before the home is turned over to the family, which includes an inspection by the insurance company which certifies a full warranty of the home for a year. CRC does not purchase a residence expecting to strip it down to the studs, forcing a complete rebuild. If the house is gutted, the rehab price of the home usually ends up being twice the purchase price of a few weeks ago. Yes, the newly remodeled home has doubled in value, because it has been rebuilt from the studs. However, now doubled in appraised value, the residents of the neighborhood can no longer afford the doubled rent which was $400 is now $900. This is a classic example of gentrification.

10. Explain how this helps an LMI community

CRC has been monitoring a growing trend across our country of real estate corporations buying houses only to offer the residence back to the community at a high rent rate, trapping LMI families into an endless cycle of renting. These higher rent rates prohibit these young families from being able to save for a down payment to purchase a home. Many of these corporate property owners are out of state, which presents a whole other set of problems. Communities continue to demolish vacant houses for new buildings, which creates gentrification of our neighborhoods. These two issues combined have created a housing shortage and a "housing burden" on families in our community of paying more than 30% of their income towards safe housing.

Contract for deed transactions have little to no regulatory oversite regarding enforcement of fair and equitable lending principles in this form of home purchase financing. The lack of oversite, leaves this type of home purchase ripe for predatory lending, which often occurs when 2 individuals enter into a contract for deed transaction. Contract for Deed lending was a concept designed to help perspective home buyers with low and

moderate incomes, unable to pull together a substantial down payment plus closing costs therefore unable to qualify for a conventional loan. Contract for Deed home financing opened the door to home ownership through tenancy to ownership. Unfortunately, unscrupulous real estate owners will rent to unsuspecting folks under the promise of "rent to own" through a "contract for deed", only to evict the tenant, before the payments are completed siting some breach of contract, but without any payment back to the tenant for the equity they built up through the rental payments.

11. Can you talk about the current contract for deeds process in Topeka and if that may be seen as predatory in nature? How is this different?

While the above example describes how unscrupulous real estate owners treat unsuspecting tenants with predatory financing situations, there are some contracts for deed transactions, that are successful. The transactions that are completed through a lending institution acting as the escrow agent and monitoring the contract for equitable treatment are usually successful in the goal of the tenant to become the owner. Which is how this form of financing was meant to be.

CRC is not looking for a revenue stream by becoming a landlord to a string of rental properties in Topeka. We want to bring a once reputable financing concept back to use, through fair lending practices, as set out by the appropriate regulatory agencies. CRC with its partner Envista Credit Union, are prepared to be a part of the solution of LMI families and individuals becoming homeowners in Topeka neighborhoods.

CRC in partnership with Envista Credit Union, has taken on this endeavor together. Envista has pledged a 5% fixed rate on each loan in the CRC Safe Homes Program. CRC pays 20-25% down at time of closing, the note is amortized for 10 years with a 5-year balloon. It takes $20,000 to $30,000 to purchase and rehab a home to make it ready for a new tenant/owner. CRC continues to pay the annual insurance and taxes for the property while the tenant/owner gets ready for home ownership. To be in the program, the tenant/owner agrees to pay the rent (usually around $500. a month) on time to CRC which said payment is used to reduce the principle each month of the loan with Envista. The rental agreement spells out the contract for deed component in the document.

CRC has partnered with Housing and Credit Counseling Inc and Habitat for Humanity in the homes program. The tenant/owner completes course work with HCCI learning how to budget, how and why to be responsible for insurance and tax payments. They complete course work with Habitat for Humanity learning how to care for a home such as cleaning gutters, changing the flapper in your leaking toilet, why one turns rainwater away from the foundation, and other household repairs and maintenance. This process takes about 18-24 months, when the tenant/owner is confident they are ready, CRC files a contract for Deed with the S/C Register of Deeds and the title transfers to the tenant/owner. They can continue to pay out the existing loan to the 5-year balloon or seek their own financing at any time. If the tenant/owner elects to seek their own financing at the new loan is only for the outstanding principle due.

With the support of ARPA funding CRC can add 6 additional houses per year through 2026 by matching funds for down payment and rehabilitation costs. This program has only started with 2 houses and is modeled closely to the Lawrence based program, "Tenant to Homeowner". Since 1992, the Lawrence community Housing Trust has helped 350 families become homeowners in their community and has demonstrated that a blighted

neighborhood can be turned around changing the transient rental housing atmosphere through home ownership. Homeownership in neighborhoods, is proven to lower crime rates. See attached budget.

12. Spanish speaking services and materials to be offered?

Yes, CRC does work with Spanish speaking clients. All materials created for this program, just like the City's Utility Credit Program, and the COVID Basic Needs Relief Program, will be translated into Spanish.

13. What is your outreach to Black and Latino/Indigenous communities?

CRC, partnering with USD 501, has taken over the management of closed elementary schools, one of which is in the Hi-Crest West highly "critical" LMI neighborhood of Topeka, offering services to this community for almost 10 years. Hi-Crest is 31.5% Latino, 22% Black, 4.5% mixed race, and 2% American Indian.

CRC, partnering again with USD 501, has taken over the management of a closed elementary school in the LMI Oakland community which is 28.3% Hispanic, 22% Black, 2% mixed race, and 3% Asian. CRC's presence there started during the pandemic. Even though a slow start, CRC continues to build a presence in the Oakland neighborhood, helping the citizens with much needed social service programs and assistance through the partnerships CRC has created at the CARE Center with the tenants, and the community.

CRC's latest partnership with USD 501 is to take over management of the elementary school known as Stout, in the mid-town area. Even though we are just beginning our outreach there, this LMI neighborhood is anxious for programs to commence at Stout to assist the folks in this area of our city.

It would seem CRC enjoys a solid relationship in Topeka. In just 10 years, CRC has become known for rehabilitating closed schools and bringing in much needed social services and programming through partnerships with community agencies. All working together within the LMI neighborhoods to change the trajectory of the families of these neighborhoods. CRC through hard work, collaboration, and partnerships will do the same thing in creating safe affordable housing in the LMI neighborhoods by improving the housing and home ownership opportunities in the LMI neighborhoods with CRC Safe Homes.

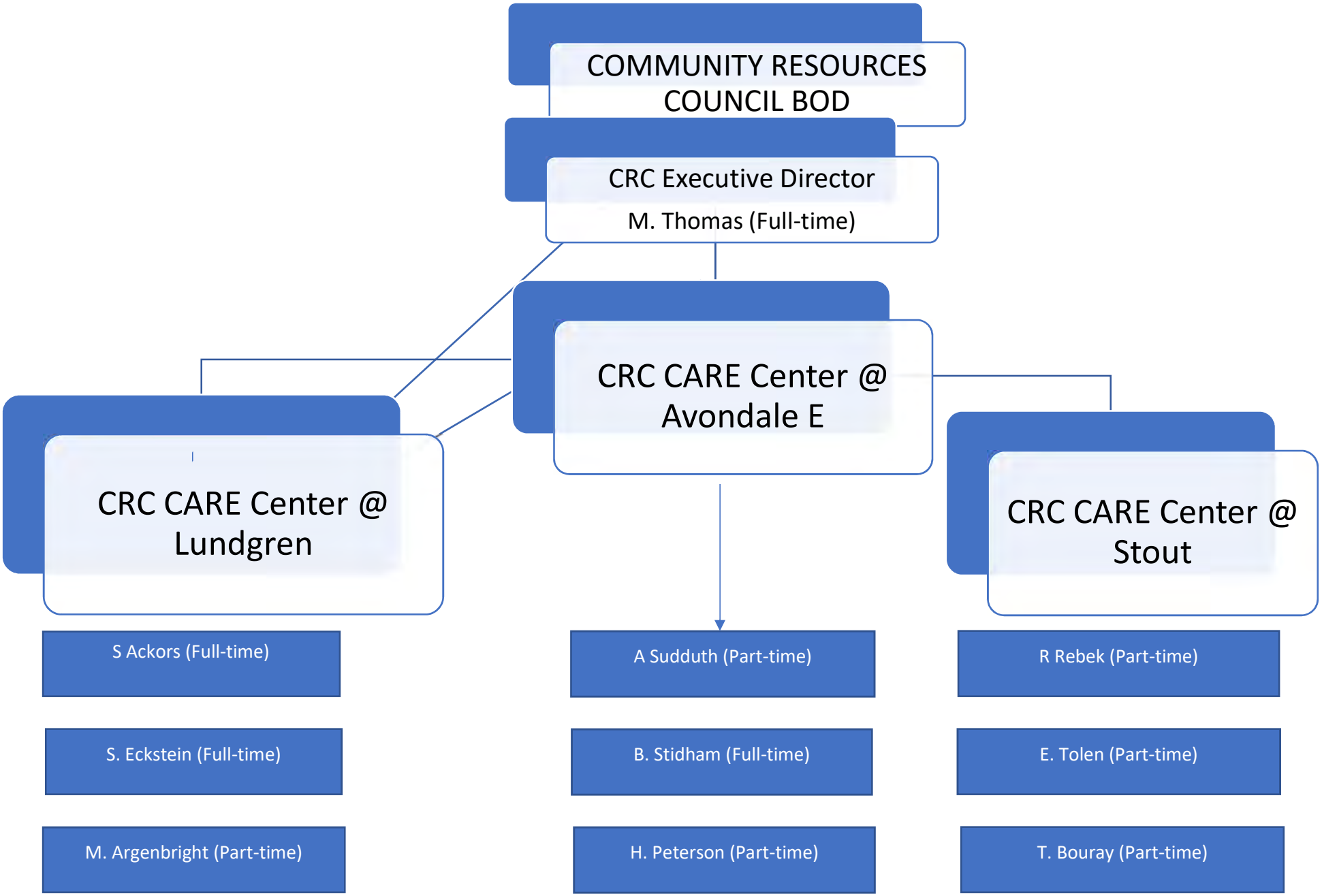
14. Do you have translation services available?

Yes, with the assistance of VIDA for now, as CRC continues to look for a full-time and a part-time bilingual employee.

15. Do you have any Black or Latino/Indigenous staff or volunteers?

Yes, CRC has 10 employees, 3 of which are Black, 1 Latino, 1 American Indian, and 5 Caucasian. Of CRC's 10 employees; 4 are seniors, (65+), and 3 are single parents with young children. CRC has 4 Full-time employees, 6 Part-time, and 1 fully disabled employee. CRC has several Latino volunteers assisting with programing such as Christmas Bureau.

If the Safe Homes Program grant is funded CRC expects to employee an additional 1.5 FTE for this project, in addition to all of the local tradesmen we will hire such as engineers, plumbers, electricians, HVAC, roofers, and foundation specialists.


COMMUNITY RESOURCES COUNCIL BOD
CRC Executive Director
M. Thomas (Full-time)
CRC CARE Center @ Avondale E
CRC CARE Center @ Lundgren
CRC CARE Center @ Stout
S Ackors (Full-time)
S. Eckstein (Full-time)
M. Argenbright (Part-time)
A Sudduth (Part-time)
B. Stidham (Full-time)
H. Peterson (Part-time)
R Rebek (Part-time)
E. Tolen (Part-time)
T. Bouray (Part-time)

ARPA Grants

From: mary thomas <mthomas900@yahoo.com>
Sent: Friday, September 9, 2022 11:55 PM
To: ARPA Grants
Subject: Re: Response of CRC to ARPA Grant Questions

ARPA Grants Application Staff:

My apologies for my narrative not being as precise as it should be. The building has been hit by COVID, I have been covering all fronts, so I have been working on this deadline late at night.

I appreciate you asking for a clarification!!

FOR The Computer Labs: I believe our original ask was $250,000. I have trimmed out as much as I can from what was recommended by IT professionals as to costs: and in my detailed response of the cost of each component we can try to accomplish 5 labs with $225,000. However, it may only be enough for four. Don't know exactly as costs for hardware/software continue to go up, from when we specked out the project.

The goal is to establish 5 permanent labs in locations within LMI communities of Topeka.

BUDGET:

The cost for each computer lab, consisting of hardware, software, licensing, installation, and oversite is $33,000 for 5 different lab locations = $165,000

$11,000 for furniture for 5 lab locations = 50 tables, 50 chairs, 5 printers and supplies for 4 years

$50,000 for "Build Your Own Computer" workshops, more fully explained below.

$165,000 + $11,000. + $50,000 = $225,000 (minimum request as our IT (Information Technology) consultant tells us he is expecting costs to rise even with not-for-profit pricing)

CRC will endeavor to find continuing sources of funding for this program to bring about digital equity for all in our community.

As to CRC's 2nd grant request regarding CRC Safe Homes the ask was for $900,000. CRC said we would complete 6 houses a year @ the appx. cost of $30,000 per house through 2026, which would be a total of 24 houses and $45,000 a year through 2026, ($180,000) for a full time contractor/building manager all combined is $900,000.

With the 4 year cost of the Contractor figured into each completed house, the total cost would be $37,500. (24 houses at $37,500 = $900.000.)

CRC is not seeking a reduction in funding for this program from the original $9000,000 ask. Naturally, CRC will work with whatever amount is awarded and stretch those dollars as far as we can. The committee needs to decide how many house they want us to complete each year for the tenancy to homeowner program. We believe this program needs to happen, and the committee needs to decide what they are willing to put into it.

5 houses a year for 4 years would be = $750,000
4 houses a year for 4 years would be = $600,000
3 houses a year for 4 years would be = $450,000
2 houses a year for 4 years would be = $300,000
1 house a year for 4 years would be = $150,000

The attachment was a recap of 2 homes completed through the program, showing the actual costs to complete each house minus the contractor expenses, where CRC used extensive cost cutting measures through material and labor donations to accomplish the goal on minimal funds. We will continue with these efforts and expect to have better buying power because of rehabbing several homes each year we can now leverage buying power through volume negotiations on raw materials and supplies for each home.

Thanking for allowing us this opportunity to clarify our response.

Mary M. Thomas
Community Resources Council, Inc.
Executive Officer

CRC CARE Center @ Avondale East
455 SE Golf Park Blvd.
email: mthomas@crcnet.org
Office: 785-233-1365
Fax: 785-233-1905
Voice or text: 785-554-0444

SERVING OUR COMMUNITY FOR MORE THAN 97 YEARS

On Friday, September 9, 2022 at 10:11:51 AM CDT, ARPA Grants <arpa@topeka.org> wrote:

Hello Mary,

As I look at your responses I am a bit confused.

How much of a reduction for each of the applications are you willing to take? It is unclear in your budget and in your responses. In your budget for question 3, it appears as though you cannot take a reduction in the LMI computer labs. However, the second budget for the Safe Homes looks as though it will only cost $11,715+$17,761 when your original asking for that project was $900,000 according to your application.

If you have any additional questions, please feel free to reach back out.

Sincerely,

ARPA Grants Application Staff

City of Topeka Department of Administrative and Financial Services

215 SE 7th St., Room 358 Topeka, KS 66603-3914

Office: 785-368-3053

From: mary thomas <mthomas900@yahoo.com>
Sent: Thursday, September 8, 2022 11:52 PM
To: ARPA Grants <arpa@topeka.org>
Subject: Response of CRC to ARPA Grant Questions

City of Topeka ARPA Review Committee:

Attached is the response of CRC to the questions provided last week. There are several attachments to the response as well.

Two of which are budgets, 1 org chart, and 1 Board of Director chart

Please confirm receipt of this communication and the attachments.

In Partnership:

Mary M. Thomas

Community Resources Council, Inc.

Executive Officer

CRC CARE Center @ Avondale East

CRC CARE Center @ Lundgren

CRC CARE Center @ Stout

455 SE Golf Park Blvd.

email: mthomas@crcnet.org

Office: 785-233-1365

Fax: 785-233-1905
Voice or text: 785-554-0444

SERVING OUR COMMUNITY FOR MORE THAN 97 YEARS

RESPONSES OF COMMUNITY RESOURCES COUNCIL, INC

TWO PENDING APPLICATIONS:

1) 5 LABS WITH 10 COMPUTERS & PRINTERS EACH and

2) TENANCY TO HOMEOWNER PROGRAM

Questions for Community Resources Council are as follows:

1. Is there flexibility with securing donated furniture? Whether it is in-kind donations or asking for donated furniture. CRC feels secure in the notion that we can raise $11,000 for tables and chairs outside of the ARPA funds. After consideration we feel each of these labs needs to have the furniture, we originally identified for two reasons.

A well-designed setting with matching furniture builds confidence within the users. Often times LMI youth, our "target audience" will look at donated furniture as "another shanty set-up" and are less likely to have confidence in the sponsoring organization's ability to help or provide quality programming. Further deteriorating self confidence in youth, already harboring feelings that their wealthier peers have access to nicer, more professional settings. Secondly, the furniture we picked out for this budget is designed to help secure the technology and decrease the possibility of any of it walking away.

The labs are designed as integrated classrooms. We do feel it is important to have a feel of consistency that is difficult to find with donated furniture. CRC feels confident that it will be able to secure $11,000 (ARPA requested reduction) from private sources to cover the cost of furniture. Once ARPA funds are secured, we will seek out other sources for funding, we anticipate having funds secured for furniture before June 2023.

2. Will you accept a $11,000 reduction, removing furniture from this grant request? CRC understands the great need of sharing the resources of this grant. We can and will accept a $11,000 reduction from our original ask. We feel confident that we can secure these funds from private investors. It will mean the fundraising plans for extra technology will be pushed back and we won't be able to grow these labs as quickly.

We are committed to continued growth of these labs and their programming, to help develop skills and help diminish the technology gap for LMI populations.

3. What is the impact of removing the furniture from the requested amount? There are a few immediate impacts when furniture is removed from the ARPA request. Future requests for additional software and staffing for classes dealing with resume construction, graphic arts, typing and online skills, computer construction, on-line security, 3-d printing, media production and more will be pushed back until we have secured funding for furniture. We were hoping to have a quick start of this program, but we fully understand that ARPA funds are highly competitive and there are a number of worthy organizations. We are happy to take on the challenge of finding financial support for the requested furniture. We may offer naming rights and other forms of recognition for private entities looking to partner on these projects while making sure to recognize the contribution of ARPA funds as the financial catalyst for this endeavor.

4. Can you break down the cost of the 50 chairs and 50 tables versus the cost of the 5 printers and printing supplies? The furniture and peripherals (printers, supplies, etc.) were designed as an integrated classroom set. It's our intention to look for funding for the furniture that was originally chosen for these projects. We will need to utilize a few forms of recognition to secure the additional funding streams. We feel confident in finding $11,000 to match the ARPA committees requested reduction. Further reductions will mean having a delayed timeline of opening these labs, and we understand the ARPA funds need to be spent in a timely fashion. Here is a breakdown:

Item	Quantity	Individual Cost	Total Project Cost
Tables	25	$350	$8,750
Chairs	50	$45	$2,250
All in One Printer	5	$1320/year	$33,000
3D Printer	5	$400	$2000
Paper	24 cases	$624	$3120
3D Filament	24 spools of 3 colors (8 each color)	$480	$2400

5. Would you consider building fewer units a year? Yes, CRC could make adjustments for fewer houses to be renovated by ARPA grant funds, however fewer units per year causes some unforeseen problems.

Fewer units per year would mean that we would not have enough work to warrant a full-time position which we feel would not be the most effective and efficient use of taxpayers' money.

A part time position would not have the same impetus to get the jobs done and done well and might have higher paying opportunities that would take precedent in the individual's employment opportunities. Trying to scale a PT position to FT would be an uphill endeavor, and very challenging. We do not feel that building at a slower pace would help move the project forward and might put the spending timeline at risk. It is more difficult to find a motivated PT employee than it is to find a motivated FT employee. Likely we would spend more time and energy on other staff and turnover in that effort than we would save with reducing the number of units per year. Currently renovators are still at a premium and we feel it would be difficult to provide a competitive wage for PT work. Building slower would put the project at risk. We understand that many perspective grantees are being asked to cut back, and we could look at reducing the total number of houses purchased and restored to living quality, but a slower pace is not a great option.

6. Can you provide us with a modified budget that would include one or two less homes? Each house costs about $20,000 for Down Payment and Renovations. One or two less homes would mean a $40,000 reduction in the original ask. CRC believes that this ARPA request would act as a funding catalyst for private funders to move forward with funding they've been considering. A $40,000 request in the ask would mean the ARPA funds would not have as many homes currently secured, but our plans are to use these funds as a catalyst, showing CRC has secured enough funding for other community investors to join us in rehabilitating more homes and by the very nature of the program, reduce blight throughout out the LMI neighborhoods.

Thank you for the opportunity to respond to your concerns. I am happy to stand for questions any time, at your convenience.
Mary Thomas, Executive Director of Community Resources Council Inc.

ARPA Funds Grant Application

Submission date:	**27 July 2022, 2:37PM**
Receipt number:	**64**
Related form version:	**5**

Section I Organization Information

Organization Name	**Shawnee County Medical Society HealthAccess**
Organization Address	**PO Box 615 Topeka, KS 66601**
Primary Phone	**785-235-0993**
Primary Email	**mskaggs@stormontvail.org**
Primary Contact	**Megan Skaggs**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**20 Years**
Industry Name	**Health Care and Social Assistance (NAICS 62)**
What is your organization's mission statement?	**The mission of the Shawnee County Medical Society HealthAccess program is to: 1) establish ready access to health care and related services for low-income uninsured residents of Shawnee County, 2) eliminate health disparities among this population, and 3) coordinate volunteer endeavors with others in the community as an integral component of the community's overall health care system.**
Does your organization assist any of the following?	**Unsheltered Homeless** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$25,000**
Name the program for which you are applying	**HealthAccess Program**

Please describe your organization, its programs and how this program fits in	**Shawnee County Medical Society HealthAccess aims to establish access to health care and related services for low-income, uninsured residents of Shawnee County to eliminate health disparities among this population, and to coordinate volunteer endeavors with community partners to serve as an integral component of the community's overall health care system. This funding proposal is for operational support to continue our work assisting a monthly average of 1,575 low income, uninsured Shawnee County residents with access to healthcare and prescriptions. HealthAccess seeks to continue providing efficient coordination of charity care on behalf of our entire medical community. This includes partnerships with our local hospitals for inpatient and outpatient care, persistent recruitment of volunteer specialty physicians, ongoing medical referral coordination and tracking, securing funding for prescriptions, and continuous determination of patient eligibility for the donated care.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Shawnee County Medical Society implemented the HealthAccess program 20 years ago to increase access to medical care and help our community safety net be more efficient for hospitals/physicians, and low-income, uninsured patients. HealthAccess efficiently coordinates donated charity care from hospitals and over 350 physicians. Specialty referrals are tracked to reduce duplication and spread donated care evenly. The strength of the HealthAccess Program is in multiple collaborations and leveraging of resources. Community partners including GraceMed, Mirror Inc, Topeka Rescue Mission, Positive Connections, YWCA, Impact Avenues, Pine Ridge Family Clinic, and local hospitals/physicians refer patients to HealthAccess.** **To date, HealthAccess has coordinated over $224 million in donated care and prescriptions for 16,946**

unduplicated, low-income, uninsured residents. Each month, 1,550 - 1,600 patients are enrolled. HealthAccess works with the hospitals to coordinate inpatient/outpatient services, recruit physician volunteers, and track referrals. Claims processing is donated by Blue Cross Blue Shield of Kansas to quantify donated care.

Prescription funding secured by HealthAccess is a critical to helping patients get and stay well. Patients receive a prescription card that helps pay for medications. HealthAccess ensures that patients have a primary care provider to promote preventive care, while discouraging unnecessary utilization of the emergency room. In 2021, 90% of patients reported they had not been to the emergency room in the previous six months - patients have a medical home they can turn to. HealthAccess has a referral system to get patients follow-up and specialty care they might need including dental, optometry, physical therapy, wound care, and behavioral health care needs.

The HealthAccess Management Oversight Committee includes Shawnee County Medical Society members and representatives from community partners to help provide on-going guidance.

HealthAccess is currently funded by grants, contributions and funding raising efforts. With our successful 20 year history of providing care to patients, we will continue seeking grants and fundraising to remain financially stable in years to come.

How has the pandemic impacted the effectiveness of your organization?	**Previous to the COVID-19 pandemic, HealthAccess staff met with new patients face-to-face to assist them through the enrollment process. Since the pandemic began, we have beenconnecting with patients on the phone, and through the mail. While this change initially disrupted our services quite a bit, patients and partners now accustomed to this way of doing business.** **Patients receiving unemployment benefits in the beginning of the pandemic were temporarily over-qualified patients due to the enhanced unemployment benefit of an additional $600/week. HealthAccess patients must be under 150% of the Federal Poverty Guidelines to qualify. Once those benefits went away, HealthAccess had a surge of patients reapplying for enrollment.** **During the stay-at-home orders at the start of the pandemic, many patients did exactly what they were told and missed/cancelled appointments, procedures, and surgeries delaying efficient healthcare. When patients missed their appointments, they also missed crucial contact points when social workers/case managers/etc. would remind patients they were close to the time to re-enroll in HealthAccess. Often times these contact points are also met with assistance for patients to connect with someone who will help them through the enrollment and/or re-enrollment process.**

Please describe how you see the future of your organization and its program post-pandemic	**While HealthAccess have had to overcome several barriers to implementing practices at the beginning of the COVID pandemic, these practices opened the door to be more accommodating to patients. As we give patients an easier way to enroll in HealthAccess, we are able to make our process smoother and more patient friendly. Barriers include delayed postal services, lack of patient return communication, lack of ability to return communication from patients, and working with temporarily overqualified patients due to increase unemployment benefits. Both patients and partners have overall been understanding and willing to adapt. For example, GraceMed continues to allow patients to drop off paperwork at their front desk if a patient is unable to obtain a postage stamp to send mail back to us. We have increased education with the social work/case management staff at both hospitals so that they can help patients obtain necessary enrollment documents prior to discharge. We have also utilized email more efficiently, allowing patients to take photos of their paperwork and email them in, given patients without employment or income the ability to have their caregivers email us Letters of Support instead of requiring handwritten documentation, and we've worked with hospital staff to verbally sign applications for patients who are COVID-19 positive and therefore in isolation.** **These practices have now become standard in HealthAccess. This has given many patients the ability to become enrolled in HealthAccess quicker and maintain enrollment without lapse. Patients are also able to obtain medications quicker through email communication as needed. Overall, HealthAccess has found ways to work with those in need more efficiently through the pandemic.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The Shawnee County Medical Society HealthAccess Program coordinates donated health care and prescriptions for low-income, uninsured residents of Shawnee County. Both local hospitals and over 350 medical providers, dentists, social workers, and optometrists donate care to patients who do not have medical insurance and do not qualify for state medical assistance. HealthAccess is seeking ARPA funding to for operational funding to continue providing efficient coordination of charity care on behalf of our entire medical community. This includes partnerships with our local hospitals for inpatient and outpatient care, persistent recruitment of volunteer specialty physicians, ongoing medical referral coordination and tracking, securing funding for prescriptions, and continuous determination of patient eligibility for the donated care.**

Describe what other funding is available and what you have secured, or expect to secure for this project	**HealthAccess is currently funded by grants from the United Way of Greater Topeka, Topeka Community Foundation, the City of Topeka, and the Shawnee County Commission. HealthAccess also receives funding from contributions from individuals, partnering organizations, and fundraising efforts. The COVID 19 pandemic caused reductions in funding of over $100,000. This includes cuts in grants, significant fundraising downfalls, and reductions in contributions.** **The State of Kansas, for the first time ever, will assist HealthAccess with funding. This is a one-time grant aimed at helping HealthAccess with program funding cuts that have been sustained through the last several years. Governor Kelly included HealthAccess, Project Access of Wichita, and WyJo Cares of Kansas City with $750,00, split between the three agencies aimed to assist with funding cuts. The $250,000 that HealthAccess will be receiving will help cover funding lost, and cuts that will affect funding in 2022 and 2023.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Although the Affordable Care Act assisted some in accessing health insurance, 2021 Health Rankings found 9% of Shawnee County adults do not have health insurance. Those at risk for lacking health insurance are young adults, ethnic minorities, lower income, and those employed by small businesses. They do not make enough to receive a Federal Marketplace subsidy and are not eligible for state medical cards since Kansas did not expand Medicaid. Their basic health needs are unmet and they are falling through the cracks in our health care delivery system.** **HealthAccess assists low-income uninsured residents of Shawnee County with access to prescriptions and healthcare donated by local hospitals and over 350 physicians. Most of the 1,563 currently enrolled**

HealthAccess patients are from homes with at least one member employed, yet 78% make less than the Federal Poverty Level. They are the working poor. Many HealthAccess patients (51%) are Hispanic and 42% do not speak English. Many are single mothers facing decisions about providing for their children or taking care of their own health. Most HealthAccess patients live near Avondale East, central Topeka, and in North Topeka including Topeka Rescue Mission residents.

In 2021, HealthAccess received 567 emergency referrals from hospitals/clinics when low-income uninsured patients needed primary care and prescriptions. HealthAccess is on track to receive over 700 emergency referrals for 2022. HealthAccess also receives referrals from many other community partners. HealthAccess continued to accept referrals throughout the COVID-19 pandemic. Prior to enrollment in HealthAccess, patients often postponed care resulting in expensive emergency room visits and hospitalizations, which could have been averted if they had received preventive care and prescriptions. Once enrolled in HealthAccess, 90% of patients reported on surveys in 2021 they had not been in the emergency room in the previous six months.

Access to funding for prescriptions is critical and the return on investment is great. Once patients have access to care, they still must fill their prescription to get well. The top diagnosis of HealthAccess patients are diabetes, hypertension, and depression. If a patient with diabetes cannot test their blood sugars, it may lead to expensive complications and loss of work productivity. Patients who do not take their blood pressure medication are at risk of heart attack or stroke.

Patients with access to preventive care and

prescriptions utilize the expensive emergency room less and accumulate less medical debt, decreasing their chances of bankruptcy. They are healthier and able to take care of their families and property. They are able to work, contribute to the economy and reduce their need for public assistance. An ounce of preventive medicine really is worth a pound of cure.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need

HealthAccess was developed to enhance efficiency and prevent duplication of donated medical care and prescriptions for low-income uninsured residents of the City of Topeka and Shawnee County. HealthAccess works with both local hospitals, our safety net clinics, and over 350 medical volunteers to achieve this goal.

Staff work with patients to determine potential eligibility for state/federal medical assistance. If they are eligible for any public medical benefits they do not need, and are not eligible for, the donated care provided through the HealthAccess program.

HealthAccess also identifies and contacts patients who may be eligible for a premium subsidy for insurance through the Affordable Care Act Federal Marketplace. HealthAccess works with local certified navigators to assist eligible patients with on-line applications for the federal coverage. In turn, the navigators identify individuals who are not eligible for the premium subsidy from the federal government and subsequently refer them to HealthAccess for enrollment.

HealthAccess works closely with GraceMed, Valeo Primary Care, Pine Ridge Family Health Center, and many local primary care physicians to ensure that each enrolled patient has an identified medical home to provide preventive care. The primary care home works with patients on their individual health goals, writes prescriptions, and coordinates any needed referrals to specialists who have agreed to donate

	care to HealthAccess patients. **HealthAccess also works with our community partners to preserve and maximize prescription funding available to low-income uninsured residents of Shawnee County. This includes working closely with the prescription assistance staff at GraceMed, Valeo, and Cotton O'Neil to assist patients with applications submitted directly to the manufacturers for free or reduced price medication. Some patients need assistance in paying their $7.50 HealthAccess prescription co-pay. Emergency aid prescription funding sources including the hospital foundations, Doorstep, and Let's Help can help with co-pays. Unlike the six-month enrollment in the HealthAccess program, emergency prescription assistance from emergency aid providers is short-term and assists the most needy in paying the HealthAccess co-pays.**
What donated goods and or volunteer services do you receive that add value to this program?	**HealthAccess leads a large volunteer collaboration, coordinating over $19 million in donated care and prescriptions in 2021 to assist low income uninsured patients.** **Over 350 local medical providers in Shawnee County currently volunteer to provide primary care and specialty care to HealthAccess patients. This includes donated office visits, surgeries, and hospital care. Kansas Optometric Association members provide free eye exams and Valeo Behavioral Health Care, Stormont Vail Health, and local social workers donate mental health services.** **Stormont Vail Health and the University of Kansas Health System St. Francis Campus donate inpatient and outpatient hospital services. Stormont Vail Health also donates program office space for the HealthAccess administrative offices.** **Community dentists volunteer to donate preventive**

oral health care to HealthAccess patients. Marian Dental Clinic and GraceMed dentists offer reduced rate emergency dental services to HealthAccess referrals.

Although physicians and the hospitals do not receive any reimbursement for the care they provide to HealthAccess patients, they still submit electronic claims to Blue Cross and Blue Shield of Kansas. Claims processing is donated by BCBSKS so HealthAccess can track aggregate patient information including diagnostic codes and the total amount of care donated by providers.

Local pharmacies dispense generic prescriptions at deeply discounted costs for HealthAccess patients and pharmacists do not charge dispensing fees. This agreement is negotiated by the Prescription Network on behalf of HealthAccess. Grant funding for prescriptions is provided by the City of Topeka and Shawnee County to help low-income uninsured patients get and stay well.

In addition, a retired community volunteer assists HealthAccess with scanning each week. Four Washburn students also volunteered in the HealthAccess office during the school year, assisting with website design and mailing patient applications. The Shawnee County Medical Society Foundation provides program oversight leading the HealthAccess Management Oversight Committee. GraceMed donates office space for the HealthAccess eligibility specialist to enroll patients.

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	2022 Certificate of Good Standing.pdf

File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**4**
Projected age of 6-12 years	**21**
Projected age of 13-18 years	**24**
Projected age of 19-35 years	**288**
Projected age of 36-59 years	**973**
Projected age of 60 years and over	**265**
Total Individuals	**1575**

Section V Beneficiary Information - Gender

Men	**689**
Women	**886**
Transgender	**0**
Total Individuals	**1575**

Section V Beneficiary Information - Income Level

At or below 30%	**715**
At or below 50%	**102**
At or below 80%	**204**
Other	**554**
Income Unknown	**0**
Total Individuals	**1575**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**31**
Percent of Black/African American	**8.5**
Percent of Hispanic	**46**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	
Percent of Black/African American & White	**9**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**3.5**
Total Percent of Individuals	**100.0**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	Executive Director
Your Signature	**Name of signatory: Megan Skaggs**  **Link to signature**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: SHAWNEE COUNTY MEDICAL SOCIETY FOUNDATION, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on January 30, 2001, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 26, 2022

SCOTT SCHWAB
SECRETARY OF STATE

Kalea Pauole

From: Skaggs, Megan <mskaggs@stormontvail.org>
Sent: Tuesday, September 6, 2022 2:08 PM
To: ARPA Grants
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee
Attachments: Organizational Chart.docx; Project Budget.xlsx

Good Afternoon,

Please see attached documents, as well as answers to questions below. Thank you for your time and consideration of our request.

Questions for Shawnee County Medical Society HealthAccess applications are as follows:

1. Please provide an organizational Chart for your organization.
   See Attachment via EM
2. Please provide a project budget for the project/budget program you are seeking funds.
   See Attachment via EM
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
   Yes, if needed HealthAccess would be able to take a reduction in the amount of funds requested. We would be able to take a $5,000 reduction, totaling our request to $20,000, if needed.
4. Have you requested these funds from Shawnee County?
   HealthAccess receives funding from Shawnee County for our Prescription Program. The prescription program pays for prescriptions for patients, meaning that those funds go directly to patient needs/patient funding. Access to funding for prescriptions is critical and the return on investment is great. Once patients have access to care, they still must fill their prescription to get well. The top diagnosis of HealthAccess patients are diabetes, hypertension, and depression. If a patient with diabetes cannot test their blood sugars, it may lead to expensive complications and loss of work productivity. Patients who do not take their blood pressure medication are at risk of heart attack or stroke. Shawnee County does help fund the HealthAccess program, but in a different way than we are requesting ARPA funds.

Megan Skaggs, Executive Director
Shawnee County Medical Society HealthAccess
Phone: (785)354-6733
Fax: (785)235-2385
Email: mskaggs@stormontvail.org

Site: www.scmsha.org
Address: PO Box 615 Topeka, KS 66601

From: ARPA Grants <arpa@topeka.org>
Sent: Tuesday, August 30, 2022 10:06 AM
To: Skaggs, Megan <mskaggs@stormontvail.org>
Subject: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Good Afternoon Megan Skaggs,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

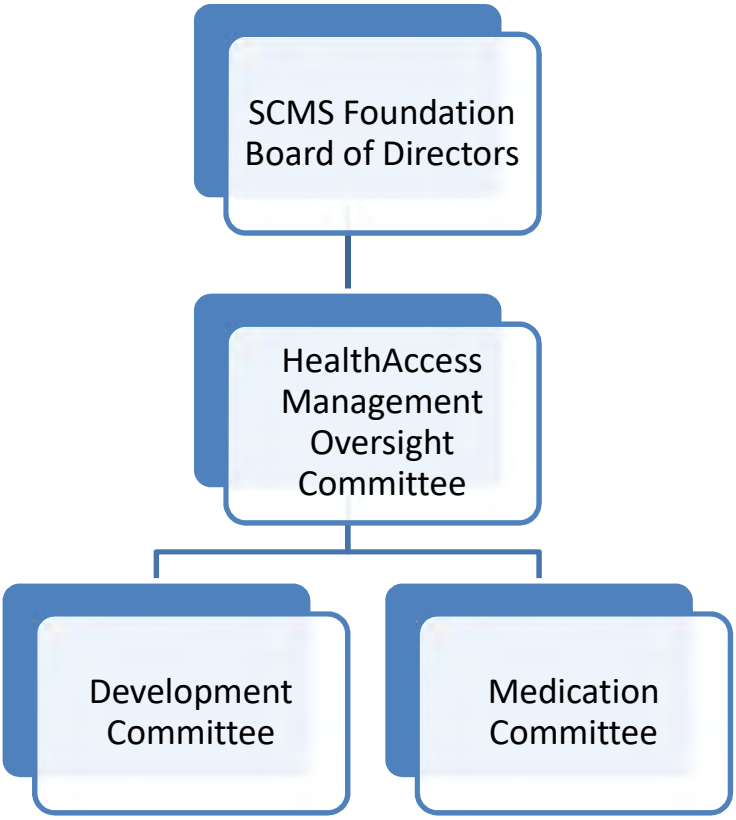
- If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
- The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for Shawnee County Medical Society HealthAccess applications are as follows:

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
4. Have you requested these funds from Shawnee County?

If you have any additional questions, please feel free to reach back out.
Sincerely,
ARPA Grants Application Staff
City of Topeka Department of Administrative and Financial Services
215 SE 7th St., Room 358 Topeka, KS 66603-3914
Office: 785-368-3053

CONFIDENTIALITY NOTICE: This email (including attachments, if any) is intended solely for the person or entity to which it is addressed and may contain proprietary, confidential, or privileged information. Any unauthorized review, use, disclosure, distribution, dissemination or copying of this message or its attachments is strictly prohibited. If you received this transmission in error, please notify the Stormont Vail HIPAA Privacy Officer at (785) 354-6343 and delete the original message and any attachments from your email system. Thank you.



Board of Directors – Final authority for all policies and procedures relation to HealthAccess operations.

Management Oversight Committee – Broad representation from partner organizations. Receives input from committees and Executive Director and recommends policy to the Board of Directors.

Development Committee – Responsible for assisting Executive Director with development goals and opportunities.

Medication Committee – Responsible for recommendations to the Board regarding medication assistance policy and procedure.

HealthAccess ARPA Funding Budget

Operational Funding Budget

1/8 Director	$15,292.50
1/8 Bilingural Coordinator	$3,912.50
1/8 Eligibility Screener	$2,000
Audit & Contractual	$1,000
Office Supplies	$500
Postage	$1,000
Computer Software/IT Support	$1,295
Total	$25,000.00

ARPA Funds Grant Application

Submission date:	**27 July 2022, 5:07PM**
Receipt number:	**28**
Related form version:	**5**

Section I Organization Information

Organization Name	**Prevention and Resiliency Services, Inc. (PARS)**
Organization Address	**2209 SW 29th St** **Topeka KS 66611**
Primary Phone	**785-266-8666**
Primary Email	**mczechanski@parstopeka.org**
Primary Contact	**Mandy Czechanski**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**56 years**
Industry Name	**813212**
What is your organization's mission statement?	**The mission of PARS is to provide early intervention and prevention strategies that educate and empower youth and families to make informed decisions about substance use in order to support a healthy, safe and resilient community.** **Our primary purpose is the prevention and reduction of alcohol, tobacco and drug use including the misuse of prescription medications.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**PARS has a small staff of six and thankfully we are completing the process of replacing three staff members that took advantage of the competitive job market and pursued other job opportunities in the last 12 months. Our licensed addiction counselor and communication specialists took positions with substantial pay increases that PARS could not match. However, we have hired highly motivated new staff for those positions in the last few months. At the time of this grant application, PARS has just hired an individual to fill the third position, a Community Prevention Consultant and Youth Coordinator.** **At the end of 2021 the PARS Board of Directors approved a pay increase for all positions and hired a consultant that started in January 2022 to help strategically plan and grow the revenue of the agency long term. PARS is also currently evaluating how to improve our benefits package to remain competitive.** **PARS has recently gone through a name change and refocusing of the organization and we feel confident that we have assembled a qualified team of employees that can meet the new demand for substance prevention and evaluations that we are seeing in 2022 in the form of referrals, requests for assistance, and trends identified in coalition work. As that work progresses, we plan to add two additional positions to help with the increase in volume of clients and the increased need for prevention education for the community.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	

Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$335,000 Total • $300,000 to be spent over three years to expand the number of individuals served in our existing programs. Plus $10,000 towards expenses/fees of software/programs to enhance ability to provide remote/online servicing of programs. Plus $25,000 to resurface the parking lot and correct a drainage issue.**
Name the program for which you are applying	**Substance Abuse Prevention and Early Intervention**
Please describe your organization, its programs and how this program fits in	**PARS works with city, county, and state governments, and other community organizations to deliver service through two primary programs - Education and Evaluations. With this grant, PARS will expand both existing programs to better meet the increased demand following the COVID-19 pandemic.** **EDUCATION PROGRAM** **The purpose of our prevention education is to educate youth, families and the community about the risks inherent with substance use and empower them to make informed decisions and decrease substance use**

overall. Long term, this will help build healthier families and a safer community. Our programs with youth are taught primarily within the schools.

PARS provides prevention focused training and workshops for adults including programs through Safe Streets, that include Power of Parents, Mock Bedroom, Drug Trends, and Trauma and Addiction. In addition, PARS offers the Alcohol & Drug Information School (ADIS) for first time DUI offenders in Kansas and CEU training for professionals in the area of Behavioral Science.

PARS uses a combination of evidence-based prevention models within our education program structure and curriculum including Behavior Health Continuum of Care Model and the Strategic Prevention Framework. The Kansas Communities that Care annual survey allows PARS to measure youth substance use and trends specific to Topeka and Shawnee county.

EVALUATIONS

PARS offers a multi-faceted evaluation program that identifies substance use disorders (SUD) and related behavioral problems using evidenced based screening tools including the ASUM and CRAFFT. Both youth and adults are referred to PARS by a variety of sources including schools, courts, attorneys, employers and family but PARS will accept a referral from anyone. The SUD evaluation is completed with the individual by our licensed substance abuse counselor to determine treatment options. When youth are referred to treatment or recovery services there is typically a wait time before they can begin. PARS maintains close contact with the family during this time and when necessary, fills the gap temporarily with up to six weeks of Person Centered Case Management (PCCM). This intervention tool

	encourages the individual to work with the counselor/case manager to set personal goals which empowers them to own their situation and potential remedies. Collaborative community partners are often engaged to help meet goals not directly related to substance use. The case manager helps the individual monitor their goals and guides them towards reaching positive outcomes. **MEDIA/MARKETING** **PARS reaches the community at large with information and education facts and opportunities shared through various social media platforms. Using analytic tools, PARS tracks the impressions and shares from the marketing campaigns and posts to measure their reach and effectiveness and adapt our strategy if needed.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Early prevention and intervention are critical to reducing risk factors and preventing long-term substance abuse. The long-term health effects from the COVID-19 pandemic are not completely understood yet but we know the community is feeling the impact. In a January 22, 2022 article in the Dartmouth Undergraduate Journal of Science, a study on the mental health effects of COVID for youth concluded that one in every four youth are showing symptoms of clinically elevated depression and one in every five youth are showing symptoms of clinically elevated anxiety symptoms and the number are continuing to grow. (https://sites.dartmouth.edu/dujs/2022/01/27/children-and-covid-19-effects-of-the-pandemic-on-youth-mental-health/ Emotional distress is a known risk factor for increasing substance use behaviors for youth and young adults and may be attributing to the increase in referrals and request for services from PARS. https://www.ncbi.nlm.nih.gov/books/NBK424850/table/ch3.t2/**

By increasing our capacity to provide services with this grant, PARS will be able to serve more individuals and families in our community that are experiencing various levels of need. PARS will:

• Provide more prevention education for youth within the schools and through activities in the community to educate and help deter future use or experimentation.

• Accept more referrals for SUD evaluations from the community to help immediately intervene with individuals that have experienced a substance use incident.

• Expand our community education into new areas for adults such as local employers to reach individuals misusing prescription medication or using substances recreationally.

• Focus on community coalition work to research and learn more about the trends and risks affecting Topeka so preventative measures can be considered and implemented.

• Expand to provide some services online for those individuals that cannot travel, have health concerns or other restrictions that deter them from getting services.

• Improve accessibility to our building and improve the long-term maintenance of our facility with parking lot improvements.

PARS is in the process of diversifying our funding streams to improve our sustainability. The majority of our funding in the past has been provided by government grants. PARS has already begun to write and receive community grants and donations to expand our programs and our reach. We have also started to implement fee-based services in response to recent needs of clients and in order to continue to reach new audiences.

PARS is the only organization in Topeka that focuses

	solely on prevention and early intervention for substance use, abuse and misuse. We have created value in the community through partnerships that utilize our services and participate in our collaborative efforts. Through proper funding management and program development, we can sustain our place in the community for years to come.
How has the pandemic impacted the effectiveness of your organization?	**During the pandemic, many of the schools and businesses in the community were shut down or operating remotely. This significantly affected the number of referrals that PARS received especially from schools and courts, our largest sources of referrals and services, since they were not serving those individuals. PARS discontinued in-person interaction with the public during that time but was eventually able to begin limited online services. PARS has been open for all services in 2022 and was providing the majority of services (either virtually or in person) for the majority of 2021.** **As the community gradually reopened, referrals and requests for services began again and appear be increasing beyond historical numbers. We believe the increase can be attributed to the effects of the pandemic on the mental and behavioral health of all individuals.** **There is still some uncertainty surrounding COVID-19 and the effects of variants. Many organizations are implementing technology to provide the option of online meetings and services and PARS would like to pursue this option. Funding through this grant application would provide assistance with the implementation and first year costs and allow us to budget for the ongoing expenses in the future.**
Please describe how you see the future of your organization and its program post-pandemic	**PARS is an educational resource for our community in the area of substance abuse prevention and support. The need for our services was in demand prior to the pandemic but we expect the increased need to continue.**

PARS is not introducing a new program for this grant application but we are introducing a few new initiatives within our existing platform to explore new trends we are seeing and to ensure that our organization remains relevant and effective. Grants are already in place to help fund some of these initiatives.

***Our Safe Streets Coalition and Education program has been an effective program in partnership with law enforcement and city and county governments, but it has recently received a focus update. PARS is implementing a quarterly community education program for high-risk trends affecting Topeka and Shawnee County. On July 27th, PARS hosted an event on the national opioid epidemic and its affect on our community with more overdoses including those related to fentanyl. Speakers from DCCCA, law enforcement, and the medical community provided basic facts and information about fentanyl, direct experiences on the effect it is having on our community, and steps we can take as a community to help reduce the risks including death. The event was free and open to the community.**

***This fall PARS will introduce a pilot program for a high school club offering youth leadership and peer-to-peer prevention with a goal to reduce substance use among youth. High school students will receive leadership training and prevention education that will enable them to present prevention education programs to elementary, middle and high school students as well as give community presentations. PARS, in partnership with the Topeka Rotary, will provide support to the students, school sponsor and school administration. This youth initiative will be incorporated into our agency programs to gain perspective and insight that will help PARS effectively**

reach the youth demographics in our efforts.

*PARS is exploring a focus on the specific needs of young adults, similar to our focus on youth. This is a challenging group to reach due to the diverse life patterns and experience for this age range (some can legally use some substances, some are in post-secondary education while some are working, some have started families, and some still live at home). The KCTC created a survey for age 18 to 21 years in 2017 and is in the process of establishing a methodology and data set similar to the youth survey. Through court referrals, PARS is serving young adults for evaluations and discovering a need for more education and support services to help them make a change or continue recovery. PARS will begin researching what programs may already exists and explore ideas for curriculum, resources and community partners that could collaborate in this area. This is a demographic that would benefit from online access.

Section IV General Data

Provide a detailed explanation of the proposed program	**As previously mentioned, PARS will expand our two existing prevention and early intervention programs with the requested funding, over a three year period in order to increase the number of evaluations and educational sessions.** **PARS would like to expand our options to allow individuals to meet with us or attend training electronically. Because we are working in the arena of health care, PARS will be required to meet additional security requirements in protecting and securing individuals privacy during this process. PARS would like to enhance our website to allow clients to schedule appointments and training online and make payment in cases where a fee applies. This grant funding will help offset the initial costs.** **Our parking lot is currently in need of resurfacing and repair. There is a drainage issue causing water to pool in front of our entrance door. In the winter, this causes ice to form causing a hazard. Water settling into our foundation instead of draining will cause damage to our building long term. Our grant request includes funding to pay for this property improvement.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**PARS has several funding sources that supports the existing programs that we plan to expand with this grant.** **• City and County Special Alcohol-Drug Funds** **Both the education and evaluation program receive this funding. This grant allows us to provide a portion of our youth evaluations at no cost as well as school-based education programs in Shawnee County at no cost. We have a long history of receiving this grant funding. Our grant applications for 2023 are pending.** **• City and County Safe Streets Grant** **Safe Streets, a PARS program that partners primarily with law enforcement to create a healthier community**

by addressing substance abuse and its correlation with crime through prevention education, community activities and citizen empowerment. We have a long history of receiving this grant funding. Our 2023 grant applications are currently pending.

• KDADS
Grant funding supports our work in underage drinking and e-cigarette/vaping usage prevention through the Kansas Prevention Collaborative-Community Initiative (KPCCI).

• KDHE
Grant funding under an initiative called Overdose to Action (OD2A) supports our work in substance misuse and overdose prevention and responses in Kansas.

• Topeka Rotary Foundation
PARS has partnered with the Rotary to pilot our new youth prevention club in the high schools that will allow us to expand to youth peer-to peer prevention efforts. The Rotary will provide funding in the Fall of 2022 and will consider up to 3 years of funding with a successful implementation.

• Community Grants and Donations
To diversify our grant income, PARS has begun actively pursuing grants and donations from local community organizations. In the last 60 days, PARS has received funding from the Topeka Rotary Foundation and the Azura Employee Fund Foundation and has other grant applications that are pending review. PARS is planning to apply for the Drug Free Community Grant next year.

• Fee-Based Income
PARS is expanding our fee-based community workshops and training sessions specifically to add CEU for professional and new courses for young

adults and Topeka area businesses.

• Fundraising
PARS is developing a plan to incorporate new fundraising activities.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**PARS measures the level of community need in several ways. As stated earlier, the need for our services has increased with the effects of the COVID-19 pandemic and the resulting mental and behavioral health issues. Substance use disorder (SUD), is a comorbid condition. This means that it happens in correlation with other identified issues. SUD can often (but not always) occur with mental/behavioral health diagnosis.** **Referrals for an evaluation is a direct way to measure need as they represent individuals and families in immediate need of assistance due to an actual substance use incident. The referrals to PARS for evaluations continues to increase. Below are some historical numbers for evaluations performed.** **• 2019 Evaluations: 89 individuals** **• 2020 Evaluations: 88 individuals** **• 2021 Evaluations: 125 Individuals** **• 2022 Evaluations (Projected): 175 Individuals** **PARS utilizes the Kansas Communities That Care (KCTC) survey to understand and measure many factors that put youth at risk as well as protects them from substance use and other problem behaviors. The annual survey offers 40 years of research and is conducted with 6th, 8th, 10th, and 12th graders. It allows youth to self-reports on the level of use, choice of substances (alcohol, various drugs, tobacco/vaping, and prescription drugs) and their perception of risks. PARS' Program and media strategies are determined based on these identified needs. The results from the 2021 survey can be seen**

	at www.kctcdata.org. **Coalition and task force work also helps PARS determine needs and trends of the community. Interacting with other individuals and organizations that share our interest or have related interests in substance abuse gives PARS s a broader perspectives and additional expertise to work towards solutions.** **We believe there is a demand for online services for those in the community that restrictions or travel issues, as well as for the younger demographics that may prefer electronic communications.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**PARS is the only agency in Topeka that is dedicated to health promotion activities for the prevention of youth substance abuse. No one is providing prevention education as fully and comprehensively as PARS and for free or low cost. Our public service media campaigns that specifically target youth substance use are not provided by others in the community. We partner with other entities to offer education support in their environment (schools, law enforcement, other non-profits serving youth). We have similar partnerships for adults, and we are not aware of anyone else offering adult education classes and workshops like ours.** **There are a few other organizations in Topeka that provide SUD evaluations. We are the only organization providing the majority of our youth evaluations for free because of grant funding from the City. The cost of our adult evaluations is offered at a lower price point to keep our services affordable and accessible to those most in need.**
What donated goods and or volunteer services do you receive that add value to this program?	**As a small not for profit organization, PARS depends on the support of our community for donations and volunteer support. Many of the funding partnerships**

also aid us in education and data that help us to be on the forefront of prevention in Shawnee county. Some examples include:

• PARS coordinates a Substance Misuse Task Force whose members volunteer their time and expertise to serve not only on the task force but other work groups such as Data and Evaluation, Events and Public Engagement and Communication and Advocacy.

• Increased partnerships through the KDHE Opioid Overdose to Action grant has resulted in the development of a Strategic Plan for Opioid Overdose Prevention. The work done on the Opioid Overdose to Action has further enriched our interactions with frontline workers, hospitals, insurance providers, and community agencies such as Valeo Behavioral Health, Topeka Police Department, Topeka Fire Department, American Medical Response, Stormont Vail Health, KU Health Systems, Blue Cross Blue Shield of Kansas, Family Service and Guidance Center and United Way of Greater Topeka.

• The Safe Streets Coalition members volunteer and support the Safe Street program activities including community education, sharing of information and the planning and implementation of the National Night Out event held in Topeka each August.

The volunteer services of our partnerships have expanded our ability to assess and evaluate community needs and services, provide leadership and support to prevention initiatives, contribute facilities and space for programming, recruit program participants, pool financial resources to meet shared outcomes, garner local media support and promotion of program efforts and provide connectivity to the community.

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Non-profit Sec. of State Good Standing.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	
Projected age of 6-12 years	**1550**
Projected age of 13-18 years	**2448**
Projected age of 19-35 years	**225**
Projected age of 36-59 years	**158**
Projected age of 60 years and over	**10**
Total Individuals	**4391**

Section V Beneficiary Information - Gender

Men	**2196**
Women	**2189**
Transgender	**6**
Total Individuals	**4391**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	
At or below 80%	
Other	
Income Unknown	**4391**

Total Individuals	**4391**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**70**
Percent of Black/African American	**12**
Percent of Hispanic	**8**
Percent of Asian	
Percent of American Indian/Alaskan Native	**2**
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**8**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Mandy Czechanski**  **Uploaded signature image: Mandy Czechanski_Signature.jpg**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: PREVENTION AND RESILIENCY SERVICES, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on March 29, 1965, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 19, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

September 9, 2022

Thank you for allowing the PARS grant application to move forward in this process. We are thankful to the committee for allowing us this opportunity to answer your questions and amend our original application based on the new information and guidelines shared at the initial application review meeting in August.

PARS acknowledges and understands the following:

- If an organization receives funding, there will be follow up information requested, and all groups are subject to an audit of these funds.

- The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

Questions for Prevention and Resiliency Services (PARS) are as follows:

1. **Please provide an organizational chart for your organization.**
   See attachment in email.

2. **Please provide a project budget for the project/budget program you are seeking funds.**
   See attachment in email.

3. **Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.**
   Yes. PARS has amended our original 3-year request to a single year request in the amount of $52,749. The projected program budget is being provided, as noted in question #2.

   We ask that the committee consider the option of awarding us funding for two or three years by multiplying the $52,749 for each year awarded.

   Please note that PARS will accept an adjustment to our new requested amount if the committee identifies any budget line items that are outside the parameters of the grant.

4. **Provide specifics (other than referrals) on outreach to Black & Brown communities.**
   Although we have not targeted specific communities in the past, we have a broad reach and serve schools and communities with minority populations. You will find an attachment that breaks down the demographics for the schools we currently work with.

Through recent strategic planning effects, PARS is exploring ways to be more inclusive and effective with our programs.

As a result of our recent public education event on opioids, PARS was approached by administrators at Robinson Middle School about serving students who have been caught under the influence of a substance at school and/or with paraphernalia on their person. PARS staff are collaborating with the school to develop a program to understand the risk factors associated with substance use and teach protective factors/skills that will enable youth to make informed and healthier decisions in the future.

PARS has also initiated a partnership with two school clubs, the Scot Movement at Highland Park and the Interact Club at Topeka High School. Our Youth Prevention Coordinator will work with the club members and their sponsors to help them develop campaigns to spur prevention efforts amongst their peers and younger students. This initiative will also allow PARS to learn more about developing effective marketing and prevention messages specifically targeting the younger demographic.

Most recently, we went through the exercise of analyzing data from our partners at Midwest HIDTA, which identified specific areas of Topeka that are demonstrating high rates of reported overdoses. With this information and the approximate numbers of school-aged children in the vicinity, we are more prepared to start addressing this specific issue. Our first step will be to develop partnerships with school administrators and provide prevention education and resources in those higher risk areas.

As part of this grant request, we will set the following goals to increase our outreach to minority individuals.

- PARS will identify the schools with the higher levels of minority students and ensure those schools receive bilingual prevention information as a priority. We will work with the school administration to offer up to 12 additional prevention education sessions specifically focused on minority audiences. We will also offer up to 6 new prevention education programs for parents at those schools.
- PARS will provide up to 4 free evaluations for minority youth each month. (This is in addition to the general evaluations provided by other grants.) We will schedule an interpreter to assist, as needed.
- PARS will implement a plan to host Spanish social media profiles for our prevention education and announcements for community services and training.
- As we fill positions, we will make it a priority to seek out a minority individual especially someone with bilingual skills. We will also commit to maintaining a diverse board of directors.
- PARS will help reduce the barriers that some minority individuals face that deter them from receiving assistance. This includes:
  - ◊ Free bus passes for minorities that have transportation issues.

- ◊ Spanish ADIS classes bi-monthly with the ability to charge a reduced fee. (*Regulations require we charge a minimum fee.)*
- ◊ For those without a computer or access to the internet, we will provide onsite assistance with Chromebooks for online searches for treatment access, resources, and enrollments. An interpreter can assist if needed.
- ◊ Remote access through Zoom will be made available for those clients with mobility issues. DocuSign will allow PARS to receive required authorizations and remain compliant.
- ◊ Printed bilingual marketing and education pieces for use in schools, community centers and other public places that allow us to reach a broader and diverse audience.
- ◊ Additional classes and evaluations that focus on the minority sector.
- ◊ Broader access to an interpreter when needed.

5. **Can you access translation when needed?**
   Yes, PARS has a bilingual contractor that is available at no cost to the client to assist with evaluations when needed. She also teaches classes including the Alcohol Drug Information School (ADIS) and is the only known Spanish speaking instructor in Northeast Kansas.

6. **Can you provide zip code areas of those served?**
   66603, 66604, 66605, 66606, 66607, 66608, 66609, 66610, 66611, 66612, 66614, 66615, 66616, 66617, 66618, 66621, 66402, 66409, 66413, 66414, 66418, 64081, 64106, 66050, 66227,66423, 66436, 66502, 66524, 66533, 66542, 66546

7. **Is your community education program on dangers of opioids and fentanyl in Spanish for parents that may have little to no English reading capacity? Expand on this.**
   The new quarterly community education offered through our Safe Streets program are live and in-person events that are hosted in collaboration with our community partners. We did not have any requests for special assistance for attendees but the event was not recorded and we did not provide any translation for the speakers. Recording the event and providing a translated version is something we would like to develop in the future.

   If PARS receives funding from this application, we will provide bilingual educational pieces for the schools and community centers.

   Our Spanish speaking contractor does meet with a group of Latina women monthly on various prevention topics. We would like to add more Spanish speaking staff to our team as a resource for those who would benefit from interpretation services.

8. **What schools do you work with?**
   We reach out annually to **all** schools in Topeka and Shawnee County with information about the services that we provide. Our programming is available at no charge to schools in

Shawnee county that elect to participate. So far this year, we have worked with the following schools:

Avondale Academy, French Middle School, Highland Park High School, Robinson Middle School, Rossville Junior/Senior High School, Seaman High School, Shawnee Heights Elementary, Shawnee Heights Middle School, Tecumseh North Elementary, Topeka High School, Washburn Rural Middle School, and Washburn Rural High School.

In addition to working with students/teachers in the above schools, we have also received client referrals from the following schools for evaluation services:

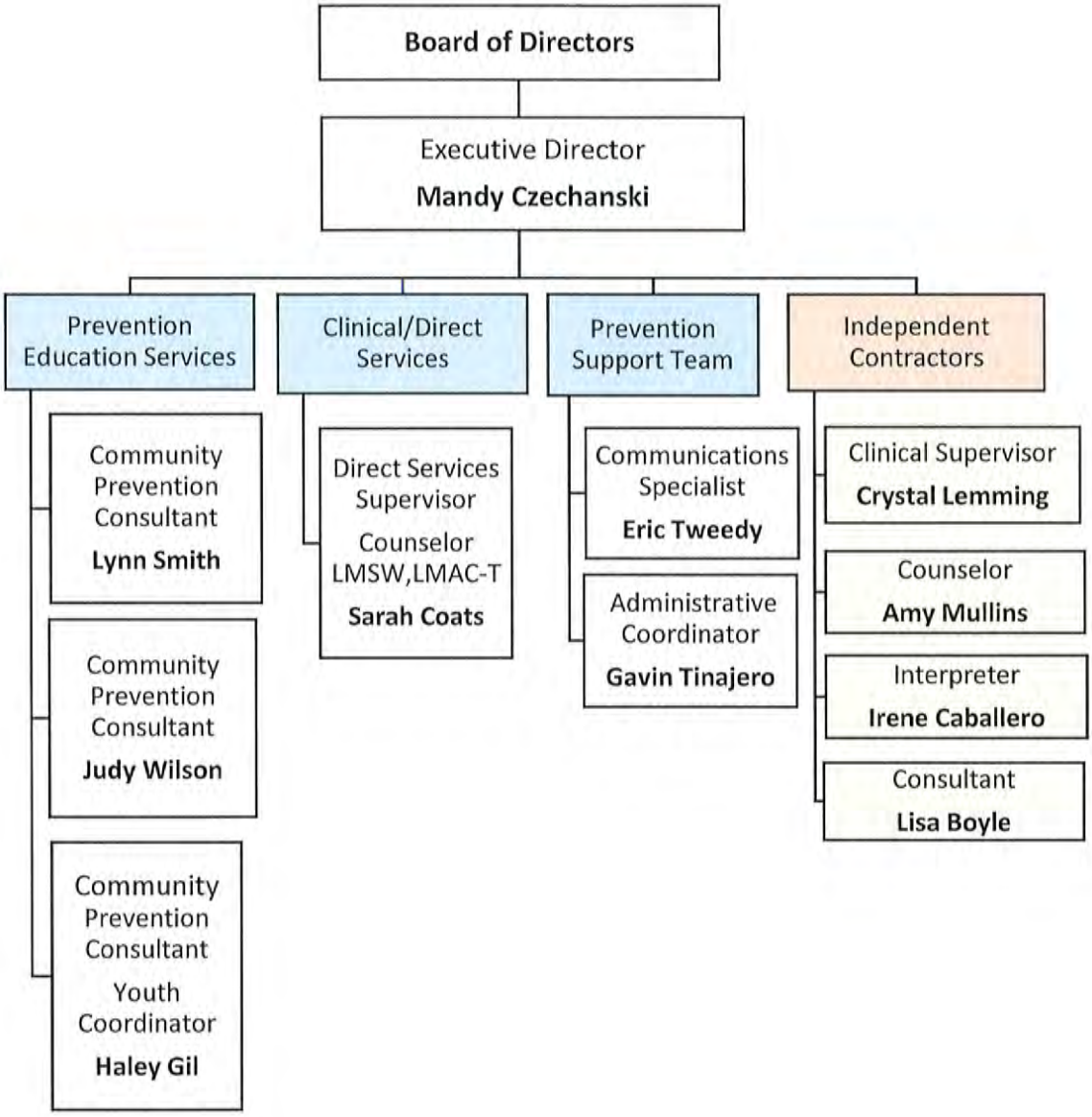
Avondale Academy, Capital City High School, Chase Middle School, Eisenhower Middle School, Hayden High School, Highland Park High School, Jardine Elementary School, Jardine Middle School, Landon Middle School, Robinson Middle School, Rossville High School, Seaman High School, Shawnee Heights High School, Topeka High School, and Washburn Rural High School. Most school referrals for clients are free of charge to the families as covered through City Alcohol Tax dollars.

9. **Do you have ability to provide translation services in Spanish if needed?**
   Yes, PARS has a bilingual contractor who assists us with translation services including scheduling and providing evaluation appointments and teaching our Spanish Alcohol and Drug Information School (ADIS) class.

10. **Do you have any Black or Latino/Indigenous staff or volunteers?**
    Yes, two of our seven staff members fall into this category as well as three current Board Members.

PARS Prevention And Resiliency Services

Organizational Chart



Rev 09/2022

Prevention and Resiliency Services (PARS)

Projected Program Budget

Item	Rate
12 Additional Free Prevention Sessions in Target Schools	$12,000
4 Free Youth Bilingual Evaluations for Minority Clients /Mo.	$10,080
Interpretter for Bilingual Evaluations	$4,320
6 New Free Parent Prevention Education Trainings in Targeted Schools	$6,000
Bi-Monthly Spanish ADIS Class	$1,620
Reduced Cost Spanish ADIS Class Enrollments	$1,200
Spanish Speaking Social Media Support and Management	$8,469
Docusign Annual Subscription	$1,500
ZOOM Unlimited Annual Subscription	$150
24 hour Bus Passes for Targeted Audience	$160
Chromebooks/Online Assistance for Minority Clients	$750
Printed Marketing and Education Materials	$6,500
Total Request Per Year	**$52,749**

Topeka Schools Currently Served by PARS Prevention Education

Demographic Makeup (%)

School or District (#Students)	White	Black or African American	Hispanic or Latino	2 or More Races	Asian or Asian Pacific Islander	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander
City of Topeka	67.2	10.2	15.3	5.5	1.7	.9	<.1
Topeka Public Schools (12,436)	**35.4**	**17.4**	**33.4**	**12.3**	**.5**	**.8**	**.2**
Topeka High (1,530)	35.6	14.8	36.6	11.4	.7	.7	.2
Topeka West High (1,098)	45.9	16.4	22.7	13.8	.5	.5	.2
Highland Park High (838)	19.6	25.3	43.3	10.7	.1	.7	.7
Avondale Academy (179)	42.6	17.4	22.1	15.9	0	1.5	.5
French Middle School (481)	38	13.9	29.5	17.5	.6	.4	0
Robinson Middle School (773)	37.8	22.8	18.1	9.4	11.4	.1	.4
Auburn Washburn District (6,016)	**74.1**	**4.4**	**8.5**	**9.1**	**3.5**	**.4**	**.1**
Washburn Rural High (1,901)	75	4	9.3	8	3.2	.5	0
Washburn Rural Middle School (979)	74.2	4.5	9.3	9	2.5	.5	.1
Seaman District (3,895)	**80.7**	**2.7**	**9.1**	**5.2**	**1.2**	**.9**	**.1**
Seaman High (1,190)	80.6	2.0	9.4	5.4	1.1	1.3	.2
Shawnee Heights District (3,707)	**66.2**	**6**	**16.9**	**9.8**	**.6**	**.4**	**.1**
Shawnee Heights High (1,150)	63.5	7.1	19.5	8.3	.3	1.2	.1
Shawnee Heights Elementary (420)	69.8	4	16.7	9	.2	.2	0
Shawnee Heights Middle School (595)	64.9	4.9	19.2	9.6	.7	.8	0
Tecumseh North Elementary (444)	62.2	5.6	18.9	13.1	0	0	.2

https://www.usnews.com/education

https://www.kansas-demographics.com/topeka-demographics

ARPA Funds Grant Application

PARS would like to amend our original grant application for the following two questions:

1. **ARPA Grant Amount Requested.**

Original Response:

~~$335,000 Total~~

- ~~$300,000 to be spent over three years to expand the number of individuals served in our existing programs.~~
- ~~Plus $10,000 towards expenses/fees of software/programs to enhance ability to provide remote/online servicing of programs.~~
- ~~Plus $25,000 to resurface the parking lot and correct a drainage issue.~~

$52,749 for one year with the option to receive funding for multiple years if funds are available.

2. **Provide a detailed explanation of the proposed program.**

Original Response:
As previously mentioned, PARS will expand our two existing prevention and early intervention programs with the requested funding, over a three-year period to increase the number of evaluations and educational sessions.

PARS would like to expand our options to allow individuals to meet with us or attend training electronically. Because we are working in the arena of health care, PARS will be required to meet additional security requirements in protecting and securing individuals privacy during this process. PARS would like to enhance our website to allow clients to schedule appointments and training online and make payment in cases where a fee applies. This grant funding will help offset the initial costs.

~~Our parking lot is currently in need of resurfacing and repair. There is a drainage issue causing water to pool in front of our entrance door. In the winter, this causes ice to form causing a hazard. Water settling into our foundation instead of draining will cause damage to our building long term. Our grant request includes funding to pay for this property improvement.~~

ARPA Funds Grant Application

Submission date:	**28 July 2022, 11:18AM**
Receipt number:	**67**
Related form version:	**5**

Section I Organization Information

Organization Name	**Doorstep, Inc.**
Organization Address	**1119 SW 10th Avenue** **Topeka, Ks 66604**
Primary Phone	**(785) 357-5341**
Primary Email	**lisa@doorstepinc.com**
Primary Contact	**Lisa Cain, Executive Director**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**56 years**
Industry Name	**Service Providing Industries - Religious, Civic, Grant Making, Professional & Similar Orgs.**
What is your organization's mission statement?	**With the assistance of faith-based organizations, community members and groups, Doorstep, Inc. will provide short-term emergency aid to families and individuals in need; and provide information on services to promote long term self-sufficiency for our clients.**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Open but Reduced Hours**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$62,334**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$209,669 Pass-thru to provide client services**

Section III Summaries

ARPA Grant Amount Requested	**$181,000**
Name the program for which you are applying	**Emergency Services**
Please describe your organization, its programs and how this program fits in	**Doorstep has been located in central Topeka for 56 years. It began with 6 neighborhood churches coming together to help their neighbors in need; the people on their own doorsteps. Today, we are still helping our neighbors, but our neighborhood has grown to include the City of Topeka, Shawnee County, and**

surrounding areas. We are primarily supported by 52 interfaith member congregations who provide monetary support, food donations, volunteers, help and support with special events, and more. Doorstep is here to help our neighbors who are struggling to make ends meet, waiting for or living on disability or social security, families and individuals who have experienced a crisis in their lives and need a little help to get back on their feet. We provide assistance with food, clothing, household items, hygiene kits, rent, utilities, prescriptions, dental and gas vouchers, local bus tickets, and other miscellaneous services through special grants. Our goal is to educate our clients on programs and services in the community that may help them stretch their income further, reduce their expenses, obtain their GED or diploma, and more. We listen to the clients, what their situation is now, what their challenges are, and then look at how we might help. Funds through this program would allow us to provide more assistance to a household who is struggling for whatever reason, loss of job, waiting on first paycheck, illness in the family, etc. Instead of just paying rent so they can fix their car and continue going to work, we could pay for part or all of the car repairs, rent, possibly daycare for a month, and truly give them that breathing room, and a hand up. With our current economy, everyone is feeling the drain on their income just from buying food and fuel. We want to be able to provide additional services, metaphorically put our arms around some of the households we will serve who need more than just a food order, a gas voucher, a utility bill paid to really help get them up on their feet and moving forward, and perhaps not feeling stuck in one emergency after another.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**In the past two and half years there has been a multitude of extra or new funding available, specifically for rent and utility assistance. Doorstep has provided 1.5 to 2.5 times more rent and utility assistance than pre-pandemic. We have always said with rent and utility assistance, the more funds we have, the more people we can help. The need is there, and it continues to be there, as people continue to call everyday requesting for assistance. Funding through this grant would not only allow us to continue having additional rent and utility assistance to help our neighbors through an emergency or difficult time. It would allow us to prevent more families from becoming homeless; we could assist with car repairs to allow those families to continue going to work; we could provide assistance with daycare to get through a rough month financially. These are all ways we can help with this funding in the present to best help the client move forward by receiving more of a hand up towards self-sufficiency. Quite often many of our lives do not come with just one problem at a time, and the populations of people we are serving often have multiple problems, and road blocks. If we can help some of our neighbors through a crisis, and onto better self-sufficiency, they may become the next neighbors to donate, and offer help to others.**

How has the pandemic impacted the effectiveness of your organization?	**Doorstep has been 'open' during the pandemic. We shifted to providing services by phone intake only when the pandemic began, and will continue this way until if feels safer for everyone to switch back to 'normal' operating procedures. Initially, the clothing room closed for 5 months when the pandemic started until the staff and volunteers felt comfortable enough to have clients come in by appointment to control the number of people in each area.** **We have three phone lines, and at times had only 3 of our 4 employee positions filled to handle the calls for services, filling out intakes, faxing vouchers, writing checks, pledging utility assistance, and more. We have done our best to let clients know about other services and programs available to them in the community to help stretch their income further, or help reduce their expenses. However, that part of what we do has been difficult to put time into versus when we were having face-to-face interviews. The personal side of providing services has been different since the pandemic began, but then the personal side of most things has changed for everyone since the pandemic started. We have been putting packets of information together that are put in all of the food orders, and also available for anyone who comes into the building. They can take the information with them and see what services they might qualify for to best help themselves. Our neighbors are still getting their rent and/or utilities paid, prescriptions purchased, dental work done, being fed with our food orders, clothed, and provided gas vouchers or bus ticekts to get to/from work or medical appts.**

Please describe how you see the future of your organization and its program post-pandemic	**There will always be a need for emergency services to help our neighbors who are struggling because 'life happens'. Anyone can experience an emergency in their lives, and need some help. Many people do not have savings to cover a car repair when they barely make enough to pay their monthly expenses; and they need help. With job loss, illness, lack of hours, and many other reasons why people find themselves in situations where they need a hand up; Doorstep's services will be in demand as they have been since 1966. We have never had a shortage of requests for rent and utility assistance. We have seen since the pandemic began the availability of much needed extra, and new funding in our community for rent and utility assistance. There have been people requesting help, that had never had to ask before. And, even with all of the funding available through several agencies, the requests continue to come in, and the funding still has not met all of the need. Post-pandemic, Doorstep will continue to be here helping our neighbors in need with basic needs such as food, clothing, rent, utility, prescription and dental vouchers, local bus tickets and gas vouchers, hygiene kits, etc.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Doorstep, Inc. assists families and individuals with basic needs services who are struggling to make ends meet, or experiencing a crisis in their lives. Our goal is to stabilize their household, and help them become more self-sufficient. Awarded funding for this program will be used for many services within the Emergency Services prorgram. The largest requested portion will be used for rent assistance to prevent eviction and homelessness; and to provide utility assistance (gas, electric and water) to families and individuals to prevent disconnection of service(s), or**

to have services restored. Because we know people often come to us with several needs, we also want to be able to offer daycare payments, payments for car insurance, payments, repairs, tags and registration. This would allow us to better help those families that are really struggling, and need more overall assistance to get back on their feet. For people looking for work they need to have a phone that is active to make and receive calls, or some people clock in and out on their phones for work. Offering pre-paid cards/minutes is not currently something we help with, but would like to add this service with this funding. Doorstep assists with hygiene kits for individuals and households, giving out over 500 in 2021. We assist with food and clothing to those in need, and try to keep on hand food items for those who come to us, and who are homeless. We would like to put together backpacks with can openers, food items appropriate for someone who is homeless, and have them ready to go when there is a need.

The Doorstep staff interviews clients to see what their income and expenses are, why they are in need at that point in time, and figure out how we can best help them. Doorstep will not pay a client's rent or utilities if we cannot reasonably determine from talking with them about their situation, that they will be able to pay the bills themselves the next month.

We are trying to give them a hand up, and help them on their way to better self-sufficiency by providing the needed emergency service(s), and by educating them on budgeting, and community resources available to help them further.

Doorstep also offers assistance with prescriptions, dental vouchers, gas vouchers and Topeka Metro tickets for people to get to/from work or medical appts. However, we are not requesting funds for these

services from the ARPA grant funds.

Lastly, we have been upgrading the lighting in our building to LED over the past several years. It has improved many of the areas where our volunteers spend time, clients shop, the staff works, and are more energy effecient. The basement food storage area is the last area needing upgraded so the volunteers can see expiration dates on the food easier, keep it rotated, and we will have less waste.

Describe what other funding is available and what you have secured, or expect to secure for this project	**While Doorstep has not begun to budget for the grant years these funds fall under, we do generally receive several grants each year to provide several client services, in varying amounts. These funds or funding sources are:** **City of Topeka Social Services Grant - Rent & Utility Assistance ($23,000)** **Shawnee County Social Services Grant - Utility Assistance ($14,000)** **Emergency Food & Shelter Program - Rent Assistance ($12,000)** **United Way of Greater Topeka Basic Needs - Rent & Utility Assistance ($25,000)** **Hearth Emergency Solutions Grant - Rent Assistance (Homeless Prevention & Rapid Rehousing) ($25,000)** **Callanan Family Fund - Rent & Utility Assistance ($40,000) (This was new funding that began in late 2021 for one year, we are hopeful it will continue)** **Topeka Community Foundation Funders & Grants: Building Skilled Families ($6,500), Annie Gradle Fund - Utility Assistance ($600), Tim Schwartz Memorial Fund - Rent & Utility Assistance ($2,200), Braymen Family Fund - Utility Assistance ($6,000), Hill Family Foundation - Utility Assistance ($2,600). Walter & Lucy Roush Trust ($13,000) and Schwartz Foundation ($10,000) funds have been received the past two years. Unknown if they will continue, but used for rent and utility assistance.** **Prairie Band Potwatomie Nation Charitable Giving Grant - Rent & Utilities ($5,000)**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Doorstep helps people in Topeka and surrounding areas who are struggling due to a disability, lack of hours or work, not making a living wage, death or**

illness in the family, and those who have experienced some other crisis in their lives, and need help. Each month we see an average 18 new households requesting services who have never received help from an agency on the ClientTrack system. When someone comes from the emergency room, and needs an antibiotic, but does not have the money to get their prescription, Doorstep can help. We help the family who is working, but cannot afford their high gas or electric bill, and needs help to prevent disconnection of their service(s). The single mother whose car broke down, and she has to choose between paying rent or the car repair to continue getting to work to support her family, Doorstep is there. The increasing population of disabled individuals, either physically or mentally, are in desperate need of our help just to get by. Anyone can experience a crisis in their lives, and find themselves needing help. Whether they need food, prescription help, utility assistance for a high bill or transportation to get to medical appointments they can turn to Doorstep for help. With approved funding, Doorstep is able to address and assist in these types of situations, and many more. Each client's situation is different, and they are treated as such. We try to help the client at the point in time they come to us, and for the future ahead.

We have families and individuals in our community who are struggling with a multitude of issues. One of the great things about our city is the number of agencies and services available to help people, but still we fall short at times with some of the items we want to provide with these ARPA funds. We have a special grant for single parents who are working where we can help with car repairs, payments, insurance, tags & registration, educational classes to better their income, and daycare to continue working. However, those funds do not help individuals,

	couples, 2-parent households, etc. This grant could do that. We have asked for funds to purchase additional hygiene products to give out more kits throughout the year, and backpacks, can openers, and food items appropriate for someone coming to us for food who is homeless. The larger share of our request is for rent assistance to prevent homelessness, and utility assistance to prevent disconnection, or restore basic services.
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Many of the basic needs services we provide assistance with are also offered by other area agencies. However, with the use of the ClientTrack system computer program managed by the City of Topeka, participating agencies such as Doorstep, Let's Help, Salvation Army, Catholic Charities, Community Action, the Topeka Rescue Mission, and others are able to check the eligibility of clients prior to providing assistance. This system helps to prevent duplication of services, and allows more of the community need to be met with the funding available.** **Since the pandemic began, Doorstep has been providing services through phone intakes, instead of walk-ins. Staff members go over the client's income and expenses with them during intake, and lets them know about any other programs and services available to them in the community that may help them further. We have emailed applications for LIEAP and Project Deserve, and other information to the client so they have it, and can more easily apply.** **Also, the geographical region of the city often affects where clients go for services, particularly if transportation is an issue. And, because funding can be different for each agency, along with when each one has funding available to provide assistance, this also affects when and where clients go for services.**

What donated goods and or volunteer services do you receive that add value to this program?	**Pre-pandemic, Doorstep had approximately 70 regular volunteers who would come weekly to work in our food room, clothing room, to sort donations, work at the reception desk, haul bread and food. Since the beginning of the pandemic we changed to phone intakes only, and the clothing room is open three days per week. However, we still have approximately 40 volunteers who come in weekly to assist the staff in providing services, and handling donations. With a total of 4 staff, the volunteers are an essential part of providing services to people in need. Doorstep also has volunteers who help at special events such as our Christmas Store for adopted families, and our Neighbor Helping Neighbor Walk/5K Fun Run. They serve as board members and coordinators, and help during their congregation's assigned month. In 2021, Doorstep received donations of over 60,000 pounds of non-perishable food items for our food bank from our member congregations, Project Topeka, groups and individuals. We also received an estimated $2 million worth of donations of clothing and household items to provide for our clients visiting the clothing bank, Impact Avenues families, and the MAP Shower / Clothing Trailer.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Doorstep Certificate of Good Standing 7.26.22.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**220**
Projected age of 6-12 years	**267**

Projected age of 13-18 years	**104**
Projected age of 19-35 years	**302**
Projected age of 36-59 years	**197**
Projected age of 60 years and over	**70**
Total Individuals	**1160**

Section V Beneficiary Information - Gender

Men	**534**
Women	**626**
Transgender	**0**
Total Individuals	**1160**

Section V Beneficiary Information - Income Level

At or below 30%	**504**
At or below 50%	**418**
At or below 80%	**238**
Other	**0**
Income Unknown	**0**
Total Individuals	**1160**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**56**
Percent of Black/African American	**29**
Percent of Hispanic	**15**
Percent of Asian	**0**

Percent of American Indian/Alaskan Native	**0**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

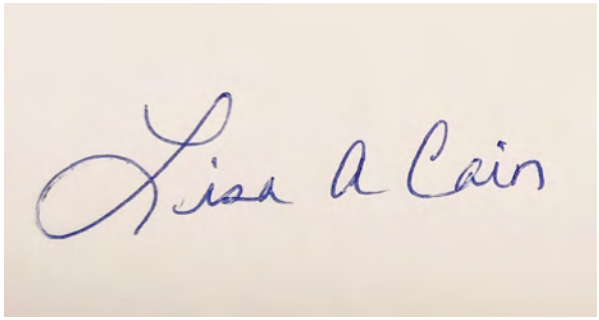
I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**

Your Signature

Name of signatory: Lisa Cain



Uploaded signature image: Lisa Cain Signature.jpg

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: DOORSTEP, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on November 08, 1966, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 26, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Doorstep, Inc. 9/7/22

ARPA Grant answers for the City of Topeka Policy & Finance Committee

1) Doorstep Organizational Chart – See Attached

2) Project Budget for the ARPA Requested Funds – See Attached

3) Reduction in amount requested, if needed – See Attached

4) Doorstep, Inc. does have one staff member who speaks some Spanish, though not fluent, she will also use translation services in order to best help our Spanish only speaking clients.

5) Doorstep, Inc. does have some of our materials in Spanish. Two of the handouts we use most often with clients, the Topeka Resource Checklist, and the Food Banks & Meals List, are in English and Spanish. These are updated regularly by City of Topeka staff for many of the helping agencies, and others in our community to use for the information, and as a helpful tool.

6) Doorstep, Inc. does currently have one staff member who is Black. We have one Indigenous member on our board of directors, and eleven Black members who volunteer as board members and coordinators for their congregations. Additionally, we have another six who volunteer at Doorstep working with clients and handling donations.

Thank you for the opportunity to further explain our program, and our intentions with the requested funding.

Lisa Cain
Executive Director

Doorstep, Inc. Organizational Chart



Revised 4/19/2022

Doorstep Proposed Budget for Requested ARPA Funds 9/7/22

The requested funds will be spent, if awarded, over a 2 - 2 1/2 year period to begin once funding would be awarded, and received.

These are all direct assistance to clients with the exception of one building upgrade, changing the basement food room lighting to LED.

Direct Client Service	Original Amount Requested	Reduced Request (if needed)
Rent Assistance - to prevent homelessness	$80,000 73 households	$60,000 55 households
Utility Assistance - to prevent the disconnection of service, or to restore services	$50,000 100 bills paid	$35,000 70 bills paid
Transportation - Auto Services - car repairs, insurance payments, tags & registration	$12,000 24 services	$10,000 20 services
Daycare Funds - to assist parents with daycare costs when a crisis arises	$8,000 16 households	$6,000 12 households
Food Purchases - to help stock our food room with more homeless appropriate food items	$6,000 200 food orders	$4,000 133 food orders
Hygiene Kit Items - funds to purchase personal care items handed out in kits	$6,000 325 kits	$4,000 215 kits
Phone Bill / Card Payments for clients who are working or actively seeking employment	$4,000 50 cards/services	$2,000 25 cards/services
Building Upgrade - Replace Basement Food Room Lighting to LED	$15,000	$12,000
Total Amount Requested:	$181,000	$133,000
Total Duplicated Services	788 units of service	530 units of service
Estimated Unduplicated Services	590 units of service	398 units of service

Doorstep Updated Budget for Requested ARPA Funds 9/23/22

The requested funds will be spent, if awarded, over a 2 - 2 1/2 year period to begin once funding would be awarded, and received.

These are all direct assistance to clients services. The LED lighting upgrade has been removed, and the $12,000 has been split among some of the services.

Direct Client Service	Original Amount Requested	Reduced Request (if needed)
Rent Assistance - to prevent homelessness	$80,000 73 households	$65,000 60 households
Utility Assistance - to prevent the disconnection of service, or to restore services	$50,000 100 bills paid	$38,000 76 bills paid
Transportation - Auto Services - car repairs, insurance payments, tags & registration	$12,000 24 services	$12,000 24 services
Daycare Funds - to assist parents with daycare costs when a crisis arises	$8,000 16 households	$6,000 12 households
Food Purchases - to help stock our food room with more homeless appropriate food items	$6,000 200 food orders	$4,000 133 food orders
Hygiene Kit Items - funds to purchase personal care items handed out in kits	$6,000 325 kits	$6,000 325 kits
Phone Bill / Card Payments for clients who are working or actively seeking employment	$4,000 50 cards/services	$2,000 25 cards/services
Total Amount Requested:	**$181,000**	**$133,000**
Total Duplicated Services	788 units of service	485 units of service
Estimated Unduplicated Services	590 units of service	364 units of service

ARPA Funds Grant Application

Submission date:	**29 July 2022, 9:56AM**
Receipt number:	**87**
Related form version:	**5**

Section I Organization Information

Organization Name	**SENT Topeka**
Organization Address	**455 SE Golf Park Blvd** **Topeka, KS 66605**
Primary Phone	**785-783-2535**
Primary Email	**nikki@senttopeka.com**
Primary Contact	**Nikki Ramirez-Jennings**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**4.5 years**
Industry Name	**Religious, Grantmaking, Civic, Professional, and Similar Organizations (NAICS 813)**
What is your organization's mission statement?	**Intentionally walking with neighbors through loving relationships and strategic development.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**We are currently looking to hire a Construction Manager, SENT Prep Academy Director, SENT Prep Academy staff, and a Mental Health therapist**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **COVID-19 Economic Injury Disaster Plan Funds**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$20,700 - Federal and $19,105 - State**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	**$39229 - Shawnee County Food Insecurity, $35,000 - State of Kansas Food Insecurity, $20,000 - Kansas Dept. of Commerce Back to Business, $10,000 - Technology, $12,336 - Shawnee County Protective Measures: PPE Gear**
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$50,000**
Name the program for which you are applying	**Mental Health Department**

Please describe your organization, its programs and how this program fits in	**SENT has a vision of seeing a holistic transformation of the neighborhoods in Shawnee County, beginning in the Hi-Crest community. This is accomplished through three distinct pillars of work: Education: cradle to career, Development and Housing, and Community Wellness.** **To accomplish holistic transformation, mental health must be a part of that work. In 2020, SENT began offering mental health services under the Community Wellness pillar in the Hi-Crest community. The 2021 first quarter JEDO report stated that "the average number of mentally unhealthy days reported in the last 30 days" was 4.2, which is approximately 15% of a month and nearly a whole work week. The National Council for Behavioral Health reports that accessibility and affordability are two primary barriers to individuals receiving mental health support.** **Every person deserves to receive support when needed. SENT strives to make that possible by providing ways to overcome those barriers to mental health services. By having an office in the Hi-Crest community, SENT increases accessibility to services and decreases lack of transportation from being a barrier. Mental health support becomes affordable and sustainable by using an adjusted fees scale that drops as low as $5. SENT never wants cost to prevent someone from accessing support.** **Community wellbeing is the combination of social, economic, environmental, cultural, and political conditions identified by individuals and their community as essential for them to flourish and fulfill their potential." (https://www.takingcharge.csh.umn.edu/what-community-wellbeing) SENT's mental health work is one part of increasing overall community wellness in the Hi-Crest community.**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**SENT would use most of the awarded funds to hire an additional counselor. With only one provider, the community's mental health needs far outweighs the department's capacity. In the first six months of 2022, SENT received nearly 120 new inquiries for mental health services. One counselor may average around 900 counseling sessions a year. The ability to bring in new counselors will significantly increase mental health services being provided.** **NAMI reports that "1 in 5 U.S. adults experience a mental health condition each year." According to Mental Health America, bringing more mental health care to Kansans will have a long-term systemic impact on the health & education of our state. We also know that poverty increases social stresses, stigma, and trauma, which all contribute to poor mental health (National Center for Biotechnology Information). "Mental health problems can lead to impoverishment through loss of employment or underemployment or fragmentation of social relationships" (National Center for Biotechnology Information).** **In addition to simply increasing the capacity for clients served, funding will assist in decreasing other barriers. Lack of childcare can decrease access to counseling services. SENT would use some funding to provide childcare one day of the week for clients to use during their sessions. In addition, funding could provide cab vouchers for clients that lack transportation.** **Once hired, the first six months of work are getting the therapist credentialed on insurance panels and building up a client caseload. At that point, the income from services rendered by the therapist covers the job's cost.**

How has the pandemic impacted the effectiveness of your organization?	**The pandemic created unique challenges in every area of life. Counseling services were directly affected by creating a risk and barriers to in-person sessions. However, the pandemic also propelled agencies, SENT included, into learning how to pivot programming to a new environment, needs, and challenges. The mental health department at SENT began in 2020 in response to the rising mental health needs in the community.** **Telehealth options have assisted some clients in overcoming the barrier of accessibility. Counseling has been traditionally a face-to-face service. Telehealth counseling sessions became more accepted and normalized through the pandemic. This new service option has forced insurance companies to recognize telehealth as a viable treatment option causing them to create billing options for telehealth services. This has opened access to services for those who lack transportation, those that live in remote areas, and those with health problems preventing in-person sessions as possible.** **The pandemic has forced service providers to create or become comfortable with new ways of assisting clients. These new service options will continue to be used and provide long-term solutions for mental health services.**

Please describe how you see the future of your organization and its program post-pandemic	**According to USA Today, most Americans believe the pandemic has increased depression, anxiety, stress, and addiction. Other studies indicate the pandemic has had a significant impact on the mental health of teenagers. SENT's work in addressing mental health needs will not decrease with the end of the pandemic. SENT's mental health department will continue to offer services post-pandemic. SENT will remain committed to walking alongside our neighbors and supporting their mental health needs.** **SENT will take the tools gained from functioning through a pandemic and allow them to continue to guide and form the services provided to respond to the needs of our community. We will continue to offer in-person and telehealth services. We will continue to work with individuals, couples, and families. We will continue to work with all ages. We will continue to seek understanding of the barriers that prevent services from being accessed and work towards solutions to overcome those barriers.** **The pandemic has taught us valuable skills in flexibility and resilience. We will carry these lessons and growth with us as we continue to assess the effectiveness of programming and determine steps for the department's growth in response to the needs of our community.**

Section IV General Data

Provide a detailed explanation of the proposed program	**SENT's mental health department is working to make mental health support accessible and affordable for everyone. We provide individual, family, and couples counseling services. We work with all ages and utilize different evidence-based therapeutic models. We know that lack of access and unaffordable services prevent some from receiving mental health support. We are strategically working to overcome those barriers. By being in the Hi-Crest community, we are increasing availability. By using a steep adjusted fees scale, we are working to ensure that services are affordable. We want services also to be sustainable.** **We also are working to equip our community partners. Schools, churches, and other non-profits also see individuals struggling with mental illness. We have created a "Trauma-Informed Classroom" training to equip others to understand, identify and address mental health challenges. We understand that behaviors displayed, for example shouting in a classroom, are often a symptom of a more profound unidentified unmet need. We desire to walk alongside our community partners to equip them to understand the deeper level past the surface-level behaviors.** **This Fall, we will begin a teen non-formal art therapy group. This group will provide teenagers a place to work on identifying and expressing emotions, gain coping strategies, and build self-esteem. This group will utilize art therapy techniques. By hosting a non-formal group, we are fostering a space for teenagers to have additional, trusted adults in their life. We also hope that the exposure to therapists in a casual environment will create a bridge for teens to begin individual counseling services when needed.**

Describe what other funding is available and what you have secured, or expect to secure for this project	**SENT recently received $20,000 from the Redbud foundation for the Mental Health department. This funding will cover some of the costs for a new therapist. This therapist will have some responsibilities tied to the mental health needs of SENT Prep Academy students and families as well as supporting SENT Prep Academy teachers by helping identify and problem solve challenges in the classrooms.** **SENT has applied for $50,000 from the SPARK grant. This application was submitted in April 2022, and SENT has yet to learn when the money will be awarded and if SENT will be a recipient.** **SENT continues to seek out other grant opportunities that support SENT programming.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Research and collected data continually indicate a growing challenge in our communities in facing mental health problems. The America's School Mental Health Report Card from February 2022 ranked Kansas 33rd overall for youth mental health. The 2021 first quarter JEDO report stated that "the average number of mentally unhealthy days reported in the last 30 days" was 4.2, which is approximately 15% of a month and nearly a whole work week. Mental health challenges are prevalent right here in our neighborhoods and our communities.** **"Poverty in childhood and among adults can cause poor mental health through social stresses, stigma and trauma. Equally, mental health problems can lead to impoverishment through loss of employment or underemployment, or fragmentation of social relationships. This vicious cycle is in reality even more complex, as many people with mental health problems move in and out of poverty, living precarious lives."**

(https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7525587/)

We know that factors such as poverty, lack of accessibility to resources, and isolation contribute to higher rates of mental illness. We also know that the Hi-Crest community is considered an "at risk" neighborhood on the City of Topeka's Neighborhood Health map. SENT desires to be a resource in the Hi-Crest community that will help address the mental health needs by providing support, teaching coping strategies, and assisting in referrals for other identified needs. There is endless research on the benefits of counseling services. Psychologist Rob Winkler stated, "better coping leads to better responses, and better responses lead to better experiences, which create more opportunity and prosperity in all aspects of our lives." (5 Long-Term Benefits of Therapy. (2020) Counseling provides individuals with the tools and support needed to make changes that will positively impact relationships with others, leading to better relationships within our community and increased overall community wellness.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Counseling services are available throughout Topeka; however, the resources for mental health support are scarce in high-need areas and inequitably distributed throughout our city. SENT is proud to serve as the only mental health support office in the Hi-Crest community. Our goal is to make caring for one's mental health accessible and affordable for everyone. Unfortunately, our reach can only go so far with one counselor; therefore, expanding our department is essential to increasing access for our neighbors.** **Lack of transportation is a challenge for many individuals in our city, and public transportation can be difficult to maneuver. Having an office in the Hi-Crest community removes or decreases that barrier, increasing accessibility to those in our neighborhood.** **It is also essential that cost does not prevent continued therapy sessions from being sustainable. SENT offers an Adjusted Fees Scale that provides counseling sessions at lower fees than private practice counselors can offer.** **In addition, there is currently a need for more providers throughout the city. Many agencies and therapists have a waiting list and no current openings for new clients. NAMI states that "1,383,258 people in Kansas live in a community that does not have enough mental health professionals".**

What donated goods and or volunteer services do you receive that add value to this program?	**SENT utilizes master's level interns from Washburn University and Kansas University in the counseling department. Students can provide counseling services under supervision, increasing SENT's reach and allowing for more cost-effective sessions, as interns are unpaid for their services.** **Volunteers serve on SENT's Community Wellness Committee, which exists to assess, reassess, and provide input in decisions regarding current and future projects and initiatives undertaken to assist in promoting and achieving community wellness in the Hi-Crest community. Its members use their unique perspectives and experiences to help assess needs in the community and barriers to community wellness throughout our neighborhood and city. Volunteers cannot provide support for most of the roles in the mental health department due to HIPPA regulations.** **We utilize donations such as school supplies, art supplies, small toys, etc, that can be used during therapy with clients. Play therapy and Art therapy are types of therapies used to help, usually children, explore, express and safely experience and process the struggles they are working through.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Sent Inc Certificate of Good Standing 2021.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**1142**

Projected age of 6-12 years	**1490**
Projected age of 13-18 years	**1064**
Projected age of 19-35 years	**2908**
Projected age of 36-59 years	**3084**
Projected age of 60 years and over	**3013**
Total Individuals	**12701**

Section V Beneficiary Information - Gender

Men	**6073**
Women	**6628**
Transgender	**0**
Total Individuals	**12701**

Section V Beneficiary Information - Income Level

At or below 30%	**3615**
At or below 50%	**1992**
At or below 80%	**3434**
Other	**3660**
Income Unknown	
Total Individuals	**12701**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**51.69**
Percent of Black/African American	**21.52**
Percent of Hispanic	**18.84**

Percent of Asian	**0.75**
Percent of American Indian/Alaskan Native	**7.2**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100.00**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Mental Health Specialist**

Your Signature

Name of signatory: Tricia Sublet



Link to signature

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: SENT, INC.

Entity Type: KANSAS NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on March 21, 2018, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of April 22, 2021

SCOTT SCHWAB
SECRETARY OF STATE

SENT
Strengthening & Equipping Neighborhoods Together

> Office: 785-783-2535
> Email: info@SENTtopeka.com
> Website: www.SENTtopeka.com

455 SE Golf Park Blvd., Topeka, KS 66605

Questions for Strengthening & Equipping Neighborhoods Together (SENT) are as follows:

1. Please provide an organizational Chart for your organization.
   Please see the attachment.

2. Please provide a project budget for the project/budget program you are seeking funds.

SENT requested $50,000.

-$30,000 would be used to bring on additional mental health staff. This amount would cover the cost to hire, onboard, pay for licensure, cover liability insurance needs, and cover approximately the first six months of the new staff's salary. That the new therapist would be credentialed with most insurance panels and have built a full caseload at that point. Within six months, we anticipate the new therapist to be able to cover the cost of the position through the services provided.

-$10,000 would be used to cover the cost of training for mental health staff. It's essential for the therapist on staff to be well-trained in evidence-based, trauma-informed practices such as EMDR, Play Therapy, etc.

-$7,000 would cover the cost of therapy supplies and materials. SENT is beginning a non-formal art therapy group for teens this Fall. With a non-formal group, we will provide a space for teens to understand better and express their emotions and expose them to additional supportive adults in their lives. We will not, however, be charging fees for this group. The advertising and supplies expenses will come from the mental health department. This funding would also allow the mental health department to build a therapeutic library of games, books, and resources that would continue to assist clients over the years.

-$3,000 would allow SENT to update the counseling office spaces. SENT has benefited from many second-hand furniture donations. We want to update our spaces to create a welcoming, calming space that shows clients they are valued and important.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

If we had to reduce the amount received, we would diligently work to make the needed cuts while also seeking other funding opportunities.

> Office: 785-783-2535
> Email: info@SENTtopeka.com
> Website: www.SENTtopeka.com

455 SE Golf Park Blvd., Topeka, KS 66605

-We would reduce the amount needed to bring a new hire from $30,000 to $20,000. This would cover the onboarding cost, licensure requirements, and approximately 4- 5 months of salary. This would not allow us as much wiggle room to get the therapist on insurance panels and build their caseload.

-We would reduce the amount for training from $10,000 to $5,000. We would then prioritize the top training for the new hire to accomplish first. We would continue to seek other funding opportunities for further training and seek ways to ensure that our therapists are well-equipped.

-We would reduce the amount asked for therapy supplies and materials from $7,000 to $3,500. We would prioritize the most needed supplies and therapeutic materials and purchase them first. We will continue to build our therapeutic library of resources over time as we are able.

-We would reduce the amount asked to update mental health office spaces from $3,000 to $1,500. We would prioritize updating the most tattered and worn-out pieces first.

4. How long has the SENT mental health department been in operation and assisting clients?

The mental health department of SENT began in September 2020. At that point, the one therapist on staff began building a caseload and getting SENT credentialed on insurance panels. SENT had one clinical intern in 2021 that served around 4-5 clients. SENT began a second part-time therapist in July 2022 who has started working with three clients.

5. Please provide specific data on numbers of individuals treated in the last three years.

SENT has seen 126 clients in total since beginning in September 2020. Of those, 73% were clients with insurance, 9% were private pay (most of the private pay fees are less than $10), 14% of clients were seen for free, and 4% utilized Employment Assistance Programs (EAP) from their place of work. One therapist served the majority of those clients. A clinical intern served around four clients, and the new part-time therapist has served three clients. In just 2022, SENT has received 168 inquiries for new or returning clients requesting appointments or asking about appointment availability for new clients.

SENT
Strengthening & Equipping Neighborhoods Together

> Office: 785-783-2535
> Email: info@SENTtopeka.com
> Website: www.SENTtopeka.com

455 SE Golf Park Blvd., Topeka, KS 66605

6. Do you bill clients' insurance?

Yes. We accept all three Kancare Medicaid (United, Aetna, Sunflower), Medicare, Blue Cross Blue Shield, United Commercial, Cigna, and Aetna commercial insurance. We also work with six EAP providers, Lifehouse Advocacy Center, and sometimes can bill Crime Victims Compensation.

7. How much are mental health counselors paid at the SENT mental health department?

Tricia is paid $41,200. The second staff therapist works three hours in exchange for clinical supervision. He is unpaid.

8. Are services provided in Spanish? Including reading materials?

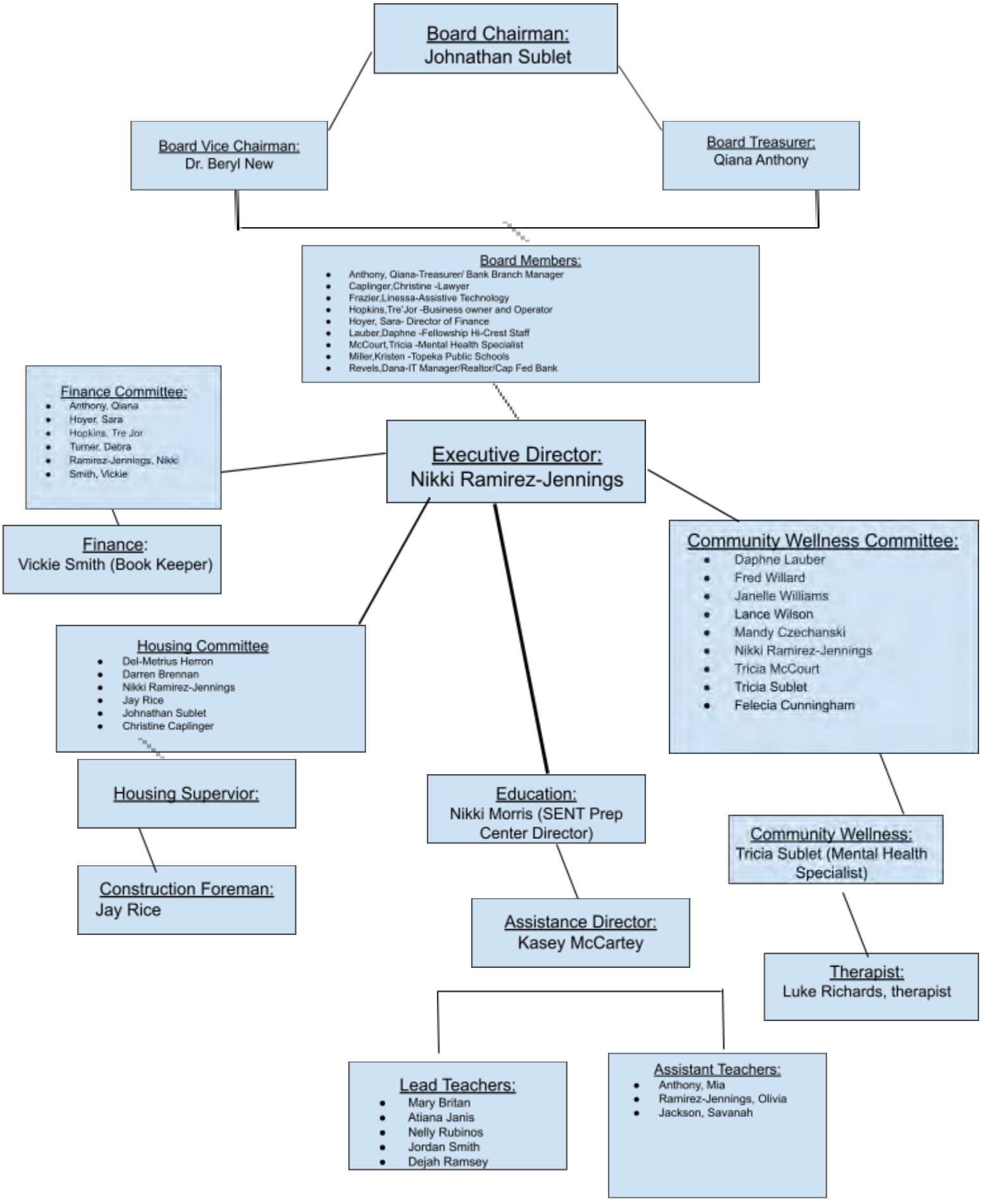
No, we do not have any Spanish-speaking therapists on staff.

9. Do you have access to translation services if needed?

We have not, at this time, utilized translation services. We would be open to using them if needed, but we believe this would distract from the therapeutic process. SENT would first work to locate another therapist around town that would best assist the client.

10. Do you have any Black, Latino/Indigenous staff or volunteers?

SENT's organization has an African American Executive Director. We also have multiple staff members at SENT Prep Academy that are African American or Hispanic. We had a Washburn intern for one year that was from one of the Indigenous tribes. The mental health department has only one employee, a white female. The part-time therapist is a white male. When able to expand, SENT desires to have diversity in therapists on staff to meet client needs better.


Board Chairman:
Johnathan Sublet
Board Vice Chairman:
Dr. Beryl New
Board Treasurer:
Qiana Anthony
Board Members:
Anthony, Qiana-Treasurer/ Bank Branch Manager
Caplinger,Christine -Lawyer
Frazier,Linessa-Assistive Technology
Hopkins,Tre'Jor -Business owner and Operator
Hoyer, Sara- Director of Finance
Lauber,Daphne -Fellowship Hi-Crest Staff
McCourt,Tricia -Mental Health Specialist
Miller,Kristen -Topeka Public Schools
Revels,Dana-IT Manager/Realtor/Cap Fed Bank
Finance Committee:
Anthony, Qiana
Hoyer, Sara
Hopkins, Tre Jor
Turner, Debra
Ramirez-Jennings, Nikki
Smith, Vickie
Executive Director:
Nikki Ramirez-Jennings
Finance:
Vickie Smith (Book Keeper)
Community Wellness Committee:
Daphne Lauber
Fred Willard
Janelle Williams
Lance Wilson
Mandy Czechanski
Nikki Ramirez-Jennings
Tricia McCourt
Tricia Sublet
Felecia Cunningham
Housing Committee
Del-Metrius Herron
Darren Brennan
Nikki Ramirez-Jennings
Jay Rice
Johnathan Sublet
Christine Caplinger
Housing Supervior:
Education:
Nikki Morris (SENT Prep Center Director)
Community Wellness:
Tricia Sublet (Mental Health Specialist)
Construction Foreman:
Jay Rice
Assistance Director:
Kasey McCartey
Therapist:
Luke Richards, therapist
Lead Teachers:
Mary Britan
Atiana Janis
Nelly Rubinos
Jordan Smith
Dejah Ramsey
Assistant Teachers:
Anthony, Mia
Ramirez-Jennings, Olivia
Jackson, Savanah

ARPA Funds Grant Application

Submission date:	**29 July 2022, 11:04AM**
Receipt number:	**88**
Related form version:	**5**

Section I Organization Information

Organization Name	**ERC Resource & Referral, Inc., dba Child Care Aware of Eastern Kansas**
Organization Address	**1100 SW Wanamaker Rd, Ste 201 Topeka, KS 66604**
Primary Phone	**785440-4507**
Primary Email	**reva@east.ks.childcareaware.org**
Primary Contact	**Reva Wywadis**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**43 years**
Industry Name	**Social Assistance, Individual and Family Services NAICS 6241**
What is your organization's mission statement?	**ERC Resource & Referral, Inc, dba Child Care Aware of Eastern Kansas supports the healthy development of young children by improving access to high-quality child care options and educational resources for families and early childhood professionals.**

Does your organization assist any of the following?

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **COVID-19 Economic Injury Disaster Plan Funds** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$222,900**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	**$2,100**
Please Specify the amount recieved from any other COVID-19 related relief	**$909,800 from Shawnee County CARES, $251,658.87 Douglas Co SPARK, majority pass thru to CC programs**

Section III Summaries

ARPA Grant Amount Requested	**$1,533,587 over four years**
Name the program for which you are applying	**Building Child Care Capacity and Support in the City of Topeka**
Please describe your organization, its programs and how this program fits in	**ERC Resource & Referral, Inc., dba Child Care Aware® of Eastern Kansas (CCAEKS) is a licensed child care resource and referral agency. Founded in Topeka in 1979, core services include providing**

referrals and information to help working families locate child care and other resources to meet their needs, supporting child care providers as they improve the quality of care they offer and maintain economic stability to stay in business through professional development and coaching services, and providing avenues for businesses and community partners to engage in supporting the role that child care plays in the economic health and growth of a community. Child care is a critical piece of infrastructure needed in any community, supporting the current workforce as well as the workforce of the future as high-quality early learning experiences lay the foundation for young children to experience success in school and beyond.

Currently, CCAEKS provides customized child care referral assistance to families from throughout the state of Kansas. Additionally, child care programs in a 33-county region of eastern Kansas receive support through on-site coaching, workforce training/professional development, and access to information and resources. Agency staff are engaged in community-led work throughout the region focused on meeting the child care needs of working families, providing industry expertise and technical support. However, staff capacity limits the intensity of support that can be offered to area child care programs and to local communities.

The proposed program is a natural expansion of the current services provided by the agency, focused on the specific needs of the city of Topeka. Additional staff will make it possible for city residents to benefit from targeted investments specifically designed to meet the needs identified in the community around child care. Proposed services will accomplish three goals: 1) expand the availability of child care for infants (children under 18 months) and for care during

	non-traditional hours (care until midnight and on weekends); 2) address affordability through a navigator that will work with families and child care programs as they access child care subsidies and funding that lessens the financial burden to families; and 3) build partnerships between child care programs and the business community, broadening employer investments that support the local workforce with young children in new ways. All strategies will result in better opportunities for working families, high-quality child care for the community's youngest citizens, and support to local employers as child care barriers are removed for current and potential employees.
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**The pandemic significantly impacted child care availability for working families. Anecdotal information indicates that families are struggling to make child care arrangements that meet their needs, resorting to strategies including parents working opposite shifts, families relying on grandparents or other relatives (that may or may not be happy to be providing care), families relying on friends and neighbors for care that may not be dependable or safe, families relying on unregulated (illegal) child care, families leaving their children in the care of total strangers simply out of desperation as they attempt to maintain their employment, and very young children being left alone unattended. This is further complicated by the cost of child care, making high-quality child care options out of reach for many families. This is simply unacceptable in our community.** **This project will address this need and provide a long-term benefit for the citizens in the community through a coordinated approach, working directly with families, child care programs and employers. Expanded access to infant care will help young families that are often at the beginning of their careers**

	that must rely on dependable, affordable child care to enter the workforce and maintain their employment. Expanded access to child care during non-traditional hours will support employees that work hours beyond the typical 8-5 workday including first responders, health care personnel, retail and hospitality workers, industry and manufacturing staff, and restaurant and food service workers. Project funding will help subsidize these infant and non-traditional hour slots as enrollment fills, helping the child care program balance the cost of providing care with what families can afford. Project staff will help families and child care programs navigate the processes of accessing subsidies and other available supports that address child care affordability. Employer investments in child care and the implementation of family-friendly workplace policies will further address affordability issues, as employers consider new ways to support their workforce with young children. **The program will be self-sustainable after the project ends, funded through parent fees, available child care subsidies, and employer investments in child care.**
How has the pandemic impacted the effectiveness of your organization?	**Prior to the pandemic, child care was already in short supply in many communities. When the pandemic hit, the shortage of child care was magnified exponentially. Child care programs were deemed "essential," and while many remained in constant operation throughout the pandemic others closed temporarily or for longer-term for a variety of reasons. Nationally, nearly 40% of child care programs closed. Funding supports for the early childhood field lessened the impact locally; however, the city of Topeka still lost approximately 700 child care slots during the pandemic (1/1/2000-2/7/2022).** **ERC/Child Care Aware of Eastern Kansas (CCAEKS) maintained service delivery throughout the pandemic.**

Services were adapted to meet emerging needs as families found themselves navigating new child care challenges. CCAEKS staff worked diligently to keep information updated on program closures, changing hours of operation, and vacancy data. Some services shifted to pandemic response as we helped child care providers meet their need to access basic supplies like hand sanitizer, cleaning supplies, and paper products. When on-site visits to child care classrooms were not possible, services were transitioned to delivery through the use of technology which included online coursework and offering coaching support via Zoom. As the community (and world) settled into the "new normal," we continued our efforts to support the child care field by helping to facilitate access to sustainability funding, training to improve business practices, and ongoing support through professional development and coaching services. We maintained full staffing throughout this time, a testimony to the dedication of our team and the efforts by the agency to provide support to our employees so that they could, in turn, help others. In every instance, the needs of working families with young children and the child care workforce were met to the very best of our ability.

As an agency, the demand for our services was great and our own financial resources were stretched thin. Our annual grass-roots fundraiser, the Designers' Showhouse, was held virtually in 2020 and cancelled in 2021 and 2022. We relied on other fundraising endeavors and agency cash reserves to continue operations without a reduction in services during this critical time. A PPP loan helped bridge the budget gap caused by the loss of financial resources. Strong community support from businesses, foundations and individual donors also played a critical role in the agency's ability to continue offering services to all who requested assistance.

Please describe how you see the future of your organization and its program post-pandemic	**CCAEKS is well-positioned for working through strong, established partnerships to address the child care needs of the community. The demand for services through CCAEKS will continue to grow post-pandemic, as working families will always need access to high-quality, affordable child care that help them accept and maintain employment. A recent survey conducted by the National Association for the Education of Young Children found that 75% of child care providers say that the end of stabilization grants will be devastating to their programs, and one-third of early childhood educators have said that they are planning to leave or close their program this year. Therefore, child care provider recruitment efforts and workforce training and supports will be key to navigating what lies ahead. CCAEKS will be highly engaged in leading this work.** **Child care capacity is critical as businesses strive to meet their own hiring goals, with child care often cited by both potential workers and employers as a barrier to employment. In fact, many studies have pointed to child care as a leading barrier to the return of women to the workforce. By engaging local employers in new solutions for meeting the need, the city of Topeka is positioned to pilot innovative approaches to addressing this long-standing and growing need for access to high-quality, affordable child care. We must take steps now to build capacity through targeted supports to meet the specific needs of the Topeka community, both now and in future years to come.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Activities will be implemented through three primary strategies. First, project funding will build child care capacity to meet the community need for infant care and care during non-traditional hours (after 6 pm and**

on weekends). New non-traditional hour slots will be created during the project period to meet the needs of Topeka families who do not work a standard 8am-5pm work schedule, Monday through Friday. Classrooms will be strategically placed throughout the community to provide easy access to families, and opening a few classrooms at a time rather than entire facilities will meet the need much more economically while still honoring family choice. Project funding will purchase needed equipment for infant care and will provide a slot subsidy for all new slots created to help cover the cost of operations as enrollment builds, lessening the financial burden of building capacity, helping keep parent fees from escalating. A total of $450,000 will be invested during the four-year project period in area child care programs as they expand child care capacity for infants and during non-traditional hours, creating an expansion of at least 200 new slots.

The second strategy builds support for child care from the business community. Project staff will guide employers through an assessment of their workplace supports for families with young children, helping them consider policies and practices that support their employees. As employers consider investments in child care as an employee benefit, project funding will provide a match to incentivize these business investments. Employers who invest in child care supports find this to be a powerful workforce recruitment and retention tool. Examples could include stipends for back-up care when regular care is not available, employee concierge service for child care (enhanced referrals and support), providing subsidized emergency child care, or others. Employer investments in child care will ease the child care burden on working families with young children while helping the business meet their staffing needs with reliable, dependable workers. A total of $300,000 will

be invested during the four-year period to expand and maximize employer investments in child care, supporting an estimated 75 businesses in Topeka and approximately 2,590 employees with young children.

Finally, project staff will provide navigation services to families and child care programs, helping them access available financial supports to help address affordability of child care. This brings all efforts together into a seamless system. Child care programs will be guided through the process of accessing available child care subsidy programs and grants, families will receive assistance accessing subsidy supports through all available sources to offset the high cost of care, and employers will be engaged in considering ways to support the cost of care for their employees.

Describe what other funding is available and what you have secured, or expect to secure for this project	**There is currently no other funding available for this project. CCAEKS submitted a proposal to the state SPARK committee, but to date, no action has been taken by the committee on those requests. However, the agency does have funding and support from other sources (the Department for Children and Families and the Kansas Department of Health and Environment) that will complement and enhance the impact of proposed activities, including:** **• An existing database which allows agency staff to track enrollment, vacancy data and child care program information, with staff available to assist families with their child care search. Three full time staff members in the parent resource center will provide project support by keeping vacancy data current and help families in Topeka needing child care, connect with available programs with vacancies.** **• Staff that provide consultation and support to prospective child care providers in the 33-county area we serve. The staff member from this team assigned to Shawnee County will refer potential infant providers and those interested in offering non-traditional hours of care to project staff for engagement in the project.** **• The agency's grants navigator will assist child care programs throughout the region access state-level funding to support their sustainability. The grants navigator will provide project support by helping project participants access other funding to support their child care operations and collecting needed expense documentation and receipts.** **• Marketing support for the project through the agency's marketing and communications coordinator, promoting these opportunities through all available sources including agency website and social media sources.**
Describe the community need that this proposal	**In nearly every community conversation that has**

addresses and how it is relative to what you are trying to accomplish	**taken place in the last several years, the topic of child care has arisen as a significant need and a barrier for working parents in the area. Business leaders have joined the conversation, seeing the lack of available child care as a barrier to full employment. Prior to the pandemic, child care was already a challenge to come by for many families. Families with infants and families that work past 6 pm or on weekends faced even more difficulty in finding child care that aligned with their needs. With the reduction in child care capacity that occurred during the pandemic as facilities closed, this need has been magnified. Data shows that child care capacity has progressed from a "problem" to a "crisis" in most Kansas communities, including Topeka. Access to high-quality child care for every child that needs it in the community is an issue that impacts every single city resident, not just families with young children. Early learning experiences lay the foundation for lifelong learning, so getting children off to a good start affects how they fare as they enter school and ultimately their success throughout life.** **A record number of facility closures took place across the nation during this period as programs closed for a variety of reasons and many never reopened. Data indicates that the city of Topeka lost 44 child care programs between 1/1/2000 and 2/7/2022 (5 child care centers, 26 family child care homes, and 13 family child care group homes) representing a loss of more than 700 child care slots. Additionally, many of the programs continuing operations are still not functioning at their full license capacity, often citing their own inability to hire staff. While current data indicates capacity has improved in recent months with the opening of some new programs and an increase in the enrollment capacity of existing programs, infant care and care for non-traditional hours of care remains at a crisis point. As of 7/25/2022, there were only 26 infant openings in the**

entire city of Topeka, not nearly enough to meet the need. Care during non-traditional hours is also in very limited supply, with data indicating that there are no child care centers (of 43) and only 21 family child care programs (of 194) that provide care after 6 pm.

Investments today in child care are a long-term strategy for a healthy community in the future. Because high quality early childhood programs promote healthy development, they can generate savings by reducing the need for more expensive interventions later in a child's life like special education, grade repetition, early parenthood, and incarceration – all outcomes that are costly for society. The National Forum on Early Childhood Policy and Programs found that high-quality early childhood programs can yield a $4 – $9 return per $1 invested, with other studies estimating a return of as much as $12 for each $1 invested.

The proposed project takes a strategic, collaborative, multi-pronged approach to meeting this need. By implementing a systematic approach that engages the business community, along with existing child care businesses, community stakeholders, and volunteers, the need for child care in the community can be addressed in innovative and creative ways that produce short term and longer-term results.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**This service is not duplicated by any other agency. Child Care Aware of Eastern Kansas is the only licensed child care resource and referral agency serving Topeka and Shawnee County. Our services support EVERY family and EVERY child care program in the city, linking families to child care that meets their needs. Child care providers benefit from access to professional development and resources that help them improve their caregiving practices. Our agency does not offer direct service (we do not provide child care) but instead, are a crucial part of the infrastructure needed to make the child care system work in the community and region.**

What donated goods and or volunteer services do you receive that add value to this program?	**Our agency is committed to being good stewards of all the resources entrusted to us. We have been offering high-quality services to families in our community for more than 40 years. We have a broad network of community volunteers that share agency information through social media efforts and support the agency through our fundraising efforts including the annual Designers' Showhouse. This incredible group of individuals and community partners will support the needs of this project as opportunities allow.** **The Greater Topeka Partnership (GTP) has also recently launched a Child Care Task Force in response to community input on the Momentum 2027 strategy. CCAEKS is providing some leadership for this group of volunteers representing a host of businesses, families and organizations with a vested interest in ensuring child care access for working families in the community. This group of volunteers will provide guidance and support to the project including assisting with promotion of the project.** **The expansion of infant and non-traditional hour slots will be accomplished in collaboration with existing child care facilities in the community. Their energy and efforts, supported by their respective boards of directors, will all be leveraged in support of this effort.** **CCAEKS also has established relationships with equipment vendors for infant equipment needed to meet best practices for infant care. We will utilize those relationships to negotiate the best possible pricing for child care programs that need to purchase equipment to expand slots for infants.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	ERC SOS Certificate of Good Standing 07262022.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**300**
Projected age of 6-12 years	**100**
Projected age of 13-18 years	**100**
Projected age of 19-35 years	**2600**
Projected age of 36-59 years	**300**
Projected age of 60 years and over	
Total Individuals	**3400**

Section V Beneficiary Information - Gender

Men	**900**
Women	**2500**
Transgender	
Total Individuals	**3400**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	
At or below 80%	

Other	
Income Unknown	**3400**
Total Individuals	**3400**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**67**
Percent of Black/African American	**10**
Percent of Hispanic	**15**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**6**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Reva Wywadis**  **Uploaded signature image: Reva Wywadis signature.png**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: ERC/RESOURCE & REFERRAL, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on August 30, 1978, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 26, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Response to questions for Child Care Aware® of Eastern Kansas are as follows:

1. **Please provide an organizational chart for your organization.** See attached.

2. **Please provide a project budget for the project/budget program you are seeking funds.** Project budget is attached showing three scenarios--- one as presented in the proposal that was submitted, and two other versions showing reduced funding amounts. Child care access is a huge issue in our community, and the proposed project takes a multi-pronged approach to addressing the need for expanded capacity. We believe that the incentives included in this proposal for child care programs and for businesses will help generate interest and community support that will make a significant impact in addressing the identified need. However, if the committee desires a proposal scaled back further than the scenarios that are included in this response we would be happy to explore that and could present additional project budget proposals upon request. Once a funding level is determined, we will consider how that might impact the number of individuals served through the project, and commit to doing everything possible to serve the greatest number of individuals in the community through this effort.

3. **Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.** Yes. See response #2 above and see three possible scenarios presented on attached budget and narrative.

4. **Will all of these dollars be spent exclusively in the City of Topeka?** Yes. All funding will be spent exclusively in the City of Topeka. Should Topeka area businesses outside of the city limits wish to participate in a way that benefits the Topeka community, we are committed to assisting them in seeking additional funding to support their needs that would be solicited from other sources.

5. **Are you still awaiting SPARK funding? If so how much is your requested amount from SPARK?** A proposal for a similar project serving Shawnee County was submitted to the state SPARK committee in February for a similar but scaled up project totaling just over 5 million dollars. To date, no action has been taken on any of the proposals submitted through this process. At this point, it seemly unlikely that any of those pending proposals will be funded.

6. **Has GTP, as part of Momentum 2027 offered to fund part of the $1.5 million request? If not, why not? ($300,000 requested is for building support for childcare in business community is why asking this question.)**
   Child Care Aware® of Eastern Kansas (CCAEKS) has been in constant contact with staff from the Greater Topeka Partnership (GTP) regarding child care needs in the community. The GTP organized a Communities in Action event in March 2022 in partnership with CCKEKS, and took the lead on organizing the event, inviting area civic and business leaders, and guiding the community conversation on this topic. As part of Momentum 2027, child care was identified as a priority and the GTP committed to empaneling and administering a child care task force as a component of its existing business programming. The task force will research, evaluate and recommend viable opportunities to increase child care availability in Topeka-Shawnee County. Understanding the necessity and urgency of this issue, this work began early in 2022, prior to the "official" launch of Momentum 2027 in January 2023. To date, two meetings of this new task force have been conducted, with broad representation from throughout the community.

   Support from the GTP to date has been provided by committing staff time and talent to organize community stakeholders and convene these meetings. Plans are underway to gather additional data, research and information about local resources as well as state and national programs that have successfully enhanced the local provision of quality local child care.

   The ARPA request submitted by CCAEKS builds upon the work already underway and provides the funding needed to support the implementation of programs and services to meet the identified community need. While at this point GTP has not committed specific financial support beyond the in-kind staff support offered to date, it is certainly plausible that the GTP could play an expanded role in funding specific strategies beyond the scope of the ARPA proposal to move this work forward in the area. As the Momentum 2027 strategy states: "When consensus is reached on go-forward task force recommendations, coordinated efforts should identify and secure resources to implement approved tactics."

7. **Please provide specifics of how the $300,000 would be spent under this program.**
   The newly formed child care task force will provide guidance and input as plans are further developed outlining qualifications and methodology for the distribution of these funds. Input and involvement from City staff would certainly be welcomed, if desire. We anticipate working with 75 Topeka businesses through this employer engagement strategy including educational and consultation services. Some employers will not need direct funding support from the project in order to implement their selected strategy in their business. For those that will need some level of financial funding in order to

implement their child care support plan for their employees, here is the working concept:

- To be eligible for this funding support, the business must be located within the city of Topeka and have a minimum of five employees. (Businesses with less than 5 employees can still benefit from consultation support but will not be eligible to access funding, as many strategies to serve a small number of employees can be implemented without significant cost.)
- Any business interested in accessing this funding support will receive consultation around the child care needs of their employees, how those needs were assessed or determined, and the proposed strategy for meeting those identified needs.
- The business will create a plan and budget for implementing their strategy. Once their budget and strategy are complete they will submit a short application for funding to a committee comprised of CCAEKS staff and task force members. City representation on this review process is certainly welcomed.
- The amount included in the project budget is $300,000. The guidelines will be further developed by the task team., providing a 1:1 match for investments in supporting child care needs for their employees.
    - The maximum award for a small business (10-49 employees) would be $20,000.
    - The maximum award for a large business (50+ employees) would be $50,000.
    - Funding applications will be reviewed monthly, with funding commitments made until funding is exhausted.
    - Funds will be distributed on a monthly basis by invoice and receipt of supporting documentation demonstrating the business investment.
    - Funding levels will be guided by the application and by the number of employees impacted by the support (i.e. number of employees with children under age 10).
    - Depending on the application and proposed strategy, project staff will guide the business to other funding sources if appropriate.
    - If funding is exhausted before the end of the grant period, additional support from other sources can/will be pursued.

8. **As part one of your project, where do you foresee these childcare classrooms will be placed within Topeka?**
   The proposed support for additional infant capacity could take place anywhere in the city of Topeka where a site has room for expansion. We will use available information

and data to help determine neighborhoods or areas of town where the supply does not appear to meet the demand and will work to identify possible opportunities for expanding capacity. The opportunity for partnership and support will be broadly advertised to all existing child care programs throughout the city as well as to community stakeholders with an interest in this effort to ensure meaningful participation. There has been specific interest (voiced at recent Child Care Task Team meetings by representatives from the City of Topeka and State of Kansas) for additional capacity in the downtown area to accommodate city and state employees, and we will work proactively to identify solutions that can be implemented to meet that identified need.

9. **Do you have access to translation services if needed?**

   Yes. The agency currently has two staff that speak fluent Spanish that work with families seeking services. Additionally, we contract with Language Line for translation services in 240 languages (**https://www.languageline.com**).

10. **Do you have outreach materials in Spanish?**
    Yes. Many of our materials are already available in Spanish, and we can develop materials for this project in Spanish as needed.

11. **Do you have any Black or Latino/Indigenous staff or volunteers? Outreach?**
    Yes. Of the 21 positions currently filled at the Topeka office, we currently have 3 black or Latino staff (14%). Two of our staff speak fluent Spanish and serve families (one in the Parent Resource Center and one that does outreach through our Successful Connections project).

ORGANIZATIONAL STRUCTURE

The agency is governed by a board of directors that set policy and hire the executive director. The executive director is considered the general manager of the corporation, hiring staff and providing oversight to ensure the effective delivery of services and fulfillment of the agency's mission.

Including the proposed project funded through the City of Topeka (ARPA funding) and other expected contract awards, the agency will employ 35 staff (30 full-time staff and 5 part-time).

Based at Topeka office (22 positions):

- 21 current positions are filled (20 full-time and one .5FTE part-time position).
- 1 full time position is new. We are actively recruiting and interviewing.

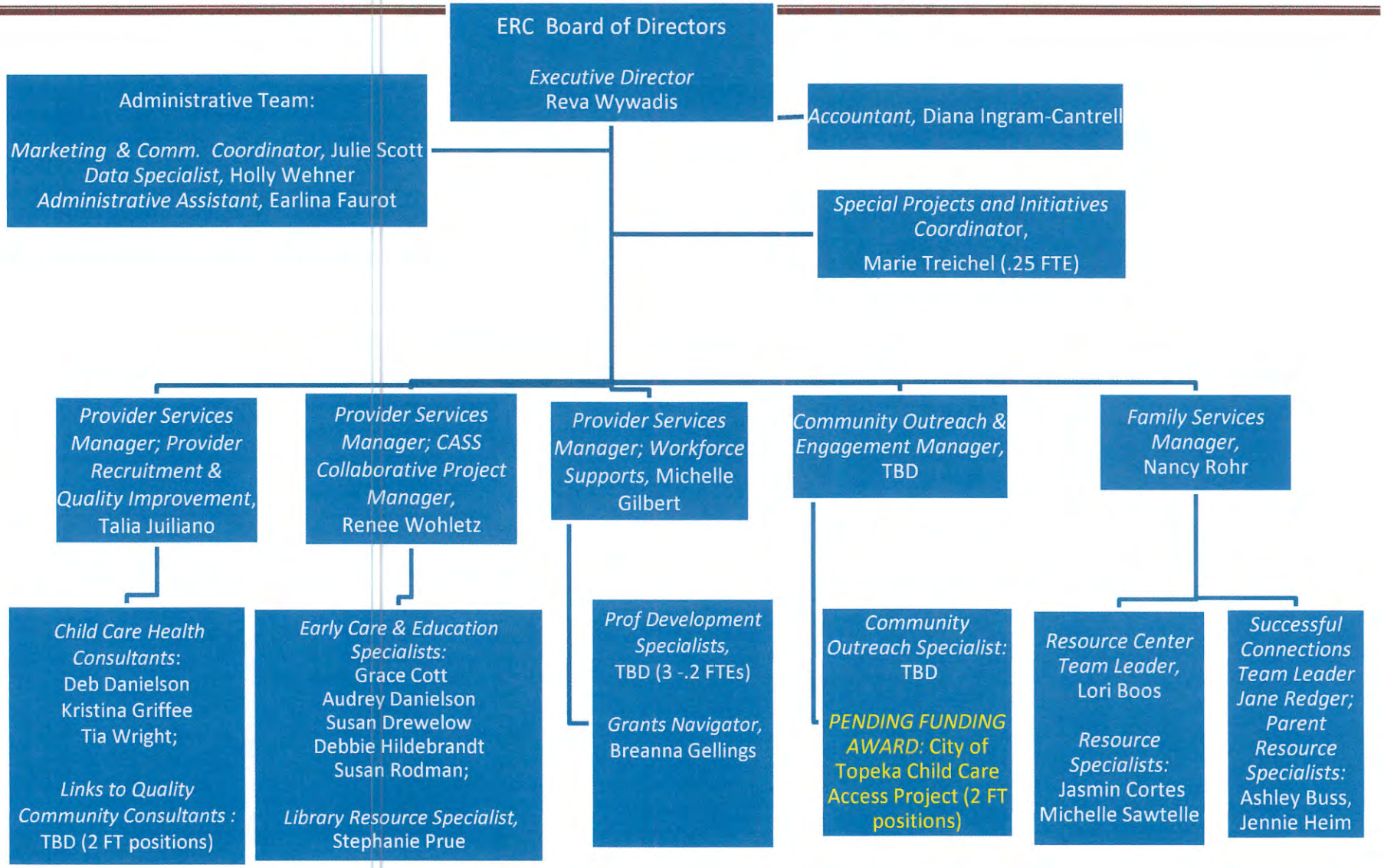
Workforce from outside of Topeka: (5 positions)

- 5 current positions are filled (4 full-time and one .25FTE part-time), with staff working from home-based offices located throughout the service delivery area.

New positions (8 positions):

- 2 new full-time positions (based on this proposal) will be filled upon funding award, based in Topeka.
- 2 new full-time positions will begin 10/1/22 (Links to Quality Community Consultants), locations TBD.
- 1 new full-time position (Community Outreach Navigator) will be posted 10/1, location TBD.
- 3 new part-time positions (Professional Development Specialists) will be posted 9/15, locations TBD.

ERC Resource & Referral, Organizational Chart



DRAFT September 1, 2022

Topeka ARPA budget, Option 1, as included in original submission, 12 month budget for 4 years					
	2023	2024	2025	2026	
	Year 1	year 2	year 3	year 4	
Project manager 1 FTE	$ 60,000.00	$ 61,800.00	$ 63,654.00	$ 65,563.00	3% increase each year
Engagement specialist 1 FTE	$ 50,000.00	$ 51,500.00	$ 53,045.00	$ 54,636.00	recruitment, consultation and mentoring
ED .06 FTE	$ 5,527.00	$ 5,693.00	$ 5,863.00	$ 6,039.00	
	$ 115,527.00	$ 118,993.00	$ 122,562.00	$ 126,238.00	
Benefits @ 22%	$ 25,416.00	$ 26,178.00	$ 26,964.00	$ 27,772.00	
Occupancy @ $3841 annually per FTE, $320 mo	$ 7,912.00	$ 7,912.00	$ 7,912.00	$ 7,912.00	
Telephone $90 per FTE per month	$ 2,224.00	$ 2,224.00	$ 2,224.00	$ 2,224.00	
local travel, 500 miles/mo @ .625	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	
Supplies for 2.06 FTE, $65 per month per FTE x 12	$ 5,007.00	$ 1,607.00	$ 1,607.00	$ 1,607.00	includes 2 laptop computers for new staff $1,200 each and office set up 2 @ $500 each, year 1 only.
Contractual, marketing and other	$ 3,742.00	$ 3,742.00	$ 3,742.00	$ 3,742.00	federal single audit $3,000 annually; Eclectic Technology 5 hrs per FTE times $72 annually = $742.
	$ 163,578.00	$ 164,406.00	$ 168,761.00	$ 173,245.00	
cash match support to businesses for child care investments	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ -	matching grants to local employers making investments in child care years 1-3; monitoring and consultation year 4.
Grants to child care programs, slot creation and subsidy	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ -	grants and slot subsidy to support for infant and non-trad hour slots years 1-3, sustainability coaching year 4.
	$ 413,578.00	$ 414,406.00	$ 418,761.00	$ 173,245.00	
8% admin	$ 33,086.00	$ 33,152.00	$ 33,500.00	$ 13,859.00	
	$ 446,664.00	$ 447,558.00	$ 452,261.00	$ 187,104.00	total for 4 years $1,533,587 with $750,000 pass thru

Topeka ARPA budget, Option 2 This budget has a reduction in pass-through funding					
	2023	2024	2025	2026	
	Year 1	year 2	year 3	year 4	
Project manager 1 FTE	$ 60,000.00	$ 61,800.00	$ 63,654.00	$ 65,563.00	3% increase each year
Engagement specialist 1 FTE	$ 50,000.00	$ 51,500.00	$ 53,045.00	$ 54,636.00	recruitment, consultation and mentoring
ED .06 FTE	$ 5,527.00	$ 5,693.00	$ 5,863.00	$ 6,039.00	
	$ 115,527.00	$ 118,993.00	$ 122,562.00	$ 126,238.00	
Benefits @ 22%	$ 25,416.00	$ 26,178.00	$ 26,964.00	$ 27,772.00	
Occupancy @ $3841 annually per FTE, $320 mo	$ 7,912.00	$ 7,912.00	$ 7,912.00	$ 7,912.00	
Telephone $90 per FTE per month	$ 2,224.00	$ 2,224.00	$ 2,224.00	$ 2,224.00	
local travel, 500 miles/mo @ .625	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	
Supplies for 2.06 FTE, $65 per month per FTE x 12	$ 5,007.00	$ 1,607.00	$ 1,607.00	$ 1,607.00	includes 2 laptop computers for new staff $$1,200 each and office set up 2 @ $500 each, year 1 only.
Contractual, marketing and other	$ 3,742.00	$ 3,742.00	$ 3,742.00	$ 3,742.00	federal single audit $3,000 annually; Eclectic Technology 5 hrs per FTE annuallu times $72 per hour = $742.
	$ 163,578.00	$ 164,406.00	$ 168,761.00	$ 173,245.00	
cash match support to businesses for child care investements	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ -	matching grants to local employers making investments in child care years 1-3; monitoring and consultation year 4.
Grants to child care programs, slot creation and subsidy	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ -	grants and slot subsidy to support for infant and non-trad hour slots years 1-3, sustainability coaching year 4.
	$ 338,578.00	$ 339,406.00	$ 343,761.00	$ 173,245.00	
8% admin	$ 27,086.00	$ 27,152.00	$ 27,501.00	$ 13,859.00	
Totals, by year	$ 365,664.00	$ 366,558.00	$ 371,262.00	$ 187,104.00	total for 4 years $1,290,588 with $525,000 pass thru

Topeka ARPA budget, 12 month budget for 4 years, Option 3 This budget has a reduction in pass-through funding and a reduction in staffing					
	2023	2024	2025	2026	
	Year 1	year 2	year 3	year 4	
Project manager 1 FTE	$ 60,000.00	$ 61,800.00	$ 63,654.00	$ 65,563.00	3% increase each year
ED .06 FTE	$ 5,527.00	$ 5,693.00	$ 5,863.00	$ 6,039.00	
	$ 65,527.00	$ 67,493.00	$ 69,517.00	$ 71,602.00	
Benefits @ 22%	$ 14,416.00	$ 14,848.00	$ 15,293.00	$ 15,752.00	
Occupancy @ $3841 annually per FTE, $320 mo	$ 4,071.00	$ 4,071.00	$ 4,071.00	$ 4,071.00	
Telephone $90 per FTE per month	$ 1,145.00	$ 1,145.00	$ 1,145.00	$ 1,145.00	
local travel, 300 miles/mo @ .625	$ 2,250.00	$ 2,250.00	$ 2,250.00	$ 2,250.00	
Supplies for 1.06 FTE, $65 per month per FTE x 12	$ 2,529.00	$ 829.00	$ 829.00	$ 829.00	includes1 laptop computers for new staff $1,200 each and office set up 1 @ $500 each, year 1 only.
Contractual, marketing and other	$ 3,382.00	$ 3,382.00	$ 3,382.00	$ 3,382.00	federal single audit $3,000 annually; Eclectic Technology 5 hrs annually per FTE times $72 per hour annually = $382
	$ 93,320.00	$ 94,018.00	$ 96,487.00	$ 99,031.00	
cash match support to businesses for child care investements	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ -	matching grants to local employers making investments in child care years 1-3; monitoring and consultation year 4.
Grants to child care programs, slot creation andsubsidy	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ -	grants and slot subsidy to support for infant and non-trad hour slots years 1-3, sustainability coaching year 4.
	$ 268,320.00	$ 269,018.00	$ 271,487.00	$ 99,031.00	
8% admin	$ 21,465.00	$ 21,521.00	$ 21,718.00	$ 7,922.00	s/b 21465.00
Totals, by year	$ 289,785.00	$ 290,539.00	$ 293,205.00	$ 106,953.00	total for 4 years $980,482 with $525,000 pass thru

To the members of the City of Topeka Policy and Finance Council,

Thank you for this opportunity to provide additional information as you make funding recommendation related to the available ARPA funding. This is a difficult task, as you work to address many needs in the community. Child care continues to be a crucial need for many working families with young children. Every aspect of the proposed project works to address that need through improved access to child care options, and we are so appreciative of the opportunity to respond to the questions you posed.

1. **Can you provide additional clarification regarding the additional positions that will be created with grant funds?**

The original submission included two new full-time positions to carry out the goals outlined in the proposal. The reduction of funding recommended by the committee during the second meeting eliminated funding for one of those new positions. Therefore, upon notification of funding we will post one new position included in the revised plan and will hire someone to carry out the proposed activities. When the position is posted, we will require that the candidate live in Topeka, working from our Topeka office. This new employee will be 100% dedicated to this project, supported by the agency's executive director (who also lives and works in Topeka).

2. **Is there any way you can guarantee the positions created with grant funds will be for jobs in Topeka?**

Yes. We have made that commitment and will ensure that this new position will be for a full-time position in Topeka. The new full-time staff person hired for this project will have no duties beyond the scope of this project.

3. **Can you guarantee that grant funds will be spent in Topeka?**

Yes. Grant funds will be spent in Topeka. Investments in child care program expansion will be restricted to those programs based within the Topeka city limits. As part of the accountability process, documentation will be gathered and reported showing how every dollar is spent and the impact of the investment for the residents of our community.

4. **Will you accept a reduction, revising the grant request to $755,588?**

Yes. While we are saddened by the decision to remove the aspect of the proposal that would have added $450,000 in business investments for child care ($225,000 from this source that would have been matched, dollar for dollar, by local businesses investing in child care supports for their workforce), we understand that funds are limited and the Policy and Finance committee has had to make some very difficult funding decisions during this process. If this proposal is selected for funding, we will work diligently to maximize this investment in every possible way. We also acknowledge that additional reductions in funding could be required as this process moves ahead and commit to working with the Council and city staff to ensure that all funding allocated to this effort is invested in the most impactful way possible. Investments in high-quality child care options results in immediate benefit to working families in the community and longer-term benefit in outcomes for children as they enter school and throughout their lives.

Additional information:

There were concerns expressed at the last meeting that I, Reva Wywadis, would like to address. While I thought the responses to the questions posed were clear and thorough, I now realize that perhaps what seemed very clear to me may not have been conveyed in the best possible way. I sincerely apologize to the Committee for any oversight on my part. It is my desire to make certain that you have all the information you seek, and I want to reassure the Committee that we are committed to this partnership and to making the best possible use of any funding investments that support child care in the Topeka community. If this proposal is selected for funding, we will work closely with City leaders and staff through the implementation of the project to ensure that every dollar invested has the most impact possible, providing ongoing status reports and updates on the progress being made whenever requested.

Shown below are the questions and responses previously submitted, with some additional detail and updates since the original proposal and/or these responses were submitted, when available, have added and shown in red.

Response to questions for Child Care Aware® of Eastern Kansas are as follows:

1. **Please provide an organizational chart for your organization.** See attached. I believe that the information submitted to the Committee was misunderstood. We have multiple new positions that have not yet been filled that are outside the scope of this project. The overall agency serves 33 Kansas counties (including Shawnee), and some of the new positions may be based in Topeka while others will likely be based in other communities throughout the region to ensure effective service delivery. The staff position added through this proposal will be based in Topeka. I apologize if that was not conveyed clearly or in a meaningful way on the organizational chart that was submitted and am more than happy to provide any further clarification you would desire.

2. **Please provide a project budget for the project/budget program you are seeking funds.** Project budget is attached showing three scenarios--- one as presented in the proposal that was submitted, and two other versions showing reduced funding amounts. Child care access is a huge issue in our community, and the proposed project takes a multi-pronged approach to addressing the need for expanded capacity. We believe that the incentives included in this proposal for child care programs and for businesses will help generate interest and community support that will make a significant impact in addressing the identified need. However, if the committee desires a proposal scaled back further than the scenarios that are included in this response we would be happy to explore that and could present additional project budget proposals upon request. Once a

funding level is determined, we will consider how that might impact the number of individuals served through the project and commit to doing everything possible to serve the greatest number of individuals in the community through this effort.

3. **Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.** Yes. See response #2 above and see three possible scenarios presented on attached budget and narrative.

4. **Will all of these dollars be spent exclusively in the City of Topeka?** Yes. All funding will be spent exclusively in the City of Topeka. Should Topeka area businesses outside of the city limits wish to participate in a way that benefits the Topeka community, we are committed to assisting them in seeking additional funding to support their needs that would be solicited from other sources.

5. **Are you still awaiting SPARK funding? If so how much is your requested amount from SPARK?** A proposal for a similar project serving Shawnee County was submitted to the state SPARK committee in February for a similar but scaled up project totaling just over 5 million dollars. To date, no action has been taken on any of the proposals submitted through this process. At this point, it seemly unlikely that any of those pending proposals will be funded.
Since the last submission, all entities that had requested SPARK funding from the state received an update on the process. I received that information from SPARK on 9/19 and forwarded a copy of that documentation to city staff on 9/21. No proposals have been funded to date, and there are no recommendations to fund any of the proposal submitted to the state SPARK Committee at this time.

6. **Has GTP, as part of Momentum 2027 offered to fund part of the $1.5 million request? If not, why not? ($300,000 requested is for building support for childcare in business community is why asking this question.)**
Child Care Aware® of Eastern Kansas (CCAEKS) has been in constant contact with staff from the Greater Topeka Partnership (GTP) regarding child care needs in the community. The GTP organized a Communities in Action event in March 2022 in partnership with CCKEKS, and took the lead on organizing the event, inviting area civic and business leaders, and guiding the community conversation on this topic. As part of Momentum 2027, child care was identified as a priority and the GTP committed to empaneling and administering a child care task force as a component of its existing business programming. The task force will research, evaluate and recommend viable opportunities to increase child care availability in Topeka-Shawnee County. Understanding the necessity and urgency of this issue, this work began early in 2022, prior to the “official” launch of Momentum 2027 in January 2023. To date, two meetings of this new task force have been conducted, with broad representation from throughout the community.

Support from the GTP to date has been provided by committing staff time and talent to organize community stakeholders and convene these meetings. Plans are underway to gather additional data, research and information about local resources as well as state and national programs that have successfully enhanced the local provision of quality local child care.

The ARPA request submitted by CCAEKS builds upon the work already underway and provides the funding needed to support the implementation of programs and services to meet the identified community need. While at this point GTP has not committed specific financial support beyond the in-kind staff support offered to date, it is certainly plausible that the GTP could play an expanded role in funding specific strategies beyond the scope of the ARPA proposal to move this work forward in the area. As the Momentum 2027 strategy states: "When consensus is reached on go-forward task force recommendations, coordinated efforts should identify and secure resources to implement approved tactics."

7. **Please provide specifics of how the $300,000 would be spent under this program.**

The newly formed child care task force will provide guidance and input as plans are further developed outlining qualifications and methodology for the distribution of these funds. Input and involvement from City staff would certainly be welcomed, if desire. We anticipate working with 75 Topeka businesses through this employer engagement strategy including educational and consultation services. Some employers will not need direct funding support from the project in order to implement their selected strategy in their business. For those that will need some level of financial funding in order to implement their child care support plan for their employees, here is the working concept:

- To be eligible for this funding support, the business must be located within the city of Topeka and have a minimum of five employees. (Businesses with less than 5 employees can still benefit from consultation support but will not be eligible to access funding, as many strategies to serve a small number of employees can be implemented without significant cost.)
- Any business interested in accessing this funding support will receive consultation around the child care needs of their employees, how those needs were assessed or determined, and the proposed strategy for meeting those identified needs.
- The business will create a plan and budget for implementing their strategy. Once their budget and strategy are complete they will submit a short application for funding to a committee comprised of CCAEKS staff and task force members. City representation on this review process is certainly welcomed.

- The amount included in the project budget is $300,000. The guidelines will be further developed by the task team., providing a 1:1 match for investments in supporting child care needs for their employees.
    - The maximum award for a small business (10-49 employees) would be $20,000.
    - The maximum award for a large business (50+ employees) would be $50,000.
    - Funding applications will be reviewed monthly, with funding commitments made until funding is exhausted.
    - Funds will be distributed on a monthly basis by invoice and receipt of supporting documentation demonstrating the business investment.
    - Funding levels will be guided by the application and by the number of employees impacted by the support (i.e. number of employees with children under age 10).
    - Depending on the application and proposed strategy, project staff will guide the business to other funding sources if appropriate.
    - If funding is exhausted before the end of the grant period, additional support from other sources can/will be pursued.

8. **As part one of your project, where do you foresee these childcare classrooms will be placed within Topeka?**
   The proposed support for additional infant capacity could take place anywhere in the city of Topeka where a site has room for expansion. We will use available information and data to help determine neighborhoods or areas of town where the supply does not appear to meet the demand and will work to identify possible opportunities for expanding capacity. The opportunity for partnership and support will be broadly advertised to all existing child care programs throughout the city as well as to community stakeholders with an interest in this effort to ensure meaningful participation. There has been specific interest (voiced at recent Child Care Task Team meetings by representatives from the City of Topeka and State of Kansas) for additional capacity in the downtown area to accommodate city and state employees, and we will work proactively to identify solutions that can be implemented to meet that identified need.

9. **Do you have access to translation services if needed?**

   Yes. The agency currently has two staff that speak fluent Spanish that work with families seeking services. Additionally, we contract with Language Line for translation services in 240 languages **(https://www.languageline.com).**

10. **Do you have outreach materials in Spanish?**
    Yes. Many of our materials are already available in Spanish, and we can develop materials for this project in Spanish as needed.

11. **Do you have any Black or Latino/Indigenous staff or volunteers? Outreach?**
    Yes. Of the 21 positions currently filled at the Topeka office, we currently have 3 black or Latino staff (14%). Two of our staff speak fluent Spanish and serve families (one in the Parent Resource Center and one that does outreach through our Successful Connections project).

    Our bilingual staff members offer program support to Spanish-speaking families. One works in the Parent Resource Center, assisting families seeking child care. The other staff member works as part of the Successful Connections program, providing outreach services to prenatal mothers and those that have recently given birth through partnerships with area clinics and hospitals, engaging them with ongoing family support services and connecting them to community resources. We currently do not have bilingual staff dedicated to serving child care providers and teachers; however, when the need exists these two staff members are available to attend consultation visits and provide translation services. If the proposal submitted is funded, we will ensure that translation support is available if needed either through these staff members or through our existing contractual agreement for translation services through Language Line.

    The agency does utilize volunteers to support the agency's mission. Volunteers make cuddle blankets delivered to moms who have recently given birth to a new baby at area hospitals. Volunteers serve on the agency's board of directors, setting organizational policies and providing financial oversight. We also have a large number of volunteers that support the agency through our fundraising efforts (in most years our Designers' Showhouse project). Volunteer recruitment happens through a variety of sources including word of mouth including through current child care providers and families utilizing our services, utilization of the United Way's Topeka Volunteers website, posting of volunteer opportunities on our website and through social media. We currently do not track the race or ethnicity of our volunteers.

    As an agency, we strive to demonstrate diverse, equitable and inclusive programs and practices. Building upon the foundation in place, we have committed to engaging our team in staff training opportunities through Child Care Aware® of Kansas. We will examine our current policies and practices around diversity, equity and inclusion and explore opportunities to improve.

ARPA Funds Grant Application

Submission date:	**29 July 2022, 11:29AM**
Receipt number:	**38**
Related form version:	**5**

Section I Organization Information

Organization Name	**First Congregational Church of Topeka Kansas**
Organization Address	**1701 SW Collins Ave.** **Topeka Kansas 66604**
Primary Phone	**(785) 233-1786**
Primary Email	**info@embracethequestions.com**
Primary Contact	**Barbara Ballentine**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**1855**
Industry Name	**Individual and Family Services: NAICS 6241**
What is your organization’s mission statement?	**The First Congregational Church (FCC) has embraced the open and affirming movement, which resonates in the mission statement: “No matter who you are or where you are on life’s journey, you are welcome here.” Following are FCC's guiding principles: Being The Church. Protect the environment. Care for the poor. Forgive often. Reject Racism. Fight for the powerless. Share earthly and spiritual resources. Embrace diversity. LOVE GOD. Enjoy this LIFE.**

Does your organization assist any of the following?	**Unsheltered Homeless** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$25,500**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$450,000**
Name the program for which you are applying	**Braided Haven, Inc.**
Please describe your organization, its programs and	**Oct 14, 1855 - At Mr. James Cowles' cabin in Topeka,**

how this program fits in

9 men met: Rev. Paul Shepard, John Ritchie, M.C. Dickey, Wm. Scales, C.A. Sexton, Augustus Barnard, Wm. Bowker, and H.H. Cowles. The meeting was organized with Rev. P. Shepherd as Chairman to discuss forming an Anti-Slavery Congregational Church. Those nine men, who pooled their will for a church, then pooled their slender resources and their will to succeed. Again and again, their stubborn will triumphed over disaster. The church that emerged has somehow grown strong solving problems and has become the home base for creative spiritual work. Looking back on our history, our 'modus operandi' has been to create vehicles for benefitting the common good. Congregational churches were planted in the Kansas Territory in the mid-19th century to ensure that Kansas would enter the Union as a free (from slavery) state.

We played an instrumental role in the founding of Washburn University, which, from the outset, and true to our egalitarian outlook, was not just a college for Congregationalists; it was created to include women and African Americans in the benefits of education. First Congregational Church joined with three other Congregational churches to establish the Congregational Home, Inc., known today as Brewster Place. Our members still make up a majority of its Board of Directors. FCC Members were instrumental in starting the Kansas Neurological Institute (KNI), as well as, more recently, helping to defend its continued existence. The Discovery Montessori Pre-School, housed in our facility, was started by a congregation member. The motto of Washburn University perfectly describes the history of our brand of community involvement: "Non nobis solum" (Not for ourselves alone.)

Two years ago, The First Congregational Church unanimously voted to become an Open and Affirming church and are engaged in fulfilling the requirements for reaching that goal. Before the pandemic, we

	invited stakeholders to discuss critical issues facing homeless LGBTQ+ individuals. Teachers and counselors from four school districts, attorneys, social workers, service providers, and pastors came together to discuss the need for services including a shelter. **During the pandemic, these conversations continued and in December 2021, a board of directors was formed, by-laws were adopted and, thanks to a generous donation from members of our congregation, a project coordinator was hired. The paperwork for the creation of a free-standing 501c3, entitled Braided Haven, Inc., has been filed. Why a separate 501c3? First and foremost, this is an endeavor that is too big for us to tackle alone. This program is not designed to be faith-based; and there is a large and diverse number of interested community individuals and organizations with specialized skills who are willing to engage in this work with us. We hope to add Braided Haven, Inc. to the list of entities we have created or helped to create that serve the larger community.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Years of research and countless studies have repeatedly shown that discrimination threatens not only access to housing but the stability of communities. Members of the lesbian, gay, bisexual, transgender, queer (LGBTQ+) community are more likely to become homeless, and once homeless, more likely to endure discrimination and harassment that extends their homelessness. Between 20 and 40 percent of all homeless youth identify as members of the LGBTQ+ community, and for them, homelessness or the threat of homelessness frequently forces youth into survival behaviors that jeopardize their wellbeing and safety. Homeless LGBTQ+ persons often have great difficulty finding shelters that accept and respect them. As a result, LGBTQ+ persons experiencing homelessness are often at a heightened risk of violence, abuse, and exploitation compared**

with their heterosexual peers.

LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer) individuals face a particular set of challenges, both in becoming homeless as well as when they are trying to avoid homelessness. LGBTQ+ persons face social stigma, discrimination, and often rejection by their families, which adds to the physical and mental strains/challenges that all homelessness persons must struggle with. Frequently, homeless LGBTQ+ persons have great difficulty finding shelters that accept and respect them. LGBTQ+ individuals experiencing homelessness are often at a heightened risk of violence, abuse, and exploitation compared with their heterosexual peers. Transgender people are particularly at physical risk due to a lack of acceptance and are often turned away from shelters; in some cases, signs have been posted barring their entrance.

Affirming environments are associated with reduced suicide risk among LGBTQ+ youth, including those who are transgender and nonbinary. Affirming school environments were found to have the strongest association with reduced odds of a past-year suicide attempt. Given the changing structure of secondary school environments and college campuses across the U.S. in response to the COVID-19 pandemic, there is a need to ensure that LGBTQ+ youth continue to have access to spaces that affirm their identities. Braided Haven, Inc. collaborates with community partners to offer approved continuing education workshops for educators, businesses, social service providers and religious organizations increase knowledge and elevate skills for inclusive gender practices to build and sustain a culture of inclusion within their organization and the community as a whole. We sponsor public awareness activities, campaigns, and events to increase sensitivity to the plight and needs of LGBTQ+ individuals and further a sense of acceptance and inclusion in our community.

	Braided Haven, Inc. advocates about issues and policies to eliminate violence and discrimination against LGBTQ+ individuals and to promote fair, respectful, and equitable treatment of and opportunities for LGBTQ+ individuals.
How has the pandemic impacted the effectiveness of your organization?	**When reviewing the worship attendance pre-pandemic versus today, our numbers indicate the median attendance for in-person worship was 90 pre-pandemic. The current median attendance is 52 plus online worship at 20, for a total median attendance of 67.** **First Congregational Church has always been an open facility specifically on ensuring that our building is utilized by outside groups whose work is related to our mission. This list of outside groups utilizing FCC is long and includes Discovery Montessori School, Freedom AA group, Overeaters Anonymous, PrairyErth Zen, a Scout Troop, an Alzheimer's Support Group and Fibromyalgia & Chronic Pain Group among others. When First Congregational Church had to shut down, so did these community groups** **Although church members were willing to keep sending their money to the church during the pandemic, the pledge revenue was down by 15%. This decline was compounded with the loss of outside group revenue.** **Throughout the pandemic people were experiencing severe isolation. When First Congregational Church had to discontinue in-person fellowship events, compensating with community-building practice online. One of the primary services our church provides is visiting with ill and older members of the congregation. During the shutdown, while communication via phone and email was still on option, it did not truly meet the needs of the ill and needy. In spite of the pandemic, the First Congregational Church has continued to serve its**

	congregation and has remained active in community service work via zoom throughout Topeka. While the doors closed to day-to-day operations and weekly on-site services, FCC offered worship services on-line. *** Note about this program's target population and Covid-19** **The COVID-19 pandemic has compounded existing disparities LGBTQ+ people face in the realms of health care access, educational achievement, safe and stable housing, experiences of poverty, and economic opportunities. The public health and ensuing economic crises have magnified the country's systemic inequality, with those living at the intersection of multiple identities that have been historically discriminated against and underserved—particularly LGBTQ communities of color and people with disabilities—have been hit hardest.**
Please describe how you see the future of your organization and its program post-pandemic	**The current pandemic, and the lockdown in particular, necessitated a move to online worship and, with it, a need for new worship technology. First Congregational Church will continue to offer hybrid worship services with both on-site and on-line services. All the outside groups have been welcomed back and are fully operational. FCC is taking advantage of opportunities the church organizes for service in the larger community. This includes not only service work in the technical sense, but also social justice work, or being attentive to the systemic or policy-related issues which prevent people in the larger community from being able to improve their own living circumstances, including their own ability to participate in service opportunities. With the help of our Justice Ministry, for example, we acknowledge this by working hand-in-hand with various grassroots initiatives, like Topeka J.U.M.P., Kansas Interfaith Action, or the Alliance for a Healthy Kansas around issues of access to medical care, fair housing, and the like. First Congregational Church is committed to be intentional about our visibility in the community, about**

building relationships with individuals and organizations, all of which will direct people's attention to who we are and what we are becoming as First Congregational Church. Doing so will hopefully increase our ability to welcome people and their varied gifts into the life of our congregation and its mission. In today's rapidly changing cultural landscape, defining and communicating our church's character is essential. We must do so in ways that creatively and surprisingly disrupt prevailing negative stereotypes concerning "organized religion." We should seek to inspire those predisposed to turning their backs on the Christian faith to take a fresh and closer look at what the church can be, can do, and already does.

During the pandemic activities were put on hold regarding the LGBTQ+ shelter and support services, but the conversations and needs assessment continued. In December 2021, a board of directors was formed, by-laws were adopted and, thanks to a generous startup donation from members of our congregation, a project coordinator was hired. The paperwork for the creation of a free-standing 501c3, to be called Braided Haven, Inc., has been filed. Why a separate 501c3? For a number of reasons. First, this is an endeavor that is too big for First Congregational Church to tackle alone. Braided Haven, Inc. is not designed to be a faith-based entity. Finally, there is a large and diverse number of interested community individuals and organizations with specialized skills who are willing to engage in this work with us. Until the separate 501c3 is approved, First Congregational Church will work closely with the Board of Directors and will serve as Fiscal agent and, as such, FCC will be responsible for all facets of the start-up, as well as fiscal oversight of these funds throughout the duration of the grant period.

Section IV General Data

Provide a detailed explanation of the proposed program	**Braided Haven, Inc. builds a continuum of care that considers the trauma young people experience while facing homelessness as well as their resilience. Services use a trauma-informed, resilience-focused approach to support and engage the young people at the center and in shelter. Staff and volunteers are trained in core competencies such as understanding trauma, stress management and coping, restoring a person's sense of control, mindfulness and reducing shame and stigma. This response is designed to ensure a welcoming, affirming, and safe space for LGBTQ+ young people that addresses the whole person, taking into consideration their experience and potential.** **The Drop-In Center is located in First Congregational Church, 1701 SW Collins, Topeka, KS. Conveniently near public transportation, where any lesbian, gay, bisexual, transgender, or questioning individual can access support services and respite. LGBTQ+ individuals can participate in an accepting and welcoming community where they can be authentic and honest. Braided Haven, Inc. encourages growth and independence with access to life-saving services, education, job training, and referrals. Contracted or Pro Bono professional trauma-informed therapeutic and legal counseling is available for LGBTQ+ individuals (and their families) for healing, reconciliation and/or independence. Support Groups will be facilitated by trained volunteers and pro bono service providers for individuals to increase their self-esteem and self-worth, reduce isolation; and with family members to facilitate reconciliation when possible. Case Management provides planning and linking clients to community resources. A cadre of 8-12 trained mentors are matched with LGBTQ+ individuals to reduce isolation and facilitate social network opportunities with LGBTQ+ community**

partners. Funds from ARPA will be used to make facility improvements to the available space including adding shower facilities.

Emergency Housing Program (EHP)- for many homeless LGBTQ+ individuals, EHP is their first bed since leaving home. Unlike other crisis shelters, EHP is hosted in short-term volunteer community homes until they can transition into the transitional house or other appropriate housing.

Transitional Housing Program - LGBTQ+ individuals are provided a safe place to be themselves and gain support to make independent transitions during their late adolescence and early adulthood. Residents are encouraged to embrace their identity and overcome obstacles presented by housing insecurities and homelessness. The program instills accountability to prepare residents for independence. Each resident is paired with a mentor who guides them through transitional housing experience. Often, they have no family to rely on, so their mentor serves as surrogate family, offering solid and consistent support throughout their stay and beyond. Funds from this source will be used to purchase and modify a residence to meet the needs of our targeted population.

Describe what other funding is available and what you have secured, or expect to secure for this project	**Braided Haven, Inc.'s annual program budget is anticipated to be approximately $135,000 to $150,000 and will be supported by diverse funding streams. We anticipate the budget income to come in as follows: 35% from available grants; 30% from fundraising efforts; 25% from unrestricted donations; 5% from in-kind goods and services; and 6% from program fees. The assessment phase was guided by Program Coordinator, Barbara Ballentine, who has extensive expertise in grant writing, resource development and program start-up. During the assessment, the leadership has identified several grant funding resources for this program, on all levels, federal, state and local. They have approached some of local resources for the potential of being considered for funding. Sunflower Foundation has already made a $10,000 commitment. Several community stakeholders have already donated or have committed to donate funds for general operations expenses for the next couple of years while a comprehensive fund development plan is designed and implemented. Topeka Pride has contributed $15,000 for the program. The first major fundraiser, Braided Haven, Inc.'s "Coming Out" Celebration is scheduled for November 5, 2022. The target financial goal (net) for this event is $50,000.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Many LGBTQ+ young people face family rejection and are forced to leave their home, which leaves them disproportionately at risk of homelessness — as well as aging out of foster care with no place to go. Exposure to extreme weather is a liability associated with homelessness. It can be deadly in the worst circumstances. Topeka lacks the appropriate services dedicated to these homeless youth due to an inconsistent ability to safely serve the LGBTQ+ community. The situations these youth experience can lead to immense hopelessness and increases their risk of suicide, which is why Braided Haven, Inc.**

focuses on the needs of LGBTQ+ youth who require transitional living. With issues of safety and homophobia in existing shelters, what they face is more acute than the overall homeless population. Many LGBTQ+ individuals bring complex histories of trauma, including physical, sexual, and emotional abuse and violence in the home or on the streets. They are often further traumatized by the rejection they have experienced in their families, schools, and communities due to their gender identity or expression or sexual orientation. According to Substance Abuse and Mental Health Services Administration (SAMSHA), LGBTQ+ young people have a higher rate of suicidal ideation in comparison to their straight peers. According to the Centers for Disease Control and Prevention, suicide is the second leading cause of death for those in the 10-24 age group. Yet, it is the leading cause of death for LGBTQ+ youth. The rate of suicide is four times more likely for LGBTQ+ youth than it is for straight youth. If a LGBTQ+ youth attempted suicide, they would be four to six times more likely than a straight youth to severely hurt themselves to the point of needing medical attention or actually dying.

Transgender youth are youth whose sexual identity does not conform to the sex they were born with, nor do they mesh with the societal gender standards and norms. They are often targets of victimization, including verbal and physical abuse. About half of transgender youth have thought about committing suicide, and 25% of these youth have actually made a suicide attempt.

One study showed LGBTQ+ youth were disproportionately affected by sex trafficking and significantly more reported engaging in the sex trade. Though LGBTQ+ youth accounted for 19% of the respondents interviewed, they accounted for 36% of the sex trafficking victims and 36% of those who engaged in the sex trade. Half of the LGBTQ+ youth

had engaged in the sex trade in some way during their lifetimes. LGBTQ+ youth were significantly more likely to be sex-trafficked than their straight counterparts. In another national survey, youth reported that their fear of sleeping on the streets left them vulnerable to sex and labor traffickers and to survival sex. Securing housing was a primary concern for the vast majority of the youth we interviewed. Sixty-eight percent (68%) of the youth who had either been trafficked or engaged in survival sex or commercial sex had done so while homeless. Nineteen percent (19%) of all youth interviewed had engaged in survival sex solely so that they could access housing or food. This problem is even starker among those who are not sheltered. The incidence of trafficking among drop-in youth—sometimes called "street youth"—was high relative to the sheltered cohort: 24% were trafficked for sex, 13% for labor. Forty-one percent (41%) of interviewed drop-in youth had engaged in the sex trade in some way at some point in their lives. One-third (33%) of them had engaged in survival sex as either adults or minors. Many of the trafficked youth who were accessing shelter programs said they saw the shelters as safe havens from their traffickers. Braided Haven, Inc. builds a continuum of services that consider the trauma young people experience while facing homelessness as well as their resilience. Braided Haven focuses on a trauma-informed, resilience-focused approach to supporting and engaging the young people at both the Drop-In Center and in shelter. Staff and volunteers will be trained in core competencies such as understanding trauma, mindful stress management and coping, restoring a young person's sense of control, and reducing shame and stigma, among others. This response is designed to ensure a welcoming, affirming, and safe space for LGBTQ+ young people that addresses the whole person, taking into consideration all the young person's experience and potential.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**While there are other shelter service providers in the community, this is a unique population with unique needs in which they may or may not qualify for services. Oftentimes this population is discriminated against. First Congregational Church has been told by the Rescue Mission former director, Barry Feaker, this is the case that his staff dealt with and that the Rescue Mission had no way of protecting LGBTQ+ individuals in their facilities. Transgender people are particularly at physical risk due to a lack of acceptance and are often turned away from shelters; in some cases, signs have been posted barring their entrance.**
What donated goods and or volunteer services do you receive that add value to this program?	**Braided Haven, Inc.'s Drop-In Center and office will be at 1701 SW Collins Ave. Topeka, KS. This is an in-kind location provided by the First Congregational Church and is valued at $4500 annually. Both mentors and professional service providers and attorneys will offer their services pro bono or at a reduced fee level. Other volunteers will be recruited and trained to provide support during drop-in center hours, as mentors and group facilitators. Many community stakeholders have offered to support this effort and have agreed to serve as ambassadors in Braided Haven, Inc.'s fund-raising efforts.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**

Projected age of 6-12 years	**5**
Projected age of 13-18 years	**25**
Projected age of 19-35 years	**40**
Projected age of 36-59 years	**15**
Projected age of 60 years and over	**15**
Total Individuals	**100**

Section V Beneficiary Information - Gender

Men	**40**
Women	**40**
Transgender	**20**
Total Individuals	**100**

Section V Beneficiary Information - Income Level

At or below 30%	**30**
At or below 50%	**30**
At or below 80%	**20**
Other	
Income Unknown	**20**
Total Individuals	**100**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**67**
Percent of Black/African American	**10**
Percent of Hispanic	**5**

Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	**3**
Percent of Black/African American & White	**5**
Percent of American Indian/ Alaskan Native & Black/African American	**2**
Percent of Asian/Pacific Islander	**1**
Percent of Other Multiracial	**5**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Senior Pastor**

Your Signature

Name of signatory: Tobias Schlingensiepen



Uploaded signature image: Signature Tobias small.jpg

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: FIRST CONGREGATIONAL CHURCH

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on May 01, 1907, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 25, 2022

SCOTT SCHWAB
SECRETARY OF STATE

No matter who you are
or where you are
on life's journey,
you are welcome here!

September 5, 2022

RE: Response to ARPA Committee Questions

Dear Esteemed Members of the Committee:

I am going to list your questions here and make references to attached documents to better explain the plans for Braided Haven, Inc. I want to reiterate a portion of the proposal we presents as a backdrop for our response to your questions:

During the pandemic activities were put on hold regarding the LGBTQ+ shelter and support services, but the conversations and needs assessment continued. In December 2021, a board of directors was formed, by-laws were adopted and, thanks to a generous startup donation from members of our congregation, a project coordinator was hired. The paperwork for the creation of a free-standing 501c3, to be called Braided Haven, Inc., has been filed. Why a separate 501c3? For a number of reasons. First, this is an endeavor that is too big for First Congregational Church to tackle alone. Braided Haven, Inc. is not designed to be a faith-based entity. Finally, there is a large and diverse number of interested community individuals and organizations with specialized skills who are willing to engage in this work with us. Until the separate 501c3 is approved, First Congregational Church will work closely with the Board of Directors and will serve as Fiscal agent and, as such, FCC will be responsible for all facets of the start-up, as well as fiscal oversight of these funds throughout the duration of the grant period.

Now to respond to the Questions for First Congregational Church of Topeka:

1. Please provide an organizational Chart for your organization.
   A copy of the partnership between the First Congregation Church and structure of Braided Haven, Inc is attached.
2. Please provide a project budget for the program you are seeking funds.
   A copy of the amended budget is attached.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
   We were able to reduce the amount requested to $340,000 which will still allow you to make a good community investment for this population.
4. Specifically, are part of the dollars requested for living facilities at the Drop-In Center? Are there current living facilities on site? Please detail.
   I am attaching a detailed scope of work to better explain how the programs will be operated. More specifically there are no living facilities on the First Congregational Church site. The space donated to Braided Haven is a room to serve as the Drop-In Day Center. We are requesting your investment to purchase a centrally located home for the Transitional Housing Services. A cadre of volunteers commit their homes as temporary emergency shelters for

homeless youth until a more transitional or permanent arrangement can be made including the Braided Haven Transitional House. We will be purchasing a home with at least three bedrooms and a private space for the House Parent(s).

5. The lifesaving services referred to – are they on site? If not, where are they located?
   As defined in the scope of work, they are onsite unless we need to transport a client to a specialist such as a psychologist, medical services, or attorney. Braided Haven, Inc.'s Coordinator, Case Manager or a trained volunteer will answer calls that come into a hotline for individuals in crisis and will facilitate linkage to a mentor or other crisis intervention services as is appropriate.
6. Detail all facility improvements to be made.
   The Drop-In Center is a room that previously was used for choir practice. It is a good-sized room that will be converted to serve as office space for the Case Manager in one corner and the bulk of the space will serve as the Drop-In Center where we will host of program activities and services. A storage room attached will be converted into a room with laundry facilities and a shower. Bathrooms are right next to the main room and there is a small kitchen already available on the main floor. We will need to update the room with fresh paint, converting the storage room, furnishing, equipment and lockers for clients.
7. Can you partner with other organizations to reduce the overall costs your church is incurring?
   Braided Haven Inc.'s focus on a specialized population that may not fit into the service area of other services as we described in our proposal. We are already working with many other community organizations and individuals who are committed to partnering with Braided Haven, Inc. In the grand scheme of things you can see the budget for this new start-up organization is very reasonable
8. Do you have access to translation services if needed?
   Yes, we do and will access translation services as needed. We will also recruit bi-lingual volunteers as mentors.
9. Do you have outreach materials in Spanish?
   Our current brochure is in English and has been drafted into Spanish. It is currently being reviewed to ensure consistency in our message and program descriptions. Our websites are under construction, and will have appropriate links and translations in Spanish.
10. Do you have any Black or Latino/Indigenous staff or volunteers?
    We have two minority volunteers, Khalani Britt (Black) and April McNeil (Hispanic) who are members of the Board and in charge of the Pride Prom.

I hope this helps clarify what we are trying to accomplish and how important it is to have the City's help and investment into this endeavor. Please do not hesitate to reach out to me or Barbara Ballentine if you have any additional questions.

Sincerely yours,



Tobias Schlingensiepen

1701 SW Collins, Topeka, KS 66604 Phone: 785.233.1786 Email: info@EmbracetheQuestions.com

Braided Haven, Inc. Scope of Services

A. Shelter Services 50% of the organization's staff time, fund-raising, and donations will be committed to this service.

1. Emergency Housing trained volunteers will also house an individual in their own homes if they do not meet the criteria for transitional housing and have no place to go. To date four homes are available for this need. Persons staying in these homes follow house rules and meet with the case manager to develop a longer- term living arrangement and self-sufficiency plan.

2. Braided Haven will operate a Transitional home for LGBTQ+ individuals (18-24) who are homeless and need support to become independent. The house is overseen by a house parent(s) who lives there and is paid with room and board as well as a monthly stipend.

To prepare for moving into a home of their own, all transitional housing residents create an in-depth case plan to chart their path to independence. Residents also work with the case manager to set long-term educational and vocational goals such as high school equivalency, college enrollment, and employment training.

The program instills accountability in residents to prepare them for independence. Youth are required to open a savings account and work with the case manager to determine how much money they should save each month. Further, all young people attend monthly learning life skills workshops on various topics at the Drop-In Center to help them become successful adults.

Each resident is paired with a mentor, a working professional who guides the young person through transitional housing and, ideally, beyond. With no family to rely on, Mentors often function as a surrogate family, offering a solid touchstone of support for program participants and graduates alike.

B. Support Services 30% of the staff tine, fund-raising, donations, and in-kind resources are committed to this program.

These services are offered at the Braided Haven, Inc. Drop-In Center located at 1701 SW Collins, an in-kind space provided by the First Congregational Church. Here individuals can access emotional crisis intervention, suicide prevention counseling, a mental health evaluation, HIV testing and counseling, referrals to medical services, Medicaid enrollment, hot showers, clean clothing, and a locker to store belongs.

Professional Trauma informed therapeutic and legal counseling is available for LGBTQ+ individual and their families as needed for healing, reconciliation and/or independence. The skilled and trained professionals are under contract or offer their services pro bono.

Facilitated Support Groups will be offered by trained volunteers and pro bono social service providers will facilitate support groups for individuals and/or their family members to increase their self- esteem and self-worth, reduce isolation and facilitate reconciliation with their families when possible.

The Drop-In Center Coordinator will provide Case Management linking LQGBT+ individuals and their families to community resources in Topeka Kansas.

A cadre of trained volunteer mentors are matched with LGBTQ+ individuals to reduce isolation and facilitate social network opportunities with our LGBTQ+ community partners in Topeka Kansas. Each

mentor is paid a stipend to cover costs for services and activities. Mentors will also be on-call for emergencies such as suicide prevention, or in response to a police call as a result of a violent incident.

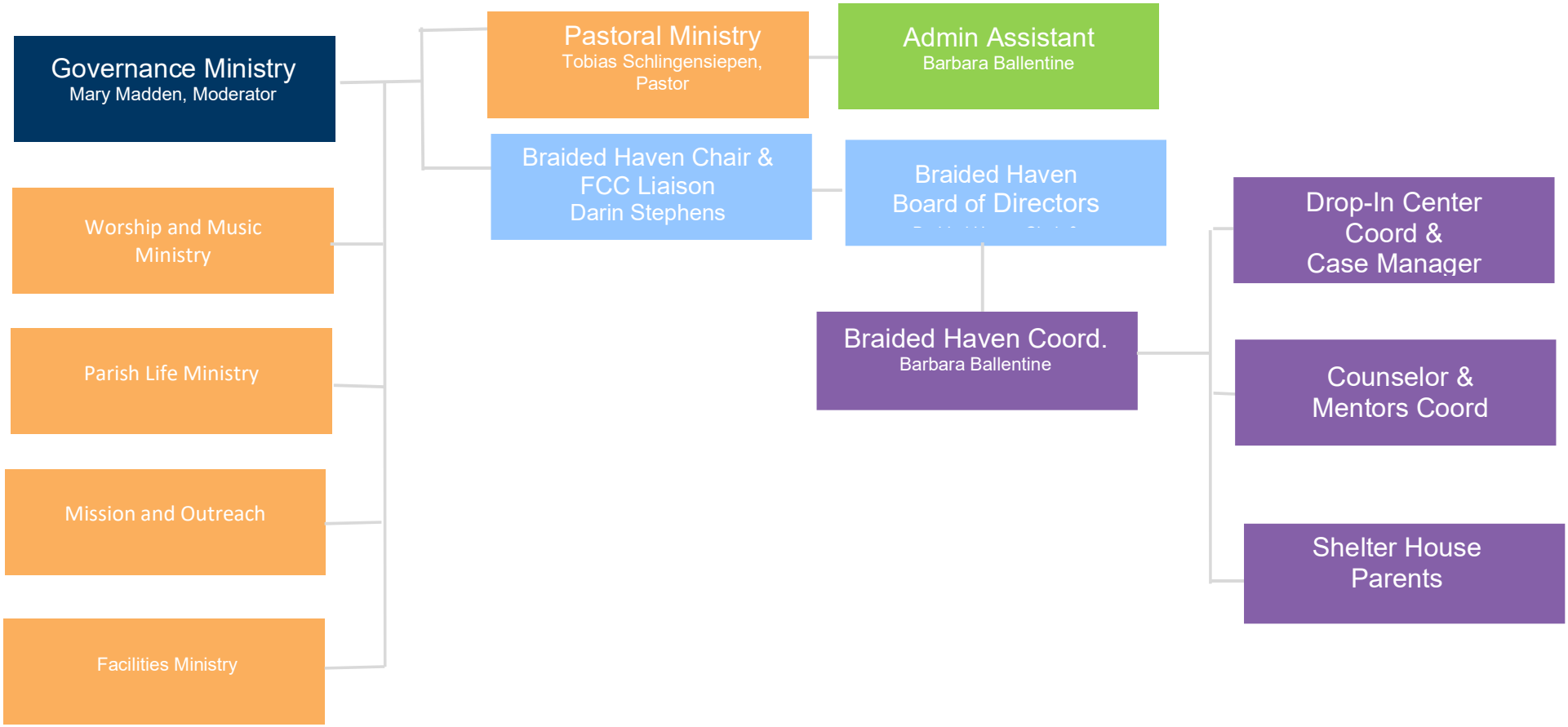
C. Community Awareness 15% of the staff time, fund-raising, donations, and fees are committed to this program.

The Project Coordinator will collaborate with community partners to offer approved continuing education workshops for educators, businesses, social service providers and religious organizations increase knowledge and elevate skills for inclusive gender practices to build and sustain a culture of inclusion within their organization.

Braided Haven, Inc. sponsors public awareness activities, campaigns, and events to increase sensitivity to the plight and needs of LGBTQ+ individuals and further a sense of acceptance and inclusion in our community.

D. Advocacy - 5% of staff time and fund-raising resources are committed to these activities.

Staff, Board Members and volunteers will advocate about issues and policies to eliminate violence and discrimination against LGBTQ+ individuals and to promote fair, respectful, and equitable treatment of and opportunities for LGBTQ+ individuals.



First Congregational Church & Braided Haven, Inc.
ORGANIZATIONAL CHART

Braided Haven, Inc. Budget 2022-2024

	Description	2022	2023	2,024	2023 ARPA	2,024 ARPA
Revenue						
Donations	Unsolicited donations building donorbase	$20,000.00	$35,000.00	$35,000.00		
Fees	Fee charged for specialized training	$750.00	$1,500.00	$1,500.00		
Donated Goods and Services	Included is Donated Space by FCC	$6,400.00	$6,650.00	$6,650.00		
Grants	Appropriate Grants for homeless/victims	$10,000.00	$20,000.00	$40,450.00		
ARPA Grant			$300,063.00	$39,837.00	$300,063.00	$39,837.00
Interest Earned		$120.00	$240.00	$300.00		
Fund-Raising	Annual Gala and 5K Run/Walk	$27,000.00	$47,050.00	$50,000.00		
Total Income		**$64,270.00**	**$410,503.00**	**$173,737.00**	**$300,063.00**	**$39,837.00**
Expenses						
Fund Raising Expenses	Annual Gala and a community run	$4,000.00	$5,000.00	$5,000.00		
Bank Charges		$120.00	$120.00	$120.00		
Contract - Project Coordinator	Start Up Specialist	$20,000.00	$25,000.00	$25,000.00		
Depreciation	House		$8,625.00	$23,000.00		
Dues and Subscriptions	Association member fees	$250.00	$250.00	$250.00		
Employee Salaries	Drop-In Coordinator - Case Manager	$16,000.00	$38,000.00	$41,000.00	$19,000.00	$20,500.00
Employee Benefit Programs	Insurance		$6,000.00	$6,500.00	$3,000.00	$3,250.00
Payroll Taxes		$1,900.00	$4,560.00	$4,920.00	$2,280.00	$2,460.00
Insurance	Liability insurance	$2,000.00	$2,000.00	$2,100.00		
Legal and Professional Fees	Contracted Specialized Services	$6,500.00	$12,000.00	$12,000.00		
Mentor Stipends	$20 X 8 x 50 hours yr 1 : 100 hours yr2	$0.00	$8,000.00	$16,000.00		
Licenses and Fees	Safety Inspections	$150.00	$300.00	$300.00		
Miscellaneous		$200.00	$200.00	$200.00		
Office Expense	Drop-In Ctr rennovations to add shower, equipment and furnishings	$2,600.00	$15,000.00	$2,780.00	$15,000.00	$2,780.00
Postage		$200.00	$200.00	$200.00		
Tranistional House	Purchase home for transitional living	$0.00	$250,000.00		$250,000.00	
Repairs Rennovations Maintenance	on home	$0.00	$9,382.00	$9,382.00	$9,383.00	$9,382.00
Office Supplies	misc items, paper, pens, etc	$100.00	$150.00	$150.00		
Shelter Supplies	food and basic necessities		$5,450.00	$5,450.00		
House Parent Stipends	$300/month/yr 1; $350/mo/yr 2	$0.00	$3,600.00	$4,200.00		
Decretionary Funds	Emergency Funds based on Indiv Needs	$1,800.00	$4,065.00	$4,035.00		
Telephone	3 Cell phones: office, home, hotline	$2,300.00	$2,900.00	$2,900.00		
Travel-Mileage	Staff travel and client public transport	$1,200.00	$1,520.00	$1,750.00		
Professional Skills Development	Staff and Volunteer Training/Workshops	$1,200.00	$2,500.00	$2,500.00		
House Utilities		$3,750.00	$5,000.00	$4,000.00	$1,500.00	$1,465.00
Total Expenses		**$64,270.00**	**$409,822.00**	**$173,737.00**	**$300,163.00**	**$39,837.00**
Other Income						
In-Kind and Donated Goods		$1,500.00	$250.00	$250.00		
Donated Space	Drop In Center in FCC	$2,400.00	$2,400.00	$2,400.00		
Donated Professional Fees	Pro Bono attorney and counselling	$2,500.00	$4,000.00	$4,000.00		
Total Other Income		**$6,400.00**	**$6,650.00**	**$6,650.00**	**$0.00**	**$0.00**

Braided Haven, Inc. ARPA Proposal Budget

	Line Item Description	ORIGINAL REQUEST	AMENDED REQUEST
INCOME			
ARPA Grant		$450,000.00	$340,000.00
Total Income			**$340,000.00**
Expenses			
PERSONNEL	Reduced personnel costs request by 1/2 for the Drop-In Case Manager as start-up for 2 years until other sources are secured		
Employee Salaries		$79,000.00	$39,500.00
Employee Benefit Programs		$12,250.00	$6,250.00
Payroll Taxes		$9,470.00	$4,740.00
	sub-total	$100,720.00	$50,490.00
FACILITIES			
Drop-in Center/Office	Rennovations for room at FCC includes: 1. Revamping adjacent storage room with shower, sink and Laundry 2. Office Equipment & Lounge Furnishing		
		$16,000.00	$12,000.00
		$5,780.00	$5,780.00
Tranistional House	Cost to Purchase home including all related expenses to serve as transitional home for LGBTQ+ Homeless young people	$300,000.00	$250,000.00
Repairs Rennovations	Any necessary rennovations necessary to accommodate the purpose and needs in the first 2 years	$21,500.00	$16,000.00
Home Maintanence	custodial and lawn services for 2 years	$3,000.00	$2,765.00
House Utilities	water, electric and gas	$3,000.00	$2,965.00
Total Expenses		**$450,000.00**	**$340,000.00**

No matter who you are
or where you are
on life's journey,
you are welcome here!

October 7, 2022
RE: Response to ARPA Committee Questions

Dear Esteemed Members of the Committee:

As we did before, we are listing your questions here and make references to attached documents to better explain the plans for Braided Haven, Inc. The questions are numbered the same, but in an order to better answer your questions in common.

1. Can you provide a more in-depth budget breakdown?
2. Can you provide a specific breakdown of the $250,000 allocated for the house?

Most of the $250,000 ($243,500) will be used for the purchase of the home. $6,500 is allocated for all associated closing costs.

Attached is an expanded budget worksheet that spells out line-item expenses for the drop-in center and transitional home.

6. Is Braided Haven its own 501c3 that will operate independently?

Yes, Braided Haven, Inc. is 501(c) 3. The governing board will have final decision-making responsibilities. The First Congregational Church is the fiscal agent for this proposal and a partner in this endeavor. Both Darin Stephens and Tobias Schlingensiepen from First Congregational Church sit on the board.

10. Where are the shower facilities going to be added?

The drop-in center is a 24' x 16 ' room at the west end of the building on the main floor. There is a 12' x 7' storage room attached at the east end of the space to be used as the Drop-In Center. It is in this storage room we will be converting in a shower and laundry room. There is the plumbing for laundry and a sink already in the space and we need only add the drainage and shower itself. Two restrooms are located in the hall right beside the Drop-In Center's door.

3. Can you provide more information on the transitional house?

LGBTQ Transitional Living Program is designed to provide a safe and accepting environment for young adults, ages 18-21, who are homeless, often having been kicked out and rejected by their families due to their sexual orientation. The home can house from 6 to 8 young adults for up to 18 months who are receiving services and supports that will:

- Assist them in finding permanent, safe, and stable housing
- Gain employment skills and/or employment such as job assessment, training, job search skills, mentoring, job placement and interpersonal skills.

- Continue or complete educational goals (assistance with enrollments, applications, financial aid, literacy)
- Promote permanent connections as a means to develop a safety net of support to prevent re-entry into homelessness
- Support local, integrated approaches to meet the needs, particularly with mental health and substance abuse problems

Additionally, youth are matched with a mentor, and may receive domestic violence prevention and education, sexual assault advocacy, independent living skills training, substance abuse treatment, legal counseling, brokerage of family reconnection or reunification, leadership training, recreation, and aftercare services.

4. How many rooms will be in the house?

Ideally, the home will have 3-4 main floor bedrooms with 1-2 bathrooms. There will be a kitchen, living room and dining room. We are looking for a property that has a finished basement including a bedroom and bathroom and at least a small sitting area for the House Parent(s) to reside in.

7. How many people will the home house?

The goal is to house 6 to 8 individuals depending on how many bedrooms we can find.

9. Will there be an adult on staff at this transitional house?

The home will be supervised by a house parent(s) who will also reside on the premises. This person(s)' responsibilities require supervision, and safety skills. Because of the life experiences and trauma histories that residents bring to their placement, house parent(s) must not only provide adequate safety and supervision, but must be actively engaged in the process of building relationships, understanding, and solving problems as part of a team, and must offer energy, safety, and commitment in their work with the residents through genuine, caring, and empathic engagement.

8. Is there housing that you are currently looking at?

We are looking everywhere within the city limits based on the criteria we described above.

5. Do you have the home or facility secured or will part of these grant funds be used to secure that facility?

Part of these funds will be used to secure the transitional home facility.

11. Are you dependent on having the ARPA funds in hand to purchase the house?

We are not dependent on having the funds in hand while we search for the house, but would need them by the closing date. This time is usually 30-45 days after an offer is made to allow for

home inspections and appraisals. While we are in this process, we can work with our partners at the City to negotiate release of the funds by the closing date for the final purchase.

I hope this helps clarify what we are trying to accomplish and how important it is to have the City's help and investment into this endeavor. Please do not hesitate to reach out to me or Barbara Ballentine if you have any additional questions.

Sincerely yours,



Tobias Schlingensiepen

1701 SW Collins, Topeka, KS 66604 Phone: 785.233.1786 Email: info@EmbracetheQuestions.com

Braided Haven, Inc. ARPA Proposal Budget

	Line Item Description	AMENDED REQUEST
INCOME		
ARPA Grant		$340,000.00
Total Income		**$340,000.00**
Expenses		
PERSONNEL	Reduced personnel costs request by 1/2 for the Drop-In Case Manager as start-up for 2 years until other sources are secured	
Employee Salaries		$39,500.00
Employee Benefit Programs		$6,250.00
Payroll Taxes		$4,740.00
	sub-total	**$50,490.00**
FACILITIES		
Drop-in Center/Office Convert storage room into shower and laundry facility	Revamping adjacent storage room to install a walk-in shower and new sink estimated cost for drain and installation is $12,000	**$12,000.00**
Purchase laundry equipment	Large capacity stackable washer & dryer	$1,500.00
Office Equipment	Computers: 2 all in one HPs - the second computer will be available to clients for case planned activities	$1,300.00
	3 cell phones - office, case manager and on-call hotline mentor	$1,290.00
	Furnishings for office and lounge area: sofa and chairs; lockers, work tables and accessories to make the space welcoming and safe	$1,690.00
	sub-total	**$5,780.00**
Tranistional House -cost to purchase home to serve as transitional home for LGBTQ+ Homeless young people	Cost of property - $243,500	$243,500.00
	Closing Costs	$6,500.00
	sub-total	**$250,000.00**
Repairs/Rennovations Appliances for transitional home over the first two years some work will have to be completed professionally, some with volunteers	Kitchen appliances package	$3,000.00
	Laundry applicances washer/dryer	$1,500.00
	Repairs - plumbing, Electrical	$4,000.00
	Carpet/flooring	$4,000.00
	Painting in and outside the house	$3,500.00
	sub-total	**$16,000.00**
Home Maintanence	custodial and lawn services for 2 years	$2,765.00
House Utilities	water, electric and gas	$2,965.00
Total Expenses		**$340,000.00**

ARPA Funds Grant Application

Submission date:	**29 July 2022, 12:55PM**
Receipt number:	**62**
Related form version:	**5**

Section I Organization Information

Organization Name	**The Salvation Army of Topeka**
Organization Address	**1320 SE 6th Street** **Topeka, KS 66607**
Primary Phone	**17852339648**
Primary Email	**shelley.robertson@usc.salvationarmy.org**
Primary Contact	**Shelley Robertson**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**136 years**
Industry Name	**624**
What is your organization's mission statement?	**The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in his name without discrimination.**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**Shortly following the beginning of the pandemic, The Salvation Army in Topeka became short-staffed. The current, open positions are for a cook, an administrative assistant, and a pantry worker. To ensure service to the community continues, the duties assigned to these positions have been spread across the remaining staff.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**25,000**
Name the program for which you are applying	**Emergency Assistance**

Please describe your organization, its programs and how this program fits in	**The Salvation Army is known for helping the underprivileged since its beginning in London, UK in 1865 and arriving in Topeka, Kansas in 1886. As a founding principal, The Salvation Army assists individuals and families with rent, utilities, food, and basic human needs without discrimination. This grant will help low-income individuals and families avoid eviction and disruption of utility services. These stabilizing funds allow individuals and families to concentrate on other areas such as overcoming unhelpful financial behavior, securing employment, or increasing income.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**While emergency assistance is a temporary approach, it is essential at times for clients to remain stable. For low- and extremely low-income individuals and families, this type of support can be the difference between remaining housed and homelessness. Also, the Emergency Assistance program is a catalyst to move clients out of the repetitive "cycle of crisis" long-term. Emergency assistance positively impacts the community by reducing the number of individuals dependent on community resources.** **The Emergency Assistance program, a foundation of The Salvation Army, is funded yearly by generous donors, foundations, and government grants. The funding provided by this grant will supplement what we already do and allow us to assist more struggling individuals and families affected by the high prices of gasoline, food, utilities and those affected by financial insecurity.**

How has the pandemic impacted the effectiveness of your organization?	**The pandemic impacted the effectiveness of our organization by requiring more from our already lean staff. The tasks and work duties assigned to open positions and volunteers were spread to the remaining team members while services, though altered for social distancing, continued throughout the pandemic. Additionally, The Salvation Army in Topeka expanded these services. For example, we served 600 sack lunches per day to each of the six (6) schools in our area to cover the gap created when the school district shut down its kitchen due to the COVID-19 outbreak. With the rising cost of food, families are stretched even further, and more are turning to The Salvation Army for assistance. The pandemic has increased the demand for our services in the community, as individuals who never needed assistance before, reached out to The Salvation Army.**
Please describe how you see the future of your organization and its program post-pandemic	**Post-pandemic, The Salvation Army engaged more donors, conducted more virtual meetings, and received more community support than ever. We invested in technology to improve program delivery and impact. To keep the public safe, we reviewed internal processes and increased efficiency, all while remaining aligned with our Mission Statement. The Salvation Army did not shut down during the pandemic. Despite being understaffed, team members continued to assist the community by providing for those in need through the Emergency Assistance program.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The Salvation Army is asking for $25,000 in grant funding for the Emergency Assistance program. The program's goal is to assist residents facing a housing or utility shut-off crisis.**

Before receiving assistance, clients meet with a skilled social worker and complete an intake form to establish eligibility. This form records demographic information, including housing status, family type, age, gender, income, etc. Collecting this information creates a comprehensive snapshot of a client's financial situation and is used by the social worker to make informed decisions regarding the client's eligibility for assistance.

During this initial meeting, the social worker reviews supporting documentation outlining the client's need(s). These include but are not limited to eviction notices and utility shut-off notifications. If the client cannot present documentation, the social worker will contact the necessary representative (landlord or customer service agent) to discuss the client's situation. The social worker will also check if other agencies in the community have provided services. (On rare occasions, and if the need is severe enough, The Salvation Army will assist a client in tandem with these agencies.) The social worker and client collaborate to create an assistance agreement. In this agreement, the client agrees to pay a portion (if possible) of the expense, and the social worker agrees to pay the remainder with Emergency Assistance funds.

Once the immediate needs are met, the client and the social worker review the comprehensive budget form to address unhealthy and unhelpful spending behaviors, develop a realistic budget, and create a plan for moving forward.

Providing rent and utility assistance and connecting clients to other community resources will strengthen low-income families or those in crisis in Shawnee County, Kansas. The mission of the Emergency

	Assistance program aligns with our mission "to meet basic human needs" without discrimination.
Describe what other funding is available and what you have secured, or expect to secure for this project	**The Salvation Army of Topeka has secured, Phase 39 EFSP/FEMA $13,061 ($2,001-food, $7,530-rent and #3,530-utilities)** **We have also secured $63,103 in ARPA funding from EFSP/FEMA ($3,000-food, $47,712-rent, and $11,391-utilities)**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**According to the United States Census data (April 2020), 10.5% of the residents (18,785 individuals) in Shawnee County, Kansas lives in poverty. The largest demographic living in poverty are females, ages 25 – 34 and according to kidscount.org, more than 13% of the children living in Shawnee County, KS, live in poverty.** **The purpose of The Salvation Army's Emergency Assistance program is to stabilize individuals and families facing a crisis. Due to a lack of adequate income or an unforeseen circumstance, residents may face eviction, utility disconnection, or food insecurity. For over 136 years, The Salvation Army of Topeka has provided basic human needs to the low-income residents of Shawnee County. These services included direct assistance in the form of food, clothing, rent, and utility assistance, in addition to other needs.** **The Salvation Army of Topeka serves Shawnee County, the City of Topeka, and particularly the 66607 zip code due to our physical location at 1320 SE 6th Ave., Topeka.** **We serve diverse populations: homeless, evicted, physically and mentally disabled, displaced workers, unemployed, underemployed, or single-head of household. Most who come for basic human needs assistance are below the poverty level, but not all. Many now are being classified as the "working poor,"**

	with at least one person working in the household, but they still can't financially afford the costs of living expenses. The request for basic needs assistance continues to increase and is year-round. Our funds are stretched beyond reasonable limits and are exhausted earlier than in the past. Program operating expenses - utilities, insurance, food, transportation, etc.- continue to rise. Funds raised during Christmas sustain programs throughout the year, not just at Christmas time.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**While other agencies provide similar services, we are limited on how much we can financially offer our clients to make a substantial difference. We believe in collaboration and can provide full service to our clients by pooling our resources. Also, with access to Client Track we prevent the duplication of services within a 12-month time frame, eliminating abuse of services and fraudulent practices.** **The social services agencies aiding those in need in Topeka, Kansas are separated by a considerable distance. Transportation impacts poverty in both obvious and subtle ways. It is often difficult for those seeking assistance to access these agencies (i.e., walking distance, bus route, gasoline for the car, catching a ride with a friend or family member, accessibility to a dependable vehicle).** **The Salvation Army's location in the 66607 zip code is an advantage for low-income families. We are within walking distance from economically disadvantaged neighborhoods including the Scott Magnet and Highland Park Central Elementary schools, several churches and even the bridges that house many of our homeless in the community. Our food pantry provides a portable, shelf-stable weekend meal for the homeless, including peanut butter, bread, chips, and water. During the week, we offer a hot, nutritious community meal to supplement food expenses for the homeless, transient, and low-income individuals and families through our Community Meal Program, Monday-Friday at noon and again at 4 pm.**

What donated goods and or volunteer services do you receive that add value to this program?	**Since the pandemic and increased service demand, we established a rotating schedule of advisory board members who help sack various food items from the pantry. Salvationists (church members) of The Salvation Army Church volunteer where needed most. We have also utilized volunteers from other churches within the community, particularly during the holidays. The boxing coaches and some of the youth from the boxing program volunteer. We utilized groups from local high schools to help with sacking items for the pantry and assist with the community meal program.** **The donated goods we receive for the food pantry program come from many organizations and companies: Project Topeka, Sam's Club, Reser's Fine Food, Panera Bread, Chick-Fil-A, individuals, churches, and Frito-Lay. Volunteers from Harvesters help deliver, and store items for the food program.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**KS Cert of Good Standing.10.22.20.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**7**
Projected age of 6-12 years	**8**
Projected age of 13-18 years	**5**
Projected age of 19-35 years	**53**
Projected age of 36-59 years	**148**
Projected age of 60 years and over	**70**

Total Individuals	**291**

Section V Beneficiary Information - Gender

Men	**123**
Women	**167**
Transgender	**1**
Total Individuals	**291**

Section V Beneficiary Information - Income Level

At or below 30%	**291**
At or below 50%	
At or below 80%	
Other	
Income Unknown	
Total Individuals	**291**

Section V| Beneficiary Information - Racial/Ethnic Composition

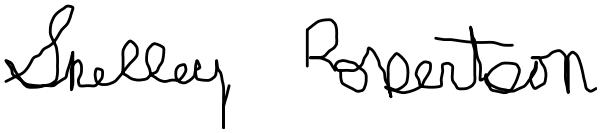
Percent of White (non-Hispanic)	**81**
Percent of Black/African American	**13**
Percent of Hispanic	**0**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**0**
Percent of Asian & White	**0**
Percent of Black/African American & White	**1**

Percent of American Indian/ Alaskan Native & Black/African American	**5**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Development Director**
Your Signature	**Name of signatory: Shelley Robertson**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: THE SALVATION ARMY

Entity Type: FOREIGN NOT FOR PROFIT

State of Organization: IL

was filed in this office on October 01, 1925, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of October 22, 2020

SCOTT SCHWAB
SECRETARY OF STATE

Kalea Pauole

From: Shelley Robertson <Shelley.Robertson@usc.salvationarmy.org>
Sent: Wednesday, September 7, 2022 2:10 PM
To: ARPA Grants
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

1. Please provide an organizational chart for your organization. I will send that in another email. It is the complete territory's organizational chart which covers 29 Corps.

2. Please provide a project budget for the project/budget program you are seeking funds. The Salvation Army of Topeka does not have their budget approved for the 2023 year (our budget runs from Sept. 30th to Oct. 1) Based on our prior experience with assistance we will help 45 households with rent that have an average of $547 dollars per household.

3. Would you be able to take a reduction in the amount you have requested? At this time we feel we would not be able to take a reduction in the amount we have requested. The lack of affordable housing in the Topeka area continues to be a concern. We see individuals/families every day in our facility struggling with paying their rent and utilities, particularly now with inflation.

4. Do you have access to translation services if needed? We do have access to translation services.

5. Do you have outreach materials in Spanish? All of the materials in the Topeka Corps., are printed in English and Spanish.

6. Do you have any Black or Latino/Indigenous staff or volunteers? We have Black and Latino/indigenous staff and volunteers.

"Doing the Most Good"

Shelley

From: ARPA Grants <arpa@topeka.org>
Sent: Tuesday, August 30, 2022 10:18 AM
To: Shelley Robertson <shelley.robertson@usc.salvationarmy.org>
Subject: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Good Morning Shelly Robertson,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

1. If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
2. The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for Salvation Army of Topeka are as follows:

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
4. Do you have access to translation services if needed?

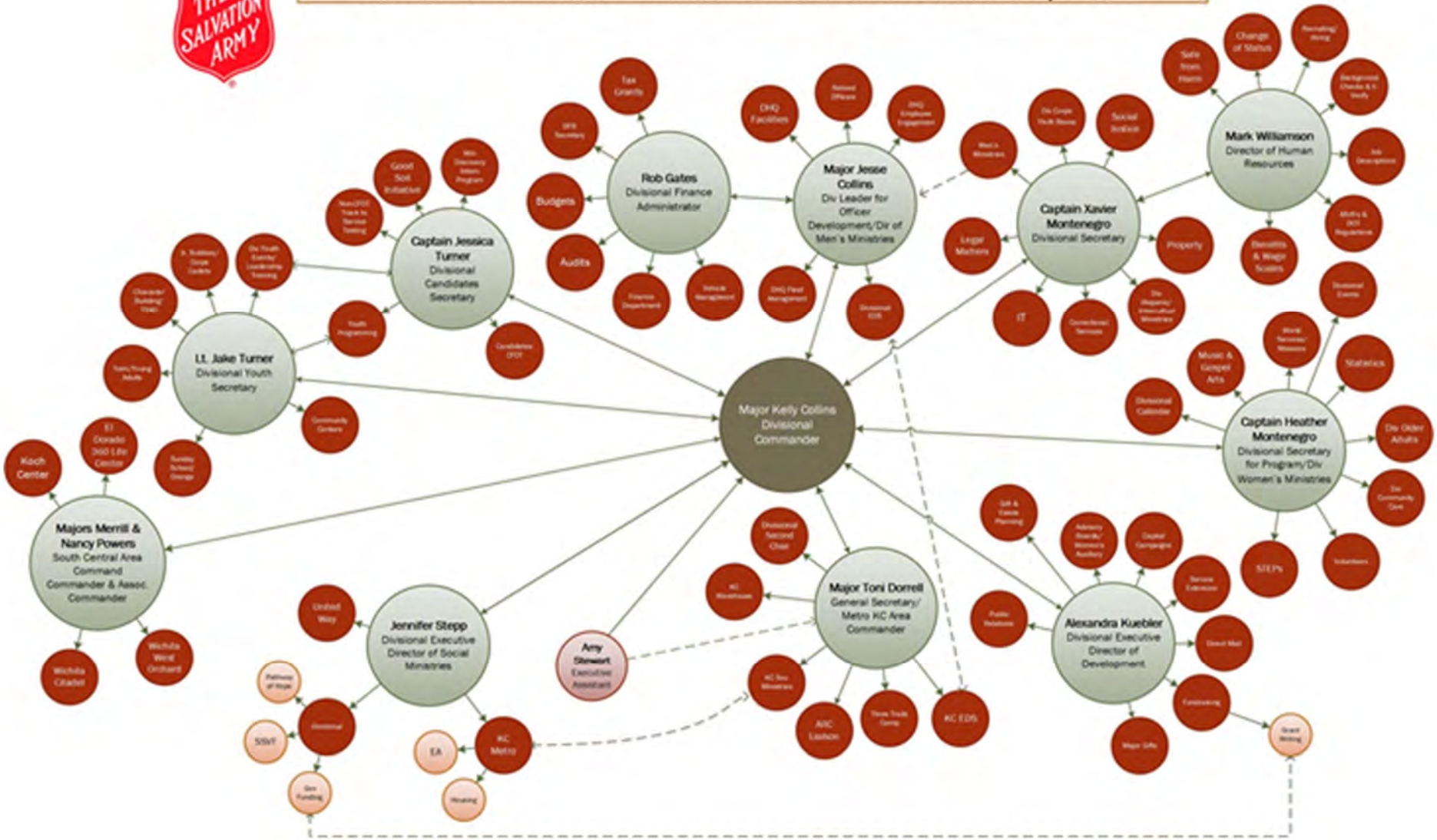
Topeka Corps Community Center

October 1, 2022 – September 30, 2023

INCOME:	Overall Budget	EA Budget	DETAIL
Unrestricted Donations	$ 258,000.00	$ 7,000.00	
Restricted Donations	$ -	$ 25,000.00	ARPA Grant request amount
Memorial, Internet, and Mail appeals	$ 422,893.00	$ -	
Kettles	$ 88,751.00	$ -	
THQ Trust Transfer	$ 319,000.00	$ 151,000.00	
THQ Interest	$ 70,000.00	$ -	
DHQ Allocation	$ 29,964.00	$ -	
Special Fund Raising	$ 20,971.00	$ -	
Program Service Fees	$ 26,950.00	$ -	
United Way	$ -	$ 3,000.00	
Public Funds	$ 75,164.00	$ 75,164.00	
Misc. Income	$ 27,500.00	$ -	
Gifts in Kind	$ 150,550.00	$ 150,550.00	
TOTAL INCOME	**$ 1,489,743.00**	**$ 411,714.00**	
EXPENSES			
Officer's Allowance	$ 58,616.00	$ 17,584.00	
Exempt Employees	$ 171,951.00	$ -	
Non-Exempt Employees	$ 140,787.00	$ 38,321.00	
Seasonal & Temporary	$ 37,238.00	$ -	Bellringers
TOTAL SALARIES	$ 408,592.00	$ 55,905.00	
Life Insurance	$ 542.00	$ 105.00	
Employee Medical Premiums	$ 109,320.00	$ 16,398.00	
Pension - Employees	$ 6,086.00	$ -	
Sick Benefit	$ 19,800.00	$ 5,940.00	
RO Assessment	$ 17,600.00	$ 5,280.00	

FICA - Employer	$ 26,773.00	$ 2,932.00	
Workers Compensation	$ 3,852.00	$ 527.00	
Professional Fees	$ 73,593.00	$ 5,749.00	
Uniforms	$ 1,623.00	$ -	
Education/Rec/Craft	$ 15,785.00	$ 200.00	
Food/Beverage	$ 32,700.00	$ 3,000.00	
Office Supplies	$ 4,100.00	$ 800.00	
Bank Service Charges / Credit Card Fees	$ 2,000.00	$ -	
Telephone	$ 6,000.00	$ 1,200.00	
Postage	$ 20,000.00	$ -	
Rent	$ -	$ -	
Miscellaneous Insurance	$ 23,928.00	$ 4,786.00	
Utilities	$ 63,800.00	$ 12,760.00	
Upkeep & Repair	$ 60,000.00	$ 12,000.00	
Real Estate Taxes	$ -	$ -	
Janitorial supplies	$ 2,975.00	$ 700.00	
Furniture & Equipment	$ 44,453.00	$ 1,500.00	
Printed Materials	$ 50,000.00	$ -	
War Cry	$ 1,500.00	$ -	
Travel and Meals	$ 12,000.00	$ 1,200.00	
Vehicle Operating Costs	$ 35,000.00	$ 3,500.00	
Vehicle Insurance	$ 9,600.00	$ 960.00	
Annual &Special Meetings	$ 2,000.00	$ -	
Counsils/Conferences/Inst.	$ 3,000.00	$ -	
Financial Assistance - Regular	$ 121,751.00	$ 118,764.00	ARPA Grant expended here
Financial Assistance - Seasonal	$ 12,904.00	$ 12,904.00	
Financial Assistance - Gifts in Kind	$ 150,550.00	$ 150,550.00	
Membership Costs	$ 500.00	$ 250.00	
CFOT $35/mo/officer or admin	$ 840.00	$ -	
World Services	$ 30,342.00	$ -	
Sundry	$ 480.00	$ -	
Appropriation to other funds	$ -	$ -	
Vehicle Depreciation	$ 8,177.00	$ 818.00	
Depreciation - Other	$ 5,398.00	$ 540.00	
Support Service	$ 126,899.00	$ 38,309.00	expenses for HR, audit, Legal fees, IT, Accounting services, etc
TOTAL	**$ 1,514,463.00**	**$ 457,577.00**	
+/-	**$ (24,720.00)**	**$ (45,863.00)**	

Kansas and Western Missouri Divisional Sr. Leadership Team



ARPA Grants

From: Shelley Robertson <Shelley.Robertson@usc.salvationarmy.org>
Sent: Friday, September 23, 2022 12:04 PM
To: ARPA Grants
Cc: Cristian LopezAzompa
Subject: Sample Rental Form
Attachments: MX-3640N_20220923_112814.pdf

Good morning.

Please see the attached.

Just an FYI, the applicants call to set an appointment for either assistance with rent or utilities. They make an appointment with our emergency assistant manager and at that time we request the applicants bring their rental leases, and landlord information along with their paystubs.

I will be leaving today at noon for vacation and will be back, Tuesday, October 4th. Please address any more followup questions to Capt. Cristian Lopez.

Thank you all so much for allowing us to move forward contingent on the attached.

Shelley

The Salvation Army Social Services Application
1320 SE 6th Ave
Topeka, Ks 66607

Head of the Household Information

Last Name: _____ First Name: _____ DOB: _____

Address: _____ City: _____ ZIP: _____

Phone Number: _____ Alternate Number: _____

SSN: _____ Gender _____ Ethnicity _____

Family Information (everyone in household)

Last Name	First Name	Gender	DOB	DL/SSN

Total Number in Household: _____

Total Household Income: _____

Circle Below:

Veteran: Yes No

Ethnicity: Hispanic/Latino
Non-Hispanic/Latino

Race: American Indian/Alaska Native
Asian
Black or African American
Hawaiian Native/Pacific Islander
White

Services

Client Signature _____ Date: _____

Client Consent & Release of Information

Client Track is a computer system that is used locally as a Homeless Management Information System (HMIS). Use of an HMIS is required by the US Department of Housing and Urban Development (HUD) for agencies that receive HUD Funding. Client Tracking is not electronically connected to HUD and is only used by authorized agencies. All Client Tracking users have received confidentially training and have signed strict agreements to protect clients' personal information and limit its use appropriately. A Privacy Notice is available at participating agencies. It provides details on how many member agencies and that employees handle client information and data sharing.

I give permission to the Salvation Army to collect and enter my personal and household information into the Client Track system is shared with and used by authorized agencies in my community for the purpose of:

1). Assessing the needs of low-income, homeless or other special-needs people in order to give better assistance and to improve their current or future situations.

2). Improving the quality of care and service for people in need.

3). Tracking the effectiveness of community efforts to meet the needs of people who have received assistance.

4) Reporting data on an aggregate level that does not identify specific people or their personal information.

I understand that:

Information I give about my physical or mental health will not be shared outside the agency I am working with.

I have the right to view my Client Track file with an authorized user.

Signing this release form does not guarantee that I will receive assistance.

I may revoke my authorization by completing a revocation form.

All agencies that use Client Track will treat my information with respect and in a professional and confidential manner.

Unauthorized people or organizations cannot gain access to my information without my consent.

_____ _____

Client Signature Date

_____ _____

Other Adult Signature Date

ARPA Grants

From: Cristian LopezAzompa <Cristian.LopezAzompa@usc.salvationarmy.org>
Sent: Tuesday, October 4, 2022 9:57 AM
To: ARPA Grants; Shelley Robertson
Subject: RE: Sample Rental Form
Attachments: budget.pdf

Blessings attached is the budget. Please let me know if you have specific questions about the budget after you review it; I will be happy to answer your question. Thank you in advance for your help.

From: ARPA Grants <arpa@topeka.org>
Sent: Monday, October 3, 2022 2:09 PM
To: Shelley Robertson <Shelley.Robertson@usc.salvationarmy.org>
Cc: Cristian LopezAzompa <Cristian.LopezAzompa@usc.salvationarmy.org>
Subject: RE: Sample Rental Form

Good Afternoon,

One of the other questions was to provide more information on the budget for this request. Just making sure you get a chance to respond to it.

Sincerely,

ARPA Grants Application Staff

City of Topeka Department of Administrative and Financial Services

215 SE 7th St., Room 358 Topeka, KS 66603-3914

Office: 785-368-3053

From: Shelley Robertson <Shelley.Robertson@usc.salvationarmy.org>
Sent: Friday, September 23, 2022 12:04 PM
To: ARPA Grants <arpa@topeka.org>
Cc: Cristian LopezAzompa <Cristian.LopezAzompa@usc.salvationarmy.org>
Subject: Sample Rental Form

Good morning.

Please see the attached.

Just an FYI, the applicants call to set an appointment for either assistance with rent or utilities. They make an appointment with our emergency assistant manager and at that time we request the applicants bring their rental leases, and landlord information along with their paystubs.

I will be leaving today at noon for vacation and will be back, Tuesday, October 4th. Please address any more followup questions to Capt. Cristian Lopez.

Thank you all so much for allowing us to move forward contingent on the attached.

Shelley

THE SALVATION ARMY

Topeka Corps Community Center

October 1, 2022 – September 30, 2023

INCOME:	Overall Budget	EA Budget
Unrestricted Donations	$ 258,000.00	$ 7,000.00
Restricted Donations	$ -	$ 6,600.00
Memorial, Internet, and Mail appeals	$ 422,893.00	$ -
Kettles	$ 88,751.00	$ -
THQ Trust Transfer	$ 319,000.00	$ 151,000.00
THQ Interest	$ 70,000.00	$ -
DHQ Allocation	$ 29,964.00	$ -
Special Fund Raising	$ 20,971.00	$ -
Program Service Fees	$ 26,950.00	$ -
United Way	$ -	$ 3,000.00
Public Funds	$ 75,164.00	$ 75,164.00
Misc. Income	$ 27,500.00	$ -
Gifts in Kind	$ 150,550.00	$ 150,550.00
TOTAL INCOME	**$ 1,489,743.00**	**$ 393,314.00**
EXPENSES		
Officer's Allowance	$ 58,616.00	$ 17,584.00
Exempt Employees	$ 171,951.00	$ -
Non-Exempt Employees	$ 140,787.00	$ 38,321.00
Seasonal & Temporary	$ 37,238.00	$ -
TOTAL SALARIES	$ 408,592.00	$ 55,905.00
Life Insurance	$ 542.00	$ 105.00
Employee Medical Premiums	$ 109,320.00	$ 16,398.00

Pension - Employees	$ 6,086.00	$ -
Sick Benefit	$ 19,800.00	$ 5,940.00
RO Assessment	$ 17,600.00	$ 5,280.00
FICA - Employer	$ 26,773.00	$ 2,932.00
Workers Compensation	$ 3,852.00	$ 527.00
Professional Fees	$ 73,593.00	$ 5,749.00
Uniforms	$ 1,623.00	$ -
Education/Rec/Craft	$ 15,785.00	$ 200.00
Food/Beverage	$ 32,700.00	$ 3,000.00
Office Supplies	$ 4,100.00	$ 800.00
Bank Service Charges / Credit Card Fees	$ 2,000.00	$ -
Telephone	$ 6,000.00	$ 1,200.00
Postage	$ 20,000.00	$ -
Rent	$ -	$ -
Miscellaneous Insurance	$ 23,928.00	$ 4,786.00
Utilities	$ 63,800.00	$ 12,760.00
Upkeep & Repair	$ 60,000.00	$ 12,000.00
Real Estate Taxes	$ -	$ -
Janitorial supplies	$ 2,975.00	$ 700.00
Furniture & Equipment	$ 44,453.00	$ 1,500.00
Printed Materials	$ 50,000.00	$ -
War Cry	$ 1,500.00	$ -
Travel and Meals	$ 12,000.00	$ 1,200.00
Vehicle Operating Costs	$ 35,000.00	$ 3,500.00
Vehicle Insurance	$ 9,600.00	$ 960.00
Annual &Special Meetings	$ 2,000.00	$ -
Counsils/Conferences/Inst.	$ 3,000.00	$ -
Financial Assistance - Regular	$ 121,751.00	$ 100,364.00
Financial Assistance - Seasonal	$ 12,904.00	$ 12,904.00
Financial Assistance - Gifts in Kind	$ 150,550.00	$ 150,550.00
Membership Costs	$ 500.00	$ 250.00
CFOT $35/mo/officer or admin	$ 840.00	$ -
World Services	$ 30,342.00	$ -
Sundry	$ 480.00	$ -
Appropriation to other funds	$ -	$ -
Vehicle Depreciation	$ 8,177.00	$ 818.00
Depreciation - Other	$ 5,398.00	$ 540.00

Support Service	$ 126,899.00	$ 38,309.00
TOTAL	**$ 1,514,463.00**	**$ 439,177.00**
+/-	**$ (24,720.00)**	**$ (45,863.00)**

DETAIL
Cargill's Grant request amount
Bellringers

Cargill's Grant expended here

expenses for HR, audit, Legal fees, IT, Accounting services, etc

ARPA Funds Grant Application

Submission date:	**29 July 2022, 12:56PM**
Receipt number:	**89**
Related form version:	**5**

Section I Organization Information

Organization Name	**Florence Crittenton Services of Topeka Inc**
Organization Address	**2649 SW Arrowhead Rd** **Topeka, KS 66614**
Primary Phone	**7852330516**
Primary Email	**danas@flocritkansas.org**
Primary Contact	**Dana Schoffelman**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**122 years**
Industry Name	**Ambulatory Health Care Services**
What is your organization's mission statement?	**Empowering individuals and families through a continuum of behavioral health and wellness services to increase hope, relieve distress, and achieve promising futures.**
Does your organization assist any of the following?	

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**We have 85% of our positions filled and 15% open. The open positions are primarily behavioral health techs/youth counselors, therapists, and psych nurses. Our desire is to fill the current open positions and then expand capacity beyond the current position openings.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$369,367.00**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$47,582.61 (HHS HRSA Phase 4 Medicaid Provider Relief Funding)**

Section III Summaries

ARPA Grant Amount Requested	**$250,000**
Name the program for which you are applying	**Mental Health Workforce Development Program**
Please describe your organization, its programs and how this program fits in	**Florence Crittenton Services of Topeka is a nonprofit agency providing mental and behavioral health services. Rooted in the social justice movement, Florence Crittenton has served the Topeka community for over a century.**

In 2001, Florence Crittenton strategically shifted the mission of the organization to better meet the changing needs of the Topeka community. The board of directors at the time brought in leadership with expertise in mental and behavioral health to develop programming that would help fill the gap which resulted from the loss of The Menninger Clinic. For the first 10 years, this knowledge was applied in our residential programming to support at-risk youth. In 2011, we expanded our reach in the community by opening an Outpatient Mental Health Clinic and in 2021 we opened our new Center for Integrative Health.

Florence Crittenton has a specialty of working with children and families, who have experienced traumatic events, are victims of crime, are vulnerable to human trafficking or exploitation, are facing mental health disorders, are at high risk for death by suicide, or are living in environments of chronic stress. Our team has become experts on treating the biology of toxic stress through a research-based protocol that includes seven core elements. Emphasis is placed on strengthening the parasympathetic nervous system (also known as the rest, digest, and repair system) to slow down overactive stress responses. By targeting the limbic system, we can mitigate the long-term effects of toxic stress. These interventions rewire the stress responses of the body and become protective factors to buffer against over 40 negative health outcomes associated with holding stress in the body.

Services provided in our agency support clients to establish safety, calm their nervous system, reduce mental health symptoms, reduce shame, manage loss, strengthen family attachments, and increase support systems. These areas lend to improved hopefulness and functioning while reducing risks of suicide. Individual, family, group, and residential

therapies are offered by qualified mental health professionals. Medication management services are offered by our Board-Certified Psychiatric Nurse Practitioner.

Through our specialized programs (Psychiatric Residential Treatment Facility, Outpatient Mental Health Clinic, Stress Management Clinic, Center for Integrative Health, Heat Up Topeka Wellness Program) Florence Crittenton continues our mission of empowering individuals and families through a continuum of mental and behavioral health services to increase hope, relieve distress, and achieve promising futures.

The program we are proposing focuses on Mental Health Workforce Development for providers in Topeka. Access to mental health services is heavily dependent on workforce capacity. Our project operationalizes strategies to address the top reported reasons professionals are leaving jobs in direct mental health services.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded

Our program focuses on development of the mental health workforce to increase access to mental health services at Florence Crittenton and across the Topeka community.

Access to mental health services was identified as the No. 1 priority area through the Shawnee County stakeholder meetings. The need for mental health providers is so great that any additional capacity would be beneficial to the Topeka community. Many providers have such high demand that clients are not able to gain access to services or are not able to be seen at a frequency that adequately meets their needs. Increases in capacity and service delivery at the outpatient level would meet more of the community mental health needs while reducing usage of crisis, emergency, and hospital services. The first

step in increasing access to mental health services is addressing workforce capacity through development of new professionals.

Through job development and training efforts we can ensure quality and effective mental health services are being offered in the Topeka community. Providers can seek advancement through a degreed career path and even if they do not remain at Florence Crittenton, we will increase the likelihood they will remain in the mental health field in Topeka.

We have a four-prong sustainability plan.
1. Decrease initial training costs. The greatest costs held by an employer are during a mental health providers first 3 to 6 months of employment. Investments are made in salaries, training, and onboarding, but little to no revenue can be generated due to the Medicaid and commercial insurance paneling process. This project allows us to subsidize some of our 90-day training costs while we expand our workforce. Ongoing, our project focuses on retention efforts to retain individuals in the mental health field therefore reducing the frequency of these upfront costs.
2. Economy of scale. Additional provider capacity allows us to bill more fee-for-service revenue; therefore, spreading personnel, facility, and overhead costs over more units of service. This helps with sustainability of investments for mental health employees working in our outpatient programs.
3. Residential cost reporting. The bundled rate for our psychiatric residential treatment facility allows us to capture increased costs into the state Medicaid cost reporting formula. After nine months of fronting these costs, they get incorporated into the bundled daily rate- pulling down additional federal match dollars. This will help sustain investments for mental health employees working in the psychiatric residential

	treatment program. **4. Fund development. Florence Crittenton recently added a Development Director to our team to expand our agency fund development efforts. Workforce investments are our number one fundraising priority and will allow us to sustain the initiatives outlined in this project.**
How has the pandemic impacted the effectiveness of your organization?	**We know that individuals have a finite amount of mental and emotional bandwidth to manage stress. The additional stressors associated with COVID-19 put people in danger of exhausting that bandwidth. There is also a biological impact when the body's stress response system is chronically activated. Cortisol and other stress hormones flood the body, inflammation increases, metabolism and blood sugar regulation is impacted, and heart rate variability decreases, resulting in an increased risk of mental and physical health disorders.** **According to data collected by Mental Health America, over half a million people reported having signs of depression and/or anxiety between January and September of 2020, with screenings for anxiety and depression up 634% and 873%, respectively.** **Since the first coronavirus case was confirmed in the United States, the number of people in need of mental health services has surged. According to an American Psychological Association poll of nearly 1,800 psychologists published in November 2020, 74 percent said they were seeing more patients with anxiety disorders compared with before the pandemic, and 60 percent said they were seeing more patients with depressive disorders. Nearly 30 percent said they were seeing more patients overall.** **The pandemic impacted Florence Crittenton similar to the national trends with an increase in need for services and a decrease in workforce capacity. This**

dynamic led to an increasing number of unmet mental health needs in the community. Overwhelming demand combined with provider shortages and higher client needs caused providers to overextend themselves. Many suffered from burn out and left their roles in direct service or left the field altogether. The competitive job market opened opportunities for these professionals to obtain higher pay in less stressful jobs.

Throughout the pandemic, Florence Crittenton has continued service delivery to the full capacity staffing allows. As essential workers, we never stopped services or worked remotely. We had a team of staff providing mental health services 24/7/365. Seeing the needs rise, we expanded services to a second location and opened that center on SW 7th street in the spring of 2021. Unfortunately, even with this expansion, we could not fully meet the demand for services. Our outpatient program went from no waiting list to a 45-day waiting list and our residential program has a 90-day waiting list.

Please describe how you see the future of your organization and its program post-pandemic	**Florence Crittenton Services is a medium-sized, financially healthy nonprofit agency. We operate a 2.3 million dollar budget and employ a team of 55 multidisciplinary staff members. As an agency, we are growing and evolving. Our relationship with The National Crittenton Foundation has allowed us to work closely with national experts on advancements in mental health, nervous system health, and integrative health approaches. I see our future as being a key partner in meeting the health needs of the Topeka community. Currently, the primary risk to our agency is competing with for-profit entities for employees. We are currently operating at 85% of our desired staffing capacity. Investments made over the past two years have helped us to not fall further below the 85% mark but have not been adequate to gain ground on our growth efforts. This ARPA funding would help us turn that corner and ultimately increase capacity for addressing mental health needs in Topeka.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The program we are proposing focuses on Mental Health Workforce Development for providers in Topeka. Before Topeka can increase capacity and service delivery of mental health services, we must first invest in strategies to develop and retain an adequate mental health workforce. Our project operationalizes these strategies and addresses the top reported reasons professionals are leaving jobs in direct mental health services.** **1. Pay marketable salaries that decrease the likelihood of employees leaving the mental health field in search of adequate compensation. Our project would increase starting pay for behavioral health techs to $17.00 per hour and increase annual salaries**

of other mental health providers (therapists, case managers, mental health nurses, board certified psychiatric nurse practitioner) an average of $5,000 (implemented over a two-year period).

2. 90-day training and retention program that strengthens an employee's skills and increases sustainability in the field. It is common for mental health professionals to take on feelings of helplessness or hopelessness when providing direct mental health services. Our 90-day training program helps new providers build a strong foundation to work from while also building resiliency to the helpless/hopeless experience.

3. Training stipends for employees to seek specialized training in their area of interest. Providers are more likely to stay in the field when they increase their skills and can initiate greater success with clients in a specialty area.

4. Tuition Assistance for degree seeking employees to advance their careers in the mental health field. Providers are eligible for $60 per credit hour for full time employees and $30 per credit hour for part-time employees. Tuition assistance requires a commitment to remain in direct mental health services in Topeka.

5. EAP program to support mental health providers with burnout, vicarious trauma, and compassion fatigue. Employees will have access to individual EAP services as well as bi-monthly support groups.

6. Support and development of other community providers. Florence Crittenton provides trainings to other mental health providers and partners in the community. In the last 12 months we have provided trainings to local social workers at DCF, school social workers through the School Social Work Association, Family Service and Guidance Center staff x4 as part of their didactic training program, and for the team at Project to Restore. We would like to expand training efforts and are working closely with the Topeka Community Collaborative to promote access to

	mental health trainings. Florence Crittenton's Heat Up Topeka program is also free to all mental health providers in the Topeka community and provides opportunities for providers to carry out their self-care and sustainability plans. Through Heat Up Topeka, community providers gain access to 9 free classes per week as well as other resources in our Stress Management Clinic.
Describe what other funding is available and what you have secured, or expect to secure for this project	**Florence Crittenton has applied to the Kansas Department of Aging and Disability Services for funding they have earmarked for a statewide initiative to recruit and retain behavioral health staff for agencies who operate a Psychiatric Residential Treatment Facility (PRTF). We anticipate a grant of $90,000 through this initiative.** **Dollars expensed for salaries of direct mental health providers in a PRTF are used to pull down state and federal dollars through the state Medicaid program. When increases are made to salaries, additional funds are pulled down once the expense has been sustained on a 6 month and 12-month cost report. These dollars will support sustainability of market adjustments.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Recent data suggest lack of behavioral health services is a primary cause of the growing mental health crisis in the U.S. Source: 2020-2022 Shawnee County Community Health Improvement Plan (CHIP)** **Access to mental health services was voted as the No. 1 priority at Shawnee County stakeholder meetings. Source: 2020-2022 Shawnee County Community Health Improvement Plan (CHIP)** **Rates for depression and suicide are both higher for Shawnee County than for the state of Kansas as a whole. Suicide was voted as the No. 2 priority at the stakeholder meetings, behind access to mental health services. Higher suicide rates are a potential adverse**

outcome resulting from a lack of access to behavioral health services. Source: 2021 Shawnee County Community Health Needs Assessment (CHNA)

There is an incredible need for mental health services due to pandemic related stress and isolation. Source: 2021 Shawnee County Community Health Needs Assessment (CHNA)

31.6% of Kansas adults with a mental illness reported that they were not able to receive the treatment they needed- landing Kansas 51st (lowest ranking) out of all 50 states and the District of Columbia. An undersized mental health workforce is a primary contributing factor to unmet mental health needs. Source: Mental Health America 2021 Rankings

Providers in Topeka do not have the capacity to serve the current community mental health needs. Other providers endorse our experience of client waiting lists and have limited to no options for referring clients to providers with immediate openings. Source: Florence Crittenton waiting list data trends

As indicated by the statistics outlined above, access to mental health services is both an identified need and the goal that rose to the top in the Shawnee County strategic planning process. By focusing on common goals as a community, we are better equipped to influence change in the identified priority areas. Funding for our program will support this shared goal of increasing access to mental health services and help move forward the health improvement initiatives of the community.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The need for mental health providers is so great that any additional capacity would be beneficial to the Topeka community. Many providers have such high demand that clients are not able to gain access to services or are not able to be seen at a frequency that adequately meets their needs (i.e. clients are seen once every three weeks vs. weekly). Many private practice providers are able to keep full caseloads of full pay/private pay clients; reducing capacity for low income or underinsured clients.** **Florence Crittenton Services and Family Service and Guidance Center serve a similar target population. As agencies, we complement each other well with different levels of care (i.e. FCS has a PRTF and FSGC has SED waiver services). We often refer back and forth based on who can best serve the needs of the family at the time. Neither agency could fully meet the needs in the community on our own. A robust continuum of care increases access and provides the best outcomes for clients.** **It isn't uncommon for employees to move between agencies. The key is keeping providers in the field and in Topeka. Building a strong mental health workforce across the community helps us meet the need of increased access to care.**
What donated goods and or volunteer services do you receive that add value to this program?	**Florence Crittenton has been able to secure qualified volunteers who teach yoga classes in our Heat Up Topeka program. These volunteer hours help hold costs down and allow us to offer this program free of charge. These volunteer services add value to this workforce development program by helping Topeka mental health providers engage in their own self-care and mitigate symptoms of burnout.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**5**
Projected age of 6-12 years	**54**
Projected age of 13-18 years	**182**
Projected age of 19-35 years	**106**
Projected age of 36-59 years	**82**
Projected age of 60 years and over	**26**
Total Individuals	**455**

Section V Beneficiary Information - Gender

Men	**96**
Women	**329**
Transgender	**30**
Total Individuals	**455**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	
At or below 80%	
Other	
Income Unknown	**455**

Total Individuals	**455**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**71**
Percent of Black/African American	**3**
Percent of Hispanic	**12**
Percent of Asian	**5**
Percent of American Indian/Alaskan Native	**2**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**7**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**CEO**
Your Signature	**Name of signatory: Dana Schoffelman**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: FLORENCE CRITTENTON SERVICES OF TOPEKA, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on March 01, 1962, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

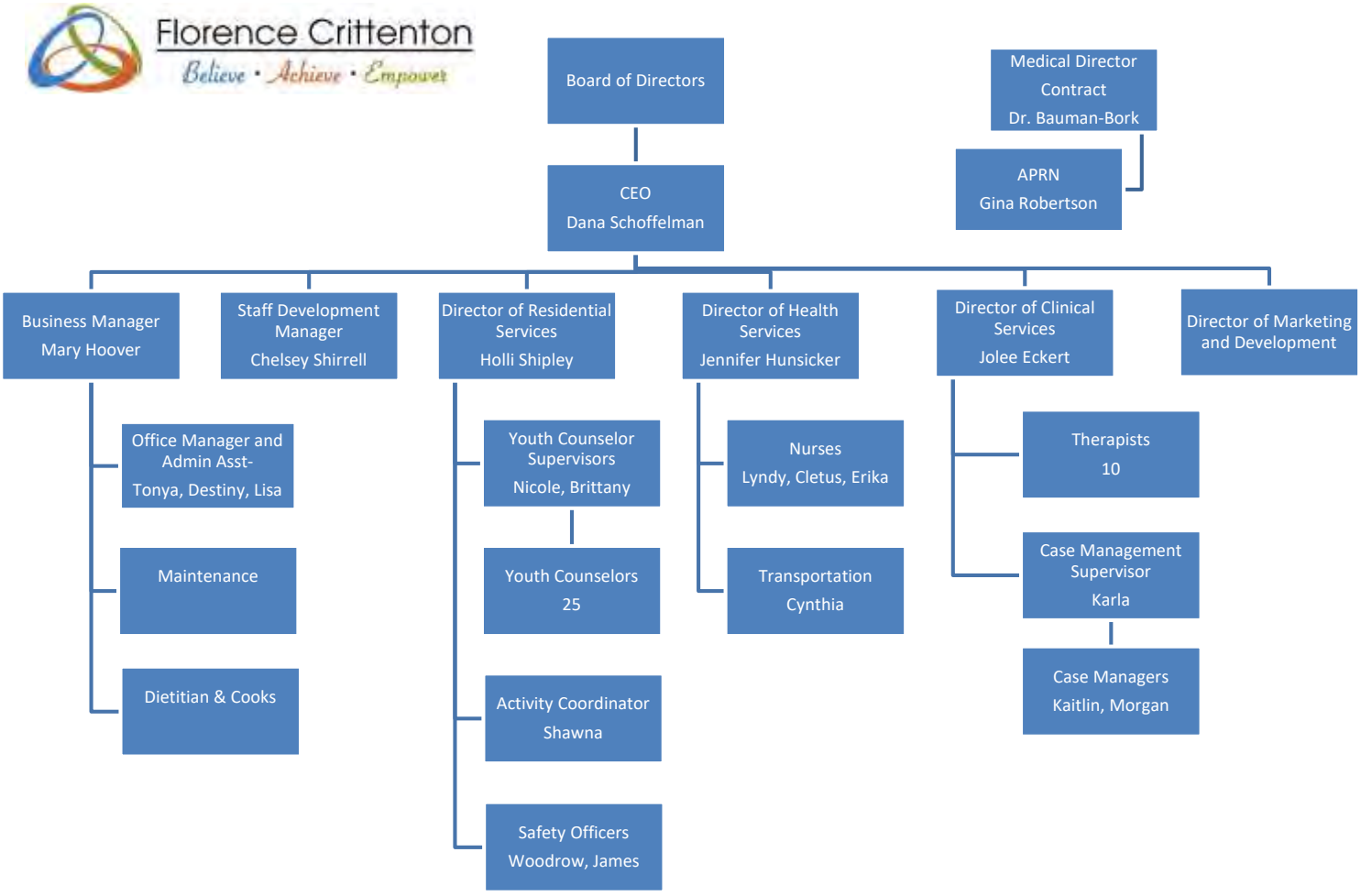
In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of May 27, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Questions for Florence Crittenton Services of Topeka, Inc. are as follows:

1. Please provide an organizational Chart for your organization.



2. Please provide a project budget for the project/budget program you are seeking funds.

We have provided 3 budget options.

Option #1: The first budget option reflects our original grant application to fund our Workforce Development Program for two years through a variety of strategies. We developed this budget as a two-year project because we believe it will take two years to stabilize our workforce. One of the strategies in this program is market adjustments for mental health professionals providing direct service. We understand that salaries or in this case salary increases are sometimes a concern in grant requests due to sustainability. We have a solid plan to make these market adjustments sustainable. Our psychiatric residential treatment program is funded through a Medicaid daily rate

which is based on a cost reporting formula. New costs must be funded by other sources for the first 6 to 12 months, but once those costs are shown to be ongoing costs in the 12-month cost report, the daily rate is adjusted to reflect these new costs. By investing grant funds such as ARPA funds to cover initial expenses (12 months), we are able to draw down both federal and state Medicaid dollars to carry those investments forward for years to come.

Florence Crittenton Mental Health Workforce Development Program		
Budget Option 1- Two Year Budget		
Budget Category	Amount	Description
Mental Health Provider Market Adjustments (Exempt Employees)	$100,000.00	average $5,000/yr market increase for 12 therapists, 4 mental health nurses, 3 case managers, 1 APRN; implemented over a 2 year period.
Mental Health Provider Market Adjustments (Non-Exempt Employees)	$52,000.00	$1.00/hr increase for 1000 hours per week of Behavioral Tech time x 52 weeks. Goal to increase base pay to $17.00/hr.
90-day Training and Retention Program	$21,600.00	6 cohort groups (90-days each) over a two year period with 8 new mental health employees in each cohort receiving weekly 1.5 hour training sessions.
Training Stipends	$11,000.00	Training allowances for specialized mental health trainings. Calculated at 22 professionals x $250 per year x 2 years.
Tuition Assistance	$17,280.00	Tuition assistance for degree seeking employees estimated at 6 employees per semester for two years.
EAP Program	$4,500.00	Employee Assistance Program covering all employees with individual sessions and bimonthly support groups for two years.
Trainings for Community Partners	$3,620.00	Costs associated with trainings provided by Florence Crittenton to other mental health, school, and social service providers in Topeka.
Stress Management and Wellness Services- Free community programming	$40,000.00	Program costs for our stress management and wellness services free to all members of the Topeka community including mental health workers. Costs are calculated at $20,000 per year x 2 years.
Total	$250,000.00	

Option #2: While we believe it will take two years to stabilize our mental health workforce, we would still greatly benefit from funding for one year of the program. Our second budget option reflects a reduced request amount by funding one year instead of two years of the program.

Florence Crittenton Mental Health Workforce Development Program		
Budget Option 2- One Year Budget		
Budget Category	Amount	Description
Mental Health Provider Market Adjustments (Exempt Employees)	$50,000.00	average $2,500/yr market increase for 12 therapists, 4 mental health nurses, 3 case managers, 1 APRN; implemented in a single year.
Mental Health Provider Market Adjustments (Non-Exempt Employees)	$52,000.00	$1.00/hr increase for 1000 hours per week of Behavioral Tech time x 52 weeks. Goal to increase base pay to $17.00/hr.
90-day Training and Retention Program	$10,800.00	3 cohort groups (90-days each) over a one-year period with 8 new mental health employees in each cohort receiving weekly 1.5 hour training sessions.
Training Stipends	$5,500.00	Training allowances for specialized mental health trainings. Calculated at 22 professionals x $250 per year x 1 year.
Tuition Assistance	$8,640.00	Tuition assistance for degree seeking employees estimated at 6 employees per semester for one year.
EAP Program	$2,250.00	Employee Assistance Program covering all employees with individual sessions and bimonthly support groups for one year.
Trainings for Community Partners	$1,810.00	Costs associated with trainings provided by Florence Crittenton to other mental health, school, and social service providers in Topeka.
Stress Management and Wellness Services- Free community programming	$20,000.00	Program costs for our stress management and wellness services free to all members of the Topeka community including mental health workers. Costs are calculated at $20,000 per year x 1 year.
Total	$151,000.00	

Option #3: Budget option three continues to show the one-year budget (reduced request amount) and substitutes market adjustments with retention bonuses. If the committee continues to have concerns with funding salary market adjustments, we would be open to shifting the strategy to retention bonuses instead. These would be one-time costs and would still help with achieving the goals of the program.

Florence Crittenton Mental Health Workforce Development Program		
Budget Option 3- One Year Budget; Salaries Replaced by Retention Bonuses		
Budget Category	Amount	Description
Mental Health Provider Retention Bonuses	$104,000.00	Average $2,000 retention bonus x 52 mental health employees paid out in quarterly increments over a 1-year period.
90-day Training and Retention Program	$10,800.00	3 cohort groups (90-days each) over a one-year period with 8 new mental health employees in each cohort receiving weekly 1.5 hour training sessions.
Training Stipends	$5,500.00	Training allowances for specialized mental health trainings. Calculated at 22 professionals x $250 per year x 1 year.
Tuition Assistance	$8,640.00	Tuition assistance for degree seeking employees estimated at 6 employees per semester for one year.
EAP Program	$2,250.00	Employee Assistance Program covering all employees with individual sessions and bimonthly support groups for one year.
Trainings for Community Partners	$1,810.00	Costs associated with trainings provided by Florence Crittenton to other mental health, school, and social service providers in Topeka.
Stress Management and Wellness Services- Free community programming	$20,000.00	Program costs for our stress management and wellness services free to all members of the Topeka community including mental health workers. Costs are calculated at $20,000 per year x 1 year.
Total	$153,000.00	

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

Yes, we have offered two budget options with a reduction in our request. Budget option 2 is a total budget of $151,000. Budget option 3 is a total budget of $153,000.

4. How many beds do you have for your Residential Treatment?

We have 18 beds in our residential treatment program. We also serve over 400 individuals and families each year in our outpatient mental health clinic and an additional 200 individuals through our community wellness programs.

5. Do you have access to translation services if needed?

We have an agency ambassador who is certified to provide translation services for Spanish speaking clients. For other translation needs, we utilize an on demand, over the phone service called Telelanguage.

6. Do you have outreach materials in Spanish?

We do not currently have outreach materials in Spanish.

7. Do you have any Black or Latino/Indigenous staff or volunteers?

Our staff representation is as follows:

White=41

White/Hispanic=3

White/Black=1

Black=4

Black/Hispanic=3

CITY OF TOPEKA
Administrative & Financial Services
City Hall, 215 SE 7th St., Topeka, KS 66603
arpa@topeka.org
Tel: 785-368-3970
www.topeka.org

Good Afternoon Dana,

The Policy and Finance Committee met on September 23rd 2022 and has additional questions for some organizations. Some applicants responded to questions at the meeting on September 23rd 2022. The Committee has asked that all applicants provide a written response to all the questions.

The deadline to respond to the following questions is Friday, October 7th. Responses to questions need to be emailed to ARPA@topeka.org. Failure to respond by the deadline could eliminate the application from consideration.

Questions for the Florence Crittenton Services are as follows:

1. Are you open to getting outreach materials in Spanish? Yes, Florence Crittenton is open to getting outreach materials in Spanish.

2. Do you take families with no insurance? Yes, we serve families with no insurance in both our outpatient and residential programs. If a family does not have insurance, we help them navigate the process and apply for insurance as appropriate for their situation.

3. How are referrals received? Referrals for our residential treatment program are received from family members, other community providers, insurance companies, and some foster care contractors. Referrals for our outpatient mental health clinic primarily come from the individuals themselves who are seeking services (or for minors, their guardian). Our other programs such as stress management and wellness services are open to anyone in the community and are marketed as outreach programming.

4. What would be the cost to generate materials in Spanish? We have a board member who is a state-certified English<>Spanish interpreter. She charges nonprofit organizations 17 cents per word for translation services. Our brochures average 300 words for a cost of $50 per brochure. We would start by translating two program brochures at a cost estimate of $100.

ARPA Funds Grant Application

Submission date:	**29 July 2022, 1:30PM**
Receipt number:	**84**
Related form version:	**5**

Section I Organization Information

Organization Name	**Breakthrough House**
Organization Address	**403 NW Lyman Road** **Suite A**
Primary Phone	**17852326807**
Primary Email	**doakes@breakthroughhouse.org**
Primary Contact	**Debra Oakes**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**1978**
Industry Name	**624310**
What is your organization's mission statement?	**To empower our mental health consumers to live independent, impactful lives.**
Does your organization assist any of the following?	**Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**We are currently short 7.5 employees for the agency (Clubhouse 1.5, Payee 1.5, and Residential 5 part-time, Office 2). We are wanting to open another group home and we would need to hire an additional 2 fulltime and 6 part-time employees to staff it 24/7. One of the reasons we are having staffing shortages is we need to increase our hourly wages for current residential staff and that would help to get interested applicants to apply and allow us to be competitive in today's job market.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$90,100**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$17,971**

Section III Summaries

ARPA Grant Amount Requested	**$8,300**
Name the program for which you are applying	**Breakthrough House Payee Program**

Please describe your organization, its programs and how this program fits in	**A community-based organization, Breakthrough House, Inc. established in Topeka, Kansas has focused on providing care and service to individuals with a mental illness, especially those with extremely low income areas under the Payee Program. We provide these vulnerable populations with a viable path to financial inclusion that would otherwise be blocked by the instability of homelessness. It is expected that through the providing of information and services to community members, it will be possible to have a direct and positive effect on the well-being of the population.** **The Payee Program utilizes appointed representatives to distribute allotted benefits to pay for the current and future needs of the participating community members, also known as the beneficiary. Any additional funds that are not used are dispersed to savings for any additional needs that arise for participants.** **The Payee Program addresses financial inclusion in three ways:** **• Assessment of client's current income, past income, and options for increasing stability** **• Creation of individual income, housing, and work training goals for the future** **• Identification of current liabilities and financial challenges, including clients' debt** **The Payee must ensure that the beneficiary's bills are paid and that the beneficiary does not have a high level of excess income, which could disqualify them from SSI benefits. The ultimate goal is for beneficiaries to attain permanent housing, with a choice of mental health and substance abuse services and supports as an integral step in recovery through referral.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has	**A community-based organization, Breakthrough House, Inc. established in Topeka, Kansas has focused on providing care and service to individuals**

been awarded

with a mental illness, especially those with extremely low income areas under the Payee Program. We provide these vulnerable populations with a viable path to financial inclusion that would otherwise be blocked by the instability of homelessness. It is expected that through the providing of information and services to community members, it will be possible to have a direct and positive effect on the well-being of the population.

• The Payee Program utilizes appointed representatives to distribute allotted benefits to pay for the current and future needs of the participating community members, also known as the beneficiary. Any additional funds that are not used are dispersed to savings for any additional needs that arise for participants.

• The Payee Program addresses financial inclusion in three ways:

• Assessment of client's current income, past income, and options for increasing stability

• Creation of individual income, housing, and work training goals for the future

• Identification of current liabilities and financial challenges, including clients' debt

• The Payee must ensure that the beneficiary's bills are paid and that the beneficiary does not have a high level of excess income, which could disqualify them from SSI benefits. The ultimate goal is for beneficiaries to attain permanent housing, with a choice of mental health and substance abuse services and supports as an integral step in recovery through referral. Assist (261) clients in identifying poor financial habits and decision making, and set goals for the future

• Assess and improve our reporting and planning capabilities.

• Increase workshop and community engagement through a planned campaigns that includes assistance from community partners, and collective

	programmatic priority from our case managers. Breakthrough House, Inc. Payee Program is requesting support from this grant to help with a new data base that would provide accurate information, monitors where it is always needed in the payee department this will help support homeless and mental health programming's within our community. This program has supported (175) homeless adults. After receiving stabilizing basic care, clients who are ready to move forward are offered individualized support in building a plan for self-sufficiency.
How has the pandemic impacted the effectiveness of your organization?	**Economic factors continue to pose a significant barrier to housing and stability for the majority of the people experiencing homelessness in our community pre and post-pandemic. The COVID-19 pandemic and the corresponding economic crisis have been especially devastating for our communities. For those hanging on by a thread or whose thread has already broke, will there be enough community resources left standing to support them? The impact of the pandemic has affected our program as well which included a substantial setback in employee retention and workload balance. As an organization with workers in positions that cannot perm from home and require physical proximity to other people, we were subjected to a higher risk of both infection and longer working hours to support the community members' needs.**

Please describe how you see the future of your organization and its program post-pandemic	**. During the COVID-19 pandemic, we have seen our organization's workers rise to the occasion—unveiling human potential at its best. As the pandemic has shaped our current and future economy, our organization will see the need to become more flexibility to remain a key consideration in planning. Through philanthropic giving and networking, we have integrated into a new "normal." When it comes to the population that we serve, there are obstacles that still have lasting impact: no job or low income, no money for moving cost, and bad credit. These findings demonstrate a local need for programs and funding that eliminate barriers to financial inclusion while building skills and stability. While meaningful interactions with the Payee Program remains crucial to success, we have brainstormed new ways to remain engaged with our community in order to maintain relationships. This includes utilizing some remote interactions.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Breakthrough House, Inc. Payee Programs assists community members with a mental illness manage income from their social security payments in order to cover expenses for necessities to avoid homelessness and increase self-sufficiency. The Payee Program is operated under Breakthrough House, Inc., a mental health care center. Breakthrough House, Inc. provides a formal framework for developing an individualized plan for self-sufficiency. The Payee Program works throughout the Shawnee County to assist homeless individuals and those with mental health to increase their self-sufficiency, maintain household income, and ultimately achieving sustainable permanent housing. Through this program, clients become more apt to identify poor financial habits and work to change them. We provide these vulnerable populations with a viable path to financial inclusion that would otherwise be blocked by the instability of homelessness.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**During a year of unprecedented times due to the COVID-19 pandemic, the program has dealt with waves of constant change and uncertainty. The Payee Program experienced a staffing shortage that required continuous job postings and adding additional duties to current staff members, which upset the natural order of work in the organization. In result, the additional job responsibilities that were seen as a higher priority that left the database duties as non-immediate. This grant can be applied to valuable resources for the organization to carry out projects and provide services that we otherwise would not be able to. Designed to increase self-sufficiency and break the cycle of poverty, we strive to maintain that mission.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Shawnee County is home to those who are sufficient and those with acute poverty and mental illness. As grant driven by combating American crises and restore support to areas that are of substantial benefit to the lives of Citizens, our program, at the center, is motivated by continuing to provide a social service to Topekans. Our overall organizational goals are to assure clients exit our programs with increased income, permanent housing, and the skills needed to successfully maintain these necessities. Recovery from mental and/or substance use disorders has been identified as a primary goal for behavioral health care. In conjunction, we support this effort by addressing budgetary matters that are just as pivotal to progression and stress management of the individuals. Increasing revenues from individuals and foundations ensures that the Payee Program is poised to continue to provide quality programs and services to the county's residents while addressing the pressing need for RPM software, monitors, yearly annual license support this program will s serve a great generation. Grant funding will help build a strong financial foundation for the programs and services of today and tomorrow.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**There are other organizations that provide similar services that we offer to community members. However, Breakthrough House, Inc. has an open door policy, where consumers are able to come in the organization and speak with the payee regarding a budget, new bill or any other matter they need to discuss. Another difference that should be highlighted substantially is our lack of limitations on the number of applications received, leading to continuous receival of new consumers on a daily base. Today, we are a multi-service organization serving over (261) local individuals annually throughout Shawnee County. Weekly drop-in meetings can include budget counseling, banking basics, providing transportation assistance through forms of bus passes, and stress management. These meetings establish accountability, build trust, and prepare clients for more advanced opportunities.**
What donated goods and or volunteer services do you receive that add value to this program?	**The Payee Program and Breakthrough House, Inc. accepts volunteers as a part of connecting clients with reliable support services. When community members volunteer with the program, they tend to have valuable knowledge and expertise that can directly benefit the cause. The efforts made by the volunteers make quite a difference. This done through peer-to-peer exposure of our program, helping reach out to more beneficiaries, and to diversify the workplace. Volunteers are engaged through local service clubs, other nonprofits, churches, youth groups, and businesses. This brings a variety of supportive efforts that have been useful in further engaging within the community that we serve.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	State of Kansas.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	
Projected age of 6-12 years	**1**
Projected age of 13-18 years	
Projected age of 19-35 years	**80**
Projected age of 36-59 years	**151**
Projected age of 60 years and over	**29**
Total Individuals	**261**

Section V Beneficiary Information - Gender

Men	**152**
Women	**108**
Transgender	**1**
Total Individuals	**261**

Section V Beneficiary Information - Income Level

At or below 30%	**212**
At or below 50%	**0**
At or below 80%	**0**
Other	**33**
Income Unknown	**16**

Total Individuals	**261**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**100**
Percent of Black/African American	**68**
Percent of Hispanic	**2**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**32**
Percent of Asian & White	**8**
Percent of Black/African American & White	**33**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**18**
Total Percent of Individuals	**261**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Payee Program Director**
Your Signature	**Name of signatory: Debra M Oakes** **Link to signature**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: BREAKTHROUGH HOUSE, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on November 10, 1981, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 27, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

!. Please provide organizational Chart for your organization.

2. Please provide a project budget for the project/budget program you are seeking funds.

$ 3,595.00 RPM Software Access Database
 $1,000.00 Database Conversion Quicken to RPM
$1,200.00 NCS Full day install server & disks
 $600.00 1/2"
 $1,500.00 Yearly annual license support $719.00 x 2 years $1,500.00
$ 956.00 Monitors (4) 24" Dell LED LCD Monitors $239.00
 $8,251.00 amount was rounded to $8,300.00
3. Would you be able to take a reduction in the amount you have requested?
If yes, please indicate the exact amount.
Yes. I am willing to work with the committee with a reduction in the amount $1,000.00,
which will leave the amount of $7,300

REVISE BUDGET
$ 3,595.00 RPM Software Access Database
 $1,000.00 Database Conversion Quicken to RPM
 $1,205.00 NCS Full dauy install server & disks
 $600.00 1/2 day
 $1,500.00 Yearly annual license support $719.00 x 2 years $1,500.00
 $7,300.00

Breakthrough House
Supporting Mental Health Recovery

BOARD OF DIRECTORS

MARCI WAINRIGHT
Property Manager, BTL

VACANT
Executive Director, BTH
1.00 FTE

LEO HOPE Director of Clubhouse Services 1.00 FTE	**GWENDA HAY** Director of Finance 1.00 FTE	**SEHARA HAYS** Director of Residential Services 1.00 FTE	**CHERYL THOMAS** Mental Health Advocate 1.00 FTE	**DEBRA OAKES** Director of Payee Services 1.00 FTE
BERLIN LEFLORE Administrative Assistant 1.00 FTE	**LARITA BUTLER** House Manager-Keredel 1.00 FTE	**VACANT** House Manager-Tyler 1.00 FTE	**DALE WALKER** House Manager-Golden 1.00 FTE	**CINDY ARREDONDO** Payee Assistant 1.00 FTE
KEN JOHNSON Business Unit Coordinator 1.00 FTE	**JAILYN LEE** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE	**JOANNE BUTLER** Direct Support Staff-Golden 1.00 FTE	**VACANT** Payee Assistant 1.00 FTE
LAURA WEBBER Business Unit Staff 1.00 FTE	**LATOYA JOHNSON** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE	**VACANT** Direct Support Staff-Golden 0.50 FTE	**ANITA SUDDUTH** Payee Assistant 0.50 FTE
KRISTIE NEWTON Wellness Unit Coordinator 1.00 FTE	**VACANT** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE		**ELLEN VAP** Payee Assistant 0.50 FTE
VACANT Wellness Unit Staff 0.50 FTE	**VACANT** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE		**VACANT** Payee Assistant 0.50 FTE
BILL MCSWEENEY Transportation Specialist 0.50 FTE	**VACANT** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE		

Clubhouse Residential Payee

BTH applied for additional ARPA funds with the state SPARK Committee which will be used to support expansion of services in partnership with the Kansas Department for Aging and Disability Services. These Funds largely include expenditures for one-time costs.

Since the ARPA funding is one-time, BTH conveyed the need for support of ongoing services as well as funding to shore up our existing level of services in order for the expansion to be successful. KDADS has provided assurance that additional support for BTH's new and existing level of ongoing costs will be identified and provided once the ARPA funds have been exhausted.

BTH's initial ask from the state did not include funding to increase wages for residential employees or any of our requests submitted to the City of Topeka for ARPA funding. However, in addition to Tyler House being vacated, we have since lost several employees, BTH is experiencing unusual difficulty filling the vacant positions and recently discovered starting pay offered by other organizations for similar positions may be affecting our ability to recruit.

KDADS directed BTH to submit a revised list outlining our needs as there has been a delay in getting the state funding out of the door. BTH is currently working to revise our list which will include ongoing support for this request and funding for the items eliminated from our initial ask (maintenance position and increased deferred maintenance).

Thank you

Sincerely,

Sehara Hays

Director of Residential Services

Breakthrough House INC.

Breakthrough House have 261 consumers and each day more consumers apply to be in Breakthrough House Payee program. Breakthrough House is the only payee program where consumers can come in and speak to his/her payee representative face to face. The Representative Payee Program involves a complex interactive system of people, policies, and procedures. As such, the performance of the program is best viewed as the outcome of many interactions. The Representative Payee Program is dynamic, and it is influenced by a complicated environment of policies and interactions between the beneficiaries and their representative payees. The amount of the Social Security benefit and the circumstances of the beneficiaries (health status, living situation, availability of additional beneficiary income or resources.

Quicken is not an adequate database regarding consumers account information. Quicken is a personal financial management software. The three main advantages that the RPM database over Quicken it is storage systems (such as text files and spreadsheets) are access, integrity, and security. reduce the amount of time you spend managing data.

- analyze data in a variety of ways.
- promote a disciplined approach to data management.
- turn disparate information into a valuable resource.
- improve the quality and consistency of information.

A critical tool is to support and monitor as a representative payee. The RPM database is a tool that is needed for the consumer a face-to-face service that is used to provide consumer with all information from his or her ledger account, profile, health, and all documentation that is needed and able to provide to consumer face to face. As stated, Breakthrough House is the only payee service that consumers can come in with that face-to-face contact. This database is greatly needed.

Thank you

Sincerely

Debra Oakes
Payee program Director
Breakthrough House

Breakthrough House have 261 consumers and each day more consumers apply to be in Breakthrough House Payee program. Breakthrough House is the only payee program where consumers can come in and speak to his/her payee representative face to face. The Representative Payee Program involves a complex interactive system of people, policies, and procedures. As such, the performance of the program is best viewed as the outcome of many interactions. The Representative Payee Program is dynamic, and it is influenced by a complicated environment of policies and interactions between the beneficiaries and their representative payees. The amount of the Social Security benefit and the circumstances of the beneficiaries (health status, living situation, availability of additional beneficiary income or resources.

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Thank you

Sincerely

Debra Oakes
Payee program Director
Breakthrough House

Priority 1 - Increase Wages

Increase Residential Employees Hourly Pay

1. Annual Increase in Salaries		80,808.00
2. Annual Increase in Benefits		6,181.81
	TOTAL	**86,989.81**

Priority 2 - Occupied Properties Rehab & Repair

315 SW Harrison

1.	Tree trimming	3,000.00
2.	Gutter Cleaning & House wash	1,051.00
3.	Gutter Repairs (Some are separated from house)	1,500.00
4.	Security Cameras & Security Lighting	3,500.00
5.	Plumbing in basement	2,000.00
6.	Flooring replacement #2	2,000.00
7.	Garage and Basement Cleaned out	3,000.00
8.	Back deck replaced	1,500.00
9.	Front steps repaired	1,500.00
10.	Furnace and AC Maintenance x2	500.00
11.	Landscaping with new lawn planted	4,500.00
12.	Flooring in entry-way and stairs	3,000.00
13.	Appliance Upgrade (3 refrigerators, 3 stoves, washer & dryer)	7,000.00
	TOTAL $	**34,051.00**

318 SW Harrison

1.	Tree trimming	1,400.00
2.	Gutter Cleaning & House wash	1,274.28
3.	Gutter repairs	500.00
4.	Basement Steel door replaced in concrete already (rusting out)	6,000.00
5.	Main floor windows	12,000.00
6.	Main floor flooring	9,000.00
7.	Plumbing in basement	1,500.00
8.	Security Camera and Security Lighting	3,500.00
9.	CPR & AED	3,200.00
10.	Landscaping	2,500.00
11.	Appliance Upgrade (2 refrigerators, & 2 deep freezers)	4,000.00
	TOTAL $	**44,874.28**

518 SW Western

1.	Tree Trimming	2,375.00
2.	Gutters Cleaned and House washing	667.75
3.	Gutter Repairs	1,500.00
4.	Window repairs and treatments	2,000.00
5.	Flooring (Both)	10,000.00
6.	Painting Interior (A)	1,000.00
7.	Fence	7,000.00
8.	Security Camera and Security Lighting	3,500.00
	TOTAL $	**28,042.75**

622 SW Polk

1.	Trees trimming	3,750.00
2.	Gutters cleaned and House washing	1,567.26
3.	Gutter repairs	2,000.00
4.	Security lighting and Cameras	3,500.00
5.	Electrical Boxes move to indoors and re-wire	8,000.00
6.	Garage cleaned out (Roll-off and dump fees)	3,000.00
7.	Landscaping	2,500.00
8.	Painting (Entire Interior & Bungalow)	7,000.00
9.	Flooring (House and Bungalow)	11,000.00
	TOTAL $	**42,317.26**

Breakthrough Living Program_HUD - 2880 SE Golden

	Interior Painting	7,000.00
	Flooring	7,500.00
	Kitchen Remodeling	14,420.74
	TOTAL $	**28,920.74**

	GRAND TOTAL $	**178,206.03**

Priority 3 - Tyler House Rehab & Repair

702 SW Tyler Budget Breakdown

1.	Tree trimming	1,500.00
2.	Gutters and Drain Spouts (Cleaned, Repair, and Replace)	3,000.00
3.	Mold Removal (Treatment and Sealing of effected areas)	4,000.00
4.	Duct Work Cleaning	2,000.00
5.	Asbestos Ceiling Cover up	4,500.00
6.	Termite Prevention treatment	1,000.00
7.	Security Cameras and Security Lighting	3,500.00
8.	Roofing Repairs	1,909.00
9.	Foundation Repair (Sealed and Monitoring, moisture damage)	15,000.00
10.	Replacement of Main floor AC	9,990.00
11.	Furnace and AC Maintenance x2 (Summer & Winter)	500.00
12.	Breaker box replacement and electric issues in ceiling upstairs	8,000.00
13.	Plumbing in basement repairs (pipes corroded)	5,000.00
14.	Window repairs	1,800.00
15.	AED & CPR Supplies	3,200.00
16.	Bathroom Main Floor ADA approved Remodel	15,000.00
17.	ADA Deck Main entrance	6,000.00
18.	Flooring (main floor) new sub floor being laid, flooring is wavy currently	20,000.00
19.	Flooring upstairs and stairways	12,000.00
20.	Painting the entire interior all 3 levels	12,500.00
21.	Light Replacements	2,500.00
22.	Siding replacement (current is covered up Asbestos w paint)	30,000.00
23.	House washing (if siding not completed)	1,567.00
24.	Bathroom upstairs remodel	12,000.00
25	Appliances set (2 Refrigerator, 2 Deep Freezers, 1 Stove, Washer & Dryer) (Used if available)	7,000.00
26.	Furnishing entire house (9 twin bed sets, 2 living rooms, 2 kitchens, 2 dining rooms, pantry shelves, and homewares)	25,000.00
27.	Office (Computer & Accessories, Medication Cabinet, Desk and Chair) (Used if available)	6,000.00
28.	Storage Shed	4,000.00
29.	Used van for transportation (9 passenger)	28,000.00
30.	Landscaping	2,500.00
31.	Patio furniture	1,000.00
	TOTAL	**249,966.00**

Priority 4 - Tyler House Staffing

Staff Tyler House Upon Repair Completion and State Recertification

1. Annual Salaries		93,600.00
2. Annual Benefits		16,238.16
	TOTAL	**109,838.16**

Request Summary

Priority 1 - Increase Wages		86,989.81
Priority 2 - Occupied Properties Rehab & Repair		178,206.03
Priority 3 - Tyler House Rehab & Repair		249,966.00
Priority 4 - Tyler House Staffing		109,838.16
	TOTAL	**625,000.00**

ARPA Funds Grant Application

Submission date:	**29 July 2022, 1:45PM**
Receipt number:	**66**
Related form version:	**5**

Section I Organization Information

Organization Name	**Breakthrough House, Inc.**
Organization Address	**403 NW Lyman Road Suite A** **Topeka KS 66608**
Primary Phone	**785-232-6807**
Primary Email	**shays@breakthroughhouse.org**
Primary Contact	**Sehara Hays**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**Since 1978, 44 years**
Industry Name	**624310**
What is your organization's mission statement?	**To empower our mental health consumers to live independent, impactful lives.**
Does your organization assist any of the following?	**Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**We are currently short 7.5 employees for the agency (Clubhouse 1.5, Payee 1.5, and Residential 5 part-time, Office 2). We are wanting to open another group home and we would need to hire an additional 2 fulltime and 6 part-time employees to staff it 24/7. One of the reasons we are having staffing shortages is we need to increase our hourly wages for current residential staff and that would help to get interested applicants to apply and allow us to be competitive in today's job market.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$90,100.00**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$17,971.00**

Section III Summaries

ARPA Grant Amount Requested	**$750,000.00**
Name the program for which you are applying	**Breakthrough House Residential Program**
Please describe your organization, its programs and	

how this program fits in	**Breakthrough House started in 1978 with the Payee Service and Clubhouse programs and the Residential program followed in 1982. Breakthrough House currently has all three programs still providing services to individuals with mental diagnosis. All three of our programs work together to provide their program services to all the individuals we serve. The Payee Service works with 250 consumers receiving SSI and SSDI incomes. They budget consumers funds to make sure their rent, utilities and basic needs are met each month. The Clubhouse provides a supportive environment for members living with mental illness. Some of the services members receive at the Clubhouse include talking with supportive staff, job skills, hot meals, laundry services, group activities, and transportation. Currently the Residential Program has two group homes and seventeen independent apartment units in operation. At 100% capacity, we provide thirty-two individuals living with a Severe Mental Illness (SMI) safe housing and daily support. The Breakthrough Residential Program Staff work with our residents in learning good coping skills and how to make positive choices in their lives. A major focus in the residential program is to empower our residents toward their own success. Personal self-directed goals are established by the residents and staff and are reviewed weekly together. The group home program assists a resident to monitor and understand their daily medication routine, offers to refill medications, and attend mental health appointments. There are policies and guidelines that residents learn to follow and chores are assigned to residents to continue to learn basic daily living skills. This helps to instill confidence and responsibilities for a group home resident. Residents in our apartments are provided with a 24/7 phone number to call program staff support should a crisis arise. We are looking to grow and want to open another group home at our Tyler property to house and support an**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**The Residential program offers those with mental health disabilities an opportunity to grow and recover in a safe, clean, and affordable environment. We are able to currently house 32 individuals with mental health diagnosis. In addition, if we could open up another group home we would be able to house 8 more individuals and bring our total up to 40 individuals.** **Approval of these funds would enable us to go forward with the opening of another group home. We will continue to look for and apply for additional grants to assist with bringing in funding in addition to doing fundraising events. The residents do pay an affordable rent amount that includes utilities, food, and transportation to medical appointments, weekly shopping, and transportation to the clubhouse program. All of these services are currently provided to residents in our two group homes. If living independently our program does offer all bills paid with-in the rent amount, transportation, and membership to our Clubhouse. The supports we furnish to the residents in the Residential program help to prevent homelessness, substance use, and lessen the incidents of crisis in their daily lives. This equates to those individuals with mental illness to remain stable in their recovery efforts, reduces crime and substance use, and provides a safety net for our community.** **All of our homes are older homes built in early 1900's and are in need of repairs and up keep. This grant would allow us to make said repairs and be able to keep the group homes open and get our apartments updated. Allowing us to continue to provide housing for those diagnosed with mental illness and keep them from becoming homeless benefits the citizens in our community.**

How has the pandemic impacted the effectiveness of your organization?	**During the pandemic, all of our programs remained open but with limited functions. We followed the CDC guidelines for group size, distancing, masks etc. Staff alternated working remote and physically in the offices to keep Payee consumers bills paid and checks were mailed to them so they did not have to be out and risk exposure. The Residential program also had to take precautions by limiting the amount of time a resident would be out in the community, making sure residents remained six feet apart and wore masks at all times. The Clubhouse program building access was limited to the CDC approved group numbers. They continued to serve meals by providing packaged meals and handed them out the front door as well as dropped off meals to members quarantined in their homes. All program operations are pretty much back to the way they were before the pandemic. However, there is always still the chance of a reoccurrence and if so, we have our plans in place to respond.**
Please describe how you see the future of your organization and its program post-pandemic	**I see that our organization will continue grow and thrive. The need for housing is there and we have the ability to open another group home and be able to house at least eight more individuals. The Payee office is continuing to grow, as there are consumers that are in need of a payee services. Our Clubhouse is working to be accredited and the needs of our consumers are continually being met for day services.**

Section IV General Data

Provide a detailed explanation of the proposed program	**We are wanting to get renovations and update current properties that we own. We currently have 2 group homes and 16 individual apartments that are in need. The Tyler House is our property we are interested in getting licensed as a RCF (Registered Care Facility) and is in need of the most repairs. We are looking at work on electrical (update breaker boxes), exterior repairs (siding, deck, and roof repair), interior repair (bathroom renovation, painting, ceiling, and all the furnishings). In addition to the physical property needs we will need the initial set-up of wages and benefits for a year. This would require an additional 8-10 employees, 2 full-time and 6-8 part-time. With this grant we would also like to increase our staff wage rates. Having a higher hourly wage rate for residential staff would help considerably with retaining current employees and allow us to be more competitive in today's job market. Currently our two group homes are not staffed 24/7 due to staff shortages and we would like to go back to that schedule to continue to provide safety and reassurance to our residents. To do that would require hiring 3-5 more staff for these extra hours of operations. The group homes are all utilities paid, on duty staff, medication monitoring, and meals. Transportation is also provided to the group home residents, as most do not drive. We would like to get two (2) good vans. One van to replace one that is needs much repair and one for the new Tyler House group home. These vans are used to transport residents to the Clubhouse, Payee Office, on social outings, personal shopping, grocery shopping and supplies, medication refills and medical appointments.**

Describe what other funding is available and what you have secured, or expect to secure for this project	**Once needed renovations are done and the new group home is operational, we will collect monthly rents from the tenants to be used to help offset house expenses such as utilities and staff. Receipt of rent income will be a continuous secured income for the project each year. In addition to the rent income, we do an annual golf tournament, fundraising events, and search for applicable grants.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**There is already a great need in our community for safe, affordable housing for the homelessness population living with mental health diagnosis and this need is continuing to grow in our community. The rising cost of living is also a contributing factor in making housing unaffordable to many in our programs as many of our residents are living solely on SSI or SSDI.** **Our group homes offer those with mental health disabilities an opportunity to grow and recover in a safe, clean, and affordable environment. Staff offer support to make good choices and minimize the victimization that residents sometime experience living on their own without supports. Our group homes maintain a stable environment and one of our focuses in our group home is to assist the resident to achieve stability and maintain independence in their lives. The residential staff are always available to provide staff counseling and support in any way a resident may need. The residents that live in our independent apartments are given a phone number to call and reach out if they have a need. The daily supports the residents receive in our group homes help the residents prevent homelessness, substance abuse, and lessen the incidents of crisis in their daily lives. This equates to those individuals living with a mental illness to remain stable in their recovery efforts, helps reduce crime and substance abuse, and provides a safety net for our residents and our community. The individuals in the residential program remain stable and enjoy moving forward in their lives when they feel supported. Some individuals have been able to move on to independent and fulfilling lives with connections to family and community.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The Breakthrough House Residential Program is not duplicated in the community. The housing offered is a permanent place to live with supports that are resident directed and in an environment that is non medical or clinical. Residents feel safe to move forward in their mental health recovery. Our group homes are licensed as a RCF which mean the group homes have an annual Fire Marshall Inspection and an annual KDADS inspection that examines the environment and care given to each resident. The Breakthrough House Residential group homes are the only active, licensed group homes that serve individuals with mental health disabilities exclusively in Topeka.**
What donated goods and or volunteer services do you receive that add value to this program?	**Occasionally the Breakthrough House Residential Program receives some in-kind donations during the year by way of furniture or clothing. The donations are distributed among the residents that may need those items.** **The Shawnee County Master Gardner's work with the group home residents to establish vegetable and flower gardens. This invaluable assistance helps the residents to learn about gardening, to contribute in creating healthy meals and snacks while at the same time enjoying being outside.** **We do not utilize many volunteers due to the confidential natural of our residents. They prefer to work with those they know and can trust and not strangers. Our group homes are the residents' home and they thrive on consistency and sometimes volunteers can be a fleeting occurrence.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**letter of good standing.pdf**

File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	
Projected age of 6-12 years	
Projected age of 13-18 years	
Projected age of 19-35 years	**5**
Projected age of 36-59 years	**24**
Projected age of 60 years and over	**1**
Total Individuals	**30**

Section V Beneficiary Information - Gender

Men	**28**
Women	**1**
Transgender	**1**
Total Individuals	**30**

Section V Beneficiary Information - Income Level

At or below 30%	**28**
At or below 50%	**2**
At or below 80%	
Other	
Income Unknown	
Total Individuals	**30**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**1.5**
Percent of Black/African American	**3.75**
Percent of Hispanic	**30**
Percent of Asian	
Percent of American Indian/Alaskan Native	
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	**30**
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	
Total Percent of Individuals	**65.25**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Director of Residential Services**
Your Signature	**Name of signatory: Sehara A Hays**



Link to signature

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: BREAKTHROUGH HOUSE, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on November 10, 1981, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 27, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

September 1, 2022

1. Please provide an organizational chart for your organization.
   Response: Please see attached file.

2. Please provide a project budget for the project/budget program you are seeking funds.
   Response: Projected Budget:

Maintenance Position	**$70,000**
Deferred Maintenance—Current Rehab and Repair Projects	**$150,000**
Deferred Maintenance—Tyler House only	**$250,000**
Increase Deferred Maintenance budget (Currently underfunded, plus addt'l properties)	**$55,000**
Increase wages for House Managers and Direct Support Staff	**$75,000**
Operating Costs (Staff and Maintenance) – Tyler House only	**$150,000**
Total	**$750,000**

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
   Response: If Breakthrough House (BTH) is required to accept less than the full amount requested the reductions would be implemented in order of least priority.

   The first reduction would include eliminating the request for $70,000 for the full-time Maintenance position, followed by eliminating the request for $55,000 for ongoing future deferred maintenance needs.

   These reductions would reduce our total request to $625,000.

4. What will staff wages be increased to?
   Response: BTH would like to give an increase of $4.00 per hour for our House Managers and Direct support Staff. This would increase the hourly rate paid House Managers to $17.50 per hour and Direct Support Staff to $16.00 per hour which is close to the rate ($16.16/hour) paid entry level Direct Support Staff at the Kansas Neurological Institute and would aid BTH in recruiting and retaining qualified employees.

5. How will you sustain staff increases once ARPA funds are gone?
   Response: BTH has applied for additional State funding which is expected to support increases in annual operating costs. BTH will continue to leave current vacant positions unfilled if the level of additional State funding is insufficient to support the additional requests.

6. Will any of these funds (Not including salaries) be used to help residents who do not live in Topeka?
   Response: No, Breakthrough House only serves Shawnee County residents, and all BTH residential properties are located within Topeka City Limits.

7. How much does each resident pay to stay at your residential program?
   Response: The average rate of rent is $580.00 per month at all BTH properties. However, a few residents pay rent ranging from $570.00 and $600.00 per month due to the length of time they have stayed with Breakthrough House. The Tyler House Group Home rent would be $600.00 per month. At the group homes, rent includes all bills paid, paid laundry facilities, meals, and transportation. At the Independent Apartments, rent includes all bills paid, paid laundry facilities, and some transportation to medical appointments.

8. Have you applied for SPARK funding?
   Response: Yes, we have applied for additional SPARK funding.

9. Do you have access to translation services if needed?
   Response: Residential Services employs one House Manager who can translate in Spanish. The administrative office also employs one Spanish-speaking employee.

10. Do you have outreach materials in Spanish?
    Response: BTH does not have any of these materials available in Spanish at this time.

11. Do you have any Black or Latino/Indigenous staff or volunteers?
    Response: BTH employs several individuals who are Black. Residential Services generally does not utilize volunteers to provide stability for residents and to protect confidentiality.

Breakthrough House
Supporting Mental Health Recovery

BOARD OF DIRECTORS

MARCI WAINRIGHT
Property Manager, BTL

VACANT
Executive Director, BTH
1.00 FTE

LEO HOPE Director of Clubhouse Services 1.00 FTE	**GWENDA HAY** Director of Finance 1.00 FTE	**SEHARA HAYS** Director of Residential Services 1.00 FTE	**CHERYL THOMAS** Mental Health Advocate 1.00 FTE	**DEBRA OAKES** Director of Payee Services 1.00 FTE
BERLIN LEFLORE Administrative Assistant 1.00 FTE	**LARITA BUTLER** House Manager-Keredel 1.00 FTE	**VACANT** House Manager-Tyler 1.00 FTE	**DALE WALKER** House Manager-Golden 1.00 FTE	**CINDY ARREDONDO** Payee Assistant 1.00 FTE
KEN JOHNSON Business Unit Coordinator 1.00 FTE	**JAILYN LEE** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE	**JOANNE BUTLER** Direct Support Staff-Golden 1.00 FTE	**VACANT** Payee Assistant 1.00 FTE
LAURA WEBBER Business Unit Staff 1.00 FTE	**LATOYA JOHNSON** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE	**VACANT** Direct Support Staff-Golden 0.50 FTE	**ANITA SUDDUTH** Payee Assistant 0.50 FTE
KRISTIE NEWTON Wellness Unit Coordinator 1.00 FTE	**VACANT** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE		**ELLEN VAP** Payee Assistant 0.50 FTE
VACANT Wellness Unit Staff 0.50 FTE	**VACANT** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE		**VACANT** Payee Assistant 0.50 FTE
BILL MCSWEENEY Transportation Specialist 0.50 FTE	**VACANT** Direct Support Staff-Keredel 0.50 FTE	**VACANT** Direct Support Staff-Tyler 0.50 FTE		

Clubhouse Residential Payee

BTH applied for additional ARPA funds with the state SPARK Committee which will be used to support expansion of services in partnership with the Kansas Department for Aging and Disability Services. These Funds largely include expenditures for one-time costs.

Since the ARPA funding is one-time, BTH conveyed the need for support of ongoing services as well as funding to shore up our existing level of services in order for the expansion to be successful. KDADS has provided assurance that additional support for BTH's new and existing level of ongoing costs will be identified and provided once the ARPA funds have been exhausted.

BTH's initial ask from the state did not include funding to increase wages for residential employees or any of our requests submitted to the City of Topeka for ARPA funding. However, in addition to Tyler House being vacated, we have since lost several employees, BTH is experiencing unusual difficulty filling the vacant positions and recently discovered starting pay offered by other organizations for similar positions may be affecting our ability to recruit.

KDADS directed BTH to submit a revised list outlining our needs as there has been a delay in getting the state funding out of the door. BTH is currently working to revise our list which will include ongoing support for this request and funding for the items eliminated from our initial ask (maintenance position and increased deferred maintenance).

Thank you

Sincerely,

Sehara Hays

Director of Residential Services

Breakthrough House INC.

Breakthrough House have 261 consumers and each day more consumers apply to be in Breakthrough House Payee program. Breakthrough House is the only payee program where consumers can come in and speak to his/her payee representative face to face. The Representative Payee Program involves a complex interactive system of people, policies, and procedures. As such, the performance of the program is best viewed as the outcome of many interactions. The Representative Payee Program is dynamic, and it is influenced by a complicated environment of policies and interactions between the beneficiaries and their representative payees. The amount of the Social Security benefit and the circumstances of the beneficiaries (health status, living situation, availability of additional beneficiary income or resources.

Quicken is not an adequate database regarding consumers account information. Quicken is a personal financial management software. The three main advantages that the RPM database over Quicken it is storage systems (such as text files and spreadsheets) are access, integrity, and security. reduce the amount of time you spend managing data.

- analyze data in a variety of ways.
- promote a disciplined approach to data management.
- turn disparate information into a valuable resource.
- improve the quality and consistency of information.

A critical tool is to support and monitor as a representative payee. The RPM database is a tool that is needed for the consumer a face-to-face service that is used to provide consumer with all information from his or her ledger account, profile, health, and all documentation that is needed and able to provide to consumer face to face. As stated, Breakthrough House is the only payee service that consumers can come in with that face-to-face contact. This database is greatly needed.

Thank you

Sincerely

Debra Oakes
Payee program Director
Breakthrough House

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Thank you

Sincerely

Debra Oakes
Payee program Director
Breakthrough House

Priority 1 - Increase Wages

Increase Residential Employees Hourly Pay

1. Annual Increase in Salaries		80,808.00
2. Annual Increase in Benefits		6,181.81
	TOTAL	**86,989.81**

Priority 2 - Occupied Properties Rehab & Repair

315 SW Harrison

1.	Tree trimming	3,000.00
2.	Gutter Cleaning & House wash	1,051.00
3.	Gutter Repairs (Some are separated from house)	1,500.00
4.	Security Cameras & Security Lighting	3,500.00
5.	Plumbing in basement	2,000.00
6.	Flooring replacement #2	2,000.00
7.	Garage and Basement Cleaned out	3,000.00
8.	Back deck replaced	1,500.00
9.	Front steps repaired	1,500.00
10.	Furnace and AC Maintenance x2	500.00
11.	Landscaping with new lawn planted	4,500.00
12.	Flooring in entry-way and stairs	3,000.00
13.	Appliance Upgrade (3 refrigerators, 3 stoves, washer & dryer)	7,000.00
	TOTAL $	**34,051.00**

318 SW Harrison

1.	Tree trimming	1,400.00
2.	Gutter Cleaning & House wash	1,274.28
3.	Gutter repairs	500.00
4.	Basement Steel door replaced in concrete already (rusting out)	6,000.00
5.	Main floor windows	12,000.00
6.	Main floor flooring	9,000.00
7.	Plumbing in basement	1,500.00
8.	Security Camera and Security Lighting	3,500.00
9.	CPR & AED	3,200.00
10.	Landscaping	2,500.00
11.	Appliance Upgrade (2 refrigerators, & 2 deep freezers)	4,000.00
	TOTAL $	**44,874.28**

518 SW Western

1.	Tree Trimming	2,375.00
2.	Gutters Cleaned and House washing	667.75
3.	Gutter Repairs	1,500.00
4.	Window repairs and treatments	2,000.00
5.	Flooring (Both)	10,000.00
6.	Painting Interior (A)	1,000.00
7.	Fence	7,000.00
8.	Security Camera and Security Lighting	3,500.00
	TOTAL $	**28,042.75**

622 SW Polk

1.	Trees trimming	3,750.00
2.	Gutters cleaned and House washing	1,567.26
3.	Gutter repairs	2,000.00
4.	Security lighting and Cameras	3,500.00
5.	Electrical Boxes move to indoors and re-wire	8,000.00
6.	Garage cleaned out (Roll-off and dump fees)	3,000.00
7.	Landscaping	2,500.00
8.	Painting (Entire Interior & Bungalow)	7,000.00
9.	Flooring (House and Bungalow)	11,000.00
	TOTAL $	**42,317.26**

Breakthrough Living Program_HUD - 2880 SE Golden

	Interior Painting	7,000.00
	Flooring	7,500.00
	Kitchen Remodeling	14,420.74
	TOTAL $	**28,920.74**

	GRAND TOTAL $	**178,206.03**

Priority 3 - Tyler House Rehab & Repair

702 SW Tyler Budget Breakdown

1.	Tree trimming	1,500.00
2.	Gutters and Drain Spouts (Cleaned, Repair, and Replace)	3,000.00
3.	Mold Removal (Treatment and Sealing of effected areas)	4,000.00
4.	Duct Work Cleaning	2,000.00
5.	Asbestos Ceiling Cover up	4,500.00
6.	Termite Prevention treatment	1,000.00
7.	Security Cameras and Security Lighting	3,500.00
8.	Roofing Repairs	1,909.00
9.	Foundation Repair (Sealed and Monitoring, moisture damage)	15,000.00
10.	Replacement of Main floor AC	9,990.00
11.	Furnace and AC Maintenance x2 (Summer & Winter)	500.00
12.	Breaker box replacement and electric issues in ceiling upstairs	8,000.00
13.	Plumbing in basement repairs (pipes corroded)	5,000.00
14.	Window repairs	1,800.00
15.	AED & CPR Supplies	3,200.00
16.	Bathroom Main Floor ADA approved Remodel	15,000.00
17.	ADA Deck Main entrance	6,000.00
18.	Flooring (main floor) new sub floor being laid, flooring is wavy currently	20,000.00
19.	Flooring upstairs and stairways	12,000.00
20.	Painting the entire interior all 3 levels	12,500.00
21.	Light Replacements	2,500.00
22.	Siding replacement (current is covered up Asbestos w paint)	30,000.00
23.	House washing (if siding not completed)	1,567.00
24.	Bathroom upstairs remodel	12,000.00
25	Appliances set (2 Refrigerator, 2 Deep Freezers, 1 Stove, Washer & Dryer) (Used if available)	7,000.00
26.	Furnishing entire house (9 twin bed sets, 2 living rooms, 2 kitchens, 2 dining rooms, pantry shelves, and homewares)	25,000.00
27.	Office (Computer & Accessories, Medication Cabinet, Desk and Chair) (Used if available)	6,000.00
28.	Storage Shed	4,000.00
29.	Used van for transportation (9 passenger)	28,000.00
30.	Landscaping	2,500.00
31.	Patio furniture	1,000.00
	TOTAL	**249,966.00**

Priority 4 - Tyler House Staffing

Staff Tyler House Upon Repair Completion and State Recertification

1. Annual Salaries		93,600.00
2. Annual Benefits		16,238.16
	TOTAL	**109,838.16**

Request Summary

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Priority 2 - Occupied Properties Rehab & Repair		178,206.03
Priority 3 - Tyler House Rehab & Repair		249,966.00
Priority 4 - Tyler House Staffing		109,838.16
	TOTAL	**625,000.00**

ARPA Funds Grant Application

Submission date:	**29 July 2022, 2:06PM**
Receipt number:	**78**
Related form version:	**5**

Section I Organization Information

Organization Name	**Love Fellowship Church**
Organization Address	**2636 SE Minnesota Avenue**
Primary Phone	**7852504570**
Primary Email	**pastor@lovefellowshiptopeka.org**
Primary Contact	**Marcus Clark**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**7 years**
Industry Name	**813110**
What is your organization's mission statement?	**Love Fellowship Church focuses on faith, family, fitness, finance, friendships to build a stronger healthier community in East Topeka.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Open but Reduced Hours**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**We are unable to be fully staffed as we were prior to the pandemic because of covid-19 concerns among the congregation.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **COVID-19 Economic Injury Disaster Plan Funds**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**25000**
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	**50000**
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**25000**
Name the program for which you are applying	**Childcare services**
Please describe your organization, its programs and how this program fits in	**Love Fellowship Church desires to provide affordable childcare services to our congregation and community. Making this service affordable to families will allow them to stabilize their spending and household budget. This will also help us to create employment opportunities within our congregation and community.**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**The funds awarded will be used to prepare our space for zoning and code readiness for proper plumbing and electrical fixtures, etc., which will launch us into opening and the revenue generated from participants will sustain us long term.**
How has the pandemic impacted the effectiveness of your organization?	**The faith community was impacted directly and severely. We serve seniors in our community and those with preexisting conditions were terrified to come out of their homes and back to church as our most consistent donor base that has had a tremendous impact on our congregation.**
Please describe how you see the future of your organization and its program post-pandemic	**We will recover, through recruiting efforts, marketing, advertisements, etc., and we will return the majority of our congregation back we just need to stabilize financially long enough to allow the recovery process.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Staffing/Job Creation** **Educational opportunities for children 6 months to Pre-Kindergarten** **Emphasis on physical education and making healthy lifestyle choices for families** **Financial literacy training for families within congregation and community.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**I am a new partner with the Kansas Small Business Development Corporation through Washburn University and they are teaching, training and exposing us directly methods on securing capital for long term sustainability beginning with the State Small Business Credit Initiative on August 1, 2022.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**We serve an underserved population in East Topeka that needs assistance in every area and more that we focus on: family, fitness, finance and faith.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**In our immediate community there is not another multi-ethic church serving our local community in the exact ways we have been and continue to do, however we believe in partnership and seek to continue to do so when ever and how ever we can but moving from surviving to thriving will help us to become a resource and model to others on how to be apart of solving community need problems and not becoming apart of the problem.**
What donated goods and or volunteer services do you receive that add value to this program?	**We partner with the Salvation Army and deliver Toys for Tots along with the Topeka Rescue Mission and feed families and deliver Meals on Wheels.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**LFC Good Standing (1).pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**25**
Projected age of 6-12 years	**15**
Projected age of 13-18 years	**10**
Projected age of 19-35 years	**25**
Projected age of 36-59 years	**25**
Projected age of 60 years and over	**25**
Total Individuals	**125**

Section V Beneficiary Information - Gender

Men	**25**
Women	**50**
Transgender	
Total Individuals	**75**

Section V Beneficiary Information - Income Level

At or below 30%	**33**
At or below 50%	**33**
At or below 80%	**33**
Other	
Income Unknown	
Total Individuals	**99**

Section V| Beneficiary Information - Racial/Ethnic Composition

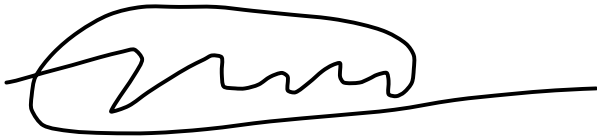
Percent of White (non-Hispanic)	**10**
Percent of Black/African American	**90**
Percent of Hispanic	**0**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**0**
Percent of Asian & White	**0**
Percent of Black/African American & White	**33**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	

Total Percent of Individuals	**133**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Pastor**
Your Signature	**Name of signatory: Marcus Clark**  **Link to signature**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: LOVE FELLOWSHIP FULL GOSPEL BAPTIST CHURCH

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on February 06, 2015, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of February 01, 2021

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE



Questions for Love Fellowship Church are as follows:

1. Please provide an organizational Chart for your organization.
   - CEO/President – Marcus Clark, Pastor
   - CFO – James Patrick, Deacon
   - Treasurer/Secretary – Gloria Pledger, Deaconess
   - Deacon Chairman – Daryl Winston
2. Please provide a project budget for the project/budget program you are seeking funds.
   - Curriculum materials $5000
   - Staffing $25000
   - Facility code compliance renovations:bathrooms, kitchen, classrooms, security doors, playground $25000
   - Dietary supplies $5000
   - Maintenance: hvac, water, sewer, trash, Wi-Fi, etc..$10000
   - Budget estimate total: $70000
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
   - No because, LFC believes in community partnership and submitted initial request understanding others have needs as well, which is what dictated the minimal amount requested believing by faith that that balance amount needed will be supplied through the help of the Lord.
4. What will be hours of operation?
   - After school latch-key programming will be Monday- Friday 3-4 hours daily.
5. Will the childcare be for churchgoers only during services?
   - This program is intended to be a community partnership for everyone to benefit from.
6. Will childcare be available to those who are not members and do not attend the parish?
   - Yes.
7. How many total spots will you have available and for what age groups?
   - We are working on a ratio of 1 staff to 10 students. Currently, we are building partnership with Highland Park Central Elementary, Ross Elementary and Eisenhower Middle Schools.
8. Will this be a facility licensed by the State of Kansas?
   - Please see attached KDHE document
9. Do you have access to translation services if needed?
   - Currently no, however we are open to community connections.

10. Do you have outreach materials in Spanish?

Latino/Indigenous staff or volunteers?

- No we do not currently have Spanish materials at this time but hope to grow to that end.

Division of Public Health
Curtis State Office Building
1000 SW Jackson St., Suite 300
Topeka, KS 66612-1368

Kansas
Department of Health
and Environment

Phone: 785-296-1086
www.kdheks.gov

Lee A. Norman, M.D., Secretary

Laura Kelly, Governor

KDHE CHILD CARE LICENSING NOTICE

COVID-19 State of Disaster Emergency: Academic Services to Support K-12 Remote Education

August 10, 2020

Basis of Authority: The original licensing law, passed in 1919, placed the authority for licensing with the Kansas Department of Health and Environment (KDHE). KDHE administers the licensing law (K.S.A. 65-501 et seq.) as a preventive program to assure that out-of-home care for children will not be exploitive, unsafe, or unhealthy. The purpose of the regulation of child care facilities is to reduce the risk of predictable harm to children while in out of home settings. Public regulation represents a basic level of protection for all children. Further, effective public regulation provides basic consumer protection.

The state, in its responsibility, must balance its authority to protect public health, safety, and well-being with the rights of programs to operate and offer a diverse array of services to the public to meet individual needs and interests. The state must not enact standards beyond those needed to protect public health, safety, and well-being. Nor must the state enact standards that serve as barriers to programs in their efforts to achieve higher levels of quality services for children and families. More information, including requirements for licensure, is available on the KDHE Child Care Licensing website (www.kdheks.gov/kidsnet).

Services NOT Requiring a KDHE License: Providing academic services (e.g., tutoring, learning coops, offsite academic learning) as an educational support to students Kindergarten through 12th Grade (K-12) during times when schools offer remote/virtual, hybrid in-person/remote, or modified attendance schedules in response to the pandemic does not require KDHE licensure. This only applies to school days in areas where remote/virtual learning is allowed.

The authorization to operate in this capacity without a license is effective until the State of Disaster Emergency expires or until the school no longer offers remote/hybrid/modified attendance schedules as options for enrolled students. Service providers are encouraged to follow public health guidance to prevent the spread of COVID-19 among students and adults.

Licensed Child Care Facilities: Pursuant to regulations, daily scheduled activities must be appropriate for the ages and developmental levels of the children in care. Activities may include remote learning activities for children kindergarten age and older. This means licensed facilities can support K-12 students participating in remote/virtual learning. NOTE: All children on the licensed facility premises during child care hours must be counted in the license capacity. Find more information about additional school age children and license capacity on the KDHE COVID-19 Resource Microsite: FAQ's for Child Care Facilities Licensed by KDHE.

Local Authority: Local health officers may implement more restrictive guidance and provisions up to and including closure, within their authority and jurisdiction, to protect public health. This applies to licensed child care facilities and non-licensed programs.

Additional Information: Information about COVID-19 is available on the KDHE Resource Microsite (https://www.coronavirus.kdheks.gov/). Guidance for Child Care Facilities Licensed by KDHE includes relevant CDC COVID-19 health and safety recommendations for child care programs. You can also find more information on the Kansas COVID-19 Response and Recovery website (https://covid.ks.gov/).

CITY OF TOPEKA
Administrative & Financial Services
City Hall, 215 SE 7th St., Topeka, KS 66603
arpa@topeka.org
Tel: 785-368-3970
www.topeka.org

Good Afternoon Marcus,

The Policy and Finance Committee met on September 23rd 2022 and has additional questions for some organizations. Some applicants responded to questions at the meeting on September 23rd 2022. The Committee has asked that all applicants provide a written response to all the questions.

The deadline to respond to the following questions is Friday, October 7th. Responses to questions need to be emailed to ARPA@topeka.org. Failure to respond by the deadline could eliminate the application from consideration.

Questions for Love Fellowship Church are as follows:

1. Are there any church funds you will be putting toward the daycare?
   Yes. LFC receives weekly donations from the congregation which resides in the community we serve in the 66605 zip code area which statistically has been one Topeka's most underserved communities for black and brown people. LFC utilizes limited resources to provide 5 star church ministry service to the community often times to families who cannot afford to pay fees or charges.
2. What are your other sources that you will be getting money from for this project?
   We are currently going after other grants and pulling equity out of building valued at $350000 to complete this project.
3. When do you expect that you will know whether or not you will have those other funds?
   We plan to have other funds secured before 12/30/22.
4. Do you currently have any funds set aside for this project?
   We will earmark funds from the equity pull to pair with ARPA monies and complete this project.

CITY OF
TOPEKA

Administrative & Financial Services
City Hall, 215 SE 7th St., Topeka, KS 66603

arpa@topeka.org
Tel: 785-368-3970
www.topeka.org

ARPA Funds Grant Application

Submission date:	**1 August 2022, 11:39AM**
Receipt number:	**122**
Related form version:	**5**

Section I Organization Information

Organization Name	**Valeo Behavioral Health Care, Inc.**
Organization Address	**5401 SW 7th Street, Topeka, KS 66606**
Primary Phone	**17852331730 x5218**
Primary Email	**vramage@valeotopeka.org**
Primary Contact	**Valerie Ramage**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**Since 1967**
Industry Name	**Healthcare and Social Assistance**
What is your organization's mission statement?	**To promote behavioral health, wellness, and recovery through excellence as the provider of choice for comprehensive, compassionate and fiscally responsible outcomes-driven care.**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**Valeo had 51 open positions as of 7/22/22.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$2,770,000**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$1,493,612**

Section III Summaries

ARPA Grant Amount Requested	**$138,185**
Name the program for which you are applying	**Expanding Access to Those Experiencing Homelessness**
Please describe your organization, its programs and how this program fits in	**Valeo serves as the designated mental health authority for Shawnee County, a statewide provider of substance use disorder treatment, and a regional provider of crisis services. Valeo is equipped and experienced in delivering a full-range of services to treat the most complex mental health and substance**

use disorders by providing a full continuum of care. Some of the services provided by Valeo are 24-hour crisis services (including a crisis residential program), medication services, outpatient therapy, substance use disorder treatment (including social detoxification), case management, homelessness initiatives, attendant care, psychosocial rehabilitation, community medication outreach, individual placement and support (IPS), integrated dual-disorder treatment (IDDT), housing support, SSI/SSDI outreach access and recovery (SOAR) case management, peer support, a primary care clinic, and an on-site pharmacy run through a partnership with Genoa Healthcare.

Homelessness initiatives fit well in behavioral health care because of the high prevalence of mental health illness within those who are experiencing homelessness. A 2015 assessment completed by the U.S. Department of Housing and Urban Development found that on any given night in the United States, 564,708 individuals were experiencing homelessness. At a minimum, 25% of those had a serious mental illness and 45% had a mental illness. A 2016 study found that 4.2% of U.S. adults have been diagnosed with a mental illness.

Due to this knowledge and the homeless population in Shawnee County, the Mobile Access Partnership (MAP) was created. MAP is a unique collaboration between Valeo Behavioral Health Care, Topeka Rescue Mission, Shawnee County Health Department, Stormont Vail Health, and the Topeka Police Department's Behavioral Health Unit. This partnership involves assisting the unsheltered homeless with showering/laundering and meeting basic needs by providing a shower/laundry trailer unit and hygiene supplies. When individuals utilize the trailer, Valeo engages them into needed services and supports so they can achieve housing and stability in their lives.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Since starting the trailer in May 2021, staff have noticed that individuals, after a shower and receiving clean clothes, leave feeling and looking better. MAP inspires hope by providing a comprehensive response that focuses on the social and behavioral determinants of health and their impact on overall health and well-being. MAP aims to give people a hand up toward employment, housing, improved physical health, recovery from addiction, family reunification, and improved mental health. The goals of MAP center around three main beliefs 1) access to this level of care can restore dignity, 2) improving personal hygiene fosters hope and optimism, and 3) opportunity for access to mental health will positively impact the health and overall quality of their lives. By expanding access to critically needed services in accessible locations throughout the community, MAP dismantles the most common barriers experienced by unsheltered persons and those living in poverty.** **MAP is meeting individuals where they're at, instead of making them come to a facility. By doing this, staff can build trust and rapport and reach individuals who may not have walked through Valeo's doors otherwise. Every time the trailer is deployed, mental health staff are present to offer support for those needing mental health and substance use services. The United Way awarded Valeo a two-year grant to provide mobile mental health assessments at MAP sites. If a need is identified, individuals are referred to Valeo for services. For those who complete the assessment, they receive bus passes and necessity bags.** **Valeo will be transitioning to a Certified Community Behavioral Health Clinic and sitting for certification in July 2023. This transition will change the way Valeo receives reimbursements from Medicaid, which will be a fixed daily rate rather than a fee for service. This rate change is intended to reimburse providers at the expected cost of care. Historically, Medicaid has not**

always paid for the cost of service provision, and Valeo has provided unreimbursed services. The switch to CCBHC will allow Valeo to provide services to individuals on Medicaid as well as those who are uninsured and underinsured at cost, which will transform the way Valeo provides services. In 2021, 22.4% of individuals served by Valeo were uninsured and 12.5% were underinsured (had an active guarantor but it did not pay for services). This transition will help fund pieces of MAP, but Valeo staff will need to continue to fundraise and write grants in order to completely fund the program.

How has the pandemic impacted the effectiveness of your organization?

The pandemic has impacted the need for services, how services are provided, and Valeo's workforce. Providing mental health and substance use disorder services is typically done in person, allowing the service provider to build rapport with consumers and ensure safety. The pandemic limited in-person services. Some services were transitioned to virtual appointments, while services that needed to remain in person required masks and social distancing. Although service provision continued throughout the pandemic, COVID left many without the same level of service provision they had been receiving, whether that was due to their hesitancy to attend appointments out of fear of exposure, lack of ability to use technology for virtual appointments, or reduction in some service options (e.g., groups). The social isolation that resulted from the pandemic has increased mental illness and substance use. Since the pandemic, Valeo has seen an increase in new consumers seeking services, with some individuals presenting with higher risk, necessitating emergent treatment. An example of this is the number of people requiring emergent medication services appointments grew almost 31% from 2020 to 2021.

The workforce shortages nationwide have also impacted Valeo. Between 2021 and 2022, Valeo experienced the largest number of employee retirements in the history of the agency. Staff that

	were near or at retirement age chose to retire during the pandemic. Parents were forced to quit or work from home with the lack of daycare options available due to constant quarantines. Positions that needed to provide in person services throughout the pandemic, experienced higher than usual turnover as some staff did not feel comfortable providing face to face interventions with COVID. Valeo consequently faced significant openings, the highest being 71 open positions. To address the agency's workforce issues, Valeo has taken several steps to increase recruitment and retention (e.g., hiring a recruiter, adjusting employee compensation and benefits, etc.). While these efforts have assisted in filling some of the agency's vacancies, capacity concerns still exist in some program areas. **Due to the importance of the MAP program, services were not cancelled. Staff became more cautious with additional testing, cleaning, social distancing, and wearing personal protective equipment. Severe weather and very cold temperatures prevented MAP from deploying, but alternative solutions were found. The pipes on the shower trailer needed to be winterized so they wouldn't freeze during operation. Thankfully, Valeo was able to store the trailer for the winter and used the Roosevelt House (one of Valeo's Residential Care Facilities) and later the Salvation Army to store the trailer. All the other MAP services joined Valeo at the Salvation Army and Roosevelt House so individuals in need could still have showers and receive mental health assessments.**
Please describe how you see the future of your organization and its program post-pandemic	**Due to the uniqueness of MAP, Valeo sees no reason for the program to end after the pandemic. As additional needs are identified, the current partners will work to address them. As individuals continue to utilize the MAP trailers, staff will build rapport with them and help them access the resources they need to gain better physical and mental health, housing,**

and employment.

As for the rest of the organization, Valeo is excited about the opportunities that will be available to better serve our community once the agency is designated as a Certified Community Behavioral Health Clinic (CCBHC) - target date July 2023. CCBHC is a sustainable model of delivering comprehensive, coordinated, whole-person care. Service provision will be deliberate, with Valeo ensuring the availability of nine services: crisis mental health services, including 24/7 mobile crisis teams, emergency crisis intervention services, and crisis stabilization; screening, assessment, and diagnosis including risk assessment; person-centered treatment planning, including risk assessment and crisis planning; outpatient mental health and substance use services; outpatient clinic, primary care screening and monitoring of key health indicators and health risk; targeted case management; psychiatric rehabilitation services; peer support, counseling, and family supports; and intensive community-based health care for those in the military and veterans. As part of these services, Valeo will provide evidence-based practices such as Assertive Community Treatment (ACT), Individual Placement and Support (IPS), Medication Assisted Treatment (MAT), and Cognitive Behavioral Therapy (CBT).

Becoming a CCBHC will allow Valeo to provide expanded access to care through an enhanced workforce, a stronger response to substance related issues within our community, enhanced outreach, engagement, and education, increased services where people live, work, and play, and better coordination of care with other community providers. Valeo will have the opportunity to expand current services and implement programs to better serve our community. Some of the benefits Missouri has experienced in the four years they have been a CCBHC have been a 27% increase in access to care, a 21% decrease in

emergency department (ED) visits, a 12% decrease in hospitalization, and a 122% increase in the number of individuals that have received Medication Assisted Treatment. Valeo hopes to produce similar benefits for our community.

Section IV General Data

Provide a detailed explanation of the proposed program	**Valeo deploys their shower and laundry trailer twice weekly at various locations (Children's Palace, GracePoint, Family of God, Topeka FUMC/St. John AME) in Topeka. Valeo will have staff present who can provide mental health assessments and engagement/referral to services. The Topeka Rescue Mission has a mobile kitchen trailer and a clothing and supply trailer. A recent addition to MAP is a mobile primary care clinic from Stormont Vail which provides check-ups, annual screenings, and immunizations. The Shawnee County Health Department provides COVID evaluations and testing, as well as supplies personal protective equipment. The Topeka Police Department provides City-issued ID cards.** **Valeo also has a team of assertive outreach specialists who go out in the community where homeless individuals are living and build rapport with them. Valeo staff work to engage them in services if a need is identified. In 2021, Valeo engaged 167 homeless individuals in services. Some of the funding requested is to provide resources to these individuals, such as tents, sleeping bags, food, and warm clothing.**

Describe what other funding is available and what you have secured, or expect to secure for this project	**Valeo is requesting $138,185 from the City of Topeka. This funding will be used to pay the salaries of a case manager who will be allocating 16 hours per week to MAP, an SSI/SSDI outreach access and recovery specialist for 12 hours per week, a PATH specialist (projects for assistance in transition from homelessness) for 12 hours per week, and the driver of the MAP truck. This funding will also be used to replace a washer and dryer that is used to launder the towels the individuals use when showering. It will also pay for the tags, taxes, tires, maintenance, and insurance for the truck that hauls the trailer twice a week. This funding will also pay for items that are given to individuals experiencing homelessness, such as: tents, sleeping bags, cases of bottled water, tarps, packages of socks, bug spray, blankets, full-fare bus tickets, reduced-fare bus tickets, household and hygiene products, and cases of MREs.** **Valeo previously received an Emergency Solutions Grant from the Kansas Housing Corporation for $76,664 which was used for the purchase of the trailer, insurance, supplies, water, gas, propane, and waste water. Valeo also received a $24,980 Community Service Block Grant from the Kansas Housing Resource to pay for the trailer's gas, wastewater, and propane. Valeo was granted $16,000 from the United Way to pay for mental health assessments. In 2021, Valeo received a $4,954 grant from the Topeka Credit Union Foundation to pay for space heaters, blow dryers, tents, sleeping bags, blankets, hand warmers, hats, coats, rain ponchos, gloves, and miscellaneous hygiene items.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Valeo seeks to improve the mental and physical health of all individuals in Shawnee County. The Shawnee County annual point in time count identified 365 people who were homeless in Shawnee County. Homelessness, serious mental illness, and addiction often exist together. Approximately 257,000 people**

have a severe mental illness or chronic substance abuse issues. A 2020 report shows that in Kansas, 47.5% of homeless individuals identified had a co-occurring substance use disorder. The national average is 38.8%. Valeo encounters nearly 600 individuals who are experiencing homelessness on an annual basis. Nearly 17% of the individuals receiving funds from Valeo's medication voucher program in 2021 identified as experiencing homelessness. Staff have been successful in engaging almost 50% of identified individuals experiencing homelessness into services that assist them with managing their symptoms and helping them obtain housing.

From May 2021 to December 2021, Valeo provided 914 showers and 1,508 meals – all during the pandemic. Knowing the connection between mental health, substance use, and homelessness, Valeo created a team of staff who reach out to individuals experiencing homelessness and engage them in services.

James (name changed to protect identity) started coming to the MAP trailer in 2021 to get hot showers, food, clothing, and his city ID. After making connections with those who work at the MAP site, James followed through with getting his intake completed to start mental health services. He was referred to homeless case management and began working with an assertive outreach specialist. James was then referred to medication management, SOAR, primary care at Valeo, and peer support. After struggling with COVID and having severe aftereffects of COVID, James was moved into transitional housing at Frazier (a Valeo home) for support. James worked diligently with his assertive outreach specialist to obtain independent housing for himself and is now living on his own. James is now on the waiting list for traditional case management services as he still feels he needs this support from Valeo.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The Mobile Access Partnership (MAP) is not duplicated by any other agency in Shawnee County. What makes this program so unique is that it puts together several social service agencies in one place where those in need have can gain access to resources, rather than forcing individuals to go to different buildings across town.**
What donated goods and or volunteer services do you receive that add value to this program?	**Valeo does not receive donated goods or volunteer services for this program. Some of the other organizations in this partnership do have volunteers who assist when MAP is deployed.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Secretary_of_State_Certificate.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**0**
Projected age of 19-35 years	**189**
Projected age of 36-59 years	**275**
Projected age of 60 years and over	**76**
Total Individuals	**540**

Section V Beneficiary Information - Gender

Men	**254**

Women	**286**
Transgender	**0**
Total Individuals	**540**

Section V Beneficiary Information - Income Level

At or below 30%	**540**
At or below 50%	**0**
At or below 80%	**0**
Other	**0**
Income Unknown	**0**
Total Individuals	**540**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**69**
Percent of Black/African American	**17**
Percent of Hispanic	**8**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**4**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**2**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Grant Writer**
Your Signature	**Name of signatory: Valerie N Ramage**  [Uploaded signature image: Signature.jpg]

STATE OF KANSAS
OFFICE OF THE SECRETARY OF STATE

Business Entity Search

Search Results

Searched: Valeo Behavioral Health Care

A maximum of 400 search results are displayed. Visit Helpful Hints if search assistance is needed.

Your search results are listed below. You may select a specific business to view more detailed information, as well as obtain a certificate or letter of good standing.

Results

	Name	ID Number	Status
View Record	VALEO BEHAVIORAL HEALTH CARE, INC.	[redacted]	ACTIVE AND IN GOOD STANDING

Questions for VALEO are as follows:

1. Please provide an organizational Chart for your organization.

   Please see the Valeo Organizational Chart 9.1.22 which is attached.

2. Please provide a project budget for the project/budget program you are seeking funds.

   Please see the ACT Annual Costs 9.1.22 document which is attached.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

   All funds requested are needed, to stay true to the model and have the highest level of impact. If reduced funding is received, fewer individuals would be able to be served, as the model requires a team member to consumer ratio of 1:10.

4. Where will this Assertive Community Treatment be housed?

   Valeo is in the process of determining the most appropriate location for the Assertive Community Treatment team. With service provision occurring within the community, we want to ensure the team is located in an area that would allow easy deployment. In exploring possible locations downtown or within the dynamic core, our agency is working with KDADS to discuss possible funding options to assist with relocation costs and/or options. If a location other than current agency property is not obtained, the Assertive Community Treatment team will be housed at the agency's 2401 SW 6th Street location.

5. What is outreach to the Black community?

   Our agency currently provides the following outreach to all populations:
   Mobile Access Partnership (MAP) every Tuesday and Thursday at various locations throughout the community
   Impact Avenues participant agency providing an educational booth and access to agency services each week as well as monthly presentations
   Mental health screenings at the Topeka Shawnee County Public Library twice a month
   Community presentations at least once a month at various community agencies
   Community exhibits at least twice a month at various community events
   Health fairs at least once a month within the community
   Mental health screenings at the LULAC Senior Center once a week
   Mental health screenings at Brewster Place twice a month starting in October 2022

6. Do you have access to translation services if needed?

   To assist with translation needs, Valeo employs bilingual staff. As of August 29, 2022, Valeo has nine staff who are fluent in Spanish who serve as translators. The agency's two psychiatrists are also fluent in Spanish. When translation needs cannot be met by agency staff, the Language Line is utilized, providing access 24 hours a day, seven days a week.

7. Do you have outreach materials in Spanish?

Valeo is in the process of translating all agency brochures and forms into Spanish. Materials that are already translated include:

Valeo's general brochure
Welcome brochure
Service by location form
Consumer information sheet
Consumer health information
Informed consent
Consumer fee agreement
Notice of health information practices
PHQ-9 (Depression screening)
Columbia Suicide Severity Rating Scale (C-SSRS)
Safety plan
Journey in Recovery model checklist

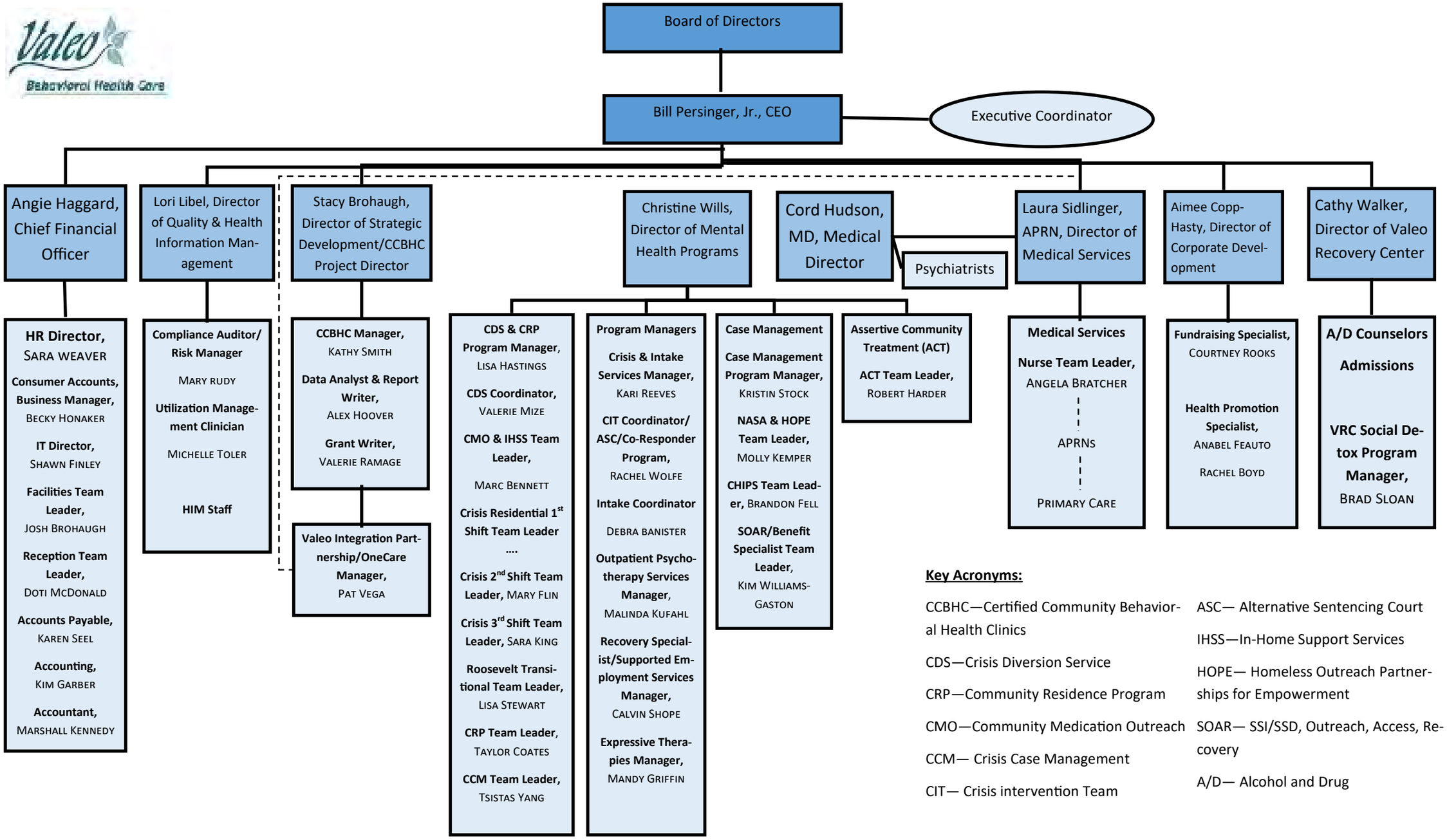
8. Do you have any Black or Latino/Indigenous staff or volunteers?

Volunteers are utilized within the agency's Board of Directors. The Valeo Behavioral Health Care Board currently consists of 13 members. Of these members:

54% (7/13) are White
23% (3/13) are Black or African American
15% (2/13) are Hispanic or Latino
8% (1/13) are American Indian or Alaskan Native

Staff consist of 304 employees. Of these:

76% (231/304) are White
11% (32/304) are Black or African American
9% (27/304) are Hispanic or Latino
2% (6/304) identify as having two or more ethnic origins
2% (5/304) are American Indian or Alaskan Native
1% (3/304) are Asian



Key Acronyms:

CCBHC—Certified Community Behavioral Health Clinics

CDS—Crisis Diversion Service

CRP—Community Residence Program

CMO—Community Medication Outreach

CCM— Crisis Case Management

CIT— Crisis intervention Team

ASC— Alternative Sentencing Court

IHSS—In-Home Support Services

HOPE— Homeless Outreach Partnerships for Empowerment

SOAR— SSI/SSD, Outreach, Access, Recovery

A/D— Alcohol and Drug

August 2022

ACT Annual Costs

Position	FTE	Annual Salary	Fringe	Total	
ACT Case Manager	5.0	234,936	64,607	299,543	The KDADS ACT Grant will fund these five postions from August 2022 - March 2023
APRN	0.3	27,000	7,425	34,425	
RN	1.0	58,739	16,153	74,892	
Substance Abuse Specialist	1.0	54,995	15,124	70,119	
Employment Specialist	1.0	44,325	12,189	56,514	
Housing Specialist	0.5	23,202	6,381	29,583	
SOAR	1.0	46,987	12,921	59,909	
Peer Support	1.0	33,176	9,123	42,299	
ACT Team Leader	1.0	57,390	15,782	73,172	This postion will be funded by the SAMHSA CCBHC Grant if our agency is funded
			Total	**740,457**	

Mileage	**21,000**	Based on 7 positions at 400 miles per month at 62.50 per mile ACT Case manager, Employment Specialist, Peer Support
Cell Phone Reimbursement	**5,400**	Cell Phone reimbursement at $50 per month for ACT Case manager, RN, Employment Specialist, SOAR, ACT Team Leader
Computers	**12,000**	Computer purchases at $1,000 each for Case Manager, RN, SUD, Employment Specialist, Housing Specialist, SOAR, Peer Support and ACT Team Leader The KDADS ACT Grant will pay for computers for the five case mangers ($1,000 each/total $
Ipads	3,600	Ipads at $300 for Case Manager, RN, Employment Specialist, Housing Specialist, SOAR, Peer Support and ACT Team Leader
Desks and Chairs	3,850	550 each for Case Manager, RN, Employment Specialist, Housing Specialist, SOAR, Peer Support and ACT Team Leader
File Cabinets	1,800	550 each for Case Manager, RN, Employment Specialist, Housing Specialist, SOAR, Peer Support and ACT Team Leader
Misc Office Supplies	500	
Overhead @ 15%	118,291	
Total 1st year cost	**906,898**	
Annual Cost starting year 2	**882,461**	

ARPA Grants

From: Valerie Ramage <vramage@valeotopeka.org>
Sent: Monday, September 12, 2022 11:40 AM
To: ARPA Grants
Subject: RE: Budget Inconsistency

Thank you for reaching out.

We are requesting $683,726 through the ARPA funding. The $740,000 is the estimated salary cost of the project for a year. We have received some funding ($150,000) that is covering some of the salaries and necessary supplies. We also requested one of the positions through a different grant. None of the positions/supplies we have requested in other grants are being duplicated in our ask for the ARPA funding.

Would it be helpful if I update the budget to only include our ARPA request?

Valerie Ramage
Grant Writer
Valeo Behavioral Health Care
5401 SW 7th Street Topeka, KS 66606
Phone: 785.233.1730 x5218 Fax: 785.273.2736
vramage@valeotopeka.org
http://www.valeotopeka.org/
http://www.facebook.com/ValeoBehavioralHealthcare
Valeo Job Openings

Celebrating Over 55 Years of Recovery Services

Valeo Behavioral Health Care

From: ARPA Grants <arpa@topeka.org>
Sent: Monday, September 12, 2022 11:20 AM
To: Valerie Ramage <vramage@valeotopeka.org>
Subject: Budget Inconsistency

CAUTION: This email originated from an external organization. Do not click on links or open attachments unless you recognize the sender and know that the content is safe.

Good Morning Valerie,
We are putting the responses together for the Committee and have a question about your budget. The total you are requesting in the budget is $740k but in your original grant application you ask for $683,726.
Please let us know what amount you are asking for.

Sincerely,
ARPA Grants Application Staff
City of Topeka Department of Administrative and Financial Services
215 SE 7th St., Room 358 Topeka, KS 66603-3914
Office: 785-368-3053

CONFIDENTIALITY NOTICE: This communication, including any attachments, may contain confidential information and is intended for use of the person or entity to which it is addressed. Any unauthorized review, dissemination, or copying of this communication is strictly prohibited by law. If you are not the intended recipient, please contact the sender by reply email and delete and destroy all copies of the original message.

DATE: October 04, 2022

TO: City of Topeka

FROM: Valeo Behavioral Health Care, Inc.

RE: Reduced ARPA Funding Request

PROJECT: Assertive Community Treatment (ACT) Team

The expected cost to fund one (1) Assertive Community Treatment (ACT) Team in Topeka would cost approximately $912,000 in the first year. Valeo Behavioral Health Care received $150,000 from the Kansas Department of Aging and Disability Services (KDADS) to help fund an ACT team. KDADS funding is paying for a portion of the ACT Case Manager salaries and five (5) computers for these staff.

On September 23rd, 2022, Valeo received notification that they were awarded a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). This grant will be funding the ACT Team Leader position and computer for this position. The ACT Team Leader position was funded at a higher rate in the SAMHSA grant, and this number has been changed on the reduction spreadsheets to give an accurate portrayal of the total cost of the program. This salary was not in the original ARPA request.

17.7% Reduction: To reduce the budget by 17.7%, the overhead cost of the team and filing cabinets were removed from the request. The number of desks and chairs for staff were also reduced. Valeo can purchase discounted office furniture from the state's surplus supply.

23.6% Reduction: To reduce the budget by 23.6%, the overhead cost of the team, filing cabinets, mileage, cell phone reimbursements, computers, iPads, desks and chairs, and office supplies were removed from the ARPA request.

40.3% Reduction: To reduce the budget by 40.3%, the overhead cost and unfunded portion of the salaries for the ACT Case Managers were removed from the request.

	Original Request	**17.7% Reduction**	**23.6% Reduction**	**40.3% Reduction**
Personnel	$522,285	$522,285	$522,285	$367,741
Other	$161,441	$40,350	$0	$40,350
Total/ARPA Request	$683,726	$562,635	$522,285	$408,091

ACT Annual Costs

	Position	FTE	Annual Salary	Fringe	Total	ARPA Request	KDADS Grant	CCBHC SAMHSA Grant	Valeo BHC
Personnel									
	ACT Case Manager	5.0	$ 234,936.00	$ 64,607.40	$299,543.40	$ 154,543.40	$ 145,000.00		
	APRN	0.3	$ 27,000.00	$ 7,425.00	$34,425.00	$ 34,425.00			
	RN	1.0	$ 58,739.20	$ 16,153.28	$74,892.48	$ 74,892.48			
	Substance Abuse Specialist	1.0	$ 54,995.20	$ 15,123.68	$70,118.88	$ 70,118.88			
	Employment Specialist	1.0	$ 44,324.80	$ 12,189.32	$56,514.12	$ 56,514.12			
	Housing Specialist	0.5	$ 23,202.40	$ 6,380.66	$29,583.06	$ 29,583.06			
	SOAR	1.0	$ 46,987.20	$ 12,921.48	$59,908.68	$ 59,908.68			
	Peer Support	1.0	$ 33,176.00	$ 9,123.40	$42,299.40	$ 42,299.40			
	ACT Team Leader	1.0	$ 63,130.00	$ 17,361.00	$80,491.00			$ 80,491.00	
	Total Personnel				**$ 747,776.02**				
Other									
	Mileage (7 positions at 400 miles/month at .625 per mile)				$ 21,000.00	$ 21,000.00			
	Cell Phone Reimbursement ($50/month for 9 positions)				$ 5,400.00	$ 5,400.00			
	Computers ($1,000 each for 12 positions)				$ 12,000.00	$ 6,000.00	$ 5,000.00	$ 1,000.00	
	Ipads ($300 each/12 positions)				$ 3,600.00	$ 3,600.00			
	Desks and Chairs ($550 each for 5 positions)				$ 2,750.00	$ 3,850.00			
	Misc Office Supplies				$ 500.00	$ 500.00			
	Overhead @ 15%				$ 118,953.90				$ 118,953.90
	Total 1st year cost				**$ 911,979.92**				
	Total 1st year requests					**$ 562,635.02**	**$ 150,000.00**	**$ 81,491.00**	**$ 118,953.90**
	Total ARPA Request					**$ 562,635.02**			

ACT Annual C

Personnel

Position	FTE	Annual Salary	Fringe
ACT Case Manager	5.0	$234,936.00	$ 64,607.40
APRN	0.3	$ 27,000.00	$ 7,425.00
RN	1.0	$ 58,739.20	$ 16,153.28
Substance Abuse Specialist	1.0	$ 54,995.20	$ 15,123.68
Employment Specialist	1.0	$ 44,324.80	$ 12,189.32
Housing Specialist	0.5	$ 23,202.40	$ 6,380.66
SOAR	1.0	$ 46,987.20	$ 12,921.48
Peer Support	1.0	$ 33,176.00	$ 9,123.40
ACT Team Leader	1.0	$ 63,130.00	$ 17,361.00
Total Personnel			

Other

Mileage (7 positions at 400 miles/month at .625 per mile)
Cell Phone Reimbursement ($50/month for 9 positions)
Computers ($1,000 each for 12 positions)
Ipads ($300 each for 12 positions)
Desks and Chairs ($550 each for 5 positions)
Misc Office Supplies
Overhead @ 15%
Total Other

Total 1st year cost
Total 1st year requests

Total ARPA Request

Costs

Total	ARPA Request	KDADS Grant	CCBHC SAMHSA Grant	Valeo BHC
$299,543.40	$ 154,543.40	$ 145,000.00		
$34,425.00	$ 34,425.00			
$74,892.48	$ 74,892.48			
$70,118.88	$ 70,118.88			
$56,514.12	$ 56,514.12			
$29,583.06	$ 29,583.06			
$59,908.68	$ 59,908.68			
$42,299.40	$ 42,299.40			
$80,491.00			$ 80,491.00	
$ 747,776.02				
$ 21,000.00				$ 21,000.00
$ 5,400.00				$ 5,400.00
$ 12,000.00		$ 5,000.00	$ 1,000.00	$ 6,000.00
$ 3,600.00				$ 3,600.00
$ 2,750.00				$ 6,600.00
$ 500.00				$ 500.00
$ 118,953.90				$ 118,953.90
$ 164,203.90				
$ 911,979.92				
	$ 522,285.02	**$ 150,000.00**	**$ 81,491.00**	**$ 162,053.90**
	$ 522,285.02			

ACT Annual Costs

Personnel

Position	FTE	Annual Salary	Fringe
ACT Case Manager	5.0	$ 234,936.00	$ 64,607.40
APRN	0.3	$ 27,000.00	$ 7,425.00
RN	1.0	$ 58,739.20	$ 16,153.28
Substance Abuse Specialist	1.0	$ 54,995.20	$ 15,123.68
Employment Specialist	1.0	$ 44,324.80	$ 12,189.32
Housing Specialist	0.5	$ 23,202.40	$ 6,380.66
SOAR	1.0	$ 46,987.20	$ 12,921.48
Peer Support	1.0	$ 33,176.00	$ 9,123.40
ACT Team Leader	1.0	$ 63,130.00	$ 17,361.00
Total Personnel			

Other

Mileage (7 positions at 400 miles/month at .625 per mile)
Cell Phone Reimbursement ($50/month for 9 positions)
Computers ($1,000 each for 12 positions)
Ipads ($300 each for 12 positions)
Desks and Chairs ($550 each for 5 positions)
Misc Office Supplies
Overhead @ 15%

Total 1st year cost
Total 1st year requests

Total ARPA Request

Total	ARPA Request	KDADS Grant	CCBHC SAMHSA Grant	Valeo Contribution
$299,543.40		$ 145,000.00		$154,543.40
$34,425.00	$ 34,425.00			
$74,892.48	$ 74,892.48			
$70,118.88	$ 70,118.88			
$56,514.12	$ 56,514.12			
$29,583.06	$ 29,583.06			
$59,908.68	$ 59,908.68			
$42,299.40	$ 42,299.40			
$80,491.00			$ 80,491.00	
$ 747,776.02				
$ 21,000.00	$ 21,000.00			
$ 5,400.00	$ 5,400.00			
$ 12,000.00	$ 6,000.00	$ 5,000.00	$ 1,000.00	
$ 3,600.00	$ 3,600.00			
$ 2,750.00	$ 3,850.00			
$ 500.00	$ 500.00			
$ 118,953.90				$ 119,801.40
$ 911,979.92				
	$ 408,091.62	**$ 150,000.00**	**$ 81,491.00**	**$274,344.80**
	$ 408,091.62			

ARPA Funds Grant Application

Submission date:	**29 July 2022, 11:08PM**
Receipt number:	**41**
Related form version:	**5**

Section I Organization Information

Organization Name	**ArtsConnect**
Organization Address	**909 N Kansas Ave** **Topeka, KS 66608**
Primary Phone	**785-380-7890**
Primary Email	**sarah@artstopeka.org**
Primary Contact	**Sarah Fizell**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**16 years**
Industry Name	**71**
What is your organization's mission statement?	**ArtsConnect promotes the arts through building community connections and broadening the understanding of how the arts enhance our quality of life. We are committed to strengthening the health of our community through the arts.**

Does your organization assist any of the following?

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**No**
Please describe extent of staffing shortages	
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**$24,999**
Please Specify the amount recieved from Paycheck Protection Program	**$23,500**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**$37,100**

Section III Summaries

ARPA Grant Amount Requested	**$59,565**
Name the program for which you are applying	**Artistic Expressions Healing Arts for Veterans & First Responders**
Please describe your organization, its programs and how this program fits in	**As the only umbrella arts organization in Topeka, ArtsConnect is focused on programs and initiatives that build a better Topeka through the arts. To date, ArtsConnect programs that have had long-term and strategic impacts on the broader community include: TopArts Grant Program (via City of Topeka), Topeka Arts & Culture Master Plan, AFTA Economic Impact**

Survey, Rebel Song Academy, Artist INC, Topeka Mural Project. In recognition of the enormous toll that the COVID-19 pandemic took on artists in our community, we dedicated $20,000 of ArtsConnect operating funds to offer emergency grants to artists in the first year of the pandemic.

Since 2017, ArtsConnect has maintained a partnership with Artistic Expressions Healing Arts Initiative ("Artistic Expressions"). Artistic Expressions is an arts-based mental health support and healing intervention program created by artist John Sebelius. This initiative plays a critical role in centering arts-based experiences in the healing process for special populations of the community, including veterans, first responders and others in our community experiencing the effects of trauma.

With this funding, ArtsConnect will expand the Artistic Expressions program by:
Developing and implementing a responsive, updated curriculum for veterans, first responders and other individuals whose lives are being impacted by trauma;
Offering monthly drop-in sessions in 2023-2024 to veterans, first responders and other individuals whose lives are being impacted by trauma; and
Offering a "train the trainer" expansion program that will inspire and empower other trusted community-based artists to lead their own arts-based healing initiatives for years to come—exponentially growing our impact through our community and beyond in northeast Kansas.

ArtsConnect and the Artistic Expressions program are specifically poised as trusted community partners, ensuring the availability of ongoing, critical mental health support to our veterans and their families through hands-on, tactile, arts-based projects that center the emotional health of veterans, first

responders and other individuals whose lives are being impacted by trauma. These experiences are at the heart of creative expression for healing in a non-clinical setting.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded

Artistic Expressions will put veterans, their families, and our community's first responders on a path to healing and wellness, beginning with creative expression as a means to self-exploration. We know that healing trauma is a critical foundation for a healthy and connected community. We also know that not all treatments, interventions, and supports are accessible to vulnerable members of the community, whether that's due to systemic barriers, lack of availability, or the ongoing stigma associated with mental struggles and seeking help. The Artistic Expressions program provides individuals with a safe space to explore self-expression, past experiences, and future aspirations as they continue on their healing journey. The program equips participants with several creative tools to support ongoing, self-regulated healing and trauma management throughout their lives.

Specifically, these "once in a lifetime" funds will provide long-term benefits by implementing a "train the teacher" initiative. This will exponentially expand the reach of the program and support ongoing work to improve community wellness. Through this community-centered approach, Artistic Expressions will work closely with up to five local artists who are currently integrated within vulnerable and/or diverse populations or communities in and around the Topeka area and who demonstrate shared values of trust, connection, and integrated healing. This cohort of "teacher artists" will work with our team and resident healing artist John Sebelius to learn the facets of arts-based expressive healing, the theoretical framework of the creative curriculum, and the history of the program to date. One of the critical lessons for the teacher artists is how to adapt and grow the program

based on unique community & population needs.

By utilizing our existing partnerships and/or connections with trusted community organizations and advocates such as the YWCA, Boys & Girls Clubs of Topeka, VFW Post 421, Valeo Behavioral Health Care, and Family Service and Guidance Center, the Artistic Expressions “train the trainer” initiative will directly connect a new cohort of healing artists with community partners who are ready and willing to build lasting, sustainable healing programs for the community members who need these supports the most.

Finally, the Artistic Expressions program will utilize its network of community development professionals and experts, including ArtsConnect’s broader programmatic network and partnerships with grant writers and community program developers at University of Kansas research centers, to equip our cohort of healing artists with the tools and resources needed to explore a wide range of future funding opportunities for their own healing arts programs, continuing the program beyond this grant cycle.

How has the pandemic impacted the effectiveness of your organization?	**We have always known that artists are leaders in times of crisis. ArtsConnect is proud of our resilience, flexibility, and adaptability in the face of such deeply adverse and tragic circumstances throughout the course of the COVID-19 pandemic, to date. Though these past two-and-a-half years have certainly presented challenges for all organizations, the pandemic also presented ArtsConnect with the opportunity to reimagine what it means to build and support community and to refocus our programs and efforts to meet our community members where they are and in the diverse ways they need.** **By reasserting the demonstrated effectiveness of the arts and creative approaches for those who have experienced a range of traumas, we have been able to implement programs that positively impact the health of community members by centering the arts as a tool for healing and change. At ArtsConnect, we have done our best to ensure that those who are struggling are seen and that artists are positioned as leaders in healing, recovery and community vitality, especially at a time when re-connection—individually and collectively—is needed the most.**

Please describe how you see the future of your organization and its program post-pandemic	**We believe that art will light our path toward healing and recovery—both individually and collectively. Considering what we learned from our community during the pandemic and with our reinvigorated commitment to building strong, healthy communities for the future, we now know that we are positioned to strategically center the arts as the community powerhouse of the present and the future.** **It is this strategic and future-forward energy that was the catalyst for the Topeka Arts & Culture Master Plan and the AFTA Economic Impact Survey. We will not only lead programs that demonstrate the value of the arts, but will collectively set the stage for a systemwide, integrative community arts approach that recognizes and elevates all of the critical ways the arts and collective creative expression benefit our community across three domains: health, economic development, and quality of life.** **After a year-long strategic planning process that aligns all existing community planning efforts, including Momentum 2027, the Downtown Master Plan, and the NOTO Master Plan, every single sign points to a bright future for a Topeka filled with art, music, dance and vibrant celebrations of cultural heritage. But we can only start this process by recognizing the immense value of the arts, honor what we have learned from our diverse community, and use this "opportunity of a lifetime" to ensure that sustainable change begins as quickly as possible for all of Topeka. We are ready and willing to be the arts leaders of today that pave the way for bright and inspiring arts leaders of tomorrow.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The Artistic Expressions Healing Arts Initiative**

(“Artistic Expressions”) is the brainchild of artist and lifelong Kansas resident John Sebelius, who saw a need for responsive approaches to trauma care for veterans. Sebelius recognized that he could help veterans heal both mentally and physically by teaching them concrete art skills and by connecting his curriculum to proven wellness practices such as self-reflection, mindful awareness, human-centered design, and non-verbal expression. Since his initial program at the Colmery-O’Neil VA Medical Center in Topeka, Kansas, Sebelius has gained growing interest in his work from national veterans groups, art therapy organizations, and university treatment centers.

As a valued and successful program partner of ArtsConnect, Artistic Expressions has demonstrated the value of arts-based healing opportunities and confirmed the importance of diverse and responsive pathways for our most vulnerable community members to find their voice and take control of their mental wellbeing.

As a valued and successful program partner of ArtsConnect, Artistic Expressions has demonstrated the value of arts-based healing opportunities and confirmed the importance of diverse and responsive pathways for our most vulnerable community members to find their voice and take control of their mental wellbeing.

PART 1: ARTISTIC EXPRESSIONS 2X MONTHLY SESSIONS 2023-2024
ARPA UNITS/RATE NOTES
Artist Fees $11,520 192 @ $60/hr 2x/mo sessions
ArtsConnect Staff $9,600 192 @ $50/hr Grant-writing/admin/etc.
Venue Rental Fees $7,920 72 @$220/hr +$7,920 in-kind
Art supplies $4,800 48 sessions @ $100
Publicity/Marketing $0 20 @ $50/hr +$1,000 in-kind

	Documentation $1,200 8 sessions @ $150 **Curriculum Expansion $9,000 150 @ $60/hr 3 updated curriculum** **PART 1 TOTAL: $44,040** **PART 2: PROGRAM EXPANSION @ 5 SITES** **ARPA UNITS/RATE** **"Train the Trainer" $2,625 105 @ $25/hr** **AE Expansion Sessions $5,400 90 @ $60/hr** **Expansion Admin Cost $4,500 90 @ $50/hr** **Art Supplies $3,000 30 @ $100/session** **PART 2 TOTAL: $16,125** **GRAND TOTAL REQUEST: $44,040 (PT 1) + $15,525 (PT 2) = $59,565**
Describe what other funding is available and what you have secured, or expect to secure for this project	**The Artistic Expressions program has been demonstrated repeatedly to have significant value and offer services that address critical community needs and increase the effectiveness of other interventions.** **As is stated in the application materials, this is "once in a lifetime" funding. This funding will allow Artistic Expressions to "scale up" and once the program is able to be delivered to a larger population, there is no doubt that continued funding for the program will be attained with relative ease.** **Therefore, at this time, we hope that this proposal makes clear the fact that this funding represents an opportunity to lay a groundwork that will be sustainable financially in the long-term and offer significant benefits to the City of Topeka at a fraction of the cost of other types of interventions.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Artistic Expressions was created by artist John Sebelius who currently serves as Artist-In-Residence at Cofrin Logan Center for Addiction Research and Treatment at University of Kansas. Artistic Expressions provides both mental and physical space for participants to learn new skills and explore their emotions, histories, and health needs through a creative healing process. Hundreds of veterans experiencing Post-Traumatic Stress (PTS) have completed the program. There is a profound change in the individuals after they have completed the course; they are positively affected by this type of creative exploration and are engaging in a holistic approach to healing that builds on creativity, self-reflection, and community-supported treatments.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Though ArtsConnect is honored to provide and promote arts-based healing programming for the Topeka community through the Artistic Expressions Healing Arts Initiative, we are also sad to report that no other organization or agency is currently providing this critical type of mental health programming specifically targeted toward veterans and outside of a clinical setting in our area. Thus, it's more important than ever that we are able to focus on developing a robust healing arts program that can be thoughtfully replicated and through which we can reach more community members than we've been able to before.**

What donated goods and or volunteer services do you receive that add value to this program?	**ArtsConnect staff will provide the following: physical space for programs, administrative support, marketing resources, and other access to resources which will constitute a considerable level of in-kind and administrative support. We anticipate some amount of volunteer help along the way, but because of the critical nature of this work and of our dedication to supporting artists in our community, all other personnel will be paid a living wage for their time and expertise. We will actively seek support outside of this funding to secure donations of refreshments/food for sessions and other amenities that will add value to the program but are not included in this request.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**CGS_ArtsConnect_07272022.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**0**
Projected age of 19-35 years	**160**
Projected age of 36-59 years	**160**
Projected age of 60 years and over	**45**
Total Individuals	**365**

Section V Beneficiary Information - Gender

Men	**204**
Women	**146**
Transgender	**15**
Total Individuals	**365**

Section V Beneficiary Information - Income Level

At or below 30%	
At or below 50%	
At or below 80%	
Other	
Income Unknown	**365**
Total Individuals	**365**

Section V| Beneficiary Information - Racial/Ethnic Composition

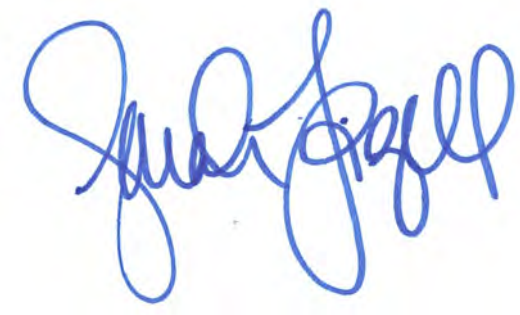
Percent of White (non-Hispanic)	**65**
Percent of Black/African American	**11**
Percent of Hispanic	**15**
Percent of Asian	**2**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**6**

Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	
Your Signature	**Name of signatory: Sarah Fizell**  **Uploaded signature image: SCF_sign2021_highres.png**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number: [redacted]

Entity Name: ARTSCONNECT, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on October 13, 2006, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 27, 2022

SCOTT SCHWAB
SECRETARY OF STATE

[redacted]

ARPA Grants

From: Sarah Fizell, ArtsConnect <sarah@artstopeka.org>
Sent: Friday, September 9, 2022 1:35 PM
To: ARPA Grants
Cc: Bridget Elmer
Subject: Re: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee
Attachments: ARTSCONNECT Artistic Expressions Budget.pdf; ARTSCONNECT Rebel Song Academy Budget.pdf; 2022_OrgChart.pdf

Below, please find the responses to your questions about our applications. Thank you so much for your consideration.
Best, Sarah

1. Please provide an organizational Chart for your organization.

Please see the attached ArtsConnect Organizational Chart in PDF form.

2. Please provide a project budget for the project/budget program you are seeking funds.

Please see the attached Artistic Expressions Budget and Rebel Song Academy Topeka Budget in PDF form.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

In order to ensure the equity and long-term benefit of these “once in a lifetime” funds, and with the continued resilience of our organization and our community in mind, we respectfully request that our proposals be funded at full capacity. The budgets for both of our applications were thoughtfully prepared, with efficiency, sustainability, and success as our objectives. A reduction in either budget would significantly hinder our ability to achieve these goals and prevent us from delivering the proposed programs as they are designed, thereby diluting the quality of the programs and reducing their impact.

Specific questions related to the arts program for veterans and first responders:

4. How many years will this specific program be able to operate with these funds?

The Artistic Expressions program will be able to operate for two years, with bi-monthly sessions facilitated throughout 2023 and 2024. The Program Expansion will also operate for two years, with “Train the Trainer” sessions taking place in 2023 and expansion sessions taking place in 2024.

5. What funding will you use/secure to keep it operating once all ARPA funds are used?

By expanding the Artistic Expressions program to serve first responders and other individuals whose lives are being impacted by trauma, we will be able to extend our eligible funding base for the program to include organizations such as the Kansas Health Foundation, Stormont Vail Foundation, Sunflower Foundation, Topeka Community Foundation, etc.

The ultimate vision for this program is that it will serve as a demonstration project to illustrate the efficacy of arts programming as a tool in non-clinical settings to address PTSD across multiple populations.

6. How will you ensure that the artists who receive this training actually participate in programs on a regular basis?

The Artistic Expressions program will be most successful if the trained teaching artists are already embedded where the expanded program will be offered. As such, we intend for the teaching artists who receive training through the expanded program to be recruited from the organizations that they will serve. For example, Valeo runs an art gallery called Creations of Hope. Ideally one of the Creations of Hope artists will serve as the teaching artist at Valeo for the Artistic Expressions program. This will increase connection to the program and the likelihood of sustained programming beyond the grant period.

We will do our best to ensure a good fit with the program via our teaching artist interview process, and we will provide competitive compensation that is dependent upon participation to attract talented and committed artists and encourage retention. We will also continue to support the trained teaching artists by providing each of them with the opportunity to assist at six bi-monthly sessions of the ongoing Artistic Expressions program, facilitated by founder John Sebelius, before they begin to facilitate their own sessions.

7. Do you have access to translation services if needed?

Yes

8. Do you have outreach materials in Spanish?

Yes

9. Do you have any Black or Latino/Indigenous staff or volunteers?

Yes

For specific questions related to the after school song writing program at Boys and Girls Club:

10. How you will continue to fund this program once ARPA dollars are gone?

The ultimate vision for the Rebel Song Academy program is that it will serve as a demonstration project to comprehensively integrate Rebel Song Academy into the Boys & Girls Club. We are confident that we will meet this goal and that the partnership will become formally and nationally implemented. This will ensure that the funding base for the program will expand exponentially.

11. Do you have access to translation services if needed?

Yes

12. Do you have outreach materials in Spanish?

Yes

13. Do you have any Black or Latino/Indigenous staff or volunteers?

Yes

On Tue, Aug 30, 2022 at 10:33 AM ARPA Grants <arpa@topeka.org> wrote:

> Good Morning Sarah Fizell,
>
> The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.
>
> We would like all applicants proceeding forward to know the following:
>
> - If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
>
> - The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org
>
> Questions for both ArtsConnect applications are as follows:
>
> 1. Please provide an organizational Chart for your organization.
>
> 2. Please provide a project budget for the project/budget program you are seeking funds.
>
> 3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
>
> Specific questions related to the arts program for veterans and first responders:

4. How many years will this specific program be able to operate with these funds?
5. What funding will you use/secure to keep it operating once all ARPA funds are used?
6. How will you ensure that the artists who receive this training actually participate in programs on a regular basis?
7. Do you have access to translation services if needed?
8. Do you have outreach materials in Spanish?
9. Do you have any Black or Latino/Indigenous staff or volunteers?

For specific questions related to the after school song writing program at Boys and Girls Club:

10. How you will continue to fund this program once ARPA dollars are gone?
11. Do you have access to translation services if needed?
12. Do you have outreach materials in Spanish?
13. Do you have any Black or Latino/Indigenous staff or volunteers?

If you have any additional questions, please feel free to reach back out.

Sincerely,

ARPA Grants Application Staff

City of Topeka Department of Administrative and Financial Services

215 SE 7th St., Room 358 Topeka, KS 66603-3914

Office: 785-368-3053

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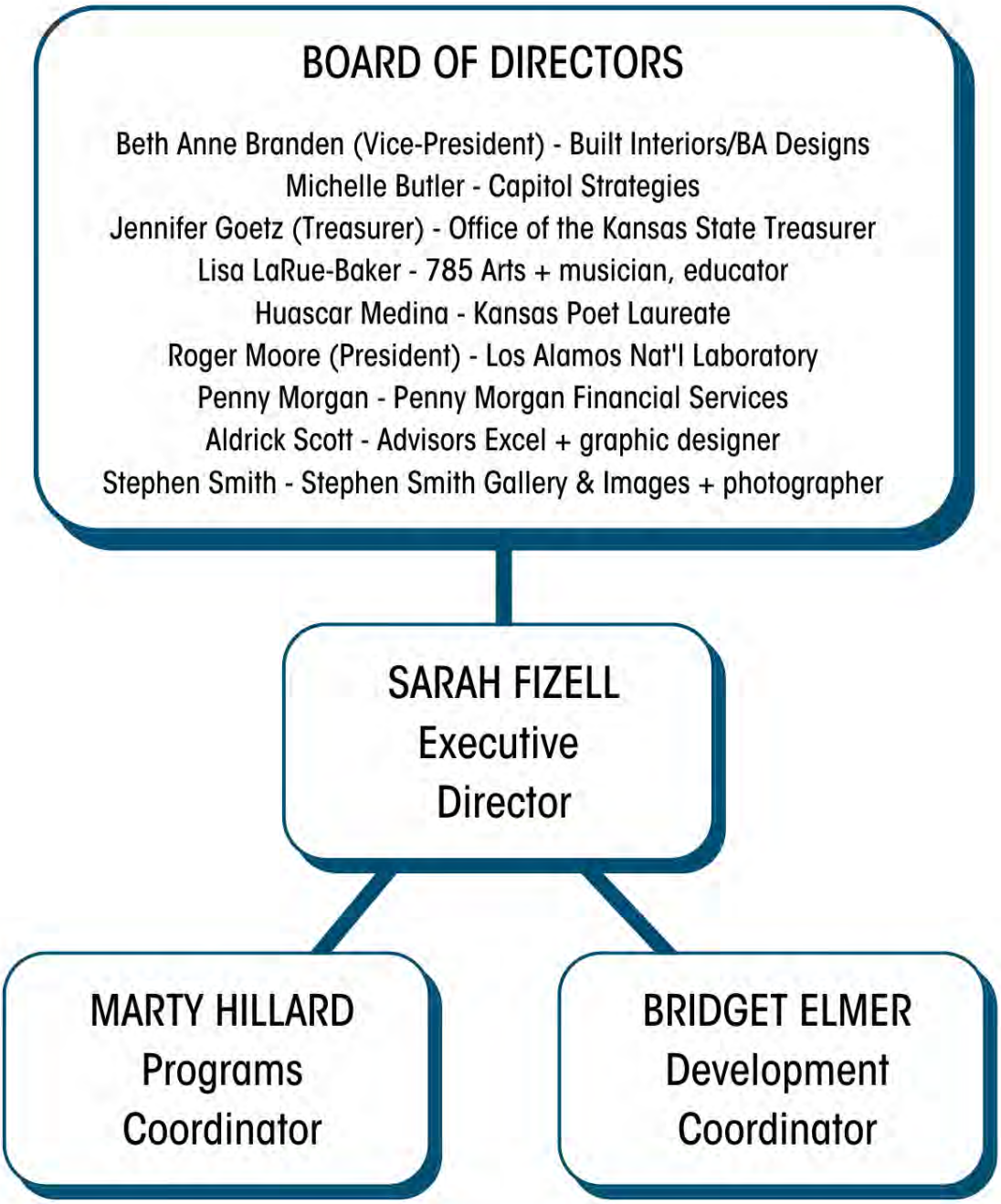
Sarah Fizell, Executive Director
sarah@artstopeka.org | 785-380-7890
www.artstopeka.org

ArtsConnect

ORGANIZATIONAL CHART

September 2022



REBEL SONG ACADEMY TOPEKA BUDGET

4 SEMESTERS X 12-WEEK SESSIONS	TOTAL	ARPA	IN-KIND	UNITS	PER	RATE	NOTES
Facilitator Stipends	$19,200	$19,200	$0	192	sessions	$100	4 semesters X 12 sessions X 4 mentors X $100/session
ArtsConnect Staff	$9,600	$9,600	$0	192	hrs	$50	Grant-writing, program admin, other assistance. Estimated 8 hrs/month x 24 = 192 hrs
Arts as Mentorship Staff	$9,600	$9,600	$0	192	hrs	$50	Grant-writing, program admin, other assistance. Estimated 8 hrs/month x 24 = 192 hrs
Boys & Girls Club of Topeka Staff	$4,200	$0	$4,200	120	hrs	$35	Assistance with outreach to youth utilizing Boys & Girls Club services; Coordination of transportation and other tasks related to student participation
Mentor Training Stipend	$800	$800	$0	32	hrs	$25	Mentor training: 8 hours x 4 mentors = 32 hours @ $25
Recording Industry Guests	$1,200	$1,200	$0	4	guests	$300	4 semesters X 1 guest/semester = 4 X $300
Venue Rental Fees	$7,480	$5,280	$2,200	34	hrs	$220	Friends & Family class performance/studio performances = 6 hours X 4 = 24; Other meeting space needs = 10 hours
Mentor Training Materials & Supplies	$1,500	$1,500	$0	60	packets	$25	Sheet music, pencils, lesson plans, notebooks, journals, etc.
Kidz Jam Performances	$2,000	$2,000	$0	2	performance	$1,000	Outdoor performances following spring semesters
Jayhawk Theatre Performances	$2,000	$2,000	$0	2	performance	$1,000	Indoor performances following fall semesters
Materials/Printing	$1,000	$500	$500	1	flat rate	$1,000	Sheet music, pencils, lesson plans, notebooks, journals, etc.
Transportation to/from Recording Studio	$4,000	$4,000	$0	4	trips	$1,000	4 trips to studio
Mentor Connection & Identification	$300	$0	$300	1	flat rate	$300	Assistance identifying & hiring local musician mentors
Session Documentation	$1,800	$1,800	$0	12	sessions	$150	3 sessions/semester X 4 semesters = 12 sessions X $150
Recording Studio & Sound Engineering	$12,000	$12,000	$0	40	hrs	$300	4 semesters X 10 hrs X $300
Technology/Virtual Access	$500	$0	$500	1	flat rate	$500	Support for Zoom/virtual connectivity if needed/requested
Publicity/Marketing	$1,000	$0	$1,000	1	flat rate	$1,000	Promotion of program, performances and other public-facing engagement
TOTAL:	**$78,180**	**$69,480**	**$8,700**				

PROGRAM EXPENSE TOTAL:	**$78,180**	**$69,480**	**$8,700**

ARTSCONNECT - ARTISTIC EXPRESSIONS BUDGET

2 X MONTHLY SESSIONS 2023-2024	TOTAL	ARPA	IN-KIND	UNITS	PER	RATE	NOTES
Artist Fees	$11,520	$11,520		192	hrs	$60	Twice-monthly class at ArtsConnect in 2023-2024 = 48 sessions x 4 hrs/session = 192 hrs.
ArtsConnect Staff	$9,600	$9,600		192	hrs	$50	Grant-writing, program admin, other assistance. Estimated 8 hrs/month x 24 = 192 hrs; Translation services as needed.
Venue Rental Fees	$15,840	$7,920	$7,920	72	hrs	$220	Includes space for 48 sessions in an ADA accessible space 2x/month w/virtual access if needed. Assumes 3 hrs/session x 48 sessions
Art Supplies for Monthly Sessions	$4,800	$4,800		48	session	$100	$100 in supplies/session x 48 sessions
Publicity/Marketing	$1,000		$1,000	20	hrs	$50	ArtsConnect will work to ensure that the program is sufficiently marketed.
Session Documentation	$1,200	$1,200		8	session	$150	ArtsConnect contractor (Create/Uplift) to attend 8 drop-in sessions to take photos/video and document the program; $150/session
Curriculum Update/Expansion	$9,000	$9,000		150	hrs	$60	Researching/writing/designing/deploying 3 curriculums: veterans, first responders, others experiencing trauma
TOTAL:	**$52,960**	**$44,040**	**$8,920**				

PROGRAM EXPANSION @ 5 SITES	TOTAL	ARPA	IN-KIND	UNITS	PER	RATE	NOTES
"Train the Trainer" Participation Stipend (2023)	$2,625	$2,625	$0	105	hrs	$25	Assist with 6 sessions (3 hrs/ea); Attend teacher training (3 hours) = 21 hrs X 5 teacher artists = 105 hrs
Teacher Artist Fees for Expansion Sessions (2024)	$5,400	$5,400	$0	90	hrs	$60	6 drop-in sessions of the program via the following 5 designated organizations: Boys & Girls Clubs of Topeka, VFW, YWCA, Valeo, Family Service & Guidance Center; 1 hr class + 1 hr setup + 1 hr cleanup = 3 hrs X 6 sessions = 18 hrs X 5 locations = 90 hours X $60/hr = $5,400; Funding will be granted to organizations listed with use restricted to fees related to this program.
Expansion Administration Cost	$4,500	$4,500	$0	90	hrs	$50	Work required to organize and support expansion programs; Fundraising and grant writing for programs in 2024-2025
Supplies for Expansion Sessions	$3,000	$3,000	$0	30	session	$100	$100 in supplies/session X 30 sessions
TOTAL:	**$15,525**	**$15,525**	**$0**				

PROGRAM EXPENSE TOTAL:	**$68,485**	**$59,565**	**$8,920**

ARPA Funds Grant Application

Submission date:	**30 July 2022, 7:57PM**
Receipt number:	**96**
Related form version:	**5**

Section I Organization Information

Organization Name	**Topeka Center for Peace and Justice**
Organization Address	**2914 SW MacVicar Ave** **Topeka, KS 66611**
Primary Phone	**7853296349**
Primary Email	**topekacpj@gmail.com**
Primary Contact	**Carl Frazier, Interim Executive director or Elizabeth (Lou) Saadi, Treasurer**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**Since 1987**
Industry Name	**Social Advocacy Organization NAICS 8133**
What is your organization's mission statement?	**The Topeka Center for Peace and Justice's mission is to promote justice and peace through education and action for social change by working with individuals and organizations in the greater Topeka community.**

Does your organization assist any of the following?

Section II Organization Status

Entity Status (As of Application Date)	**Open but Reduced Hours**

Date of anticipated reopening

Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**TCPJ currently does not have a program director. In addition, we need additional mediators and facilitators to address growing program needs.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$21,230, 2020 and $21,230 2021**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$106,537**
Name the program for which you are applying	**Job Development and Training**
Please describe your organization, its programs and how this program fits in	**The Topeka Center for Peace and Justice (TCPJ), as a 501-c3, has served as an advocate for social justice issues in Topeka and the surrounding community for 35 years. Programmatically, advocates for local social justice issues and coordinates work to bring juvenile offenders back into the community as productive citizens. TCPJ has successfully managed mediation programs for juvenile offenders, their families and victims in the past 5 years (with a detour during 2021**

for COVID-19 restrictions). Additionally, in partnership with KU School of Social Welfare, TCPJ has been part of a groundbreaking program in Shawnee County in which parent/youth facilitation is used to avoid foster care.

TCPJ uses social service approaches based on Restorative Justice practices to assist the juvenile population in the Topeka community in reducing recurrent violence, decreasing delinquency, reducing school suspensions, and decreasing future involvement in the criminal justice system. We do this by engaging youth and adults exposed to violence and/or involved in low level delinquent conduct (including status offenses) so they might de-escalate their behaviors away from more serious delinquent activity (gangs, violent offenses, substance abuse) with trauma-informed interventions and school-based and community restorative justice programming. Parent/Adolescent and Victim/Offender mediations are designed to hold the juvenile accountable for harms they have caused.

ARPA grant dollars could further this effort by allowing TCPJ to train and hire additional mediators. More mediators are needed and they should be sufficiently trained to assure success of these encounters and outcomes.

Most recently, TCPJ has initiated Neighborhood Accountability Boards (NAB) in partnership with the Shawnee County District Attorney's office and the Topeka Police Department in a recommended area based on the level of crime observed. NABs are a Restorative Process that gives the community a voice when harm is committed in our town. Community members are trained to take the perspective of the victim and/or the community when such a representative cannot be present. NABs increase the likelihood that offenders will be able to understand the impact of their actions on their families and the

	community. **Through this ARPA funding opportunity the TCPJ seeks to secure necessary and adequate training in restorative justice practices to support these programs and enable organizations to manage conflict situations and assure youth move forward in a positive direction and victims have the opportunity to be heard for positive change. The goal is for TCPJ to serve as a Focal Point for Restorative Practices (Figure 1) and secure capacity for this important resource for Topeka and surrounding communities. Plans include offering training sessions to involve more individuals, school personnel and community representatives in understanding and using principles of restorative practice.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Education and training are the greatest and longest-lasting investments we make as a society. In a world in which there seems to be more and more violence there is a strong need to raise awareness of the effectiveness of restorative justice practices in the Topeka community and support these practices for positive outcomes. Examples of success have been realized within our schools and programs. However, there is always a need to secure more individuals with the skillset to engage our youth and support a better path forward for them, their victims and families while at the same time helping them recognize and address harm incurred from their actions. The mediation process is one tool of restorative practices that has shown success.** **Three hundred thirty-seven juvenile offender cases were filed in Shawnee District Court in 2021. The need is great. The community's ability to provide restorative interventions for juveniles will break the path of school to prison pipeline for many juvenile offenders and assist families in managing harmful behavior. Our capacity to train individuals to use a restorative approach is also proactive and eliminates misconduct before it happens. Before COVID-19**

ceased work in late 2020, TCPJ worked with approximately ½ of the juvenile offenders in the Shawnee County system. Grant support from the Department of Corrections' Reinvestment funding allowed TCPJ to retain a small number of trained staff to reinitiate mediations once COVID-19 restrictions were lifted. This funding allowed TCPJ to move forward more effectively based on what we established in virtual communications and streamlined processes.

A Restorative Community is a relationship building cultural shift that requires rethinking and retraining. Our projects are based on training individuals who will continue to promote a restorative climate in juvenile justice, schools, and the community.

Unfortunately, trained mediators are in short supply. Capacity developed through this proposal will secure 10 additional trained mediators, assure support for neighborhood accountability boards, establish a train the practitioner process for school personnel and secure the TCPJ's position as a focal point for restorative practice in the Topeka community for at least the next 5 years.

How has the pandemic impacted the effectiveness of your organization?	**COVID-19 restrictions significantly curtailed all activities with mediations 4th quarter 2020 and most of 2021. TCPJ invested in equipment and telecommunications to conduct Zoom meetings and interactions. However, referrals from courts and schools ceased until early 2022 when a small number of referrals resumed. Virtual meetings were conducted but were not considered the best circumstance given some difficulties with clients having access to communications resources.** **The pandemic has impacted the dire need for a restorative climate to be embraced by all schools. Restorative School Climates created strong relationships and a sense of safety. Our mission is to train educators to create a restorative climate in the schools** **The inability to resolve conflicts and avoiding more severe consequences for our youth during COVID-19 restrictions resulted in significant missed opportunities.**

Please describe how you see the future of your organization and its program post-pandemic	**TCPJ, like many organizations, was affected by the pandemic in multiple ways such as diminished fund-raising opportunities, growth of implementing the mission to raise awareness and implementation of restorative practice in schools and the community ground to a halt. Most importantly in our work, court services, the key source for our client referrals was undergoing adjustment in addressing needs and priorities and reduced staffing.** **In addition, TCPJ underwent significant leadership challenges in 2020 and early 2021 requiring new board members to recast our mission and secure capacity to continue operations.** **A renewed TCPJ has emerged with new executive and board leadership. There is a determination to rebuild the organization and lead the way in restorative practices integration into the community through a variety of ways. This funding opportunity will secure a key ingredient to this work, trained personnel. Our mission cannot move forward effectively without this skillset.**

Section IV General Data

Provide a detailed explanation of the proposed program	**TCPJ proposes to establish a Restorative Practices focal point for Topeka and surrounding communities whereby we offer programs to assist youth destined for negative experiences with the justice system an alternative path. The goal will be to train future mediators and practitioners who will be representative of the communities we serve. Training for certified mediators in Kansas consists of 32 contact hours of training and a practicum in Parent/Adolescent Mediation.** **Since Restorative Practices are embedded in all the mediations we conduct at the Center, training in the**

three tiers of Restorative Practices is imperative for future mediators. Training for mediators is the key motivation for this funding request. There are additional funds requested to support this goal and assure success.

Restorative Practices Training Proposal for Topeka and Surrounding Community

Program Activity 1
Training at least 10 mediators to be available for youth diversion programs, NAB meetings and other TCPJ program mediation/facilitation needs.

Detail: Secure training for at least 10 mediators; assure certification of individuals and make available for mediation sessions Estimated $1000 per individual to be trained; 10 individuals fully trained by December 2023. Individuals trained prior to this timeframe will be used for TCPJ programs asap.

Program activity 2-- Secure training in Restorative Practices for school personnel to provide a continuum of safe communities from the classroom to the community.
Detail KIPCOR offers a proven education program that trains teachers and administrators. TCPJ will secure the training for at least two mediators and proceed to offer training to additional school personnel. At least 7 school personnel will be trained by December 2023.

Program Activity 3--Support conference on Restorative Practices issues and provide scholarships for trainees to attend. In partnership with KIPCOR, sponsor speakers and expenses for conference and pay for individuals to attend. Provide conference attendance and travel costs for 10 mediators; conference planned for Spring 2023.

	Program Activity 4-- TCPJ staff will train 1) volunteers in NABs, 2) small groups of individuals in restorative practices, including teachers and administrators. Funding is requested for a staff person half time to perform these duties. By the end of December 2023, 5 NAB board groups with at least 5 volunteers each. **Administrative support--Supporting activities for this request include administrative and technical capacity in place at TCPJ. This request includes costs for overhead and capital outlay for remodeling the office to accommodate additional staff, entry and access improvements and communications improvements to accommodate additional mediation/facilitation needs. Overhead includes 10% for operations and 15% for administrative staff. Capital Outlay request to make improvements to TCPJ offices.to accommodate more clients and staff.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**TCPJ has received funding to pay for practitioners to conduct mediations when referrals occur. Some funding was requested to support training sessions from KIPCOR through the Department of Corrections' reinvestment grant. These include training for Neighborhood Accountability Board members and the KIPCOR training for practitioners. The goal in applying for this ARPA funding opportunity is to secure as much training for at least 10 additional mediators, more school personnel and additional community representatives identified through our partners to meet the anticipated need in the next 3 years.** **The pilot project with KU School of Social Welfare whereby parent/youth facilitators are used to assist families in resolving conflict and avoid future negative outcomes will need the trained supply of mediators proposed here. No funding for training personnel is available through this project**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Prior to COVID the Immediate Intervention Program (IIP) in mediation provided by TCPJ was successful in working with juveniles who were first time offenders in helping them to take responsibility for their actions and repair damage to the victim and the community. We intend to continue that IIP mediation program. However, the offenders reflect the diversity of the population in Topeka. We see a very real need to train mediators who also represent that diversity. It is our desire to offer training to people of color and of diverse ages and genders to be qualified mediators for our successful program.** **COVID and other dangers in our society have cause children to feel insecure in places that have historically been safe. Schools are looking for ways to meet the new cultural shift so students can return to feeling safe and secure. Restorative Practices communities invites relationship building and trust in one another. A Restorative Culture of Care create an environment that feels safe and friendly and promotes learning. Our proposal offers educators training in using Restorative Practices on all levels of students' lives.** **Restorative Justice with the IIP Program and well trained, diverse mediators, Restorative Practices in the schools, and community training in restorative practices through Neighborhood Accountability Training provided by TCPJ will create a culture in Topeka that is safer and more secure, where relationships are built and the community has a means of being restorative rather than being punitive.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The YWCA in Topeka uses restorative practices in its programming. Several schools have teachers who use circle dialogue, especially prominent at Topeka High School where school leadership recognizes restorative practices is the path to success for their students. KIPCOR, one of our key partners is a leader in the State for promoting restorative practice and providing training. TCPJ believes there is a need for localized resourcing of restorative practices service, mediation and localized training. This capacity is not available at this time. This funding opportunity will provide long lasting capacity for this needed resource in Topeka.**
What donated goods and or volunteer services do you receive that add value to this program?	**TCPJ does not have donated goods or volunteer services for mediations at this time. Mediators are paid for their work with clients. Board members volunteer time for helping manage the organization and support staff in soliciting funds to assure success of our programs.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing TCPJSOS[22010].pdf ARPA Grant Budget TCPJ2023.xlsx ARPA grant graphic.pptx
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**72**

Projected age of 19-35 years	**0**
Projected age of 36-59 years	**0**
Projected age of 60 years and over	**0**
Total Individuals	**72**

Section V Beneficiary Information - Gender

Men	**52**
Women	**20**
Transgender	**0**
Total Individuals	**72**

Section V Beneficiary Information - Income Level

At or below 30%	**0**
At or below 50%	**0**
At or below 80%	**0**
Other	**0**
Income Unknown	**72**
Total Individuals	**72**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**46**
Percent of Black/African American	**28**
Percent of Hispanic	**26**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**0**

Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

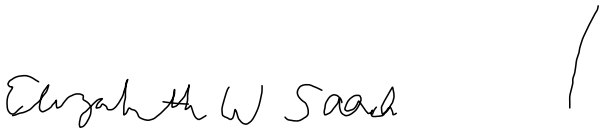
I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Treasurer, Board of Directors Topeka Center for Peace and Justice**

Your Signature

Name of signatory: Elizabeth W Saadi



Link to signature

Not For Profit Corporation Annual Report

1. **Corporation Name: TOPEKA CENTER FOR PEACE AND JUSTICE, INC.**
2. **Business Entity ID No.:**
3. **Tax Closing Date: December 2021**
4. **State of Incorporation: KS**
5. **Official Mailing Address:**
   Carl Frazier, 2914 SW MacVicar Ave , Topeka KS 66611
6. **Location of Principal Office:**
   2914 SW MacVicar AVE , Topeka KS 66611

Electronic File Stamp Information:

Filed

- **Date:07/29/2022**
- **Time:**
  03:01:40 PM

7. Officers:

Carl Frazier - Board Chair (This officer is also a member of the governing body)
7519 SW Falcon Street Topeka, KS 66610

Donna Gilchrist - Vice Chair (This officer is also a member of the governing body)
2217 SW Indian Trail Topeka, KS 66614

Lou Saadi - Treasurer or equivalent (This officer is also a member of the governing body)
2015 SW Hope Topeka, KS 66604

Carol Christensen - Secretary or equivalent (This officer is also a member of the governing body)
1610 SW Jewell Topeka, KS 66604

8. Governing Body:

Lou Saadi - 2015 SW Hope St Topeka, KS 66604
Rebecca Morresey - 2223 SW 20th St. Topeka, KS 66604
Glenda Vaughn - 3707 SE 23rd Terr. Topeka, KS 66605
Donna Gilchrist - 2217 SW Indian Trail Topeka, KS 3
Megan Waltner - 2736 SW MacVicar Ave Topeka, KS 66611
Rev Clarence Newton - 3601 SW 10th Ave Topeka, KS 66604
Lori Brown - 2521 SW Mission Ave Topeka, KS 66614
Virginia Barnes - 6137 SW 38th Terrace Topeka, KS 66610
Esther Potts - 3901 SW Parrington Rd Topeka, KS 66610

9. Does this corporation/organization have the authority to issue stock? No

10. Total number of members: 150

11. Does this corporation hold more than 50% equity ownership in any other business entity that is on file with the Kansas Secretary of State? No

12. Does this corporation own or lease land in Kansas suitable for use in agriculture? No

"I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct."

Executed on July 29, 2022

Signature of Authorized Signer: Amanda L Sayler

Title/Position of the signer: Operations Coordinator

September 8, 2022

To: ARPA Committee

First of all, we would like to thank the committee for moving our request forward. We are happy to answer your questions concerning the Topeka Center for Peace and Justice (TCPJ). Here are our responses to the questions:

1. Please provide an organizational Chart for your organization.

   Attachment 1 TCPJ Organization Chart

2. Please provide a project budget for the project/budget program you are seeking funds.

   See Budget Attachments 2 and 3

3 Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

   TCPJ is willing to forego the overhead expense for the interim executive director position as an in-kind amount. We value the partnership with the City in assuring we acquire trained mediators for restorative justice programs in Topeka and Shawnee county. This amount is $6,167.81 reducing our request to $100, 469.19 (Also, please look at attachment 2 for the reduction revised budget amount).

4. How will you ensure that you can continue to fund mediators once the ARPA dollars are used?

   Once mediators are trained, they will be employed through our current programs to promote restorative practices and assist youth and offering a different path from criminal or other punitive scenarios.

5. Do you have access to translation services if needed**?**

   TCPJ has access to an individual providing these services for clients.

6. Do you have outreach materials in Spanish?

   Yes, we have one of our programs in Spanish. We hope to have our other program in Spanish in the near future.

7. Do you have any Black or Latino/Indigenous staff or volunteers?

   The current interim Executive Director is Black, one trained mediator is Hispanic. TCPJ is actively recruiting individuals to serve as mediators in minority groups.

If you need any questions, please feel free to contact me.

Carl Frazier

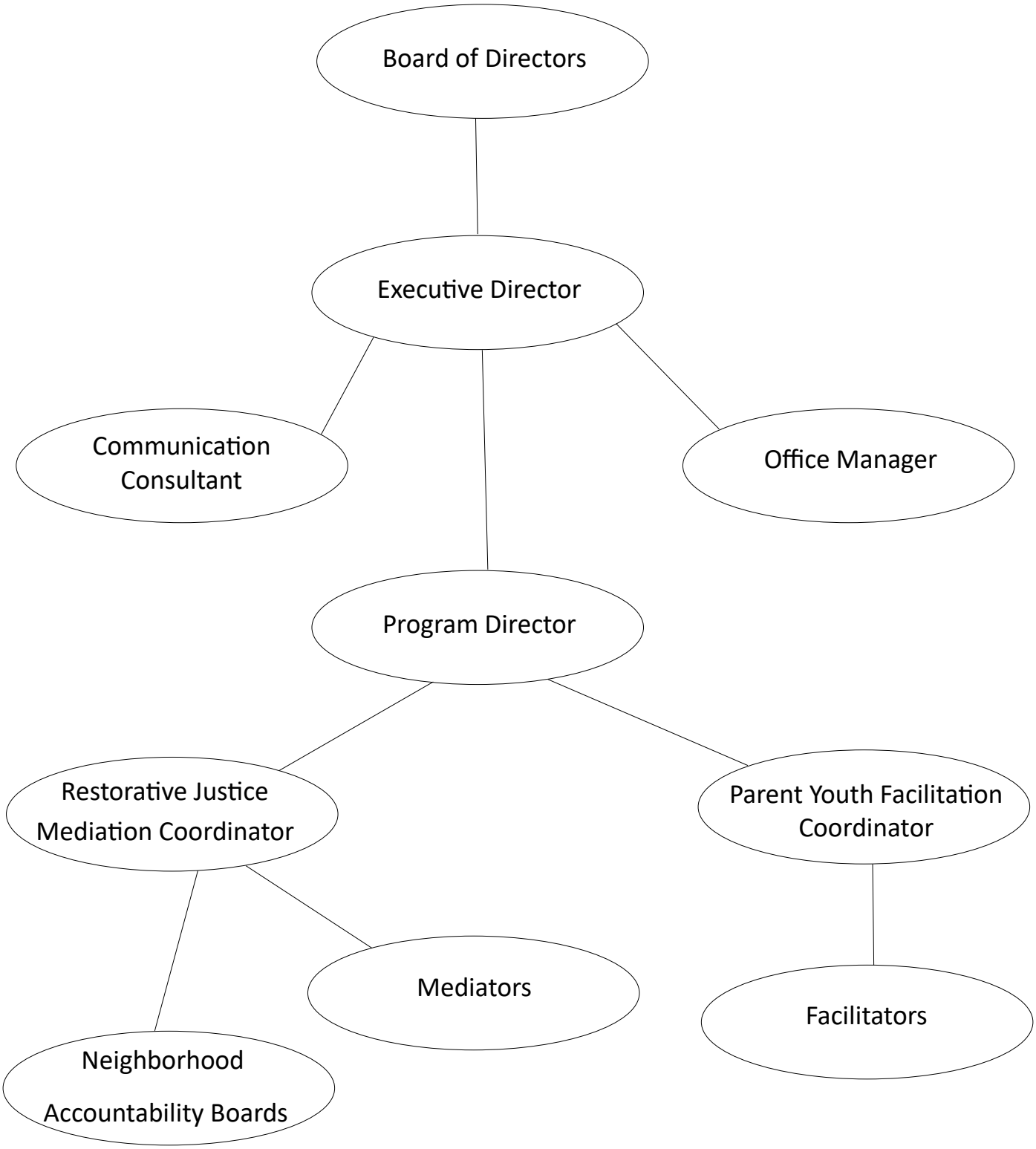
Interim Executive Director,

Topeka Center for Peace and Justice

785-329-6349 work

816-797-6223 Cell

Topeka Center for Peace & Justice Organizational Flowchart



FY 2023/2024

ARPA Personnel Budget

Topeka Center for Peace and Justice

$ 42,684.50
Total Personnel

PERSONNEL SECTION (non-Admin)

Change percentage below if needed — Dollar amounts

	Name	JUV FT	Position Title	Salary	Longevity or bonus	Total Salary	FICA SS & Medicare	KPERS	State Unemp	State Workers Comp	Health Ins	FICA SS & Medicare	KPERS	State Unemployment	State Workers Comp	Total Benefits	Total Personnel
1	Executive Director	15% time	X 37500	5,625.00		$ 5,625.00	7.65%		1.00%	1.00%		$ 430.31	$ -	$ 56.25	$ 56.25	$ 542.81	$ 6,167.81
2	Mediation Program Director	50% time		22,500.00		$ 22,500.00	7.65%		1.00%	1.00%	$ 6,000.00	$ 1,721.25	$ -	$ 225.00	$ 225.00	$ 8,171.25	$ 30,671.25
3	Amanda Sayler Fund Development Co	15% time	X 32500	4,875.00		$ 4,875.00	7.65%		1.00%	1.00%	$ 500.00	$ 372.94	$ -	$ 48.75	$ 48.75	$ 970.44	$ 5,845.44
4						$ -	7.65%		1.00%	1.00%		$ -	$ -	$ -	$ -	$ -	$ -
5						$ -	7.65%	9.69%	1.00%	1.00%		$ -	$ -	$ -	$ -	$ -	$ -
	Total non-admin					**$ 33,000.00**					$ 6,500.00	$ 2,524.50	$ -	$ 330.00	$ 330.00	**$ 9,684.50**	**$ 42,684.50**
	Total Personnel					**$ 33,000.00**					**$ 6,500.00**	**$ 2,524.50**	**$ -**	**$ 330.00**	**$ 330.00**	**$ 9,684.50**	**$ 42,684.50**

Narrative Comments: Please describe what each position will do and how you determined the splits used for each grant in the box below:

Employees at the TCPJ work part time. Work performed by each employee includes: Executive Director (ED) will oversee the program director and assures all goals and objectives are met for programs. Partnership and relationship development as well as fiscal and management oversightneeded to assure success are ass gned to the ED. The Program Director is responsible for overseeing the activities, needs and evaluation of TCPJ programs and assures activities are completed as assigned by the ED. Work includes assuring mediations are appropriately facilitated and conducted, data collection and evaluation measures obtained. The mediation director receives requests for mediations and assures logistics needed are secured, data collected and evaluation measures obtained. The Fiscal Development Coordinator assures the reporting for grant is assured and submitted timely and accurately, assures supplies and other fiscally related needs are provided to the programs and supports the ED and staff as needed.

FY 2023/2024

ARPA Non-Personnel budget

Topeka Center for Peace and Justice

				$ 63,952.50
				Total Non-Personnel
			Dollar amount	
2A	**TRAVEL CATEGORY (dollar amount)**	Details	ARPA Grant	TOTAL
	Mileage reimbursement for program staff	62.5 cents per mile X 125 miles/ month x 12 months	$ 937.50	$ 937.50
	Mileage reimbursement for students/trainees	62.5 cents per mile X 250 miles/ month x 12 months	$ 1,875.00	$ 1,875.00
				$ -
				$ -
				$ -
2A	**TOTAL TRAVEL CATEGORY**		**$ 2,812.50**	**$ 2,812.50**

Travel Comments: Staff travel for administrative tasks, to schools for mediation and NAB training, the ED will travel to visit partners and NAB groups; mileage reimbursements for restorative practice students

2B	**TRAINING CATEGORY (dollar amount)**	Details	ARPA Grant	TOTAL
				$ -
	Incentives compensation for NAB members	5 NABs x 5 members x $50	$1,250.00	$ 1,250.00
	Meeting site fees for trainings		$ 1,200.00	$ 1,200.00
	Trainings for Mediators	$1000 per student X 10 (KIPCOR training modules)	$ 10,000.00	$ 10,000.00
				$ -
2B	**TOTAL TRAINING CATEGORY**		**$ 12,450.00**	**$ 12,450.00**

Training Comments: KIPCOR is the Kansas Institute for Peace and Conflict Resolution. Training modules are available through KIPCOR and will be critical to this success of this work. Other training will be provided by a appoved mediation program. This training resources will be tailored to the needs of the individual and TCPJ priorities and could be mixure of sources. This assures the Topeka-specific resource needs will be available.

2C	COMMUNICATION CATEGORY	Details		ARPA Grant		TOTAL
	telephone/internet	see below		$ 2,600.00	$	2,600.00
					$	-
					$	-
					$	-
					$	-
2C	**TOTAL COMMUNICATION CATEGORY**			**$ 2,600.00**	**$**	**2,600.00**

Communication Comments:Communications (including Zoom licenses, internet connectivity and telephone costs)

2E	SUPPLIES CATEGORY	Details		ARPA Grant		TOTAL
	Office supplies			$ 800.00	$	800.00
	Printing NAB board member and other training manuals			$ 1,050.00	$	1,050.00
					$	-
					$	-
					$	-
2E	**TOTAL SUPPLIES CATEGORY**			**$ 1,850.00**	**$**	**1,850.00**

Supplies Comments: Training manuals will be needed for NAB board leaders; train the trainer printing needs

2F	FACILITY CATEGORY	Details		ARPA Grant		TOTAL
	Rent for TCPJ offices		10%	$ 540.00	$	540.00
					$	-
					$	-
					$	-
2F	**TOTAL FACILITY CATEGORY**			**$ 540.00**	**$**	**540.00**

Facility Comments: Rents and utilities

2G	CONTRACTUAL CATEGORY	Details	ARPA Grant	TOTAL
	Restorative Practices training by KIPCOR	3 sessions X 300 X 5	$ 4,500.00	$ 4,500.00
	Contract with KIPCOR for training	Tier 3 training for school personnel X $600 X 7	$ 4,200.00	$ 4,200.00
	Contract with KIPCOR for Restorative Practice regional conference*		$15,000.00	$ 15,000.00
				$ -
				$ -
2G	**TOTAL CONTRACTUAL CATEGORY**		**$ 23,700.00**	**$ 23,700.00**

Contractual Comments: KIPCOR is the organization that provides training modules at all levels for restorative justice. The focus of this project will be to create training for the Topeka community. * TCPJ proposes to support the conference with a $5000 sponsorship package, $1000 for a speaker, and the remaining $9000 for scholarship to pay expenses for students to attend. The meeting is being planned for 2023 and a location in Northeast Kansas.

3A	Capital Outlay	Details	ARPA Grant	TOTAL
	Remodeling jTCPJ offices for expansion	Office area and facility upgrades	$ 15,000.00	$ 15,000.00
	Security/Technology improvements		$ 5,000.00	$ 5,000.00
				$ -
				$ -

Capital Outlay comments: Work for this proposal will require some expansion and upgrading of the TCPJ offices to accommodate additional individuals can capacity to receive visitors, host medications and accommodate more staff.

3A	**Total Capital Outlay**	**$ 20,000.00**	**$ 20,000.00**
	Total Non-Personnel	**$ 63,952.50**	**$ 63,952.50**

FY 2023/2024

BUDGET SUMMARY ARPA Grant

Topeka Center for Peace and Justice

	Total ARPA Grant
$	106,637.00

		Reinvestment Grant	Total
1	**PERSONNEL**		
	Non-Admin PERSONNEL		
	Salary	$ 33,000.00	$ 33,000.00
	Benefits	$ 9,684.50	$ 9,684.50
	TOTAL PERSONNEL:	**$ 42,684.50**	**$ 42,684.50**
2	**AGENCY OPERATIONS**		
2A	**Travel**	$ 2,812.50	$ 2,812.50
2B	**Training**	$ 12,450.00	$ 12,450.00
2C	**Communications**	$ 2,600.00	$ 2,600.00
2E	**Supplies**	$ 1,850.00	$ 1,850.00
2F	**Facility**	$ 540.00	$ 540.00
2G	**Contractual**	$ 23,700.00	$ 23,700.00
	TOTAL AGENCY OPERATIONS:	**$ 43,952.50**	**$ 43,952.50**
3A	**Total Capital Outlay**	$ 20,000.00	$ 20,000.00
			$ -
	Total Non-Personnel:	**$ 63,952.50**	**$ 63,952.50**
	Total Budget per grant:	**$ 106,637.00**	**$ 106,637.00**

ARPA Funds Grant Application

Submission date:	**31 July 2022, 1:05PM**
Receipt number:	**52**
Related form version:	**5**

Section I Organization Information

Organization Name	**Catholic Charities of Northeast Kansas, Inc.**
Organization Address	**CCNEK Family Support Center** **234 S. Kansas Ave.** **Topeka, KS 66603**
Primary Phone	**785-233-6300**
Primary Email	**tfarmer@catholiccharitiesks.org**
Primary Contact	**Tom Farmer**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**Our Family Support Center for 10 years; our services for more than 50 years**
Industry Name	**Social Assistance (NAICS 624)**
What is your organization's mission statement?	**We serve our neighbors, of all faiths, through Help, Hope, and Hospitality.**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**Agency-wide, CCNEK currently has 37 openings posted, which represents approximately 20 percent of our employee base for delivering necessary services. This creates a significant dilemma when attempting to serve our growing client base that benefits from our 30+ programs and services. However, we realize that the personnel difficulties we face are the same as faced by many other employers. We have been attempting to fill our Topeka FSC Manager's position for several months. In the interim, we have been relying on other staff members to fill the gap while services continue to be provided uninterrupted.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**$47,290**
Please Specify the amount recieved from Paycheck Protection Program	**$126,716**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**EFSP (CARES and ARPA-R) - $41,340; ESG-CV ($50,000)**

Section III Summaries

ARPA Grant Amount Requested	**$264,980**
Name the program for which you are applying	**CCNEK-Topeka Family Support Center & Services**
Please describe your organization, its programs and how this program fits in	**For the past 10 years, the Catholic Charities of Northeast Kansas Family Support Center in Topeka has served the city's neediest residents, from the homeless to the working poor to those who are food insecure, in need of diapers, or experiencing a one-time financial crisis. We assist these individuals and families by covering not only their critical needs of food, shelter, and utility assistance, but also with one-on-one wrap-around case management anchored in financial education, debt reduction, continuing education, and workforce development for the unemployed and underemployed. We also operate Corita's Corner Sandwich Ministry each weekday, feeding brown bag lunches to the homeless and anyone else who is hungry. Overall, as an agency covering a 21-county area, Catholic Charities of Northeast Kansas (CCNEK) operates seven Family Support Centers (FSC), eight food pantries, a long-term men's transitional housing facility, a distribution center, and two administrative offices. CCNEK offers more than 30 programs that serve primarily low- to moderate-income individuals and refugees.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Food, hygiene items, housing/utility assistance, and clothing donations have continued to flow into CCNEK during the pandemic as government agencies and the general public have responded to the need to support social service agencies serving those at the lower end of the socioeconomic spectrum. But due to new services and approaches necessitated by the pandemic, such as measures to provide safe, sanitary settings for clients and employees, our agency has had to shift its funding priorities, moving to the back-**

burner any one-time capital improvements and purchases and any plans to expand program reach. Unrestricted financial donations that usually fund CCNEK's capital improvements, salaries/benefits, and other overhead expenses have had to be redirected to cover these unanticipated costs.

American Rescue Plan Act (ARPA) funding presents a unique opportunity for CCNEK to at least partially recover financially and secure capital improvements and material purchases that will strengthen our physical location in Topeka as well as our ability to ensure delivery of our social services and programs for years to come. On top of that, our efforts to buy locally and hire local contractors, skilled trades workers, and laborers to complete planned projects will further boost the Topeka economy and strengthen the downtown area.

In addition, by presenting our ARPA funding requests in three distinct categories - 1) One-Time Investments, 2) Emergency Assistance, and 3) Strengthening Assistance - we have created a plan that addresses critical capital improvement projects and shores up assistance programs over a four-year period. This would buy us time to grow our donations and grants base needed to cover and sustain portions of salaries/benefits and other overhead costs for programs temporarily supported by these ARPA funds.

How has the pandemic impacted the effectiveness of your organization?	**Just like other entities deemed essential during the pandemic, CCNEK could not shut down its services and programs because the need to serve clients experiencing the most trying times of their lives grew. Hunger and economic desperation did not go away - they only increased - and CCNEK kept its doors open and food and funding flowing to low- to moderate-income Topeka residents. During this time, our employees were asked not only to continue providing essential services but also to take on new work and occasionally step into new roles usually filled by our hundreds of volunteers, many of whom are elderly and still to this day have not returned to serve.** **As the pandemic's severity has lessened, we continue to build up capacity through our employee base and cadre of dedicated volunteers, all the while continuing to provide - uninterrupted - life-sustaining services and programs to the neediest members of our community.**

Please describe how you see the future of your organization and its program post-pandemic	**Just as the Topeka FSC has increased its programs and amount of services provided since opening a downtown location a decade ago, we project our outputs will grow even more as the pandemic's effect lessens because fewer "pop-up" social services are being offered as the public perceives less need. At the same time, rising inflation and higher prices of goods and services across the board only add to our clients' needs for services, thereby adding to CCNEK's expenses for goods, services, salaries, and facilities.** **For example, as the costs of fuel, food, and housing have soared during the past year, CCNEK has realized growing numbers of food pantry clients trying to make ends meet as they live month-to-month or week-to-week. Most recently, the value of food distributed through our Topeka food pantry has risen steadily, going from $83,640 in March to a whopping $96,180 in May. Likewise, during the past few years, the number of times we've provided direct financial assistance to Topeka FSC clients who need help paying rent and utility bills skyrocketed from 408 in 2020 to 927 in 2021. We expect this upward trend only to continue post-pandemic due to inflation.**

Section IV General Data

Provide a detailed explanation of the proposed program	**ARPA funds awarded to CCNEK will have a positive domino effect that ripples far beyond the four-year window of time during which the monies will be spent. The impact of these once-in-a-lifetime funds will resonate on three fronts in particular:** **1) Most importantly, we will be positioned to increase emergency and wrap-around services and to serve more low- to moderate-income individuals and families, who account for 97 percent of our client**

base.
2) CCNEK's physical footprint at 234 South Kansas Avenue will be improved with upgrades, repairs, and new equipment, increasing the building's value and ensuring its ability to meet the needs and safety of dozens of employees and volunteers and thousands of clients who flock there for services each year.
3) As feasible, local construction crews, skilled trades workers, laborers, and retailers will be enlisted to provide goods, services, and materials needed.

We are requesting $264,980 in ARPA funds to be spent over a four-year period with 55 percent ($146,980) covering crucial one-time expenses tied to our building and its equipment. The remaining $118,000 would be spent over four years for fresh food items, direct financial assistance, partial salaries for case managers, and other services. Following is a detailed breakdown of the request separated into three distinct categories: 1) One-Time Investments, 2) Emergency Assistance, and 3) Strengthening Assistance.

Section 1. One-Time Investments:
* Used cargo van, $24,000 (to replace an older vehicle)
* Mobile workstation, $930 (mobile sit/stand computer workstation for use throughout the FSC)
* Laptops (2), $1,850 (to replace older models)
* New commercial freezer, $6,500 (to replace older model)
* New roof on Family Support Center, $58,000 (have been making temporary repairs for years)
* Defibrillator, $1,500 (emergency heart care device needed on-site)
* LED lighting throughout facility, $5,200 (to expedite our plan to make the facility more energy efficient)
* New air conditioning units (2), $19,000 (to replace two aging units atop building)
Section 1 subtotal: $146,980

Section 2. Emergency Assistance:
*** Case Manager, $14,000 ($3,500/year; 4 years), (cover small percentage of primary case manager's salary)**
*** Fresh Food & Corita's Corner Sandwich Ministry, $36,000 ($9,000/year; 4 years), (to purchase primarily milk, cheese, eggs, and produce, which are essential and always in high demand but among least-donated items)**
*** Direct financial assistance, $34,000 ($8,500/year; 4 years), (rent/utility assistance)**
*** Interpreter services, $4,000 ($1,000/year; 4 years), (translation to American Sign Language [ASL], Spanish, and other languages as needed)**
Section 2 subtotal: $88,000

Section 3. Strengthening Assistance:
*** Workforce/Asset Development Case Manager, $30,000 ($10,000/year; 3 years), (cover a portion of a part-time position funded for only one year so far)**
Section 3 subtotal: $30,000
Grand total: $264,980

Describe what other funding is available and what you have secured, or expect to secure for this project	**In the current fiscal year's budget of $1,194,989 for Topeka, CCNEK projects revenue to come from four primary sources: contributed goods ($975,000), government grants ($47,800), United Way ($28,600), and monetary contributions ($25,000). This anticipated revenue of $1,076,400 leaves a gap of $118,589 to fill. Factor in the unpredictability of contributed goods, which make up the majority of our planned revenue, and the estimated deficit could quickly grow. That exact scenario played out in the recently completed fiscal year when the amount of contributed goods in Topeka fell more than 20 percent shy of our projection. With inflation negatively impacting even longtime donors' ability to give, we have projected a significant decrease in contributed goods this fiscal year. Couple that with increased client needs due to those same inflationary impacts, and funding the gap becomes our greatest challenge and concern for not only the current fiscal year but likely for the foreseeable future.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**CCNEK operates in two phases: 1) Meet clients' immediate survival needs through food, housing/utility assistance, and case management. 2) Provide applicable wrap-around services to help clients achieve long-term stability including budget coaching, financial education, nutrition assistance, employment support (education and workforce development), and pregnancy counseling and adoption services. This two-pronged approach is intended to help individuals and families first get the immediate support they need and then work toward becoming more self-sufficient.** **We work to improve the lives of the homeless, unemployed, underemployed, and anyone else living at or below 180 percent of the federal poverty level. We achieve this goal at our Topeka FSC through the following services that were used by 7,840 unduplicated individuals during Fiscal Year 2021:**

• Food, hygiene items, and other supplies in weekly bags for the homeless
• A monthly client-choice food pantry experience
• Financial assistance through case management and the payment of rent, utilities, prescriptions, medical supplies, etc.
• Assistance applying for SNAP, Social Security, the Low Income Energy Assistance Program, and other available programs
• Financial education in the form of budget coaching, personal finance courses, and payday loan consolidation and refinancing
• Access to CCNEK's other strengthening programs including immigration and legal assistance as well as adoption and pregnancy counseling

The financial education and predatory loan refinancing programs offered through CCNEK in Topeka have been growing in response to increasing demand. The number of participants in these two long-term programs increased by 18 percent in 2021 compared to 2019. This increase corresponded to the devotion of more case manager resources in Topeka, which was done after data indicated a growing need.

To better understand how flexible funds such as those from ARPA can fill an immediate and pressing need, consider what happened at the Topeka FSC just a few months ago. An individual who is allowed to utilize the pantry once per month was happily choosing food items from each category on her shopping list. Arriving at the dairy section, the woman turned visibly disappointed when her volunteer helper explained that the food pantry had been without milk and eggs for the better part of a month because a grant had run out, and a new grant stream for that purpose had not yet been tapped. Having discretionary food funding such as the requested $9,000 annually from ARPA would enable the center manager to purchase in a

	timelier manner fresh food items that are running low or depleted.
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**CCNEK partners with many social service agencies and organizations in Topeka. We have joined the Healthify Network comprised of Topeka social service organizations providing services across a range of Social Determinants of Health domains. All members of this network coordinate bidirectional referrals among partners in an effort to avoid duplication of client services. Among the organizations with which CCNEK collaborates are Harvesters Community Food Network, Capital Federal Bank, JUMP, Valeo Behavioral Health Care, Homeless Task Force (Continuum of Care), Salvation Army, Community Action, Topeka Rescue Mission, and Let's Help.** **Even though a few of CCNEK's services such as food and rent/utility assistance are also provided by Harvesters, Salvation Army, and others, most of our services and programs such as budget coaching, financial education, nutrition assistance, workforce development, and pregnancy counseling and adoption services are either unique within the community or go much deeper and last longer to change habits and effect lasting personal improvements.**

What donated goods and or volunteer services do you receive that add value to this program?	**Catholic Charities receives tremendous support from Topeka residents, particularly through food donations. For the first three quarters of Fiscal Year 2022, we received in excess of 45,600 pounds of donated items, primarily from the Catholic churches in the community but also from individuals and five other Christian churches.** **As for volunteer services, the Topeka FSC is supported extensively through the dedicated work of community members. On average, 74 volunteers logged 947 hours of service each month during the course of one year ending in March 2022. This amount of time translates to more than five full-time, year-round positions! Working at the FSC, our volunteers fill many roles, but primarily they work in the food pantry and front desk area, directly serving and interacting with clients. Thanks to these volunteers, the food pantry is now open four days each week, enabling us to serve even more people during their times of greatest need. Another benefit to having the services of these dedicated volunteers is that Catholic Charities can spend a larger percentage of its donations and grant funds directly on food and program services rather than staffing and related personnel expenses.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing KS 2022-04-11.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**845**

Projected age of 6-12 years	**752**
Projected age of 13-18 years	**657**
Projected age of 19-35 years	**1701**
Projected age of 36-59 years	**3325**
Projected age of 60 years and over	**560**
Total Individuals	**7840**

Section V Beneficiary Information - Gender

Men	**3528**
Women	**4312**
Transgender	**0**
Total Individuals	**7840**

Section V Beneficiary Information - Income Level

At or below 30%	**3449**
At or below 50%	**2509**
At or below 80%	**1647**
Other	**235**
Income Unknown	**0**
Total Individuals	**7840**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**58**
Percent of Black/African American	**22**
Percent of Hispanic	**10**

Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**4**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**6**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Grants Manager**

Your Signature

Name of signatory: Tom Farmer



Link to signature

Business Entity Search

Date: 04/11/2022

Be advised the business information on this page is for summary informational purposes only. It is not an official filing with the Secretary of State's office and should not be relied on as such. Please view actual documents filed by customers with the secretary of State's office to ensure accurate information. When filing a Uniform Commercial Code statement on an entity, consult with your attorney to ensure the correct debtor name.

Business Summary

Current Entity Name

CATHOLIC CHARITIES OF NORTHEAST KANSAS, INC.

Business Entity ID Number

Previous Names:
CATHOLIC COMMUNITY SERVICES, INC.

Current Mailing Address: ANTHONY M. FUNK - 9720 W 87TH ST, OVERLAND PARK, KS 66212

Business Entity Type: KANSAS NOT FOR PROFIT CORPORATION

Date of Formation in Kansas: 07/01/1996

State of Organization: KS

Current Status: ACTIVE AND IN GOOD STANDING

Resident Agent and Registered Office

Resident Agent: CATHOLIC COMMUNITY SERVICES, INC.

Registered Office: 2220 CENTRAL AVE, KANSAS CITY, KS 66102

Annual Reports

The following annual report information is valid for active and delinquent status entities only.

Tax Closing Month: 06

The Last Annual Report on File: 06/2021

Next Annual Report Due: 12/15/2022

Forfeiture Date: 03/15/2023

catholic charities
OF NORTHEAST KANSAS

September 6, 2022

Responses to Topeka Policy and Finance Committee's questions for Catholic Charities of Northeast Kansas:

1. Please provide an organizational chart for your organization.

   See organizational charts attached near the end of this document.

2. Please provide a project budget for the project/budget program you are seeking funds.

   See three proposed versions of the budget attached near the end of this document.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

   Yes, we are prepared to take a reduction in the amount CCNEK has requested, $234,980. Though all items in our request will contribute to better social service programs for impoverished residents of Topeka, the following items could be removed. Please consider cuts, if necessary, in this order:
   - **First – Used cargo van ($24,000)**
   - **Second – Partial salary for Workforce/Asset Development case manager ($30,000 total or $10,000 per year [19% of their salary] for three years)**

   Removal of the used cargo van would lead to a new total request of $210,980. If the partial salary for a Workforce/Asset Development case manager is removed, the total would be reduced further to $180,980.

4. How do you plan to continue to fund the salaries you are using these dollars for once the ARPA funds are gone?

   As a nonprofit agency providing social services for more than 65 years, CCNEK has regularly faced the challenge of funding staff position salaries and benefits primarily through private donations and grants. In the current economic crisis with inflation continuing to rise, demand for food soaring, and donations dipping, this challenge to cover full salaries becomes greater than ever. We operate a bare-bones paid staff in Topeka (two full-time and two part-time employees) and rely heavily on volunteers. However, since COVID, our volunteer base has shrunk, compounding the personnel

issues we are facing. On top of this, the most difficult budget item to fund is salary and benefits as most donations and grants stipulate that monies cannot be used to cover salaries/benefits. If the partial salaries requested in this application are not funded, we will research other grant opportunities that can be used to cover general expenses.

5. Excluding salaries, will all these dollars be spent on assisting individuals in the Topeka community?

   All funds we are requesting ultimately will benefit individuals in the Topeka community. This applies in particular to our request for partial salaries for two positions because without employees we could no longer provide services. We have set up our requests in three distinct categories to help with prioritization. "Emergency Assistance" funds are the most pressing needs and most of them take the form of direct assistance to the low- to moderate-income population we serve. This group has been impacted most negatively by the COVID-19 pandemic and the ensuing inflation plaguing the country as they have the least expendable income, if any.

   Here is how each CCNEK requested item, **in priority order**, assists the clients we serve in Topeka:

   - **Emergency Assistance Requests**
     - **Fresh food items for pantry ($36,000)** – Clients receive these free food items when they shop with us. Fresh food is often most expensive in grocery stores and is least available in food pantries.
     - **Direct financial assistance ($34,000)** – This funding for rent and utility assistance goes directly to pay either overdue or pending bills that, if not paid, could lead to loss of essential services, eviction, and homelessness.
     - **Interpreter services ($4,000)** – Clear communication is essential to assessment of needs and delivery of necessary services. For example, with a growing Hispanic population across Northeast Kansas, we have an increasing number of Spanish speakers. Having the proper tools and services immediately available to remove this language barrier enables us to serve a more diverse population speaking any number of languages.
     - **Case manager ($14,000 total or $3,500 per year [6% of their salary and benefits] for four years)** – Case managers are the front-line workers who determine the needs of new clients through an intake process and connect clients with services and resources they need to stabilize and then strengthen their lives.
   - **One-Time Investment Requests**
     - **New roof on Family Support Center ($58,000)** – Major upgrades and repairs to our Topeka Family Support Center (FSC) building will ensure our ability to meet the needs and safety of dozens of employees and volunteers and thousands of clients who flock there for services each year. In addition, these types of facility improvements are often difficult

for CCNEK to fund because our top priority is meeting the immediate needs of clients, which accounts for the vast majority of our budget.
    - **New air conditioning units (2 for $19,000)** – (Ditto previous)
    - **LED lighting throughout facility ($5,200)** – (Ditto previous)
    - **Mobile workstation ($930)** – The facility manager, case managers, and volunteers often need to have quick access to a laptop and other equipment needed during confidential meetings with clients or when logging delivery and distribution of goods. These tasks take place in various areas throughout the FSC, making a mobile workstation an indispensable tool for efficiently and quickly delivering services to clients in all parts of the building.
    - **New commercial freezer ($6,500)** – Similar to facility improvements, the purchase of quality equipment essential to preservation of perishable food items is directly related to serving the needs of our Topeka clients.
    - **Defibrillator ($1,500)** – This device can be a matter of life and death for any client, volunteer, or employee at the FSC who suffers an emergency heart situation.
    - **Laptops (2 for $1,850)** – Proper tracking of data associated with clients, services, and goods distributed is most efficiently completed on newer laptop computers with the latest software programs and processors. If we are unable to track accurately services delivered and funding/expenses, we risk being incompliant and losing funders' support due to a lack of required data.
    - **Used cargo van ($24,000)** – Just as clients are severely hampered by a lack of reliable transportation, the agency is as well if/when a transport vehicle is not available to pick up or deliver donated food items and personal goods. This can result in fewer food items and goods available to clients.
- **Strengthening Assistance Request**
    - **Workforce/Asset Development case manager ($30,000 total or $10,000 per year [19% of their salary] for three years)** – The services provided by this position directly impact one-on-one assistance to clients in need of employment services and financial literacy programming.

6. What is your outreach to Black and Latino/Indigenous communities?

You will note in our original application that 42 percent of the clients we serve in Topeka are non-White, including 22 percent Black and 10 percent Latino. Catholic Charities of Northeast Kansas is well known throughout the Topeka community and benefits from referrals through other agencies and organizations. We are part of the Healthify Network that is comprised of Topeka social service organizations providing services across a range of Social Determinants of Health domains. *All members of this network coordinate bidirectional referrals* in an effort to avoid duplication of client services rendered. Among the other organizations with which CCNEK collaborates are Harvesters

Community Food Network, Capital Federal Bank, JUMP, Valeo Behavioral Health Care, Homeless Task Force (Continuum of Care), Salvation Army, Community Action, Topeka Rescue Mission, and Let's Help. Because Catholic Charities serves all people of all races and characteristics, without discrimination, we do not target specific populations, in part because we want to avoid overlooking any groups of people or individuals by failing to single them out. Instead, we are here to serve all those in need at all times.

7. Do you have translation services available?

   Our Refugee Resettlement program has access to a telephonic interpretation service, but its high cost has been a barrier to making this service available in our Family Support Centers (FSC) for case management. Some clients bring a family member who can interpret for them, but otherwise, our case managers have used free phone and Internet translation apps to get through appointments, which is less than ideal and occasionally can lead to confusion. In three of our FSCs, not including Topeka, we have Spanish-speaking staff members who can serve clients. We occasionally need interpreter/translation services in languages other than Spanish, including American Sign Language, and must rely on these same informal processes and services.

8. Are your reading materials in Spanish?

   Our general intake form is available in Spanish at all FSCs, and our recent food pantry survey was made available in Spanish. We are in the process of having a general agency brochure that lists our programs translated into Spanish.

9. Do you have any Black or Latino/Indigenous staff or volunteers?

   Yes. Among our 159 employees, 36 percent identify as non-White. This includes 21 Black, 15 Hispanic, 15 Asian/Pacific Islander, and 6 American Indian/Alaska Native. As for volunteers, we do not track their race but can ensure that non-Whites are included among our 1,038 registered volunteers. Including one-time volunteers and others who are not registered, we have had more than 3,000 different volunteers serve through CCNEK during the past six months. Specific to Topeka, we have had 181 volunteers put in 5,523 hours of service through the Family Support Center during the past half year.

catholic charities
OF NORTHEAST KANSAS

2022 Topeka ARPA Budgets (3 Versions)

Version Number One – $234,980

Priority Number	Request	Cost
1	Fresh Food + Corita's Corner Sandwich Ministry	$36,000 ($9,000/year; 4 years)
2	Direct financial assistance	$34,000 ($8,500/year; 4 years)
3	Interpreter services	$4,000 ($1,000/year; 4 years)
4	Case Manager (partial salary)	$14,000 ($3,500/year; 4 years)
5	New roof on Family Support Center	$58,000
6	New air conditioning units (2)	$19,000
7	LED lighting installed throughout facility	$5,200
8	Mobile workstation	$930
9	New commercial merchandizer freezer	$6,500
10	Defibrillator	$1,500
11	Laptops (2)	$1,850
12	Workforce/Asset Development Case Manager (partial salary)	$30,000 ($10,000/year; 3 years)
13	Used cargo van	$24,000
	Grand Total	**$234,980**

catholic charities
OF NORTHEAST KANSAS

Version Number Two – $210,980

Priority Number	Request	Cost
1	Fresh Food + Corita's Corner Sandwich Ministry	$36,000 ($9,000/year; 4 years)
2	Direct financial assistance	$34,000 ($8,500/year; 4 years)
3	Interpreter services	$4,000 ($1,000/year; 4 years)
4	Case Manager (partial salary)	$14,000 ($3,500/year; 4 years)
5	New roof on Family Support Center	$58,000
6	New air conditioning units (2)	$19,000
7	LED lighting installed throughout facility	$5,200
8	Mobile workstation	$930
9	New commercial merchandizer freezer	$6,500
10	Defibrillator	$1,500
11	Laptops (2)	$1,850
12	Workforce/Asset Development Case Manager (partial salary)	$30,000 ($10,000/year; 3 years)
	Grand Total	**$210,980**

catholic charities
OF NORTHEAST KANSAS

Version Number Three – $180,980

Priority Number	Request	Cost
1	Fresh Food + Corita's Corner Sandwich Ministry	$36,000 ($9,000/year; 4 years)
2	Direct financial assistance	$34,000 ($8,500/year; 4 years)
3	Interpreter services	$4,000 ($1,000/year; 4 years)
4	Case Manager (partial salary)	$14,000 ($3,500/year; 4 years)
5	New roof on Family Support Center	$58,000
6	New air conditioning units (2)	$19,000
7	LED lighting installed throughout facility	$5,200
8	Mobile workstation	$930
9	New commercial merchandizer freezer	$6,500
10	Defibrillator	$1,500
11	Laptops (2)	$1,850
	Grand Total	**$180,980**

Catholic Charities of Northeast Kansas - Executive Team Responsibilities



President & CEO
Lauren Solidum

(Agency Vision, Agency R&D, Large-Scale Fundraising, Agency Community & Culture Ambassador)

Mary Florea
Executive Assistant / Board Liaison
(Executive support to President/CEO, Boards and Executive Team)

Chief Operating Officer
Kevin Bentley

- *Internal Distribution & Logistics*
  - *Facilities*
    - *Fleet Management/ Transportation Efforts*
      - *Social Enterprise Operations*
- *Talent Acquisition*
  - *Payroll Operations*
    - *Organizational Development*

Chief Development Officer

Kurtis Grothoff

- *Fundraising*
  - *Grants Management*
    - *Social Enterprise R&D*
      - *Marketing & Media Relations*
        - *Events*

Chief Financial Officer

Tony Funk

- *Agency Financial Management, Compliance and Reporting*

Chief Mission Officer

Denise Ogilvie

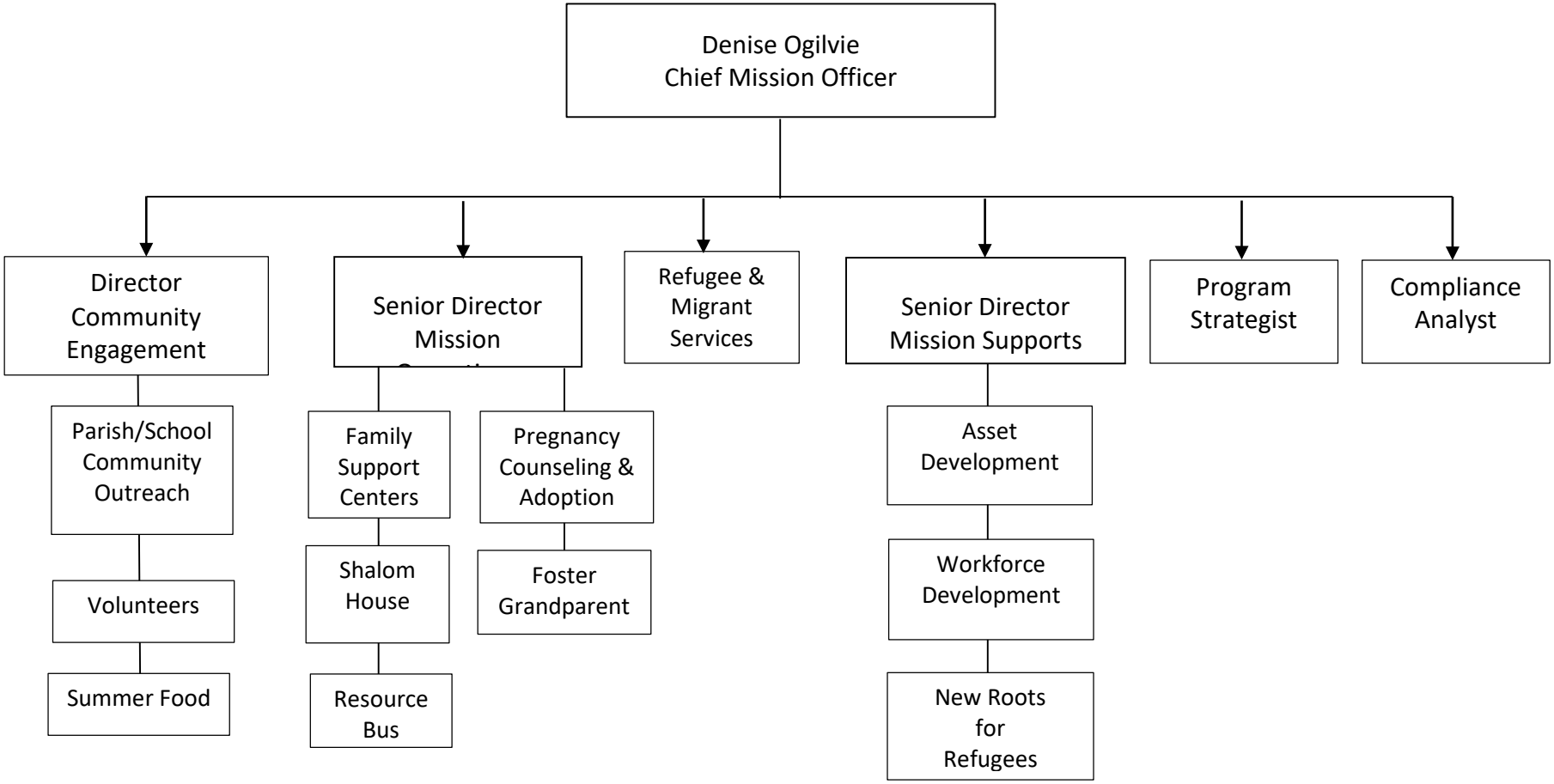
- *Program Development & Maintenance*
  - *Disaster Response Coordination*
    - *Community Engagement*

catholic charities
OF NORTHEAST KANSAS

March, 2022



Denise Ogilvie
Chief Mission Officer



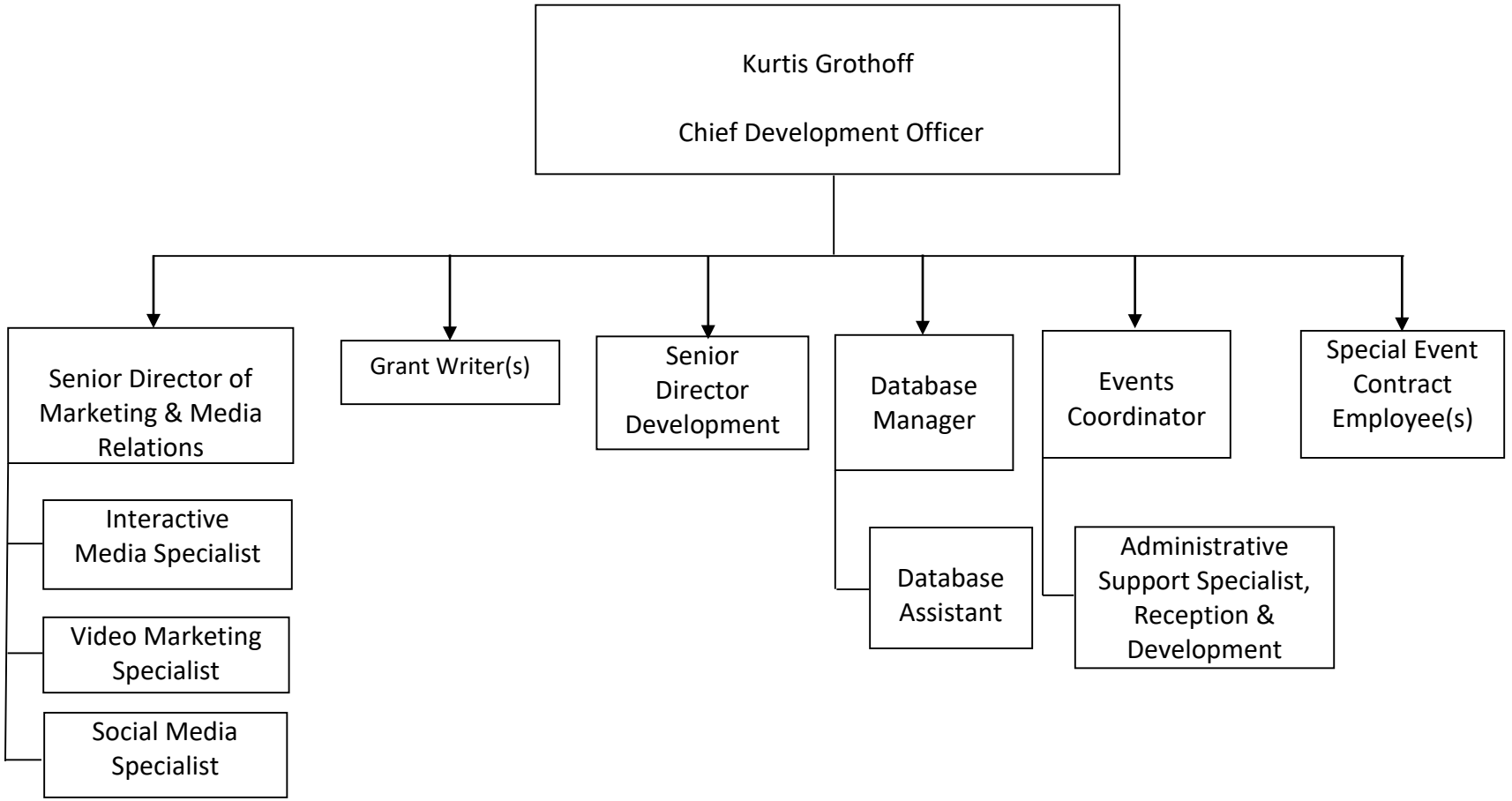
catholic charities
OF NORTHEAST KANSAS

August, 2021



Kurtis Grothoff

Chief Development Officer



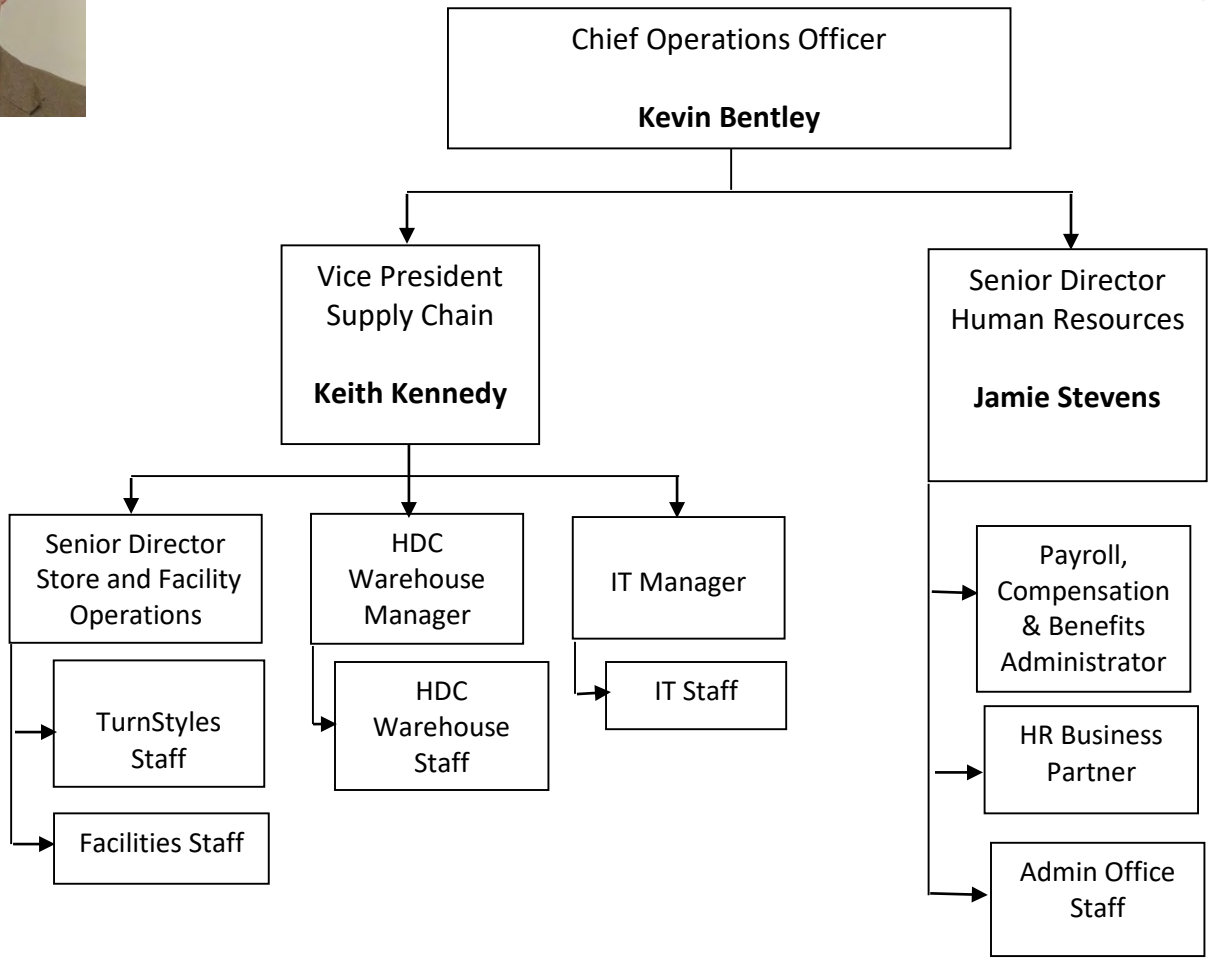
catholic charities
OF NORTHEAST KANSAS

March, 2022



Kevin Bentley

Chief Operating Officer

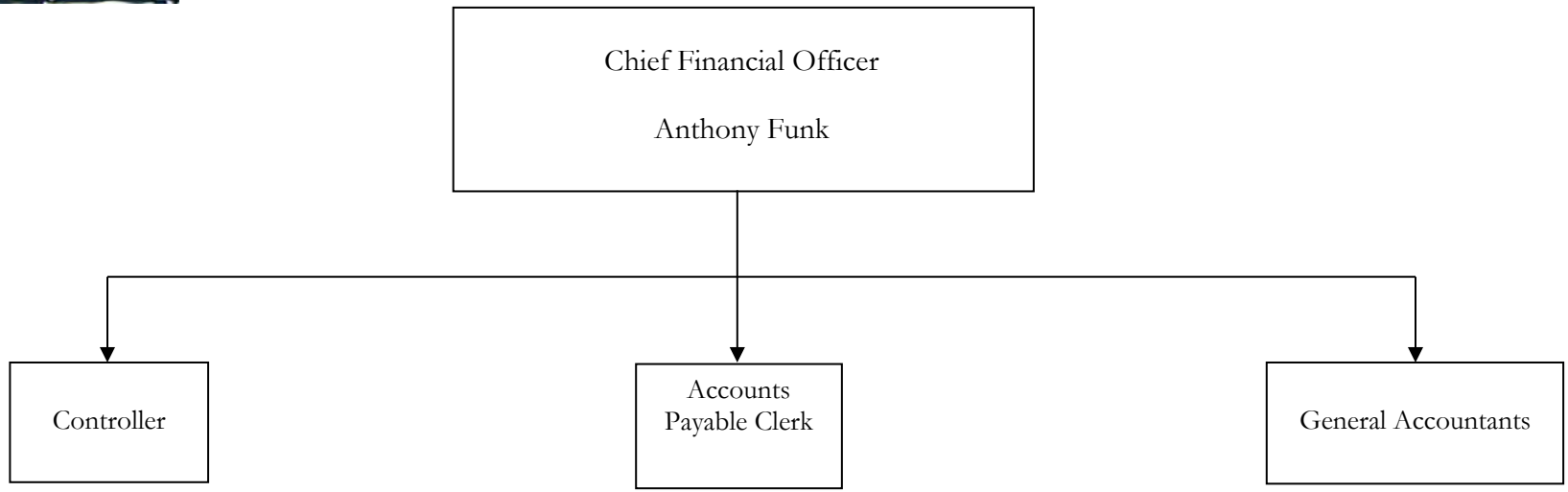


catholic charities
OF NORTHEAST KANSAS

July, 2021



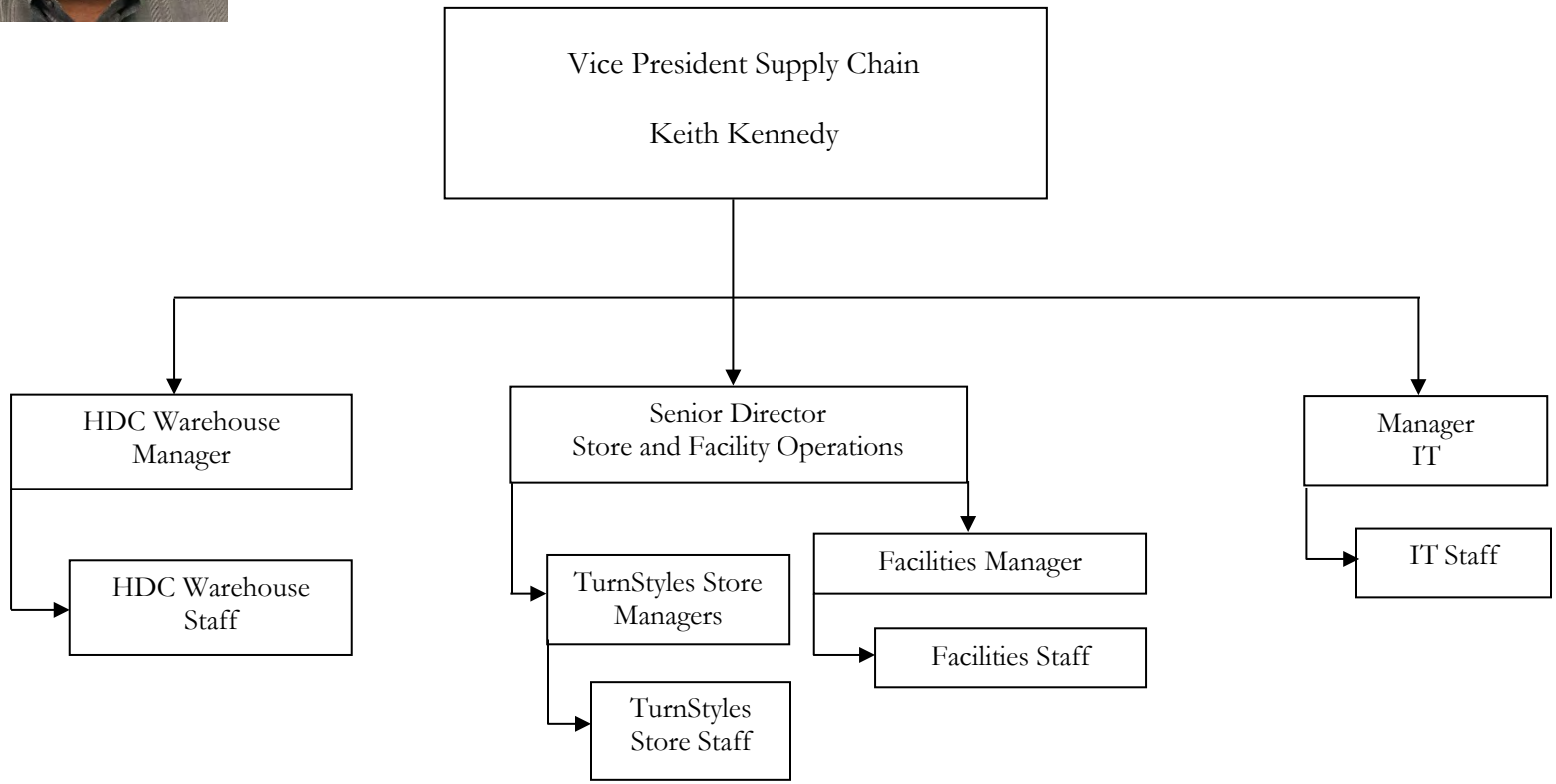
Anthony Funk
Chief Financial Officer





Keith Kennedy

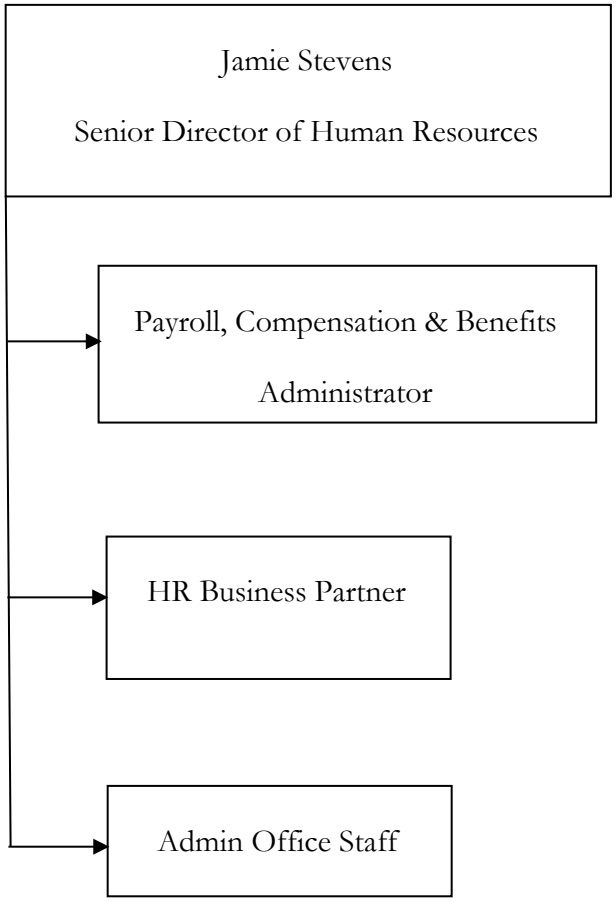
Vice President Supply Chain





Jamie Stevens

Senior Director of Human Resources



catholic charities
OF NORTHEAST KANSAS

August 2020

catholic charities
OF NORTHEAST KANSAS

October 4, 2022

Responses to the Topeka Policy and Finance Committee's second round of ARPA funding questions for Catholic Charities of Northeast Kansas:

1. **Is any of this food donated?**

   Yes, approximately 90 percent of the food CCNEK distributes in Topeka is donated.

2. **Is the food purchased wholesale?**

   Yes. We purchase primarily from Harvesters, though occasionally we purchase small quantities from local retails stores and grocers.

3. **How often is the food purchased?**

   When funds are available, we purchase food items weekly to supplement donated foot items that are mostly shelf stable.

4. **What is the percentage of food that you have to end up purchasing?**

   We purchase approximately 10 percent of all the food we distribute in Topeka. In fiscal year 2022, this equated to an expense of $121,464.

5. **How bad is the roof?**

   The roof has many large patches and approximately 20 to 30 small patches that have been applied through the years. The current roofing material is rolled asphalt that is extremely worn. We have been battling leaks into the building about every other rain storm. Our plan is to replace the old roofing with a 60-mil thermoplastic polyolefin (TPO) roof. This will be done after we raise the west end of the roof slightly so that the pitch of the roof runs towards the two roof drains on the east side. The increased pitch will be achieved by adding an ISO roofing insulation and coverage material under the TPO material.

6. **Are the requested air conditioning units central?**

   The air conditioners on the roof of our Family Support Center are central units, but they are considered package units as well. They range in age from 7 to 15 years old. According to CCNEK's facilities manager, the average lifespan on one of those units is about 10 years.

ARPA Funds Grant Application

Submission date:	**31 July 2022, 3:33PM**
Receipt number:	**107**
Related form version:	**5**

Section I Organization Information

Organization Name	**SLI**
Organization Address	**3401 SW Harrison St, Topeka, KS 66611**
Primary Phone	**(785) 233-2566**
Primary Email	**kstreeter@slitopeka.org**
Primary Contact	**Karen Streeter**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**50 years**
Industry Name	**623210 - Residential Intellectual and Developmental Disability Facilities**
What is your organization's mission statement?	**We are SLI. A not-for-profit supporting the efforts of individuals living with intellectual/developmental disabilities by promoting: Success • Learning • Inclusion.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**SLI is currently experiencing a 32% staff shortage with a majority of those positions being Direct Support Professionals (DSP). At the peak of the pandemic, our vacancy rate was closer to 50%. To address this, SLI has increased wages and improved benefits.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**$139,258**
Please Specify the amount recieved from Paycheck Protection Program	**$885,000**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**State of KS PAVE - $6,000**

Section III Summaries

ARPA Grant Amount Requested	**$277,885.00**
Name the program for which you are applying	**Supports, and Services for Individuals with IDD**
Please describe your organization, its programs and how this program fits in	**SLI serves individuals with Intellectual and Developmental Disabilities (IDD) by providing them with guidance to determine a chosen path in life, offering opportunities to develop life-long plans and measuring accomplishments, and promoting clients'**

rights through education and advocacy. Our programs and services are designed to address the needs of the clients, families, and the community we serve and to meet the needs of some of our most vulnerable people in the community.

SLI was founded in 1971 by parents of adult children with IDD and their allies. We were Topeka's first residential group home and today we are Topeka's largest nonprofit provider. We serve 100 individuals living in 21 community homes. We provide supports and services 24/7/365 days a year in our community living homes. In our independent living homes, we serve 30 men and women with services as needed for their care. The Community Integration Program (day services) focuses on life-enhancing activities, active learning, and community involvement. More than 55 individuals participate in CIP and together they provide more than 500 hours each month of volunteer service at other Topeka nonprofit organizations. CIP clients also learn job training skill and work at SLI in a variety of functions. The Retirement Program is like CIP but is for those clients who are ready to operate at a slower pace. Close to 30 clients participate in this program.

SLI is an internationally credentialed organization (CARF) with a highly trained and dedicated staff. Our client base has over 100 health-related diagnoses that include intellectual, physical, and mental diagnoses. The pandemic was particularly challenging because more than 80% of our clients are high-risk due to medical or mental health diagnosis. Many of our clients have diagnoses of respiratory conditions such as Asthma, COPD, diabetes, heart disease, chronic kidney disease, renal disorders and conditions impacting immune system responses. All our clients have multiple diagnoses and 80% of clients have a dual diagnosis that includes psychosis related

	disorders, personality disorders, opposition defiance disorders, depression, and anxiety. We provide this vulnerable and aging population with a home and 24/7 medical support and supplies, nursing, health and wellness, assistive technology, and medical advocacy during emergency and/or hospital visits. Besides our frontline workers, we employ staff to handle all the medical concerns and appointments for our client's health needs. **Our clients fall below the poverty line making it impossible for them to afford supports needed to live on their own and/or supports needed to care for long-term needs related to health and functional abilities. SLI is their advocate and essential to protection of rights and abuse prevention. We continually enhance programs to meet the needs of individuals with age-related issues, autism, behavioral challenges, and medical issues.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**The pandemic forced SLI to become even more creative and flexible while remaining true to our mission and standards. Due to the at-risk nature of our clients due to their underlying health conditions, SLI was under quarantine more often and for longer periods of time than the general public. Quarantines were spent in the community living and independent homes plus our Community Integration facility at our headquarters. In addition to relying upon these program areas, SLI relied upon technology for service delivery and connection. Our homes and technology bore the brunt of the impact of increased use. As a result, a majority of the funds requested will be used to improve and enhance our homes and our technology so that we can continue providing outstanding services and support to our clients and the community. SLI is critically important to the Topeka community because we are the largest nonprofit provider of community living and independent living services. We strengthen the**

	community by ensuring that individuals with IDD are valued and have the ability to contribute to the community. We benefit the community because we provide cost-effective services in a group setting to vulnerable community members. **SLI's has a 50-year history of providing services and supports to our clients and the community. Our international CARF accreditation demonstrates our commitment to industry best practices and standards of excellence. The organization's leadership is founded upon the SLI Board of Directors and the SLI Foundation Board of Directors. These leadership groups work closely with staff on strategic planning and implementation. Both boards provide oversight and support to the CEO/President and Vice President of Development who are responsible for generating support for the unfunded activities of the organization including this grant request. With the exception of staff training and client supplies, the activities of this grant will provide resources that will have a "life" of a minimum of five to twenty years. This long-term return of investment will ensure that the grant will have a meaningful impact on the lives of individuals with IDD for years to come. With your help, we will invest to improve the lives of our clients by improving their homes and program spaces. SLI includes maintenance for the support of our homes and technology in our annual budget. Fundraising, including revenue from SLI's Festival of Trees, will help sustain the long-term impact of this grant.**
How has the pandemic impacted the effectiveness of your organization?	**With a history of 50 years and 25 consecutive years of international accreditation, SLI has a proven track record of responding to client and community needs; however, the pandemic brought challenges of epic proportion. And the organization responded in historical ways. In March of 2020, SLI leadership had to "rethink" our operations to not only ensure the safety and well-being of our clients but fulfill our**

mission as well. Our first quarantine ran from March 2020 – February 2021.

• Home offices were established for office staff

• Wi-Fi was installed at all homes so clients could communicate with their families and friends

• Staffing was changed to provide community integration services in each of the SLI homes

• Two homes were temporarily closed to address the staffing shortage

• New health protocols were implemented to prevent the spread of the virus and track exposures

• New cleaning technologies were acquired to sanitize homes, program areas, and workspaces

• Meetings and workgroups were switched to Microsoft Teams

• Festival of Trees was digital instead of being in person

Two other quarantines occurred in 2021 with the hardest impact of COVID hitting SLI in August of 2021. Operations have returned to "normal", but the impact of the pandemic will remain.

• Most leadership staff operate home offices as a backup or option

• We are working to switch all client records and reporting documents to a digital format for ease of use and access

• Strengthened health protocols remain in place to ensure the health of clients and staff

• Cleaning technologies continue to be used to address the presence of any virus

• Digital meetings and collaborations continue with ongoing training

• Festival of Trees has returned to a public event, but the digital imprint will remain as a key feature

The greatest lesson learned and carried forward is the importance of flexibility and creativity. A flexible organization is able to respond, and a responsive

	organization is an organization that can fulfill its mission and impact the community.
Please describe how you see the future of your organization and its program post-pandemic	**The future of SLI is the same as our work today. We are dedicated to promoting success, learning, and inclusion for individuals with IDD. In support of our mission, we will:** **• Offer guidance to clients in determining and following their chosen path in life** **• Enhance clients' individual capabilities and skills by offering life-long learning opportunities** **• Engage clients, families, guardians, and staff in developing plans and measuring accomplishments** **• Promote clients' rights through education and advocacy** **The pandemic didn't change our focus, but it did force us to be flexible and creative. It caused us to look at efficiencies and rely even more upon technology. SLI is dedicated to meeting the needs of individuals with IDD and we will continue our work. The pandemic strengthened the organization, but it has not changed our focus.**

Section IV General Data

Provide a detailed explanation of the proposed program	**ARPA funds will be used to provide supports and services to SLI clients in our 21 community living homes and at our headquarters where community integration services are provided. The proposed activities follow.** **1. Provide "train-the-trainer" dementia care training to three SLI staff. This $9,000 investment will ensure that SLI staff receive training specific to the needs of individuals with dementia. SLI's aging population has higher levels of dementia and specialist training helps ensure quality care. In the future, SLI trainers will provide the same training to the community.**

2. Provide sign language courses at Washburn University to two SLI staff. This $2,500 investment will ensure better communication with persons who are hearing impaired.

3. Provide other IDD related training to staff. This is a $5,000 investment.

4. Replace all major appliances at ten SLI homes including refrigerators, stoves, dishwasher, washing machines, dryers, heating and cooling systems, and hot water tanks. This is a $108,350 investment designed to improve the quality of life for clients in their homes. The pandemic quarantines were hard on the homes and their equipment.

5. Acquire disposable supplies to meet client needs in the community living and independent living homes such as food, household supplies, cookware, lamps, linens, towels, food, clothing, shoes, furniture, assisted technology, etc. This is a $75,000 investment.

6. Replace the major appliances at the community integration space at headquarter including two refrigerators, stove, dishwasher, and ice maker. The cost of this investment is $6,635.

7. Replace outdating lighting with energy efficient lighting at five SLI homes. The cost of this investment is $6,000.

8. Replace desktop computers and monitors at the 21 SLI homes and the SLI headquarters. Current systems are not compatible with the new Windows operating system and the new computers will greatly improve security. The cost of this investment is $65,400.

Describe what other funding is available and what you have secured, or expect to secure for this project	**The pandemic and the staff shortage has had a dramatic impact on SLI and its budget. To compete with other nonprofit and for-profit organizations for employees, SLI has had to significantly increase wages and benefits. As a result, less funds are available for the one-time expenditures requested in this grant. We are not seeking on-going operational funds but instead investments that will allow us to improve our services. If not funded through this grant, SLI would most like seek to fund improvements through other grants and the revenue generated from Festival of Trees; however, our goal is to always use FOT revenue to provide for the unfunded needs of our clients (medical supplies, transportation, dental needs, etc.). We are asking the City of Topeka to make a one-time investment in improving the homes and programs of SLI through the ARPA funding.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**The IDD community is one of Topeka's most vulnerable populations. It is also one of Topeka's most underfunded communities. In fact, the City's Social Services Grant Committee does not prioritize this population and as such, grants are not typically funded by the City nor was the needs of this community prioritized for this grant.** **Could you imagine the impact on the community if SLI did not shelter more than 100 individuals each night or provide support to the 30 individuals in independent living? How would the community meet the specialized housing needs of these 130 individuals without SLI? Our grant request specifically addresses the unique housing needs of individuals with IDD. Their needs go beyond a place to sleep. Instead, they require additional specialized supports and services.** **The medical issues of our aging clients and the gaps and challenges for those who age with disabilities require life-long services and extensive support needs such as the best health care possible regardless of**

economic status, meaningful community activities and housing designed to their special needs. We continually make changes in the services community based, person-centered goals set specifically for each person and their individual health and nutrition needs.

Approximately 50% of our clients are aging and need an infrastructure (health, education, nutrition, transportation) to address their needs. Aging individuals with disabilities are at a higher risk of developing chronic health conditions and need to be assured of adequate health care and lifestyle. As our clients age, we have found unmet service needs such as aging medical issues, mobility, and fragile issues, susceptible to falls, etc., and the need to address these issues with new services, age-related training for direct support staff and mainstream our aging clients into new network programs such as a day service program specifically for the aging population.

The number of young people with mild to severe disabilities continues to grow as we see the increase of children diagnosed with autism spectrum disorder. The young people coming through the system are active, want to work, be independent and experience a sense of self-worth. Our Community Integration Program focuses on education, job training for clients who can work, teaching proper behavior, work ethic, dress code, resume building, and interview skills. SLI has a job opportunity program in janitorial, landscaping, and car detailing skills that are available for any client that wants to learn new skills and add to their income. Not everyone has the ability to work, but many have valuable skills that benefit the community through volunteering. SLI clients volunteer over 500 hours a month at Let’s Help, Topeka Rescue Mission, Meals on Wheels, the Helping Hands Humane Society, and a park they adopted and keep clean of litter.

	SLI meets a significant need in this community. We are asking for the City of Topeka to invest ARPA funds to help improvement SLI's ability to provide quality supports and services the IDD community.
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**The concept of duplication is not relevant within the field of IDD supports and services in Kansas. There are at least 7,000 people on the State's waiting list. So even though Topeka is the home of SLI, TARC, and the Capper Foundation, the demand for services is greater than any of us can provide. Additionally, SLI is the only one of these organizations providing residential services to persons with IDD and Capper focuses on services for children not adults. We each have our own niche and complement each other. The IDD field has no room for duplication or competition since the demand is so great and resources are so limited.**
What donated goods and or volunteer services do you receive that add value to this program?	**Donated goods and volunteer services are really not relevant to this project; however, this funding would let us take advantage of getting reduced costs through bulk purchasing. We value volunteers and use them to support the organization in a variety of ways including Festival of Trees.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	SLI Certificate of Good Standing 2022.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	
Projected age of 13-18 years	

Projected age of 19-35 years	**37**
Projected age of 36-59 years	**58**
Projected age of 60 years and over	**35**
Total Individuals	**130**

Section V Beneficiary Information - Gender

Men	**59**
Women	**41**
Transgender	
Total Individuals	**100**

Section V Beneficiary Information - Income Level

At or below 30%	**130**
At or below 50%	
At or below 80%	
Other	
Income Unknown	
Total Individuals	**130**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**79**
Percent of Black/African American	**14**
Percent of Hispanic	**4**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**2**

Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Vice President of Development**

Your Signature

Name of signatory: Karen Streeter



Uploaded signature image: Streeter.png

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number: [redacted]

Entity Name: SHELTERED LIVING, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on June 01, 1971, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 27, 2022

SCOTT SCHWAB
SECRETARY OF STATE

[redacted]

We are SLI.
A not-for-profit supporting the efforts of individuals living with intellectual/developmental disabilities by promoting:

Success • Learning • Inclusion

September 8, 2022

ARPA Grants Application Staff
City of Topeka Department of Administrative and Financial Services
215 SE 7th St., Room 358
Topeka, KS 66603

To Whom It May Concern,

First, thank you for allowing SLI to submit an application designed to improve supports and services for adults with intellectual and developmental disabilities. The ARPA funding is a once in a life opportunity and we are grateful that the City of Topeka chose to set ten million dollars aside for the support of serving vulnerable individuals.

Second, SLI is extremely grateful to have our application moved forward to the information gathering stage by the Policy and Finance Committee. Of the eighty-eight applications received, I believe that only two applications address the needs of persons with intellectual and developmental disabilities (IDD.) SLI's application is the only request that directly supports adults with IDD.

Finally, the following pages provide the information requested in the August 30, 2022 email from ARPA staff. We have done our best to answer all of the questions and would gladly provide more information if needed.

Respectfully,



Karen K. Streeter
Vice President of Development
kstreeter@slitopeka.org / 785-559-8808

Questions for SLI:

1. Organizational Chart attached to the end of this document.

2. Project Budget is attached to the end of this document.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

   Supporting the needs of persons with intellectual and developmental disabilities (IDD) is extremely complicated and highly regulated at the Federal, State, and County levels. As a result, the cost to provide these services is more expensive than general social services. Unfortunately, the prioritization of funding in the area of IDD services does not tend to rank high in communities. Typically, communities focus on other priorities such as poverty. According to the most recent US census data, 13.9% of the Topeka population lives in poverty. Data shows that 4.5% to 6.5% of the population has some type of an intellectual and/or developmental disability (IDD). However, national studies show that persons with disabilities in Kansas tend to experience a significantly higher rate of poverty than those without disabilities. In fact, 26.1% of Kansans with disabilities live in poverty. It should be noted that 100% of SLI clients live in poverty with 98% in the lowest level of Federal poverty chart.

   Of the eighty-eight applications received, we noted that only two applications address the needs of persons with intellectual and developmental disabilities (IDD.) SLI's application is the only request that directly supports adults with IDD while TARC's application deals with children with IDD. The IDD based requests of SLI and TARC make of less than 1% of the total available ARPA funds.

   Based upon a peripheral analysis of the ARPA applications moved forward to the information gathering stage, it is safe to state that more than 98% of the requests are focused on persons in poverty with an emphasis on hunger, housing, and mental health. It should be pointed out that SLI's supports and services addresses each of these poverty issues (hunger, housing, and mental health) within the adult IDD population in Topeka. In light of the significant needs of the IDD community and the fact that 100% of SLI clients are also persons of poverty, it only makes sense to recommend that the Policy and Finance Committee approve just under $400,000 (0.04%) of the ARPA funding to support the applications of SLI and TARC. We realize that it is not common for one applicant to promote the approval of another applicant's proposal; however, we want to make sure that the needs of the IDD community are not overlooked.

   As such, it is our preference that the Committee approve the full SLI request. The attached budget document has prioritized project line items and we are willing to discuss the potential of a reduced grant; however, we would encourage the Committee to allocate the full amount to ensure that persons with IDD receive equal access to community resources in Topeka.

4. Will all of these dollars be spent on individuals receiving services in the City of Topeka?

   Yes, all individuals receiving services from SLI live within the Topeka city limits.

5. Are any of the facilities, which would receive new appliances, equipment or other updates located outside the city limits? If so, how many?

   All of the SLI homes and our headquarters are located within the Topeka city limits.

6. Can any of the appliances be donated rather than purchased?

   The COVID pandemic was hard on everyone. We can all relate to that desperate feeling of being stuck in our homes! Most of us survived home quarantines in 2020 and were grateful to return to our "normal" lives. Due to the complex health issues of persons with IDD, this was not true for the clients of SLI. From March 2020 to July 2022, SLI clients experienced extended periods of home quarantine on four different occasions. We also lost at least three clients to complications from COVID. This was devastating to the SLI family. During the periods of home isolation, clients received both residential and day services in their home. Our homes, including the appliances, received a great deal of wear and tear. We are proud of our homes and want them to be a place of pride and joy for our clients. As such, we want to use funds from this grant to help restore the homes after two years of harder than normal use. New appliances will allow us to ensure that they are energy efficient. More important, the acquisition of new appliances is necessary to ensure that the equipment has important ADA accommodations required to support a home of persons with IDD. Donated appliances do not provide similar benefits.

7. What is your outreach to Black and Latino/Indigenous communities?

   Consistent with the provisions of the Developmental Disability Reform Act, the Kansas Department of Aging and Disability Services (KDADS) contracts with Community Developmental Disability Organizations (CDDO) across the State to arrange for IDD supports and services.

   The Shawnee County CDDO (TARC) works with affiliating agencies to ensure quality services are provided. CDDO responsibilities include:

   - Single point of contact (entry) for people seeking IDD services
   - Maintain the county wide services access list for those waiting for services
   - Work with people toward admission to needed IDD services
   - Provide information and referral services
   - Gatekeeping for people living in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) who wish to access community services
   - Collaborate with affiliated agencies to ensure person centered and quality service delivery
   - Ensuring equal access to services

SLI is an affiliated agency that provides day services, residential services, independent living services, medical safeguarding and advocacy, and job training. We do not solicit or promote our services like other organizations do. If someone calls us about services and has not gone through the CDDO, we are required by law to refer them back to the CDDO.

8. Do you have translation services available?

   Yes, if needed, SLI can provide access to translation services. Due to the nature of the disabilities experienced by persons with IDD, SLI clients have a greater need for hearing and vision support.

9. Are your reading materials in Spanish?

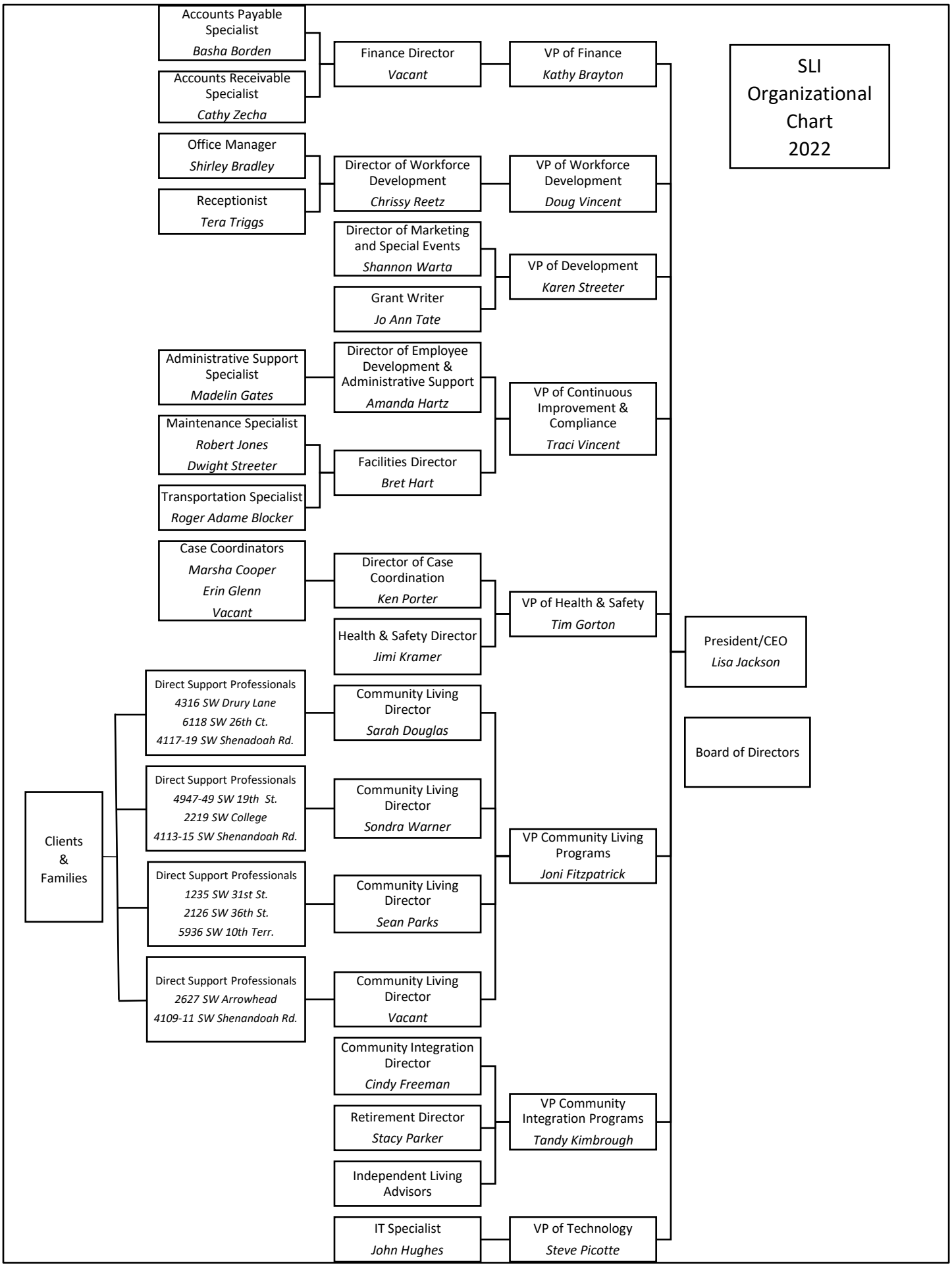
   The CDDO's application for services and the CDDO Resource Guide are in English and Spanish. SLI has just recently redone our Client Handbook and we need to have it translated into Spanish. In 2021, approximately 4% of SLI clients self-identified as Hispanic or Latino.

10. Do you have any Black or Latino/Indigenous staff or volunteers?

    SLI has a highly diverse workforce. The chart below comes from SLI's 2022-2023 Cultural Competency, Diversity, and Inclusion Plan and reflects statistics from our 2021 workforce. As you can see, SLI's workforce is more diverse than the population of Topeka.

Demo	White Alone	Black / African American	Native American or Alaska Native	Asian	Native Hawaiian or Pacific Islander	Two or More Races	Hispanic or Latino
Topeka	67.2%	10.5%	0.09%	1.7%	0%	5.5%	15.3%
SLI Staff	50%	44%	1%	2%	0%	1%	2%

SLI Policy & Procedure Section 3 Workforce Development 3.1 Organizational Chart
Last Revision 3/22
Reviewed Annually



ARPA Grant Budget

Priority	Activity	Cost	Details
1	Appliance replacement at homes	$ 108,350.00	Refrigerator, stove, dishwasher, washer, dryer, HVAC, and hotwater tanks at 10 homes
2	CIP Appliances	$ 6,635.00	Refrigerators (2), stove, dishwasher, and counter-top ice maker in the CIP program space
3	Computers (Desktops and monitors)	$ 65,400.00	SLI homes and HQ
4	Client/House Supplies	$ 75,000.00	Assistive technology, lifts, speciality beds and chairs, linens, equipment, furniture, food, cookware, dishware, silverware, etc.
5	Energy Efficiency Lighting Project	$ 6,000.00	5 homes
6	Dementia Training	$ 9,000.00	Dementia Capable Care - $3000 per / 3 people
7	Sign Language Training	$ 2,500.00	Washburn University, 2 people
8	Other Specialized Training	$ 5,000.00	IDD or aging specific training
	Total	**$ 277,885.00**	

SLI has included no staff costs in this project.

ARPA Grants

From: Karen Streeter <kstreeter@slitopeka.org>
Sent: Thursday, September 29, 2022 1:26 PM
To: ARPA Grants
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee
Attachments: 09282022 Follow Up To Committee Meeting.pdf

Good afternoon. I was able to meet with the CEO and VP of Finance yesterday and I have revised our budget. Our work results in a 23% reduction in our application request. Attached is a letter of explanation and the budget document. Please take a look at the letter and the budget and let me know if I have provided everything that the Councilpersons requested. I think I have but I would really like your thoughts. I appreciate your help! The funding is very important to our ability to serve our clients so I want to make sure that I am thorough.

With gratitude,
Karen

Karen Streeter (she/her)
Vice President of Development

3401 SW Harrison St., Topeka, Kansas 66611
785.233.2566

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From: Karen Streeter
Sent: Wednesday, September 28, 2022 10:11 AM
To: ARPA Grants <arpa@topeka.org>
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Good morning. Hope you are doing well.

I plan to meet with my CEO and the VP of Finance on Thursday to discuss the budget reduction for our ask in the arena of 18-20%. On Friday, I will put this together with more detail related to the appliance ask. Was there anything else that you would like information on? I want to make sure that I follow-up with concerns from Friday's meeting.

Again, thanks for all your help!
Karen

Karen Streeter (she/her)
Vice President of Development

3401 SW Harrison St., Topeka, Kansas 66611
785.233.2566

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From: ARPA Grants <arpa@topeka.org>
Sent: Friday, September 09, 2022 2:42 PM
To: Karen Streeter <kstreeter@slitopeka.org>
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Caution: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Yep,
We got it.

If you have any additional questions, please feel free to reach back out.
Sincerely,
ARPA Grants Application Staff
City of Topeka Department of Administrative and Financial Services
215 SE 7th St., Room 358 Topeka, KS 66603-3914
Office: 785-368-3053

From: Karen Streeter <kstreeter@slitopeka.org>
Sent: Friday, September 9, 2022 2:40 PM
To: ARPA Grants <arpa@topeka.org>
Subject: Fw: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Resending yesterday's email to make sure that you receive it.

Thanks!
Karen

Karen Streeter (she/her)
Vice President of Development

3401 SW Harrison St., Topeka, Kansas 66611
785.233.2566

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From: Karen Streeter <kstreeter@slitopeka.org>
Sent: Thursday, September 8, 2022 12:49 PM
To: ARPA Grants <arpa@topeka.org>
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Good afternoon. Please see the attached PDF document containing SLI's response to the questions that were emailed to me on 8/30. I am hopeful that this document provides clarity. If not, please let me know and I would be glad to provide more information. Thank you for the opportunity to apply for funds to benefit individuals with intellectual and developmental disabilities.

Thank you!

Karen

Karen Streeter (she/her)
Vice President of Development

3401 SW Harrison St., Topeka, Kansas 66611
785.233.2566

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From: ARPA Grants <arpa@topeka.org>
Sent: Tuesday, August 30, 2022 10:37 AM
To: Karen Streeter <kstreeter@slitopeka.org>
Subject: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Caution: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Morning Karen Streeter,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

- If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
- The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for SLI are as follows:

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
4. Will all of these dollars be spent on individuals receiving services in the City of Topeka?
5. Are any of the facilities which would receive new appliances, equipment or other updates located outside the city limits? If so, how many?
6. Can any of the appliances be donated rather than purchased?
7. What is your outreach to Black and Latino/Indigenous communities?
8. Do you have translation services available?
9. Are your reading materials in Spanish?

10. Do you have any Black or Latino/Indigenous staff or volunteers?

If you have any additional questions, please feel free to reach back out.
Sincerely,
ARPA Grants Application Staff

City of Topeka Department of Administrative and Financial Services
215 SE 7th St., Room 358 Topeka, KS 66603-3914
Office: 785-368-3053

September 29, 2022

ARPA Grants Application Staff
Committee Members
City of Topeka Department of Administrative and Financial Services
215 SE 7th St., Room 358
Topeka, KS 66603

Re: Follow Up From 9/23/2022 Policy & Finance Committee Meeting

Dear Staff, Councilmember Duncan, Councilmember Naeger, and Councilmember Valdivia-Alcalá,

On behalf of SLI, I would like to thank you for your work on the ARPA funding project and your thoughtful consideration of our application. We know that your work is difficult and we appreciate your efforts to assist vulnerable populations across our community.

As you have requested during the 9/23/2022 Policy & Finance Committee meeting, I am resubmitting our revised project budget. We have reduced our request by $64,705, which is a 23% reduction from our original request. To achieve this reduction, we made the following changes.

- We reduced the number of homes receiving new appliances (Priority #1) from 10 homes to seven (7) homes resulting in a $32,505 reduction.
- We reduced the cost for the two refrigerators in the Community Integration Program space (Priority #2) to reflect the use of residential refrigerators vs commercial grade resulting in a $2,200 reduction.
- We reduced the amount requested for Computers (Priority #3) from $65,400 to $60,000.
- We reduced the house/client supplies project (Priority #4) resulting in a $9,600 reduction.
- We removed the energy efficient lighting project (Priority #5) resulting in a $6,000 reduction.
- We removed the other specialized training project (Priority #8) resulting in a $5,000 reduction.

Because of these actions, our request is now $212,780 vs $277,485. I believe that this reduction aligns with the averaged percentage reduction of most of the other applications discussed during the meeting.

In addition, Councilmember Valdivia-Alcalá asked for a breakdown related to the appliance replacement project. Based upon our research, we utilized the following costs for the appliances at seven of our SLI client homes. This is Priority #1 on the budget sheet.

Appliance/Equipment	Cost Per Unit	Number of Units	Total Project Cost
Washing Machine	$800	7	$5,600
Dryers	$800	7	$5,600
Stove/Oven	$700	7	$4,900
Refrigerator	$1,400	7	$9,800
Dishwasher	$635	7	$4,445
Heating/Cooling	$5,000	7	$35,000
Hot Water Tank	$1,500	7	$10,500
		Total Appliance Cost at SLI Homes	**$75,845**

The following is the breakdown for the appliance replacement project (Priority #2) in the Community Integration Program space.

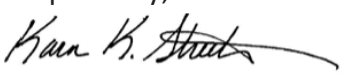
Appliance/Equipment	Cost Per Unit	Number of Units	Total Project Cost
Stove/Oven	$700	1	$700
Refrigerator	$1,400	2	$2,800
Dishwasher	$635	1	$635
Ice Maker	$300	1	$300
		Total Appliance Cost for CIP	**$4,435**

SLI is committed to providing accessible housing and programming. The Standards for Accessible Design defines ADA compliant appliances. The Department of Justice publishes these standards as specified by the Americans with Disabilities Act. All ADA compliant appliances are required to be operable with one hand without requiring tight grasping or twisting of the wrist. For example, an ADA compliant refrigerator is required to allow wheelchair users to approach and open them, be operable with one hand without twisting or pinching the wrists, and need less than 5 lbs. of force to open.

I believe that I have responded to the questions posed during the Policy & Finance Committee meeting on September 23, 2022. If not, I would gladly provide additional information.

We are very grateful for the opportunity to apply for ARPA funds in support of individuals with intellectual and developmental disabilities. Thank you for helping us promote their success, learning, and inclusion.

Respectfully,



Karen K. Streeter, VP of Development
kstreeter@slitopeka.org / 785-559-8808

Revised ARPA Grant Budget

Priority	Activity	Original Budget	Original Details
1	Appliance replacement at homes	$ 75,845.00	Refrigerator, stove, dishwasher, washer, dryer, HVAC, and hotwater tanks at 7 homes
2	CIP Appliances	$ 4,435.00	Refrigerators (2), stove, dishwasher, and counter-top ice maker in the CIP program space
3	Computers (Desktops and monitors)	$ 60,000.00	SLI homes and HQ
4	House/Client Supplies	$ 61,000.00	Assistive technology, lifts, speciality beds and chairs, linens, equipment, furniture, food, cookware, dishware, silverware, etc.
5	Energy Efficiency Lighting Project	$ -	Removed from project request per Committee request
6	Dementia Training	$ 9,000.00	Dementia Capable Care - $3000 per / 3 people
7	Sign Language Training	$ 2,500.00	Washburn University, 2 people
8	Other Specialized Training		Removed from project request per discussion with CEO regarding critical needs
	Total	**$ 212,780.00**	

SLI has included no staff costs in this project.

ARPA Funds Grant Application

Submission date:	**31 July 2022, 7:58PM**
Receipt number:	**49**
Related form version:	**5**

Section I Organization Information

Organization Name	**Central Topeka Grocer Oasis Group Inc.**
Organization Address	**c/o CRC CARE Center** **Avondale East** **455 SE Golf Park Blvd.** **Topeka, KS 66605**
Primary Phone	**(785) 233-1365**
Primary Email	**mrcpasw@gmail.com**
Primary Contact	**Marge Ahrens**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**4.5 Years**
Industry Name	**4451**
What is your organization's mission statement?	**Our mission is purpose driven to provide a nourishing and sustainable healthy food source to the Central Topeka Neighborhoods.**
Does your organization assist any of the following?	**Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**The Community Resources Council will provide staffing for CTGO administrative assistance funded by a grant from the Topeka Community Foundation. Two staff at CRC left during COVID and that administrative assistance has passed to the responsibility of the Director who has multiple critical responsibilities to the organization. As a result, increasing amounts of administrative needs have fallen on both the CRC Director and the volunteer Board of the CTGO.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$30.000 to the Community Resources Council of Topeka (CRC)**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$800,000**

Name the program for which you are applying	**CT-GO-Green!**
Please describe your organization, its programs and how this program fits in	**Central Topeka Grocery Oasis Group Inc. (CTGO) is a grassroots, citizen-driven nonprofit committed to elevating and innovating a dignified, full-service grocery store experience for Central Topekans and the flux of commuters who traverse the area en route to all points of Topeka. In spite of a rich history of post-Civil War settlements and proud community accomplishments, residents of this nine-neighborhood community have suffered from the effects of poor health outcomes, lack of access to healthy food, and low incomes amplified by the closing of a major grocery in 2016. CTGO has initiated joint efforts with a federally-funded health agency and multiple other partners to develop a full-service grocery store at the junction where a grocery served the community for 89 years prior. CTGO is closing on a lease agreement with GraceMed Clinic for a one acre site at 12th Street and Washburn on which to build the 14,000 square foot grocery.** **Since 2018, CTGO has diligently worked tying sound business modeling and planning components; research-based captures of health, economic, and social determinants; along with compelling personal testimonies. Our aim is to ease the pathway for a grocery store operator to move from a cautious, prospective party to an enthusiastic, fully committed partner.** **With deliberative conversation and listening efforts, it's become increasingly evident that baking high-grade, efficient, and environmentally responsible infrastructure and equipment selection into CTGO's building phase is instrumental to our overall goal. CT-GO-Green! allows CTGO the latitude to seek a myriad of options to prepare a building for the future of energy and sustainability, while passing the savings**

on to the would-be operator and store customers.

Energy is the second greatest cost to a grocer, next to the cost of employees. Affordability for the customer, economic and environmental sustainability are principles and goals of our work in establishing this store. While COVID advanced, so did the development of environmentally-safe and energy-saving grocery planning, building materials, and refrigeration systems throughout the world. The initial investment in regenerative, self-sustaining components provides quick paybacks while protecting the ozone from accumulations of leaking HFCs (hydroflourocarbons) into our atmosphere.
This estimated cost of these investments form the basis of the economic survival of the grocery and an overall goal of reducing the carbon footprint for the store serving our neighborhoods.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**One of the biggest issues at the forefront of the food desert conversation is how to provide high-quality items and shopping experience without passing the cost on to the consumers who are already strained.** **Receiving these funds to plan and purchase efficient, sustainable infrastructure materials and equipment can provide savings which benefit the community in innumerable ways, including:** **-Promoting livable wages and benefits for store employees.** **-Generating positive media around a sustainable structure in an at-risk neighborhood and associated ecological sustainable investment opportunities in this neighborhood, and others like it.** **-Fewer breakdown costs increase the lifecycle of the building -- ensuring its viability from a structural standpoint.** **-Providing residents who have few opportunities for traditional investments, a sense of pride and a "sense of place" -- something they can count on to be present for them, with rare exceptions.** **-Creating a step-by-step process that other communities can implement to address food deserts throughout Topeka and cities like it.** **After this grant has been awarded we will continue to seek grant funds, in-kind opportunities, and fundraise to cushion against unexpected, costly repairs and replacements. Our goal is to ensure CT-GO Green! can be a shining example to the community it serves about the benefits of sustainability.**
How has the pandemic impacted the effectiveness of your organization?	**The pandemic highlighted the reliance we all have on cooperative technology and access for research and partnership. CTGO met on Zoom biweekly throughout the pandemic and continues to provide virtual meeting options. Through the assistance of technology, CTGO**

has been privy to firsthand experiences of the challenges relating to all manner of grocery store operations from all over the state of Kansas and beyond. The ability to have these exchanges has refined and sharpened our understanding of the road that lies before us.

We applied for grants and won them: for an attorney to prepare the lease agreement with GraceMed; for administrative help; for grant writing; for joining a co-op of grocery stores' food distributor, and for a project manager. The use of these monies and activities have been stymied and delayed by the associated effects of COVID.

We noted changes in the grocery industry such as the need for delivery and drive up, and studied business organizational options such as cooperatives -- for profit and nonprofit models. We realized the particularly deadly effects of COVID on persons of color who comprise approximately half of our neighborhood population.

We gained and cultivated friendships along the way. The resulting list of partners extends from the Kansas Health Foundation to the Greater Topeka Partnership; from K-State to local ministers, to Washburn University's Small Business Administration, and growing. We extended our reach into the community by the employment of a Washburn anthropology intern who met with Central Topeka pastors, learning about the personal needs for affordable food, as well as training and living wage employment. We participated as leaders in Topeka Neighborhood Improvement Associations and Shawnee County Farm and Food Advisory Committees, extending to work with County Agricultural Extension, SNAP and WIC resources. We participated in the Kansas Health

Foundation's 2022 Food Assessment and learned of the associated difficulties of accessing local fresh affordable food or being able to participate in the programs meant to guarantee such.

We replaced board members whose health outcomes impaired their ability to continue on, including one directly impacted by COVID who serves 1500 HIV/AIDS patients, many of whom live in Central Topeka. One of our beloved Tennessee Town CTGO founders passed away due to the complications of diabetes, increasing our resolve to provide healthy food options within reach for our neighbors suffering from the effects of chronic disease and disabilities. New board members represent our middle school, NIA leadership and additional persons of color. While the pandemic has never stopped the work, or blunted the effects of living and working in a food desert, we have been strengthened despite setbacks. We grew in strength from within and without.

Please describe how you see the future of your organization and its program post-pandemic	**We are organized for the purpose of building a full-service grocery store in Central Topeka on land lease from GraceMed Clinic. We will raise funds, work cooperatively with the City of Topeka's Planning, Zoning, Mayor, City Manager and City Council and pay for the design and construction of the store incorporating CT-GO-Green! principles.** **We have a strategic plan and will next create a business plan, and operation agreement, that represents the kind of business structure we think best serves a multitude of traditionally under-resourced populations and interests.** **We expect that whoever owns, runs, or manages the store will maintain the founding Board's goals and principles: a commitment to equity, diversity, and inclusion; innovative business practices to keep consumer costs reasonable and the community it serves engaged and vibrant; energy-efficiency and environmental protection.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The CT-GO Green! initiative has dual purposes. First, it will incorporate sustainability practices through design, infrastructure, and if applicable, operation elements. The second purpose will provide community education and programming on sustainability practices both at home and in partnership with the full-service grocery store. The funds requested in this proposal will address the initial leg of this program.** **According to author Aaron Daly of Ratio Institute, an independent nonprofit aimed at streamlining the path to sustainability and viability practices among food retailers, an average supermarket’s refrigeration**

system uses 3,500 pounds of a greenhouse gas that's even more potent than R-134A, a hydroflurocarbon gas (HFCs) used commonly in refrigeration appliances. Additionally, Daly states that US grocery stores leak about 25 percent of their refrigerant each year, producing annual emissions equivalent to almost 13 million cars or 15 coal-fired power plants.

In the establishment phase of CT-GO Green!, after conversation with grocery operators of similar square footage, we have determined that, at this time, we can expect to pay a minimum of $500,000 for Hussmann refrigeration systems. This system results in zero-zone (HCFs) leaking into the ground and water systems, which is quickly becoming the expected standard for a grocery.

Water reclamation systems, or wastewater reuse, will be prioritized for the purposes of agriculture and irrigation, potable water supplies, groundwater replenishment, and environmental restoration. According to the US Department of Energy, the state of Kansas does not have any dedicated facilities to this practice which leaves businesses responsible to figure out how to reduce their reliance on an already heavily taxed utility. At current investment prices, we expect a 14,000 sq. ft. site to cost an upwards of $200,000.

To maximize the efficiency and sustainability impact of this location, we want to have a well-rounded understanding of the possibilities for our climate and geological positioning. This requires us to locate an expert who can work with engineers and architects to bring out the best outcomes in this project. While we hope to have as much of this service provided as donation, we expect there will be traveling and lodging costs to factor in for the best results.

Describe what other funding is available and what you have secured, or expect to secure for this project

The guiding principle for establishing this grocery is to minimize the amount of debt incurred through loans. As a result, care has been paramount to seek out donation of services, on-going education of the Board to become de facto experts, and apply for applicable grants. The grants CTGO has secured to date includes:

Kansas Health Foundation: $12,500
Sprout Marketing: $10,000
Topeka Community Foundation: $95,000
Sunflower Foundation: $10,000
Kansas Rural Center: $3400
K-State Extension Rural Grocery Summit Attendance Fees and Travel Grant: $830

Total awarded to date: $131,730

Funds are available through various entities such as the Kansas Healthy Food Initiative which grants up to $20,000 for BIPOC-led programs; NetWork Kansas which provides loans; and Kansas Department of Commerce through CBDG commercial funds.

We look forward to starting our major capital funding rally in 2023 to bring us closer to our $7 million-dollar investment goal.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**The Central Topeka community needs both a grocery store and the esteem that comes with shopping in a facility that is welcoming and inspiring. A grocery operator needs the opportunity to be successful in an area that other retailers are reluctant to enter. To improve the chances of securing an operator for a grocery store, it is imperative that we make the space as functionally sound and "move-in ready" as possible.** **CT-GO Green! is a unique opportunity to build with sustainability and efficiency at the forefront, instead of retrofitting or forcing the operator to pay for costly repairs and replacement equipment.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Currently, this service is the only one of its kind within the span of the nine neighborhoods CTGO has targeted as its customer base. Most, if not all, of these neighborhoods supplement their grocery needs through expensive convenience stores, or discount retailers, who are less invested in providing nutrient-dense, life-enhancing food options.**

What donated goods and or volunteer services do you receive that add value to this program?	**Beyond the opportunity to lease a portion of land from GraceMed Health Clinic at its Capitol Family Clinic site on SW Huntoon, we are in the early stages of securing architectural design services from a well-known firm at subsidized cost. We have been the recipient of on-going business strategy services with the assistance of Karl Klein, professor and Director of the Small Business Development Center of Washburn University, and his students. Additionally, we are seeking input from urban sustainability design experts with the expectation to fold in elements to the site. This opportunity provides significant value to the CT-GO Green! initiative by allowing sustainability to be at the forefront of the design.** **We were also offered the advisement of security considerations through Topeka Police Department's Community Police unit. This collaboration ensures our design options will altogether discourage or hamper incidents of violence, carried out at will, against shoppers and employees.** **Finally, our board provides a deep well of knowledge and resources stemming from education, business, government, legal, and community advocacy. This board has met consistently over the last 4 1/2 years, year-round, in biweekly, 2-hour increments with an upwards of 10 individuals on the board at a given time. This donation of energy, knowledge, and resources has yielded no less than 10,000 hours of unbilled services for the purposes of re-establishing a full-service grocery store.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**7.2022 Certificate of Good Standing.pdf**

File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**1340**
Projected age of 6-12 years	**1210**
Projected age of 13-18 years	**1860**
Projected age of 19-35 years	**2780**
Projected age of 36-59 years	**3710**
Projected age of 60 years and over	**2510**
Total Individuals	**13410**

Section V Beneficiary Information - Gender

Men	**6830**
Women	**6480**
Transgender	**100**
Total Individuals	**13410**

Section V Beneficiary Information - Income Level

At or below 30%	**4000**
At or below 50%	**3310**
At or below 80%	**3000**
Other	
Income Unknown	**3000**
Total Individuals	**13310**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**54.2**
Percent of Black/African American	**16.8**
Percent of Hispanic	**23.1**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**1.9**
Percent of Asian & White	**0**
Percent of Black/African American & White	**1**
Percent of American Indian/ Alaskan Native & Black/African American	**1**
Percent of Asian/Pacific Islander	**1**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100.0**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Chair, Central Topeka Grocery Oasis Group, Inc.**
Your Signature	**Name of signatory: Margaret Ahrens**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: CENTRAL TOPEKA GROCERY OASIS GROUP INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on August 06, 2020, and is in good standing, having fully complied with all requirements of this office.

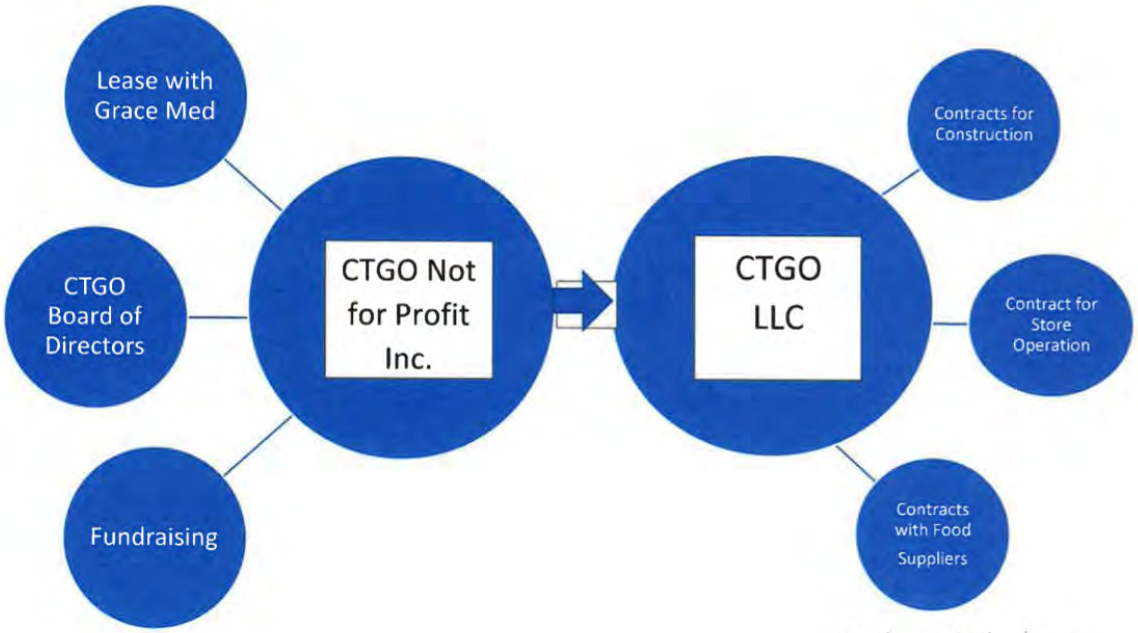
No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 13, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

1. **Please provide an organizational chart for your organization.**



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2. **Please provide a project budget for the project/budget program you are seeking funds for.**

CT-GO Green! Project **ARPA 2023-2026**

**Projected Amount For Refrigeration In Aproximately 14,000 sq. ft. through Associated Wholesale Grocers

	Description of Costs Included	Cost Each	Projected Costs	Notes
30	Refrigerated Display Cases (Hussmann)	$14,995.00	$449,850	*as of pricing available in 2022
5	Refrigeration System	$17,815	$89,075	*as of pricing available in 2022
	Installation		$150,000	*estimate based off 2020 quotes
	3% fee through AWG		$20,668	
	Total Projected Costs		**709,593**	

3. **Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.**

Yes, we are open to a reduction of up to 20%, leaving a balance of $640,000 towards the CT-GO-Green! project.

4. **Who will operate the store?**

A third-party will be contracted to operate the store. Our number one priority is to remain committed to providing accessibility to fresh, healthy, affordable food options to the community and to focus on equity in Central Topeka. By reducing the cost-burden to the third-party operator, we will increase the chances for their short- and long-term success.

5. **What additional funding will be used to maintain the building until it is leased/operational?**

As a piece of our ongoing fundraising, a **contingency fund** of 18 percent of eligible capital will be held for the purpose of ensuring that the building will have all considerations met until it becomes operational.

6. **Has a business plan been developed to show how it will be operated if a local group decides to operate the store?**

With the input of our Business Advisor, Karl Klein, and Washburn University's Small Business Development Center, our current business plan will be expanded to indicate the projected revenue outlook as operated through CTGO LLC.

7. **Will this grocery store be completed by the time the ARPA funds are required to be spent?**

Yes! We have secured funding and are in the final stages of bringing a Project Manager onboard to begin the building phase of the store.

8. **What Spanish-speaking services and materials will be offered?**

With 23 percent of our target clientele identifying as Latino or Spanish-speaking/literate, we recognize it is crucial for CTGO LLC to reflect that demographic among its leadership, staff, and volunteers. Consequently, we intend to create a welcoming space where Spanish-speaking/literate shoppers are able to find culturally-relevant food items, recipes, educational literature and experiences offered in the language with which they feel most comfortable.

9. **What is your outreach to Black and Latino/Indigenous communities?**

Our outreach efforts to date have been extensive.

Among our faith-based partnerships, we have prioritized input from churches with high BIPOC leadership and membership. These churches include: Faith Temple Church, Shiloh Baptist Church, and Asbury-Mt. Olive United Methodist Church. Among racially-mixed faith-based partnerships, we've been given steadfast support and amplification of our efforts to address food access inequality through Westside Baptist Church, First Church of the Nazarene, Westminster Presbyterian Church, Trinity Lutheran Church, and the Episcopal Diocese of Kansas.

Among nonprofit partnerships, we've worked diligently to spread the message and call to share personal experiences with the challenges of food apartheid in various avenues. Our partners include the City of Topeka's Community Engagement department which stewards the Citizen Advisory Council and the various networks of NIAs and NAs throughout Topeka; Doorstep, Inc.; and Housing and Credit Counseling, Inc. Additionally, we have provided oft-quoted or resourced data on the impact of food deserts on populations of color in Topeka for larger nonprofits such as the United Way as part of their Healthy Neighborhoods campaign.

Finally, our most impactful connection to BIPOC residents living in our planned service area is through interaction with Topeka Public Schools, beginning with Robinson Middle School. Tim Leffert, principal of Robinson Middle School, volunteers as a CTGO Board member and provides statistical resources on hunger for the families whom he serves in the Central Topeka community. Through this partnership, we are able to engage with families directly to learn more about their experiences and successfully build community buy-in through the quiet endorsement of the school district.

This list will grow as we know there are always new spaces to explore and educate. We are thoroughly committed to feedback from, partnership with, and inclusivity of BIPOC Topekans.

10. Do you have translation services available?

To ensure we answer this question with the intention that may have prompted it, we will try to address it from two angles. First, all handouts we have printed to help the public understand our mission are in the process of being translated. Second, we are fortunate to have access to interpretation services through our community partners, including county and federal agencies.

11. Do you have any Black or Latino/Indigenous staff or volunteers?

Yes, we do! Thirty percent of our volunteers self-identify as Black and/or Latino and 20 percent of our volunteers share their household with Black, Latino, or Indigenous persons. Our board is a direct reflection of the community we serve, in a multitude of ways: race, gender, income-level, age, disability, and marital status, for example. We believe this broad range of intersectionality is a great asset that strengthens our board.

ARPA Grants

From: Marge Ahrens <mrcpasw@gmail.com>
Sent: Monday, October 3, 2022 11:19 AM
To: ARPA Grants
Subject: CTGO responses to questions related to ARPA grant application

Dear ARPA Grants Staff and Council Members,
Here are the answers to the second set of questions relating to the Central Topeka Grocery Oasis' application for ARPA funding for high efficiency refrigeration for a Central Topeka grocery.

1. The total cost estimate is $$2.3 million for construction of a 14,000 sq.ft. building. (This is based on current construction cost estimates for Kansas City of $1.68 per square foot.)
The estimate of costs of refrigeration, shelving and other equipment to complete a "turn key" operation are estimated to be an additional $2 million. (This estimate is based on the costs provided by Associated Wholesale Grocers who have assisted grocers with these purchases and installations.)
We have not estimated the costs of solar panels and installation.

2. We will have it in hand and will have ARPA funds spent by 2026. (We will apply for Tax Deferred Financing through Alt-Cap either in 2022 or 2023. Alt-Cap is preparing a letter of recommendation for us now.) We are planning a Capital Campaign for late Fall, 2022, dependent on the completed Lease Agreement with GraceMed Health.

3. We expect the store to be run through a third party relationship; however, some Board members wish to pursue the possibility of our 501c3 LLC running the store also. We hire an expert on grocery store proformas to prepare the business plan for the store this week. We have a grant to pay for his services.

4. Yes.

5. Yes.

6. Fundraising has begun. We have received $127,000 in grants to date. The timeline and budget are in process. We have a grant writer and a grant to pay for his services. We interview a second person for the position of Project Manager this week.
Please do not hesitate to call if you have more questions.

Sincerely,
Marge Ahrens, Chair
Central Topeka Grocery Oasis Group
785-232-1947

ARPA Funds Grant Application

Submission date:	**31 July 2022, 8:28PM**
Receipt number:	**81**
Related form version:	**5**

Section I Organization Information

Organization Name	**It Takes A Village, Inc.**
Organization Address	**1209 SE Locust Topeka, Ks 66607 - Mailing Address 432 SE Norwood Topeka, Ks 66607 - Business Address Location**
Primary Phone	**7855809707**
Primary Email	**eldermassey@gmail.com**
Primary Contact	**Steven Massey**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**10 years**
Industry Name	**NAICS 711**
What is your organization's mission statement?	**Our mission is to build confidence and strong character in at-risk young people ages 4 - 20 by cultivating community pride and removing barriers through exploration and exposure to the performing arts through mentorship and instruction in providing opportunity to improve their ability to develop positive attitudes and equip them with the tools needed to be disciplined in their desired art form and become responsible leaders in the community.**

Does your organization assist any of the following?

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**Due to the pandemic, we have lost part time instructors and volunteers that have been significant to the class sizes and participants that we are able to serve. The loss of instructors and volunteers has resulted in a reduction of programs within our organization and made it more difficult to provide necessary instruction or mentorship to the individuals that we serve.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$235.000.00**

Name the program for which you are applying	**It Takes A Village, Inc**
Please describe your organization, its programs and how this program fits in	**ITAV, Inc was established to provide an opportunity for young people who have been identified as at-risk to work with instructors, mentors, and volunteers to improve their ability to develop positive attitudes toward their futures in the performing arts with real lifestyle experiences. ITAV is a performing arts program with strong emphasis on dance. Studies show that dance can improve your mood and attitude, ease depression and anxiety. Dance is an effective type of exercise that raises your heart rate and works your muscles. Its beneficial in increasing self-esteem and boosting confidence by fostering self-expression and developing social skills. Dance helps with emotional expression and is a positive way to help remove the negativity that most of the young people that we serve and come in contact with. The young people that we serve are mostly in the population of the East Topeka area that has been underserved for years. We have been able to offer a host of performing arts services and served hundreds of youth with limited space and limited resources. Our performing arts program offers: music, art, dance, singing, acting, poetry, graphic arts, video recording, producing, directing, costume designing, stage lighting, photography and stage makeup application; along with providing other social services that play an important role in servicing our young people. ITAV, works with young people that come from families exposed to adverse economic situations, unstable family dynamics or youth who are less likely to transition successfully into adulthood without exposure or interventions from a positive community program. The volunteers and staff at ITAV, have been able to work with many youth and establish healthy relationships with them and their families. The young people come to ITAV to participate in the performing arts programs but also come with issues and**

	concerns that staff and volunteers have to deal with on a regular basis. Staff have often had to offer counsel, provide money or food to them that don't have what they need at home, and act as parental figures to the young people because of their unstable situations. The performing arts has often been an escape from the issues that some of our young people experience on a daily basis. Many of our young people have expressed how important ITAV is to them and as the director and founder of ITAV, I see the important need to expand the services that we currently offer to fully assist the young people in our city.
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**These funds will allow our organization to 1) hire instructors and a grant writer that will seek out and secure more grants to continue our efforts in serving our young people in the performing arts and be able to purchase necessary items to help with the structure of our performing arts program such as, 2) laptops that are needed to continue to teach graphic arts design, technical staging and lighting sequences,and for writing plays and lyrics, 3) Video camcorders and photography equipment are needed to teach how to capture, edit images, and bring to life the stories that they want to capture and share, 4) Dance shoes and attire that most of our young people are not able to acquire because of the financial status of their households, 5) Art supplies to give more young people the adequate tools needed to fulfill their talents and give them a sense of purpose, and 6) Musical instruments for the further advancement of teaching them music and individuality where they are sometimes not allowed to do in a school setting. These are just a few things needed to enhance the performing arts program that we offer to our young people. This will benefit the whole community that we serve because it will lower the worry or stress from families that usually have to provide finances for these services in other locations. Having additional**

resources will also enhance our future performances and allow one of our biggest annual productions,The Chocolate Nutcracker Midwest, to include and even larger amount of Topekan's youth to be a part of a major stage production. Lastly, these funds will allow use to move forward with our nutritional and tutoring services that will help feed their mind and bodies when they may not be able to get that full service anywhere else.

ITAV has managed to sustain for a number of years due to donations, in-kind donations, volunteers, and minimal fees paid by some participants. ITAV will continue to assist the community and the ARPA grant would great benefit our program and afford us the opportunity to better serve the youth of Topeka.

How has the pandemic impacted the effectiveness of your organization?	**The pandemic has cause a huge impact on the effectiveness of ITAV, because it caused many volunteers, staff and young people to decrease their participation in classes that ITAV offers or caused them to stop coming altogether. The loss of volunteers and staff resulted in fewer classes and productions being offered causing lack of opportunities for the number of young people that we serve. Looking back on it and the uncertainty that everyone was going through, many were confused and scared about the effects of the virus and fearful of getting the virus, which several did. With ITAV being partnered with Shawnee County Parks and Recreation and housed in the Rice Community center we had to follow the CDC protocols and the State of Kansas health requirements and had to close for several months on a couple of occasions which had a ripple effect on the families and young people that wanted to still come to ITAV. We had to, like many, acquire masks and put into place social distancing and cleaning procedures which in turned, slowed down a lot of progress in moving forward with our classes that we provide to our young people. There were many questions and concerns that we had to address to parents, guardians and care givers in assuring them that ITAV was following all precautions and guidelines to ensure that their young person was going to be safe.**

Please describe how you see the future of your organization and its program post-pandemic	**ITAV's future is bright and the numbers of young people that have returned to classes and new youth are increasing steadily. COVID has definitely had an effect of the mental health of our youth and the need for ways to cope with the stressors of an extented isolation period and lack of face to face and interactive socialization. ITAVs programming is needed more than ever to assist in reviving the mental health and physical bodies of our youth. As stated before, the funds will not only allow ITAV to obtain supplies and tools needed to push forward and to hire the staff needed to fulfill all of the services that we provide to our young people, but allow us to grow and assist young people, our community, and our city on a much greater level than we have previously.**

Section IV General Data

Provide a detailed explanation of the proposed program	**It Takes a Village Performing Arts Center is designed to work with at-risk youth ages 4-20 by teaching them dance and other facets of performing arts. Since 2012, ITAV has operated with a very limited budget, limited staff, and limited physical space. ITAV's programs have increasingly grown over the years and although we have continued to provide services for the community, it is becoming increasingly difficult to provide adequate services based on budget shortfalls, lack of staff, and insufficient space for the number of youth that we are able to serve.** **If ARPA funds are granted, the proposed program is as follows: Acquire sufficient space that will include renting or purchasing another facility, hiring more instructors, getting performing arts supplies, laptops, video and camera equipment to better serve our youth in the community. Purchasing of dance mirrors, an authentic permanent and portable traveling dance floors that will help with the non dance surfaces that can put a damper on the performance, legs and feet of dancers. Securing scripts to give the acting youth a more realistic improvement to their craft. Implement the full nutritional services so none of our youth goes without a meal which will include food preparation. Hire qualified tutoring staff along with building our bridge to the future program that will guide, direct and teach our teens in preparation for their future, being college, going straight into the work force or scholarships in the performing arts of their choice. Purchase and maintain adequate dance attire; shoes, leotards and tights for many of our youth that are not able to afford these items.**

Describe what other funding is available and what you have secured, or expect to secure for this project	**Students are accessed minimal monthly fees for participation in the dance classes that ITAV provides. These fees will serve as the operating budget for the program. ITAV does several major productions thoughout the year and participants are required to pay a minimal fee to aid with costumes and production costs. These productions serve as fundraisers toward funding for ITAV expansion. ITAV company dancers often perform for events or businesses that often provide small donations to the program. ITAV has secured grants previously and will continue to apply for grants to meet the needs of the program. In-kind donations of labor and material have been promised to the program and fundraising efforts are on-going to secure funds for this project.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Topeka Parks & Recreation has determined that youth in the east part of the city and surrounding areas are underserved when it comes to affordable activities that youth are interested in. ITAV, Inc. was established to provide an opportunity for young people who have been identified as at-risk to work with instructors, mentors, and volunteers to improve their ability to develop positive attitudes toward their futures in the performing arts. It Takes A Village, Inc is the perfect program to meet a critical need in an underserved population of our city. The dance and performing arts facets provide structured, supervised activity that can teach the youth a host of valuable assets. Youth participating in our programs learn to work together as a unit, they learn about developing a good work ethic, they are able to strenghten and develop their bodies, they are able to learn skills that will aid them in the future, and they become great dancers and learn how to perform jobs in the performing arts field. Participating in the ITAV programs allows our youth to experience personal successes by learning new skills and by bringing out hidden potential in many of the kids that are involved**

in the program. Equipping our youth with skills and knowledge that allows them to set goals for themselves and allows them to become productive citizens is a community need that will not only make Topeka a stronger community but provides a solid foundation for success for our youth. ITAV and its programing provides an outlet for creativity and aids with mental and emotional health, encourages academic success and prepares youth for the future. ITAV, Inc. has learned to adapt, survive, and thrive with limited funding and personnel and the organization continues to be in demand from the community and its students. Topeka Parks and Recreation, USD 501, ITAV parents and patrons, and many leaders in the community have praised and supported the program for its ability to work with large numbers of minority kids and bring out untapped talent and potential in the youth it serves. We believe that the longevity of ITAV, Inc, is due to the continued support of the community who believes in the program and understands the need for its existence. With our proposal, it will give our community the one location for all of their performing arts needs meet along with the freedom to be in a safe environment and a caring staff to see that each participant that we serve will be supported, because we truly understand that It Takes A Village to raise a child.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**This program serves an at-risk, predominantly African American population that teaches dance and numerous other performing arts facets and there is no program offering similar programming or serving our demographic in our community. In fact, there isn't another one stop shop in our city that offers the full performing arts experience, You have to go to different locations to get all of the services that we provide in one location. So ITAV, is a community need for our city where parents will not have to run their youth all over the city for different programs like we serve. A parent can have 3 youth that are interested in 3 different forms of the performing arts, such as dance, art and singing. All will be able to come to ITAV and receive the services there, at the same time and be in one location.**
What donated goods and or volunteer services do you receive that add value to this program?	**ITAV operates largely on volunteerism, fundraising, and donations from parents and other community members and organizations. Volunteers donate their time, water, provide transportation for the youth if needed and a wide variety of needed items. Local businesses have donated dancewear for the youth and have remained supportive of the program in many ways. During the summer months, USD 501 provides breakfast, lunch, and weekend take home meals to our summer dance camp participates and prior to being housed at Rice Community Center, local churches donated rehearsal space needed to prepare for productions, and local community members have provided mentoring and shared their expertise in their respective career fields to provide the youth with exposure to various career opportunities and other information to educate the youth on various topics. Without volunteers and donations, ITAV would have difficulty fulfilling our mission to serve at risk youth in out community. Volunteers and donations are invaluable to the success of our program.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**STATE OF KANSAS ITAV CERT OF GOOD STANDING.docx**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**3**
Projected age of 6-12 years	**47**
Projected age of 13-18 years	**35**
Projected age of 19-35 years	**15**
Projected age of 36-59 years	
Projected age of 60 years and over	
Total Individuals	**100**

Section V Beneficiary Information - Gender

Men	**14**
Women	**86**
Transgender	
Total Individuals	**100**

Section V Beneficiary Information - Income Level

At or below 30%	**19**
At or below 50%	**73**

At or below 80%	**8**
Other	
Income Unknown	
Total Individuals	**100**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**3**
Percent of Black/African American	**62**
Percent of Hispanic	**5**
Percent of Asian	
Percent of American Indian/Alaskan Native	
Percent of Asian & White	
Percent of Black/African American & White	**23**
Percent of American Indian/ Alaskan Native & Black/African American	**1**
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**6**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Director**
Your Signature	**Name of signatory: Steven Massey**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: IT TAKES A VILLAGE, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on October 13, 2009, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of June 29, 2022

SCOTT SCHWAB
SECRETARY OF STATE

Questions for It Takes A Village – ARPA Grants

1. Please provide an organizational Chart for your organization.

Please see attached documents

2. Please provide a project budget for the project/budget program you are seeking funds.

Please see attached documents

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

Yes, as per our project budget, a $25,000.00 reduction is shown. We are nonprofit and grateful for any in-kind, financial donations and grants that we receive. It will assist us as we serve the East Topeka, Black and Brown underserved community around us.

4. How will you continue to fund, long-term, the individual positions you hire using the ARPA funds, once these funds run out.

The funding that ARPA provides will allow us the opportunity to increase the number of staff that we are able to hire, making us able to increase the number of paying students that we serve at ITAV. As revenues increase, the program's generated funding will allow us to subsidize the salaries for any instructors that are hired. ITAV will continue to solicit in-kind services, grants, community and business donations and host fundraising opportunities.

5. Please explain your outreach strategy in detail to black and brown communities.

Outreach Strategies:

1. Identify students predominantly from African American and Latino communities to participate in ITAV programing.
2. Establish community and business relationships -develop relationships with organizations and businesses that serve our demographic.
3. Look for opportunities to engage black and brown participants – research events, clubs, activities where target populations participate to showcase and expose elements of ITAV programs to include, community productions, dance participation in community events, school events, and other events where are target population is present.
4. Engage with groups that meet the demographic ITAV is serving to increase participation and develop on-going community partnerships.

6. Spanish speaking services and materials to be offered?

ITAV does not currently provide Spanish speaking materials due to budget restrictions on converting documents but has solicited in-kind services to convert materials but has not secured services to date.

7. What is your outreach to Black and Latino/Indigenous communities?

A. Showcasing the ITAV programs to the community though productions, offering dance and performing arts classes, summer dance programs, and other opportunities to be involved in the community and performing arts.
B. Connecting with community partners who serve the listed populations and partnering with them to bring these students into ITAV programming (B&GC, school clubs, community centers, programs working with target populations.)
C. Showcasing ITAV's talent and programs at events where targeted populations are present.
D. Brochures and promotional materials sharing information about ITAV programs.
E. Word of mouth.
F. Utilizing current ITAV students to promote the program to other students.
G. Volunteer staff's professional and community connections.

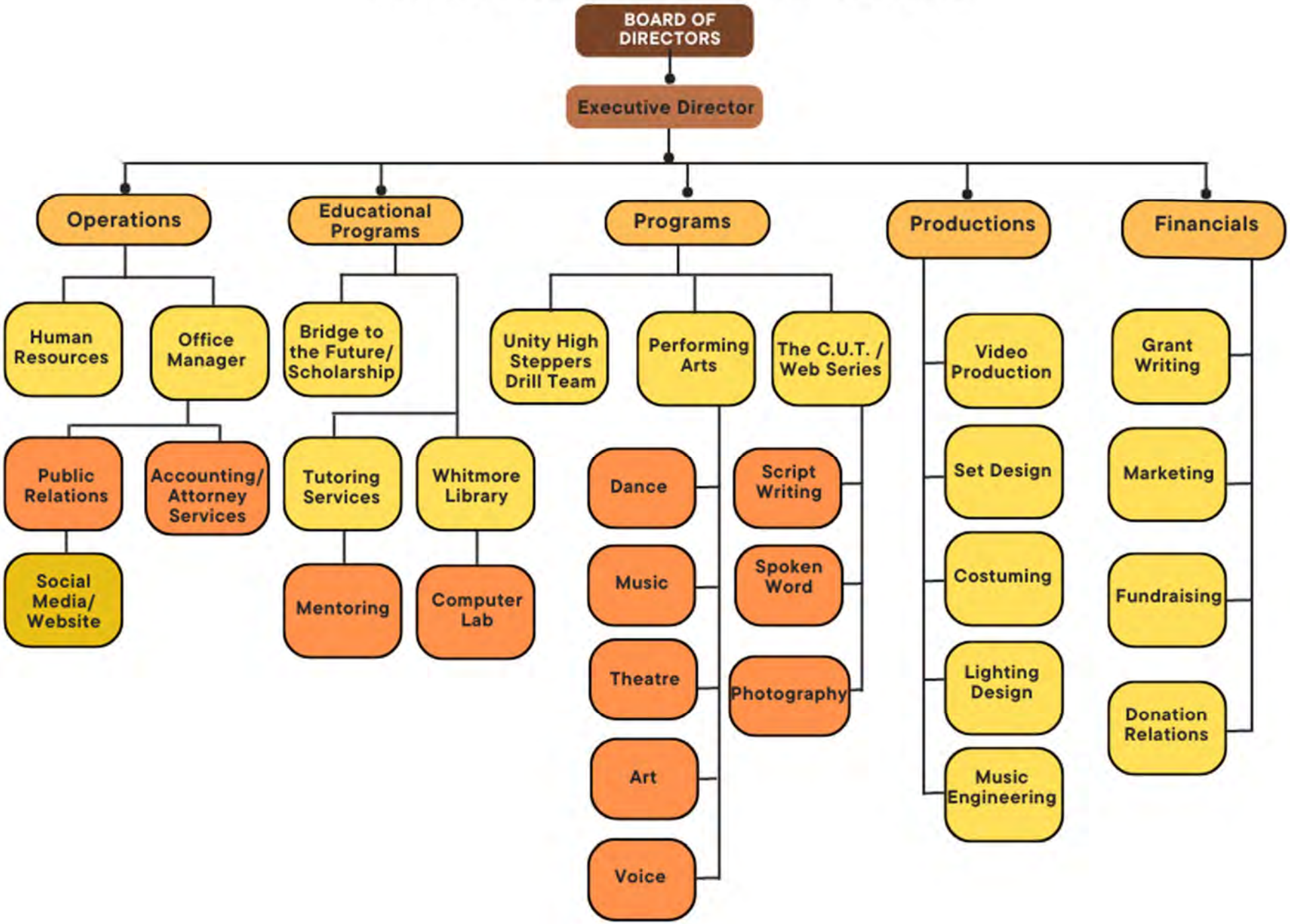
8. Do you have translation services available?

Volunteer bi-lingual parents or students are currently used as translators if needed.

9. Do you have Latino/Indigenous staff or volunteers?

We have had Latino/Indigenous volunteers during our productions and events that It Takes A Village members have participated in. Yet due to lack of financial resources for current classes we do not have any staff members.

It Takes A Village, Inc. Organization Chart



It Takes A Village, Inc

Project Budget

Detail

EXPENSE	AMOUNT	ITEMS	NOTES
Van Shuttle	$35,500.00	15 passenger	Pick up members
Production Moving Truck	$7,400.00	For moving sets	To utilize moving w/o renting a truck
Camcorders	$1,050.00	3 camcorders	350.00 each
Cameras	$750.00	2 cameras 4K	375.00 each
Glassless Mirrors	$11,000.00	10 6x6 Portable Mirrors	1100.00 each
Portable Dance floor	$34,500.00	10 Rolls dance floor	Marley floors/underlay $3450.00 each
Permanent Dance Floor	$20,700.00	6 Rolls dance floor	Marley floors/underlay $3450.00 each
Portable Sound System	$2,600.00	system, speakers, mics	Outdoor events
Set Design Materials	$4,500.00	material to buy and build sets	
Marketing Publications	$7,500.00	Publications/Signs/Posters etc	
Database Management System	$2,000.00	To house all data	A program to keep all data securely
Laptops Computers	$2,500.00	10 Laptops	250.00 each
Performing Arts Dance Salaries	$5,000.00	4 Instructors 25.00 hr	1250.00 stipend yearly
Performing Arts Music Salaries	$2,500.00	2 Instructors 25.00 hr	1250.00 stipend yearly
Performing Arts Voice Salaries	$1,250.00	1 Instructor 25.00 hr	1250.00 stipend yearly
Performing Arts Art Salaries	$1,250.00	1 Instructor 25.00 hr	1250.00 stipend yearly
Costume Designer Salaries	$10,000.00	1 Designer /1 Seamstress	Buying/Repairing/Making Costumes
Grant Writer	$10,000.00	Part Time	To locate and secure grants
IT Manager	$5,000.00	Part Time	Maintaining website and fixing all IT problems
Office Manager	$15,000.00	Part Time	Covering the operations of the office

Accountant	$5,000.00	Part Time	Making sure financial books are current and accurate
Executive Director	$25,000.00	Part Time	Overseeing ITAV
Nutritional Services Aide	$10,000.00	Part Time	Preparing and distributing packaged and hot meals
Total	**$220,000.00**		

ARPA Grants

From: This Lyfe I Dance <eldermassey@gmail.com>
Sent: Monday, October 3, 2022 1:33 PM
To: ARPA Grants
Subject: Questions for It Takes A Village
Attachments: ITAV Revised Budget.docx

Questions for It Takes a Village are as follows:

1. Are there additional cuts to your budget that you can make? Like cutting camcorders, camera, 10 laptops, etc.

*** We have made cuts and then put in for used items for purchase. (please see attached revised budget)***

2. Can any of the equipment be purchased used?

Yes we have and can look at getting used items for most of the things that are on our revised budget.

Thanks again.

It Takes A Village, Inc

Project Budget

Detail

EXPENSE	AMOUNT	ITEMS	NOTES
Van Shuttle	$35,500.00 30,000.00	15 passenger	Pick up members *used Van*
Production Moving Truck	$7,400.00	For moving sets	To utilize moving w/o renting a truck
Camcorders	$1,050.00 $250.00	3 camcorders *1 camcorder*	350.00 each *used 250.00*
Cameras	$750.00 $300.00	2 cameras 4K *1 camera 4K*	375.00 each *used 300.00*
Glassless Mirrors	$11,000.00	10 6x6 Portable Mirrors	1100.00 each
Portable Dance floor	$34,500.00	10 Rolls dance floor	Marley floors/underlay $3450.00 each
Permanent Dance Floor	$20,700.00	6 Rolls dance floor	Marley floors/underlay $3450.00 each
Portable Sound System	$2,600.00	system, speakers, mics	Outdoor events
Set Design Materials	$4,500.00	material to buy and build sets	
Marketing Publications	$7,500.00 $0.00	Publications/Signs/Posters etc *Not per ARPA funds*	
Database Management System	$2,000.00	To house all data	A program to keep all data securely
Laptops Computers	$2,500.00 $200	10 Laptops *2 Laptops*	250.00 each/students use *Used laptops*
Performing Arts Dance Salaries	$5,000.00	4 Instructors 25.00 hr	1250.00 stipend yearly

Performing Arts Music Salaries	$2,500.00	2 Instructors 25.00 hr	1250.00 stipend yearly
Performing Arts Voice Salaries	$1,250.00	1 Instructor 25.00 hr	1250.00 stipend yearly
Performing Arts Art Salaries	$1,250.00	1 Instructor 25.00 hr	1250.00 stipend yearly
Costume Designer Salaries	$10,000.00	1 Designer /1 Seamstress	Buying/Repairing/Making Costumes
Grant Writer	$10,000.00	Part Time	To locate and secure grants
IT Manager	$5,000.00	Part Time	Maintaining website and fixing all IT problems
Office Manager	$15,000.00	Part Time	Covering the operations of the office
Accountant	$5,000.00	Part Time	Making sure financial books are current and accurate
Executive Director	$25,000.00	Part Time	Overseeing ITAV
Nutritional Services Aide	$10,000.00	Part Time	Preparing and distributing packaged and hot meals
Total	**$220,000.00**		
Revised Total	**$200,950.00**	***revised items***	

ARPA Funds Grant Application

Submission date:	**31 July 2022, 10:31PM**
Receipt number:	**114**
Related form version:	**5**

Section I Organization Information

Organization Name	**The Gil Carter Initiative Inc**
Organization Address	**2620 SE 23 Street** **Topeka, Kansas 66605**
Primary Phone	**785 260 9195**
Primary Email	**gcarterinitiative@gmail.com**
Primary Contact	**gcarterinitiative@gmail.com**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**Seven years**
Industry Name	**NAICS 61**
What is your organization's mission statement?	**The mission of the Gil Carter Initiative Inc. is to enhance the development, dignity and quality of the lives of, but not limited to members of the community, through specialized education in diverse areas, focusing on socioeconomically challenged children and young adults regardless of their race or religion.**
Does your organization assist any of the following?	**Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Open but Reduced Hours**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**Due to the COVID pandemic there have been an extensive shortage of workers. Like most organizations the Gil Carter Initiative had to shut down as per COVID pandemic protocol. However, we are in the recovery stage, and we are striving to normalcy.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$50,000**
Name the program for which you are applying	**Food and Clothing assistance**
Please describe your organization, its programs and how this program fits in	**The Gil Carter Initiative Inc. is a 501(C)3 non-profit organization a Kansas credentialed organization. The Gil Carter Initiative Inc. is currently housed in two building totaling 25,000 sq ft.in East Topeka. These buildings were previously the home of the local youth**

detention center. The buildings are structurally very sound, but they are not without challenges. The organization was named after Mr. Gil Carter who was inducted into the Shawnee County baseball hall of fame in 2015. Mr. Carter was honored for his historic baseball homerun of 733 feet, the longest homerun in the history of baseball. He mentored kids throughout Topeka doing whatever he could to help direct or redirect these children towards success. It was with this in mind that The Gil Carter Initiative was established.

The Gil Carter Initiative Inc believes that diverse educational exposure does most advantageous to teach someone a skill in preparation for the future. At Gil Carter Initiative we try to make this a reality by providing educational opportunities in the area of culinary arts, horticulture, music, computer science, health and wellness and more. We are deeply concerned about childhood obesity; food insecurity and the lack of attention it generates in relationship to the havoc it creates in the lives of children and their families. Paired with childhood obesity is the issue of food insecurity. We believe that both childhood obesity and food insecurity need to be addressed concurrently. When there is a lack of nutritious ingredients due to cost or availability, often time individuals rely on cheap, high calorie foods with little nutritional value. This program will help to provide visibility to one of the deadliest of killers of our children. Gil Carter Initiative believe that the health of individuals cannot be over emphasized, especially the health of the children as children do grow up to become adults, sick adults who would be a great financial strain on both the family and the community or grow into healthy, vibrant and productive adults. To the Gil Carter Initiative there is no doubt of the choice that needs to be made. Childhood nutrition and lack of adequate clothing is not properly addressed in our community and the result is sad and devastating. The

	Gil Carter needs assistance in addressing this issue and the mounting medical and social problems it generates. We have the program by which to successfully do so. Gil Carter Initiate has a clothing bank with clothing for the entire family for all four seasons of the year.
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**These funds would assist in advancing the causes our organization. Gil Carter Initiative is dedicated to improving the quality of life of those we serve. Like advisers excel the four key pillars that make up our community engagement efforts, Children and Education, Poverty, Hunger and Financial Literacy are basic and priceless. This money would enable us to both upgrade the physical structure of the building and assist us in providing a well-furnished culinary classroom with all the modern convenience which would enable us to adequately teach culinary arts with emphasis on health and wellness. After completion the participants would have a choice of continuing further studies into a career in culinary arts or making good food choices for the entire family.**
How has the pandemic impacted the effectiveness of your organization?	**The pandemic has affected the Gil Carter Initiative like many other organizations in a very negative way. Materials and food cost has dramatically increased, adding additional stress to the already depressed financial resources. Many of our programs were placed on hold and auxiliary help was almost to a standstill. Another issue we had to deal with was the reduction in revenue limiting the available resources to renovate the properties and conduct more programs. However, we have managed to survive nicely with no lasting repercussion. Much of our work and activities were held outdoors, which was very helpful.**

Please describe how you see the future of your organization and its program post-pandemic	**Despite the pandemic, the future looks very promising. Revenue is being generated slowly but steadily. Many organizations and individuals are offering services and financial support. This grant will do much to get us where we need to be. We have teamed up with K-State Extension and other professionals to execute our programs. We are just about to erect our all-season greenhouse, establish the fruit orchid, conduct more programs, serve meals to children, hold seminars on COVID prevention and management, continue with the renovation and improvement to our building, participate in the city of Topeka lawn-mowing pilot program and much more.**

Section IV General Data

Provide a detailed explanation of the proposed program	**The issue of food inaccessibility for Kansans is of enormous concern. We will be administering essential programs, collaborating with communities and organizations to help Kansans find safe, affordable fresh fruits and vegetables they need and the dignity they deserve.** **Mrs. Forbes is a registered nurse and a professional chef. The Gil Carter Initiative have been gifted a new commercial stove used in the preparation of hot, nutritious meals served onsite or transported to the house-bound citizens. Classes would be held to instruct on preparation of affordable, nutritious meals, teaching a skill instead of just handing out a meal.** **We are in the process of establishing a large greenhouse and a food forest to provide fresh fruits and vegetable all year round. Gil Carter Initiative will be collaborating with K-State extension to teach horticulture, health and wellness. The enrollee will learn basic gardening skills and techniques and have the opportunity for practical experience in home gardening including how to secure natural pesticides to retain the integrity of the products. They would be**

	taught how to grow different produce at home forming an exchange program where participants would share products with each other. A selected space within the outdoor garden area would be reserved for a picnic site where the elderly can sit or just rest and enjoy the surroundings while visiting and bonding with the children. Here we would strategically position comfortable outdoor benches where participants would share products with each other. The participant will be taught food and nutritional survival skills. Gil Carter would also continue to provide healthy meals for those in immediate need of nourishment and the home-bound, supplementing meals on wheels not duplicating. Although our focus is on the children, we know that the parents have to receive the knowledge to effectively assist the children and intake adequate nutrition to obtain the energy which would enable them to do so. **COVID19 education on safety and preventative measures will be explored in order to directly support Kansas' response to and recovery from the COVID-19 pandemic and strengthen Kansans' resiliency and to add continued protection and safety.** **Along with our food bank we have an extensive clothing and household furnishing bank in order to meet the need of participants. The program will be continuous with seminars and class at least four (4) times per year.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**Gil Carter Initiative have secured funding from AARP to assist with the installation of the greenhouse. We have collaborated with and have received financial and in-kind donations from both individuals and organizations. It is our plan to continue to seek funding and support from other federal and state funds or grants and from local fundraisers.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Addressing food insecurity has been ongoing priority for many partners in Shawnee County. While progress has been made to reduce food insecurity, the COVID-**

19 pandemic may have reversed many of these gains. Many families have to make decisions between buying food and paying for other essential household needs like electricity and water. To achieve lasting reductions in rates of food insecurity, efforts will need to continue focusing on addressing the risk factors for food insecurity such as poverty. Shawnee county Health Department Key Findings states: “In 2019, Shawnee County overall food insecurity rate of 11.6 percent was similar to Kansas (12.1 percent) but far from the Healthy People 2030 goal of 6.0 percent. • In 2019, approximately 1 in 6 (16.7 percent) children in Shawnee County were food insecure. • The two ZIP Codes (66603 and 66612) with the highest rates of both food insecurity (29.2 percent and 28.9 percent in 2019) and poverty (37.8 percent and 37.6 percent according to 2015-2019 5-year estimates) in Shawnee County were both located in Central Topeka. • In 2019, there were 11 census tracts designated as food deserts in Shawnee County, two more than when Shawnee County set the CHIP 2022 goal of reducing food desert tracts from nine to eight tracts. About half (52.3 percent) of all eligible Shawnee County Special Supplemental Nutrition. Program for Women, Infants, and Children (WIC) participants received benefits according to 2017-2019 3-year estimates".

It is widely documented that in low-income neighborhoods starvation and malnutrition is responsible for many nutritional and health issues including childhood and adult obesity. Although in the wealthier neighborhoods' obesity is also identified as a health concern paired with malnutrition and nutrient deprivation. According to the CDC,1 in 5 children and adolescents in the US have the problem of obesity and its medical challenges that works out to be 19.3$ or 14.4 million children. Accenting 13.4% among 2–5-year-old, 20% among 5-11 and 21% among 12-19 years old.

It is widely documented that in low-income

	neighborhoods starvation and malnutrition is responsible for many nutritional and health issues including childhood and adult obesity.
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Gil Carter Initiative has been in operation for 7 years. Over that period of time based on information gathered and the observations of services in the community indicates that there is no duplication of the type of service we provide. There are several programs targeting some aspect of food insecurity and clothing needs. However, we are very excited to say that we are extremely fortunate to site our program as the best we have seem. Food insecurity needs to be dealt with more aggressive. This has led us to conclude that the community will be exceptionally served by the diligent delivery of our services that would become more available and accessible through this grant.**
What donated goods and or volunteer services do you receive that add value to this program?	**Giving Grove from Kansas City have contracted with The Gil Carter Initiative to provide (20) twenty fruit trees to initiate our fruit orchard. Several volunteers have donated time and services to The Gil Carter Initiative. The Topeka Community foundation have donated a commercial stove. Resers, Walmart and Dillons have all donated fresh fruits and vegetable.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**certificate GCI.jpg**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**10**
Projected age of 6-12 years	**15**

Projected age of 13-18 years	**25**
Projected age of 19-35 years	**15**
Projected age of 36-59 years	**15**
Projected age of 60 years and over	**20**
Total Individuals	**100**

Section V Beneficiary Information - Gender

Men	**55**
Women	**45**
Transgender	**0**
Total Individuals	**100**

Section V Beneficiary Information - Income Level

At or below 30%	**50**
At or below 50%	**45**
At or below 80%	**0**
Other	
Income Unknown	**5**
Total Individuals	**100**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**30**
Percent of Black/African American	**20**
Percent of Hispanic	**20**
Percent of Asian	**5**

Percent of American Indian/Alaskan Native	**5**
Percent of Asian & White	**5**
Percent of Black/African American & White	**5**
Percent of American Indian/ Alaskan Native & Black/African American	**5**
Percent of Asian/Pacific Islander	**3**
Percent of Other Multiracial	**2**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

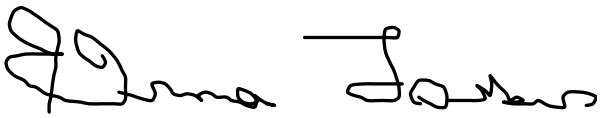
I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**President**

Your Signature

Name of signatory: Erma Forbes



Link to signature

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby c
according to the records of this office.

Business Entity ID Number: [redacted]

Entity Name: THE GIL CARTER INITIATIVE INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on December 28, 2015, and is in good standing, hav
complied with all requirements of this office.

No information is available from this office regarding the financial conditi
activity or practices of this entity.

In testimony whereof I execute this cert
the seal of the Secretary of State of the
on this day of July 28, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Questions for both Gil Carter Initiative applications are as follows:

1. Please provide an organizational Chart for your organization.

THE GIL CARTER ORGANIZATIONAL CHART
BOARD OF DIRECTORS
EXECUTIVE DIRECTOR
SECRETARY TREASURER
STAFF MEMBER STAFF MEMBER STAFF MEMBER
VOLUNTEER VOLUNTEER VOLUNTEER

2. Please provide a project budget for the project/budget program you are seeking funds.
See Below

3. Would you be able to take a reduction in the amount you have requested?

If yes, please indicate the exact amount.

The Gil Carter Initiative is quite willing to work with the council, if it is absolutely necessary we are willing to reduce out asking funding by $5000.00

4. Please explain in detail your plan for promoting the cooking and gardening component?

The Gil Carter Initiative have uses several medium as vehicles for promoting our programs. We have had several TV and news paper exposure. We additionally use Facebook, Nextdoor, flyers, Emails, press releases, churches, DCF, community centers NIA's and word of mouth.

5. How many chefs and volunteers will be needed?

Although it is not mandatory to utilize the service of a professional chef, the president of the Gil Carter Initiative is both a professional chef and a registered nurse. In addition the sister to the president is also a RN and a professional chef who will lend her assistance when necessary. The secretary on the board of directors is a graduate of K-State university with a BS in nutrition and gerontology. Another of our board members is a RN with a law degree specializing in mediation.
We have collaborated with the nutrition department of the K-State Extension office and have used their services on several occasions and they are available to assist. We also collaborate with Drs Corbier, twin brothers' specialist, one specializing in internal medicine and the second a pediatrician additionally specializing in pediatric neurology. These are traditionally trained physicians however, they are also trained in

the use and importance natural medicine using nature and nutrition as first step in promotion of good health and not just the treatment of diseases.
The number of volunteers needed is largely dependent on the number of student participants per class. We prefer to have no more than 15 to 25 individuals in one class. This way we can offer more personal attention to each person. We try to provide the minimum of three volunteers per session to afford proper supervision. For the duration we use minimum of 4 volunteers and a maximum 15. These classes are repeated are repeated several times during the year with a duration of 6 to 8 weeks.

6. How many healthy meals and harvests from GC garden are currently being provided?

The Gil Carter Initiative provides an average of 45 to 55 meals weekly to students in the area and an additional 10 to 15 to the homeless. Although our garden is a relatively new venture we still have provided vegetables and herbs for our cooking activities and to offer fresh produce to other in the neighborhood. We have just received our 26x36 greenhouse and are ready for installation this would increase the quantity and quality of produce available to both The Gil Carter Initiative and to those who are experiencing challenges with food availability .

7. **Do you have outreach materials in Spanish**?

The Gil Carter Initiative try very diligently to provide materials to every ethnic group in Topeka in ways they can comprehend and implement the materials taught. As mentioned, we collaborate with K-State Extension office that will provide pertinent literature in Spanish and other available translations.

8. What is your outreach to Black and Latino/Indigenous communities?

Most of the Black community is English speaking, through community engagement and other traditional means we hope to reach the black and every community. The president herself is by-racial with an ethnic mixture of black, East Indian and white and has very strong ties to each group. The board of directors is composed of individuals representative of the community.

The Gil Carter Initiative have uses several medium as vehicles for promoting our programs. We have had several TV and news paper exposure. We additionally use Facebook, Nextdoor, flyers, emails, press releases, churches, and word of mouth. We are pleased and proud to announce the inclusion of the Pottawatomie nation as part of our outreach efforts.

The Gil Carter Initiative try very diligently to provide materials to every ethnic group in Topeka in ways they can comprehend and implement the materials taught. As mentioned, we collaborate with K-State Extension office that will proved pertinent literature in Spanish and other available translations.

9. Do you have translation services available?

“Translation services” are a very broad statement. The Gil Carter Initiative assumes that the Council is mostly referring to the Spanish speaking community as there are many dialects that may require translation. Most Spanish speaking children in school age group have a fairly good grasp of the English language and provide language assistance to their parents who have challenges in that area. However, if securing this grant is dependent on providing a translator for the Spanish speaking participants then one would be provided since the Board of directors for the Gil Carter Initiative is a very diverse group including Spanish ethnicity although providing translation is usually mandatory on the provincial level. We would have no difficulty providing this service.

10. Do you have Latino/Indigenous staff or volunteers?

The staff and volunteers collaborating with the Gil Carter Initiative is composed of individuals of diverse backgrounds, educationally, gender and ethnically. It is representative of all of the ethnic and cultural groups in the community, honoring our mission statement. Several of our volunteers are of indigenous background.

Budget for Project #1. $75.000
Health and wellness with emphasis on childhood obesity

7- 6ft stainless steel tables	$2450
100 CHEFSKIN Kids Children Chef Set	$2400
200 T shirts	$1400
Office supplies	$5000
Handouts	$3000
Text books	$10000
Hand sanitizers	$1000
200 Certificates	$0200
30 Culinary utensil chef knife, boning knife, paring knife, and cleaver, among others. 10-11 PCS sushi making kit for beginners – Sushi, Rolling Mats Rice Paddle Rice Spreader Sushi	$5500
Rolling Kit Bamboo Beginner Sushi Kit	$500
200 Aprons	$1000
50 Thermometer	$500
1 case kitchen Towels	$550
200 White socks	$250
500 Nylon Honeycomb Hair nets	$200
150 Reusable Masks	$1000
10 sets Cutting boards with racks	$300
500 Disposable plates	$250
500 Disposable bowl	$250
Disposable flat ware	$250
4 cases paper towels	$275
5 Pasta drying rack	$510
6 Ravioli stamp	$200
4 counter-top Pasta machine	$772
1 commercial juicer	$199.99
2 TV wall mount	$200
2 Audio visual equipment	$3000
10 Fullstar 9-in-1 Deluxe Vegetable Chopper	$800
25 high stools	$2000
Marketing	$2000
Cooking supplies- food, ingredients etc.	$25000
Honorariums	$3000
Miscellaneous	$1000
Staff, consultants and volunteers services(inkind)	$35000
Other inkind	$5000
Sub-Total	**$114,956.99**
Donated services and other in-kinds	-$40,000
Total	74,956.99

Budget for Project 2. Sheltered Homeless $50,000

Marketing	$2500
Food and Clothing	$15000
Socks undergarments	$2500
Blankets bedding	$5000
Masks gloves hats	$3500
Clothes rack	$1700
10/10 pk hangers	$300
Cold storage Kratos Refrigeration 69K-828 Commercial Sliding Glass Door Merchandiser, Three Doors, 81"W, 72 Cu. Ft., White	$3989
Commercial Two Door Reach-in Freezer, Cu. Ft., 54"W	$3989
Hot storage Vulcan VHFA18 Non-Insulated Heated Holding Cart w/ 18 Pan Capacity	$2815
5 Insulated Delivery Bags - Food Bag	$500
4 PK REC. Napkins	$125
Shelving Chrome Wire Shelving Unit - 36 x 24 x 54"	$1150
Chrome Wire Shelving Unit - 36 x 24 x 54"	$510
Disposable Utensils, 10 pks	$270
Take out utensils : 5 cases containers	$450
Disposable flat ware	$255
Extra large Rice cooker	$175
Extra large soup pot	$157.50
Miscellaneous	$2000
Honorariums	$3000
Volunteer services and inkinds	$35,000.00
Sub-Total	**$84,885.50**
Volunteer services and inkinds	-$35,000
Total	**$49,885.50**

ARPA Funds Grant Application

Submission date:	**31 July 2022, 11:38PM**
Receipt number:	**106**
Related form version:	**5**

Section I Organization Information

Organization Name	**Community Action Inc.**
Organization Address	**455 SE Golf Park Blvd.** **Topeka, KS 66605**
Primary Phone	**(785)836-4535**
Primary Email	**tsowell@wefightpoverty.org**
Primary Contact	**Teresa Sowell**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**52 years (Since October 1970)**
Industry Name	**Individual and Family Services: NAICS 6241**
What is your organization's mission statement?	**Moving people from poverty towards prosperity**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Sheltered Homeless**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**Covid-19 has created staff shortages and the agency has had some difficulty hiring social work staff.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)**

Section III Summaries

ARPA Grant Amount Requested	**$700,000**
Name the program for which you are applying	**Community Action - Whole Family Advantage**
Please describe your organization, its programs and how this program fits in	**Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)** **Community Action is an anti-poverty agency, providing services in Topeka for more than 50 years. Our mission, moving people from poverty towards prosperity, is accomplished through the provision of basic needs assistance (including rent and utility assistance), Early Childhood Education (Early Headstart and Headstart), Affordable Housing, and**

Weatherization.

Basic Needs Assistance (includes but is not limited to the following): Rent and utility assistance to prevent or alleviate homelessness. Payment of rent and/or utility arrears prevent eviction. Assistance with rent deposit and first months' rent, help the homeless obtain housing. Community Action distributes Commodity Supplemental Food Program (CSFP) food boxes, to help improve the health of low-income seniors (age 60+). To help reduce food insecurity, the agency hosts two mobile food pantries each month. Diaper Depot provides a monthly supplement of diapers for children under the age of three. Period Pantry provides a monthly supplement of menstrual products. Topeka Metro bus passes are issued (when available). Photo Identification cards are provided to individuals for the purchase of reduced fare passes from Topeka Metro. Vouchers are issued for Lens Crafters eyeglasses. Additional basic needs assistance is provided based on need and funding availability.

Family Empowerment Staff provide high-quality customer service, assessment, eligibility determination, assistance with basic needs, bundling of agency services, and coordinate access to community resources. Whole Family Advantage, which began as a pilot project in 2021, will provide financial literacy, goal planning, asset building, community engagement, and promote family health and well-being. Whole Family Advantage will provide participating families the best opportunity to end generational poverty.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**ARPA funds will provide financial resources for the Whole Family Advantage project, thereby significantly increasing Community Action's capacity to provide families with the tools necessary to escape the impacts of poverty.** **The benefits of alleviating poverty reach much further than improving circumstances for the poor. Poverty impacts the entire community and reducing poverty benefits the entire community. A well-qualified and productive workforce increases economic growth and contributes to the overall tax base. Reduction in crime and victimization, makes Topeka a safe community where people want to live and raise their families. Access to healthcare contributes to a healthier environment. Children starting school ready to learn creates quality schools and furthers educational attainment. These are just a few of the community benefits to eradicating poverty.**

How has the pandemic impacted the effectiveness of your organization?	**Community Action has continued providing basic needs assistance throughout the Covid-19 pandemic. April 2020 - July 2020, services were offered at a vacant bank building. This location allowed safe interactions between staff and agency customers. To meet additional community need, services were expanded to include an on-site food pantry, gas vouchers, grocery delivery, laundry vouchers and tax services. Early Childhood Educational programs offered video programming before resuming on-site classes. Covid-19 has led to more people facing economic hardship and has significantly increased the volume of customers seeking assistance with basic needs. Community Action receives eight to ten new requests for assistance each day, as compared to ten to twelve weekly requests, pre-covid-19. The amount of each request is also significantly higher than pre-covid-19 amounts. Prior to March 2020, the average rent arrears payment was $600. In 2022, the average rent assistance is $1175. While the agency has received additional funding to address covid-19 related direct customer services, staff availability is inadequate to manage the influx of customers.**
Please describe how you see the future of your organization and its program post-pandemic	**Community Action has been a part of the Topeka community for more than 50 years. Families in need trust Community Action to meet those needs. Following the Covid-19 pandemic, Community Action will continue offering Early Childhood Education, Affordable Housing, Weatherization Services, and all emergency/basic needs assistance. It is assumed requests for basic needs assistance will decrease to near pre-covid-19 amounts. Post-pandemic, Community Action on-site group sessions can continue safely at full capacity without the limits of social distancing.**

Section IV General Data

Provide a detailed explanation of the proposed program	**Whole Family Advantage (WFA) began as a Community Action Pilot Project in 2021, following many months of research of existing 2Generational and Whole Family projects across the United States. Research demonstrates use of a 2-Generational, or Whole Family Approach, to fighting poverty can have meaningful, long-lasting, positive results for lower-income families. The key to Whole Family Approach is recognizing families are their own experts. They recognize the barriers that prevent them from succeeding and know what will help them prevail. Families prosper when they are given control of their success planning and are paired with a "coach" to motivate them along their path to success. Whole Family Advantage seeks to improve family well-being by engaging with participants in a holistic and family-led manner.** **WFA participating families are selected from Community Action Early Childhood programs, families requesting any Community Action service, and from community referral. Early Childhood program parents, teen parents, and parents involved in the child welfare system will be given priority. Participating families must meet Early Headstart/Headstart eligibility guidelines. Twelve families will be selected to participate in Whole Family Advantage each January, May, and September.** **WFA consists of individual family sessions with a Family Empowerment Specialist, group sessions with other WFA participants, and family events to celebrate each family's successes throughout the program. Group sessions provide information on financial literacy, healthy lifestyles, education and skill training programs and career development. Attendance in group and individual sessions is required and participants will receive incentives for**

	participation.
Describe what other funding is available and what you have secured, or expect to secure for this project	**Community Action Family Empowerment Services and Whole Family Advantage has secured support from Community Service Block Grant (CSBG), National Headstart, and United Way of Greater Topeka. The U.S. Department of Health and Human Services – Administration for Children and Families, U.S. Department of Housing and Urban Development are potential sources for continued funding.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**According to U.S. Census data, 13.9% of the Topeka population, (17,600 people) is below poverty level, 9.7% of the population has less than a high school diploma (or equivalent), and the unemployment rate is 2.5%. Whole Family Advantage address the needs of the entire family, eliminating barriers and improving the well-being of Topeka families.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Community Action is one of five social service agencies helping low-income Topeka residents. While each agency offers some of the same emergency services, each agency also offers a unique combination of other services allowing customers choice in selecting the agency that best meets their family's needs. With 13.9% of the Topeka population, (17,600 people) being categorized as low-income, multiple agencies are needed to address community need. ClientTrack prevents individuals from receiving duplicate services from multiple agencies. Community Action staff provide a strengths-based, trauma-informed approach to working with families. Community Action recognizes how each member of the family impacts the entire family unit and has adopted a Whole Family Approach to alleviating generational poverty.**

What donated goods and or volunteer services do you receive that add value to this program?	**The work of Community Action's Family Empowerment Services is enhanced by community volunteers referred by the United Way of Greater Topeka, Washburn University, Washburn Tech, Junior League, Harvesters, Topeka businesses, and community organizations. Donated diapers, household items, and other donated goods increase the agency's capacity to meet customer need.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**KS Secretary of Sate Certificate of Good Standing 2022.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**30**
Projected age of 6-12 years	**10**
Projected age of 13-18 years	**10**
Projected age of 19-35 years	**40**
Projected age of 36-59 years	**16**
Projected age of 60 years and over	**2**
Total Individuals	**108**

Section V Beneficiary Information - Gender

Men	**26**
Women	**80**
Transgender	**2**

Total Individuals	**108**

Section V Beneficiary Information - Income Level

At or below 30%	**65**
At or below 50%	**40**
At or below 80%	**2**
Other	**0**
Income Unknown	**0**
Total Individuals	**107**

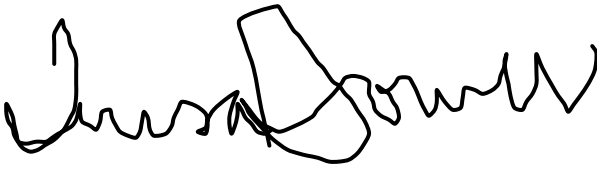
Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**35**
Percent of Black/African American	**25**
Percent of Hispanic	**25**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**2**
Percent of Asian & White	**0**
Percent of Black/African American & White	**10**
Percent of American Indian/ Alaskan Native & Black/African American	**1**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**2**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Director of Family Outcomes**
Your Signature	**Name of signatory: Teresa Sowell**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: COMMUNITY ACTION, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on October 30, 1970, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 29, 2022

SCOTT SCHWAB
SECRETARY OF STATE

ARPA Application Questions

Community Action – Whole Family Advantage

1. Please provide an organizational Chart for your organization.

   Email attachment

2. Please provide a project budget for the project/budget program you are seeking funds.

   Email attachment

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

   A grant award of $350,136.00 will provide one year of program funding.

4. What is deemed a "success" with the Whole Family Advantage approach?

   Indications of a successful program include the following outcomes:
   - 70% of participants will have at least a 10% increase in household income within 6 months of program participation.
   - 85% of participants will maintain housing stability for a minimum of 90 days following participation.
   - 80% of participants will maintain housing stability for a minimum of 180 days following participation.
   - 80% of participants will self-report increased financial literacy following participation.
   - 80% of participants will develop and maintain a monthly budget adequate to meet the household's basic needs throughout the duration of their participation.

5. How many years will this grant fund the program?

   The full grant request will fund the project for two full years. An award of $350,136.00 will provide one year of funding.

6. How do you plan to fund the program long-term once the ARPA dollars are gone?

   Developing meaningful partnerships with local agencies will help leverage federal, state, and local funding to continue this program. Research has demonstrated the efficacy of a Whole Family Approach to eliminating generational poverty. A results-oriented community approach will lead continued investment.

7. Spanish speaking services and materials to be offered?

   Community Action is committed to meeting the needs of the entire community in a culturally appropriate manner. To that end, the agency prioritizes the hiring of staff reflective of the Topeka community, including bilingual staff to serve Spanish speaking customers. Translation and interpretation are available and most agency documents are available in Spanish and English.

8. What is your outreach to Black and Latino/Indigenous communities?

   While there are no specific outreach effort for Community Action services, agency participation in the various community groups, serves as a means of advertising for agency programs. Community Action is well-known throughout the community as an agency that provides culturally appropriate services. The Whole Family Advantage Program will continue to use an equity lens to encourage participation from BIPOC populations requesting any agency service.

9. Do you have translation services available?

   Bilingual staff provide translation for Spanish speaking families.

10. Do you have any Black or Latino/Indigenous staff or volunteers?

    Community Action is committed to employing staff who are reflective of the community served. Five of the current eleven Family and Community Outcomes Division staff are people of color, including the division director. (Family and Community Outcomes is the division responsible for this program.)

    Agency EDI statement:

    Community Action is more than an equal opportunity employer. Our agency recognizes and understands that historical and systematic racism, classism, and other forms of unwarranted bias and discrimination have resulted in disparities that cannon be healed through equality efforts alone. Community Action is committed to a company culture that celebrates and promotes equity, diversity, and inclusion among all people.

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

DEPUTY EXECUTIVE DIRECTOR

- **OPERATIONAL OUTCOMES MANAGER**
  - CLERICAL & RECEPTION TEAM
  - HUMAN RESOURCES SPECIALIST
  - FACILITIES TEAM
  - VOLUNTEER & INTERN COORDINATOR*
  - DATA SPECIALIST*

FISCAL DIRECTOR

- FISCAL SPECIALIST*
- ACCOUNTS PAYABLE CLERK
- BOOKKEEPER

EARLY CHILDHOOD OUTCOMES DIR.

- **EDUCATION ADVISOR**
  - CLASSROOM COACH
- **LEAD CLASSROOM TEACHERS**
  - CLASSROOM TEAMS
- **HEALTH & NUTRITION ADVISOR**
  - HEALTH ASSISTANT
  - KITCHEN TEAM

FAMILY OUTCOMES DIRECTOR

- **FAMILY EMPOWERMENT MANAGER**
  - FAMILY EMPOWWERMENT PARTNERS
- **FAMILY EMPOWERMENT COACH**
  - FAMILY EMPOWWERMENT SPECIALISTS

OUTCOMES IN HOUSING DIRECTOR

- WEATHERIZATION PROJECT MANAGER
- LEAD WEATHERIZATION INSPECTOR
- WEATHERIZATION INSPECTORS
- AFFORDABLE HOUSING SPECIALIST

COMMUNITY ACTION

January 2022

* Denotes New Positions Under Consideration

AGENCY NAME

Community Action, Inc

	Year 1 Budget	Year 2 Budget	Total Budget
EXPENDITURES FOR ARPA WHOLE FAMILY OPERATIONS			
Wages			
3 @ $22/hr plus $2/hr Bilingual	149,760	154,253	304,013
Employee Health & Retirement Benefits & Taxes			
All Insurance Benefits	24,682	25,423	50,105
All Retirement Benefits	2,995	3,085	6,080
Employee Taxes, etc.	13,478	13,883	27,361
Program Supplies			
3 computers, office & other supplie:	9,200	3,200	12,400
Occupancy/rent/maintenance	8,400	8,400	16,800
Insurance/Bonding	3,600	3,600	7,200
Meals for group sessions ($10x25 ea	6,000	6,000	12,000
Gift Cards (participation incentives)			
$25 X 48 year	576	576	1,152
Direct Client Assistance Unmet needs			
Car repairs, training, tuition, food,			
clothing, dental, medical costs, vis	83,933	82,617	166,550
rent, utilities			
2 special events per year (48 families	1,800	1,800	3,600
Cell Phone service (3 staff)	1,800	1,800	3,600
TOTAL SERVICE EXPENDITURES	306,225	304,637	610,861
Administrative (Fed approved rate)	43,911	45,228	89,139
TOTAL EXPENDITURES	$ 350,136	$ 349,865	$ 700,000

Questions for Community Action are as follows:

1. Can you make any additional reductions?

   While additional funding reductions will limit the scope of the project, Community Action will accept an award of any amount.

2. Can you provide a more detailed plan of action as to how you would fund this project after the grant period?

   Whole family, multi-generational approaches meet the needs of and provide opportunities for the children and the adults in their lives together. The goal of a whole family, multigenerational approach is to ensure economic, educational, and health stability and mobility for the whole family. Whole Family strategies have produced successful outcomes for all populations but are particularly successful for BIPOC families with the inclusion of multiple generations in the design.

   Structural barriers such as labor market discrimination and lack of access to educational and economic opportunities that affect communities of color disproportionately. Communities of color have been most impacted. inclusion of multiple generations within a home or family.

   Community Action is committed to providing opportunities for economic mobility for families in the Topeka Area. To this end, our Executive Director and Family Outcomes Director continually research funding opportunities allowing the agency to further its Whole Family Initiatives.

   Community Action will pursue the current funding opportunities:

   Administration for Children and Families

   Building Early Childhood – Child Welfare Partnerships to Support the Well-Being of Young Children, Families, and Caregivers was posted on September 30, 2022.

   This income security and social services funding allows for the development and/or enhancement of strategic multi-system and multi-level collaboration between child welfare, early childhood education and other relevant partners to strengthen families using a whole-family approach. This funding provides up to $275,000 per award.

W.K. Kellogg Foundation

Ensuring all children, families, and communities – regardless of race or income – have opportunities to reach their potential is a funding priority for W.K. Kellogg Foundation. Initiatives that produce thriving children, working families and equitable communities by widening pathways to stable, high-quality jobs and more equitable employment opportunities are a funding focus. $2.5 million is available for this initiative. Grant awards vary in amount based on the scope of the project.

Community Action Partnership

The National Agency provides technical assistance, training, and other resources to Community Action Agencies. While there are no current funding opportunities, CAP is committed to furthering the success of agencies using Whole Family Approach.

For more information on Community Actions Whole Family Work, see: https://communityactionpaertnership.com/wfa-cai.

ARPA Funds Grant Application

Submission date:	**31 July 2022, 11:47PM**
Receipt number:	**75**
Related form version:	**5**

Section I Organization Information

Organization Name	**Papan's Landing Senior Center Incorporated**
Organization Address	**619 NW Paramore Street**
Primary Phone	**7852321968**
Primary Email	**executivedirector@papanslanding.org**
Primary Contact	**Robin A St james**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**38 years**
Industry Name	**Services for the Elderly and Persons with Disabilities**
What is your organization's mission statement?	**To provide services that will assist the elderly to remain independent and in their homes for as long as possible**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**We are down 20% (1 Program Coordinator) since the beginning of the Pandemic.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$493, 410.00**
Name the program for which you are applying	**Papan's Landing Senior Center Services for Seniors**
Please describe your organization, its programs and how this program fits in	**For over 38 years, Papan's Landing Senior Center (PLSC) has striven to enhance and preserve the well-being and dignity of the age 60+ population of the North Topeka and Oakland neighborhoods in Topeka, Kansas. PLSC is a not-for-profit, 501©3 tax-exempt, non-sectarian organization located in North Topeka at 619 NW Paramore Street. PLSC is open weekdays from 8 AM to 1 PM. Only age is a determining factor in participating in our programs.** **PLSC administers three programs:**

1. Activities
2. Transportation
3. Telephone Reassurance.

1. The Activities Program is by far our largest in terms of numbers in that it encompasses day-to-day events such as games, classes, guest speakers and entertainers, exercise groups, trips, celebrations, health and wellness clinics, and meals and refreshments taken together. Everyone who comes into the center is involved in at least one activity and they have the opportunity for many more. It isn't unusual for an attendee to be at the Center from the time the door is open until it closes and to participate in three or more activities in a day. This program also allows for volunteer opportunities for our participants.

2. Our Transportation Program provides trips for medical and business appointments and for activities. The majority of the trips are to transport participants to PLSC and then back home. Next would be group trips to restaurants or other destinations. In any given month there are an average of six excursions outside of the Center.

3. The Telephone Reassurance Program allows the PLSC staff to check in on the well-being of our participants. Everyone who is registered gets a minimum of one phone call a month. If someone usually comes in every day, they get a call if they've not been heard from in two days. The participants and their families depend on us to help keep a watchful eye on their health and safety.

According to www.census.gov:
"…the nation's 65-and-older population has grown rapidly since 2010, driven by the aging of Baby Boomers born between 1946 and 1964. The 65-and-older population grew by over a third (34.2% or

13,787,044) during the past decade, and by 3.2% (1,688,924) from 2018 to 2019. The growth of this population contributed to an increase in the national median age from 37.2 years in 2010 to 38.4 in 2019, according to the Census Bureau's 2019 Population Estimates."

As our older population grows, Papan's Landing Senior Center is looking to the future. We want to make improvements in our facilities, make every aspect of our organization safer as it pertains to the Corona Virus, and be more functional and energy-efficient across the board. Any improvements made will improve the lives of our participants and in turn, enrich our community as a whole.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded

Our existing bus barn was built at a time when PLSC had only one van. We are asking for funds to expand the barn to add enough room for both lift vans and a minivan. Buying a used handicap-accessible minivan will allow us to save money on fuel. Both of our lift vans get 7 miles per gallon of fuel. There are trips with only one or two passengers. That costs PLSC money that isn't reimbursed by our transportation funders. The money saved can provide other services to our participants as their numbers increase. A more fuel-efficient vehicle will allow us to expand our range thereby offering transportation to more seniors.

Remodeling our kitchen will make the current space more usable, participant friendly, and safe. Our space is very tight but could be expanded and reconfigured for social distancing. Our participants see this kitchen as theirs and want to be able to work together to prepare food and clean up afterward. As our population ages and participation grows, we will need more space in our kitchen to work and socialize. Socialization and working toward a common goal improve the lives of our participants to a degree that cannot be measured.

The ceilings throughout our building are damaged

from past leaks. All of the windows are single-paned. Replacing the ceilings, adding insulation, and adding energy-efficient lighting and window coverings will save money on heating and cooling expenses and allow more money to be spent on programming.

Our telephone system is outdated and functionally impractical. We have two lines and no way to forward messages. We can't update to a newer system without investing money we don't have. Funding from this grant would allow us to have one line, an intercom, and the ability to forward messages to extensions or to our own cell phones. A new system would save money on our telecommunications spending as we would be able to use the internet for our phones and data both. Money saved can be spent on other things to improve our seniors' lives and the community as a whole.

We are requesting funds to purchase the following improvements and supplies for our facility:
3 Vehicle security systems
Security cameras and equipment for the building
4 HEPA Air purifiers
Disinfecting wipes and sprays, and masks and gloves
All of the above are one-time expenditures and will not need additional funding to sustain. Money spent on these projects will be used to hire local contractors and buy supplies locally when possible.

We want to provide a living wage for our deserving staff. Providing monies for wages will free up funding from other sources to hire additional staff as needed as our programs grow. More and higher wages mean more money going into the local economy.

How has the pandemic impacted the effectiveness of	**The effects of the pandemic have been felt in 4 major**

your organization?

areas:

1. Loss of donations and bequests. Our donation boxes at the Center and in our buses go days without a single dollar in them when before the pandemic, the boxes were emptied every day. Businesses that at one time gave donations to the Center regularly are now funding organizations that provide food over services. 3 years ago donations and bequests were built into the proposed budget. They are no longer a consideration.

2. Less participation has meant fewer seniors getting fewer services. We are providing close to 50% of the numbers we were in the 2 years before the pandemic. We know that there are people missing medical appointments or not being able to visit their loved ones in the hospital or nursing home. We know that there are participants who are sitting home alone when they could be at PLSC socializing with friends and neighbors or taking day trips to historical places in Kansas. We know they are out there but we haven't had the resources to reach out to them, in part because of the following two points:

3. Staffing has been cut drastically over the last 2.5 years. When employees have left for whatever reason, the positions were not filled. Fewer employees and fewer hours mean fewer services to our seniors.

4. Our Transportation Coordinator/Driver contracted Covid this spring and was out for over a month. This meant no regular transportation for the participants and fewer seniors being able to participate in daily activities and trips. The driver has significant health problems due to the Virus and is absent often. We currently have one other employee that can drive the bus in an emergency but that doesn't get the seniors in the door every day. Long planned activities have

Please describe how you see the future of your organization and its program post-pandemic

been canceled due to not having a driver.
Our vision is to expand our programming to reach a wider audience of participants. We envision a more diverse and inclusive Papan's Landing Senior Center, one that more accurately reflects the populations of North Topeka and Oakland. We plan on being able to deliver the services that a more technologically savvy population will require over the next decade and classes for those who haven't quite caught on yet. We want to use technology to access more and better resources and to reach participants who are unable to make it to the Center. We would like our participants at home to be able to join exercise classes and play bingo right along with the people at the facility. We will serve a younger population who sees that age isn't a barrier to having fun and being with people who care about the wellbeing of others.

In 2021 PLSC provided services for 82 unduplicated individuals. Fortunately, even with the loss of donations and staffing, that number was surpassed in the first six months of 2022 and continues to grow as does the diversity of the new participants. We are all just working harder than ever before. We anticipate increases in participation during this grant period of 10% each year. That will have us up to 145 unduplicated participants by the end of 2026. By providing an assortment of services that promote physical wellbeing, enrich social relationships, and encourage educational and creative interests, we can promote self-reliance and dignity in our participants.

When we talk about the future here at PLSC we talk about growth and vibrancy that flows over into the neighborhood, the senior community, and the city as a whole. We talk about what we can do within our organization to make life better for the senior citizens of our city. We see a bright future ahead.

Section IV General Data

Provide a detailed explanation of the proposed program	**We are asking for $384,160 for wages and salaries through the 4 years of the grant. That includes:** **$58,240 for an additional driver - $14 per hour @ 20 hours a week @ 208 weeks** **$49,920 for the custodian - $12 per hour @ 20 hours a week @ 208 weeks** **$78,000 for the Transportation Coordinator - $15 per hour @25 hours a week @ 208 weeks** **$78,000 for the Program Coordinator - $15 per hour @25 hours a week @ 208 weeks** **$120,000 for the Executive Director - $30,000 per year for 4 years** **$60,000 to expand the bus barn – 600 square feet @ $100 per square foot** **$45,000 for a used handicap-accessible minivan** **$2500 for video security systems for vehicles and the building** **$17,50 for HEPA air purifiers, disinfecting wipes and sprays, and masks and gloves** **Total: $493, 410**

Describe what other funding is available and what you have secured, or expect to secure for this project	**We currently are funded through the City of Topeka Social Services Grant, and the Shawnee County Senior Services Program Grant, both of which provide funds for operating expenses.** **Grants through the Kansas Department of Transportation and the Jayhawk Area Agency on Aging (Older Americans Act) provide funding for transportation services. The funds from JAAA are limited; no wages are paid from the grant and beginning next year, 60% of trips must be medical. Within the next 2 years, 100% of trips funded through JAAA must be medical.** **It has been 5 years since there was a fundraiser at Papan's Landing Senior Center. We have an event planned every other month for the next year including a pub crawl with a raffle at each pub, a plant bulb sale, a hanging basket sale, and a coffee bean sale. We hope to raise $10,000 over the course of the year. We have weekly and monthly raffles for the participants that help pay for supplies and food for the daily needs of the participants such as drinks, game prizes, and disposables.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**When our client's needs go unmet, it can compound physical and mental health issues and can lead to the inability to maintain their homes and relationships. The next step for many seniors is a care facility.** **PLSC provides our seniors with a sense of purpose and identity. They have a reason to get up, get dressed, and get out of the house.** **Papan's Landing Senior Center serves as a gateway to resources and community services. We work in partnership with community agencies, organizations, and businesses to provide opportunities for senior citizens to stay healthy, active, and engaged, and can make referrals when necessary.**

According to the National Council on Aging, "Compared with their peers, senior center participants have higher levels of health, social interaction, and life satisfaction..."

Also from the National Council on Aging, "…about 92% of seniors have at least one chronic disease and 77% have at least two. Heart disease, stroke, cancer, and diabetes are among the most common and costly chronic health conditions causing two-thirds of the deaths in the US each year. Research shows older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being."
The transportation Papan's Landing Senior Center provides is vital to those who are facing aging and illness. Without dependable transportation, our participants might miss important medical appointments, or be unable to pick up vital medications.

Studies show that seniors who have purpose live longer and have healthier and more fulfilling lives and contribute to their communities in more meaningful ways. As the population of the US grows, we as a senior services agency want to grow along with it, providing activities, transportation, and telephone reassurance to as many Topekans as possible.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need

Oakland and North Topeka, the communities Papan's Landing Senior Center serves, are each like small, neighboring towns. Families have lived in the same houses for generations. Seniors who went to grade school together sit next to each other in the Center and reminisce about the good old days. Many participants have known each other for six and seven

decades and more. There are people who are now regular visitors who first came to PLSC with their parents 20 years ago while trying to find services or meals or activities for them. While it is often good for people to step outside their comfort zones and try new things and meet new people, there's a lot to be said about the familiar. The faces you've known all your life. The 50-year-old stories about when the Papan's building was a bar and there was a grocery store just up the street. There's a sense of community that is palpable in the building, on the block, and in the neighborhood and that can't be found anywhere else. There is a shared history within this community and the need to continue it cannot be measured.

All three senior centers provide activities, recreation, health clinics, outings, and provide a drop-off site for Meals on Wheels, but no other senior center in Topeka provides transportation for residents who live north of Highway 24 except PLSC. Though we overlap with the other senior centers in providing services for the Oakland Community, the majority of our participants live in North Topeka. This makes it convenient for a population that no longer drives and depends upon others or public transportation to get around. PLSC is unique among the senior centers of Topeka in that we are close to shopping, highways, and major thoroughfares and that makes it convenient for our participants.

North Topeka has a higher concentration of elderly residents compared to Oakland, East Topeka, or Topeka as a whole so there is a greater need for the services PLSC provides.

What donated goods and or volunteer services do you receive that add value to this program?	**Midland Care provides nurses to do health checks as well as educational classes.** **Community Resource Council assists with Shawnee**

County Grant, monthly meetings, and other resources
Atria Hearthstone provides activities, items for activities, and special events, provides fundraisers, and volunteers to be on the PLSC Board of Directors
Valeo Behavioral Health provides volunteers to be on the board of directors, information, referrals, and resources
ABATE of Kansas #4 provides cash donations, goods and services, and volunteers to be on the PLSC Board of Directors
Kroger provides donations through their Community Rewards program

Topeka Shawnee County Library provides red carpet services, activities and information, and allows us to share literature at the library
Kansas Rehabilitation Hospital provides activities, donations of goods, and hosts special events with donations of goods for those events
Thornton Place and other care centers provide referrals, donated goods for activities, and special activities
Harvesters provides fresh produce and commodities to the seniors at the center
Local churches provides referrals, donate food and volunteer
Local schools provide activities with seniors as well as donated items for activities
Local entertainers provides programs for the seniors
Local stores provide donations when requested
Local restaurants provide donations when requested
United Way of Greater Topeka provides training, grant administration, and Topeka Volunteers, a platform to post needs and events
Volunteers teach arts and crafts workshops
A home health agency provides a foot clinic twice a month
Home health agencies offer blood pressure checks weekly

	Volunteers lead games such as bingo, pokeno, and social bingo **The Church of the Brethren provides lunch every other week** **Golden Eagle makes a cash donation and gives each senior $15 to play with each month on our casino trip - they also donate playing cards, gift baskets, and promotional materials such as t-shirts and hats**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**letter of good standing Papan's.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**0**
Projected age of 6-12 years	**0**
Projected age of 13-18 years	**0**
Projected age of 19-35 years	**0**
Projected age of 36-59 years	**0**
Projected age of 60 years and over	**99**
Total Individuals	**99**

Section V Beneficiary Information - Gender

Men	**24**
Women	**75**
Transgender	**0**
Total Individuals	**99**

Section V Beneficiary Information - Income Level

At or below 30%	**82**
At or below 50%	**16**
At or below 80%	**0**
Other	**0**
Income Unknown	**0**
Total Individuals	**98**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**92.72**
Percent of Black/African American	**1.21**
Percent of Hispanic	**3.65**
Percent of Asian	**1.21**
Percent of American Indian/Alaskan Native	**1.21**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100.00**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Robin St James**  **Link to signature**

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: PAPAN'S LANDING SENIOR CENTER, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

Resident Agent: DEBRA S. LAKE

Registered Office: 202 SE COTTONWOOD, BERRYTON, KS 66409

was filed in this office on April 16, 1987, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of June 04, 2020

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

ARPA Grants

From: robin stjames <robinannstjames@gmail.com>
Sent: Monday, September 5, 2022 2:25 PM
To: ARPA Grants
Subject: Answers to application questions
Attachments: Papan's Landing organizational chart 8-30-2022.docx; Papan's Landing ARPA detailed budget.docx

This message could be suspicious
• Similar name as someone you've contacted.
• This is a personal email address.
Powered by Mimecast

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.

Answers to questions1.& 2. are attached.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

We absolutely would take a reduction in the requested amount. I have removed about half of the request, including my salary for the next 4 years. The attached budget shows the total amount we are now requesting is $264,805.17. This accounts for wages for 3 employees for 4 years, a minivan with wheelchair access, and a bus barn which will be a necessity when a minivan is purchased.

4. Specifically how will the salaries be sustained after a four-year period?

I am the new director here at Papan's Landing Senior Center as of July 1st of this year and fully expect our financial situation to improve over the next four years. For at least the last five years, there have been no efforts to raise funds or ask for grants or donations beyond the City of Topeka, Shawnee County, Jayhawk Area Agency on Aging, and KDOT. We are currently working on a shoestring budget so there is no money for raises. As we are an agency with minimal staff, we ask a lot of our employees in return for very low wages and our hardworking employees deserve better. To sustain the raise in wages we will hold two large fundraisers per year, spring and fall, and anticipate each will become an annual event. Since day one on this job, I have sought new funding and sponsorship to improve the services we provide for our seniors and wages for staff, and will continue to do so. Unfortunately, money doesn't come in overnight so this grant will help tide us over until we have more funding to help sustain the increase in wages.

5. Spanish speaking services and materials to be offered?

This is something I immediately began working on when I came into this position in July. All of the materials I am producing are offered in Spanish in addition to English and I will translate them into any language that is needed. Any services we offer will also be available in any needed language. We will use technology and volunteers to aid in the necessary translation.

6. What is your outreach to Black and Latino/Indigenous communities? Raise awareness

This is something else I immediately began working on. I am reaching out to community centers, churches, and Neighborhood Improvement Associations within our service area. We have brochures and business cards available at the Topeka Shawnee County Library, DCF offices, medical and dental offices, and social service agencies, and posted on public bulletin boards throughout the community. Currently, Papan's Landing Senior Center isn't widely known. As we grow and change and we get our name out, we expect to reach more people who need our services.

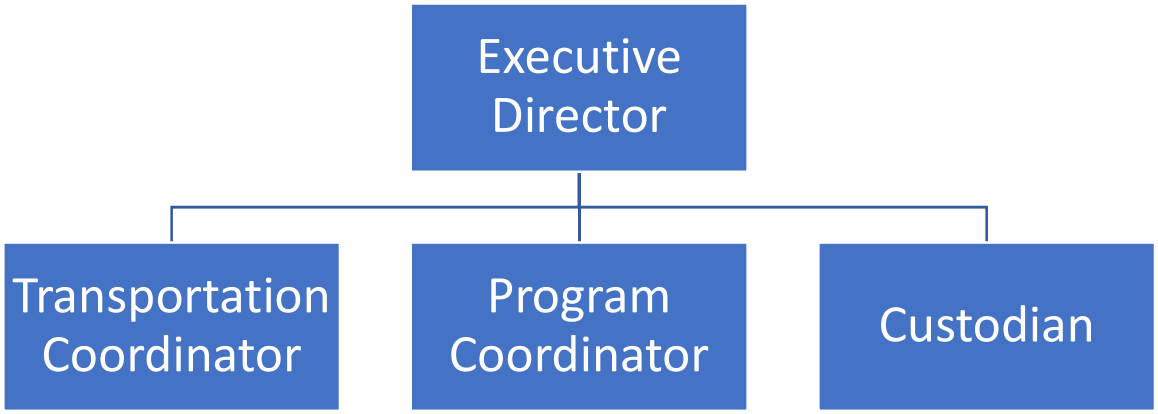
7. Do you have translation services available?

Yes. Our website and Facebook page have directions as to the availability of translation services. We have specific volunteers to whom we are able to ask for assistance and I have an opportunity posted on Topeka Volunteers asking for more.

www.papanslanding.org
www.facebook.com/Papanslanding

8. Do you have any Black or Latino/Indigenous staff or volunteers?

No current staff but we have many minority volunteers including three members of our Board of Directors.


Executive Director
Transportation Coordinator
Program Coordinator
Custodian

BUDGET ITEM	DESCRIPTION	COST
WAGES		
Transportation Coordinator	$15 per hour x 25 hours per week x 208 weeks	$78,000
Activity Coordinator	$15 per hour x 25 hours per week x 208 weeks	$78,000
Custodian	$12 per hour x 20 hours per week x 208 weeks	$49,920
	Subtotal	**$205,920**
TRANSPORTATION		
2019 Dodge Grand Caravan GT w/67232 miles		$24,100
AMS Van Edge long channel rear entry conversion kit		$15,899
Taxes and Fees		
Sales tax		$2,772.52
Electronic filing fee		$149
Document fee		$225
Title fee		$10
Delivery fee		$1,231
	Subtotal	**$44,386.52**
BUS BARN (includes installation)		
20’ x 30’ metal carport		$4,095
14’ leg height		$1,120
Left side fully enclosed		$925
Right side fully enclosed		$925
Front end fully enclosed		$1,550
Back end fully enclosed		$1,550
12’ x 12’ wind lock remote garage door + ramps for door		$3,100
Taxes		$1,233.65
	Subtotal	**$14,498.65**
	GRAND TOTAL	$264,805.17

ARPA Funds Grant Application

Submission date:	**1 August 2022, 11:10AM**
Receipt number:	**121**
Related form version:	**5**

Section I Organization Information

Organization Name	**YWCA Northeast Kansas**
Organization Address	**225 SW 12th St., Topeka, KS 66612**
Primary Phone	**(785) 233-1750 ext. 318**
Primary Email	**grantadministrator@ywcaneks.org**
Primary Contact	**Tasia Barnard**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**135 years**
Industry Name	**NAICS 624**
What is your organization's mission statement?	**YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**

Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**We currently have five vacant full-time positions within YWCA CSE.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**707,607.00**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**567,248.06**

Section III Summaries

ARPA Grant Amount Requested	**A. Personnel. . . . $53,747; B. Fringe Benefits. . . . $5,753; C. Travel. . . . $2,904; D. Supplies and Communication. . . . $13,600; E. Facilities. . . . $87,312; F. Other Costs. . . . $21,520; TOTAL PROJECT COSTS. . . . $184,837**
Name the program for which you are applying	**YWCA CSE's Day Center Services**
Please describe your organization, its programs and how this program fits in	**YWCA Northeast Kansas has three signature platforms that support our mission of eliminating racism, empowering women, and promoting peace,**

freedom, and dignity for all. YWCA Center for Safety and Empowerment (CSE), a core program of YWCA Northeast Kansas, is committed to providing a high quality, free, confidential, and comprehensive response to victims of domestic violence, sexual assault, stalking, and human trafficking. YWCA CSE is the only domestic violence, sexual assault, stalking, and human trafficking agency, serving Shawnee County in Kansas. YWCA CSE has been in existence for more than 43 years and began formally serving victims of human trafficking in 2014, when a dedicated human trafficking position was funded by a grant awarded from the Kansas Office of the Attorney General. All of the current YWCA CSE services, which were originally designed to serve victims of domestic violence and sexual assault, have been adapted to address the unique needs of human trafficking victims in our service area.

In an effort to provide more specialized services to victims of human trafficking, YWCA CSE opened a drop-in center, the first of its kind for Topeka and Shawnee County, in November of 2019. The Day Center serves as a resource to meet immediate needs of human trafficking victims and as a way to engage these victims in longer-term advocacy services.

Since the Day Center's opening, we have found that having a space dedicated to victims that meets their immediate needs helps to create a foundation of trust in order to later address victims' larger systemic needs (i.e., behavioral health, medical care, substance use disorders, legal advocacy, employment, and housing) through the provision of critical aftercare services (Okech, et. al., 2018). At this safe and secure location, YWCA CSE provides the following services:

• Resting space to allow the trafficking victim to recover much-needed sleep.

	• Restrooms equipped with a private shower for basic hygiene needs. **• Laundry facilities.** **• Access to food (snacks and prepared meals), clothes, and personal hygiene items.** **• Office space / private space for consultations to assess further needs and refer to ongoing services.** **• Individualized trauma-informed, case management support.** **• Connection to volunteers and community members to re-engage in community support.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**With support of City of Topeka ARPA funds, our community can offer innovative and supportive services to its most vulnerable citizens – those who have experienced human trafficking and sexual exploitation. As awareness of human trafficking continues to increase within our community, the region, and our state, YWCA CSE's service numbers also continue to rise. To that point, YWCA CSE has seen a steady increase in services provided to those who identify as a victim of human trafficking. In 2016, YWCA CSE served 46 victims of human trafficking. Five years later, in 2021, YWCA CSE more than doubled this number, serving 99 victims of human trafficking. These numbers are even more impressive when referenced within the context of the COVID-19 global pandemic and the precautions YWCA CSE set in place to limit the number of individuals accessing the Day Center building during its hours of operation.** **YWCA CSE's Day Center creates a safe space for these victims to have their most basic needs met, while receiving the case management, counseling, and support services necessary to their healing and stabilization. As one Day Center client stated when describing the services they received, "You have to give yourself a chance, and that is what you [Day Center Advocates] have helped us to see…It allowed me just to breathe and have a chance." Another Day**

	Center client shared the following sentiment with their advocate, "If I would have known then,…when someone told me that I didn't have to work like that anymore, it gave me permission. It was the beginning of something. You don't have to do this no more." These statements truly embody the trauma-informed and victim-centered element of YWCA CSE's work; in everything our advocates do, they create options for victims, empower them in making their own decisions, and focus on their safety in every interaction they have. **YWCA CSE's programs are funded by a variety of federal, state, and local grants, as well as United Way grant funds, grants from private foundations, fundraising events, and donations from individuals and groups. Identifying new funding opportunities is a primary focus of the Program Director and Grant Administrator, and we apply for new grants every year to ensure that our Day Center services are sustained each fiscal year.**
How has the pandemic impacted the effectiveness of your organization?	**In March 2020, the United States braced itself and its citizens to engage in self-quarantine habits that involved multiple week "shelter in place" orders. Here in Topeka, we saw first-hand how these "shelter in place" orders impacted victims of human trafficking and their families. This was particularly true for those individuals living in poverty who depended on their traffickers for access to housing and other financial support. The Day Center serves as a place of refuge for many of these victims, as it may be the only place away from their trafficker where their most basic needs can be met. Since the COVID-19 global pandemic began, YWCA CSE noticed an increase in the number of new human trafficking victims utilizing our Day Center services, each month. In our encounters with Day Center clients, we noticed that there were more requests for increased hours of operation from Day Center clients themselves. Finally,**

YWCA CSE staff discovered that the global pandemic resulted in more complex needs for victims of human trafficking. For many victims, the trauma they endured while "sheltering in place" increased in both intensity and frequency, which resulted in compounded physical and mental health needs for these victims.

It also became apparent that human trafficking victims who are underserved in our communities (e.g., rural victims, victims who are homeless or living in transition, victims with disabilities, victims who are immigrants, undocumented and/or victims who are English Language Learners) do not have the same access to resources necessary to receive services in this remote and virtual "new normal." In order to mitigate the effects of COVID-19 on the human trafficking victims we serve, YWCA CSE staff maintained a facebook account to ensure ongoing contact with victims in crisis. Additionally, YWCA CSE worked with the YWCA of Northeast Kansas VISTA Intern and Marketing Director to create and with Ad Houck Advertising Agency to print a campaign to be run in the Topeka Metro Bus fleet for a six-month period. As advocates for victims of human trafficking, it is our responsibility to ensure that all victims have equal access to safe and confidential services. Therefore, we will continue to establish programming that enhances our outreach efforts toward underserved populations, increasing the accessibility of our services to all victims.

Please describe how you see the future of your organization and its program post-pandemic

YWCA Northeast Kansas has consistently supported women and children in Topeka, based on their most critical needs. While those needs over the past 135 years have changed and will likely change in the future, we will continue to do this very important work. In 2018, YWCA surveyed more than 1,000 women representing varying demographics who listed their greatest needs in the areas of racial justice and

civil rights, empowerment and economic advancement, and health and safety. Resoundingly, the biggest challenges noted were concerns over personal safety (e.g., protection from community and interpersonal violence), availability of child care, and opportunities for economic advancement (e.g., access to affordable housing, living wages, etc.). At YWCA Northeast Kansas, we will continue to work on issues in our community impacting women and children through partnerships, collaborations with other non-profits, service agencies, city leaders, and funders. We will also continue to offer critical services, through our programming, education and advocacy, and we will leverage the work of others in our community to best serve women and children in Topeka.

Additionally, YWCA CSE staff will explore community collaborations, creating a robust continuum of care for victims. In an effort to become even more victim-centered, we will continue holding client focus groups to evaluate YWCA CSE current services and identify the needs of our clients. The results YWCA CSE receives from these evaluation methods are integral to our service provision, as they give victims a platform to share their voices and perspectives. For example, the feedback we have received from clients indicated a need to expand our hours of operation at the Day Center and explore civic engagement opportunities for them. As we continue collecting feedback from victims in the community, we will use this input to enhance our Day Center services to better meet their needs.

It is through the implementation of focus groups at the Day Center, we learned of the most significant barriers faced by human trafficking victims. For example, victims have reported limited access to their medical and behavioral healthcare needs, which is validated through human trafficking research. The

complexity of their trauma exposes them to significant violence that impacts both their physical and mental health. YWCA CSE staff have learned that access to medical and behavioral health care services are critical to establishing the aftercare victims of human trafficking need as they navigate life after their victimization. In order to truly be an agency that empowers victims of violence, YWCA CSE will enhance our relationships with medical and behavioral healthcare providers in Topeka and Shawnee County by developing single points-of-contact within each agency and creating internal referral protocols for Day Center clients.

Section IV General Data

Provide a detailed explanation of the proposed program

With financial support through the City of Topeka ARPA funds, YWCA CSE can expand and enhance the scope of services offered that victims of human trafficking often require to effectively address their needs. The proposed project has identified two goals in meeting this need: 1) enhance group services at the Day Center to provide support services for victims of human trafficking; and 2) increase case management services and reduce barriers for human trafficking victims through the expansion of Day Center services.

To enhance Day Center's group services offered, YWCA CSE Advocates will hold two weekly support groups and one victim-led discussion group each year. These support groups assist victims in their healing, while helping them develop a sense of community with one another. Every Friday at lunch, Day Center staff host YWCA CSE's "Lunch and Chats," in which relevant topics are discussed. For example, during one "Lunch and Chat," the participants led the discussion around unsafe sex buyers and worked to define consent. Day Center

staff also offer art-based activities in group settings for victims of human trafficking. These weekly art groups generate expression and allow for processing trauma with an advocate. Some victims have chosen to display their art in the Day Center and have begun to create a wall of victims' art. These group activities at the Day Center result in increased self-esteem and sense of belonging for victims, as well as the ability to recognize their own strengths and creativity (Polaris, 2015).

YWCA CSE will increase case management services and reduce barriers for human trafficking victims by expanding the Day Center's hours of operations by 50%, as well as complete case management plans for victims who engage in three or more case management sessions with Day Center Advocates. YWCA CSE continues to see an increase in the number of human trafficking victims served at both our Day Center and at our other agency locations, and thus, we recognize the need to grow and expand our services. Currently, YWCA CSE's Day Center operates approximately 14 hours a week; however, we are very aware that victims of human trafficking go underserved when the Day Center is not open. For example, during the month of March 2022, 12 victims of human trafficking arrived at the Day Center outside of its current hours of operation, indicating a need for expansion of these services. We believe that support from City of Topeka ARPA funds will allow us to provide more robust, comprehensive, victim-centered services in part by extending our hours of operation. Day Center staff will also increase case management services and reduce barriers for victims by engaging in case management plans with clients who have three or more case management meetings. The goal is to provide 70% of clients with a documented case management plan that includes client goals and action steps.

Describe what other funding is available and what you have secured, or expect to secure for this project	**When YWCA Northeast Kansas identified the need for a drop-in service center for victims of human trafficking, our CEO and YWCA CSE staff contacted members of the Rotary Club of Topeka to discuss opportunities to fund this project. As a result of this collaboration, the Day Center was born and was initially funded through the Rotary International and Topeka Rotary Foundations. This investment has created opportunities for us to explore additional funding through the Kansas Attorney General's Office Human Trafficking Assistance Fund (HTVAF) and the Office for Victims of Crime (OVC). Currently, YWCA Northeast Kansas receives funding through HTVAF to cover a full-time Human Trafficking Program Coordinator position's salary and partially cover the salaries of Day Center Advocates. YWCA Northeast Kansas is working in collaboration with the Shawnee County District Attorney's Office to apply for OVC's 2024 Enhanced Collaborative Model Task Force to Combat Human Trafficking multi-year grant to expand our Day Center services. YWCA Northeast Kansas is fully committed to the expansion of this project and will continue exploring funding options to ensure its sustainability.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**In Topeka, there is a strong crisis response system to human trafficking victims; however, we recognized that our community still needed to develop services for stabilization and restoration that would empower victims to thrive in our community. As a result, in November of 2019, YWCA CSE opened the Day Center to better meet basic needs for human trafficking victims, as a way to engage them to access longer-term services. This is further demonstrated in the following victim's success story:** **Our Human Trafficking Program Coordinator had been working with a client for several years who spent many hours napping on the couches and heating up**

noodles in the microwave at the YWCA of Northeast Kansas' office. It was interactions with this victim that led to the inspiration for the Day Center. During the months of planning the Day Center, the client contacted YWCA CSE to inform us that she was very excited about what was happening and knew that a center like ours could make a difference. She shared how having the couches and access to the microwave at the YWCA of Northeast Kansas and knowing that we were always there to help made all the difference to her being able to finally break free from "the life." When she came to the Day Center to maintain case management services, she knew she needed to find a place that would help her remain accountable to her sobriety. With the assistance of the Human Trafficking Program Coordinator and the Day Center Advocate, YWCA CSE was able to assist her in paying for her first month's rent on an apartment that encourages clean living and helps her in working her sobriety program. This client continues to access services and maintain weekly contact with the Day Center staff.

Just as this example demonstrates, we have found that having a space dedicated to victims that meets their basic needs helps to create a foundation of trust in order to be able to later address larger systemic needs. With the establishment of YWCA CSE's Day Center, we have taken what we believe is the first step toward accomplishing the much larger goal of providing longer term stabilization for human trafficking victims.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**YWCA CSE is the only domestic violence, sexual assault, stalking, and human trafficking program in Topeka that provides free services, and we have the only confidential emergency shelter for domestic violence, sexual assault, stalking, and human trafficking victims in Shawnee County. The expenses we are requesting are critical to the successful and efficient provision of services to human trafficking victims in both our residential and non-residential programs. The portion of expenses we are requesting in this application are not covered by any other grants or funding sources.**
What donated goods and or volunteer services do you receive that add value to this program?	**YWCA CSE is grateful for the support our Day Center receives from the community and recognizes the value it adds to our service provision. Support from the Topeka community is integral to meeting the complex needs of human trafficking victims. Last year, three volunteers and interns assisted in staffing the Day Center and provided approximately 300 hours of service to human trafficking victims. Additionally, YWCA CSE collaborates with United Way of Greater Topeka to recruit Nancy Perry Day of Caring volunteers to provide casseroles for the Day Center's weekly "Lunch and Chats." Finally, YWCA CSE partners with Topeka's Rotary Clubs to ensure that the Day Center is stocked with clothing and hygiene products to meet the most basic needs of those served. For example, thanks to the generosity of Topeka's Rotary Clubs, the Day Center maintains a surplus of "fresh start kits" and shoes for clients, many of whom are in transition and are in need of a brand-new change of clothes and hygiene products necessary to have a fresh start. As above-mentioned, the Day Center was first established with generous funding from both Rotary International and the Topeka Rotary Foundations.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing July 2022.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**17**
Projected age of 6-12 years	**6**
Projected age of 13-18 years	**49**
Projected age of 19-35 years	**671**
Projected age of 36-59 years	**539**
Projected age of 60 years and over	**77**
Total Individuals	**1359**

Section V Beneficiary Information - Gender

Men	**73**
Women	**1294**
Transgender	**12**
Total Individuals	**1379**

Section V Beneficiary Information - Income Level

At or below 30%	**0**
At or below 50%	**0**
At or below 80%	**0**
Other	**0**

Income Unknown	**1391**
Total Individuals	**1391**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**61.5**
Percent of Black/African American	**16.8**
Percent of Hispanic	**12**
Percent of Asian	**0.4**
Percent of American Indian/Alaskan Native	**2.9**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0.1**
Percent of Other Multiracial	**6.3**
Total Percent of Individuals	**100.0**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Grant Administrator**
Your Signature	**Name of signatory: Tasia Barnard**  **Link to signature**

ARPA Funds Grant Application

Submission date:	**1 August 2022, 11:54AM**
Receipt number:	**77**
Related form version:	**5**

Section I Organization Information

Organization Name	**YWCA Northeast Kansas**
Organization Address	**225 SW 12th Street** **Topeka, Kansas 66612**
Primary Phone	**785-233-1750**
Primary Email	**kathleenm@ywcaneks.org**
Primary Contact	**Kathleen Marker**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**135 years**
Industry Name	**624**
What is your organization's mission statement?	**Our mission is to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. Our collective mission impact work includes: racial justice and civil rights, empowerment and economic advancement of women and girls and health and safety of women and girls. Achieving the outcomes in these three areas is done in a combination of individual or systems intervention, including direct services and programs, as well as issue education, advocacy and public policy.**

Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**We are experiencing staffing shortages throughout our organization: Our Center for Safety & Empowerment has vacancies, our daycare center has 3 staff vacancies, our before and after school programs have experienced numerous staffing shortages and our administration has also experienced staff shortages**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**We received two rounds of funding totaling $707,607. Both loans were forgiven. We also received $567,258.06 from the HESG-CV grant to cover the cost of relocating and operating shelter services to a 10 unit apartment building**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	

Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**418,000**
Name the program for which you are applying	**Facility repairs, HVAC replacement**

Please describe your organization, its programs and how this program fits in	**In 2021 we provided services or programming to 6,761 unduplicated individuals through 14 programs. These programs and services were delivered through four main areas of focus: 1. Center For Safety & Empowerment offering shelter, advocacy, financial assistance, court advocacy, housing assistance and community education serving victims and survivors of domestic violence, sexual violence, human trafficking and stalking 2. Youth Services provides daycare, before and after-school programming in 8 schools in the USD 501 school district, summer camps, and schools day out programming, and summer enrichment programming for pre-k students who have never attended formal pre-school 3. Racial Justice & Advocacy facilitated anti-racism education, racial justice education, diversity, equity and inclusion education and facilitated community conversations in these areas. Finally, our Leadership Academy provided leadership training to women in our community to enable them to advance in their careers. We also provide meeting space for community volunteers and other non-profit organizations. In 2021, out of 200 YWCAs across the country, we ranked 11th in the country in terms of the number of community members we served.** **In 2022 we budgeted $49,702.59 for building maintenance, utilities and repairs for this facility. This budget was a 10% increase over the prior year's expense. Replacing our HVAC system to roof top units and doing much needed repairs to the building will reduce our utility expense/overhead and allow us to budget more in salaries to compete in today's market. This in turn, will strengthen our ability to serve more Topekan's in the future.**

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**Our facility is owned by the YWCA and the lower level of the facility is owned by GreatLife Fitness. They purchased their portion of the building in January of 2016, allowing the YWCA to pay off it's debt on the building additions. We share a boiler and utilities are paid by the YWCA and Greatlife is invoiced for their portion of the utilities. This is not ideal. Over the years, the original building had several additions added. The boiler is near the end of it's life and repairs and maintenance are costly and the heating and cooling is inconsistent throughout the building.**
How has the pandemic impacted the effectiveness of your organization?	**The pandemic caused us challenges on several fronts and we adapted many of our programs.** **Youth Services: Throughout the pandemic we were able to keep our childcare center open so we could serve those families who jobs were deemed essential. This meant at times we were operating with about 50% of the normal revenues but kept all staff. Our Kapp program (Kindergarten Academic Prep Program) was held virtually. We reduced the number of days the program operated from 5 to 4 and on the 5th day staff did porch drops to check in with families and bring them food through our food pantry that we expanded through the summer of 2020. We also checked in on the well-being of the families and children. Each family was given a tablet so that the children could participate virtually in the program. Our FEATS programs (Families Empowered by Additional Teaching of Students) was also held virtually when 501 was closed. Our KidsQuest before and after school programs closed when the school district closed classes and went to virtual learning.** **Our Center for Safety & Empowerment pivoted services for Shelter, Day Center and Advocacy services: "Shelter in place" orders impacted victims of human trafficking and domestic violence. This was particularly true for those living in poverty who depended on their traffickers for access to housing**

	and other financial support. The Day Center serves as a place of refuge for many of these victims, as it may be the only place away from their trafficker where their most basic needs can be met. Since the pandemic began, YWCA CSE noticed an increase in the number of new human trafficking victims utilizing our Day Center services, each month. In our encounters with Day Center clients, we noticed that there were more requests for increased hours of operation from Day Center clients themselves. Our Shelter, which is normally licensed to house 19 individuals was limiting stays to three families at a time that were house on three separate floors. To accommodate those needing shelter we utilized motels until we were able to acquire funding through the City of Topeka's HESG funds to rent a 10 unit apartment building to enable us to safely house victims safely. Many of our services were triaged through our hotline and much of the advocacy work was done via zoom and phone. We limited in person meetings in our offices and accommodated those meeting by holding them in conference rooms that allowed for more distancing rather than in smaller offices. Finally, YWCA CSE staff discovered that the global pandemic resulted in more complex needs for victims of human trafficking, domestic violence and stalking. For many victims, the trauma they endured while "sheltering in place" increased in both intensity and frequency, which resulted in compounded physical and mental health needs for these victims. Our community education and advocacy work was moved to virtual meetings through Zoom. We saw high numbers in our courses.
Please describe how you see the future of your organization and its program post-pandemic	**Since the existence of YWCA Northeast Kansas we have always supported women and children in Topeka based on their most critical needs. While those needs over the past 135 years have changed and will likely change over the coming decades, we will continue to do this very important work. In 2018**

YWCA surveyed over 1,000 women representing all major age, race, ethnic and political affiliation groups who listed their greatest needs in the areas of racial justice and civil rights, empowerment and economic advancement, health and safety services for women and girls. A solid majority of women across demographics believe the issues YWCA is working on are very relevant for women and girls today. Resoundingly the biggest challenges noted were concerns over personal safety, availability of child care, and opportunities for economic advancement. Concerns were sorted into different types:
Economic concerns: Access to housing that is affordable ★ • Someone in your household losing their job • Paying for college or repaying student loans • Being able to afford your rent or mortgage ★ • That your total family income will not be enough to meet your family's expenses and pay your bills • Getting a good paying job • Having access to a flexible work schedule
Health concerns: • Having affordable and secure health insurance for your family ★ • Access to mental health services • Having a medical expense for you or your family that you cannot afford ★ • Keeping my family safe from opioid and other substance addictions • Access to the full range of reproductive health care, including contraception and abortion care S
Safety concerns: • Keeping you and your family safe from police violence • Keeping you and your family safe from gun violence ★ • My friends or family members being detained or deported • Being sexually harassed on the job • Having access to job-protected leave to access legal, medical, or other needs after experiencing sexual or domestic violence
Caregiving concerns: • Access to PAID family and medical leave when you or a family member is sick or needs care ★ • Have good family and work balance • having affordable and dependable child care • Being

able to care for your spouse, parents or other relatives as they age ★
It is very clear that YWCA Northeast Kansas cannot tackle all of these issues. We will continue to work on issues in our community that relate to women and children through partnerships, collaborations with other non-profits, service agencies, city leaders and funders.
We will continue to offer critical services, through our programming, education and advocacy, and we will leverage the work of others in our community to best serve women and children in Topeka.

Section IV General Data

Provide a detailed explanation of the proposed program	**A design for new HVAC systems for the upper floor that eliminates the requirements of the boiler and chiller, and provides easy to control, higher efficient, rooftop units to control smaller areas of this floor was proposed by Pearson, Kent, McKinley Raaf Engineers, LLC (PKMR). For energy efficiency the HVAC system will be designed to heat the space to 72 degrees in the winter and cool the space to 76 degrees in the summer. Services will include the design of the HVAC and related electrical systems. The need for new HVAC units is of the utmost importance. The building houses our childcare center, as well as CSE staff, and administrative staff. We have spent thousands of dollars on maintenance and have been told the boiler is on it's last leg. Over the past year, we have made other necessary improvements to the building. Our flooring in the lobby had buckled, and it was a huge safety hazard in the common area where parents pick up their children for daycare. This became a liability with toddlers and little children navigating this area every day. Having this completed is not only aesthetically better, but it is ultimately about the safety of the facility.**

Our plan is to relocate HVAC units to the roof for improved ease of maintenance and operating efficiency. This will eliminate the need for a boiler and chiller. Currently other nonprofit community agencies, such as the League of Women Voters and the Topeka Rotary Club are also renting space in the building. Their payments for the use of the space help the YWCA defray building costs. But if the YWCA cannot provide appropriate heating and cooling of the space, their interest in sharing space in our building will diminish. Operating costs of heating and cooling are one of the greatest expenses of the YWCA. By reducing those costs through greater efficiency, more resources can be directed to needed programs in childcare, youth services, domestic violence, sexual violence and human trafficking.

Only one of the boilers for this building are currently functioning. When this fails there will be no heat to the building, including a childcare center.

Total estimated cost for facility improvements totals $561,200. We are requesting $418,000 as a part of the total budget of $561,200. The budget is as follows:

Income

Sunderland Foundation $100,000

YWCA funds 43,200

ARPA Funds requested $418,000

Total costs $561,200

Expenses

Professional-engineer $ 26,000

Replace east

Air handling unit $210,000

Replace west

air handling units $200,000

Replace lobby floor $ 8,200

Replace concrete stairs

& repaving parking lot $ 35,000

Overages/potential

price increases 20% $ 82,000

TOTAL $561,200

Describe what other funding is available and what you have secured, or expect to secure for this project	**The Board of Directors released board restricted funds to pay for the replacement of the lobby floor, the concrete work done in the front of our building and the repaving of our parking lot for a total of $43,200. We applied for and received $100,000 from the Sunderland Foundation in July, 2022. That funding is specifically for this project.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**As a non profit in the Topeka community, we have seen an increased need for the services we provide. The need for quality , affordable child care, economic advancement of the most vulnerable in our community and the ever-growing need for domestic violence advocacy and services are critical to the health of our community. We would also like to continue to open our building to other agencies who do not have the space for community meetings and to continue the collaboration meetings we host such as the Mayor's Taskforce on Domestic Violence, and the Human Trafficking Coalition. Both of these meetings include government agencies, health care providers, law enforcement agencies and non-profit service providers. As we have inceased our civic engagement work, we are having more and more meetings in our bu8ildi8ng for both civic engagement and training programs.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**Services provided by the YWCA are not duplicated. While their is another agency providing housing for human trafficking victims, our understanding is that they do not provide emergency assistance and advocacy for Topeka citizens, bit offer housing and services for women only who are beyond emergency services and looking to stabilize and re-frame their lives. There are numerous childcare providers in Topeka but also a shortfall of childcare slots in our community. Our leadership classes Momentum and Emerging Leaders are specifically designed for women leaders and are the only local courses of this nature.**

What donated goods and or volunteer services do you receive that add value to this program?	**YWCA Northeast Kansas receives donated goods in our CSE food pantry, hygiene products for our clients and school supplies for many of the children we serve. We have six volunteer committees that support our work and numerous volunteers that work throughout our organization. In person volunteers declined over the past rwo years because of Covid but we normally have over 100 volunteers giving more than 8,000 hours per year. We have a Building & Grounds committee chaired by a Board member with four other members who have expertise in facilities. They assist the CEO in determining maintenance needs and repairs along with equipment needed in our facilities.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	Certificate of Good Standing July 2022.pdf
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**75**
Projected age of 6-12 years	**180**
Projected age of 13-18 years	**80**
Projected age of 19-35 years	**2350**
Projected age of 36-59 years	**3540**
Projected age of 60 years and over	**536**
Total Individuals	**6761**

Section V Beneficiary Information - Gender

Men	**884**
Women	**5747**
Transgender	**130**
Total Individuals	**6761**

Section V Beneficiary Information - Income Level

At or below 30%	**1700**
At or below 50%	**1500**
At or below 80%	**1000**
Other	
Income Unknown	**2561**
Total Individuals	**6761**

Section V| Beneficiary Information - Racial/Ethnic Composition

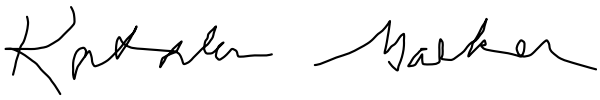
Percent of White (non-Hispanic)	**45**
Percent of Black/African American	**15**
Percent of Hispanic	**15**
Percent of Asian	**1**
Percent of American Indian/Alaskan Native	**3**
Percent of Asian & White	
Percent of Black/African American & White	
Percent of American Indian/ Alaskan Native & Black/African American	
Percent of Asian/Pacific Islander	
Percent of Other Multiracial	**21**

Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**CEO**
Your Signature	**Name of signatory: Kathleen Marker, CEO YWCA Northeast Kansas**  **Link to signature**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: YOUNG WOMEN'S CHRISTIAN ASSOCIATION NORTHEAST KANSAS

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on February 20, 1896, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 27, 2022

SCOTT SCHWAB
SECRETARY OF STATE

Questions for both YWCA Northeast Kansas applications are as follows:

1. **Please provide an organizational Chart for your organization**. Please see attached.

2. **Please provide a project budget for the project/budget program you are seeking funds**. Please see attached FOR THE TWO BUDGETS.

3. **Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.** Yes, for the facility repairs we requested $418,000 and we can reduce our request to $318,000. This will require us to fundraise for the additional $100,000. I believe this is attainable while it will be a stretch. For the Day Center request: Yes, the Day Center can operate on a $101,636 budget. This would give us 1 year of funds to operate the Day Center.

Questions specific to the Day Center Application:

4. **Define "fringe benefits" as outlined in the application ($5,753)** Fringe benefits are FICA, unemployment, and worker's compensation expenses.

5. **How do you plan to fund personnel costs long term once the ARPA dollars are gone?** YWCA CSE's programs are funded by a variety of federal, state, and local grants, as well as United Way grant funds, grants from private foundations, fundraising events, and donations from individuals and groups. Identifying new funding opportunities is a primary focus of the Program Director and Grant Administrator, and we apply for new grants every year. Also, the retention of our staff is a very important way to sustain our services and the quality of those services. Finally, we have also streamlined the process for volunteer recruitment and training, and we are working on increasing volunteer hours for our organization.

6. **Spanish speaking services and materials to be offered?** YWCA CSE continues to receive mostly service requests for those who speak only Spanish as an underserved population in our community. This year, we have made a concerted effort to hire bilingual staff, and we currently have two bilingual and multilingual staff who work with victims in different YWCA CSE settings and locations (e.g., residential settings, main office, etc.). Additionally, staff is able to access and has been trained on the use of Language Line to assist in situations where staff does not speak the language in which services are being requested and a translator is not available. We feel that our office continues to make great strides in accommodating clients with language barriers. We have hired a diverse

staff, and that has contributed significantly to increasing our understanding and sensitivity to the diverse needs of the victims we serve. We continue to search for and send staff to trainings in order to expand our knowledge of how to better meet our clients' needs.

At YWCA Northeast Kansas, we also recognized that there was and is a great need for professional translation services; therefore, in 2021, our agency established a partnership with El Centro of Topeka to implement professional translation services, funded through a Kansas Office of the Attorney General's grant project. This professional translation partnership has been particularly important within our line of work because many of the documents we use within our agency and with the clients we serve are legal documents and/or involve court proceedings. These documents require professional translators to ensure that the information being provided to the victim is appropriate and accurate. Otherwise, we are minimally doing a disservice to the client and possibility putting them in legal risk by not utilizing professional translation services.

7. **What is your outreach to Black and Latino/Indigenous communities?** Within the past two years, our Program Director conducted a needs assessment to identify the populations that are most underserved. She pulled census data that reflected our four-county service area demographics, as well demographic data from the city of Topeka. Once that information was pulled, the Program Director compared it to the demographic statistics from the populations we served last fiscal year. Although it is not a precise way of determining who is most underserved, it provided YWCA CSE staff with insight and informed our ongoing outreach efforts. In order to enhance the outreach efforts to these underserved populations, YWCA CSE built and implemented curriculum through a partnership with members of the local Zeta Phi Beta Sorority chapter to educate faith leaders on how to support victims in their congregations. We believe this initial step is important in providing outreach to BIPOC populations who are currently underserved; however, we recognize that additional partnerships and outreach efforts must be made. Therefore, our Program Director and Public Education Coordinator have prioritized these outreach efforts and have formalized these efforts in goals and objectives for grant projects outside the ARPA grant project. These objectives include, but are not limited to: assessing current client referral networks, determining gaps in client referrals (e.g., agencies, family, friends, employers, faith communities, etc.); and increasing our outreach efforts to underserved populations by providing them with targeted relationship violence education four times a year.

8. **Do you have translation services available?** In partnership with El Centro of Topeka, YWCA Northeast Kansas offers professional Spanish translation services for our written documentation, including client intake forms, client assessment forms, and client surveys. Although we have made inroads in assisting victims whose primary language is Spanish through our own translation of agency documents, use of the Language Line, and hiring more advocates who are bilingual and multilingual, we recognize that there is still much more to do to ensure full language accessibility for these victims. Last year, YWCA Northeast

Kansas established an Accessibility Task Group comprised of staff in all three signature platforms (e.g., CSE, Youth Services, Racial Justice and Advocacy) dedicated to ensuring the accessibility of YWCA Northeast Kansas' services for all clients, regardless of disability status and language barriers. An integral part of this task group's goal is to address internal barriers for non-native English speaking clients.

9. **Do you have any Black or Latino/Indigenous staff or volunteers?** In the summer of 2020, YWCA CSE staff worked together to establish an anti-racist work plan that included elements to increase the racial and ethnic diversity of our advocates. This was critically important to the plan as we wanted to ensure that our advocates better represented the racial and ethnic backgrounds of the clients we served. As a result of this work, each service location and team within YWCA CSE developed a recruitment plan, specific to their program or community that focused on building partnerships with local leaders, offering public education presentations, and utilizing innovative platforms to communicate the need to fill vacant staff, volunteer, and intern positions. The recruitment plans included detailed volunteer position descriptions, highlighting our volunteer needs. With the creation of the YWCA CSE Training & Volunteer Coordinator position in November of 2021, YWCA CSE has been working closely with YWCA Northeast Kansas' Volunteer & Administrative Coordinator to continuously recruit volunteers who can meet the needs of the clients and better represent the communities they serve. This last year, YWCA CSE had four BIPOC volunteers, some of whom have recently accepted positions of employment within our agency.

Questions specific to the Facility repairs and HVAC Replacement:

10. **Spanish speaking services and materials to be offered?** At YWCA Northeast Kansas, we also recognized that there was and is a great need for professional translation services; therefore, in 2021, our agency established a partnership with El Centro of Topeka to implement professional translation services. Our applications for our youth programs have been translated into Spanish as well as our brochures and we have two Spanish speaking staff to respond to questions on a day to day basis. In our summer KAPP (Kindergarten Academic Prep Program) program, we staff one cohort for incoming students whose first language is not English. For this group of students the teacher and paras are bi-lingual and all registration forms and brochures are also provided in Spanish.

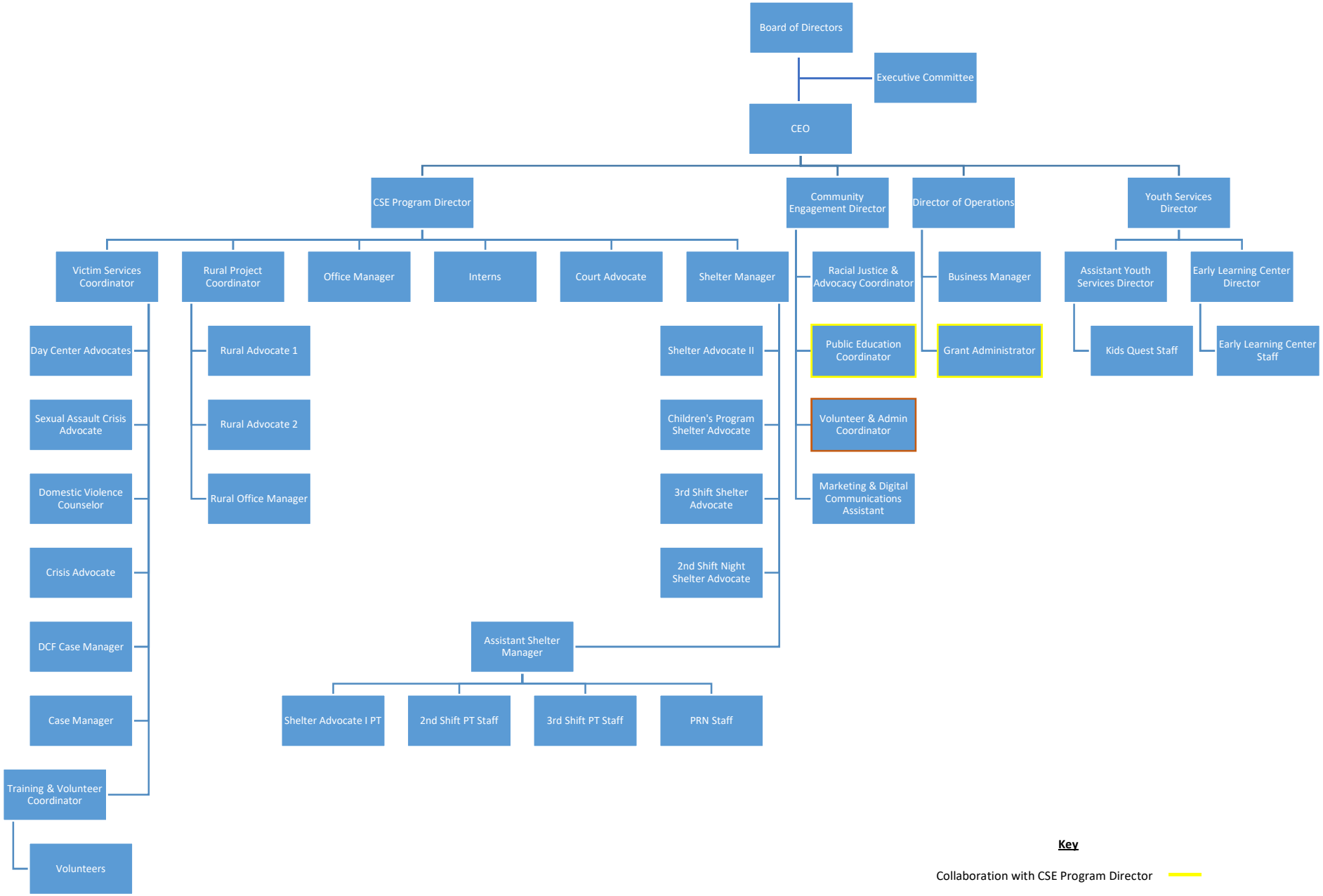
11. **What is your outreach to Black and Latino/Indigenous communities?** Within the past two years, our CSE Program Director was charged with conducting a needs assessment to identify the populations that are most underserved. She pulled census data that reflected our four-county service area demographics, as well demographic data from the city of Topeka. Once that

information was pulled, the Program Director compared it to the demographic statistics from the populations we served last fiscal year. Although it is not a precise way of determining who is most underserved, it provided YWCA CSE staff with insight and informed our ongoing outreach efforts. In order to enhance the outreach efforts to these underserved populations, YWCA CSE built and implemented curriculum through a partnership with members of the local Zeta Phi Beta Sorority chapter to educate faith leaders on how to support victims in their congregations. We believe this initial step is important in providing outreach to BIPOC populations who are currently underserved; however, we recognize that additional partnerships and outreach efforts must be made. Therefore, our Program Director and Public Education Coordinator have prioritized these outreach efforts and have formalized these efforts in goals and objectives for grant projects outside the ARPA grant project. These objectives include, but are not limited to: assessing current client referral networks, determining gaps in client referrals (e.g., agencies, family, friends, employers, faith communities, etc.); and increasing our outreach efforts to underserved populations by providing them with targeted relationship violence education four times a year. In collaboration with the outreach being done in CSE (Center for Safety & Empowerment), over the past two years we have tracked the race and ethnicity of those participating in our other programming and we use this data to find ways to increase our reach in the community. For example, we began offering two scholarship slots in every Emerging Leaders class for BIWOC to increase participation.

Our leadership team is diverse in race and gender-identifying and they review our programs and services for inclusion. Our Early Center curriculum and programming is inclusive of all races and ethnicities and the staff reflect the children they serve. We currently have

12. **Do you have translation services available?** Yes, our website is available in both Spanish and English and Spanish speaking staff translate on an informal basis. When needed, we use a translation service over the phone and we have used the services of El Centro in the past for translation of documents like registration forms for programs and program brochures.

13. **Do you have any Black or Latino/Indigenous staff or volunteers?** Yes, seven of the fourteen staff member who serve on our Leadership Council are individuals of color. In our Early Learning Center we have a staff of 9 and 5 are BIWOC. Our Board of Directors consists of 14 members/volunteers and six of them identify as BIWOC. Eliminating racism and empowering women is at the forefront of all that we do at the YWCA and we believe that we should lead by example. While we are always looking for ways to improve, we center our staff and our work on this mission.


Board of Directors
Executive Committee
CEO
CSE Program Director
Community Engagement Director
Director of Operations
Youth Services Director
Victim Services Coordinator
Rural Project Coordinator
Office Manager
Interns
Court Advocate
Shelter Manager
Racial Justice & Advocacy Coordinator
Business Manager
Assistant Youth Services Director
Early Learning Center Director
Day Center Advocates
Sexual Assault Crisis Advocate
Domestic Violence Counselor
Crisis Advocate
DCF Case Manager
Case Manager
Training & Volunteer Coordinator
Volunteers
Rural Advocate 1
Rural Advocate 2
Rural Office Manager
Shelter Advocate II
Children's Program Shelter Advocate
3rd Shift Shelter Advocate
2nd Shift Night Shelter Advocate
Public Education Coordinator
Volunteer & Admin Coordinator
Marketing & Digital Communications Assistant
Grant Administrator
Kids Quest Staff
Early Learning Center Staff
Assistant Shelter Manager
Shelter Advocate I PT
2nd Shift PT Staff
3rd Shift PT Staff
PRN Staff
Key
Collaboration with CSE Program Director
Collaboration with Director of Operations

A. Personnel

Name/Position	Computation			Cost
Vicky Luttrell				
PT Day Center Advocate I	$17.00 x 520 hrs	Year 1	$	8,840.00
	$17.34 x 1040 hrs	Year 2	$	18,033.60
Amanda Montgomery				
PT Day Center Advocate II	$17.00 x 520 hrs	Year 1	$	8,840.00
	$17.34 x 1040 hrs	Year 2	$	18,033.60
		Total Personnel	**$**	**53,747**

All positions will spend 100% of their time on this project. These positions will provide crisis services, counseling, and advocacy to human trafficking victims. These positions will also support community coordination with other agencies/organizations that work with victims of human trafficking and will provide education to community organizations, businesses, faith-based organizations, schools, and members of the general public. PT Day Center Advocate I and II will each work 10 hours per week then expand to 20 hours per week starting in Year 2. Salaries are commensurate with project duties and responsibilities, and all salaries account for a 2% raise per year to remain competitive.

B. Fringe Benefits

Position	Computation		Cost
HT Day Center Advocate PT I			
FICA	7.65% x total salary expense for 2 years	$	2,056
Unemployment	2.0% x $14,000 x 2 years	$	560
Worker's Compensation	0.97% x total salary expense for 2 years	$	261
	HT Day Center Advocate PT I Total	$	2,877
HT Day Center Advocate PT II			
FICA	7.65% x total salary expense for 2 years	$	2,056
Unemployment	2.0% x $14,000 x 2 years	$	560
Worker's Compensation	0.97% x total salary expense for 2 years	$	261

HT Day Center Advocate PT II Total	$	2,877
Total Fringe	$	5,753

Rates for Unemployment, Worker's Compensation, and Retirement are subject to change annually.

C. Travel

Description	Computation				Cost
In-State	≈ 150 miles / month		x 24 months		
	YWCA mileage rate	$	0.535	$	1,926
Conferences	Crime Victims' Rights Conference		x 2 Staff		
	Hotel -- $103.00 x 2 nights	$	206		
	Meals -- $64.00 / day x 2 days	$	128		
	Mileage -- 290 miles @ $0.535 / mile	$	155		
	Total Cost	$	489		
				$	978.30
			Total Travel	**$**	**2,904**

Client Services: In-state travel expenses provide funds for traveling to provide services to human trafficking victims in Shawnee, Jackson, and Osage counties. YWCA Northeast Kansas' mileage reimbursement rate is $0.535 per mile, with an anticipated 150 miles / months, we expect approximately $963 in annual mileage expense.

Crime Victims' Rights Conference is an annual training YWCA Northeast Kansas sends advocates to for client support education. The conference offers practical tools to offer support to victims suffering from hardship, crises, or trauma while helping others develop a deeper understanding of trauma exposure, the tools for reconciling such exposure, working to create a sustainable individual and a collective culture. Conference expenses are subject to change annually.

D. Supplies and Communication

Item	Computation		Cost
Office Supplies	$1,200 / year x 2 years	$	2,400
Printing	$1,200 / year x 2 years	$	2,400
Postage	$200 / year x 2 years	$	400
Group Supplies	$1,200 / year x 2 years	$	2,400
	Subtotal Supplies	$	7,600
Communication	Landline telephone $160.00 / month x 24 months	$	3,840
	Staff cellphones x 2 x $45.00 / month x 12 months	$	2,160
	Subtotal Communication	$	6,000
	Total Supplies and Communication	**$**	**13,600**

Office supplies will include but are not limited to, supplies to ensure the basic functions of the office space. These items will be used exclusively for our HT Day Center for client services, meetings, administrative needs, trainings, and groups.

Printing costs will include the printing of brochures, flyers, or handouts to promote YWCA Center for Safety and Empowerment (CSE) Day Center services in Shawnee County to local and rural businesses, as well as, materials related to the YWCA CSE, such as cards with the toll-free 24-hour hotline, or brochures explaining protective orders.

Postage will be used to mail information such as brochures, handouts, and important documents to clients, community partners, etc.

Group Supplies will go towards the art healing groups, provide an incentive for group participation, and be used towards other curricula that may be presented in group sessions for the benefit of clients.

Communication: Cellphones will be provided to Day Center advocates working in our county to ensure communication between offices, with clients, and in support of community partners. There will also be a landline with the number being given to clients to contact advocates for any needs. These rates are subject to change annually.

E. Facilities

Description	Computation		Cost
Rent	HT Day Center $1,195.00 / month x 24 months	$	28,680
Utilities	HT Day Center ≈ $1,000.00 / month x 24 months	$	24,000
Liability Insurance	$70.00 / month x 24 months	$	1,680
Computer IT Support	$1,373.00 / month x 24 months	$	32,952
	Total Facility Costs	$	87,312

Rent and Utilities: We will pay rent and utilities for Day Center in Shawnee County. Rent and utilities both reflect the square footage occupied by the project staff listed in the Personnel line item and their portion of time spent on this grant. These rates are subject to change annually.

Liability Insurance: An insurance policy to ensure coverage of any incidents resulting in damage to the Day Center, YWCA Northeast Kansas equipment, or injuries to clients whie at the Day Center. This rate is subject to change annually.

Computer IT Support is the Day Center's portion with Apex IT. They offer techincal support for advocate computers and computers used by the Day Center.

F. Other Costs

Description	Computation		Cost
Client Assistance	Emergency/personal care items (clothing or hygiene products) Average $35.00 / client x 16 clients / year = $560 x 2 yrs	$	1,120
Food	Day Center meals served to clients $850.00 / month x 24 months	$	20,400
	Total Other Costs	$	21,520

Client Emergency funds will be used to provide financial assistance to victims and survivors of human trafficking. Assistance will be given for miscellaneous needs.

Food funds will provide a sack-lunch style meal, snacks, and a weekly family-style meal to Day Center clients.

BUDGET SUMMARY

Budget Category			Cost
A.	Personnel	$	53,747
B.	Fringe Benefits	$	5,753
C.	Travel	$	2,904
D.	Supplies and Communication	$	13,600
E.	Facilities	$	87,312
F.	Other Costs	$	21,520

TOTAL PROJECT COSTS	$	184,837

A. Personnel

Name/Position	Computation		Cost
Vicky Luttrell PT Day Center Advocate I	17.00 x 1040 hours	$	17,680.00
Amanda Montgomery PT Day Center Advocate II	$17.00 x 1040 hrs	$	17,680.00
	Total Personnel	**$**	**35,360**

All positions will spend 100% of their time on this project. These positions will provide crisis services, counseling, and advocacy to human trafficking victims. These positions will also support community coordination with other agencies/organizations that work with victims of human trafficking and will provide education to community organizations, businesses, faith-based organizations, schools, and members of the general public. Salaries are commensurate with project duties and responsibilities, and all salaries account for a 2% raise per year to remain competitive.

B. Fringe Benefits

Position	Computation		Cost
HT Day Center Advocate PT I			
FICA	7.65% x total salary expense	$	1,353
Unemployment	2.0% x $14,000	$	280
Worker's Compensation	0.97% x total salary expense	$	171
	HT Day Center Advocate PT I Total	$	1,804
HT Day Center Advocate PT II			
FICA	7.65% x total salary expense	$	1,353
Unemployment	2.0% x $14,000	$	280
Worker's Compensation	0.97% x total salary expense	$	171
	HT Day Center Advocate PT II Total	$	1,804

				Total Fringe	$ 3,608

Rates for Unemployment, Worker's Compensation, and Retirement are subject to change annually.

C. Travel

Description	Computation				Cost
In-State	≈ 150 miles / month		x 12 months		
	YWCA mileage rate	$	0.535	$	963
Conferences	Crime Victims' Rights Conference		x 2 Staff		
	Hotel -- $103.00 x 2 nights	$	206		
	Meals -- $64.00 / day x 2 days	$	128		
	Mileage -- 290 miles @ $0.535 / mile	$	155		
	Total Cost	$	489		
				$	489.15
				Total Travel	**$ 1,452**

Client Services: In-state travel expenses provide funds for traveling to provide services to human trafficking victims in Shawnee, Jackson, and Osage counties. YWCA Northeast Kansas' mileage reimbursement rate is $0.535 per mile, with an anticipated 150 miles / months, we expect approximately $963 in annual mileage expense.

Crime Victims' Rights Conference is an annual training YWCA Northeast Kansas sends advocates to for client support education. The conference offers practical tools to offer support to victims suffering from hardship, crises, or trauma while helping others develop a deeper understanding of trauma exposure, the tools for reconciling such exposure, working to create a sustainable individual and a collective culture. Conference expenses are subject to change annually.

D. Supplies and Communication

Item	Computation		Cost
Office Supplies	$1,200 / year	$	1,200
Printing	$1,200 / year	$	1,200
Postage	$200 / year	$	200
Group Supplies	$1,200 / year	$	1,200
	Subtotal Supplies	$	3,800
Communication	Landline telephone $160.00 / month x 12 months	$	1,920
	Staff cellphones x 2 x $45.00 / month x 12 months	$	1,080
	Subtotal Communication	$	3,000
	Total Supplies and Communication	**$**	**6,800**

Office supplies will include but are not limited to, supplies to ensure the basic functions of the office space. These items will be used exclusively for our HT Day Center for client services, meetings, administrative needs, trainings, and groups.

Printing costs will include the printing of brochures, flyers, or handouts to promote YWCA Center for Safety and Empowerment (CSE) Day Center services in Shawnee County to local and rural businesses, as well as, materials related to the YWCA CSE, such as cards with the toll-free 24-hour hotline, or brochures explaining protective orders.

Postage will be used to mail information such as brochures, handouts, and important documents to clients, community partners, etc.

Group Supplies will go towards the art healing groups, provide an incentive for group participation, and be used towards other curricula that may be presented in group sessions for the benefit of clients.

Communication: Cellphones will be provided to Day Center advocates working in our county to ensure communication between offices, with clients, and in support of community partners. There will also be a

landline with the number being given to clients to contact advocates for any needs. These rates are subject to change annually.

E. Facilities

Description	Computation		Cost
Rent	HT Day Center $1,195.00 / month x 12 months	$	14,340
Utilities	HT Day Center ≈ $1,000.00 / month x 12 months	$	12,000
Liability Insurance	$70.00 / month x 12 months	$	840
Computer IT Support	$1,373.00 / month x 12 months	$	16,476
	Total Facility Costs	$	43,656

Rent and Utilities: We will pay rent and utilities for Day Center in Shawnee County. Rent and utilities both reflect the square footage occupied by the project staff listed in the Personnel line item and their portion of time spent on this grant. These rates are subject to change annually.

Liability Insurance: An insurance policy to ensure coverage of any incidents resulting in damage to the Day Center, YWCA Northeast Kansas equipment, or injuries to clients whie at the Day Center. This rate is subject to change annually.

Computer IT Support is the Day Center's portion with Apex IT. They offer techincal support for advocate computers and computers used by the Day Center.

F. Other Costs

Description	Computation	Cost

Client Assistance	Emergency/personal care items (clothing or hygiene products) Average $35.00 / client x 16 clients / year = $560	$	560
Food	Day Center meals served to clients $850.00 / month x 12 months	$	10,200
	Total Other Costs	$	10,760

Client Emergency funds will be used to provide financial assistance to victims and survivors of human trafficking. Assistance will be given for miscellaneous needs.

Food funds will provide a sack-lunch style meal, snacks, and a weekly family-style meal to Day Center clients.

BUDGET SUMMARY

Budget Category			Cost
A.	Personnel	$	35,360
B.	Fringe Benefits	$	3,608
C.	Travel	$	1,452
D.	Supplies and Communication	$	6,800
E.	Facilities	$	43,656
F.	Other Costs	$	10,760
	TOTAL PROJECT COSTS	$	101,636

ARPA FUNDS Grant Application_ YWCA NORTHEAST KANSAS Building Repairs

SOURCES

Facility Improvement Budget	
Funds requested - ARPA grant (revised)	**$ 318,000.00**
Sunderland Foundation grant received	$ 100,000.00
Funds set aside by YWCA board	$ 43,200.00
Additional funds to be raised by YWCA	$ 100,000.00
Total sources of funding	**$ 561,200.00**

USES

Professional Engineer	$ (26,000.00)
Replace east air handling unit	$ (210,000.00)
Replace west air handling unit	$ (200,000.00)
Replace damaged lobby floor	$ (8,200.00)
Replace concrete stairs & repave parking lot	$ (35,000.00)
Overages/20% potential price increase for air handling units	$ (82,000.00)
	$ (561,200.00)

City of Topeka ARPA Funds Grant Application

Please note that these are one time funds and will not be available at a later date

Applications are due by July 31st, 2022. Completed Applications and questions can be emailed to ARPA@topeka.org. Additional information can be found at https://www.topeka.org/finance/arpa-funds-grant/

Paper copies of grant applications can be mailed or delivered to:
Kalea Pauole
ARPA Application
215 SE 7th St, Room 358
Topeka, KS, 66603

Section I Organization Information

Organization Name:	Organization Address:	
STAY CALM/CA'LMATE INC.	2410 SW 10 TH. AVENUE	
Primary Phone: 785-232-4525	Primary Email: peaceofmind686@gmail.com	Primary Contact: Craig Johnson
FEIN #:	How long has your organization been in Topeka? 2018	

Industry Name (per North American Industry Classification System, see Industries at a Glance: NAICS Code Index (bls.gov):

8133 Social Advocacy Organization

What is your organization's mission statement? (limit 500 characters)

See separate # 1

Does your organization assist any of the following?

- ☐ Rental Assistance
- ☐ Unsheltered Homeless
- ☐ Transitory populations
- ☐ Sheltered Homeless
- ☐ Other none

Section II Organization Status

Entity Status (As of Application Date, Select One)

- ⊗ Fully Open
- ○ Partially Open
- ○ Open but Reduced Hours
- ○ Not yet re-open (list date of anticipated reopening):

Are you experiencing staffing shortages?

- ○ YES (If yes, please describe extent of staffing shortages in space below)
- ⊗ NO

Is this organization a nonprofit?

- ⊗ YES
- ○ NO

Has this organization received any of the following: (Please specify the amounts)

- ☐ Kansas SPARK/BASE Grants
- ☐ Paycheck Protection Program
- ☐ Shuttered Venue Operations Grant
- ☐ Restaurant Revitalization Fund
- ☐ COVID-19 Economic Injury Disaster Plan Funds
- ☐ Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County

NA

Section III Summaries

ARPA Grant Amount Requested:	Name the program for which you are applying:
$50,000	Stay Calm /Ca'lmate program

Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 1

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded: (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 2

How has the pandemic impacted the effectiveness of your organization and program? (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 3

Please describe how you see the future of your organization and its program post-pandemic: (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 4

Section IV General Data

Please provide a detailed explanation of the proposed program: (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 5

Please describe what other funding is available and what you have secured, or expect to secure for this project: (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 6

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 7

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need (limit up to 5000 characters, attach answers on additional document where needed)

See separate sheet # 8

What donated goods and or volunteer services do you receive that add value to this program? (limit up to 3000 characters, attach answers on additional document where needed)

See separate sheet # 9

Section V Required Documents

Please submit all the following documents in addition to application:

☒ Kansas Secretary of State Certificate of Good Standing

*Additional information may be required at a later date

Section VI Beneficiary Information

Based on the population that you currently serve, Please complete the following tables
Unduplicated Count of Individuals:

Age Group:

Age Range	Estimated
0-5 years	0
6-12 years	0
13-18 years	300
19-35 years	300
36-59 years	200
60 years and over	200
Total	1000

Gender:

	Estimated
Men	490
Women	500
Transgender	10
Total	1000

Income level (see table below):

	Estimated
At or below 30%	
At or below 50%	
At or below 80%	
Other	
Income Unknown	1000
Total	

FY 2022 Income Limits for Topeka, Kansas

Persons in family

FY 2022 Income Category	1	2	3	4	5	6	7
Extremely Low Income (30%)	$17,400	$19,850	$23,030	$27,750	$32,470	$37,190	$41,910
Very Low Income (50%)	$28,950	$33,100	$37,250	$41,350	$44,700	$48,000	$51,300
Low Income (80%)	$46,350	$52,950	$59,550	$66,150	$71,450	$76,750	$82,050

Racial/Ethnic Composition:

	Percentage
White (non-Hispanic)	74
Black/African American	8
Hispanic	11
Asian	
American Indian/Alaskan Native	
Asian & White	
Black/African American & White	
American Indian/ Alaskan Native & Black/African American	
Asian/Pacific Islander	
Other Multiracial	7
Total	100

Section VII Declaration of organization owner (Applicant): I certify that the organization identified above

Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due	[X] YES
Is not party to legal actions against or from the city, including code enforcement liens	[X] YES
Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents	[X] YES
Is not affiliated with another organization under common ownership/management that has applied for grant cycle	[X] YES
There are no potential conflicts of interest that impact receiving this award	[X] YES

Section VIII Applicant Signature

I certify that all the statements made in this application are true and complete to the best of my knowledge. I understand that I need to submit copies of all the above mentioned documents in order for my application to be considered. I understand that if I receive this grant I may be asked to for additional documentation according to rules that the US Treasury has set forth.

Name:	Signature:	Title:	Date:
Craig Johnson	Craig Johnson	President	07-20-22

Stay Calm/Ca'lmate Grant Questions

Mission Statement

To provide an avenue that builds toward positive change by helping to create an atmosphere and understanding between all racial groups, providing products to enhance the safety of individuals, and improving relationships between citizens and law enforcement.

#1-**Please describe your organization, it's programs an**d how this program fits in. Stay Calm/Ca'lmate Inc. is a 501(d)3 organization founded to provide a community service. Inspired by the repeated incidents of police shootings of black and brown citizens, we strive to do our part to reduce the number of senseless deaths. Because Stay Calm Holders can contain automobile insurance and registration, emergency contact information, and vital medical information, they can serve a critical role in de-escalating a situation or preventing a escalated situation. Stay Calm/Ca'lmate Inc. has two primary purposes: 1 – Flood the community with Stay Calm Holders, and 2 – Educate and train citizens with effective skills to survive police and other emergency encounters.

This project aims to fulfill the same primary purposes of Stay Calm/Ca'lmate Inc. We believe we can save lives by increasing awareness and participation in our program. Stay Calm/Ca'lmate Inc. saves lives.

#2-Please describe how receiving these funds will provide a long-term benefit for the citizens of the community, and how the program will sustain after the grant has been awarded.

The long-term benefits for the citizens include –

- Reduced incidence of violence when people utilize the Stay Calm Holder during unexpected police interactions. By using the Stay Calm Holder citizens will be able to respond during a police stop with minimal verbal communication. This will also provide police officers the information they need in an expedited and succinct way. Both the officer and citizen will benefit because the atmosphere will be calmer and allow for mutual respect.

- Expediting proper medical care for people using the Stay Calm Holder in their home or auto. This information will provide first responders essential medical

information. The Stay Calm Holder is bright orange in color and easily identifiable. Early medical intervention improves the chances of a positive outcome. If a driver is incapacitated in an automobile accident and cannot communicate with EMS, EMS can retrieve necessary information from the holder.

- Increased self-awareness that enables people to control their responses during police interactions. When citizens are educated regarding how their actions and words can be perceived by police, they can make behavior changes that are more appropriate. This self-awareness training can easily be generalized to benefit citizens in their daily lives. The first step in making a positive change is to be aware that a change is needed.

- Educating citizens on the role of the police officer will help them see the encounter through the eyes of the officer. When citizens understand why the police do what they do, it can empower them to exhibit an appropriate and effective response instead of an impulsive response. Since the citizen's actions often influence how the police officer responds, this opens an opportunity for citizens to set the tone of a police encounter and reduces negative tensions and anxiety which is important in good decision making.

This program will be sustained using volunteers, continued marketing efforts, and commitments from long term donors. We currently have 10 volunteers that work tirelessly in support of Stay Calm/Ca'lmate Inc.. By the end of 2022 we anticipate increasing our volunteers to 15. As we become more visible in the community and attend more outreach events, we will need volunteers to support these events. Our advertising efforts will increase as people have resumed more activities post pandemic. We have plans to become more visible in schools, churches, on social media, and in the community at large. We are actively seeking donors to commit to providing annual funding to Stay Calm/Ca'lmate Inc. Our goal is to secure at least 10 donors that are willing to pledge over $100 annually.

#3-How has the pandemic impacted the effectiveness of your organization and program?

The pandemic has reduced our visibility in the community due to the reduction of community held events. During the pandemic the majority of our work has been by telephone. Our program thrives through community visibility so during the pandemic

we were unable to spread the word about Stay Calm/Ca'lmate Inc.. The challenge has been to keep our volunteers engaged and excited. Therefore, we maintained contact with our team through telephone conferences and group meetings. Since we have not been able to distribute Stay Calm Holders our inventory of holders has been used minimally. We believe one of the best ways to provide awareness of Stay Calm/Ca'lmate Inc. is by distributing the Stay Calm Holder and look forward to circulating them again in the community and among various interested groups.

#4-**Please describe how you see the future of your organization and it's** program post-pandemic.

- Stay Calm/Ca'lmate Inc.'s goal is to attend a minimum of 6 community events annually. During these events we will distribute marketing merchandise and information on our program. Our desire is for interested groups and organizations to purchase Stay Calm Holders to distribute within their groups or organizations.
- We will actively recruit volunteers and donors
- We will provide educational programs to increase awareness and teach skills aligned with our program goals.
- We plan to develop an on-going social media presence that will greatly increase the number of people we can reach.

#5-Please provide a detailed explanation of the proposed program.

- Distribution of Stay Calm Holders
  Getting the Stay Calm Holders in the hands of the community is a major focus because they clearly visualize our message. The bright orange holder represents the bold and loud message that is needed in every highly stressful situation. We want Stay Calm Holders to become a widely distributed brand that is a constant reminder to stop, wait, and evaluate your situation instead of reacting to it. If there are thousands of these holders in the hands of individuals, they will be a reminder to police and other first responders that the citizen is taking steps to ensure a positive interaction. It also is a reminder to citizens to slow down and think before they act. Stay Calm Holders are given away during community events and to specific community groups. Organizations are also encouraged to purchase large quantities of holders to distribute how they see fit. They have been used in gift bags, new employee handouts, and available to the public.
    1. Attend at least 6 community events annually to distribute

a. Stay Calm Holders
b. Training and program information
c. Marketing tools

2. Secure Stay Calm Holder purchases from at least 2 organizations annually. These organizations will distribute the holders within their group.
3. Utilize social media to offer a convenient link for people and organizations to use in purchasing the holders.

- Educational program to increase awareness and teach skills

We have developed a curriculum that helps people become aware of how their interactions impact stressful police encounters.

- Role playing is used to exam how people interact in stressful situations. The sessions are videotaped and reviewed to illustrate positive and negative behaviors and verbal responses that impact the outcome of the situation.
- Self-awareness exercises are completed to help people see how they are perceived by others.
- We explore how a person's psychological, mental, and emotional make up impacts how they respond to different situations.

We teach skills that enable citizens to have better control over stressful situations.

- We teach people how to be aware of their emotional triggers and not react to them (impulse control).
- Deliberate speaking is where a person carefully selects each word, they speak prior to saying it. This reduces the likelihood of saying something that could escalate the situation.
- Training is provided on conscious awareness of the messaging of a person's non-verbal communication.
- Specific examples are provided on appropriate statements to make and statements that are not appropriate to make in stressful situations.
- Role playing is used to practice through repetition the new skills learned so the skills are available when needed.

1. 6 session training program meets once a week over 6 weeks.
2. 1-2 facilitators with a maximum 12-person class size.

3. Successful completion of all 6 sessions leads to a certificate of participation.
4. Classes are divided into adult level and youth level.
5. Active police officers are used as guest participants to provide real life context to the subject matter.

#6-Please describe what other funding is available and what you have secured, or expect to secure for this project.

Stay Calm/Ca'lmate Inc. is currently funded totally by private donors. We have $500 earmarked for the project. We are actively seeking additional support.

#7-Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish.

This proposal addresses the community's need to improve relationships with police and stay safe during encounters with police. The Stay Calm Holder is a way to quickly communicate the expectation of cooperation and respect. The trainings allow the opportunity to teach citizens what they can do to enhance positive outcomes in these stressful situations.

#8-Please discuss whether this service is duplicated in another agency, and if so, address why this duplication is justified based on community need.

This service is not being duplicated to our knowledge.

#9-What donated goods or volunteer services do you receive that add value to this program?

Our volunteers are our most valuable asset. Most of our administrative work will be accomplished through volunteers. Volunteers also help during community outreach events. We have received donated funds that have purchased Stay Calm Holders to give away at events.

	2023		2024		2025		
STAY CALM HOLDERS							
Covers - 30,000	7,700		7,800		7,900		23,400
Pockets - 30,000	1,550		1,650		1,700		4,900
Inserts - 30,000	1,400		1,500		1,600		4,600
Subtotal - 4,300							
MARKETING ITEMS							
Key chains, pens, etc.	2,300		2,400		2,400		7,100
ADMINISTRATIVE -STAFF							
Clerical/administrative asst.	2,000		2,000		2,000		6,000
OFFICE SUPPLIES							
Computer	1,000						1,000
EVENTS							
Booth rental at events	500		500		500		1,500
Fuel	500		500		500		1,500
TOTAL	17,000		16,400		16,600		50,000

KANSAS SECRETARY OF STATE

File Stamp Cover Page

Kansas Office of the Secretary of State:

Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
kssos@sos.ks.gov
www.sos.ks.gov

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We were unable to attach a file stamp on the original document. The file stamp provides the business entity identification number, date and time filed with the Kansas Secretary of State.

The stamp confirms your document was filed. We recommend keeping it with the document.

954-664-9

Amended and Restated Articles of Incorporation
STAY CALM/CA'LMATE INC
A Kansas Not-For-Profit Corporation

The undersigned officer files these Amended and Restated Articles of Incorporation under the laws of the State of Kansas, pursuant to K.S.A. §17-6605. The original Articles of Incorporation were filed with the Kansas Secretary of State on November 11, 2019.

ARTICLE I

Section 1. ***Name.*** The name of this corporation is STAY CALM/CA'LMATE INC (the "Corporation).

ARTICLE II

Section 1. ***Registered Office and Mailing Address.*** The location of the Corporation's registered office in this state is 2410 SW 10TH AVE, Topeka, Kansas 66604. This address will also serve as the Corporation's mailing address.

Section 2. ***Name of Resident Agent.*** The name of the Corporation's resident agent at the above address is Craig Johnson.

ARTICLE III

Section 1. ***Purpose.*** The Corporation is organized not for profit. Its purposes and activities are limited to charitable and educational purposes within the meaning of Internal Revenue Code Section 501(c)(3). Except as so limited, the purpose of the Corporation is to engage in any lawful act or activity for which Kansas not-for-profit corporations may be organized, including, but not limited to providing educational materials to members of the community and law enforcement in order to promote safer communities, stronger relationships, and reduce crime and violence.

Section 2. ***Prohibition of Private Inurement.*** No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to it members, director, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes as described in Section 1 of the Article III.

Section 3. ***Limitation of Certain Attempts to Influence Legislation.*** No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation except as otherwise provided in Internal Revenue Code § 501(h).

Section 4. ***Prohibition on Certain Political Campaign Activities.*** The Corporation is prohibited from participating in, or intervening in (including publishing or distributing statements), any political campaign on behalf of (or in opposition to) any candidate for public office.

NR

Section 5. ***General Prohibited Activity.*** The Corporation is prohibited from carrying on any other activities not permitted to be carried on:

A. By a corporation exempt from federal income tax under Internal Revenue Code § 501(c)(3) or the corresponding section of any future federal tax code; or

B. By a corporation, contributions to which are deductible under Internal Revenue Code § 170(c)(2), or the corresponding section of any future federal tax code.

ARTICLE IV

Section 1. ***Disposition of Assets Upon Dissolution.*** Upon the dissolution of the Corporation, the Board of Directors shall distribute the remaining assets (after payment of the Corporation's liabilities) for one or more exempt purposes within the meaning of Internal Revenue Code § 501(c)(3), or the corresponding section of any future federal tax code, as follows:

A. To the federal, state or local government for a public purpose;

B. To another organization exempt under § 501(c)(3) (or the corresponding section of any future federal tax code), to which contributions are deductible under Internal Revenue Code § 170(c)(2), provided the distributee organization is at all relevant times a public charity described in Internal Revenue Code 509 (or the corresponding section(s) of any future federal tax code).

Section 2. ***Disposition of Assets Not Disposed of by the Board of Directors.*** Should there remain any assets which the Board of Directors has failed to dispose of as provided in the preceding Section 1, those assets shall be disposed of by a court of competent jurisdiction in the judicial district in which the principal office of the corporation is located. Any distribution must be to a distributee and for a purpose specified in Section 1 of this Article IV.

ARTICLE V

Section 1. ***Limitations Applicable to Private Foundation.*** If the Corporation should be or become a private foundation described in the Internal Revenue Code (or corresponding section(s) of any future federal tax code), the Corporation:

A. Will distribute its income for each tax year at a time and in a manner so as not to become subject to the tax on undistributed income imposed by § 4942 of the Internal Revenue Code (or corresponding section(s) of any future federal tax code);

B. Will not engage in any act of self-dealing as defined in § 4941 of the Internal Revenue Code (or the corresponding section(s) of any future federal tax code);

C. Will not retain any excess business holdings as defined in § 4943 of the Internal Reveue Code (of the corresponding section(s) of any future federal tax code);

D. Will not make any investments in a manner as to subject it to any tax under § 4944 of the Internal Revenue Code (of the corresponding section(s) of any future federal tax code).

E. Will not make any taxable expenditures as defined in § 4945 of the Internal Revenue Code (or corresponding section(s) of any future federal tax code).

ARTICLE VI

Section 1. ***Prohibition on Issuance of Stock.*** The Corporation shall have no authority to issue capital stock.

Section 2. ***Conditions of Membership.*** The management and affairs of the Corporation shall be at all times under the direction of a Board of Directors, who shall be the only members of the Corporation, unless otherwise determined by the Board of Directors. The Board may approve members or classes of membership and if so established, such membership shall be defined in the Corporation's bylaws, provided they are consistent with these Articles of Incorporation.

Section 3. ***Directors.*** No director shall be personally liable to the Corporation for damages for breach of fiduciary duty by such director as a director. Notwithstanding the preceding sentence, a director of the Corporation shall have no liability to the Corporation for monetary damages for breach of fiduciary duty as a director, except as provided for in K.S.A. 17-6002(b)(8) (or any successor provision of the Kansas General Corporation Law).

ARTICLE VII

Section 1. ***Names and Mailing Addresses of Directors.*** The names and mailing addresses of the Board of Directors are as follows:

Name	Address
Craig Johnson	PO Box 4335 Topeka, KS 66604
Ella Dawson	3031 SW Gisbourne Ln. Topeka, KS 66614
Annie Gill	1801 SE Pennsylvania Ave. Topeka, KS 66607

ARTICLE VIII

Section 1. ***Power of Directors to Adopt, Amend and Repeal Bylaws.*** The Board of Directors of the Corporation shall have the power to adopt, amend and repeal its bylaws.

ARTICLE IX

Section 1. ***Term of Existence.*** The Corporation is to have perpetual existence.

Section 2. ***Tax Closing Month.*** The tax closing month of the Corporation is September, unless determined otherwise by the Board of Directors.

These Amended and Restated Articles of Incorporation were adopted by Stay Calm/Ca'lmate Inc Board of Directors on April 9, 2021, in accordance with the provisions of K.S.A. 17-6605 and are effective upon filing.

I/We declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct and that I/we have remitted the required fee.

Executed on the 28 **day of** April **, 2021. These Articles shall be effective upon filing.**

Signature of

Craig Johnson
President, Stay ~~Calm~~/Ca'lmate Inc

I hereby certify this to be a true and correct copy of the original on file.
Certified on this date: 5-7-2021
SCOTT SCHWAB
Secretary of State

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE

I, SCOTT SCHWAB, Kansas Secretary of State, certify that the records of this office reveal the following:

Business Entity ID Number:

Entity Name: STAY CALM/CA'LMATE INC

Entity Type: KANSAS NOT FOR PROFIT CORPORATION

State of Organization: KANSAS

was filed in this office November 8, 2019,
and is in good standing,
having fully complied with all requirements of this office.

No information is available from this office regarding the
financial condition, business activity or practices of this entity.

In testimony whereof:
I execute this certificate
and affix the seal of the
Secretary of State of the state of Kansas
on this day of July 19, 2022.

SCOTT SCHWAB
KANSAS SECRETARY OF STATE

Good Morning Craig Johnson,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

- If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
- The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for Stay Calm are as follows:

1. Please provide an organizational Chart for your organization. See attached.

2. Please provide a project budget for the project/budget program you are seeking funds. See attached

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount. Yes, $40,000

4. Please describe, in more detail, your outreach plan in community? We plan and have distributed STAY CALM HOLDERS at community events, churches, and schools. With this grant this will enhance our efforts to get these STAY CALM HOLDERS to our citizens, in our community and surrounding communities. Our vision is to have the citizens of Topeka have a STAY CALM HOLDER. We want to reach all citizens no matter, economic, social of ethnic status.

5. Outreach into Black and Brown communities? Yes, our program targets communities most affected by negative interactions with police. Statistics show black and brown citizens are more likely to be stopped by police, therefore they will greatly benefit from the tools provided by our program.

6. Do you have any Black or Latino/Indigenous staff or volunteers? Yes, we have 10 Black volunteers and one Latino volunteer. We have more citizens in Topeka and out-of-state interested in the program who understand the uncertainties of our communities in our cities and country. We know that the STAY CALM HOLDERS work. Receipts who have the holders feel good about being prepared and less stressful and the officers responded to them that the holders are helpful.

7. Do you have access to additional translation services if needed? Yes, I have one volunteer translator and access to other translators.

	2023		2024		2025		
STAY CALM HOLDERS							
Covers - 22,500	5,250		5,350		5,450		16,050
Pockets - 22,500	1,200		1,300		1,400		3,900
Inserts - 22,500	1,050		1,100		1,150		3,300
MARKETING ITEMS							
Key chains, pens, etc.	2,300		2,400		2,400		7,100
ADMINISTRATIVE -STAFF							
Clerical/administrative asst.	1,850		1,900		1,900		5,650
OFFICE SUPPLIES							
Computer	1,000						1,000
EVENTS							
Booth rental at events	500		500		500		1,500
Fuel	500		500		500		1,500
TOTAL	13,650		13,050		13,300		40,000

ARPA Grants

From: Craig Johnson <peaceofmind686@gmail.com>
Sent: Thursday, October 6, 2022 10:09 PM
To: ARPA Grants
Subject: Re: Additional ARPA Grant Applications for Stay Calm
Attachments: Stay Calm.docx; Copy of Budget.xlsx

Yes, we can and did. Thank you.

---------- Forwarded message ---------
From: **ARPA Grants** <arpa@topeka.org>
Date: Wed, Sep 28, 2022 at 4:39 PM
Subject: Additional ARPA Grant Applications for Stay Calm
To: peaceofmind686@gmail.com <peaceofmind686@gmail.com>

Good Afternoon Craig,

The Policy and Finance Committee met on September 23rd 2022 and has additional questions for some organizations. Some applicants responded to questions at the meeting on September 23rd 2022. The Committee has asked that all applicants provide a written response to all the questions.

The deadline to respond to the following questions is Friday, October 7th. Responses to questions need to be emailed to ARPA@topeka.org. Failure to respond by the deadline could eliminate the application from consideration.

Questions for Stay Calm are as follows:

1. Are you willing to accept a reduction of $7,100, cutting the key chains, pens, and other marketing items?

If you have any questions, please feel free to reach out.

Sincerely,

ARPA Grants Application Staff

City of Topeka Department of Administrative and Financial Services

215 SE 7th St., Room 358 Topeka, KS 66603-3914

Office: 785-368-3053

	2023		2024		2025		
STAY CALM HOLDERS							
Covers - 22,500	5,250		5,350		5,450		16,050
Pockets - 22,500	1,200		1,300		1,400		3,900
Inserts - 22,500	1,050		1,100		1,150		3,300
MARKETING ITEMS							
Key chains, pens, etc.							
ADMINISTRATIVE -STAFF							
Clerical/administrative asst.	1,850		1,900		1,900		5,650
OFFICE SUPPLIES							
Computer	1,000						1,000
EVENTS							
Booth rental at events	500		500		500		1,500
Fuel	500		500		500		1,500
TOTAL	11,350		10,650		10,900		32,900

City of Topeka ARPA Funds Grant Application

Please note that these are one time funds and will not be available at a later date

Applications are due by July 31st, 2022. Completed Applications and questions can be emailed to ARPA@topeka.org. Additional information can be found at https://www.topeka.org/finance/arpa-funds-grant/

Paper copies of grant applications can be mailed or delivered to:
Kalea Pauole
ARPA Application
215 SE 7th St, Room 358
Topeka, KS, 66603

Section I Organization Information

Organization Name:	Organization Address:
Boys & Girls Clubs of Topeka	550 SE 27th Street, Topeka, KS 66605

Primary Phone:	Primary Email:	Primary Contact:
785-234-5601	dawnmcwilliams@bgctopeka.org	Dawn McWilliams

FEIN #:	How long has your organization been in Topeka?
	since 1956

Industry Name (per North American Industry Classification System, see Industries at a Glance: NAICS Code Index (bls.gov):

624110 - Child and Youth Services

What is your organization's mission statement? (limit 500 characters)	Does your organization assist any of the following?
To enable all young people, especially those who ne	☐ Rental Assistance ☐ Unsheltered Homeless ☐ Transitory populations ☑ Sheltered Homeless ☐ Other

Section II Organization Status

Entity Status (As of Application Date, Select One)	Are you experiencing staffing shortages?	Is this organization a nonprofit?	Has this organization received any of the following: (Please specify the amounts)
◉ Fully Open ○ Partially Open ○ Open but Reduced Hours ○ Not yet re-open (list date of anticipated reopening):	◉ YES (If yes, please describe extent of staffing shortages in space below) ○ NO Although we have not had to halt operations in any capacity, the	◉ YES ○ NO	☑ Kansas SPARK/BASE Grants 902694.95 ☑ Paycheck Protection Program 793437.00 ☐ Shuttered Venue Operations Grant ☐ Restaurant Revitalization Fund ☐ COVID-19 Economic Injury Disaster Plan Funds ☐ Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County

Section III Summaries

ARPA Grant Amount Requested:	Name the program for which you are applying:
180,000.00	Boys & Girls Clubs of Topeka Buses

Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka (BGCT) is a youth development organization committed to serving the kids and families who need us most throughout the Topeka and Shawnee County community by providing safe, educational, and fun environments for school-age youth and teens throughout 14 different Club locations. Organized more than 65 years ago, BGCT positively impacts thousands of youth each year. Our trademark Clubhouse, the Adams Club located at 27th and Adams in East Topeka, was constructed specifically to serve as the Boys' Club in 1973. Today, it serves as a safe and inclusive after-school, school day out, and summer enrichment program site for hundreds of youth in the Topeka Public Schools district, with transportation provided from 7 elementary schools, 4 middle schools, and 3 high schools in

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka is grateful to have built and continuously foster strong relationships with our area school districts, for a number of reasons. One element of that partnership has been the ability for BGCT to inherit retired school buses from USD 345. While we are beyond grateful to be the recipient of the buses, we also know that older buses have incurred a great deal of wear and tear, as well as mileage, that make them less safe and reliable for our kids. Transportation is an integral part of our service delivery, specifically for our Adams Club and Teen Center, and the ability to safely transport Club members from school to the Club is critical. The contract between Kansas Central School Bus Company and TPS 501 does not provide an option for allowing transportation from school to BGCT locations, and therefore it is necessary for us to ensure that we have the vehicles and manpower to provide that service. With proper ongoing maintenance and care for two brand new buses, we would be able to keep them

How has the pandemic impacted the effectiveness of your organization and program? (limit up to 3000 characters, attach answers on additional document where needed)

Transportation for our Club programs became more challenging in the wake of the pandemic. Not only has the critical staffing of CDL-certified drivers been challenge for school districts, but it has impacted our organization as well. Despite the challenges, we have held ourselves to the highest possible safety standards with the implementation of new transportation policies and procedures in order to ensure that safety is the top priority of our organization not only in our buildings, but in our vehicles as well. The number of kids we were able to transport at one time became limited, as we opted to seat kids in every other seat of our vehicles. This allowed us to abide by social distancing guidelines and keep our kids as safe as possible, but also required multiple trips that might have previously been achievable in one. In many other ways, however, our service delivery expanded in effectiveness as a result of the pandemic. Our vehicles became a means of not only transporting Club members, but also for providing resources to

Please describe how you see the future of your organization and its program post-pandemic: (limit up to 3000 characters, attach answers on additional document where needed)

Our Club programs continue to serve as critically important services in our community. We know that the needs of the kids we serve are ever-evolving, and we must be ever-evolving to meet those needs. When schools closed abruptly in March of 2020 with the onset of the pandemic, our immediate focus was on meeting basic needs. Kids were accustomed to receiving warm meals and academic support every day at school, and with those facilities no longer open for youth, there were major gaps to address. With schools providing breakfast and lunch to area kids and teens, we saw an opportunity to meet basic needs for snacks and dinners. We immediately launched a program called "Dinner Dash Packs" which allowed any youth in our community age 18 and under to drive through and take home a food package containing a warm meal, healthy snacks, and milk. During the first 4 months of the pandemic alone, Boys & Girls Clubs of Topeka served nearly 20,000 Dinner Dash Packs to youth who might have otherwise gone to

Section IV General Data

Please provide a detailed explanation of the proposed program: (limit up to 3000 characters, attach answers on additional document where needed)

The procurement of two new school buses for our organization would be immediately aligned with our commitment to safety as an organization. Because our current buses have been retired from USD 345, many of them are not outfitted with the best safety features available, such as collision mitigation systems, lane departure warnings, electronic stability control, tracking technology, stop arm cameras, and more. Our current buses range from 16 to 26 years old, with mileage ranging from 151,812 miles to 179,259 miles. New buses for our organization would be used to more safely transport our kids and teens for daily Club programs, as well as college and workforce readiness focused trips on school days out, as well as our critical summer enrichment program. While some of our existing vehicles are still available for short trips to and from schools, new buses would be sure to provide years of additional safe and efficient transport for the kids and teens who need us most. The new buses would also have easily identified branding wraps on them, making it easier and safer for Club members to identify their transportation from

Please describe what other funding is available and what you have secured, or expect to secure for this project: (limit up to 3000 characters, attach answers on additional document where needed)

While we are requesting American Rescue Plan Act funds to allow for the purchase of two new buses, we know that we will be able to responsibly care for and maintain the vehicles with the same diligence we have put forth with our current aged vehicles since our organization began. We are grateful for our partnership with Hoyt's Trucking, as they make the regular, routine maintenance and upkeep of our vehicles sustainable for the long-term. Since the beginning of our partnership with Hoyt's in 2016, they have generously provided more than $100,000 in in-kind vehicle maintenance and repairs for BGCT. Proper budgeting and financial oversight by our Board of Directors and Finance Committee allows us to ensure the longevity and sustainability of major acquisitions such as these buses, in addition to the monitoring and safety oversight provided by our Facilities and Safety Committee.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka's Adams Club is of critical importance to Topeka, particularly the East Topeka community, where services are provided at our Adams Club and Teen Center. In providing after-school, school day out, and summer enrichment programs to hundreds of kids each year, we are an asset not only to the Club members who walk through our doors, but also to their families who count on us to provide a safe place for their kids to be during critical out of school time, and that commitment to safety extends beyond the walls of our buildings and into the vehicles used to transport Club members to and from the Club. For our after-school program, we provide transportation from 7 elementary schools, 4 middle schools, and 3 high schools in the TPS 501 district to our Adams Club and Teen Center, where we remain open until 7:00 pm. During those hours, we provide a healthy snack, a warm and nutritious meal, academic tutoring, social emotional support, and so much more. Safe means of transportation play a critical role in providing a sense of security and belonging for our kids and ensuring safe transport to

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need (limit up to 5000 characters, attach answers on additional document where needed)

While there may be after-school program options available at schools for some kids and teens, the closure time for those programs is typically 5:00 pm and they do not provide the important element of a hot, nutritious dinner. Our Adams Club and Teen Center remain open until 7:00 pm Monday through Friday, which provides the kids who need us most with a safe, positive environment, surrounded by supportive staff. These Club hours support working families and provide support for parents and guardians trying to navigate and align resources and services for their families, allowing them to continue working. This includes planned school days out for teacher in-service days and parent teacher conferences, as well as unplanned school days out that are weather-related. During the school year, we are the only program offering a healthy snack after school and a hot, nutritious dinner before Club members leave for the day.

During the summer months, there are no other all-day programs that last a full nine weeks and provide

What donated goods and or volunteer services do you receive that add value to this program? (limit up to 3000 characters, attach answers on additional document where needed)

Our relationship with Hoyt Moore at Hoyt's Truck Service is of tremendous value. Through this partnership, all regular, routine maintenance and necessary repairs for our vehicles is provided in-kind. The partnership with Hoyt Moore began in 2016 and to date has garnered more than $100,000 value in in-kind services provided to BGCT. As a former Boys & Girls Club member at his hometown in Colorado, Hoyt understands the important role Boys & Girls Clubs play in the community, and he recognizes the encompassing value that we provide to our Club members and their families. He has been committed to ensuring that safe transportation is in place for families, kids, and teens that depend on BGCT for access to care, access to opportunities and experiences, and access to building great futures.

Section V Required Documents

Please submit all the following documents in addition to application:

☑ Kansas Secretary of State Certificate of Good Standing

*Additional information may be required at a later date

Section VI Beneficiary Information

Based on the population that you currently serve, Please complete the following tables
Unduplicated Count of Individuals:

Age Group:

Age Range	Estimated
0-5 years	45
6-12 years	1843
13-18 years	109
19-35 years	1287
36-59 years	1336
60 years and over	26
Total	4646

Gender:

	Estimated
Men	2389
Women	2245
Transgender	12
Total	4646

Income level (see table below):

	Estimated
At or below 30%	825
At or below 50%	976
At or below 80%	571
Other	897
Income Unknown	1377
Total	4646

FY 2022 Income Limits for Topeka, Kansas

	Persons in family						
FY 2022 Income Category	1	2	3	4	5	6	7
Extremely Low Income (30%)	$17,400	$19,850	$23,030	$27,750	$32,470	$37,190	$41,910
Very Low Income (50%)	$28,950	$33,100	$37,250	$41,350	$44,700	$48,000	$51,300
Low Income (80%)	$46,350	$52,950	$59,550	$66,150	$71,450	$76,750	$82,050

Racial/Ethnic Composition:

	Percentage
White (non-Hispanic)	55
Black/African American	13
Hispanic	9
Asian	1
American Indian/Alaskan Native	2
Asian & White	
Black/African American & White	1
American Indian/ Alaskan Native & Black/African American	
Asian/Pacific Islander	
Other Multiracial	19
Total	100

Section VII Declaration of organization owner (Applicant): I certify that the organization identified above

Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due	☑ YES
Is not party to legal actions against or from the city, including code enforcement liens	☑ YES
Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents	☑ YES
Is not affiliated with another organization under common ownership/management that has applied for grant cycle	☑ YES
There are no potential conflicts of interest that impact receiving this award	☑ YES

Section VIII Applicant Signature

I certify that all the statements made in this application are true and complete to the best of my knowledge. I understand that I need to submit copies of all the above mentioned documents in order for my application to be considered. I understand that if I receive this grant I may be asked to for additional documentation according to rules that the US Treasury has set forth.

Name:	Signature: Jennifer LeClair	Title:	Date:
Jennifer LeClair		Vice President of Mar	07/29/2022

Boys and Girls Club of Topeka – Buses

What is your organization's mission statement? (limit 500 characters)

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Are you experiencing staffing shortages?

Although we have not had to halt operations in any capacity, the struggle to recruit qualified staff for our before- and after-school programs has resulted in wait lists at many of our Club locations.

Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka (BGCT) is a youth development organization committed to serving the kids and families who need us most throughout the Topeka and Shawnee County community by providing safe, educational, and fun environments for school-age youth and teens throughout 14 different Club locations. Organized more than 65 years ago, BGCT positively impacts thousands of youth each year. Our trademark Clubhouse, the Adams Club located at 27th and Adams in East Topeka, was constructed specifically to serve as the Boys' Club in 1973. Today, it serves as a safe and inclusive after-school, school day out, and summer enrichment program site for hundreds of youth in the Topeka Public Schools district, with transportation provided from 7 elementary schools, 4 middle schools, and 3 high schools in the TPS 501 district to the Club for after-school programming. Those schools serve the highest population of at-risk youth, and those for whom there are no other after school options. We serve as a bridge from school to care for working families, families identified as homeless, and families with multiple barriers to transportation access. In 2009, our Logan Elementary School Unit was added to the organization, serving Seaman Schools at-risk youth in a school-based Club site. In 2015, a new standalone Club, our Teen Center, was opened to serve the specific needs of middle- and high school-aged Club members, with targeted programming for teens. In 2017, another stand-alone Club was opened – our Montara Unit, serving Auburn-Washburn elementary youth, particularly those attending Pauline Central Primary School. Additionally, we have two school-based sites available in USD 450 elementary schools, four additional school-based sites in USD 345 elementary schools, and 4 school-based sites at USD 437 elementary schools.

Transportation is a critical part of our daily after school programming at our Adams Club and Teen Center locations, which serve some of our most at-risk youth from Kindergarten through 12th grade, most of whom live in economically depressed neighborhoods or areas that are listed as "At Risk" on Topeka Neighborhood Health Maps. Topeka Public Safety Maps also indicate that the majority of these children live in areas that range from "Intensive Care" with 1-3 Crime Range (Person/ Part 1 Crime) & "Out Patient" with 6-8 Crime Rate. Links have been clearly established between academic achievement and non-school factors including poverty, race/ethnicity, family structure, child health, parenting approaches & peer influences.

These youth face layers of adversity such as homelessness, incarceration, greater likelihood of teenage pregnancy, inadequate healthcare, domestic violence, transiency, disciplinary problems, low academic achievement, untreated depression and suicidal thoughts, and other related issues. Transportation is critical in getting kids to the Club where we can support their academic and social emotional needs, in a safe environment surrounded by supportive staff. The purchase of two new school buses would provide safe, reliable, and efficient transportation for the kids who need us most.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka is grateful to have built and continuously foster strong relationships with our area school districts, for a number of reasons. One element of that partnership has been the ability for BGCT to inherit retired school buses from USD 345. While we are beyond grateful to be the recipient of the buses, we also know that older buses have incurred a great deal of wear and tear, as well as mileage, that make them less safe and reliable for our kids. Transportation is an integral part of our service delivery, specifically for our Adams Club and Teen Center, and the ability to safely transport Club members from school to the Club is critical. The contract between Kansas Central School Bus Company and TPS 501 does not provide an option for allowing transportation from school to BGCT locations, and therefore it is necessary for us to ensure that we have the vehicles and manpower to provide that service. With proper ongoing maintenance and care for two brand new buses, we would be able to keep them safe and operable for many years to come. A partnership between BGCT and Hoyt's Trucking allows for this purchase to be sustainable for the organization. As a former Boys & Girls Club member, Hoyt Moore recognizes the value and importance of Boys & Girls Club services for the kids who need us most, and he has been committed to supporting our organization in a way that would make the greatest impact. Beginning in 2016, Hoyt's has provided all routine, preventative vehicle maintenance, repair work, and upkeep to BGCT as an in-kind service at no cost to the Club. To date, this partnership has resulted in more than $100,000 in service value provided to BGCT to ensure that our Club members are safely transported.

How has the pandemic impacted the effectiveness of your organization and program? (limit up to 3000 characters, attach answers on additional document where needed)

Transportation for our Club programs became more challenging in the wake of the pandemic. Not only has the critical staffing of CDL-certified drivers been challenge for school districts, but it has impacted our organization as well. Despite the challenges, we have held ourselves to the highest possible safety standards with the implementation of new transportation policies and procedures in order to ensure that safety is the top priority of our organization not only in our buildings, but in our vehicles as well. The number of kids we were able to transport at one time became limited, as we opted to seat kids in every other seat of our vehicles. This allowed us to abide by social distancing guidelines and keep our kids as safe as possible, but also required multiple trips that might have previously been achievable in one. In many other ways, however, our service delivery expanded in effectiveness as a result of the pandemic. Our vehicles became a means of not only transporting Club members, but also for providing resources to the community. Our Teen Center operates a Food Pantry twice per month. During the pandemic, we realized that some of our most vulnerable community members were no longer able to safely attend Food Pantry nights in person due to sickness or close contact. In an effort to meet the needs of the people in the community we serve, we started providing delivery service for food provisions to those in need. We also served as part of the founding group that brought Operation Food Secure to Topeka, serving alongside other community organizations. As part of this USDA program, we were able to provide hundreds of large boxes of fresh fruits, veggies, meat, and dairy for our Club members to take home each week. At the conclusion of Operation Food Secure in June, 2021, our organization had distributed 3,151 nutritious food boxes and 1,201 gallons of milk to our Club families and other neighbors in need, which would not have been possible without the use of our BGCT vehicles.

Please describe how you see the future of your organization and its program post-pandemic: (limit up to 3000 characters, attach answers on additional document where needed)

Our Club programs continue to serve as critically important services in our community. We know that the needs of the kids we serve are ever-evolving, and we must be ever-evolving to meet those needs. When schools closed abruptly in March of 2020 with the onset of the pandemic, our immediate focus was on meeting basic needs. Kids were accustomed to receiving warm meals and academic support every day at school, and with those facilities no longer open for youth, there were major gaps to address. With schools providing breakfast and lunch to area kids and teens, we saw an opportunity to meet basic needs for snacks and dinners. We immediately launched a program called "Dinner Dash Packs" which allowed any youth in our community age 18 and under to drive through and take home a food package containing a warm meal, healthy snacks, and milk. During the first 4 months of the pandemic alone, Boys & Girls Clubs of Topeka served nearly 20,000 Dinner Dash Packs to youth who might have otherwise gone to bed hungry, wondering when their next meal would come. We also knew that without time in school, the academic needs of our kids would continue to suffer. We met that need by assembling age-appropriate Academic Enrichment Kits for kids to take home, full of 7 days' worth of academic activities across a variety of content areas. When the 2020-2021 school year began in a remote model, we knew that families were facing a real hardship. 67% of our Club members live in single-parent households, and without schools open, many parents/guardians were stuck between the options of leaving their children home without supervision during the day or leaving the workforce to stay home with their children, resulting in financial hardship. BGCT is tirelessly dedicated to supporting working families, so we immediately sprang into action to provide remote learning facilities, open from 7:00 am – 6:00 pm Monday through Friday. These sites had highly trained staff available to help Club members of all ages navigate complicated Zoom schedules, remote lessons, and the anxiety and social emotional decline that came along with it. With every challenge that has resulted from the pandemic, we have risen to the challenge of supporting the kids who need us most at a time when it has never been more critical, and we will continue to do so with any future challenges that lie ahead. Transportation to and from our Club locations is such a critical part of what we provide as an organization and will continue to be. Through partnerships like Impact Avenues specifically serving youth and their families experiencing homelessness and the S.A.V.E. program focused on violence intervention, we continue to provide more robust and holistic service to the families who need us most, and that goes beyond the service directly provided in our facilities. We also provide transportation and services to critical community resources that our families need, ranging from medical care to court services. Transportation isn't just a part of what we do. It truly makes the work we do possible and provides a vital opportunity for kids who otherwise would not be able to attend the Club. Despite the chaos of the world around them, kids truly have the opportunity to be kids at BGCT.

Please provide a detailed explanation of the proposed program: (limit up to 3000 characters, attach answers on additional document where needed)

The procurement of two new school buses for our organization would be immediately aligned with our commitment to safety as an organization. Because our current buses have been retired from USD 345, many of them are not outfitted with the best safety features available, such as collision mitigation systems, lane departure warnings, electronic stability control, tracking technology, stop arm cameras, and more. Our current buses range from 16 to 26 years old, with mileage ranging from 151,812 miles to 179,259 miles. New buses for our organization would be used to more safely transport our kids and teens for daily Club programs, as well as college and workforce readiness focused trips on school days out, as well as our critical summer enrichment program. While some of our existing vehicles are still available for short trips to and from schools, new buses would be sure to provide years of additional safe and efficient transport for the kids and teens who need us most. The new buses would also have easily identified branding wraps on them, making it easier and safer for Club members to identify their transportation from school to the Club.

Please describe what other funding is available and what you have secured, or expect to secure for this project: (limit up to 3000 characters, attach answers on additional document where needed)

While we are requesting American Rescue Plan Act funds to allow for the purchase of two new buses, we know that we will be able to responsibly care for and maintain the vehicles with the same diligence we have put forth with our current aged vehicles since our organization began. We are grateful for our partnership with Hoyt's Trucking, as they make the regular, routine maintenance and upkeep of our vehicles sustainable for the long-term. Since the beginning of our partnership with Hoyt's in 2016, they have generously provided more than $100,000 in in-kind vehicle maintenance and repairs for BGCT. Proper budgeting and financial oversight by our Board of Directors and Finance Committee allows us to ensure the longevity and sustainability of major acquisitions such as these buses, in addition to the monitoring and safety oversight provided by our Facilities and Safety Committee.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka's Adams Club is of critical importance to Topeka, particularly the East Topeka community, where services are provided at our Adams Club and Teen Center. In providing after-school, school day out, and summer enrichment programs to hundreds of kids each year, we are an asset not only to the Club members who walk through our doors, but also to their families who count on us to provide a safe place for their kids to be during critical out of

school time, and that commitment to safety extends beyond the walls of our buildings and into the vehicles used to transport Club members to and from the Club. For our after-school program, we provide transportation from 7 elementary schools, 4 middle schools, and 3 high schools in the TPS 501 district to our Adams Club and Teen Center, where we remain open until 7:00 pm. During those hours, we provide a healthy snack, a warm and nutritious meal, academic tutoring, social emotional support, and so much more. Safe means of transportation play a critical role in providing a sense of security and belonging for our kids and ensuring safe transport to and from the Club. Through our partnership with Impact Avenues, we also ensure that the homeless youth served by our Club locations are provided with safe transport back to the shelter at Club closing time each day. Of the homeless youth we serve, none are old enough to navigate public transportation on their own, not to mention that they have already endured a tremendous amount of trauma at their young age. Often, their parents or guardians face significant transportation barriers, or are unable to provide transportation services because they are at work to support their family. On school days out, our doors are open for our Club members from 7:00 am – 6:00 pm. During those hours, Club members participate in engaging programming and activities, as well as receive breakfast, healthy snack, and nutritious lunch. We also know that not all school days out can be anticipated. While some days are planned for teacher in-service days, holidays, or parent teacher conferences, other days are unplanned closures due to weather or road conditions. On those days, BGCT makes every effort to open for kids because we know that families depend on us. A community is strongest when its youth are safe and supported, and we know that we address a critical community need with the service we provide in the Club. It is of critical importance to us to support working families, families trying to get back on their feet, and most importantly, those kids who need us most.

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need (limit up to 5000 characters, attach answers on additional document where needed)

While there may be after-school program options available at schools for some kids and teens, the closure time for those programs is typically 5:00 pm and they do not provide the important element of a hot, nutritious dinner. Our Adams Club and Teen Center remain open until 7:00 pm Monday through Friday, which provides the kids who need us most with a safe, positive environment, surrounded by supportive staff. These Club hours support working families and provide support for parents and guardians trying to navigate and align resources and services for their families, allowing them to continue working. This includes planned school days out for teacher in-service days and parent teacher conferences, as well as unplanned school days out that are weather-related. During the school year, we are the only program offering a healthy snack after school and a hot, nutritious dinner before Club members leave for the day.

During the summer months, there are no other all-day programs that last a full nine weeks and provide not only evidence-based programs, but also breakfast, lunch, and a healthy snack daily. Additionally, field trips that are centered around college and career readiness are provided

throughout the entire summer enrichment program and regularly on school days out throughout the school year and are dependent upon safe, reliable, and efficient transportation.

City of Topeka ARPA Funds Grant Application

Please note that these are one time funds and will not be available at a later date

Applications are due by July 31st, 2022. Completed Applications and questions can be emailed to ARPA@topeka.org. Additional information can be found at https://www.topeka.org/finance/arpa-funds-grant/

Paper copies of grant applications can be mailed or delivered to:
Kalea Pauole
ARPA Application
215 SE 7th St, Room 358
Topeka, KS, 66603

Section I Organization Information

Organization Name:	Organization Address:
Boys & Girls Clubs of Topeka	550 SE 27th Street, Topeka, KS 66605

Primary Phone:	Primary Email:	Primary Contact:
785-234-5601	dawnmcwilliams@bgctopeka.org	Dawn McWilliams

FEIN #:	How long has your organization been in Topeka?
	since 1956

Industry Name (per North American Industry Classification System, see Industries at a Glance: NAICS Code Index (bls.gov):

624110 - Child and Youth Services

What is your organization's mission statement? (limit 500 characters)	Does your organization assist any of the following?
To enable all young people, especially those who ne	☐ Rental Assistance ☐ Unsheltered Homeless ☐ Transitory populations ☑ Sheltered Homeless ☐ Other

Section II Organization Status

Entity Status (As of Application Date, Select One)	Are you experiencing staffing shortages?	Is this organization a nonprofit?	Has this organization received any of the following: (Please specify the amounts)
◉ Fully Open ○ Partially Open ○ Open but Reduced Hours ○ Not yet re-open (list date of anticipated reopening):	◉ YES (If yes, please describe extent of staffing shortages in space below) ○ NO Although we have not had to halt operations in any capacity, the	◉ YES ○ NO	☑ Kansas SPARK/BASE Grants 902694.95 ☑ Paycheck Protection Program 793437.00 ☐ Shuttered Venue Operations Grant ☐ Restaurant Revitalization Fund ☐ COVID-19 Economic Injury Disaster Plan Funds ☐ Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County

Section III Summaries

ARPA Grant Amount Requested:	Name the program for which you are applying:
150,000.00	Staff Recruitment and Retention

Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka (BGCT) is a youth development organization committed to serving the kids and families who need us most throughout the Topeka and Shawnee County community by providing safe, educational, and fun environments for school-age youth and teens throughout 14 different Club locations. Organized more than 65 years ago, BGCT positively impacts thousands of youth each year. Our trademark Clubhouse, the Adams Club located at 27th and Adams in East Topeka, was constructed specifically to serve as the Boys' Club in 1973. Today, it serves as a safe and inclusive after-school, school day out, and summer enrichment program site for hundreds of youth in the Topeka Public Schools district, with transportation provided from 7 elementary schools, 4 middle schools, and 3 high schools in

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded: (limit up to 3000 characters, attach answers on additional document where needed)

Each year, we take part in an annual National Youth Outcomes Initiative survey which allows us to gather feedback directly from Club members regarding their Club experience. The results from our 2022 survey clearly demonstrate the impact of confident, prepared Boys & Girls Club staff who can proficiently support the strengths and passions of a young person. 89% of our Club members reported that they feel the Club is a safe, positive environment. 84% felt a sense of belonging in the Club. Most remarkably, 94% reported that the adults at BGCT truly care about them. We know that the longer a caring and committed staff member can be a consistent and reliable presence in the lives of our kids, the greater impact we are able to make on that young person throughout their time at BGCT and beyond. Time spent in the Club with qualified, skilled, and dedicated staff sets young people up for success in college and the workforce, in addition to giving them the tools they need to be productive, responsible citizens within the community

How has the pandemic impacted the effectiveness of your organization and program? (limit up to 3000 characters, attach answers on additional document where needed)

Our organization and its programs became even more vital to the kids we serve, their families, and the community, but the focus of our programs and service delivery has changed to more successfully meet the needs of our kids. Undeniably, the closure of schools at the onset of the pandemic left kids with a lot of anxiety and uncertainty about what the future would hold. Without warning, they experienced a sharp decline in their ability to socialize with other kids. While they would normally engage with other kids daily at school and frequently during out of school time, they were abruptly faced with stay at home orders, social distancing, and limited play time. We immediately stepped in to help meet the academic needs of our kids in any way possible by helping to accommodate complicated Zoom schedules, creation of virtual lessons that could be done in the Club or at home, and more. Unfortunately, as the academic skills of kids took a back slide, their social emotional needs have become greater and greater. It goes without

Please describe how you see the future of your organization and its program post-pandemic: (limit up to 3000 characters, attach answers on additional document where needed)

At BGCT, not only do we create programs and an environment conducive to building workforce readiness, essential skills and the leadership opportunities that will prepare young people for the world of tomorrow, we also make an impact in Topeka's economy today. Clubs like ours form an important part of our community's infrastructure, and the more capacity we have, the deeper we make our impact.
For many parents, the availability of a safe, supervised, and uplifting environment for their children during afterschool hours greatly influences their ability to work. In many communities, childcare options can be scarce or cost prohibitive. Boys & Girls Clubs enable parents to be secure and economically productive without compromising the wellbeing of their children. The quality of Club programs also ensures that parents can work productively at their jobs, knowing that their kids are having positive experiences, gaining useful skills, and experiencing healthy, enriching fun

Section IV General Data

Please provide a detailed explanation of the proposed program: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs' commitment to Diversity, Equity & Inclusion (DEI) is embedded in everything we do, and we are working every day to live those principles. Opportunity is at the heart of our mission, and BGCT is committed to uplifting and including all youth, especially youth of color. As we work to reduce and eliminate the systemic inequalities that work against the enormous potential in all young people, we must also face the systemic inequality in wages across America. If we want to be leaders in the realm of DEI, staff salaries for our workforce, rich in gender and racial diversity, must be prioritized
With support from the national organization, Clubs across America have made incredible progress prioritizing diverse leadership. Candidate pools in Club CEO searches have reached record elevated levels of gender and racial diversity. But this commitment to diverse leadership is more than representation alone. The national organization has prioritized not just diverse leadership, but leadership with experience building and leading diverse teams

Please describe what other funding is available and what you have secured, or expect to secure for this project: (limit up to 3000 characters, attach answers on additional document where needed)

The amount of funding being requested does not secure all benchmarking priorities are met, but it will supplement our plan to recruit and retain quality staff. BGCT has a proven record of exemplary financial oversight and budget management. Our diversified revenue stream includes local, state, federal, and private support, and our Chief Financial Officer does a thorough and masterful job of utilizing a variety of grant funded sources to maximize the impact we are able to make on the kids served by our organization. Additionally, our proven track record with corporate foundations and donors yields a high level of trust between all parties involved. The strength of our donor base continues to grow year by year because the impact we make on the lives of kids and families in our community is evident in all we do, and we know that the trust and impact between funders and BGCT will grow exponentially with the ability to build an

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish (limit up to 3000 characters, attach answers on additional document where needed)

A lack of accessible care for kids pushes Kansas families to leave their children with overworked or unlicensed caregivers. In Topeka and Shawnee County alone, more than 40 licensed childcare facilities have closed since 2020, and amid a growing workforce shortage exacerbated by the pandemic, youth worker advocates say there is an immediate need for long term solutions. Not only is each new program or initiative at BGCT that supports the safety, development and inclusion of Topeka's youth conducted by dedicated staff, but our team undergirds even the most routine day-to-day activities. You do not have to look far for evidence of the positive academic, health-related, or social-emotional impacts of supportive adults in youth development, whether you turn to the latest findings in the science of learning and development or just ask any of the kids and teens we serve.

With every proposal or request for funds we send out, staff compensation is the most consistent and often biggest item in the budget. This comes as no surprise given the interconnected ways staff elevate

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need (limit up to 5000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka recognizes that we are not the only youth development agency in our community, but the level of substantial need in this area more than justifies the duplication of service. Through the last decade, the number of providers across Kansas has decreased as many providers struggle to retain staff. Low wages and long hours have pushed many youth workers to leave for more lucrative opportunities in other fields.

A 2020 needs assessment update conducted by the Kansas Children's Cabinet and Trust Fund showed youth workers in Kansas make just $10.20 an hour, well behind the $28 hourly wage for the average elementary school teacher. The poverty rate for individuals that work in youth care in Kansas is 19.7% - higher than the 10.2% rate for other workers in Kansas. Kansas is stalled in the areas of compensation and financial relief strategies for youth care professionals, and we need to move that needle because the youth are our future.

What donated goods and or volunteer services do you receive that add value to this program? (limit up to 3000 characters, attach answers on additional document where needed)

At BGCT, we are fortunate to have a dedicated and highly skilled volunteer Board of Directors who devote their time through regular meetings and monthly committee work to ensure that the needs of our organization are met. Our CHRP – Compliance, Human Resources, and Programs – Committee works hard to address staffing issues, recruitment strategies, policies, and procedures. Our Facilities & Safety Committee is dedicated to conducting regular reviews of all BGCT facilities in order to make necessary safety recommendations and focus on continuous improvements necessary for seamless and safe operations. Our Resource Development Committee works to ensure that we bring in the monetary and in-kind resources needed to affect change in all areas of the organization. Our Finance Committee provides thorough oversight on the organizational budget, cashflows and projections, and ensures that

Section V Required Documents

Please submit all the following documents in addition to application:

☑ Kansas Secretary of State Certificate of Good Standing

*Additional information may be required at a later date

Section VI Beneficiary Information

Based on the population that you currently serve, Please complete the following tables

Unduplicated Count of Individuals:

Age Group:

Age Range	Estimated
0-5 years	45
6-12 years	1843
13-18 years	109
19-35 years	1287
36-59 years	1336
60 years and over	26
Total	4646

Gender:

	Estimated
Men	2389
Women	2245
Transgender	12
Total	4646

Income level (see table below):

	Estimated
At or below 30%	825
At or below 50%	976
At or below 80%	571
Other	897
Income Unknown	1377
Total	4646

FY 2022 Income Limits for Topeka, Kansas

	Persons in family						
FY 2022 Income Category	1	2	3	4	5	6	7
Extremely Low Income (30%)	$17,400	$19,850	$23,030	$27,750	$32,470	$37,190	$41,910
Very Low Income (50%)	$28,950	$33,100	$37,250	$41,350	$44,700	$48,000	$51,300
Low Income (80%)	$46,350	$52,950	$59,550	$66,150	$71,450	$76,750	$82,050

Racial/Ethnic Composition:

	Percentage
White (non-Hispanic)	55
Black/African American	13
Hispanic	9
Asian	1
American Indian/Alaskan Native	2
Asian & White	
Black/African American & White	1
American Indian/ Alaskan Native & Black/African American	
Asian/Pacific Islander	
Other Multiracial	19
Total	100

Section VII Declaration of organization owner (Applicant): I certify that the organization identified above

Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due	☑ YES
Is not party to legal actions against or from the city, including code enforcement liens	☑ YES
Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents	☑ YES
Is not affiliated with another organization under common ownership/management that has applied for grant cycle	☑ YES
There are no potential conflicts of interest that impact receiving this award	☑ YES

Section VIII Applicant Signature

I certify that all the statements made in this application are true and complete to the best of my knowledge. I understand that I need to submit copies of all the above mentioned documents in order for my application to be considered. I understand that if I receive this grant I may be asked to for additional documentation according to rules that the US Treasury has set forth.

Name:	Signature: Jennifer LeClair	Title:	Date:
Jennifer LeClair		Vice President of Mar	07/29/2022

Boys and Girls Club of Topeka – Staff Recruitment and Retention

What is your organization's mission statement? (limit 500 characters)

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Are you experiencing staffing shortages?

Although we have not had to halt operations in any capacity, the struggle to recruit qualified staff for our before- and after-school programs has resulted in wait lists at many of our Club locations.

Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka (BGCT) is a youth development organization committed to serving the kids and families who need us most throughout the Topeka and Shawnee County community by providing safe, educational, and fun environments for school-age youth and teens throughout 14 different Club locations. Organized more than 65 years ago, BGCT positively impacts thousands of youth each year. Our trademark Clubhouse, the Adams Club located at 27th and Adams in East Topeka, was constructed specifically to serve as the Boys' Club in 1973. Today, it serves as a safe and inclusive after-school, school day out, and summer enrichment program site for hundreds of youth in the Topeka Public Schools district, with transportation provided from 7 elementary schools, 4 middle schools, and 3 high schools in the TPS 501 district to the Club for after-school programming. Those schools serve the highest population of at-risk youth, and those for whom there are no other after school options. We serve as a bridge from school to care for working families, families identified as homeless, and families with multiple barriers to transportation access. In 2009, our Logan Elementary School Unit was added to the organization, serving Seaman Schools at-risk youth in a school-based Club site. In 2015, a new standalone Club, our Teen Center, was opened to serve the specific needs of middle- and high school-aged Club members, with targeted programming for teens. In 2017, another stand-alone Club was opened – our Montara Unit, serving Auburn-Washburn elementary youth, particularly those attending Pauline Central Primary School. Additionally, we have two school-based sites available in USD 450 elementary schools, four additional school-based sites in USD 345 elementary schools, and 4 school-based sites at USD 437 elementary schools.

Every kid deserves positive developmental relationships. Many of the youth we serve face complex layers of adversity such as homelessness, incarceration, greater likelihood of teenage pregnancy, inadequate healthcare, domestic violence, transiency, disciplinary problems, low academic achievement, untreated depression and suicidal thoughts, and other related issues. These issues have been heightened by the complications of the pandemic, and make our programming even more vital than ever before. With programs provided at 14 Club locations, we know that our direct service staff is truly the heartbeat of our organization. When youth enter the doors of Boys & Girls Clubs of Topeka, they expect staff who will greet them warmly, show

them exciting programs and create a safe environment where kids feel like they belong. Whether school is in session or out, families in Topeka, rely on well-trained, dedicated youth development professionals, equipped with the best practices and resources in the field, to build a Club experience that uplifts and includes every young person. Each day, approximately 135 of these professionals in our 14 Club sites create safe, inclusive spaces and bring high-quality out-of-school-time programs to nearly 1,062 kids and teens. BGCT recognizes the value and lifelong impact of positive relationships, ensuring all of Topeka's youth are supported by our staff as they grow into the next generation of leaders.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded: (limit up to 3000 characters, attach answers on additional document where needed)

Each year, we take part in an annual National Youth Outcomes Initiative survey which allows us to gather feedback directly from Club members regarding their Club experience. The results from our 2022 survey clearly demonstrate the impact of confident, prepared Boys & Girls Club staff who can proficiently support the strengths and passions of a young person. 89% of our Club members reported that they feel the Club is a safe, positive environment. 84% felt a sense of belonging in the Club. Most remarkably, 94% reported that the adults at BGCT truly care about them. We know that the longer a caring and committed staff member can be a consistent and reliable presence in the lives of our kids, the greater impact we are able to make on that young person throughout their time at BGCT and beyond. Time spent in the Club with qualified, skilled, and dedicated staff sets young people up for success in college and the workforce, in addition to giving them the tools they need to be productive, responsible citizens within the community. BGCT has a diversified revenue stream, allowing for continuity of benchmarking priorities. The oversight of our Finance Committee as well as the budget management put forth by our Chief Executive Officer maximizes the impact made by all revenue.

How has the pandemic impacted the effectiveness of your organization and program? (limit up to 3000 characters, attach answers on additional document where needed)

Our organization and its programs became even more vital to the kids we serve, their families, and the community, but the focus of our programs and service delivery has changed to more successfully meet the needs of our kids. Undeniably, the closure of schools at the onset of the pandemic left kids with a lot of anxiety and uncertainty about what the future would hold. Without warning, they experienced a sharp decline in their ability to socialize with other kids. While they would normally engage with other kids daily at school and frequently during out of school time, they were abruptly faced with stay at home orders, social distancing, and limited play time. We immediately stepped in to help meet the academic needs of our kids in any way possible by helping to accommodate complicated Zoom schedules, creation of virtual lessons that could be done in the Club or at home, and more. Unfortunately, as the academic skills of kids took a back slide, their social emotional needs have become greater and greater. It goes

without saying that meeting the ongoing and ever-evolving needs of our kids takes the dedication and passion of skilled, qualified staff. Retaining those staff to help guide kids through the challenges and uncertainties that lie ahead is of utmost importance. Since the onset of the COVID-19 pandemic, Clubs like ours have struggled to fill open staff positions. Club capacity depends on our personnel, and when there are staff vacancies, some youth must be waitlisted and the number of kids and teens BGCT can serve diminishes. Support for staff salaries is vital because Club staff are the foundation of everything that happens at BGCT every day.

Please describe how you see the future of your organization and its program post-pandemic: (limit up to 3000 characters, attach answers on additional document where needed)

At BGCT, not only do we create programs and an environment conducive to building workforce readiness, essential skills and the leadership opportunities that will prepare young people for the world of tomorrow, we also make an impact in Topeka's economy today. Clubs like ours form an important part of our community's infrastructure, and the more capacity we have, the deeper we make our impact.

For many parents, the availability of a safe, supervised, and uplifting environment for their children during afterschool hours greatly influences their ability to work. In many communities, childcare options can be scarce or cost prohibitive. Boys & Girls Clubs enable parents to be secure and economically productive without compromising the wellbeing of their children. The quality of Club programs also ensures that parents can work productively at their jobs, knowing that their kids are having positive experiences, gaining useful skills, and experiencing healthy, enriching fun.

When our capacity is limited, however, our impact on Topeka's economy is too. By ensuring we fill positions with qualified candidates as quickly as possible, we can keep our member-to-staff ratio low and serve more kids and teens. Join us in scaling up our impact on parents, Topeka and most importantly the young people we serve every day.

With every challenge that has resulted from the pandemic, we have risen to the challenge of supporting the kids who need us most at a time when it has never been more critical, and we will continue to do so with any future challenges that lie ahead. Through partnerships like Impact Avenues specifically serving youth and their families experiencing homelessness and the S.A.V.E. program focused on violence intervention, we continue to provide more robust and holistic service to the families who need us most, and that goes beyond the service directly provided in our facilities. Our staff provide additional resources and opportunities to our kids at every turn and continue to rise to meet the complicated layers of need that exist.

Please provide a detailed explanation of the proposed program: (limit up to 3000 characters, attach answers on additional document where needed)

Boys & Girls Clubs' commitment to Diversity, Equity & Inclusion (DEI) is embedded in everything we do, and we are working every day to live those principles. Opportunity is at the heart of our mission, and BGCT is committed to uplifting and including all youth, especially youth of color. As we work to reduce and eliminate the systemic inequalities that work against the enormous potential in all young people, we must also face the systemic inequality in wages across America. If we want to be leaders in the realm of DEI, staff salaries for our workforce, rich in gender and racial diversity, must be prioritized

With support from the national organization, Clubs across America have made incredible progress prioritizing diverse leadership. Candidate pools in Club CEO searches have reached record elevated levels of gender and racial diversity. But this commitment to diverse leadership is more than representation alone. The national organization has prioritized not just diverse leadership, but leadership with experience building and leading diverse teams.

This commitment to DEI in hiring cannot and does not end with leadership searches. To reduce systemic inequities like the gender and racial wealth building gap, we must ensure a career at BGCT can offer the diverse professionals who make everything we do possible a path to financial stability and security. With this funding, we not only impact the youth of our community, but also those who support them. A career in the nonprofit sector should not mean living in poverty

In 2021, the Federal Bureau of Labor Statistics reported that average pay for employees in youth development and childcare in Kansas is $10.20 per hour, or an annual average salary of $23,440 per year. That is one of the lowest rates in the country. An employee with a household of four is categorized as living in poverty with an annual salary of $26,500 or less.

At BGCT, we are committed to one singular mission: to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Our staff make absolutely everything we do possible. With this funding, we can build a team of competent, compensated youth development professionals and ensure every family BGCT serves sees the impact they expect from us. Together and with our team of enthusiastic staff by our side, we can help build the future Topeka's youth deserve.

Please describe what other funding is available and what you have secured, or expect to secure for this project: (limit up to 3000 characters, attach answers on additional document where needed)

The amount of funding being requested does not secure all benchmarking priorities are met, but it will supplement our plan to recruit and retain quality staff. BGCT has a proven record of exemplary financial oversight and budget management. Our diversified revenue stream includes local, state, federal, and private support, and our Chief Financial Officer does a thorough and masterful job of utilizing a variety of grant funded sources to maximize the impact we are able to

make on the kids served by our organization. Additionally, our proven track record with corporate foundations and donors yields a high level of trust between all parties involved. The strength of our donor base continues to grow year by year because the impact we make on the lives of kids and families in our community is evident in all we do, and we know that the trust and impact between funders and BGCT will grow exponentially with the ability to build an incredible team of competent, caring, and fairly compensated youth development professionals.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish (limit up to 3000 characters, attach answers on additional document where needed)

A lack of accessible care for kids pushes Kansas families to leave their children with overworked or unlicensed caregivers. In Topeka and Shawnee County alone, more than 40 licensed childcare facilities have closed since 2020, and amid a growing workforce shortage exacerbated by the pandemic, youth worker advocates say there is an immediate need for long term solutions. Not only is each new program or initiative at BGCT that supports the safety, development and inclusion of Topeka's youth conducted by dedicated staff, but our team undergirds even the most routine day-to-day activities. You do not have to look far for evidence of the positive academic, health-related, or social-emotional impacts of supportive adults in youth development, whether you turn to the latest findings in the science of learning and development or just ask any of the kids and teens we serve.

With every proposal or request for funds we send out, staff compensation is the most consistent and often biggest item in the budget. This comes as no surprise given the interconnected ways staff elevate every aspect of the Club experience, but steadfast service still can get overlooked. We are our staff, and they make everything young people love about their Club experience possible.

At BGCT, we want the best candidates possible to help the kids and teens we see every day reach their full potential. Whether they are keeping young people safe, mentoring them through school and life, facilitating the programs our members love or building an inclusive space where the experience of every young person is listened to and centered, Staff juggle multiple responsibilities and roles. We only want outstanding personnel who take building a great future for Topeka's youth seriously.

Staff salaries that reflect the importance and seriousness of the work of youth development attract stronger applicants. From trainings on emergency protocols, supervision, program delivery and nutrition to background checks and multi-part interviews, Club staff go through an extensive onboarding process to familiarize them with the best practices in safety and youth development. If we want staff that can hold all the responsibilities and meet all the qualifications it takes to be a crucial positive relationship in a kid or teen's life, we must incentivize the most qualified professionals possible.

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need (limit up to 5000 characters, attach answers on additional document where needed)

Boys & Girls Clubs of Topeka recognizes that we are not the only youth development agency in our community, but the level of substantial need in this area more than justifies the duplication of service. Through the last decade, the number of providers across Kansas has decreased as many providers struggle to retain staff. Low wages and long hours have pushed many youth workers to leave for more lucrative opportunities in other fields.

A 2020 needs assessment update conducted by the Kansas Children's Cabinet and Trust Fund showed youth workers in Kansas make just $10.20 an hour, well behind the $28 hourly wage for the average elementary school teacher. The poverty rate for individuals that work in youth care in Kansas is 19.7% - higher than the 10.2% rate for other workers in Kansas. Kansas is stalled in the areas of compensation and financial relief strategies for youth care professionals, and we need to move that needle because the youth are our future.

When licensed options for youth are not available, parents must fall back on informal care options that are outside of the regulated community, and that can be less safe. It may lead parents to leave the workforce, which can have detrimental ripple effects on business and our communities. Decisions to leave unsupervised may also occur which has the potential to lead to increased risky behavior and juvenile crime

Furthermore, Foster Adopt Connect states that families are needed to take children at a moment's notice and there is an increasing struggle to find available support for the child when they are not in school. Families are increasingly opting not to take in foster children because they lack adequate support and care during out of school.

There needs to be an investment to spark the movement forward, BGCT has a formidable reputation and a solid plan with the BGC of Kansas Alliance to address this critical need at the state and federal level for a permanent public investment necessary for a robust economy and a healthier and brighter future for youth.

What donated goods and or volunteer services do you receive that add value to this program? (limit up to 3000 characters, attach answers on additional document where needed)

At BGCT, we are fortunate to have a dedicated and highly skilled volunteer Board of Directors who devote their time through regular meetings and monthly committee work to ensure that the needs of our organization are met. Our CHRP – Compliance, Human Resources, and Programs – Committee works hard to address staffing issues, recruitment strategies, policies, and procedures. Our Facilities & Safety Committee is dedicated to conducting regular reviews of all BGCT facilities in order to make necessary safety recommendations and focus on continuous improvements necessary for seamless and safe operations. Our Resource Development Committee works to ensure that we bring in the monetary and in-kind resources needed to affect

change in all areas of the organization. Our Finance Committee provides thorough oversight on the organizational budget, cashflows and projections, and ensures that we are meeting or exceeding industry standards for salary expectations. Our Governance Committee ensures that we have succession plans in place to keep our entire Board of Directors comprised of community leaders, field experts, and individuals passionate about the work we do at BGCT.

We also have a mentorship program comprised of volunteer mentors who are paired thoughtfully with Club members and meet weekly to address their social emotional and academic needs. With the guidance of trained and qualified staff, our mentors help address some of the critical needs of the kids we serve by being a consistent and dependable presence in their young lives.

Many of our quality programs are supplemented by engaging and dynamic volunteer guest speakers from within the Topeka and Shawnee County community.

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: THE BOYS' AND GIRLS' CLUB OF TOPEKA

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on January 11, 1956, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of May 26, 2022

SCOTT SCHWAB
SECRETARY OF STATE

BOYS & GIRLS CLUBS
OF TOPEKA

Adams Club -*Administrative Office*
550 SE 27th St. Topeka, KS 66605
785-234-5601 phone 785-234-4512 fax
www.bgctopeka.org

September 9, 2022

Topeka City Council
Policy & Finance Committee
215 SE 6th St #255
Topeka, KS 66603

To Chairman Spencer, Councilwoman Valdivia- Alcala' and Councilwoman Naeger,

Thank you for the opportunity to provide additional information for the consideration of ARPA Funding for two (2) vital investments at Boys & Girls Clubs of Topeka

Acquisition of 2 new buses to safely provide youth highest at-risk dependable transportation to and from the Adams Club (youth ages 5-12) and Teen Center (teens ages 13-18) during out of school time

1. Organizational Chart attached (page 4)
2. Project budget attached (page 5)
3. Would BGCT be able to take a reduction in fund request to acquire 2 new buses? No, due to the number of enrolled members and transportation needs a reduction would pose a barrier to kids and teens that need us most being at the Club during out of school time
4. Spanish speaking services and materials offered? Absolutely, all outreach, marketing, and resource material are developed and printed in English and Spanish. (Example attached) Spanish speaking families are the second highest tier of Club memberships. To establish a family connection, increase engagement, enhance trust, build a rapport, and eliminate the translation responsibility on the Club member to the parent/guardian. We have 2 translators at our admin office to aid in enrollment, problem solving, membership services and resource identification (in person, via technology or over the phone)
5. What is your outreach to Black and Latino/Indigenous communities? BGCT is very proud to be woven into the fabric of the east Topeka community for over 60 years.
    - Active and present in NIA meetings
    - Active and engaged in Black religious community
    - Supporting Youth Activism – Black Lives Matter Movement

e. **Black & Latino/Indigenous Community Outreach continued**

- Regular and routine Family Engagement initiatives, activities, and events i.e.
  - Financial Wellness classes
  - Vaccination Clinics
  - Utility and Resource Fairs
  - Fall Family Festival
  - Family Movie Night
  - Omni Circle partner – weekly bootcamp
  - Drug trend education hosted by PARS (Irene Caballero)
  - Regular guest of Irene Caballero (when she was with PARS) on Hispanic radio show about out of school time support resources
- Washburn University Black Student Alliance & BGCT Teen Center partnership (mentoring, empowerment, engagement, Youth Voice -addressing racial equity as a youth
- OK Program partner (Officer Tim Bell)
- Building cultural awareness with all Club members across all Club sites
- Expanded over the past 8 years from 3 to 14 Club site locations (converting 2 shuttered community centers) to increase capacity, increase access and reach kids where they are regardless of where they live in Shawnee County – Tecumseh North has a very high population of Latino families and through the Tecumseh North PTO they advocated for a Club site at T-North
- Collaboration with El Centro – consultation reaching Hispanic families
- Volunteer and involvement in Mexican Fiesta
- Guided by Dr Beryl New, staff trained in Courageous Conversations – outreach starts with having hard conversations, recognizing unconscious bias, providing a safe space for our kids and teens to have honest conversations – especially during times of social unrest
- Hosted Stand UP 4 Life Youth Summit (Danette Elkins) for youth and their families
- Diversify our impact teams to assure our Black/Brown members, regardless of their Club site, have access to a mentor/staff that looks like them. We had a Black single mom residing in the Seaman School District, who recognized the impact this had on her son and spoke to the Board of Education of how critical that was in her son's growth and development as Black child

6. Do you have translation services available?

Yes, we have 2 employees fluent in Spanish at our administrative office.

7. Do you have any Black or Latino/Indigenous staff or volunteers

Yes, as a Movement, we continue to stand against racism and discrimination, which create a barrier not only for society, but especially for the young people we serve each day. We recognize the impact of systemic racism on the lives of youth, and we believe young people should feel safe, have access to opportunities and feel valued not just at the Club, but everywhere in our society. Our mission compels us to support youth in reaching their full potential, which includes identifying and helping to eliminate barriers that prevent the full participation and advancement of some groups, particularly Black, Indigenous, and other persons of color

- **50%** of BGCT **Executive Team** is Black and or Latino/Indigenous
- **64%** of BGCT **Management staff** are Black and or Latino/Indigenous
- **37%** of BGCT **Staff** are Black and or Latino/Indigenous
- **34%** of BGCT 21-member **Board of Directors** are Black and or Latino/Indigenous
- **26%** the 183 BGCT **Volunteers** are Black and or Latino/Indigenous

We have leadership pathways to promote and support the advancement of individuals to leadership positions – not only within BGCT -but advancements and promotional opportunities across Boys & Girls Club and at Boys & Girls Clubs of America

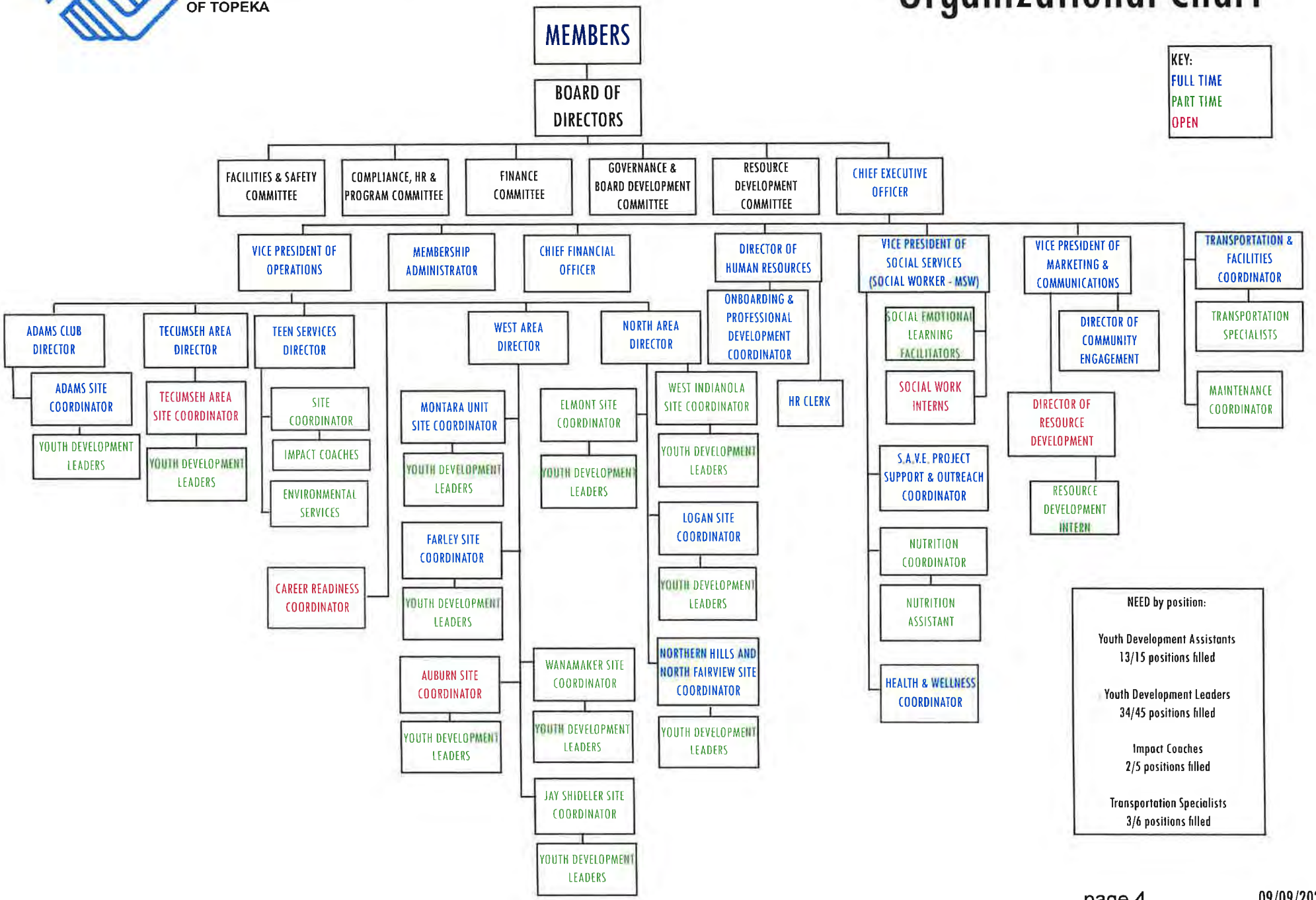
BGCT covers membership for Black staff to **Society of African – American Professionals** – this group supports the development and advancement of Black professionals within the Boys & Girls Club Movement

BGCT has a **board mentorship** program for individuals interested in or currently on the BGCT Board of Directors

Club Blue is BGCT jr. board that supports the development of emerging leaders

BOYS & GIRLS CLUBS
OF TOPEKA

Organizational Chart



09/09/2022

Boys & Girls Clubs of Topeka
New Vehicles
BGCT Club Access/Safety
Project Budget

Total Ask: **$ 180,000.00**

	FY 22-23
New Bus	$ 90,000.00
New Bus	$ 90,000.00
Total	**$ 180,000.00**

Ford F550 Glaval Entourage 30 passenger commercial vehicle

Acquisition assistance through Hoyts Trucking Service will provide BGCT discount

Hoyt's Trucking provides all servicing, safety inspections, maintenance, repairs at no cost (owner BGCalum)

https://www.masterstransportation.com/inventory/shuttle-buses/

¡Cuando la escuela está cerrada, el Club está abierto!

Boys & Girls Clubs of Topeka se compromete a hacer **lo que sea necesario** por los niños y las familias que más nos necesitan. Las puertas de nuestros clubes se abren a entornos seguros e inclusivos donde los niños reciben comidas, apoyo socioemocional, tutoría académica, mentores positivos y las herramientas que se necesitan para construir **grandes futuros**.







Proveemos transporte a nuestro Adams Club para las siguientes escuelas primarias: Highland Park Central, Jardine, Meadows, Ross, Scott Escuela en Dos Idiomas, State Street, Williams

El servicio de comidas incluye un bocadillo y una cena para los niños inscritos en el programa extracurricular. Se proporciona el desayuno, el almuerzo y un bocadillo en el programa de día sin escuela.

Programación después de la escuela: 3:30 pm - 7:00 pm
Programación del día sin escuela: 7:00 am - 6:00 pm

lo que sea necesario para construir grandes futuros

bgctopeka.org

BOYS & GIRLS CLUBS
OF TOPEKA

BOYS & GIRLS CLUBS
OF TOPEKA

Adams Club -*Administrative Office*
550 SE 27th St. Topeka, KS 66605
785-234-5601 phone 785-234-4512 fax
www.bgctopeka.org

September 9, 2022

Topeka City Council
Policy & Finance Committee
215 SE 6th St #255
Topeka, KS 66603

To Chairman Spencer, Councilwoman Valdivia- Alcala' and Councilwoman Naeger,

Thank you for the opportunity to provide additional information for the consideration of ARPA Funding for two (2) vital investments at Boys & Girls Clubs of Topeka

Staff Salary – investment in the **direct service personnel**, who impact, influence, and provide a safe, inclusive and fun space for youth between 5 -18 years old during out of school time and who are empowering youth to excel in school, become good citizens, and lead healthy, productive lives

1. Organizational Chart attached (page 4)
2. Project budget attached (page 5)
3. Would BGCT be able to take a reduction in fund request to staff salary fund request? No, due to the number of enrolled members, # of youth and teens on the waiting list, the shortage of quality and safe care for school age youth, youth in State custody/foster care and homeless youth this allocation is critical
4. Spanish speaking services and materials offered? Absolutely, all outreach, marketing, and resource material are developed and printed in English and Spanish. (Example attached) Spanish speaking families are the second highest tier of Club memberships. To establish a family connection, increase engagement, enhance trust, build a rapport, and eliminate the translation responsibility on the Club member to the parent/guardian. We have 2 translators at our admin office to aid in enrollment, problem solving, membership services and resource identification (in person, via technology or over the phone)
5. What is your outreach to Black and Latino/Indigenous communities? BGCT is very proud to be woven into the fabric of the east Topeka community for over 60 years.
    - Active and present in NIA meetings
    - Active and engaged in Black religious community
    - Supporting Youth Activism – Black Lives Matter Movement

e. **Black & Latino/Indigenous Community Outreach continued**

- Regular and routine Family Engagement initiatives, activities, and events i.e.
  - Financial Wellness classes
  - Vaccination Clinics
  - Utility and Resource Fairs
  - Fall Family Festival
  - Family Movie Night
  - Omni Circle partner – weekly bootcamp
  - Drug trend education hosted by PARS (Irene Caballero)
  - Regular guest of Irene Caballero (when she was with PARS) on Hispanic radio show about out of school time support resources
- Washburn University Black Student Alliance & BGCT Teen Center partnership (mentoring, empowerment, engagement, Youth Voice -addressing racial equity as a youth
- OK Program partner (Officer Tim Bell)
- Building cultural awareness with all Club members across all Club sites
- Expanded over the past 8 years from 3 to 14 Club site locations (converting 2 shuttered community centers) to increase capacity, increase access and reach kids where they are regardless of where they live in Shawnee County – Tecumseh North has a very high population of Latino families and through the Tecumseh North PTO they advocated for a Club site at T-North
- Collaboration with El Centro – consultation reaching Hispanic families
- Volunteer and involvement in Mexican Fiesta
- Guided by Dr Beryl New, staff trained in Courageous Conversations – outreach starts with having hard conversations, recognizing unconscious bias, providing a safe space for our kids and teens to have honest conversations – especially during times of social unrest
- Hosted Stand UP 4 Life Youth Summit (Danette Elkins) for youth and their families
- Diversify our impact teams to assure our Black/Brown members, regardless of their Club site, have access to a mentor/staff that looks like them. We had a Black single mom residing in the Seaman School District, who recognized the impact this had on her son and spoke to the Board of Education of how critical that was in her son's growth and development as Black child

6. Do you have translation services available?

Yes, we have 2 employees fluent in Spanish at our administrative office.

7. Do you have any Black or Latino/Indigenous staff or volunteers

Yes, as a Movement, we continue to stand against racism and discrimination, which create a barrier not only for society, but especially for the young people we serve each day. We recognize the impact of systemic racism on the lives of youth, and we believe young people should feel safe, have access to opportunities and feel valued not just at the Club, but everywhere in our society. Our mission compels us to support youth in reaching their full potential, which includes identifying and helping to eliminate barriers that prevent the full participation and advancement of some groups, particularly Black, Indigenous, and other persons of color

- **50%** of BGCT **Executive Team** is Black and or Latino/Indigenous
- **64%** of BGCT **Management staff** are Black and or Latino/Indigenous
- **37%** of BGCT **Staff** are Black and or Latino/Indigenous
- **34%** of BGCT 21-member **Board of Directors** are Black and or Latino/Indigenous
- **26%** the 183 BGCT **Volunteers** are Black and or Latino/Indigenous

We have leadership pathways to promote and support the advancement of individuals to leadership positions – not only within BGCT -but advancements and promotional opportunities across Boys & Girls Club and at Boys & Girls Clubs of America

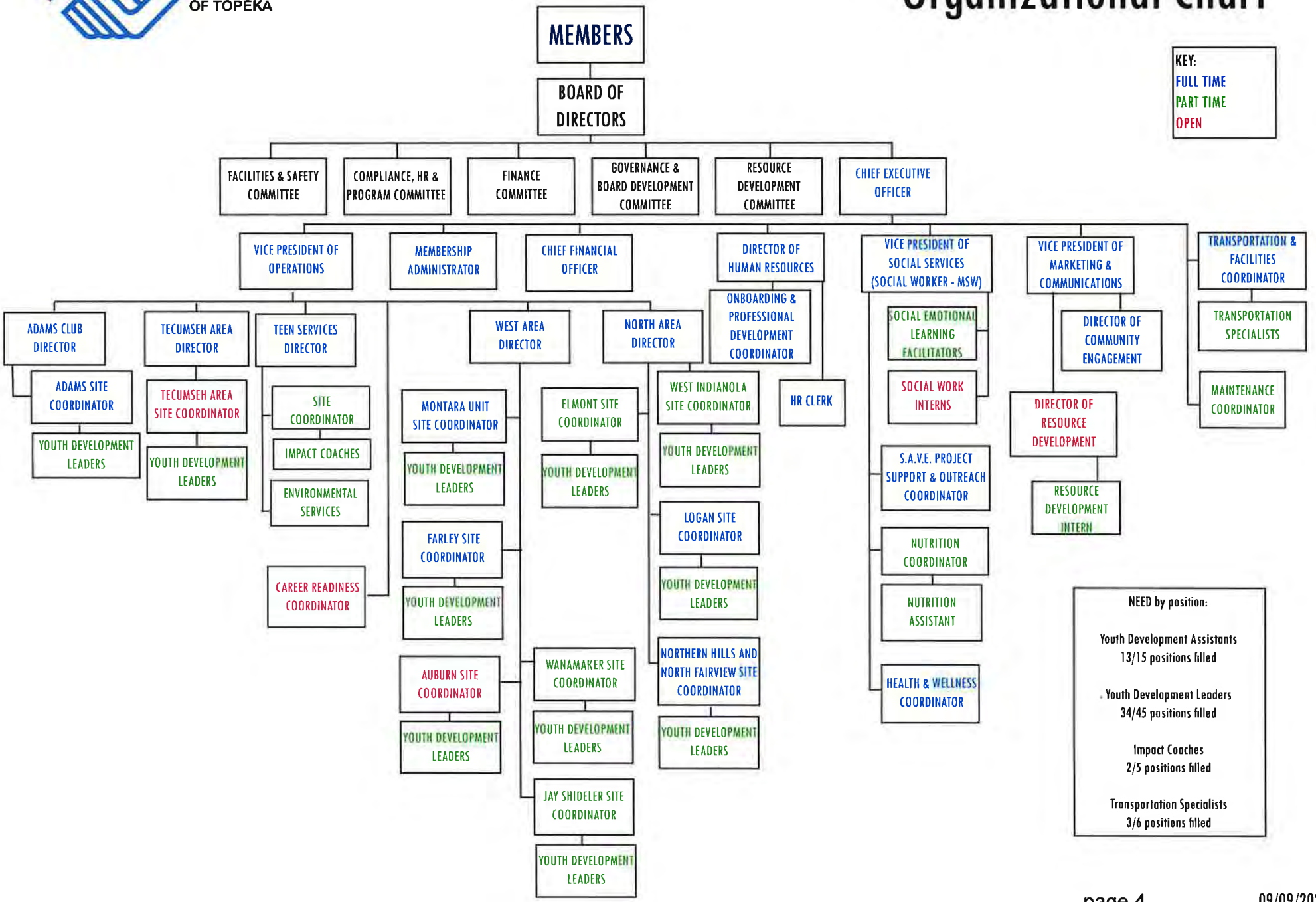
BGCT covers membership for Black staff to **Society of African – American Professionals** – this group supports the development and advancement of Black professionals within the Boys & Girls Club Movement

BGCT has a **board mentorship** program for individuals interested in or currently on the BGCT Board of Directors

Club Blue is BGCT jr. board that supports the development of emerging leaders

BOYS & GIRLS CLUBS OF TOPEKA

Organizational Chart



09/09/2022

Boys & Girls Clubs of Topeka
Staff Recruitment and Retention

Total Ask: **$ 150,000.00**

	FY 22-23	FY 23-24
Allocation	$ 75,000.00	$ 75,000.00
Wage Gap	$ 3.23	$ 3.23
Annual Hours	23,220	23,220
# of Direct Service Staff	22	22

¡Cuando las escuelas están cerradas, el Club está abierto!

Boys & Girls Clubs of Topeka se compromete a hacer **lo que sea necesario** por los niños y las familias que más nos necesitan. Las puertas de nuestros clubes se abren a entornos seguros e inclusivos donde los niños reciben comidas, apoyo socioemocional, tutoría académica, mentores positivos y las herramientas que se necesitan para construir **grandes futuros**.







Sitios escolares operados en las siguientes escuelas:
Tecumseh North Elementary & Tecumseh South Elementary

Programación antes de la escuela de 7:00 AM - inicio del día escolar
Programación después de la escuela de 3:00 PM a 6:00 PM

Los servicios de día sin escuela están ofrecidos en nuestro unidad de Tecumseh North localizado en 314 SE Stanton Road

lo que sea necesario para construir grandes futuros

bgctopeka.org

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October 6, 2022

Topeka City Council
Policy & Finance Committee
215 SE 6th St #255
Topeka, KS 66603

To Chairman Spencer, Councilwoman Valdivia- Alcala' and Councilwoman Naeger,

Thank you for the opportunity to provide additional information for the consideration of ARPA Funding for vital investments at Boys & Girls Clubs of Topeka (BGCT)

How will BGCT sustain the wage increases after the grant funds are no longer available?

1. **BGCT Board of Directors** – The importance of Boys & Girls Club leadership cannot be overstated. Board members and Executive Leadership are the most critical factor in the success of BGCT. BGCT Board members have passion, influence and affluence and are fully engaged in the mission of their Club. AS BGCT moves forward, the Board of Directors helps build on the success and lays the groundwork for even greater impact. The BGCT Board of Directors is comprised of 23 dedicated, talented, invested, and skilled volunteers. They have three basic roles
    - Establish identity and strategic direction
    - Ensure resources
    - Provide oversight

    Board role #2 **Ensure resources** – the board identifies and secures needed tangible and intangible resources, including:
    - Financial resources: the board and CEO work together to secure financial resources
    - Human resources: the hire the CEO, and identify and recruit board members
    - Credibility/good reputation
    - Facilities and other physical resources needed for Club programs

    BGCT board of directors is an exceptional board that links bold visions and ambitious plans for financial support, expertise, and networks of influence
    One of the key roles a BGCT board member has is to help raise money for the Club. Each board member leads by example by making their own financial investment in BGCT. BGCT has 100% board giving. The BGCT board, both collectively and individually,

must maintain positive relationships with current funding sources and potential donors, as well as their friends and advisors. Sound, active relationships with local, state, and federal officials and offices are strategies that provide for BGCT resources and support. These resources are routinely nurtured and create a bond that ensures future funding.

2. **BGCT Board Committees** – the committees are created by the board to accomplish work needed. They are lean and strategic and last indefinitely due to their continuous flow of work. The special talents, abilities, and interests of each board member maximize the impact of each board committee on BGCT

    - **Financial Management Committee (FMC**) – The Board elects a treasurer and appoints the Financial Management Committee that works with the CEO and CFO to prepare the annual budget and actively oversee finances. The committee encourages and facilitates communication among its members, the BGCT management team and external auditors. The FMC reviews the financial status and provides a report to the full board monthly and ensures:
        - Ongoing review and monitoring of accounting policies, practices, and internal controls.
        - Implementation of a financial check -up
        - On time issuance of financial statements and reports in accordance with regulatory obligations and donor requirements,
        - Annual update of BGCT's investment strategy and policy,
        - Ongoing review and monitoring of risk management plan,
        - Execution of a strategy for future financial stability that includes board reserve funds, board-directed endowment funds, and donor-designated permanent endowment funds; and
        - Enactment of clear policy on processing and distributing bequest revenue

        When the FMC determines the proposed annual budget is sufficient to provide for BGCT's operating needs, it presents the budget to the full board for approval. In cooperation with the treasurer, the FMC recommends budget adjustments as needed

        BGCT FMC: Treasurer, former CFO of Evergy/Westar leads a dynamic, strategic, and talented group of committee members that include 2 auditors, CEO of electric power cooperative, and the current Evergy Assistant Treasurer

    - **Resource Development Committee (RDC)** – The committee works with the CEO and Development Team to prepare aspects of the annual budget that pertain to funding sources and costs associated with obtaining those funds. It is responsible for developing and leading a comprehensive resource development plan that recommends policies and procedures to ensure diverse income sources, provides stewardship of resources and donors, secures board member involvement, and identifies necessary long-term resources, such as capital and endowment funds. The committee provides the primary leadership monitoring, evaluating, and reporting the plan's progress to the Board of Directors.

3. **CLUB BLUE** – this group of 14 vibrant, young, Topeka professionals is focused on making a difference in our community and developing as impactful, and effective leaders. This dynamic team is known as BGCT's Junior Board and focused on developing and hosting innovative events that raise funds for BGCT

4. **Resource Diversification** – Each revenue type and source come with its own levels of reliability, constraints, and costs. BGCT ensures that revenue streams are diversified and balanced to provide financial stability and reduces risk. The annual budget planning and development process includes identifying budget assumptions and aligning resource diversification to address forecasted impacts of those assumptions. BGCT resource diversity and budget
    - **Individual Giving**
    - **Major Gifts**
    - **Corporate**
    - **Foundations**
    - **Annual Campaign**
    - **Cause Campaigns**
    - **Trust distribution – BGCT is the beneficiary of 3 perpetual trusts**
    - **Special Events**
    - **Government (federal, state, city, and county) Grants**
    - **Membership dues**

5. **Affiliated Organization in Good Standing with Boys & Girls Clubs of America (BGCA)-** BGCA establishes standards and methods of operation; develops programs and program materials; assists with recruitment and training of Club professionals; develops and implements marketing strategies and publicity; furnishes guidance and best practices
    - BGCT receives pass through funds from National sponsors
    - Access to federal funds

6. **Boys & Girls Clubs of Kansas Alliance Member** – allows for a coordinated and unified Boys & Girls Club message across Kansas that increases the success of fund acquisition
    - BGCA's Office of Government Relations has created a model for statewide initiatives that has and continues to lead to direct multiyear funding from
        - Kansas Department of Children & Families
        - Kansas State Department of Education

7. **66 YEARS of GROWTH in TOPEKA-** BGCT is deeply imbedded into the history of Topeka and Shawnee County as a financially responsible, stable, reputable, and strategic organization providing hope and opportunity to young people across our community – **Since 1956**, BGCT has a proven track record for raising and managing funds necessary to meet the needs of youth and teens in Topeka & Shawnee County where they need us most, how they need us most and when they need us most
    - **1996** Co Chairs Alfred Landon and Catherine Menninger championed a committee with Robert Brock and Lou Falley to raise 1.5 million dollars to construct a 25,000 square foot Boys Club facility on 10 acres donated by Falley' s Inc. at 27th & Adams. This was in response to the impact and need being met at the original Boys Club of Topeka site, a deteriorating,

shuttered school building, located at 1021 SE Washington St. and the growing waiting list for Club membership. – 100% of funds were raised and used for construction and equipment costs – no loan needed

- **2009** USD 345 requested Club expansion to serve Seaman District elementary students and families
    - **Logan Unit** chartered by BGCA & licensed by KDHE
    - **Indian Creek Unit** chartered by BGCA & licensed by KDHE

- **2015** BGCT repurposed the shuttered Abbott Community Center to address the growing need of teens in Topeka and Shawnee County, as well as, responded to USD 450 Club expansion request into USD 450 Title 1 schools
    - **Teen Center** chartered by BGCA & licensed by KDHE
    - **Tecumseh North Unit** chartered by BGCA & licensed by KDHE
    - **Tecumseh South Unit** chartered by BGCA & licensed by KDHE

- **2017** In partnership with Shawnee County Sheriff, USD 437 and SCPR, BGCT opened a Club site in a shuttered community center to support youth residing in the Montara community and address the growing juvenile crime rate. In addition, BGCT responded to the need of families & administration in USD 345, by establishing the impactful Logan Unit school-based site model in each USD 345 elementary school (closed Indian Creek Unit)
    - **Montara Unit** chartered by BGCA & licensed by KDHE
    - **Elmont Unit** chartered by BGCA & licensed by KDHE
    - **North Fairview Unit** chartered by BGCA & licensed by KDHE
    - **Northern Hills Unit** chartered by BGCA & licensed by KDHE
    - **West Indianola Unit** chartered by BGCA & licensed by KDHE

- **2019** As a result of the programs and services offered at Montara and the outcomes of students in their classroom at Pauline South & Pauline Central, USD 437 administration requested the Club school-based site model at targeted USD 437 elementary schools
    - **Auburn Community Impact Site** chartered by BGCA & licensed by KDHE
    - **Farley Unit** chartered by BGCA & licensed by KDHE
    - **Jay Shideler Unit** chartered by BGCA & licensed by KDHE
    - **Wanamaker Unit** chartered by BGCA & licensed by KDHE

- **2020** When the world shuttered in response to the National Health Crisis – BGCT provided a lifeline to youth highest in need and at risk by providing food, Club on the Go programs and activities, health and safety supplies, emotional and mental health support and opened/operated **4 Remote Learning Centers** (open M-F 7am-6:00pm) to provide a safe space, caring mentors, internet access, assist with remote learning success, support essential workers, reduce stress on single working parents not able to work from home, provide meal service, ongoing social emotional support, health and wellness focus and fun during a highly stressful and anxiety riding time for all – especially children and teens
    - Adams Remote Learning Center
    - Montara Remote Learning Center

- Sunrise Remote Learning Center
- Teen Remote Learning Center

- **Out of school time continuity of care & support –** kids still need a safe place, access to food and structured fun when schools abruptly close – BGCT responded/responds with a School Day Out program at 3 sites open from 7:00 am-6:00pm
  - Closure due COVID outbreaks, educator vaccination days
  - Closure due to inclement weather, kids and teens have access to the Club for warmth. safety, food, basic needs, structure, support, and fun

8. BGCT Fiduciary Integrity, Responsibility, Reputation & Transparency

- In good standing with Attorney General Office
- In good standing with Secretary of the State
- In good standing with the IRS
- In good standing with BGCA
- BGC of Kansas Alliance model Club
- CFO, 6-year tenure
- CEO 12-year tenure and appointed BGC Kansas Ambassador by Jim Clark, BGCA President/CEO
- Annual Audit conducted by reputable certified public accounting firm
- Annual Single Audit by reputable certified public accounting firm

City of Topeka ARPA Funds Grant Application

Please note that these are one time funds and will not be available at a later date

Applications are due by July 31st, 2022. Completed Applications and questions can be emailed to ARPA@topeka.org. Additional information can be found at https://www.topeka.org/finance/arpa-funds-grant/

Paper copies of grant applications can be mailed or delivered to:
Kalea Pauole
ARPA Application
215 SE 7th St, Room 358
Topeka, KS, 66603

Section I Organization Information

Organization Name:	Organization Address:
El Centro de Servicios para Hispanos	134 NE Lake, Topeka, Kansas 66616

Primary Phone:	Primary Email:	Primary Contact:
785-232-8207	lmunoz@elcentrooftopeka.org	Lalo Munoz

FEIN #:	How long has your organization been in Topeka?
	50 years

Industry Name (per North American Industry Classification System, see Industries at a Glance: NAICS Code Index (bls.gov):

NAICS 8131

What is your organization's mission statement? (limit 500 characters)	Does your organization assist any of the following?
The mission of El Centro de Servicios Para Hispanos	☐ Rental Assistance ☐ Unsheltered Homeless ☐ Transitory populations ☐ Sheltered Homeless ☑ Other

Section II Organization Status

Entity Status (As of Application Date. Select One)	Are you experiencing staffing shortages?	Is this organization a nonprofit?	Has this organization received any of the following: (Please specify the amounts)
◉ Fully Open ○ Partially Open ○ Open but Reduced Hours ○ Not yet re-open (list date of anticipated reopening):	○ YES (If yes, please describe extent of staffing shortages in space below) ◉ NO	◉ YES ○ NO	☐ Kansas SPARK/BASE Grants ☐ Paycheck Protection Program ☐ Shuttered Venue Operations Grant ☐ Restaurant Revitalization Fund ☐ COVID-19 Economic Injury Disaster Plan Funds ☐ Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County

Section III Summaries

ARPA Grant Amount Requested:	Name the program for which you are applying:
$828,295	Immigrant Assistance Clinic

Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)

Please see pages 1-2 attached

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded: (limit up to 3000 characters, attach answers on additional document where needed)

Please see pages 3-7 attached

How has the pandemic impacted the effectiveness of your organization and program? (limit up to 3000 characters, attach answers on additional document where needed)

Please see pages 8-9 attached

Please describe how you see the future of your organization and its program post-pandemic: (limit up to 3000 characters, attach answers on additional document where needed)

Please see pages 10 -12 attached

Section IV General Data

Please provide a detailed explanation of the proposed program: (limit up to 3000 characters, attach answers on additional document where needed)

Please see pages 13 - 18 attached

Please describe what other funding is available and what you have secured, or expect to secure for this project: (limit up to 3000 characters, attach answers on additional document where needed)

Please see page 19 attached

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish (limit up to 3000 characters, attach answers on additional document where needed)

Please see pages 20 - 23 attached

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need (limit up to 5000 characters, attach answers on additional document where needed)

Please see page 24 attached

What donated goods and or volunteer services do you receive that add value to this program? (limit up to 3000 characters, attach answers on additional document where needed)

Please see page 25 attached

Section V Required Documents

Please submit all the following documents in addition to application:

☑ Kansas Secretary of State Certificate of Good Standing

*Additional information may be required at a later date

Section VI Beneficiary Information

Based on the population that you currently serve, Please complete the following tables
Unduplicated Count of Individuals:

Age Group:

Age Range	Estimated
0-5 years	0
6-12 years	0
13-18 years	3
19-35 years	223
36-59 years	361
60 years and over	167
Total	679

Gender:

	Estimated
Men	306
Women	373
Transgender	0
Total	679

Income level (see table below):

	Estimated
At or below 30%	13
At or below 50%	32
At or below 80%	35
Other	5
Income Unknown	15
Total	100

Racial/Ethnic Composition:

	Percentage
White (non-Hispanic)	2
Black/African American	0
Hispanic	95
Asian	3
American Indian/Alaskan Native	0
Asian & White	0
Black/African American & White	0
American Indian/ Alaskan Native & Black/African American	0
Asian/Pacific Islander	0
Other Multiracial	0
Total	100

FY 2022 Income Limits for Topeka, Kansas

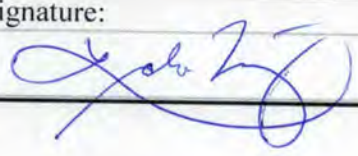
	Persons in family						
FY 2022 Income Category	1	2	3	4	5	6	7
Extremely Low Income (30%)	$17,400	$19,850	$23,030	$27,750	$32,470	$37,190	$41,910
Very Low Income (50%)	$28,950	$33,100	$37,250	$41,350	$44,700	$48,000	$51,300
Low Income (80%)	$46,350	$52,950	$59,550	$66,150	$71,450	$76,750	$82,050

Section VII Declaration of organization owner (Applicant): I certify that the organization identified above

Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due	☑ YES
Is not party to legal actions against or from the city, including code enforcement liens	☑ YES
Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents	☑ YES
Is not affiliated with another organization under common ownership/management that has applied for grant cycle	☑ YES
There are no potential conflicts of interest that impact receiving this award	☑ YES

Section VIII Applicant Signature

I certify that all the statements made in this application are true and complete to the best of my knowledge. I understand that I need to submit copies of all the above mentioned documents in order for my application to be considered. I understand that if I receive this grant I may be asked to for additional documentation according to rules that the US Treasury has set forth.

Name:	Signature:	Title:	Date:
Lalo Munoz		Executive Director	7/30/2022

Please describe your organization, its programs and how this program fits in:

The mission of El Centro de Servicios Para Hispanos is to improve the lives of families and individuals through education and empowerment. Since 1972, we have served the immigrant community by providing bilingual, bicultural services in a welcoming environment. We have the unique pleasure of meeting many families who have moved from across our country and the world to Topeka. For many, we are the welcoming face of the City of Topeka and that is our greatest strength as an organization. We work to ensure that each individual understands and feels that our community is welcoming and inclusive. Our focus on welcoming the stranger among us has allowed us to build a reputation of community trust in the growing immigrant community.

That reputation of trust extends to the larger community as well. When the City of Topeka or a local nonprofit needs to reach the Spanish speaking and immigrant community to share a program they often reach out to El Centro. When the United way desired to hear directly from Spanish speaking immigrants about the issues they faced, they reached out to El Centro to organize a roundtable. When local businesses and companies seek to recruit potential employees, they reached out to El Centro to help spread the word.

In short El Centro occupies a key role in facilitating and addressing dialogue between local government, nonprofits, businesses and immigrant families. This isn't happening in every community however. Rural America is experiencing the fastest Latino growth over the last decade. Communities that are willing to invest in services aimed at the immigrant community are able to more effectively ensure immigrants and their children will be better prepared to be more prosperous, healthy and rooted as part of this community.

The services provided by El Centro include:

- **Community Resource Program**
- **Mobile Health Clinic**
- **Immigrant Assistance Clinic**

Community Resource Program
This is our longest standing program. For over 50 years, has helped immigrant families maintain stability and promote prosperity. By providng interpretations, translations and community referrals to immigrant families in need, We help immigrant families navigate systems of care, strengthen community bonds and advocate for policy change when necessary. We regularly provide more than 1,200 interpretations, translations and community referrals each year. By listening to our clients, we are able to identify systemic barriers impacting the immigrant community and work to make progress on addressing these inequities. This program also allows us the opportunity to collaborate and partner with many community organizations interested in reaching the immigrant and Latino community.

Mobile Health Clinic
This is a partnership with Washburn University School of Nursing. This program advances health equity and works to reduce healthcare disparities in the immigrant community. Nursing students come to El Centro to provide basic preventative health screenings such as diabetes, blood pressure, cholesterol checks. In addition to providing preventative health screenings students provide education to clinic visitors. Nursing students receive valuable experience and education working with the immigrant community as well as learning how to serve patients using an interpreter. This experience is an invaluable asset that will serve these future nurses in their careers.

Patients, with the help of nursing students and a supervising nurse, are able to develop a plan of care together to address health issues identified by screening results. In addition, they are able to develop the small healthy habits that help make progress over the long term that improves their health and the health of their families. In the last two years, this program has also been instrumental in addressing COVID efforts to inform and educate the immigrant community on ways to protect their families, receive information on vaccines and maintain healthy families.

Immigrant Assistance Clinic
Lastly, the Immigrant Assistant Clinic works to promote the unification of families, create a welcoming environment in our city and promote citizenship and integration into our community. Our organization is recognized and accredited by the Department of Justice to practice immigration law. This allows a non-attorney who works at a nonprofit to practice immigration law with the understanding of serving low- and moderate-income families. Toward this goal we provide free and low-cost family based immigration services.

We provide legal consultations to potential clients in order to help explore options to reunite families. For clients we provide application assistance and manage their case through the duration of the process. Our goal is to help clients successfully navigate the process to become legal permanent residents and to establish roots in our community. We also support legal permanent residents to apply for and become United States citizens. This is a special process and we take great pride in helping many individuals officially become a part of our country. Lastly we help young individuals who qualify for Deferred Action as Childhood Arrivals to apply for and receive status recognition that allows them to continue their education and receive employment authorization.

Every year, the clients we serve have an average economic impact of more than $1.8 million in wages earned. Through our programs and service to immigrant families we are proud to contribute making our community and city a great place to live work and belong.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded:

The funding provided under ARPA provides a unique opportunity for state and local governments to make strategic investments in helping communities recover from the impact of Covid-19 and moreover make progress in addressing inequities affecting our community. The decisions made regarding funding will determine whether the long-term impact Is maintaining the status quo or exploring new and innovative ways to increase prosperity for the citizens of art community.

We believe that approval of this funding will provide 3 long-term benefits for the citizens of our community.

1. **Increasing Economic Prosperity**
2. **Reducing Inequity**
3. **Creating a Welcoming and Inclusive Community**

Increasing Economic Prosperity

According to a Pew Research study about half of Latinos say they or someone close to them has faced health or financial hardships during the coronavirus pandemic. Essential workers were crucial in keeping our day-to-day lives going during the height of the pandemic. Immigrant workers stepped up and provided support to their communities through their labor

The long-term benefit of this funding will be to bolster our Immigrant Assistance Clinic to increase the number of individuals who are approved for employment authorization. Ensuring that every individual who qualifies to receive employment authorization has access to our legal program has the long-term benefit of creating stable families in our community. As we increase the stability of families we situated immigrant families to prosper in the future. In addition, having a steady increase of stable and prosperous immigrant families allows our local economy to flourish as these families reinvest and spend locally.

In 2021, our Immigrant Assistance Clinic legal program was able to help secure employment authorizations that resulted in earned wages totaling of $1.4 million. These wages earned are almost exclusively reinvested in our local economy purchasing the items that help sustain families and help our local businesses recover from this pandemic and prosper. In 2023, with an added staff member, our data indicates we can increase the local economic impact of this program to $2 million annually. This is an added increased economic outcome of $600,000 each year as a result of adding a staff member and investing in this program.

In addition, our Immigrant Assistance Clinic facilitates the process of family reunification for many local immigrant families. The long-term impact of this program is the creation of whole families rooted in our community. The overwhelming majority of new immigrants in our community join our local workforce immediately. In 2021 the economic impact of earned wages by new residents was $250,000. In 2023, we estimate an added staff member can increase our annual economic impact by new immigrants to $500,000 annually. This is an added

increased economic outcome of $250,000 each year as a result of funding this investment in our program.

The Immigrant Assistance Clinic however does not only impact immigrant families in our community. This program also supports and helps many local businesses to have the workforce necessary to be able to recover from the COVID pandemic and to prosper. There is an incredible demand for workforce development, and we believe that we play an important role in helping our local businesses have the necessary manpower to be successful.

City and County leaders have had increasing success recruiting and relocating new industries to our community. The ability to support programs that make our local workforce available to join and support these businesses will be increasingly important. The Latino and immigrant community play an important role in the Construction, Accommodation and Food Services industries. In addition, data from the U. S. Bureau of Labor Statistics suggests Latino and immigrant communities will play an increasing role in Transportation, Warehousing and the Healthcare fields. Recruiting more businesses to our city is important and impactful. However also having programs that ensure we have a workforce ready to join these businesses is equally important as well. Success is maximized for our community and citizens by addressing both of these factors.

We also believe another long term benefit for our community of more families who are legal permanent residents and U.S. citizens Is that they will qualify for support to start their own small business. There are many resources for entrepreneurs to help them be successful in developing their idea, accessing capital and support resources to launch their business. By obtaining legal permanent resident status and United States Citizenship through our office, these individuals are able to access and utilize entrepreneurial resources to create employment for themselves and to create new jobs for others in our community. Our city would be the beneficiary of a diverse entrepreneurial ecosystem as a result of our program helping individuals secure legal status in our community.

An investment in the Immigrant Assistance Clinic will help to create long term economic benefits for our citizens by ensuring families are able to secure employment authorizations to support their loved ones, at our local economy is vibrant and prosperous as a result of wages spent locally and lastly that our local companies and businesses have a willing and efficient workforce dedicated to ensuring our local economy is prosperous. We believe our program can help increase the number of individuals in our workforce, increase wages earned and spent locally, and support our local businesses to grow and be efficient.

Reducing Inequity

One of the primary goals of ARPA is to encourage investment in communities hit the hardest by the COVID-19 pandemic, namely, underserved and underprivileged communities of color. This funding request aims to make progress rectifying long-standing systemic inequities that have adversely impacted the people they serve. The long term impact of this funding is to enhance the work El Centro is doing in reducing inequity in our community.

Local governments have an unprecedented and unique opportunity to address the inequalities laid bare during the pandemic by investing in programs and services that address longstanding needs in these underserved communities.

El Centro has served on a number of different initiatives aimed at reducing inequity in our community. Our organization's longstanding support of momentum 2027 began from the very beginning in 2016 as we recognized our role in helping make our community a better place. The result of this effort to address inequity is to serve on the Chairs Council of the Greater Topeka Partnership. In this role El Centro is able to help shape initiatives that successfully address inequities in our community. We also offer a unique perspective that helps others understand the impact of Economic initiatives under immigrant and Latino community.

El Centro also played a significant role, alongside many community partners and leaders, in helping to develop and complete Washburn Tech East. This was an opportunity for local government to address longstanding inequities and to make investments that would allow East Topeka to make a strong recovery from the pandemic by investing in a technical school to address and educational desert. This $5 million investment in east Topeka has opened the opportunity for many students to significantly change their life trajectory. It has also changed the perception of many residents regarding progress in all parts of our city.

The long-term impact of this funding is continued work By El Centro to create informed neighborhood and rehabilitated local economic corridors that are capable of transformational strategies that address community inequities.

Creating a welcoming and Inclusive Community

Receiving funding for our immigrant assistance clinic will allow us to increase the number of individuals we are able to assist. We believe it also allows us an opportunity for the larger community to learn about what it means to be welcoming and inclusive.

We can imagine an opportunity 4 community members to engage with immigrants who are interested in applying for citizenship. Applying for citizenship involves studying for a civics exam. There are ample opportunities for community members 2 engage and help prepare clients for there's citizenship exam. This could include a number of activities including volunteering to be part of a citizenship educational program. It might also include fun local activities where clients can visit the state capital and learn about the history of Kansas or to visit the Kansas State historical museum. Other ideas for activities could include visits to the brown V board historical site to learn about the civil rights era.

We believe there are a number of ways that community members can walk alongside the path of clients who are working hard to become United States citizens. It's this work of embarking on this path together where clients learn and engage with community members and community members learn about lives of immigrants in our community that we believe can have long term benefits for our community.

As we successfully support individuals to become United States citizens we think there is also an opportunity to have Topeka celebrate welcoming week. Through Welcoming Week, organizations and communities bring together neighbors of all backgrounds to build strong connections and affirm the importance of welcoming and inclusive places in achieving collective prosperity. These activities could include a proclamation by local City Council to proclaim Topeka a welcoming and inclusive community. Other activities may be a celebratory event where we recognize and congratulate immigrants who have taking the oath of allegiance and officially become United States citizens.

If our organization receives funding for the immigrant assistance clinic, we believe there are a number of long term benefits for the citizens of our community as we explore opportunities to engage community members on building an inclusive and welcoming community.

Sustainability

We plan to sustain this program if ARPA funds are awarded by focusing on increasing our organizational fundraising capacity. Part of this funding will go to hire one staff position to increase program capacity of our Immigrant Assistance Clinic and serve more individuals and families. This will have the immediate impact of increasing the number of families served and helping individuals recover, stabilize and become more prosperous in the future.

At the same time our long-term sustainability plan is to focus on increasing our fund-raising capacity as an organization. We plan to hire a fundraising consultant with a proven track record of successful campaigns to help identify plan and execute fundraising initiatives. We are proposing funding these two positions at a cost of $100,000 each year over the next 4 years.

We plan to have two fundraising strategies over the course of the next four years.

Firstly, the first and second year of the grant will be dedicated to a capital campaign with the goal of identifying, renovating and greatly increasing square footage for our organization's physical office. Our goal is to increase our office square footage from 365 square feet to 2500 square feet. We believe this is essential in a post COVID world where space allows us to serve more individuals and to do so safely while social distancing. Our ARPA request includes $450,000 as initial funds to start our capital campaign. However, our best estimate on the cost to acquire, renovate a location of this size is approximately $950,000. Our fundraising consultant in conjunction with our board of directors and staff will focus their efforts on completing this fund-raising goal by the end of year 2.

Secondly, we will focus year three and four of the grant on building a donor program and our organizational fundraising capacity. Our long-term focus is to increase our operating revenue $100,000 by the end of 2026 in order to sustain our increased operating expenses and retain staff and a fund raising consultant.

We believe our modest 2 staff increase over the course of the next four years increases our operating costs in a responsible manner. This conservative course will help us ensure we can responsibly manage these additional funds. In addition, as we plan to expend these funds over four years. We are confident that we will grow our fund-raising capabilities sufficient to maintain these two positions after ARPA funds have been completely expended in 2026.

How has the pandemic impacted the effectiveness of your organization and programs?

The impact of Covid pandemic was immediate and far stretching over the course of the last 2 years. Our organization was forced to adapt in the following ways:

1. **Our organization's capacity to assist multiple individuals was reduced**
2. **Our programs required us to shift away from in-person services and towards interactins using phone, email and mail**
3. **Trust that our office was available to help immigrant families was impacted**

Our organization's capacity to assist multiple individuals was reduced
With only 356 square feet of office space, the ability for El Centro to continue to serve clients was immediately and significantly reduced. Barriers we're constructed in order to protect staff and masking became necessary. With limited space, El Centro was forced to close its office to the public and instead receive clients by appointment only in order to ensure safety of clients and staff.

The onset of the COVID pandemic made it starkly apparent that's our limited office space was a major hindrance to being able to serve clients safely while adhering to social distancing. We frequently had to turn away clients due to no spacing available. In some instances, clients had to wait outside of our office to ensure too many individuals did not crowd our limited office space.

Our office shifted our focus to creating a system of appointments for families. This created hardships and stress for staff as their work days were often filled with back to back appointments. It was an exhaustive process for staff.

For clients it was difficult as well as many families often had to come back a second time with an appointment which required additional time off from work or away from family responsibilities. This process added stress to both staff and clients during an already stressful pandemic.

Our programs required us to shift away from in-person services and towards interacting by phone, email and mail

Communication with clients shifted away from in person contact to more phone calls, social media, email and mail. This was an incredible burden for many of our clients. The immigrant community has a huge affection for establishing personal relationships and a social aspect to all interactions. The shift away from in person services was difficult for many individuals.
In addition the processes that we put in place to communicate and assist individuals by phone e-mail and mail significantly increased our work load. A client whose case would normally take us 30 minutes to one hour to complete was significantly increased. This process would now include a 30 minute conversation by phone, followed by the mailing of documents for client signatures and a two week delay show receive the documents and signatures back by mail and

for completion. This caused frustration for clients as well as well As for staff as a result of increased work and delayed processing.

This created additional hardships for clients who were not used to using reaching out by e-mail or by social media. It often required additional support of family or friends who were able to assist communicating with our office.

Trust that our office was available to help immigrant families was impacted

These adjustments were a huge cultural shock to clients we had served for many years. It had been customary for many individuals to come in moments of emergency when an issue needed immediate attention. It was through this process of receiving clients that we had been able to establish ourselves as a trusted and reliable office in the Latino and immigrant community.

The impact of not being able to readily welcome Latino and immigrant families at our office was significant. Many clients believed our office had closed and was no longer available to assist with their needs. Trust of this vulnerable community had been negatively impacted due to a lack of accommodations. This reduced capacity came precisely as Latino and immigrant families were most impacted by COVID.

The lingering effect of the pandemic was the sense that during a moment of greatest need that El Centro had abandoned immigrant families it was created to serve. We are working to rebuild trust with families and communicate the impact of COVID and the need to adapt our services.

We believe we have worked hard to reestablish trust with many immigrant families. However it's important to recognize the difficulties our clients experienced as a result of COVID pandemic safety precautions In attempting to receive support and assistance from our office.

Please describe how you see the future of your organization and its programs post-pandemic:

We believe it's necessary for the future of El Centro as an organization to focus on 3 strategies in order to better serve the Topeka and immigrant community during the next 4 years.

1. **Expand Program Capacity**
2. **Expand Office square footage**
3. **Expand Community Collaborations**

We believe El Centro plays a vital part of Topeka's Momentum 2027's community and economic development plan. The emphasis on diversity equity and inclusion makes it a necessity that organizations such as El Centro, who serves vulnerable communities, should play a larger role in the city of Topeka. Across the country, other communities understand the vital role that services supporting immigrants play in economic recovery.

Expand program capacity
We see the future of El Centro as including expanded program capacity to serve clients through our Immigrant Assistance Clinic. In order to do this, we believe our focus must be on expanding capacity of the organization and staff as well as expanding our capacity to help more families in more ways.

We see the future of our Immigrant Assistance Clinic as greatly expanded as a result of more staff members. Currently we have one Department of Justice accredited representative who is able to provide family-based immigration legal services. We can envision a future where this program adds another Department of Justice accredited representative to provide more services to immigrant families. Currently we serve approximately 125 clients. We believe it's possible to help more families.

Funding for another staff member would allow the program prioritize our client cases in a new way. client cases which are simple and straightforward could be handled by our new staff member. These cases generally require one hour of work and can be completed on the same day. The majority of client cases fall in this category.

This would allow us to reduce the workload from our current experience staff. With new staff member taking the workload off of our experienced staff, that would allow our office to accept cases that in the past were too complicated and work intensive to accept. The effect would be more clients with access to our low cost services as opposed to being forced to require the assistance of an experienced an expensive attorney.

We also see the future of the Immigrant Assistance Clinic to include more volunteers that can serve vulnerable families in need. We believe there are opportunities in the future to engage volunteers to help clients with non-legal assistance. Our lack of office space currently makes this extremely difficult. However, we believe our program capacity could be greatly increased with additional space to engage volunteers to assist our office and clients.

We also see the future of El Centro to include a permanent staff member that is able to focus on capacity building. Currently capacity building and fundraising is part of the duties of the executive director. While this may continue to be the case, having a fundraising professional assist and central leadership would greatly increase fund raising success. We believe having a staff full responsibility for capacity building is essential to the ability of El Centro to grow staff and program capacity.

Expand Office square footage

We also believe that in a post pandemic society it is imperative that organizations such as El Centro have more office space to be able to accommodate vulnerable families safely. The ability to increase our physical capacity to serve families is necessary to rebuild trust in the immigrant community. We also believe that the ability and capacity to serve more families efficiently and effectively requires office space for each of our programs.

We are currently limited to one staff member assisting clients. With added office space El Centro could recruit volunteers to expand our capacity to serve more clients while ensuring we are distancing safely. With more office space we could also engage more volunteers to assist families.

We also believe that increased physical space could allow the Immigrant Assistance Clinic to explore ways to shift model we use to offer our services. Our current model relies on a one-on-one interaction between staff member and client. With more office space, we believe our services could explore other models that could include workshops that could review qualifications and requirements to apply to bring family members. Other models may include offering classes focused on the citizenship civic exam for individuals who would like to prepare and eventually apply to become United States Citizens. Lastly another model could include events where we give community updates on the current state of immigration legislation. All of these models require more physical space. These service models are used by other programs around the country to increase their capacity to serve clients and are certainly a future possibility at El Centro.

Expand Community Collaborations

We believe that the future of El Centro is a future of new collaborations. For many years El Centro has partnered with organizations and offices in Topeka. However, our partnerships have always been limited due to not having space for community events.

We believe as we look forward to potentially expanded physical office space, it opens up a number of opportunities for collaborations. Organizations that previously desired to reach the Latino community now would have a direct access by partnering with El Centro. With increased community space we are able to leverage client trust to close the gap between the immigrant community and potential future collaborators.

Ideas for potential community collaborations could include presentations. It could include:

- by local nonprofits to share information about their programs and services
-Topeka Chamber of Commerce or Washburn University Small Business Administration could present on topics related to starting your small business or financing programs to grow small businesses.
-Washburn University School of Nursing providing preventative health screenings
- United Way's Christmas Bureau
-local banks and credit unions could create a class on financial well-being
-local Realtors could share information for first time homebuyers

The reality of progress in our community is that new and innovative collaborations will be necessary in order to find the right mix of individuals and organizations that can effectively help community members and families and prove there social economic and educational standing. We believe the future of El Centro holds incredible opportunity for our city and its citizens.

Please provide a detailed explanation of the proposed program:

El Centro is applying for ARPA funds to enhance our Immigrant Assistance Clinic. The proposed program has three proposed goals over the next 4 years.

1. **Expand capacity of our Immigrant Assistance Clinic -$221,795**
2. **Expand organizational fundraising capacity - $156,500**
3. **Expand Office square footage - $450,00**

Expand Capacity of Immigrant Assistance Clinic $221,795

We propose to use ARPA funds to focus on increasing program capacity of the Immigrant Assistance Clinic. With approved funds, we would invest in hiring 1 full-time program assistant over the next 4 years to immediately increase the number of clients.

The total economic impact of clients we served in 2021 was approximately $1,47,000. Our estimates indicate that the total economic impact of clients served through this program with additional staffing will exceed $2 million in each of the next four years. That means the total economic impact over the course of the ARPA funding grant will total more than $8 million as a result of a potential investment of $221,795. These are economic dollars that go directly back into our local economy to support our local businesses.

We plan to spend these funds on an additional program assistant in the following way over the course of the next 4 years:

	Year 1	**Year 2**	**Year 3**	**Year 4**
Full-time IAC Program Assistant	$40,000	$41,500	$43,000	$45,000
Legal Training	$ 2,480	$ 2,480	$ 2,480	$2,480
Fringe Benefits	$10,000	$10,375	$10,750	$11,250
Total	$52,480	$54,355	$56,230	$58,730 = **TOTAL $221,795**

If approved for this funding, our first step would be to have this staff member attend multiple intensive legal trainings with the Catholic Legal Immigration Network. We are an affiliate member of this national organization. CLINIC provides numerous trainings on a number of topics to ensure that staff has the comprehensive knowledge training and experience to provide application assistance successfully. These trainings would include in person legal trainings located at various places across the country in addition to live online legal training.

In addition to these technical trainings, the Department of Justice requires that each individual applying for certification as an accredited representative have extensive experience with application assistance. The new staff member would spend approximately one year assisting in a non-legal manner to help clients and to support the current accredited representative at El Centro.

In addition the new staff member would visit a number of other nonprofit legal immigration offices in Kansas City as well as Salina in Wichita. These visits would serve to gain additional insight and experience on how to effectively serve clients and create efficient processes for work completion.

The final step for the staff position, would be to prepare an application to the Department of Justice requesting partial accreditation. This application will require the staff member to provide a resume, a list of all legal trainings attended, a background check from the Kansas Bureau of Investigation as proof of character and fitness to practice immigration law, certificates and agendas for training attended. this completed application would be submitted to the Department of Justice for review. If successfully approved, the applicant would receive notification anywhere between six months to a year later.

At this point, the staff member could begin to assist clients in providing legal consultations, preparing applications and signing a notice of entry of appearance as an accredited representative on behalf of clients. The staff member would then begin to be assigned caseloads which are light and can be completed the same day. This will allow the current staff member to take more cases with greater difficulty.

Once approved by the Department of Justice as a partial accredited representative, this recognition will be valid for three years and as long as the staff member remains employed by El Centro. This accreditation will need to be renewed every three years.

Our goal will be to have the staff member approved by the Department of Justice to practice immigration law during year two of the grant process. It is at this point in year 2 that we expect to increase the number of clients served through the immigrant assistance Clinic.

Expand organizational capacity building - $156,500

To ensure that investment of ARPA funds make a lasting and permanent impact on El Centro's organizational building capacity, we propose to solicit and acquire the services of a fundraising professional.

To successfully complete this task, our board of directors and executive director will work closely with the fund raising professional in the first two years to learn the necessary skills to raise funds successfully.

Our goal will be to successfully implement and execute a capital campaign in year 1 and 2 of the ARPA grant. These capital campaign funds would be used to identify, acquire and renovate a used building with increased square footage to provide services to more families.

In years 3 and 4, the fundraising professional, alongside our board of directors and executive director will have the goal of raising funds to fully supplant year 4 ARPA funds once expended. The amount of annual funds required to sustain staff increases would be approximately $100,000.

National fundraising consultants vary however we estimate an average retainer rate of $2,500 per month based on 20 hour per month at $125 per hour.

$2,500 per month x 12 months per year average approximately $30,000 per year.

	Year 1	**Year 2**	**Year 3**	**Year 4**
Contracted Fundraising Professional	$30,000	$30,000	$30,000	$30,000
Marketing Materials	$5,000	$5,000	$3,000	$3,000
Donor Software	$1,000	$1,250	$1,500	$1,750
Events	$5,000	$5,000	$2,500	$2,500
Total	$41,000	$41,250	$37,000	$37,250 = **$156,500**

It is our goal to be able to increase our fundraising capacity over the course of the next four years to be able to continue to fund staffing once ARPA funds are fully expended in 2026.

Increase Office square footage ($450,000)

We also propose to request funding that will serve as initial funding to identify and initialize the process of a capital campaign with the goal of renovating and investing in a building for El Centro.

We plan to invest in and renovate a building in a part of Topeka to further the narrative of progress across all of Topeka. We believe in continuing the momentum started by the investment of Washburn Tech East to further the narrative that Momentum is Topeka is making powerful strides forward.

Currently we operate in approximately 365 square foot of office space. We propose to identify an existing building with square footage of approximately 2,500 square feet. With this square footage we believe that we can incorporate the following:

Type	Quantity	Dimensions	Square Footage
Offices	8	10' x 10'	800
Conference Room	1	10' x 20'	200
Bathroom	1	10' x 10'	100
Kitchen	1	10' x 20'	200
Community Space	1	30' x 40'	1200
Total	12		**2500**

Building Acquisition

Based on an initial informal survey of buildings located throughout East Topeka and Oakland that meet the square footage threshold and a cursory investigation based on Shawnee County appraised values, we believe that the acquisition of a building could potentially cost between $50,000 up to $200,000.

Major Office Renovation

Cost estimates for a renovation vary widely based a number of variables including condition of the building, cost of materials and the state of the economy among many other variables. However, based on approximately 2500 square footage we have estimated the potential cost of a building renovation below.

Division of Work:	Cost per Square Feet	Minor Renovation	Major Renovation
General Conditions: Bonds, Insurance, OHP, etc. (VARIES)	$12.00	$30,000.00	$30,000.00
Demolition	$3.00	$0.00	$7,500.00
Abatement	$2.00	$0.00	$5,000.00
Site Conditions: Prep existing, grading, seeding	$30.00	$75,000.00	$75,000.00
Foundation and Floor Slab (VARIES)	$20.00	$50,000.00	$50,000.00
Exterior wall assembly, structure, insulation, veneer	$22.00	$55,000.00	$55,000.00

Building Structure & Misc. steel	$24.00	$60,000.00	$60,000.00
Lumber, Misc. framing, Casework	$4.00	$10,000.00	$10,000.00
Roofing, Drainage System, Expansion Control	$20.00	$50,000.00	$50,000.00
Doors and Windows	$18.00	$45,000.00	$45,000.00
Interior Wall Construction	$14.00	$35,000.00	$35,000.00
Finishes: Flooring, Paint, Ceiling	$16.00	$0.00	$40,000.00
Specialties: Signage, toilet accessories, etc	$2.50	$0.00	$6,250.00
Specialty: Exterior Signage	$12.50	$0.00	$31,250.00
Casework	$6.00	$15,000.00	$15,000.00
Plumbing	$12.00	$30,000.00	$30,000.00
HVAC and Controls	$30.00	$75,000.00	$75,000.00
Electrical Power and Lights	$25.00	$62,500.00	$62,500.00
Communications: Access Controls, Telecom (VARIES)	$8.00	$0.00	$20,000.00
Fire Alarm	$5.00	$0.00	$12,500.00
Sprinkler System	$5.00	$12,500.00	$12,500.00
Site Utilities (VARIES)	$2.50	$6,250.00	$6,250.00
		$581,250.00	**$703,750.00**
SUM			
Escalation - through 2026	7%	$40,687.50	$49,262.50
Construction Contingency	8%	$46,500.00	$56,300.00
Subtotal		**$668,437.50**	**$809,312.50**
Average Soft Costs			
Site Survey/Geotechnical	0.05%	$334.22	$404.66
Civil Engineering	1.20%	$8,021.25	$9,711.75
MEP Engineering	4%	$26,737.50	$32,372.50
Architect	6%	$40,106.25	$48,558.75
Structural Engineer	2%	$13,368.75	$16,186.25
Construction Testing	0.02%	$133.69	$161.86
Owner Contingency	5%	$33,421.88	$40,465.63
Total Average Soft Costs (VARIES)	**18.27%**	**$122,123.53**	**$147,861.39**
Total Estimated Renovation costs		**$790,561.03**	**$957,173.89**

The total capital campaign cost of acquisition and renovation of a building is estimated to cost:

Building Acquisition	**$200,000**
Major Renovation	**$957,173**
Total Estimated Costs	**$1,157,173**

The Board of Directors, Executive Director and fund raising professional, fully expect to be responsible for raising the overwhelming majority of resources necessary to acquire and renovate a new building for the purposes of El Centro. We plan to spend considerable amount of effort and time and resources to make our case for why this capital campaign is necessary and linked to the future success of our community.

However, our understanding of the purpose of ARPA funds, for communities across the country, is to use this pool of one-time monies to rebalance power and change material conditions for those especially impacted by the pandemic. The City of Topeka has a unique opportunity to address inequalities impacting community members hardest hit by COVID-19 pandemic, namely underserved and underprivileged communities of color and immigrants.

Local government also has a unique opportunity to address inequalities that exists among local nonprofits. Numerous other communities have already committed to funding organizations similar to El Centro across our country.

Organization	**Location**	**Amount**
Tennessee Justice For Our Neighbors	Nashville	$1,820,585
Immigrant Children Legal Services	Milwaukee	$790,000
Centro Hispano Inc	Madison, WI	$100,000

Will the future landscape of our nonprofits and the balance of resources continue to remain the same? Make the decision to rebalance the landscape of social service organizations in the hopes that something different, innovative and bold will result and that our community will move forward because of you.

For this reason, we are making the request of **$450,000** to start our capital campaign with the understanding that the majority of the funding will need to be raised by El Centro.

Please describe what other funding is available and what you have secured, or expect to secure for this project:

A major focus of our ARPA funding request is to secure a fund raising professional to build our organizational fundraising capacity. If we are fortunate to receive ARPA funds, we plan to create a capital campaign initiative in years 1 and 2. Our staff and Board of Directors plan to work closely along our fund raising professional to learn the necessary skills and build our capacity to continue fund raising once these funds are expended.

In years 3 and 4 our focus will be to fundraise sufficient to retain hired staff. We believe there is strong community support for the work we are doing and an understanding that our work is critical to the success of our community and the city of Topeka. We do you experience of staff and our board of directors in year one and two will ensure we are capable of identifying, soliciting and raising the necessary revenue to continue the work started by ARPA funds.

In addition, we expect that if ARPA funds are approved, our fund-raising consultant will cultivate greater recognition of the programs that we provide as well as connect the dots regarding the economic impact El Centro has made in the city. We expect to approach many private entities for the first time to engage their interests and identify any potential common ground regarding the work we are doing.

We also intend to engage individual donors in an expanded way. The services we provide supports families and address equity in our community. We plan to actively engage individuals who care about creating a welcoming and inclusive community and support a brighter future for immigrant families. If we are successful in securing a new office space, this will allow us to engage donors in new and creative ways which is currently not possible.

We currently have a meeting set up with representatives of the Kansas Health Foundation. We believe that the work we are doing improves the health and prosperity of Kansas. The Kansas Health Foundation has recently shifted its focus away from impact and capacity grants program and towards a Building Power and Equity Partnership program. Their focus is too strategically work with select community partners to build power and advance racial and health equity. We believe we have strong common interests and goals which align very well.

We also believe that our local Topeka Community Foundation has an active interest in equity. We plan to have discussions with Topeka Community Foundation to explore ways that we can collaborate and achieve more success with their support.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish?

Recently, in January 2022, El Centro partnered with United Way of Greater Topeka to conduct a listening session with Spanish speaking families to learn of the biggest needs in Topeka. Many items were discussed and identified including mental health care education informational and support services. Roughly 33% of respondents say that language support is their highest need. In addition, 64% responded that language barriers are a major barrier from getting the services they need.

A study written by Cecilia Ayon entitled 'Service needs among Latino immigrant families: implications for social work' in 2014 sought to learn what services were most needed by Latino immigrant families to support their well-being. The study stated: *"The narratives reveal that families need assistance navigating systems of care, coping with discrimination and oppressive environments, strengthening ties among community members, and advocating for policy change. '*

Our office also receives routine phone calls inquiring about legal assistance. According to a 2021 Hispanic consumer legal needs survey conducted by Thomson Reuters, 67% of Hispanics sought legal help for immigration.

With so many needs sought by the immigrant community, we believe our Immigrant Assistance Clinic can help address community needs in three principal areas:

1. Affordable Access to Legal Assistance
2. Lack of Support for Immigrant Families
3. Attracting new residents and workers

Affordable Access to Legal Assistance
Our community's economic recovery and prosperity depends on ensuring that immigrant essential workers have access to affordable legal assistance.

Across the state of Kansas, five nonprofit organizations provide legal immigration assistance at 12 different locations. Only five years ago there were approximately 6 locations that provided this type of legal assist. We believe that other Kansas communities understand that strengthening our local immigration legal services infrastructure is important to support immigrant essential workers.

Legal permanent residents must be new their resident cards every 10 years in order to proof of their legal status and present employment authorization. Access to affordable legal assistance ensures that essential workers are able to re-apply for employment authorization with few too little economic barriers. Without this access essential workers are not able to provide the

necessary documents to continue their employment with local businesses and companies. This lack of access has rippling effects on the essential worker and their families.

Without affordable legal access families also begin to bare the impact of loss of income. Families begin to struggle to pay their rent or mortgage which puts they're living situation in jeopardy. Home utilities become difficult to pay which is incredibly important during the cold winters and hot summers. Groceries become difficult to afford in order to be able to feed their families. Without proof of employment authorization workers struggle to be able to show the documentation to continue their employment or apply for new jobs that might improve their financial situation.

Increasing access to affordable legal assistance also positively impacts our local businesses and companies. Our local businesses cannot hire new employees without the proper documents. if a potential employee isn't able to afford the application fee for this renewal document employers are forced to turn away potential new employees. This also impacts current employees of local businesses as well. Human Resource officers regularly review employment authorizations of their employees. When an employment authorization card has expired Human Resource officers will notify employees of the situation and request they show proof of and unexpired authorization card. If the employee is not able to provide it, companies can be forced to let go of their employee. Ensuring our community has access to quality low-cost legal immigration assistance is vital to ensure that our local businesses and companies have the necessary workforce to recover from the pandemic and to prosper in the future.

El Centro is the only organization addressing this community need in the city of Topeka. Having access to low-cost high-quality immigration application assistance is vital to ensuring economic recovery for both workers, local businesses and our community.

Lack of access to affordable immigration assistance also impacts young people who qualify for deferred action for childhood arrivals. Dreamers must renew their deferred action status every two years. As young individuals many dreamers often struggle to afford the fees while attending school or working at entry level positions. Ensuring our immigrant assistance clinic is well resourced makes it possible for dreamers 2 renew their deferred action status every two years. It also makes it possible for dreamers to continue there are studies at a Community College or university and eventual graduation with a degree. Finally it makes it possible 2 be gainfully employed, grow professionally and support their family.

Lack of Support for Immigrant Families

Our community's well-being is dependent on ensuring that struggling immigrant families are supported and able to access resources they need to be successful.

Uprooting one's life and moving to a new country is an incredibly exciting adventure as well as an incredibly difficult change for any person. In order for immigrant families to be successful many immigrant families need assistance understanding the new systems of care that exist in

the United States And how to access them. El Centro is often able to help provide this assistance.

One of the services we provide through our immigrant assistance clinic is legal support to help family reunification. we shall provide low-cost access to support individuals 2 petition their family members to join them in the United States. This is an expensive and time-consuming process. Many families are separated due to the immigration process. One family member often comes before the rest of the family. When this happens the family member in the United States can often struggle to navigate on their own in a new country. In addition, the family members who are awaiting a visa to come to the knighted states also struggle in their home country.

By providing a low-cost quality legal assistance program, El Centro dramatically increases the probability that families can be reunified in the United States. When this happens, families increase their social and emotional well-being when they are reunited. Studies have shown that wages increase because of family reunification. Also with an added support system, immigrants make investments in education and are more likely to advanced door career and increase their income. As well, families are more likely to start a small business with the increased social network and support system they have access to. In short families are stronger and more successful as a result of accessing our Immigrant Assistance Clinic.

There is a large need to support reunited families and help create the strongest possible foundation in order to flourish and support healthy families. The long-term impact of our services is creating healthy communities that are able to prosper.

Attracting new residents and workers

We have a major need to find ways to attract new residents to our community.

The Immigrant Assistance Clinic has the added benefit of addressing the need to attract new residents and workers to our community. The State of Kansas has for many decades been on a trajectory of having a shrinking population in the majority of the counties across our state. The City of Topeka has remained stagnant for many decades as well.

Efforts to attract workers from other parts of our country with promises of relocation incentives of $15,000 have been successful. We hope this program will increase in success. We also believe that success in attracting new residents and workers will depend on trying new and innovative approaches.

We believe our Immigrant Assistance Clinic is also able to successfully attract new residents and workers to our community. With limited resources and support, our program is able to attract immigrants to our community to begin a new life and set roots for the long term.

In 2021 the economic impact of earned wages by new residents through our program was $250,000. In 2023, we estimate an added staff member can increase our annual economic impact by new immigrants to $500,000 annually. Many of these new residents go on to fill a worker shortage in many of our local businesses and companies Further increasing their economic impact.

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need:

Our services are not duplicated by any organization in Topeka.

What donated goods and or volunteer services do you receive that add value to this program?

We plan to engage volunteers in a way we are currently not able to host at the moment.

Our Immigrant Assistance Clinic has the potential to engage a number of volunteers that could add a significant value to our program. A number of clients have legal appointments in Kansas City and sometimes request assistance with transportation. We believe there is an opportunity for volunteers to help clients in need of transportation to arrive on time for these important appointments.

We also have clients who request interpretations support during appointments. We believe we have an opportunity to engage bilingual volunteers to help support clients during legal appointments. This would greatly help to amplify our program and the services we provide.

In addition, we believe there are volunteer opportunities through the creation of a citizenship educational class. Many of our clients require assistance and support to be able to study for the civics exam. We believe there is incredible potential to engage the larger Topeka community to help support clients on their journey towards citizenship. The material is fairly basic for anyone who has completed schooling in the United States. However it is brand new material for immigrants who are studying U.S. history and civics for the first time.

We are also excited about an opportunity to engage community members and immigrants in a different way. We can envision opportunities where both of these groups can take a trip to the Capitol and learn about the government. We can imagine a trip to the Kansas State Historical Society to learn Kansas history. We can also imagine community members and immigrants who take a trip to the Brown V Board of Education National Historic Site to learn about the role of the civil rights movement.

With limited space we have not had the opportunity to engage volunteers however we believe There is an opportunity to engage many individuals in our community to amplify the work we are doing as we assist individuals to join our country as fellow citizens and create a welcoming and inclusive community.

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: EL CENTRO DE SERVICIOS PARA HISPANOS, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on May 09, 1979, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 28, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Good Morning Lalo Munoz,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

- If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
- The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for El Centro de Servicios para Hispanos are as follows:

1. **Please provide an organizational Chart for your organization.**

   See attached organizational chart.

2. **Please provide a project budget for the project/budget program you are seeking funds.**

   See attached project budget

3. **Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.**

   Yes. Our updated request is reduced from $828,295 to $378,295

   Thank you for your consideration. We are incredibly grateful to be considered for ARPA funds. Hearing feedback from the Policy and Finance Committee related to requests for building and construction funds we will withdraw this aspect of our request and allow these funds to help other deserving organizations.

4. **How do you plan to fund, long-term, these additions to the program once the ARPA funds are gone?**

   We believe that a key aim for ARPA funds should be to strengthen civic organizations that build the power and capacity of marginalized communities.

   A long-term strategy in our fund request is to increase the capacity of our current working board and staff to fundraise. Small grassroots organizations, especially

black and brown led organizations, often lack the expertise, networks and experience required to fundraise at a larger level for many historical and systemic reasons. We believe this is to the detriment of the vulnerable families we serve and to the City of Topeka.

We propose to use a portion of our request to identify a fundraising professional with the goal of increasing fundraising capacity in the next 4 years to continue the increased services after ARPA funds are expended. Board and staff members will receive training to successfully identify, solicit funding resources, build community donor networks, relationships and more. In addition, board and staff will explore additional program space to increase program service capacity and impact.

We plan to expend these funds over the course of 4 years as opposed to 1 or 2, to increase the probability that our fundraising goals will be successfully met and our increased services continue uninterrupted even after ARPA funds are used.

By investing in this manner, directly in the grassroots, community-based organizations that have a track record delivering needed services to underserved and marginalized residents, the City of Topeka is greatly increasing the chances that ARPA funds and the Immigrant Assistance Clinic will have a lasting long-term positive impact in our community.

5. **Have you looked for space at MCBAC, in OLG church basement or the old OLG school? This is in heart of community where El Centro is already located and could greatly reduce costs.**

   Thank you for your suggestions. We have followed up with Our Lady of Guadalupe to inquire about the spaces indicated. We were advised that all OLG school rooms are fully used for 10 out of 12 months for the School of Religion classes. In addition, the 2 meeting rooms in the MCBAC are routinely used by Knights of Columbus, Legion of Mary, Cursillo, Carasmatic and other groups. Lastly, the basement of OLG it was determined lacks access for elderly clients we routinely support. We will continue to explore options in Oakland and ways to grow our impact.

6. **Have you considered having a working board that can assist with grant writing and fundraising rather than hiring a person to fundraise?**

   We currently have a working grassroots board who regularly collaborates together with staff to give feedback and make adjustments to grants. In addition, our board of directors are routinely looking for grants that El Centro may apply to. Our work together has allowed us to identify and apply for some small local grants.

We believe however, that if the future of the Immigrant Assistance Clinic will be successful and impactful for families in Topeka, it will require additional expertise and experience that is currently beyond the capacity of our working board.

We aspire to maintain our grassroot foundation and to build our program capacity through a permanent capacity building professional as many other nonprofit organizations employ.

Thank you very much for your generous consideration of our application request.

EL CENTRO DE TOPEKA

Board of Directors

Pat Barnes

Rachael Griego

Rhonda Hernandez

Sandra Muniz

Susana Ruiz

Immigrant Assistance Clinic

-Lalo Munoz
DOJ Accredited Representative

-Griselda Martinez
Administrative Assistant

-Spanish Speaking volunteers

INCOME	**2022 Budget**	**ARPA**	**2023 Budget**	**Proposed Budget**
Donations	$9,000		$9,000	9,000.00
Grants	$71,000	$94,573	$71,000	165,573.00
Program Fees	$12,000		$18,000	18,000.00
Fundraising	$7,560		$7,560	7,560.00
Total Income	**$99,560**	**$94,573**	**$105,560**	**200,133.00**
EXPENSES				
Wages	$54,000	$41,093	$54,000	95,093.00
Federal Taxes	$15,600	$7,500	$15,600	23,100.00
State Taxes	$3,600	$2,500	$3,600	6,100.00
Program Expense	$6,000	$3,480	$6,000	9,480.00
Liability Insurance	$7,035		$7,035	7,035.00
Office Expenses	$900		$2,400	2,400.00
Postage	$300		$600	600.00
Fundraising Expense	$8,000	$40,000	$12,000	52,000.00
Telephone	$2,400		$2,400	2,400.00
Travel	$280		$280	280.00
Board Meetings	$600		$600	600.00
Misc. Expense	$275		$750	750.00
Website	$110		$110	110.00
Total Expenses	**$99,100**	**$94,573**	**$105,375**	**199,948.00**

CITY OF TOPEKA
Administrative & Financial Services
City Hall, 215 SE 7th St., Topeka, KS 66603
arpa@topeka.org
Tel: 785-368-3970
www.topeka.org

Good Afternoon Lalo,

The Policy and Finance Committee met on September 23rd 2022 and has additional questions for some organizations. Some applicants responded to questions at the meeting on September 23rd 2022. The Committee has asked that all applicants provide a written response to all the questions.

The deadline to respond to the following questions is Friday, October 7th. Responses to questions need to be emailed to ARPA@topeka.org. Failure to respond by the deadline could eliminate the application from consideration.

Questions for El Centro de Servicios para Hispanos are as follows:

1. **Can you provide more of an explanation of your fundraising process?**

Our current fundraising process involves a review of annual program costs at the conclusion of our fiscal year in June. After a review a projection of estimated costs for the proposed new fiscal year. We also analyze any potential cost saving possible. Finally, a finance plan is prepared to address any projected expense increases. Our current fundraising process includes grant writing, donation appeals and program fees.

Grant writing: Our grant writing process includes identifying a number of grant opportunities which our organization regularly apply for and receives. It also involves identifying new opportunities for grants which may be applicable to the services we provide. We also identify grant opportunities at the national level and regularly apply for these funds however we have not had any success at this level.

Donation appeals: We make regular appeals to small donors who have supported our programs and services in the past through presentations, mail and phone appeals. We engage in speaking

opportunities to share information about our programs and the individuals who we serve. in addition we also make appeals for donations through mail to regular donors.

Program fees: Along with many other nonprofit legal immigration service organization, we charge minimal reduced fees to clients who qualify for services. These fees encourage engagement and partnership during a process which can be difficult and extensive. The investment made by clients and our organization ensures that both parties commit themselves to the efforts necessary for a successful approval process. In addition, for clients who qualify, we also provide pro bono services in situations where no income exists. We in kind all of our services and support for these clients in order for them to receive a successful outcome.

Based on our experience with grant writing, donation appeals as well as program fees we put together a fund-raising plan we believe will be necessary and sufficient to address all expenses in the upcoming fiscal year.

2. How do you plan on sustaining the project after the grant funds are gone?

We recognize our current fund-raising process will need to change in many ways in order to be able to ensure we have sufficient funds to sustain this project in the future. Towards this goal we have completed a fundraising plan for the next four years. We plan to engage in new activities and new strategies to address the raising of new funds over the course of the next four years.

In order to accomplish this goal, we plan to develop a fund-raising council tasked with the goal of executing our fund-raising plan. This fund-raising council will include a couple of key individuals including board members, executive director and volunteers.

Grow Board Membership:
Our first strategy relating to board members is to identify five potential board members to engage in a conversation regarding the mission of El Centro. Through these conversations, it is our objective to identify 1-2 key individuals every year who have the willingness and experience to join the board of directors and in addition help execute our fund-raising plan. We plan to continue having conversations and identify one to two key individuals to join our board over the course of the next three years.

Allocate El Centro staff time:
Our 2nd strategy revolves around staff time. We plan to focus the first grant year on the new staffing position. This includes legal trainings, client support and other activities necessary to gain the experience serving in an immigration program. Our goal is to have this new position apply for and be approved as a Department of Justice Accredited Representative. Once approved, this position will begin to provide family based Immigration Services to clients.

At the same time it is our strategy to allocate ¼ of the Executive Directors time to focus solely on executing our fund raising plan over the course of the next four years. This allocation of time and resources will be necessary to ensure we successfully sustain this new programming funding.

Execute 4 year Fundraising Plan:

Strategy	2022	2023	2024	2025	2026
Special Appeals	$7,560.00	$8,000.00	$9,000.00	$10,000.00	$12,000.00
Special Events	$0.00	$0.00	$2,500.00	$5,000.00	$10,000.00
Major Donors	$0.00	$0.00	$2,500.00	$5,000.00	$10,000.00
Small donations	$9,000.00	$10,000.00	$12,000.00	$13,000.00	$14,500.00
Businesses/Corporations	$0.00	$0.00	$5,000.00	$10,000.00	$20,000.00
Grants	$71,000.00	$71,000.00	$71,000.00	$71,000.00	$71,000.00
On-line Giving	$0.00	$0.00	$1,000.00	$2,000.00	$3,000.00
Programs Fees	$12,000.00	$14,000.00	$15,000.00	$17,000.00	$18,500.00
Total	$99,560.00	$103,000.00	$118,000.00	$133,000.00	$159,000.00

The main focus in the first year of the grant will be to ensure this new program position has the adequate support necessary to be successful. Our fund raising plan therefore will begin in year 2 of the grant. We have identified a number of areas we can focus our time and resources on in order to raise the necessary funds. They include:

Special Appeals: we will continue to make appeals at through speaking engagements to potential donors. Our fund-raising council with the help of new board members and volunteers will be tasked to identify new opportunities for donation appeals.

In 2022, we received $7560 through our special appeals. We plan to challenge ourselves to have an annual increase of $1000 over the course of the next four years.

Goal:	2023	$8,000
	2024	$9,000
	2025	$10,000
	2025	$12,000

Special Events: In year 2 of the grant we intend to engage a special event where community members can learn about the programs in services we provide. In addition we can also share about the impact our program has on immigrant families in our community in addition

Goal:	2024	$2,500
	2025	$5,000
	2026	$10,000

Board members, volunteer as well as staff will commit to organizing an annual event to attain our annual fund raising events goal. The major focus of our event will be to ensure that goods and services are donated to ensure a successful fund raising event.

Major Donors:
We understand that fund raising is a process. It is a series of steps and actions that will hopefully lead to a contribution. Our fund raising council will plan plan to engage in the following steps:

Identification: There are a number of individuals in our community who have demonstrated generosity. We plan to identify and analyze potential donors.

Research: This process involves identifying a potential donors background interest, capabilities and inclination of giving.

Cultivation: Once we have completed the prior steps We plan to engage these individuals in a conversation about the desires they wish to see in our community and potential alignments in visions.

Solicitations: For those who in conversations have demonstrated a common vision we plan at the appropriate time to select individuals we will invite to make an investment in our organization.

Stewardship: with the help of board members and volunteers as well as staff we plan to acknowledge thank and recognize our donors generosity. Our finance council will identify ways that we can acknowledge these gifts to our organization.

Goal	2024	$2,500
	2025	$5,000
	2026	$10,000

Business/Corporations:
We believe our organization has been instrumental in vital to the success of many companies in our community. Our fund raising council will plan to begin to identify local businesses and corporations who have a history of giving. With the help of our fund raising counsel we plan to meet with a number of corporate partners in our community to share our mission and impact in the community. We plan to identify common visions and at the appropriate time make solicitations of organizations who will agree our impact is worth investing in.

Goal	2024	$5,000
	2025	$10,000
	2026	$20,000

Online giving:
our fund raising council we'll explore how we can use social media and our online presence to increase recognition for the mission and services we provide. In addition we believe there is an opportunity to increase understanding about the impact we make in the lives of immigrant families. We plan to identify tools that will allow us to begin to make online appeals to giving. With the help of our fund raising counsel we will identify online fund raising strategies to meet our goals.

Goal	2024	$1,000
	2025	$2,000
	2026	$3,000

Program Fees:
We do not plan to increase program fees to wire clients. These increases are our projection of the fees received as a result of increasing our capacity to serve more clients. We are determined to increase funds raised without raising prices to the clients that we serve.

Goal:	2022	$12,000
	2023	$14,000
	2024	$15,000
	2025	$17,000
	2026	$18,000

We believe that the work of our fund raising counsel, that includes additional board members allocated staff time as well as volunteers will ensure that we are able to continue the work that started as a result of this grant.

3. Can you explain in greater detail how the funds will be used for the legal clinic?

We propose to use ARPA funds to focus on increasing program capacity of the Immigrant Assistance Clinic. With approved funds, we would invest in hiring 1 full-time program assistant over the next 4 years to increase the number of clients served.

We plan to spend these funds on an additional program assistant in the following way over the course of the next 4 years:

	Year 1	**Year 2**	**Year 3**	**Year 4**	
Full-time IAC Program Assistant	$40,000	$41,500	$43,000	$45,000	
Legal Training	$ 2,480	$ 2,480	$ 2,480	$2,480	
Fringe Benefits	$10,000	$10,375	$10,750	$11,250	
Total	$52,480	$54,355	$56,230	$58,730 =	**TOTAL $221,795**

If approved for this funding, our first step would be to have this staff member attend multiple intensive legal trainings with the Catholic Legal Immigration Network. We are an affiliate member of this national organization. CLINIC provides numerous trainings on a number of topics to ensure that staff has the comprehensive knowledge training and experience to provide application assistance successfully. These trainings would include in person legal trainings located at various places across the country in addition to live online legal training.

In addition to these technical trainings, the Department of Justice requires that each individual applying for certification as an accredited representative have extensive experience with application assistance. The new staff member would spend approximately one year assisting in a non-legal manner to help clients and to support the current accredited representative at El Centro.

Our new staff member would visit a number of other nonprofit legal immigration offices in Kansas City, Salina and Wichita. These visits would serve to gain additional insight and experience on how to effectively serve clients and create efficient processes for work completion.

The final step for the staff position, would be to prepare an application to the Department of Justice requesting partial accreditation. This application will require the staff member to provide a resume, a list of all legal trainings attended, a background check from the Kansas Bureau of Investigation as proof of character and fitness to practice immigration law, certificates and agendas for training attended. This completed application would be submitted to the Department of Justice for review. If successfully approved, the applicant would receive notification anywhere between six months to a year later.

At this point, the staff member could begin to assist clients in providing legal consultations, preparing applications and signing a notice of entry of appearance as an accredited representative on behalf of clients. The staff member would then begin to be assigned caseloads which are light and can be completed the same day. This will allow the current staff member to take more cases with greater difficulty.

Once approved by the Department of Justice as a partial accredited representative, this recognition will be valid for three years and as long as the staff member remains employed by El Centro. This accreditation will need to be renewed every three years.

Our goal will be to have the staff member approved by the Department of Justice to practice immigration law during year two of the grant process. It is at this point in year 2 that we expect to increase the number of clients served through the immigrant assistance Clinic. In years 2, 3 and 4 this position would begin providing services that include legal consultations, case processing of applications and follow-ups as needed.

4. Are funds for legal services is the implementation of the legal clinic?

Yes, ARPA funds will be used to provide services to immigrant families in order to help them become legal permanent residents and U.S. citizens. Staff accomplished this by providing a number of services including:

Consultations: The most common reason our office receives phone calls and visits is due to individuals who are seeking legal consultations regarding potential benefits for which they may qualify. We provide legal consultations to review their legal cases and weight the possibility of applying for legal permanent residency, protections from potential removal proceedings, qualifications for temporary protected status, employment based visa, benefits through the violence against women act, visas for individuals who are victims of crimes, as well as other potential benefits. We determine if our office is able to provide the service and if so discuss next steps. For cases that fall out of our scope and capacity we provide a number of resources available to further explore their case.

Permanent Residency: Individuals who receive a consultation and qualify to become permanent residency receive our assistance in reviewing documentation necessary to initiate the process. In addition they receive the assistance in filing all the necessary paperwork and collecting evidence necessary to establish qualifications. We provide the support necessary to advise preparation for potential interviews, as well as preparation and advice for traveling which may be necessary to complete biometric interview, medical examinations, as well as visa interview with Consular and USCIS officials.

U.S. Citizenship: We also support individuals who are Legal Permanent Residents and wish to explore the possibility of applying US citizenship. During this process we examine the potential case of an individuals, explore any potential issues which may complicate their application and if they qualify assist with the process of applying. During this process we support individuals who require a biometrics examination, collection of documentation to establish their

qualifications as well as prepare and support for the civics exam, interview as well as swearing ceremony.

Deferred Action for Childhood Arrivals: we also assist individuals for the renewal of deferred action for childhood arrivals. This program has been in existence since 2012, however it is experiencing a number of legal challenges and is continuously evolving. For this reason many young individuals have questions about the future of their status as well as the possibility they can continue to work and live in the United states. Our staff is able to provide continuous updates under status of this program in addition to assistance to renew their employment authorization.

5. With the new amount proposed of $378,295, how much of that will end up going to services for immigrants, migrants, etc?

We have updated our funding request to $221,795. This request proposal will go to support 1 staffing position over the course of 4 years.

96% of this proposed amount will go to directly providing services to immigrants. The remaining 4% of the proposed amount will go to receive continuous legal training for staff necessary to provide high quality services.

6. **How many positions will the $156,000 be used for? (That would be one position for 4 years that will be contracted out)**

We are no longer requesting $156,000 for expansion of fundraising capacity. We have removed this from our funding request.

7. **Do you have someone who you will be working with to do this fundraising, and have they given to you what they believe they can deliver for the $156,000 over 4 years?**

   We are no longer requesting $156,000 for expansion of fundraising capacity. We have removed this from our funding request.

8. **Do you have anything to show what the $156,000 can look like if you have someone to do the fundraising?**

   We are no longer requesting $156,000 for expansion of fundraising capacity. We have removed this from our funding request.

ARPA Funds Grant Application

Submission date:	**1 August 2022, 3:51PM**
Receipt number:	**127**
Related form version:	**5**

Section I Organization Information

Organization Name	**Community First,Inc./International Academ**
Organization Address	**1162 SW Lincoln St.** **Topeka, KS 66604**
Primary Phone	**785 221 5694**
Primary Email	**sandraL2k9@gmail.com**
Primary Contact	**Principal Sandra Lassiter**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**Established in March 1999**
Industry Name	**NAICS61**
What is your organization's mission statement?	**The mission of the International Academy in Tennessee Town is to invest in children and to foster equal opportunities as well as multicultural and international understanding. We are committed to the physical, social, and academic well-being of our students, staff, and parents. The Academy will incorporate health, nutrition, and athletics into its rigorous curriculum, created to ensure literacy, numeracy, and a life-long love of reading through emphasizing scholastic achievement and leadership.**
Does your organization assist any of the following?	**Other**

Section II Organization Status

Entity Status (As of Application Date)	**Not yet re-open**
Date of anticipated reopening	**08/22/2022**
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**We will have to replace one teacher and another will be moving in October.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**800,000**
Name the program for which you are applying	**International Academy in Tennesse Town**
Please describe your organization, its programs and how this program fits in	**We provide support and opportunities for children to acquire the skills, knowledge, and understanding to thrive academically and socially and find personal**

health and fulfillment. Our curriculum is aligned to the Kansas State

Learning Standards. We will go beyond these standards with the development of a comprehensive framework which ensures that children make connections in their learning, and develop critically and independently. All of this will be encompassed by a daily focus on health, nutrition, and physical fitness.

Lawrence Virtual K-12 Connection's Math and Reading curriculum will allow students to consistently perform at or above grade level and motivate students who are already performing at those levels.

Community Service will include opportunities to serve local communities through projects such as the Friday missions program, contributions to LIV Village in South Africa, homeless visits to give out food and blankets, and Senior Citizen visits to read and sing.

Daily devotion will focus on morals and character and showcase each child's talent.

Dual Language instruction will include English /Spanish language experiences taught by a team of teachers. Students will have Physical Education activities each day.

A Social Worker is on staff for the Academy. The mental health component of the Academy is in place to address the emotional needs of our students and their families, and to offer conflict resolution training to staff. We have a licensed Masters Social Worker who offers on-site services for two hours per day, Monday through Friday.

The Social Worker attends staff meetings, IEP meetings, and is available to all families that are in need of clinical services beyond the school setting.

There will be additional opportunities for our youth to participate in a number of civic experiences and represent the Academy throughout the community.

The following are future programs for the Academy students:

-Law Enforcement/Youth and Family chat sessions

	Amateur Pilots Club **-Art after school** **-Drumline with lessons for beginners**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**We have plans to establish an aviation program. Citizens and children in this community will have opportunities to become involved in programs that have never existed for them. We are aware that we serve a marginalized and underserved population and we have projected targeted programs to eradicate experiential gaps.**
How has the pandemic impacted the effectiveness of your organization?	**The pandemic has caused more parents to seek information about the opportunities that the Academy provides. We made special arrangements with a parent who owns a group home. She made space for students, along with her son ,who was also a student of the Academy, to work from her facility. That opportunity allowed us to adhere to Covid safety protocols as well as continue online learning. This relieved some parents who did not want their children to have to learn from home alone. Also, some public and private school students joined us as well. Our school was also positioned to continue with summer school for students who needed credit to finish out the year. Families that received the stimulus monies, as well, were committed to student attendance until those monies ran out. Some of those parents sought other financial supports and others were forced to pull their children out of the Academy, to their dismay.**
Please describe how you see the future of your organization and its program post-pandemic	**We will continue the original Lawrence Virtual School curriculum as we are in our 7th year of the school. We will initiate a community outreach focused on increasing student enrollment and student reengagement.** **It appears that students were somewhat disenfranchised and concerned with safety in their homes and surroundings. This issue will be addressed through organized biweekly and monthly lunch meetings. The format for these luncheons will include**

handouts, panel discussions, interactive discussions, etc.

A necessary addition to the program will be learning opportunities that will directly involve students and families. Proposed topics are:

*Bridging The Gap :Law Enforcement and the Community

*CHANGE- Reform and Revolutionize -My Better America (MBA) which advocates for culture change within the law enforcement and the Criminal Justice system.

*Events to bring the community and the police together

*Support causes of other non-profit organizations

*Volunteer opportunities and the ability to obtain Community Service hours

*EDUCATE-Training and Teaching-MBA educates law enforcement and minorities on positive ways to interact , as well as bringing awareness to each other's perspective.

*Provides training on racism and cultural biases for law enforcement, businesses, schools, etc.

*Seminars for law enforcement to teach the minority perspective

*Keep general public informed and updated on issues affecting the minority community through podcasts and other social media outlets.

*Provide training , perspective, and solutions to the police, courts and criminal justice system to address systemic racial inequality and injustice.

*Address and educate Law Enforcement on Mental Health issues and trauma within minority communities.

Mental Health and Trauma in the African American Community- unique in African American community as there is a certain amount of trauma that African American youth grow up dealing with due over-policing in low income communities and African Americans being disproportionately placed into the

criminal system. In 2018 , Black Americans represented 33% of the sentenced prison population, nearly triple their share of the total United States adult population. This is even more unsettling considering the nature of many of the offenses when juxtaposed to other ethnic groups that comprise the human population.

*Create a community project-based feeding program - *EAT-Enjoying Activities Together. This project will include the mothers who prepare the lunches . They will invite the community into the multipurpose area of the school and watch foods being prepared and cooked. They will teach participants about food preparation and offer cooking tips. Then, they will give the neighbors an opportunity to participate in the meal preparation and have a sit down meal together. The community mothers will then receive recipes and ingredients to take home.

Section IV General Data

Provide a detailed explanation of the proposed program	**Educational Component: One of our M.Ed teachers is a certified private pilot and she is developing a program to introduce the field of aviation science to our students 12 years of age and older. There is a current shortage of pilots nationally and now is the time to begin encouraging and preparing young minds for the future possibility of becoming commercial airline or corporate pilots and giving them a taste of what it is like to fly an airplane. The program will consist of the history of aviation, the requirements for becoming a pilot, ground instruction in all aspects of learning to fly to include learning the parts of airplanes, understanding how airplanes fly, how weather impacts flying, learning about airspace and the "highways in the sky," understanding aviation communications, and lastly experiencing flight itself. The program is voluntary and will be conducted two hours per week after school with classroom instruction using Federal Aviation Administration (FAA) curriculum and supplemented by online training. Instruction will also include actual demonstration flights by the teacher/pilot for the students on Saturdays, where students can receive actual experience with and in an airplane. We are seeking funding for the purchase of a single-engine, airworthy airplane to provide realistic instruction and training for the students. Becoming a pilot is an expensive undertaking and many of our students and their families would not even consider this as a possibility or even have an opportunity because it is a cost-prohibitive undertaking. This program would be an excellent opportunity to allow our students to see the possibility, dream big, and realize that becoming a pilot is within their reach.** **Community Outreach -** **Health - Grace Med** **Community Outreach- Project based**

Describe what other funding is available and what you have secured, or expect to secure for this project	**Colored Womens Club-Tennessee Town has one of the oldest historic homes (approximately 100 years old) which has served for decades as the Colored Womens Club This home is adjacent to the Academy and serves as a historic site and a learning lab. As Tennessee Town has become a historic district, it is imperative that this community value the history and preserve it. It is our goal to hire a curator who has research and grant-writing experience. The curator will set up educational training for our students to become knowledgeable and informed about the history of Topeka. Also, the student will learn the significance of the role of the Colored Womens Club has played in developing our community. We want our children to understand and promulgate racial healing and harmony. This will also be a career opportunity for students to pursue.** **We are pursuing sponsors, business partners, historic preservation funding, etc.** **Our school is self-sustained with tuition and contributions. In the infancy, we were to receive tax credits; however, as the legislature had certain restrictions such as students had to attend a Title-funded school prior to attending the Academy, that eliminated students who might qualify to attend. The tuition for the Academy is $300.00 a month. Families contribute and others have given donations specifically for scholarships.**

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Community and International Outreach-** **We have had opportunity to reach out to LIV Village in Durban, South Africa. A group of us traveled there to take a contribution and see the LIV school firsthand. This was a project to provide some support to a dying village that was being revitalized. They needed general hygienic supplies and "nappies" (diapers/Pampers) for infants. The students here were able to see pictures and send letters to the children of the village. This is an opportunity for our students to experience a communication network with foreign students. As our community becomes more diverse, this gives our children an appreciation for cultural differences in our own community.** **The students are couriers of the Neighborhood Improvement Association newsletters and handouts that need to be distributed for special events to Tennessee Town residents. We escort them and monitor their behavior. They cannot go inside a residence. They must greet the resident with a courteous greeting and explain who they are and their purpose. This is actual hands-on teaching and experience in the real world that builds confidence in their communication skills.**

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**International Academy is an opportunity school. It's uniqueness is based on community and family values, love and logic, morals and character building. The children are taught to be productive in society and problem solvers. All children are promoted and valued as BRIGHT STARS- based on a 5-pronged Opportunity and Expectation concept: Aesthetics, Attitude, Athletics, Aspiration, and Academics.** **Our staff is invested in loving, nurturing, and developing healthy students in a cultural environment that understands and appreciates cultural differences. They "Live to Teach, not Teach to Live". We also relate to GENERATIONAL POVERTY and SITUATIONAL POVERTY. In our society, most of our schools, businesses, etc. are based on middle class values. Therefore, it is necessary for us to have educators who understand generational poverty and situational poverty. Poverty is not isolated to Brown and Black people. All ethnicities have some form of poverty. So, these scholars need to understand the value of metacognition skills and not retrain their thinking but enhance what they may already know in their cultural environment.** **Our lunches are made from fresh products and not a lot of processed foods. Our Social Worker is a relationship person, as well. We interact with parents, grandparents, and guardians on a daily basis. Also, our children showcase their talents at Grandparent and Parent Luncheons, which sometimes includes great-grandparents and may extend to the most senior person in a family. We have a morning devotion with a sing along time. Each child has an opportunity to pray, sing, quote scripture from memory, give a positive WORD FOR THE DAY. At our programs through out the year, each child has a time to showcase his/ her talent. Sometimes those talents are vocal, instrumental, memorization, inspirational dance.**

What donated goods and or volunteer services do you receive that add value to this program?	**Occasionally, a parent provides us with some Harvesters foods .We in turn distribute food to the student's families and then to neighbors in the community.** **We are self sustaining and pay out of pocket for the student's lunches.** **Our teachers are not salaried. They receive a volunteer stipend. As the principal, I have not been on salary the entire 6 years. The teachers have a heart for children. Their heart is bigger than their pocketbook. We share our Faith Temple church van for field trips. Our teachers volunteer vehicles weekly without compensation. International Academy needs a van for our students, and we pray blessings to whoever may bless these children.** **The Church of the Nazarene allows us to use their gym / multi-purpose building for physical education in case of inclement weather. Coach Bob, who is a retired professor, has taught us pickleball and he tutors our students in Math, when needed.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**Certificate of good standing pdf form is attached to the original application submitted by Community First Inc.docx** **Proposed Budget for Aviation Program - International Academy.doc** **ycp.budget.xlsx**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**17**

Projected age of 6-12 years	**33**
Projected age of 13-18 years	**50**
Projected age of 19-35 years	**0**
Projected age of 36-59 years	**0**
Projected age of 60 years and over	**0**
Total Individuals	**100**

Section V Beneficiary Information - Gender

Men	**44**
Women	**56**
Transgender	**0**
Total Individuals	**100**

Section V Beneficiary Information - Income Level

At or below 30%	**60**
At or below 50%	**40**
At or below 80%	**0**
Other	**0**
Income Unknown	**0**
Total Individuals	**100**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**20**
Percent of Black/African American	**77**

Percent of Hispanic	**1**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**0**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**2**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

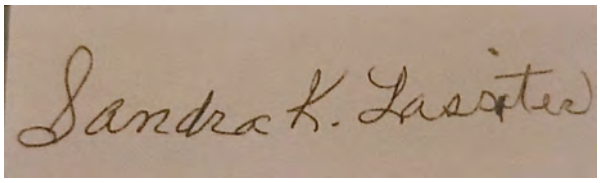
I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Principle Sandra Lassiter**

Your Signature

Name of signatory: Sandra K. Lassiter



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STATE OF KANSAS
OFFICE OF SECRETARY OF STATE

I, SCOTT SCHWAB, Kansas Secretary of State, certify that the records of this office reveal the following:

Business Entity ID Number:

Entity Name: COMMUNITY FIRST, INC.

Entity Type: KANSAS NOT FOR PROFIT CORPORATION

State of Organization: KANSAS

was filed in this office March 2, 1999,
and is in good standing,
having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof:
I execute this certificate
and affix the seal of the
Secretary of State of the state of Kansas
on this day of July 26, 2022.

SCOTT SCHWAB
KANSAS SECRETARY OF STATE

ARPA Grants

From: Sandra Lassiter <sandralassiter67@gmail.com>
Sent: Friday, September 9, 2022 11:50 PM
To: ARPA Grants
Cc: john.hymon@yahoo.com; wngsfrchrst@gmail.com; Christine; laronnals@gmail.com; Smith.christine927@gmail.com; Beryl New; Sandra Lassitern
Subject: Responses to questions

Thank you Kalea for the information about the ARPA questions that were incomplete.
However, the answers are embedded in the document that I hand carried and emailed today ,September 9th.
I will respond to them again in this email.
No. 1 and 2- are in the organizational document that outlines the project/budget program
No.3 -Approximately $20,000 in administrative staff(Project/Education director)
can be reduced.
No.4 -Most dire need is payment for staff and scholarships. Explained in the document.
No.5 -21 children are currently enrolled. 3 are pending to return.
No.6 -Approximately 100 students.This is contingent upon building expansion and scholarships
No.7 -(No.9 and 10 in the document.)
Tuition is $300.00 per month.
10 families pay full payment.
3 families with 3 siblings pay $600.00 (scholarship $900.00 balance)
1 family with 2 siblings pay $500.00 (scholarship $100 balance)
I scholarship the balance $1,000.00
No. 8-Teachers(Learning coaches) are given a volunteer stipend of $250.00 weekly.Explained in No.3 and 4 in the document.
Explained in
No.9 -We make home visits in the neighborhood where we have Latino families and some are Laitno/Indigenous. Another was Indigenous and Black which mom could no longer afford for him to attend. We reach out to facebook friends.
No.10-Our handbook is currently written in English/Spanish and a brochure in English /Spanish.(Refer to No .5 in document about a translator as well as a neighborhood high schooler to teach spoken Spanish to students.We had a Latino para who previously moved away.

Hope this is sufficient.
Thanks,
Professional regards,
Principal Sandra Lassiter

COMMUNITY FIRST APPLICATION FOR ARPA FUNDS

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	YEAR 1	YEAR 2	ARPA REQUEST	DONATIONS			
				COMMUNITY FIRST, INC.	FAITH TEMPLE	PEOPLE	TOTAL DONATIONS
PERSONNEL							
Request for funding does not include salaried positions. All positions are contractual.							
AUDIT/ACCOUNTING							
Estimated funds will meet mandated fiscal & program reporting requirements. Accounting practices & procedures at the direction of a CPA firm will guide ARPA and City's implementation of financial practices, policies, controls & risk management. ARPA and City will perform internal evaluations for required reporting of financial systems encompassing fiscal statements, expenditures & documentation to maintain financially healthy programs.	$12,500	$12,500	$25,000				
CONTRACTUAL							
Programs are listed by year of funds requested while donations illustrate levels of commitment from community organizations, agencies, members & individuals.							
Program 1: Building Skills for Academic Success in a Multi-Ethnic Environment. Total Requested from ARPA funds and total donations expected and received for last seven years from people contracted to deliver the academic program.							
1. Project/Education Director @ 80,000 per year. Director contributed $40,000 since origination 7 years prior. Donations include $20,000 @ youth scholarships, Assistant Director @ $50,000 beginning in Year 2 as student enrollment doubles.	$50,000	$50,000	$100,000				$100,000
2. Assistant Director @ $40,000		$40,000	$40,000		$25,000	$25,000	$50,000
3. Learning Coaches (2) @ $40,000 per year with 20% donated time. Coaches work @ 10 months per year @ 7 hours per day. Prior, coaches have donated 66% of salary to program. (Each coach is experienced with a college degree (retired teacher, Master's in Finance).	$56,800	$56,800	$113,600			$23,200	$23,200
4. Paraprofessionals (4) @ $15 per hour x 7 hours per day = $525 per week or $21,000 per year. All are experienced with an Associate's Degree. Alll 4 generously offered to donate 20% of salary @ $1,200 per month.	$84,000	$84,000	$168,000				

5. Spanish Translation @ $12 per hour. (High Schooler, residing in the community targeted, tutors Spanish after school 2 x per week @ 1 hour each). The student translated the student handbook for parent/teacher conferences & Academy enrollment. "As needed" he provides translation for parent school meetings. (2 hours per week x 9 months, 4 weeks each x $12 per hour and 1 hour per week as needed = $1,296 each year.)	$1,296	$1,296	$2,592				
7. PE staff @ $20 per hour x 1 hours x 2 days per week for 36 weeks = $1,440						$2,880	$2,880
8. Food service staff (3) @ $10 per hour x 4 hours per day x 5 days per week. Food preparation @ 36 weeks (funded by Faith Temple). Donations for the kitchen/lunch area (staff food prep) provided by Faith Temple. Donations also received from community parents & private citizens.	$14,400	$14,400	$28,800				
9. Stipends/Scholarships to support enrollment of "high needs" students (all 5 programs). Partial funding awarded; 100% donated financial assistance to families economically in need.	$20,000	$20,000	$40,000.00				$10,000
10. Student enrollment fees: $300 per month per student ($500 for two children & $600 for three children in nuclear family). Year 1 = 10 of 22 paid enrollments (10 students x $300 per month x 9 months = -$27,000 offsetting costs). Year 2 costs offset by projected enrollment with ARPA support = 50 youth @ 50% paid enrollment (25 students x $300 per month x 9 months = $(-90,000).	-$36,000	-$90,000	-$126,000				
11. Faith Temple providing 5000 estimated sq. ft (7 school rooms/assembly/work room/administration & utilities. Year 1 = 22 students; Year 2 = 50 students totaling 72 youth. ($386,992/72 students = $5375 per student. "High needs" students qualify under state reimbursement rates for accommodations = $14,000 per youth.				$50,000	$50,000	$50,000	$150,000
ESTIMATED PROGRAM 1 TOTALS	**$190,496**	**$176,496**	**$366,992**	**$50,000**	**$75,000**	**$101,080**	$226,080

Program 2: Building Relationships with Family, Community Providers, and Law Enforcement that Support Recovery from Past and Ongoing Trauma that Disproportionally Impacts Low-income and People of Color.							
Contract professionals: John Hyman (MSW) (Private Practice), LaRonna Saunders, (MBA 501(3)©/Attorney/Civil Rights Advocate/Founder of My Better America. Each are African-American professionals who are advocates in Topeka communities who are struggling with positivity in rebuilding the psychological damage affecting each of their communities. Saunders and Hyman promote a strengths-based methodology to solidarity. Their interactive dialogue emphasizes on recognizing trauma effects incurred by violence but focusing on learning skills to develop unlikely relationships outside independent neighborhoods to discover the pathway to a healthy, peaceful city. Donations for Saunders and Hyman's 12 town hall meetings is provided by Faith Temple. Twelve 90 minute session (with John Hyman) @ $8,333 per session x 12 = by 2400 participants = $42 Donation provided by John Hyman, MSW donated his professional work time as volunteer presenter in town hall meetings. Hyman's professional work spans over 30 years is an experienced Master's level social worker delivering trauma informed care strategies & practices for children and families.	$100,000		$100,000				
Donation for event space (22,500 sq. ft) provided by Faith Temple (via donation/volunteers). Cost estimate includes $10 meal per person @ 200 people x 12 x 2,400 = $24,000. ARPA cost estimates @ $11,000/2,400 participants = $62.5 per person for 12. x 62.5 per person for 12 = ARPA total cost estimation = $46,500.						$46,500	
Year 2 requested funding = To be hired, part-time (2 hrs per day) social woker for Academy is a contracted position for John Hyman's replacement. Employee will deliver trauma support in classroom for teachers/students. Preferred candidates must have Bachelor's degree in social work. Consideration for current student in field for paid internship = 2 hours per day = $20,000 per year	$20,000		$20,000			$20,000	

In addition, Mr. Hyman makes his services to parents of the Academy students for individual student and/or family therapy. These services are paid for through the family's enrollment in KanCare, the state/federal Medicaid Program. Mr. Hyman estimates these fees to support families through his private practice as a funding donation to support the school. Estimated Medicaid support to families = $50 per hour x 1 x per week. Not all families access these services. (50 per hour x ten students, their families per week x 36 weeks.							
Office space provided by Community First in the Community, Heritage Center estimated $400 per month)				$9,600			$9,600
Meals for 200 participants served by volunteers and secured through donations. Volunteer time 10 x $10 per hour x 12 meetings x 3 hours per meeting = $3600 plus $10 estimate per meal x 200 meals x 12 meetings = 24,000, total $27,600.					$27,600		
ESTIMATED PROGRAM 2 TOTALS	**$120,000**		**$120,000**	**$9,600**	**$27,600**	**$27,600**	**$19,200**
Program 3: Careers in Aviation							
Purchase of Plane	$165,000						
Hanger Rental	$4,800						
Purchase of Four computers to house flight simulator software	$9,600						
X-Plane II Flight Simulation Program Bundle	$1,480						
King Schools Private Pilot Online Training Course Kit software program, control yoke, rudder pedals, and throttle quadrant for realistic training; $369.95 x 4	$4,792						
Aviation Headsets software program, control yoke, rudder pedals, and throttle quadrant for realistic training; $369.95 x4	$1,480						
Insurance: Liability, Collision, and Comprehensive annual insurance is based upon year, type, size, equipmentinstalled on aircraft, usage, etc.; a more accurate cost will be established once airplane has been purchased. (This estimation is based upon previous ownership of similar aircraft; subject to change based on final aircraft purchased). No funds are requested for Year 2 because we believe we can secure donations to funds in Year 2.	$1,500						
ESTIMATED PROGRAM 3 TOTALS	**$188,652**						

Program 4: Heritage Museum, Exploring History of Tennessee Town & Developing Research Skills for Career Positions in Protecting History							
Lead Learning Coach and Heritage Curator @ $.55 for 8 hrs. per day, 220 days per year. The lead teacher/youth curator trainer will managedaily operations of the Heritage House--including the procurement and protection of museum artifacts, schedule field trips and traveling exhibits, teach Academy students to interview Tennessee Town senior citizens, record and transcribe interviews as well as prepare and deliver presentations including manage the. youth voice of the museum through social media and live broadcasts. Will also serve as a liaison with KU, Washburn U, Discovery Center, Flint Hills Museum, State Library. and oversee school resources for sharing with students, families.	$57,000						
Assistant Learning Coach @ $28,800 same Academy coaches.	$28,800						
Materials, software :Word, Grammarly, PowerPoint	$25,000						
Utilities @ 700 per month x 12 months = $8,400	$8,400						
Van Rental for Field Trips to monthly area museums					$2,000		$2,000
Building, Purchased by Community First in 2020 for the purpose of valuing heritage of community, courage of people who moved from Tennessee to Topeka in 1870s+.				$40,000			$40,000
Bathroom Renovation				$5,000			$5,000
Fireplace Renovation				$1,000		$7,000	$8,000
Kitchen Renovation--new cabinets, few doors, 3,000, agreements between Community First and Contractors, who reduced fees for non-profit and religious related activity.				$3,000			$3,000
Wood floor Renovation				$2,000		$2,000	$4,000
Tree Removal @ $500 per tree, x 3 = 1500				$1,500			$1,500
Utilities, snow removal, lawn--Joshua House						$1,000	$1,000
Repaint the House				$2,000		$2,000	$4,000
Rebuilding Stairs and Affix Handicap Access Ramp				$2,000		$2,000	$4,000
Lawncare, restoration, provided by neighbor to house, estimated $15 per hour x 5 hours per week.- 75 x 52 weeks = $3,900.				$3,000			$3,900
No ARPA funds are requested for year 2 because we believe we can secure donations to fund it in Year 2.							
ESTIMATED PROGRAM 4 TOTALS	**$119,200**			**$59,500**	**$2,000**	**$14,000**	**$76,400**
Total: All Programs	**$618,348**	**$176,496**	**$794,844**	**$119,100**	**$104,600**	**$161,580**	**$385,280**

COMMUNITY FIRST APPLICATION FOR ARPA FUNDS

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Summary	ARPA All Funds		Donations All Funds				
Accounting	$25,000						
Program 1: Building Skills for Academic Success--International Academy	$366,992		$226,080				
Program 2: Building Relationships	$120,000		$46,500				
Program 3: Careers in Aviation	$188,652						
Program 4: Heritage Museum, Exploring History of Tennessee Town & Developing Research Skills for Career Positions in Protecting History			$76,400				
TOTAL REQUESTED/ ONGOING AND PROJECTED DONATIONS	**$794,344**		**$348,980**				

Community First Application for ARPA Grant Funds ~ October 5, 2022

	Year 1	Year 2	ARPA Request	Donations: Community First, Inc.	Donations: Faith Temple	Donations: People	Total Donations
PERSONNEL							
Request for funding does not inclue salaried positions. All positions are contractual.							
AUDIT/ACCOUNTING							
Estimated funds will meet mandated fiscal & program reporting requirements. Accounting practices & procedures at the direction of a CPA firm will guide ARPA and city's impementation of financial practices, policies, controls & risk management. ARPA and City will perform internal evaluations for required reporting of financial systems encompassing fiscal statements, expenditures & documentation to maintain financially healthy programs.	$5,000.00	$5,000.00	$10,000.00				
CONTRACTUAL							
Programs are listed by year of funds requested while donations illustrate levels of commitment from community organizations, agencies, members, and individuals.							
Program 1: Building Skills for Academic Success in a Multi-Ethnic Environment. Total Requested ARPA funds and total donations expected and received for the last seven years from people contracted to deliver the academic program.							
1. Project/Education Director @ $80,000. per year. Director contributed $40.000. since origination seven years prior. Donations include $20,000 at youth scholarships. Assistant Director @ $50,000 beginning in Year 2 as student enrollment doubles.	$40,000.00	$40,000.00	$80,000.00				
2. Assistant Director @ $30,000.00		$30,000.00	$30,000.00				
3. Learning Coaches (1) @ $28,000. per year with 20% donated time. Learning coach works 10 months per year @ 7 hours per day. Prior coaches have donated 66% of salary to program.	$24,000.00	$28,000.00	$52,000.00			$23,200.00	$23,200.00
4. Para-Professionals (4) @ $15 per hour x 7 hours per day = $525. per week or $21,000 per year. All have generously offered to donate 20% of their salary at $1,200 per month. Each is experienced with a college degree.	$58,800.00	$84,000.00	$142,800.00				

5. Spanish Translation @ $12.00 per hour. (High Schooler, residing in the community targeted, tutor Spanish after school 2 x per week @ 1 hour each). The student translated the student handbook for parent/teacher conferences & academy enrollment. "As needed", he provides translation for parent school meetings. (2 hours per week x 9 months, 4 weeks each x $12.00 per hour and 1 hour per week as needed = $1,296.00 each year.)	$1,296.00	$1,296.00	$2,592.00				
6. P.E. Staff @ $20.00 per hour x 1 hour x 2 days per week for 36 weeks = $1,440.00	$1,440.00	$1,440.00	$2,880.00			$2,880.00	$2,880.00
7. Food Service Staff (3) @ $10.00 per hour x 3 hours per day x 3 days per week. Food preparation @ 36 weeks (funded by Faith Temple Church). Donations for the kitchen/lunch area (staff food prep) provided by Faith Temple Church. Donations also received from community parents and private citizens.	$7,560.00	$10,800.00	$18,360.00				
8. Stipends/Scholarships: to support enrollment of 'high needs' students (all 5 programs). Partial funding awarded; 100% donated financial assistance to families economically in need.	$10,000.00	$10,000.00	$20,000.00			$10,000.00	$10,000.00
9. Student Enrollment Fees: $300.00 per month per student ($500.00 for two children; $600.00 for three children in nuclear family). Year 1 - 10 of 22 paid enrollments (10 students x $300. per month x 9 months = -$27,000.00 offsetring costs). Year 2 - costs offset by projected enrollment with ARPA support = 50 youth @ 50% paid enrollment (25 students x $300. per month x 9 months = -$90,000.00).	-$36,000.00	-$90,000.00	-$126,000.00				
10. Faith Temple: providing estimated 5,000 sq. ft (7 school rooms, assembly a rea, workroom, administration, and utilities. Year 1 = 22 students; Year 2 = 50 students totaling 72 youth; $386,992 / 72 students = $5,375.00 per student. 'High needs' students qualify under state reimbursement rates for accommodations = $14,000.00 per youth.				$50,000.00	$50,000.00	$50,000.00	$150,000.00
ESTIMATED PROGRAM 1 TOTALS	$107,096.00	$115,536.00	$222,632.00	$50,000.00	$50,000.00	$86,080.00	186,080.00
Program 2: Building Relationships with Family, Community Providers, and Law Enforcement that Support Recovery From Past and Ongoing Trauma that Disproportionally Impacts Low-Income and People of Color.							

Contract Professionals: John Hymon (MSW - Private Practice; LaRonna Saunders, (MBA, 501(c)(3) Attorney/Civil Rights Advocate/Founder of My Better America. Each are African-American professionals who are advocates in Topeka communities who are struggling with positivity in rebuilding the psychological damage affecting each of their communities. Saunders and Hymon promote a strengths-based methodology to solidarity. Their interactive dialogue emphasizes recognizing trauma effects incurred by violence but focusing on learning skills to develop unlikely relationships outside independent neighborhoods to discover the pathway to a healthy, peaceful city. Donations for Saunders and Hyman's 12 town hall meetings is provided by Faith Temple Church. Twelve 90-minute sessions (with John Hymon) @ $8,333.00 per session x 12 = by 2,400 participants = $42.00. Donation provided by John Hymon, MSW donated his professional work time as volunteer presenter in town hall meetings. Hymon's professional work spans over 30 years as an experienced Master's level social worker delivering trauma informed care strategies and practices for children and families.	$100,000.00		$100,000.00				
Donation for Event Space: (22,500 sq. ft) provided by Faith Temple Church (via donations/volunteers). Cost estimate includes $10.00 meal per person @ 200 people x 12 x 2,400. ARPA cost estimates @ $11,000.00/2,400 participants = $62.50 per person for 12 = ARPA total cost estimation = $46,500.00.						$46,000.00	$46,000.00
Year 2 Requested Funding: To be hired part-time (2 hrs per day,) social worker for International Academy is a contracted position for John Hymon's replacement. Employee will deliver trauma support in the classroom for teachers/students. Preferred candidates must hold a Bachelor's Degree in Social Work. Consideration for current student in field for paid internship - 2 hours per day = $20,000.00 per year.	$20,000.00		$20,000.00			$20,000.00	$20,000.00

In addition, Mr. Hymon makes his services to parents of the International Academy students for individual student and/or family therapy. These services are paid for through the family's enrollment in KanCare, the state/federal Medicaid Program. Mr. Hymon estimates these fees to support families through his private practice as a funding donation to support the school. Estimated Medicaid support to families = $50.00 per hour x 1 hour per week. Not all families access these services. ($50.00 per hour x 10 students, their families per week, their families per week x 36 weeks.							
Office Space: Provided by Community First in the Community Heritage Center (estmated $400.00 per month)				$9,600.00			$9,600.00
Meals for 200 participants served by volunteers and secured through donations. Volunteer time 10 X $10.00 per hour x 12 meetings x 3 hours per meeting = $3,600.00 plus $10.00 estimate per meal x 200 meals x 12 meetings = $24,000.00.					$27,600.00		27,600.00
ESTIMATED PROGRAM 2 TOTALS	$120,000.00		$120,000.00	$9,600.00	$27,600.00	$66,000.00	$103,200.00
Program 3: Careers in Aviation - providing an accessible opportunity for community youth to learn and experience the science of aviation with the goal of trainig and producing future pilots.							
Purchase of a training airplane: Single Engine Beechcraft Sierra C24R or equivalent	112,000.00		$112,000.00				
Purchase of four (4) flight simulation training devices/computers/hardware: $2,400.00 x 4	$9,600.00		$9,600.00				
Purchase of four (4) flight simulation training bundles which includes the X-Plane II simulation software, control yoke, rudder pedals, and throttle quadrant for realistic training: $369.95 x 4	$1,479.80		$1,479.80				
Purchase of four (4) King Schools Private Pilot Online Training Course Kits w/completion certification authorizing student to take the official Federal Aviation Administration (FAA) Written Knowledge Examination: $599.00 x 4	$2,396.00		$2,396.00				
Purchase of four (4) Aviation Headsets: $104.95 x 4	$419.80		$419.80				

Hangar Rental: $300.00 per month x 12						$3,600.00	$3,600.00
Insurance: Liability, Collision, and Comprehensive annual insurance is based upon year, type, size, equipment installed on aircraft, usage, etc.: a more accurate cost will be established once the exact airplane has been purchased.						$2,500.00	$2,500.00
Sustainability: After the program is operational and viable, we expect to receive sustainment funding through a monthly fee of $150.00 from program participants; individual and corporate donations; fundraising activities to include youth aviation banquet, cookie sale, airplane washing, and aviation raffle/silent auction.							
ESTIMATED PROGRAM 3 TOTALS	$125.895.60		$125,895.60			$6,100.00	$6,100.00
Program 4: Heritage Museum: Exploring History of Tennessee Town and Developing Research Skills for Career Positions in Protecting History.							
Lead Learning Coach and Heritage Curator @ $32.40 per hour for 8 hours per day, 220 days per year. The lead teacher/youth curator trainer will manage daily operations of the Heritage House to include: the procurement and protection of museum artifacts, schedule field trips and traveling exhibits, teach International Academy students to interview Tennessee Town senior citizens, record and transcribe interviews; prepare and deliver presentations including managing the youth voice of the museum through social media and live broadcasts; serve as a liaison with KU, Washburn U, Discovery Center, Flint Hills Museum, State Library; and oversee school resources for sharing with students and families.	$57,000.00		$57,000.00				
Assistant Learning Coach @ $28,800.00 (same as International Academy coaches)	$28,000.00		$28,000.00				
Material, software: Word, Grammarly, Powerpoint	$25,000.00		$25,000.00				
Utilities @ $700.00 per month = $8,400.00	$8,400.00		$8,400.00				
Van Rental for Field Trips to monthly area museums					$2,000.00		$2,000.00

Building: Purchased by Community First in 2020 for the purpose of valuing heritage of community, courage of people who moved from Tennessee to Topeka in the				$40,000.00			$40,000.00
Bathroom Renovation				$5,000.00			$5,000.00
Fireplace Renovation				$1,000.00		$7,000.00	$8,000.00
Kitchen Renovation: new cabinets, doors; agreement reached between Community First and renovation contractors, who reduced fees for non-profit and religious-related activity.				$3,000.00			$3,000.00
Wood Floor Renovation				$2,000.00		$2,000.00	$4,000.00
Tree Removal @ $500.00 per tree x 3				$1,500.00		-	$1,500.00
Utilities, snow removal, lawn care - Joshua House						$1,000.00	$1,000.00
Repaint the Heritage House				$2,000.00		$2,000.00	$4,000.00
Rebuilding Stairs; Affix Handicap Access Ramp				$2,000.00		$2,000.00	$4,000.00
Lawn care, restoration provided by Heritage House neighbor; estimated $15.00 per hour x 5 hours per week; $75.00 x 52 weeks = $3,900.00				$3,900.00			$3,900.00
No ARPA funds are requested for Year 2; we believe we can secure donations to sustain funding in Year 2.							
ESTIMATED PROGRAM 4 TOTALS	$119,200.00		$119,200.00	$60,400.00	$2,000.00	$14,000.00	$76,400.00
TOTAL: ALL PROGRAMS	$477,191.60	$120,536.00	$597,727.60	$120,000.00	$79,600.00	$172,180.00	$371,780.00

Community First Application for ARPA Grant Funds – October 5, 2022

Summary	ARPA All Funds		Donations All Funds				
Accounting	$10,000.00						
Program 1: Building Skills for Academic Success - International Academy	$222,632.00		$186,080.00				
Program 2: Building Relationships	$120,000.00		$103,200.00				
Program 3: Careers in Aviation	$125,895.60		$6,100.00				
Program 4: Heritage Museum, Exploring History of Tennessee Town & Developing Research Skills for Career Positions in Protecting History	$119,200.00		$76,400.00				
TOTAL REQUESTED/ONGOING AND PROJECTED DONATIONS	$597,727.60		$371,780.00				

ARPA Funds Grant Application

Submission date:	**1 August 2022, 4:42PM**
Receipt number:	**123**
Related form version:	**5**

Section I Organization Information

Organization Name	**TARC, Inc**
Organization Address	**2701 S W Randolph Ave Topeka KS 66611**
Primary Phone	**785-232-0597**
Primary Email	**edoran@tarcinc.org**
Primary Contact	**Eileen Doran**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**68 years**
Industry Name	**Health Care & Social Assistance NAICS 62 Education Services NAICS61**
What is your organization's mission statement?	**TARC enhances the lives of people affected by intellectual, developmental and related disabilities through commitment to excellence in services, support and advocacy.**
Does your organization assist any of the following?	

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**

Please describe extent of staffing shortages	**TARC experienced a staff shortage of approximately 15% of our staff. This does not include staff who were absent due to covid or covid related challenges such as daycare and school closure.**
Is this organization a nonprofit?	**Yes**
Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**75,650**
Please Specify the amount recieved from Paycheck Protection Program	**857,700**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**HHS Provider Relief $802,994**

Section III Summaries

ARPA Grant Amount Requested	**92,500**
Name the program for which you are applying	**TARC Children's Services and Administration**
Please describe your organization, its programs and how this program fits in	**In 1954 a group of parents met to discuss issues concerning their children with developmental delays. From this meeting, the Shawnee County Association for Retarded Children was formed. In 2011, the association's name was officially changed to TARC, Inc. TARC has grown from a staff of one to a staff of nearly 100, providing services for over 2,000 adults**

and children with intellectual and developmental disabilities (IDD) throughout Topeka and Shawnee County. In 2021, TARC, as the tiny-k early intervention program for Shawnee County, provided services and supports for over 800 children birth to three who have a developmental/intellectual disability or delay. TARC also provides services and supports to adults, including day habilitation and employment services. Through these services, adults with IDD are able to engage in meaningful life skill development activities as well as develop employment skills to become more independent financially.

The funding TARC seeks will be used to support programming for children as well as adults. The Feeding Clinic currently under construction will support children in Shawnee County with identified feeding challenges. The children referred to the clinic are typically children who have been receiving services through the tiny-K program and feeding challenges are identified in their support plan. The services are delivered by a multi-disciplinary team, and services are delivered regardless of a family's ability to pay. Private insurance is billed if available. The construction of the clinic has been funded in part by a grant from the Topeka Active 20/30 Club, Stormont-Vail Foundation, Callanan Family Fund, and Senne Corp. The contributions did not cover the entire cost of the project leaving approximately $37,500 remaining.

The other Program for which TARC seeks support is the reconfiguration of its Administration building which supports all of TARC's programs, including the staff of its Case Management team, Self Determination team, the CDDO (Community Developmental Disability Organization) and all administrative staff. We are seeking funding to reconfigure the cubicles area and reception areas to better meet the needs of our staff in a pandemic world. In order to accommodate social distancing,

	TARC created makeshift dividers and temporary plexiglass protectors in our reception areas. All TARC staff have returned on-site to best support the needs of individuals in our programs. For safety reasons, TARC has determined that we need to restrict unannounced access to our facility. The funding we are requesting will enable us to add external buzzer/intercom systems to our main entrances for Administration and Children's Services. Given the vulnerability of the population we serve, we believe this is the most prudent course of action. This cost of reconfiguration of cubicle areas, reception area and door security is approximately $55,000.
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**TARC's Feeding Clinic provides local access to a feeding clinic as children that are served by the Feeding Clinic would need to go to Kansas City for the same intensive therapies offered by our clinic. Children receiving these services are typically considered medically underserved.** **We focus on children with dysphagia (physiological dysfunction with risk of penetration/aspiration), feeding aversions and adults with developmental delays.** **Adults with developmental delays are often under evaluated for safe feeding strategies. Often, those who have cognitive delays are not re-evaluated as their level of functioning changes throughout their lifespan until they become sick with aspiration pneumonia or stop eating.** **We serve children who are often born prematurely that have continued to have severe medical needs with varying degrees of dysphagia and feeding difficulties. We also serve children with Autism who are socially isolated in the school classroom and lunchrooms due to struggles with toleration of a healthy variety of foods. We also serve children and adults with varying medical conditions leading to severe and profound feeding difficulties that isolate them from their peers, families and friends and play a**

	direct role in their overall health and wellness. **In 2021, 12 individuals received our intense feeding therapies through our clinic with 8 more children on our waiting list. Clients are in therapy for an average of twenty-four months before they graduate. With our expanded space we will be able to offer feeding therapy to more children and adults.** **The pandemic created the need to evaluate how we currently use our Administrative Office space. TARC remained opened in all our service program areas, we were forced to have nearly all Case Managers, CDDO staff, and administrative staff work remotely because our space and cubicles did not support social distancing. We have worked with TEAM to create a plan that will allow for teams to continue to work onsite together but ensures meeting social distancing requirements.** **Workplace and community violence of the past several years highlighted the vulnerability of both staff and the vulnerable adults we support with the current "open door" policy we have followed. Moreover, as our reception area is currently configured, the staff who are in closest contact with the members of the community who visit our building were also the most exposed to the risk of threats. We have worked with professionals to assist in developing a plan to still allow public access but provide us with the ability to screen visitors who want access to the building.** **These program projects can be sustained by TARC's operating budget.**
How has the pandemic impacted the effectiveness of your organization?	**TARC remained open to deliver services throughout the pandemic. Our Case management and Self-Determination programs were only able to deliver support through virtual meetings and telephone calls. No in-person meetings were allowed for much of the first year of the pandemic. Children's Services moved to delivering all services through telehealth. We invested in iPad for families as needed to allow for ZOOM meetings and child evaluations. All therapies**

were delivered through virtual visits and our Feeding Clinic was closed for several months.

While TARC's adult services programs remained open, both at TARC Randolph, where we provided day habilitation services, and TARC Industries, where we provide employment opportunities and training for adults with developmental disabilities. Despite the fact that we were open to provide services, most of the individuals we serve were not permitted to leave their residential services due to the fact that they had underlying health issues or lived with roommates who had underlying health issues that put them at greater risk if they contracted Covid. TARC's greatest source of funding is Medicaid revenue for our programs. As attendance fell, so did Medicaid revenue. Fortunately, TARC received Provider Relief funding to compensate for the lost revenue.

TARC made the decision early on that we would not layoff staff. We were successful in applying for PPP funding that allowed us to retain our staff despite the fact that we had lost considerable revenue across all program areas. Additionally, to remain open, we invested in considerable PPE, sanitation supplies, and $30,000 in an air purification system. We experienced large staff turnover during this period, as some staff left their positions due to fear of contracting covid because of working so closely with individuals who were in service who required support for personal care needs (bathroom and feeding supports.) To retain staff, TARC provided staff retention and recruitment bonuses.

Our CDDO supported all of the providers in Shawnee County and helping them to meet the needs of the individuals they served. This included acquiring and delivering PPE, providing regular meetings with the health department for guidance specific to their settings and population served, and providing all of the contract tracing for the individuals and staff who contracted covid in our system in Shawnee County.

	While the pandemic created challenges to service delivery, TARC was resilient and was able to quickly shift the manner of service delivery. We were very proud of the fact that through the first year of the pandemic we had only a handful of staff or persons in service who contracted covid. We attributed that in large part to the vigilance of our staff in following safety protocols and taking very seriously their responsibility to the persons supported. By TARC.
Please describe how you see the future of your organization and its program post-pandemic	**TARC has remained solvent throughout the pandemic, in large part through the dedication of its staff and Board of Directors, who are extremely dedicated to its mission. TARC learned that it was capable of creatively shifting from its traditional service model as needed to provide the same quality services that our families expect from us.** **In some ways, we have become more effective as a result of the pandemic. We know we are capable of maintaining our business operations remotely when necessary to do so. However, we recognized that we are a better team when we are able to work collaboratively in person. We are trying to make the changes to our space to allow us to work together at TARC while maintain social distancing when the need to do so arises.** **We took advantage of telehealth for service delivery during the pandemic, and while not as effective as in-person delivery for our children's services, it is an option we can continue to use when necessary. We have had families who continue to be worried about risk of exposure due to the high medical risks of their children. While not ideal, it is certainly better than not receiving services.** **We established transportation services during the pandemic when our adult clients were not comfortable with public transportation or when their residential providers were too short staffed to provide transportation to our services. This allowed adults to**

maintain community jobs where we provide job coaching well as attend work at TIES or our Day Services program.

Some of the "downtime' In operations allowed us to plan for more community -based activities to enhance our day services program. We also accessed more virtual programs for many of our adults to expand the type of activities available to them. During this time, we also looked for ways to expand our Feeding Clinic to serve more children in Shawnee County. Our waiting list for services has continued to grow and we committed to serve more.

We also partnered with Greenbush Education Center to create an audiology clinic at TARC which will be across from our Feeding Clinic. This will allow children who are served by TARC to access audiological testing locally rather than having to travel to Kansas City to receive services. The Audiology Clinic opened just two weeks ago!

TARC is Shawnee County's oldest and most experienced provider of support for children and adults with IDD. We expect TARC to continue to expand the services offered consistent with the needs presented just as we have done for the past 68 years.

Section IV General Data

Provide a detailed explanation of the proposed program	**The TARC Feeding Clinic will be in the TARC Children's Services area in the Miller Building. The space has been designed by Architect One (pro bono) at the directions of our Feeding Clinic Director, Alisha Delgado. Alisha just completed her PhD, focusing on feeding challenges in children. She is also a licensed Speech and Language Pathologist. The Feeding Clinic Team is comprised of two additional specially trained SLPs, an Occupational Therapist, Nutritionist and Physical Therapist. After a multi-disciplinary team evaluation, a treatment program is prescribed for**

each child.
The space has been designed to allow for both ambulatory and non-ambulatory children and adolescents to have access to the feeding area and sink. The space will allow for parent/guardian observations. The services have been described previously in response to Question 2. The specific location of the clinic was chosen to accommodate siblings on our accessible playground or play area, both of which were created with funding by the Topeka Active 20/30 Club.

The Administration Redesign Project came about during the pandemic when we realized that our existing cubicles were not meeting our need for social distancing. We also had long periods of time when our receptionist was not on site and we needed to have some way to notify staff that someone required access to the building. After recent mass shootings, we also realized the need to provide more security at our entrances and therefore plan to install intercoms and buzzers so that individuals not known to our staff can do more screening before granting access to the building. The goal of the project is to both keep staff onsite in a safe environment. The new cubicle configuration provides more space within cubicles, so as to allow for the distancing but give more privacy to staff who are now regularly conducting meetings via video conference. TEAM Office provided TARC with an estimate of $55000 to reconfigure existing cubicles and replace older cubicles as well as provide privacy "doors" on the cubicles. They have also redesigned TARC's Reception area to allow for greater protection of the receptionist/administration staff.

Describe what other funding is available and what you have secured, or expect to secure for this project	**TARC's Feeding Clinic is being constructed by Coal Creek Construction. The Contract is for $135, 348. TARC obtained a grant from the 20/30 Club in the amount of $50,000, another from the Stormont Vail Foundation for 10,000, Senne Corp. for $4,000, and Callanan Foundation for $36,000. TARC is seeking the remaining balance from ARPA funds. There have been a few additional expenses related to unforeseen plumbing expenses in the completion of the project. In addition to the Feeding Clinic space, and additional ADA bathroom was required to bring the building area into compliance with local building codes. The ADA bathroom was designed in close proximity to meet the needs of families using both the Feeding and Audiology Clinics.** **TARC has not obtained or sought funding from other sources for the Administration Building project.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**TARC meets the needs of over 2000 children and adults with IDD in the Shawnee County community. The specific need for the TARC Feeding Clinic has been previously described. There is a tremendous need in our community to provide LOCAL access to feeding support services. WE are trying to become a "one stop shop" for families with a child with special needs. Through our community's past support, we have created a team of exceptional professional who are the staff of the TARC Children's Services Program. Through their vision, and community donations, we provide in-home based support and services for each and every child who is identified as qualifying for early intervention services. The numbers served grow annually. The complexity of the needs of the children served seems greater each year- more children who enter services with higher medical needs (feeding tubes, tracheotomies, traumatic brain injury at birth). The incredible Children's Services Team has identified those additional supports and services that give every child the best chance of an independent**

life. Our accessible playground, indoor family support group meeting space, indoor developmental play area, and now an on-site Audiology and Feeding Clinic means that parents do not have to travel to Kansas City with a child to obtain ancillary support services. Children wait months to get into the Children's Mercy Audiology Clinic. Our goal is to have NO waiting list in Shawnee County for these services.

TARC weathered the challenges of the pandemic and the strain that it put on staff and resources. We learned where we were prepared to change course and delivery services differently and where we were ill-prepared. We took advantage of the opportunity to learn from our experience and prepare our space for what future challenges may come our way. Our staff do not want to return to a required "work from home" situation but want to feel that they can safely work in their space at TARC and not unnecessarily risk exposure to illness. They also want to be able to work face to face with clients or feel confident that their workspace affords privacy for video conference and telephone meetings. The Persons we support through TARC Case Management were often at home and isolated during the pandemic. The same is true of our individuals in the Self-Determination Program. Their Case Managers and Program Coordinators worked remotely and were sometimes limited to the type of contact staff home internet services provided. TARC wants to be in a position to represent to staff that TARC has provided as secure a work environment as possible. We spent money for air purification systems, enhanced cleaning by our cleaning contractor, and now we want to create more permanent access restrictions and space configuration as well.

Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**TARC is one of many IDD service providers in Shawnee County. TARC's Case management program is one of the largest in Shawnee County (serving 275 clients), its one of two programs that offers site based and community employment services to clients. TARC Industries is the largest employment services provider in the county, serving over 100 individuals. Our Self Determination program is the only one of its kind in the State of Kansas. TARC has been designated by the County as the County Developmental Disability Organization, responsible for the oversight of all other providers in the county and serving providing the gatekeeping services for every individual in Shawnee County with an identified intellectual or developmental disability. Similarly, TARC is the early intervention program for Shawnee County. Other entities may provide some services to children with developmental delays, but we are the mandated server of all children, birth to three in Shawnee County and currently serve over 800 children. The TARC Feeding Clinic is the only Feeding Clinic that serves children regardless of their ability to pay. We accept children without any health insurance. There is another non-profit offering feeding support services, but it also has a waiting list. There is a tremendous need for the services that both agencies combined are not likely to fully accommodate.**

What donated goods and or volunteer services do you receive that add value to this program?	**TARC benefits from the donation of thousands of hours of volunteer services for its fundraising events such as Winter Wonder Land and the TARC Golf Tournament. TARC has both a Foundation and Operating Board members who volunteer between 20-30 hours a month on board or board committee activities. In the past, we have had community volunteers on a weekly basis in both adult and children services programs but we limited the presence of volunteers in our programs during covid due to our strict Covid Protocols. The Feeding Clinic Program benefitted from approximately $15,000 in donated services from Architect One. They did not charge TARC for the design of the ADA bathroom or Feeding Clinic. Our children's services program receives the donation of goods on a weekly basis to help maintain our lending library of developmentally appropriate toys and books. Community donations keep our diaper shelves filled!** **Our volunteers plan and conduct activities and parties for adults in our Day Services program. They organize a Family Fun Day every fall, assist in the "Raising of the Canopy" every spring to provide protection to the children playing on our accessible playground.** **We partner with Topeka Collegiate School for many projects. This partnership has allowed for a better understanding of the needs of children and adults with IDD. We could not exist without our community volunteers.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	TARC Certificate of Good Standing.pdf

File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**861**
Projected age of 6-12 years	**26**
Projected age of 13-18 years	**17**
Projected age of 19-35 years	**121**
Projected age of 36-59 years	**220**
Projected age of 60 years and over	**72**
Total Individuals	**1317**

Section V Beneficiary Information - Gender

Men	**793**
Women	**524**
Transgender	**0**
Total Individuals	**1317**

Section V Beneficiary Information - Income Level

At or below 30%	**342**
At or below 50%	**528**
At or below 80%	**364**
Other	**53**
Income Unknown	**30**
Total Individuals	**1317**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**73**
Percent of Black/African American	**11**
Percent of Hispanic	**1**
Percent of Asian	**0.00**
Percent of American Indian/Alaskan Native	**1**
Percent of Asian & White	**1**
Percent of Black/African American & White	**0.00**
Percent of American Indian/ Alaskan Native & Black/African American	**1**
Percent of Asian/Pacific Islander	**1**
Percent of Other Multiracial	**11**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Eileen Doran**



Uploaded signature image: Eileen Signature.jpeg

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: TARC, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on June 01, 1954, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of August 01, 2022

SCOTT SCHWAB
SECRETARY OF STATE

Kalea Pauole

From: Eileen Doran <edoran@tarcinc.org>
Sent: Wednesday, September 7, 2022 3:24 PM
To: ARPA Grants
Subject: RE: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee
Attachments: Coal Creek Construction - Feeding Clinic.pdf; TARC Organizational Chart.pdf; Team Office Proposal.pdf

Please find the attached documents in response to your request for additional information:

TARC Organization Chart

Proposal for Feeding Clinic from Coal Creek Construction

Proposal from Team Office for Administration Reconfiguration

In answer to the remainder of the questions:

TARC would be able to accept a reduction in the amount of funds provided. The TEAM Office bid however came in quite a bit higher than their ballpark estimate. A reduction of $20,000 however would still allow us to pursue completion of the project.

TARC provides all Children's Services materials in both English and Spanish. We work with El Centro for interpreting services. We have staff in Children's Services fluent in sign language as well.

We participate in community outreach by providing materials in as many community sites as possible and participate in community resource fairs. Our outreach efforts demonstrate that we have been successful in reaching those who identify as Hispanic/Indigenous and African American.

We have many staff members who are Hispanic or African American.

Thank you for your consideration of our request.

Eileen Doran
Executive Director
TARC, Inc
2701 SW Randolph Ave
Topeka, Ks 66611
(785) 506-8710
785-232-3770 FAX
edoran@tarcinc.org

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From: ARPA Grants <arpa@topeka.org>
Sent: Tuesday, August 30, 2022 10:51 AM
To: Eileen Doran <edoran@tarcinc.org>
Subject: DUE 9/9/22 ARPA Application Questions from Policy and Finance Committee

Good Morning Eileen Doran,

The Policy and Finance Committee has created specific questions for each organization moving forward with the ARPA Grant Application.

We would like all applicants proceeding forward to know the following:

1. If an organization received funding, there will be follow up information requested and all groups are subject to an audit of these funds.
2. The deadline to respond to the following questions is Friday, September 9th. NO EXCEPTIONS. Failure to respond by the deadline could eliminate the application from consideration. Responses to questions need to be emailed to ARPA@topeka.org

Questions for TARC are as follows:

1. Please provide an organizational Chart for your organization.
2. Please provide a project budget for the project/budget program you are seeking funds.
3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.
4. Spanish speaking services and materials to be offered?
5. What is your outreach to Black and Latino/Indigenous communities?
6. Do you have translation services available?
7. Do you have any Black or Latino/Indigenous staff or volunteers?

If you have any additional questions, please feel free to reach back out.

Sincerely,

ARPA Grants Application Staff

City of Topeka Department of Administrative and Financial Services

215 SE 7th St., Room 358 Topeka, KS 66603-3914

Office: 785-368-3053

TARC Staff

August 11, 2022

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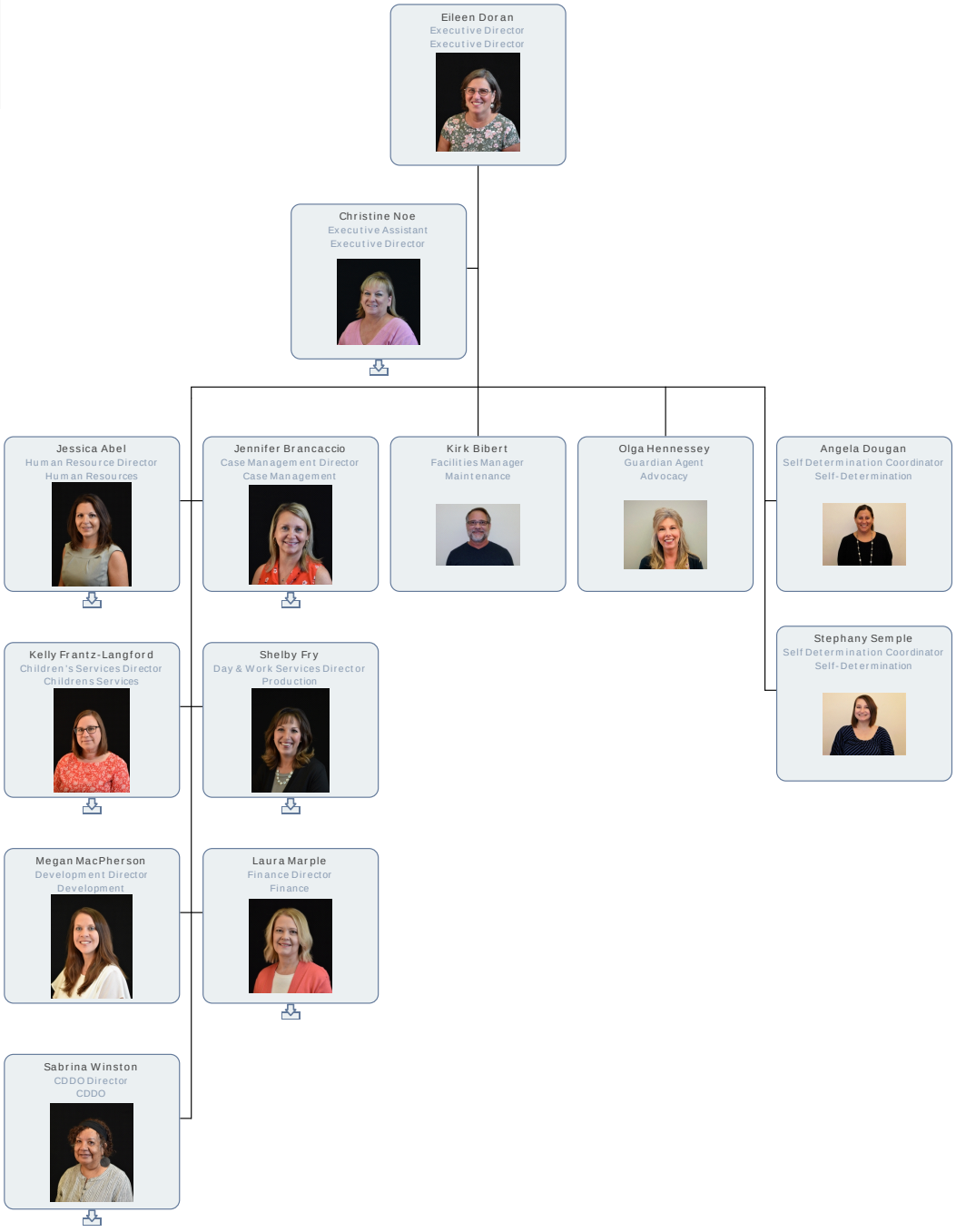

Eileen Doran
Executive Director
Executive Director
Christine Noe
Executive Assistant
Executive Director
Jessica Abel
Human Resource Director
Human Resources
Jennifer Brancaccio
Case Management Director
Case Management
Kirk Bibert
Facilities Manager
Maintenance
Olga Hennessey
Guardian Agent
Advocacy
Angela Dougan
Self Determination Coordinator
Self-Determination
Stephany Semple
Self Determination Coordinator
Self-Determination
Kelly Frantz-Langford
Children's Services Director
Childrens Services
Shelby Fry
Day & Work Services Director
Production
Megan MacPherson
Development Director
Development
Laura Marple
Finance Director
Finance
Sabrina Winston
CDDO Director
CDDO

Christine Noe
Executive Assistant
Executive Director



Kristina Atkinson
Receptionist/ Administrative Assistant
Executive Director



Ashley Pfeifer
Part-Time Receptionist
Executive Director



Jessica Abel
Human Resource Director
Human Resources



Sharita Davis
Training Coordinator
Human Resources



Case Management

Jennifer Brancaccio
Case Management Director
Case Management



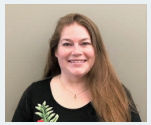
Sharnelle Bennett
Case Manager
Case Management



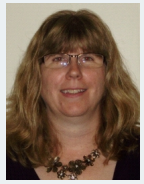
Loletha Clark
Case Manager
Case Management



Rebecca Glotzbach
Case Manager
Case Management



Tracey Herman
Case Manager/ Compliance Coordinator
Case Management



Sally Martin
Case Manager
Case Management



Tina Ruecker
Case Manager
Case Management

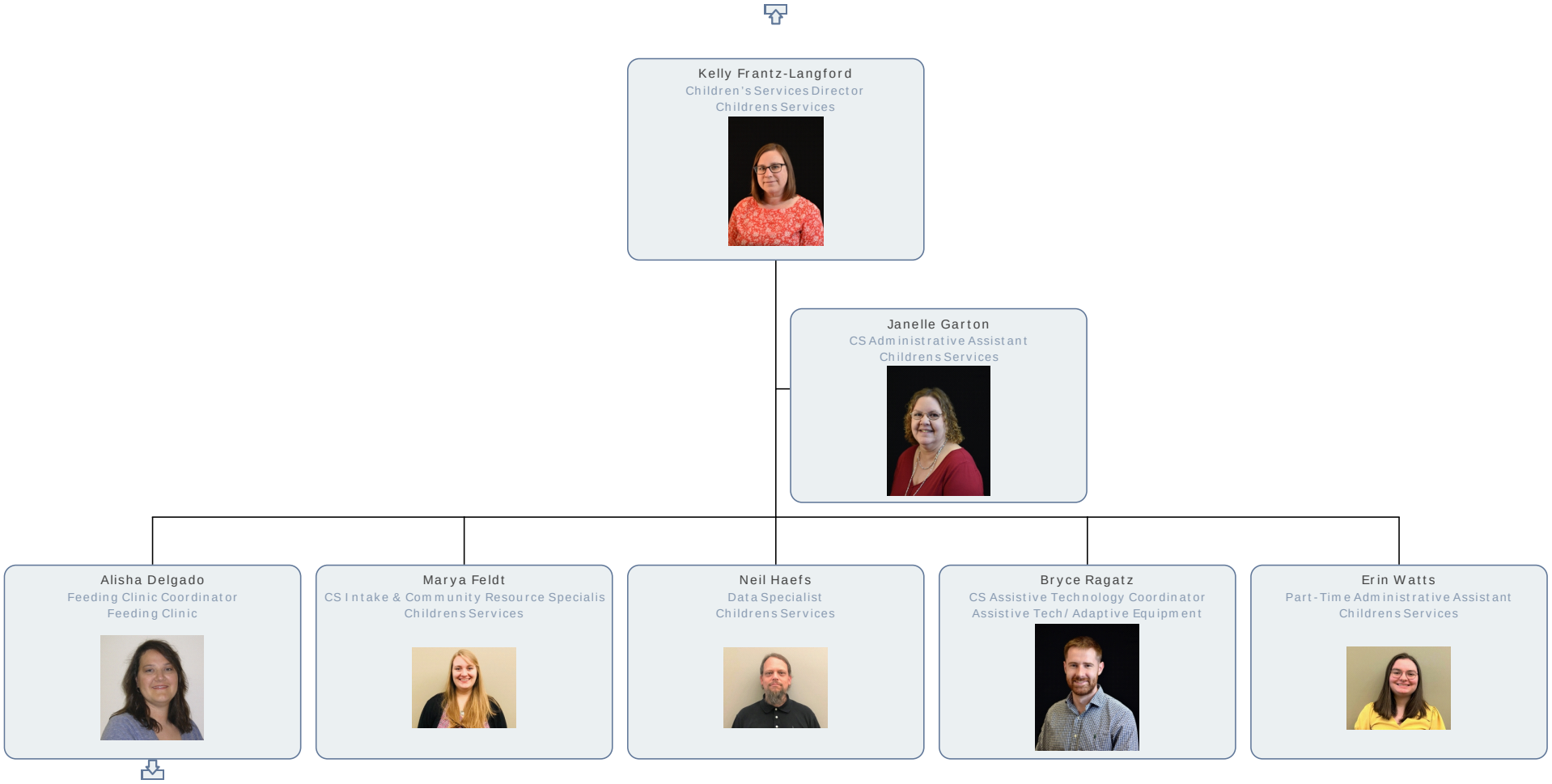


VACANT
Case Manager
Case Management

VACANT
Case Manager
Case Management

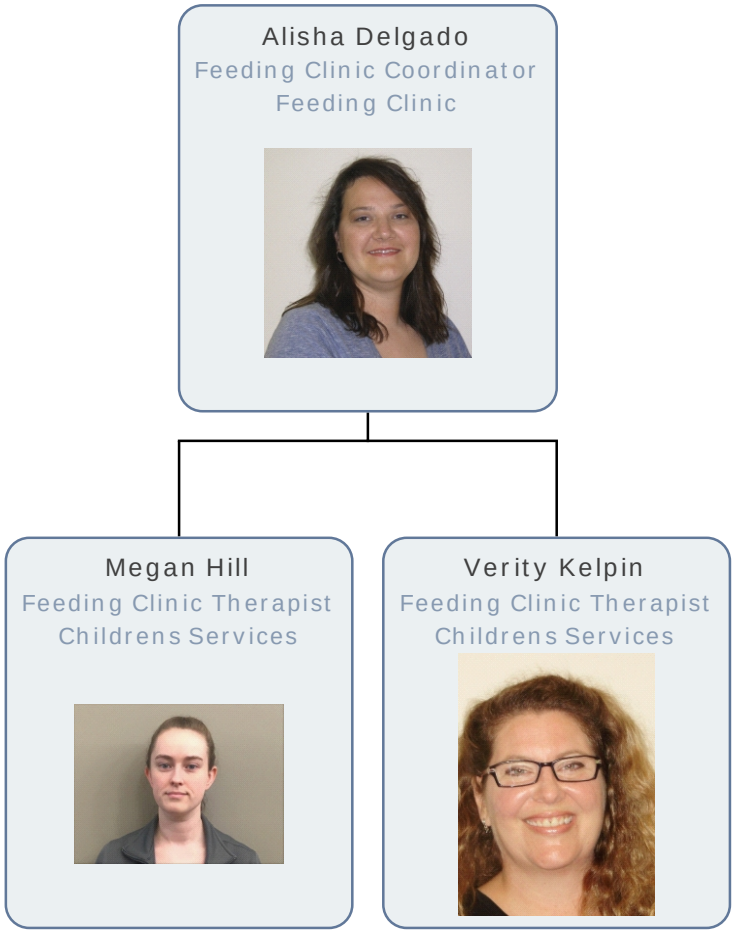
VACANT
Case Manager
Case Management

Children's Services



Current Date 8/11/2022

Feeding Clinic



TARC
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Day & Work Services



Current Date 8/11/2022

TIES Office

Ginger Oroke
TIES Office Manager
Production



Carla Bacon
TIES Receptionist
Production



Avenues

Daniel Howard
Avenues Program Coordination Team Leader
Day/ Senior Services



Buffy Force
Avenues Direct Support Professional
Day/ Senior Services



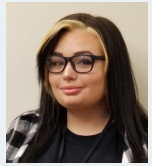
Harriet Goforth
Avenues Restorative Aide
Day/ Senior Services



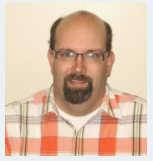
Rebecca Grant
Avenues Direct Support Professional
Day/ Senior Services



Kaela Harrington
Avenues Direct Support Professional
Day/ Senior Services



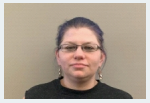
Dwight Herrington
Avenues Direct Support Professional
Day/ Senior Services



Kayla Hrenchir
Avenues Direct Support Professional
Day/ Senior Services



Jamie Perry
Avenues Direct Support Professional
Day/ Senior Services



Jennifer Ridens
Avenues Direct Support Professional
Day/ Senior Services



Connie Ridgeway
Day & Work Services Dual Program Coach
Day/ Senior Services



Nickie Woodman
Avenues Direct Support Professional
Day/ Senior Services



Tina Worley
Avenues Direct Support Professional
Day/ Senior Services



VACANT
Avenues Direct Support Professional
Day/ Senior Services

Current Date 8/11/2022

Production

Betsy Gerhardt
TI ES Operations Manager
Production



Robert Carlson, II
TI Commercial Truck Driver
Production



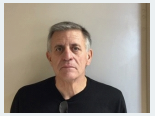
Jeri Lin Morris
TI Production Assist-Contract Work
Production



Rose Morales
TI Lead Production Assistant
Production



James Robison
TI Commercial Truck Driver
Production



Ryan Vickery
TI Production Assistant-Document Destruc
Production



VACANT
Procurement Manager
Production

Employment Services

Brandon Hatfield
TI ES Program Coordinator Team Lead
Production



Leona Crain
TI ES Employment Support Spec-Prod/ Comm
Community Placement



Jennifer Essman
TI ES Employment Associate-Prod/ Comm
Production



Nicole Goodrow
TI ES Employment Associate-Prod/ Comm
Production



Zachary Hensley
TI ES Employment Associate-Prod/ Comm
Production



Brianna Long
TI ES Employment Associate-Prod/ Comm
Production



Elizabeth Mayo
TI ES Employment Associate-Prod/ Comm
TARC Placement



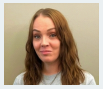
David McGeeney
TI ES Employment Associate-Production/ Community
Community Placement



Debra Munoz
TI ES Employment Associate-Prod/ Comm
Production



Jennifer Palmer
TI ES Employment Associate-Prod/ Comm
Production



Margarita Rodriguez
TI ES Employment Support Spec-Prod/ Comm
Production



Toni Shughart
Day & Work Services Dual Program Coach
Production



Jenny Swinehart
TI ES Employment Associate-Prod/ Comm
Production



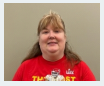
Debra Vickery
Snack Shop Assistant
Snack Shop



Janet Wuerflein
TI ES Employment Associate-Prod/ Comm
Production



Sonya Stapel
TI ES Employment Associate-Prod/ Comm
Production



VACANT
TI Employment Assoc-Production Floor
Production

Melanie Hahn
TI ES Employment Associate-Prod/ Comm
Production



Community Placement

Martel Winans
ES Program Coordinator
Community Placement



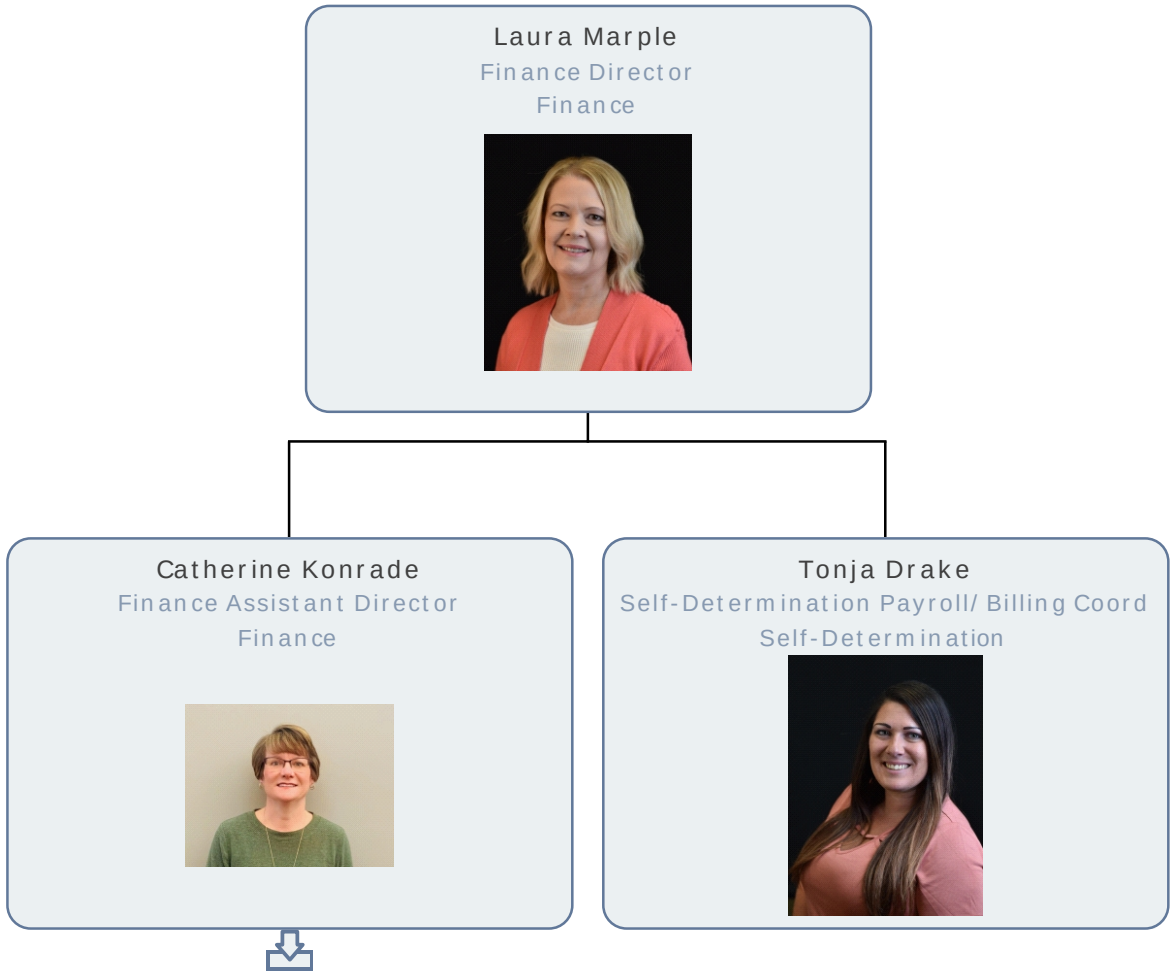
Becky Chambers
ES Assistant Program Coordinator
Community Placement



Jennifer Love
ES Assistant Program Coordinator
Community Placement



Finance


Laura Marple
Finance Director
Finance
Catherine Konrade
Finance Assistant Director
Finance
Tonja Drake
Self-Determination Payroll/ Billing Coord
Self-Determination

Finance

Catherine Konrade
Finance Assistant Director
Finance



Amy Vail
Finance Coordinator
Finance



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CDDO

Sabrina Winston
CDDO Director
CDDO



Christine Hurla
CDDO Admin Assistant/ Options Counselor
CDDO



Shelley Duffey
CDDO Information Technology Coordinator
CDDO



Haley Fender
CDDO Liaison
CDDO



Diane Hanes
CDDO Documentation Coordinator
CDDO



Coleen Hernandez
CDDO Quality Management Coordinator
CDDO



Paula O'Brian
CDDO Assessor
CDDO



Rachael Piecukonis
CDDO Assessor
CDDO



Michelle Shirey
CDDO Assessor
CDDO



Robert Smith
CDDO Funding Coordinator
CDDO



Current Date 8/11/2022

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Ryan Vickery 12
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Tina Worley 11
Janet Wuerflein 13

Customer: TARC

Sales Rep: Jessica Bowlby
jbowlby@teamoffice.us

Proposal

2022-112733
8/19/2022

Propose To:

TARC
2701 Southwest Randolph
Topeka , KS 66611

Attention: Chris Noe
(785) 506-8652 (phone)
cnoe@tarcinc.org

Installation Location:

TARC
2701 Southwest Randolph
Topeka , KS 66611

Customer PO:

Item No.	Item Description	Qty	Item Sell	Ext Sell
Line: 1	Teknion Reception Desk	1	$2,217.03	$2,217.03
Line: 2	Global Clear Acrylic Wellness Screens for reception desk	1	$1,676.71	$1,676.71
Line: 3	Teknion Mail Room Area	1	$3,978.29	$3,978.29
Line: 4	Teknion Workstations as per attached drawing. This also includes all parts/pieces needed for reconfiguration of existing workstations.	1	$67,050.67	$67,050.67
Line: 5	Non union Regular time labor to: 1- receive, deliver, fully assemble and install new workstations as per attached drawings provided by Team Office 2- tear down existing Teknion Boulevard workstations, and re-use parts in order to build new layout Note: all furniture that is not being reused, must be removed/discarded prior to installation	1	$10,400.00	$10,400.00
Line: 6	Teknion fuel surcharge	1	$3,845.45	$3,845.45
Line: 7	Team Office Design Services	1	$650.00	$650.00

Misc Items..... .....$89,818.15

Proposal valid thru 9/18/2022

Printed On: 8/19/2022 4:26 pm

Team Office, LLC
316 Southwest Blvd Kansas City, MO 64108 816-221-9155 (phone) 816-221-4585 (fax)

Item Grouping Summary:

- Misc Items Totals: $89,818.15

Subtotal.....	.....$89,818.15
Tax.....	.....$8,158.89
Total Amount.....	.....$97,977.04

Thank you for your business! Please accept this proposal and the Team Office Terms & Conditions by signing below. Terms & Conditions can be viewed at https://www.teamoffice.us/terms-and-conditions
A deposit of 50.00% ($44,909.07) is required to place an order for this proposal.

Accepted by: _____ Date: _____

316 Southwest Blvd Kansas City, MO 64108 816-221-9155 (phone) 816-221-4585 (fax)

AIA® Document A105™ – 2017

Standard Short Form of Agreement Between Owner and Contractor

AGREEMENT made as of the fourteenth day of February
in the year two thousand twenty-two
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

TARC, Inc.
2701 SW Randolph Ave.
Topeka, KS 66611
785-232-0597

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Contractor:
(Name, legal status, address and other information)

Coal Creek Construction Co.
P.O. Box 118
Auburn, KS 66402
785-256-7171

for the following Project:
(Name, location and detailed description)

TARC, Inc. Feeding Clinic
2701 SW Randolph Ave.
Topeka, KS 66611

The Architect:
(Name, legal status, address and other information)

Architect One
906 S. Kansas Ave., Suite 200
Topeka, KS 66612

The Owner and Contractor agree as follows.

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TABLE OF ARTICLES

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3 CONTRACT SUM

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5 INSURANCE

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9 ARCHITECT

10 CHANGES IN THE WORK

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14 CORRECTION OF WORK

15 MISCELLANEOUS PROVISIONS

16 TERMINATION OF THE CONTRACT

17 OTHER TERMS AND CONDITIONS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of

.1 this Agreement signed by the Owner and Contractor;

.2 the drawings and specifications prepared by the Architect, dated 10/26/2021 , and enumerated as follows: SEE ATTACHED DRAWING INDEX

Drawings:

Number	Title	Date

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Specifications:

Section	Title	Pages

.3 addenda prepared by the Architect as follows:

Number	Date	Pages
1	2/7/2022	11
2	2/8/2022	1 (M100)

.4 written orders for changes in the Work, pursuant to Article 10, issued after execution of this Agreement; and

.5 other documents, if any, identified as follows:

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The Contract Time is the number of calendar days available to the Contractor to substantially complete the Work.

§ 2.2 Date of Commencement:

Unless otherwise set forth below, the date of commencement shall be the date of this Agreement.
(Insert the date of commencement if other than the date of this Agreement.)

Date of Permit

§ 2.3 Substantial Completion:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion, as defined in Section 12.5, of the entire Work:
(Check the appropriate box and complete the necessary information.)

☒ Not later than ninety-one (91) calendar days from the date of commencement.

☐ By the following date:

ARTICLE 3 CONTRACT SUM

§ 3.1 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work. Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

One hundred thirty-five thousand three hundred forty-eight

($135,348.00)

Init.

/

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§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:
(Itemize the Contract Sum among the major portions of the Work.)

Portion of the Work	Value

§ 3.3 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:
(Identify the accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

§ 3.4 Allowances, if any, included in the Contract Sum are as follows:
(Identify each allowance.)

Item	Price

§ 3.5 Unit prices, if any, are as follows:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit ($0.00)

ARTICLE 4 PAYMENTS

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect, the Owner shall pay the Contractor, in accordance with Article 12, as follows:
(Insert below timing for payments and provisions for withholding retainage, if any.)

Payment due twenty (20) days from the date of AIA G702 document.

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.
(Insert rate of interest agreed upon, if any.)

%

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ARTICLE 5 INSURANCE SEE ATTACHED CERTIFICATE OF INSURANCE

§ 5.1 The Contractor shall maintain the following types and limits of insurance until the expiration of the period for correction of Work as set forth in Section 14.2, subject to the terms and conditions set forth in this Section 5.1:

§ 5.1.1 Commercial General Liability insurance for the Project, written on an occurrence form, with policy limits of not less than ($) each occurrence, ($) general aggregate, and ($) aggregate for products-completed operations hazard.

§ 5.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than ($) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 5.1.3 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 5.1.1 and 5.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 5.1.4 Workers' Compensation at statutory limits.

§ 5.1.5 Employers' Liability with policy limits not less than ($) each accident, ($) each employee, and ($) policy limit.

§ 5.1.6 The Contractor shall provide builder's risk insurance to cover the total value of the entire Project on a replacement cost basis.

§ 5.1.7 Other Insurance Provided by the Contractor
(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage	Limits

§ 5.2 The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and shall provide property insurance to cover the value of the Owner's property. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

§ 5.3 The Contractor shall obtain an endorsement to its Commercial General Liability insurance policy to provide coverage for the Contractor's obligations under Section 8.12.

§ 5.4 Prior to commencement of the Work, each party shall provide certificates of insurance showing their respective coverages.

§ 5.5 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents, and employees, each of the other; and (2) the Architect, Architect's consultants, and any of their agents and employees, for damages caused by fire or other causes of loss to the extent those losses are covered by property insurance or other insurance applicable to the Project, except such rights as they have to the proceeds of such insurance.

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ARTICLE 6 GENERAL PROVISIONS

§ 6.1 The Contract

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 The Work

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment, and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations.

§ 6.3 Intent

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 Ownership and Use of Architect's Drawings, Specifications and Other Documents

Documents prepared by the Architect are instruments of the Architect's service for use solely with respect to this Project. The Architect shall retain all common law, statutory, and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Architect.

§ 6.5 Electronic Notice

Written notice under this Agreement may be given by one party to the other by email as set forth below.
(Insert requirements for delivering written notice by email such as name, title, and email address of the recipient, and whether and how the system will be required to generate a read receipt for the transmission.)

ARTICLE 7 OWNER

§ 7.1 Information and Services Required of the Owner

§ 7.1.1 If requested by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site.

§ 7.1.2 Except for permits and fees under Section 8.7.1 that are the responsibility of the Contractor, the Owner shall obtain and pay for other necessary approvals, easements, assessments, and charges.

§ 7.1.3 Prior to commencement of the Work, at the written request of the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence.

§ 7.2 Owner's Right to Stop the Work

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

§ 7.3 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Architect may withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the cost of correction, provided the actions of the Owner and amounts charged to the Contractor were approved by the Architect.

§ 7.4 Owner's Right to Perform Construction and to Award Separate Contracts

§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

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§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

ARTICLE 8 CONTRACTOR

§ 8.1 Review of Contract Documents and Field Conditions by Contractor

§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies, or omissions discovered to the Architect.

§ 8.2 Contractor's Construction Schedule

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work.

§ 8.3 Supervision and Construction Procedures

§ 8.3.1 The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.

§ 8.3.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner, through the Architect, the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner or Architect have made a timely and reasonable objection.

§ 8.4 Labor and Materials

§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 8.5 Warranty

The Contractor warrants to the Owner and Architect that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents. Any material or equipment warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 12.5.

§ 8.6 Taxes

The Contractor shall pay sales, consumer, use, and similar taxes that are legally required when the Contract is executed.

§ 8.7 Permits, Fees and Notices

§ 8.7.1 The Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Architect in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules, and regulations.

§ 8.8 Submittals

The Contractor shall promptly review, approve in writing, and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents. Shop drawings, product data, samples, and similar submittals are not Contract Documents.

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§ 8.9 Use of Site
The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents, and the Owner.

§ 8.10 Cutting and Patching
The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 Cleaning Up
The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery, and surplus material; and shall properly dispose of waste materials.

§ 8.12 Indemnification
To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ARTICLE 9 ARCHITECT
§ 9.1 The Architect will provide administration of the Contract as described in the Contract Documents. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 9.2 The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work.

§ 9.3 The Architect will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. The Architect will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

§ 9.4 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor.

§ 9.5 The Architect has authority to reject Work that does not conform to the Contract Documents.

§ 9.6 The Architect will promptly review and approve or take appropriate action upon Contractor's submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 9.7 On written request from either the Owner or Contractor, the Architect will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents.

§ 9.8 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from the Contract Documents, and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

§ 9.9 The Architect's duties, responsibilities, and limits of authority as described in the Contract Documents shall not be changed without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

ARTICLE 10 CHANGES IN THE WORK
§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions, and the Contract Sum and Contract Time shall be adjusted accordingly, in writing. If the Owner and Contractor cannot agree to a change in the Contract Sum, the Owner shall pay the Contractor its actual cost plus reasonable overhead and profit.

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§ 10.2 The Architect may authorize or order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such authorization or order shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall proceed with such minor changes promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME

§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

§ 11.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the responsible party.

ARTICLE 12 PAYMENTS AND COMPLETION

§ 12.1 Contract Sum

The Contract Sum stated in this Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 Applications for Payment

§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for Work completed in accordance with the values stated in this Agreement. The Application shall be supported by data substantiating the Contractor's right to payment as the Owner or Architect may reasonably require, such as evidence of payments made to, and waivers of liens from, subcontractors and suppliers. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or other encumbrances adverse to the Owner's interests.

§ 12.3 Certificates for Payment

The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in part; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole. If certification or notification is not made within such seven day period, the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time and the Contract Sum shall be equitably adjusted due to the delay.

§ 12.4 Progress Payments

§ 12.4.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner provided in the Contract Documents.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 Neither the Owner nor the Architect shall have responsibility for payments to a subcontractor or supplier.

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§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.5 Substantial Completion

§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Contractor believes that the Work or designated portion thereof is substantially complete, it will notify the Architect and the Architect will make an inspection to determine whether the Work is substantially complete. When the Architect determines that the Work is substantially complete, the Architect shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, establish the responsibilities of the Owner and Contractor, and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 Final Completion and Final Payment

§ 12.6.1 Upon receipt of a final Application for Payment, the Architect will inspect the Work. When the Architect finds the Work acceptable and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment shall not become due until the Contractor submits to the Architect releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests, or encumbrances arising out of the Contract.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees on the Work and other persons who may be affected thereby, the Work and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by the Architect as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement, and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 Assignment of Contract

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 Tests and Inspections

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections, and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Architect requires additional testing, the Contractor shall perform those tests.

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§ 15.2.3 The Owner shall bear cost of tests, inspections, or approvals that do not become requirements until after the Contract is executed. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 15.3 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

ARTICLE 16 TERMINATION OF THE CONTRACT

§ 16.1 Termination by the Contractor

If the Work is stopped under Section 12.3 for a period of 14 days through no fault of the Contractor, the Contractor may, upon seven additional days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

§ 16.2 Termination by the Owner for Cause

§ 16.2.1 The Owner may terminate the Contract if the Contractor

.1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;

.2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;

.3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or

.4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, after consultation with the Architect, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

.1 take possession of the site and of all materials thereon owned by the Contractor, and

.2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§ 16.3 Termination by the Owner for Convenience

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 17 OTHER TERMS AND CONDITIONS

(Insert any other terms or conditions below.)

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This Agreement entered into as of the day and year first written above.
(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

TARC, Inc.	Coal Creek Construction Co.
Eileen M Doran	
OWNER *(Signature)*	**CONTRACTOR** *(Signature)*
Eileen M. Doran, Executive Director	Michael W. Tindell President
(Printed name and title)	*(Printed name and title)*
	LICENSE NO.:
	JURISDICTION:

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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TARC, INC.
2701 SW RANDOLPH AVE.
TOPEKA, KANSAS

PROJECT NUMBER: 21-089 TARC, INC. FEEDING CLINIC
ISSUE DATE: 10/26/2021

DRAWING INDEX

SHEET NUMBER	SHEET NAME
General	
O001	Cover Sheet
O101	Code Floor Plan
O111	ADA Design Guidelines
Demolition	
D101	Demolition Floor Plan
Architectural	
A101	Floor Plan
A111	Enlarged Floor Plans & Interior Elevations
A141	Finish Plan & Legend
A201	Reflected Ceiling Plan
A621	Casework Sections
General MEP	
ME100	MEP Symbols and Specifications
Mechanical	
M100	HVAC Plan, Schedules, and Details
Electrical	
E100	Electric Plan, Schedules, and Details
E200	Lighting Plan, Schedules, and Details
Plumbing	
P100	Plumbing Plans, Schedules, and Details

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Wesley Tedlock	
Integrity Midwest Insurance, LLC	PHONE (A/C, No, Ext): (785) 856-5100	FAX (A/C, No): (888) 900-4599
2500 W 31st St., Suite B	E-MAIL ADDRESS: wesley@integritymw.com	
Lawrence KS 66047	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Owners Insurance Company	32700
INSURED	INSURER B: Auto-Owners Insurance	18988
Coal Creek Construction Co	INSURER C:	
PO Box 118	INSURER D:	
	INSURER E:	
Auburn KS 66402-0118	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2162807499 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			75919716	07/08/2021	07/08/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			4991971600	07/08/2021	07/08/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
B	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			4991971601	07/08/2021	07/08/2022	EACH OCCURRENCE AGGREGATE $	$ 2,000,000 $ 2,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		75066779	07/08/2021	07/08/2022	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Rented Equipment			75919716	07/08/2021	07/08/2022	Limit: Deductible:	$100,000 $250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

TARC, Inc. Is listed as additional insured as regards General Liability.

CERTIFICATE HOLDER

TARC, Inc.
2701 SW Randolph Ave.
Topeka KS 66611

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ARPA Funds Grant Application

Submission date:	**29 July 2022, 11:01AM**
Receipt number:	**30**
Related form version:	**5**

Section I Organization Information

Organization Name	**Family Service & Guidance Center**
Organization Address	**325 S.W. Frazier Ave.** **Topeka, KS 66606**
Primary Phone	**785.232.5005**
Primary Email	**pevans@fsgctopeka.com**
Primary Contact	**Pam Evans**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**118 years**
Industry Name	**621420 Outpatient Mental Health and Substance Abuse Center**
What is your organization's mission statement?	**Family Service & Guidance Center provides quality behavioral healthcare for children and families.**
Does your organization assist any of the following?	**Rental Assistance** **Unsheltered Homeless** **Transitory Populations** **Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	
Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**In early 2019, prior to the onset of the pandemic, Family Service & Guidance Center had 270 staff, full- and part-time. By December 2020, staff numbered just 200; there were 70 vacant positions.** **The staff shortage adversely impacted client care. For example, children, teens and families had longer waits between appointments. In addition, clients had to wait longer for a case manager and attendant care provider to be assigned to them.** **The shortage also affected FSGC staff members. Clinical staff had to take on additional clients and families for the same salary. Many employees – clinical staff, in particular – had to work additional hours just to continue to provide ongoing care to current clients and families. The staffing challenges took a toll on morale.** **In recent months, FSGC has creatively rebuilt to pre-pandemic capacity in a variety of ways. Staff enjoy a more flexible, employee-friendly workplace and work from remote locations when possible. FSGC is hiring reliable, dependable staff who are highly committed to the work FSGC does and the population the organization serves. Finally, wages have been increased to be more competitive with other businesses and organizations in Topeka and the surrounding area. FSGC is happy to say that at this time, FSGC has just 15 vacant positions to fill.**
Is this organization a nonprofit?	**Yes**

Has this organization received any of the following?	**Kansas SPARK/BASE Grants** **Paycheck Protection Program** **Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	**258,444**
Please Specify the amount recieved from Paycheck Protection Program	**2,783,200**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	**2,024,259.55**

Section III Summaries

ARPA Grant Amount Requested	**$1,000,000**
Name the program for which you are applying	**Family Service & Guidance Center's new Youth Crisis & Recovery Center**
Please describe your organization, its programs and how this program fits in	**Family Service & Guidance Center (FSGC) is a nonprofit community mental health center that specializes in meeting the needs of children up to 18 years old. We provide direct clinical services, prevention education and outreach to over 10,000 children, adolescents and families from 36 Kansas counties annually. Today, FSGC is a recognized leader in children's mental health services, employing 260 staff members on a centralized three-building campus and a Crisis Resolution Program building.** **FSGC has been improving the lives of children in**

Shawnee County and across northeast Kansas for over 115 years. In 1904, FSGC was established to help Topeka flood victims. The organization changed its focus from basic welfare needs to that of a social service agency in the 1940s. The 1950s saw FSGC focus on providing mental health care services, and in 1984, FSGC committed itself exclusively to meeting the unique mental health needs of children and families.

Today, Family Service & Guidance Center offers a broad range of services, including outpatient individual, family and group therapy; child and adolescent psychiatry; crisis services available 24 hours a day, 365 days a year; an anxiety treatment program; parent-child interactive therapy; therapeutic groups for preschool-age children with severe emotional and behavioral problems; community-based services, including case management; outpatient substance use disorder assessment and treatment; a Youth Development Program for school-age children and teens; Transitions to Adulthood Program for young adults with mental illness; and the popular Happy Bear abuse prevention program.

The Youth Crisis & Recovery Center is a logical next step for FSGC. Staff report that the mental health crises children and teens are experiencing are becoming more severe than ever. Greater numbers of youth are destroying property, hurting themselves or others and having homicidal/suicidal thoughts. Furthermore, local youth are using alcohol and other drugs at alarmingly high rates. Risk factors linked to substance use are on the rise in our community while important protective factors linked to abstinence from substance use are decreasing (Kansas Communities That Care survey, 2020). Youth.gov estimates that 60-75 percent of adolescents with substance use disorders have a co-occurring mental health

	challenge. **The new Center will provide new and expanded services to children and teens who are experiencing a severe mental health crisis. It will also house FSGC's new residential substance use treatment program for youth living with co-occurring mental health challenges and substance use disorders. The establishment of the FSGC Youth Crisis & Recovery Center will provide a safe, therapeutic environment for children and adolescents who require an enhanced level of care in an atmosphere that will empower them and their families to fully participate in their own healing and recovery.**
Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded	**A generous $1 million ARPA grant from the City of Topeka will help bring about multiple long-term benefits in our community. It is needed to help Family Service & Guidance Center keep up with increased numbers of suicide attempts, more severe mental health crises and addiction issues in school-age children.** **First and foremost, a grant award will help build FSGC's new Youth Crisis & Recovery Center, which, unfortunately has been hindered by increased construction costs and supply line issues. It will be a 24-bed, 24,000-square foot building that will house services for children and teens who are experiencing a severe mental health crisis as well as the area's only adolescent residential substance use treatment program. This is not a one-off or short-term program. The Center will make it possible for thousands of children to get the specialized mental health services they desperately need for generations to come. An ARPA grant to Family Service & Guidance Center will bring long-term benefits in the health of our community's children as well as an investment in our Topeka community itself. The Youth Crisis & Recovery Center is slated to open summer 2023.**

	Parents of children served at the Center will get the support and information they need to give the child and family the best chance at a healthy, happy life. **The Center will dramatically expand FSGC's capacity to serve the growing number of youth who are experiencing severe mental health crises. This will address issues like overburdened hospital emergency departments, long wait lists at publicly funded psychiatric and substance use treatment facilities, overloaded juvenile courts and preventable youth deaths. It will also result in fewer costly psychiatric hospitalizations and admissions to long-term residential facilities.** **Finally, this treatment will result in lives saved, increased success at home, at school and in the community and life skills needed to become productive citizens.** **A study by the National Safety Council and NORC at the University of Chicago reports that for every $1 spent on mental health, there is a $4 return on investment. The $1 million ARPA grant will support the construction of the Youth Crisis & Recovery Center building. Once the Center is completed and open, upkeep and maintenance will be included in Family Service & Guidance Center's annual budget. Revenue for salaries to hire and retain qualified staff will come, in part, from third-party payers, including KanCare (Kansas Medicaid), private insurance and grants.**
How has the pandemic impacted the effectiveness of your organization?	**Telehealth appointments were key to FSGC's continuing support of clients in our community during the pandemic. We were pleased to learn that that a majority of clients and families who engaged in services via telehealth found them not only effective but also convenient. Many said receiving services at home removed barriers to service -- including**

transportation issues and childcare concerns.

However, FSGC also found that during the pandemic, as people became more hesitant to leave home, many families put off needed mental health treatment. This adversely impacted FSGC revenue from third-party payers. It also means that families are now entering FSGC services with a much higher severity of mental illness and a much lower ability to function at school, at home and in the community.

The pandemic made it more difficult for Family Service & Guidance Center to retain staff. In response, FSGC has been creative in rebuilding our capacity, including creating a more flexible, employee-friendly workplace by allowing staff to work from remote locations when possible; hiring reliable, dependable staff who are highly committed to the work FSGC does and the population the organization serves, and increasing wages to be more competitive with other businesses and organizations in Topeka and the surrounding area.

Some clients also experienced setbacks. A significant number of children and families lacked access to reliable internet or phone service and could not participate in telehealth services regularly. Because FSGC relies on fees for service from insurance companies to pay salaries and expenses, revenue was adversely impacted for several months. In addition, a number of children and caregivers chose to put off medically necessary services.

So, COVID-19 related issues resulted in delays in treatment and, once clients returned, more severe symptoms and crises. These mean longer treatment. Revenue was impacted negatively, which affected our capacity for completing the Youth Crisis & Recovery Center building project as well as our ability to meet

	the needs of our client youth and families.
Please describe how you see the future of your organization and its program post-pandemic	**On May 18, 2020, Family Service & Guidance Center fully opened once again to provide both in-person and telehealth services. Masks were required as was social distancing. There is no reason to think the future is anything but bright; however, clients and their families tell us that the trauma and challenges of the pandemic are not going away soon. While FSGC has had a program like the one being proposed in this application in the works for many years, the pandemic and the needs of youth and families in our community have accelerated those plans dramatically.** **FSGC is more dedicated than ever to delivering safe, supportive services in a facility that promotes trauma-informed care and collaboration with parents and caregivers. The goal is to design and build a therapeutic safe space that will support the recovery of children and teens experiencing a mental health crisis or living with co-occurring substance abuse disorders and mental health challenges for up to 28 days. FSGC's current crisis services facility is limited in how many beds are available and focuses on more short-term stabilization (24-72 hours) of the youth and family.** **The new Youth Crisis & Recovery Center will help reduce the wait periods for Kansas psychiatric hospitals. By allowing a longer stay of up to 28 days, FSGC will be able to wrap more services around clients, provide them with intensive family therapy and provide time to develop a much more client-specific plan that will divert them from being added to the wait list and, ultimately, hospitalized. That will result in fewer children and teens on the wait list and shorter waits for children who need these specialized services.** **Finally, Family Service & Guidance Center is**

preparing to become a Certified Community Behavioral Health Clinic, or CCBHC. CCBHCs are specially designated clinics that provide a comprehensive range of mental health and substance use services. CCBHCs ensure access to integrated, evidence-based substance use disorder and mental health services, including 24/7 crisis response. They meet stringent criteria regarding timeliness of access, quality reporting, staffing and coordination with social services, criminal justice and education systems.

According to the National Council on Mental Wellbeing's website, CCBHCs across the country have dramatically increased access to mental health and substance use disorder treatment, expanded states' capacity to address the overdose crisis and established innovative partnerships with law enforcement, schools and hospitals to improve care, reduce recidivism and prevent hospital readmissions. FSGC is optimistic about this innovative model of comprehensive service delivery.

Section IV General Data

Provide a detailed explanation of the proposed program	**Family Service & Guidance Center identified a growing service gap in Topeka for youth crisis stabilization and substance use treatment. FSGC is taking a leadership role and responding to these needs by constructing a new, state-of-the-art facility: The FSGC Youth Crisis & Recovery Center. The Center will be a 24-bed, 24,000-square foot facility that will accommodate children and adolescents experiencing a mental health crisis or substance use disorder. The original cost estimate for the building was $6,024,135. Due to increased costs and supply line issues, the latest estimate is $7,607,347.** **The Center will provide a safe, therapeutic**

environment for youth who are experiencing a mental health crisis and require an enhanced level of care. It will provide a trauma-responsive atmosphere that will empower youth to fully participate in their own healing and recovery.

The Center will allow FSGC to provide additional substance use treatment services that are not available for youth in our community. FSGC mental health professionals are trained and licensed to treat both mental health and substance use disorders. They will work closely with the youth and their family to address these issues at the same time rather than separately. This innovative approach maximizes the youth's opportunity for positive, long-lasting treatment results. Prior to the establishment of FSGC's integrated program, adolescents had to seek mental health services and substance use disorder treatment services separately.

This will fill a service gap in Topeka and Shawnee County, since there are currently only 10 publicly funded beds available for juvenile substance use treatment in all of Kansas, creating delays in access for Topeka youth. The FSGC Youth Crisis & Recovery Center will provide timely treatment and give school-age youth a better chance at academic success as well as reduced suicidality, fewer hospital emergency department visits and reduced juvenile justice system involvement.

FSGC anticipates treating 250 children, youth and families in the Youth Crisis & Recovery Center's first year and 300-350 each year after that. This needed new facility will play an important role in stopping cycles of mental illness and substance use that can lead to a lifetime of pain and dependence. In addition, the Center will create dozens of new, good-paying jobs and opportunities, contributing to the local

economy.

It should be noted that FSGC is already receiving calls from other community mental health centers and partner organizations, asking when beds in the Youth Crisis & Recovery Center will be available.

Describe what other funding is available and what you have secured, or expect to secure for this project	**The dire need for expansion of FSGC's crisis program as well as the creation of a substance use treatment program did not allow our organization the luxury of conducting a multi-year, multi-million dollar capital campaign. Construction has begun and the building is slated to open in summer 2023; however, FSGC feels it is important to solicit local support and engage the community in bringing this new project to completion. FSGC is prepared to finance the difference.** **It should be noted that when planning for the building began prior to the pandemic, the estimated price tag was $6,024,135. Since that time, the increased costs of construction, materials and supply line issues have resulted in a $1,583,212 increase in total costs.** **Family Service & Guidance Center asks the City of Topeka to consider a generous $1 million grant to help bridge the $1.58 million gap. The City's help is crucial to meeting the challenges of adolescent substance use and mental health crises among children and teens in the Topeka community. If the City can make a $1 million grant award, FSGC will offset the remaining $583,212.** **To date, Family Service & Guidance Center has secured over $444,350 in donations earmarked exclusively for specialized furniture, fixtures and equipment for the Youth Crisis & Recovery Center. These items meet high safety and durability standards and are suitable for such a facility. A number of large funding requests are still pending with local businesses and organizations. FSGC will launch a public campaign to raise money toward the Youth Crisis & Recovery Center in September 2022. In addition, all proceeds from FSGC's two major annual fundraisers are earmarked for the new Center.**
Describe the community need that this proposal	**Children who come to FSGC's Crisis Resolution**

addresses and how it is relative to what you are trying to accomplish

Program (CRP) facility see a 75 percent reduction in the need for admission to a psychiatric facility; however, they can only stay at CRP for up to 72 hours. This is usually enough time to stabilize the child and family and send the child home; however, it is not enough time to treat the core issues of the crisis. So, it's not unusual to see the child back at CRP in a week or two.

Topeka has two major challenges when it comes to youth mental and behavioral health. First, more children are experiencing mental health crises and showing more severe symptoms since the COVID-19 pandemic. This mirrors national trends. According to the Kansas "Communities That Care" survey, the number of Shawnee County students (grades 6-12) who felt so hopeless for two or more weeks in a row that they stopped doing some usual activities rose from 29.30 percent to 38.54 percent from 2018-2022. Between 2020 and 2022 alone, the rate went from 30.22 percent to 38.54 percent. The number of students who seriously thought about killing themselves went up 18.11 percent during that same span. Finally, between 2021 and 2022, the rate of students self-reporting a suicide attempt rose from 1.46 percent to 2.09 percent.

Children and teens in our community who are experiencing serious mental health crises and require an enhanced level of service have to wait weeks and even months to get the help they desperately need. As of July 13, 2022, Kansas psychiatric facilities had a wait list of 185 youth, 23 from Shawnee County. Girls usually wait for 30-60 days for admission; boys usually wait 120-150 days (source: Kansas Department for Agin and Disability Services).

The current CRP facility has outlived its capacity to provide effective services. It is located on a very busy

	street and has no safe outdoor play spaces. In addition, there is not enough indoor space for therapeutic groups and activities. **Second, high numbers of local youth are using or are at risk of using illegal drugs. "Communities That Care" indicates 13 percent of Shawnee County students have consumed alcohol in the past 30 days. Among high school seniors, the number is one in four. Seven percent of students have had five or more drinks in a row at least once in the past two weeks. Six percent of students reported smoking marijuana in the last 30 days. Factors linked to illegal substance use (including low perceived risk of harm from drug use) are increasing, while factors linked to abstinence from substance use (healthy community beliefs and clear standards) are decreasing.** **These challenges are compounded by a lack of providers who can treat both mental health issues and substance use disorders in youth. The majority of local treatment providers only treat adults. Many providers are certified in substance abuse treatment but are not licensed mental health professionals. They can treat the substance use, but they can't treat the mental health issues at the core of the problem. Once again, the sheer lack of publicly funded beds available for juvenile substance use treatment and the 60-day wait are serious issues.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**There are no publicly funded residential psychiatric treatment facilities or juvenile substance use treatment beds in Topeka. The nearest psychiatric treatment facility is in Kansas City. Others are located hours away from Topeka, and all of them have extensive wait lists. As mentioned previously, all of the State's adolescent substance use treatment beds are in Olathe. They also have a long wait list.** **FSGC is building the new Youth Crisis & Recovery**

Center as an alternative to our state's overburdened psychiatric and substance use treatment facilities. Family Service & Guidance Center believes that children and teens should not have to wait weeks and even months to get the mental health care and substance use treatment they need right now. For many of them, three days of crisis de-escalation is not enough; it's like putting a band aid on a broken leg. A generous $1 million grant from the City of Topeka will help FSGC provide the service that these children need, when they need it – not five months later.

In addition, the longer 28-day stay and enhanced level of service provided by the Youth Crisis & Recovery Center will play an important role in shortening the wait list for admission to publicly funded treatment facilities for youth who need it.

FSGC is the only community mental health center in Kansas that specializes in meeting the unique mental and behavioral health needs of children, teens and their families. We are the only youth outpatient mental health provider in our community available 24/7/365. FSGC has positive relationships with numerous invested stakeholders, including the Juvenile Corrections Advisory Board (JCAB), Shawnee County Court Services, all public school districts, the Youth Suicide Prevention Coalition and many others. We also convene quarterly roundtable meetings of high school student leaders from all Shawnee County public high schools to discuss suicide prevention, highlight youth mental health and develop effective communication strategies to reach teens. Family Service & Guidance Center is uniquely positioned and highly qualified to provide these needed services in our community.

What donated goods and or volunteer services do you receive that add value to this program?	**Architect One, the architect on the project, has put a cap on their fees as a courtesy to FSGC, resulting in a discount of at least $71,000. In addition, Coal Creek Construction, general contractor, has reduced their profit and overhead from 6.5 percent to 5.5 percent on the project. The value of this is approximately $76,000.** **The Topeka Community's support for this project has been overwhelmingly positive. Local business partners and FSGC donors have contributed over $440,000 to the Youth Crisis & Recovery Center for specialized furniture, fixtures and equipment. Family Service & Guidance Center will launch a public fundraising campaign in September. Once we achieve our original $500,000 goal for furniture, fixtures and equipment, we will continue to raise money toward the additional $583,212 needed to fill the gap. A $1 million gift from the City of Topeka will change the lives of thousands of our community's most vulnerable children, youth and families for generations to come.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**20220719113916852.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	**12**
Projected age of 6-12 years	**145**
Projected age of 13-18 years	**143**

Projected age of 19-35 years	**0**
Projected age of 36-59 years	**0**
Projected age of 60 years and over	**0**
Total Individuals	**300**

Section V Beneficiary Information - Gender

Men	**175**
Women	**125**
Transgender	**0**
Total Individuals	**300**

Section V Beneficiary Information - Income Level

At or below 30%	**18**
At or below 50%	**3**
At or below 80%	**2**
Other	**0**
Income Unknown	**277**
Total Individuals	**300**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**61.2**
Percent of Black/African American	**13.4**
Percent of Hispanic	**14.5**
Percent of Asian	**0.6**

Percent of American Indian/Alaskan Native	**1.4**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0.1**
Percent of Other Multiracial	**8.8**
Total Percent of Individuals	**100.0**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**CEO**

Your Signature

Name of signatory: Kathy Mosher, MA, MBA



[Uploaded signature image: Kathy Mosher signature.jpg]

STATE OF KANSAS
OFFICE OF SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: FAMILY SERVICE AND GUIDANCE CENTER OF TOPEKA, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on December 05, 1904, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereofI execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of July 19, 2022

Scott Schwab

SCOTT SCHWAB
SECRETARY OF STATE

Family Service & Guidance Center's Answers to ARPA Grant Application Questions

Please provide an organizational chart for your organization.



Please note: A complete organizational chart pdf is attached for your information.

Please provide a project budget for the project/budget program for which you are seeking funds.

Permit/General Labor Supervision	105,100
General Conditions -- Exterior Elements	693,596
Concrete	313,000
Masonry	558,890
Steel & Steel Detailing	627,461
Wood Elements & Roofing	631,733
Hollow Metal Frames	40,000
Door Hardware Labor	20,470
Finishes/Elevator/HVAC/Plumbing	3,293,051
Electrical Elements	903,700
Labor/Mobilization/Overhead/Profit	424,923
TOTAL CONSTRUCTION COST	**$7,611,924**

*NOTE: If FSGC is awarded a grant, that funding will be used toward the building construction project. At this time, it is difficult to determine which specific construction costs will be paid with ARPA funds. Upon the award date, FSGC will identify the specific project areas that the funds would be used for.

Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount.

Family Service & Guidance Center understands that the City of Topeka has received a very large number of requests for far more funding than you have to award. However, FSGC also firmly believes that our grant request is in line with the dire need in our community for children and youth to have access to this kind of mental health care facility in our community and the scope of the project we are undertaking.

FSGC would be able to take a $280,000 reduction in the amount we have requested, leaving a grant award of $720,000.

What is the total cost of this project?

$7,611,924

How much money has been raised, to date, for this project?

$793,730

What are other funding sources that have assisted and plan to provide for this project?

In addition to the requested ARPA grant from the City of Topeka, Family Service & Guidance Center is hosting other events and activities to raise needed funds.

- Proceeds from both of FSGC's major 2022 fundraisers – the 16th annual Works of Heart Event and the 8th annual Meals for Mental Health Event – will help build the new Youth Crisis & Recovery Center.
- The FSGC Foundation's Hope and Healing Breakfast and the new upcoming Midnight Brunch.
- FSGC was awarded ARPA funding from Shawnee County.

- FSGC is pursuing grants from the Sunderland Foundation, Kansas Gas Service, the Topeka Active 20/30 Club and the National Association of Independent Life Brokerage Agencies.
- FSGC will conduct a public fundraising campaign in the coming months.

Are you receiving any tax incentives from the City of Topeka or State of Kansas for this project?
Family Service & Guidance Center is not receiving tax incentives from the City or State. However, in March 2021, the Kansas Department for Aging and Disability Services awarded $312,500 in program funding specifically for expansion of our Crisis Recovery Program and adding adolescent substance use treatment to FSGC's range of services. FSGC also requested annual funding from Lottery Vending Machine revenue for those without ability to pay.

Do you take youth w/o insurance?
Yes. FSGC provides a sliding fee scale based on family income and offers services regardless of ability to pay. In addition, FSGC staff work with families who are uninsured to help them enroll in KanCare or other insurance programs for which they are eligible, including the Affordable Care Act marketplace.

Spanish speaking services and materials to be offered?
Yes, absolutely. FSGC has nine Spanish-speaking staff members, and will add a Certified Healthcare Interpreter (CHI) once she passes her oral exam in October. She will be certified by the Certification Commission for Healthcare Interpreters.

In addition, FSGC utilizes Proprio, a language interpretation line that allows us to provide seamless service to clients and families who speak any of 80 different languages.

FSGC offers many agency forms and brochures in Spanish, including the new client welcome packet, general introductory brochure, the Anxiety Treatment Program brochure, the Crisis Services brochure and the substance abuse treatment brochure. More brochures will be translated as future printings are scheduled.

What is your outreach to Black and Latino/Indigenous communities?
FSGC provides on-site services in Topeka Public schools as well as in two other Topeka school districts through a program called Mental Health Intervention Team (MHIT). MHIT is designed to catch kids falling through the cracks by overcoming barriers to accessing services. Schools/students are identified in collaboration with the school district based on a number of variables, including schools with high rates of truancy, lower academic functioning, higher behavior/discipline referrals, lower socioeconomic status, highly diverse populations and lower/limited access to resources. Participating schools include Highland Park Central, Pauline South, Pauline Central, Ross, State Street and Highland Park Central Elementary Schools; Eisenhower, Chase and Robinson Middle Schools; and Topeka and Highland Park High Schools.

In addition, FSGC's Happy Bear Program visits all Topeka public elementary schools and community childcare providers each year. In a typical school year, this highly effective physical and sexual abuse prevention presentation is viewed by more than 6,000 preschool children, kindergarten and 1st grade students.

Family Service & Guidance Center is also a partner in Impact Avenues, the City of Topeka's program that helps homeless students get the services, resources and opportunities they need to get a quality

education and not have to worry about where they will sleep at night. Impact Avenues classes meet twice a month at Garfield Community Center.

Finally, FSGC is a regular participant in wellness events, health fairs and community events like Fiesta Mexicana, Highland Park High School's Back to School Event, Downtown Topeka's Touch a Truck, Boo at the Zoo and wellness events at the Boys & Girls Club Adams location.

Do you have translation services available?

Yes. FSGC has nine staff members Spanish-speaking staff members, including an administrative staff member who is pursuing her credential as a Certified Healthcare Interpreter (CHI). FSGC also utilizes Proprio, a language interpretation phone line that allows us to provide seamless service to clients and families who speak any of 80 different languages.

Do you have any Black or Latino/Indigenous staff or volunteers?

Yes, FSGC is committed to ensuring diversity and inclusion within our workforce. The agency's ethnic breakdown is as follows:

- 23 Black/African-American employees
- 28 Hispanic/Latino employees
- 6 staff members identify 2 or more races

We also have several Black and Latino volunteers that support our agency.

Organizational Chart



Kathryn Mosher
Chief Executive Officer
Frazier North
8(272)



Marie Eklund
Human Resources Direc…
Frazier North
4(4)



Pam Evans
Marketing and Develop…
Frazier North
2(2)



Alicia Guerrero-Chavez
Director of Risk Manage…
Frazier East_West
3(9)



Tracy Kihm
Chief Financial Officer
Frazier North
7(18)



Courtney Liberato
Executive Assistant
Frazier North



Charles Millhuff
Chief Medical Officer
Frazier North
7(11)

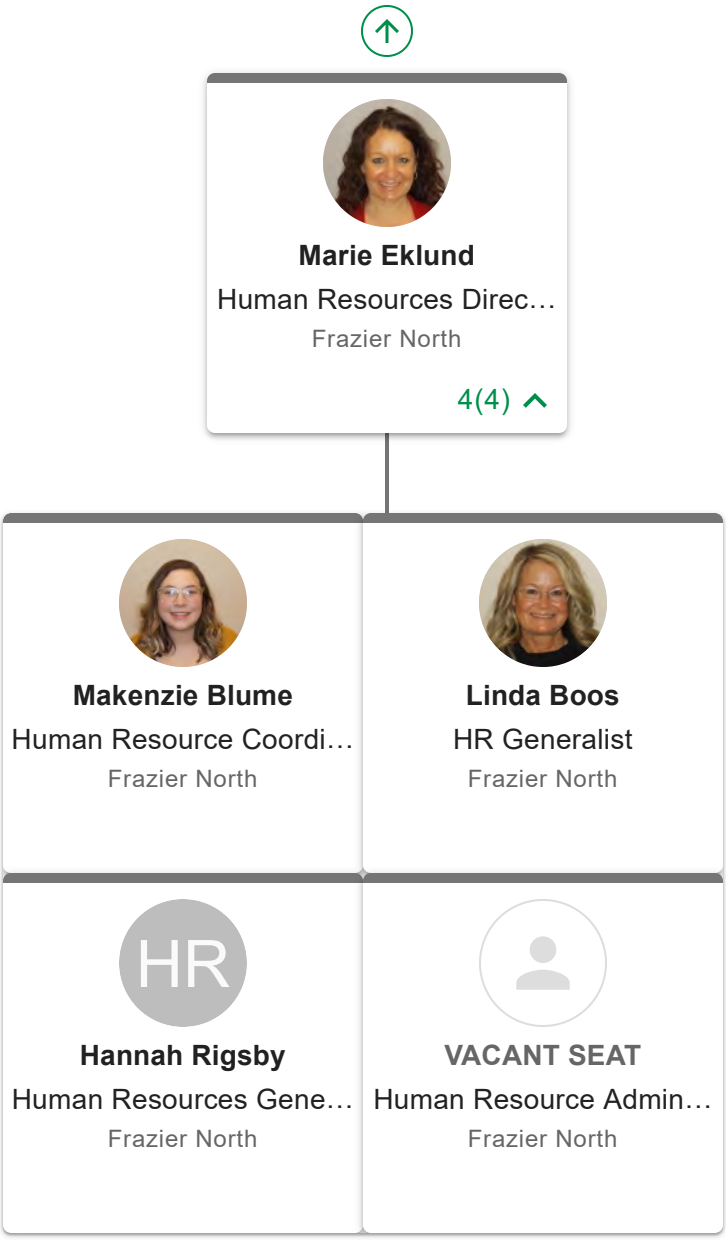


Karen Smothers
Director of Clinical Oper…
Frazier North
8(202)



Anne Werring
SAMHSA_CCBHC Proje…
Frazier North
1(18)

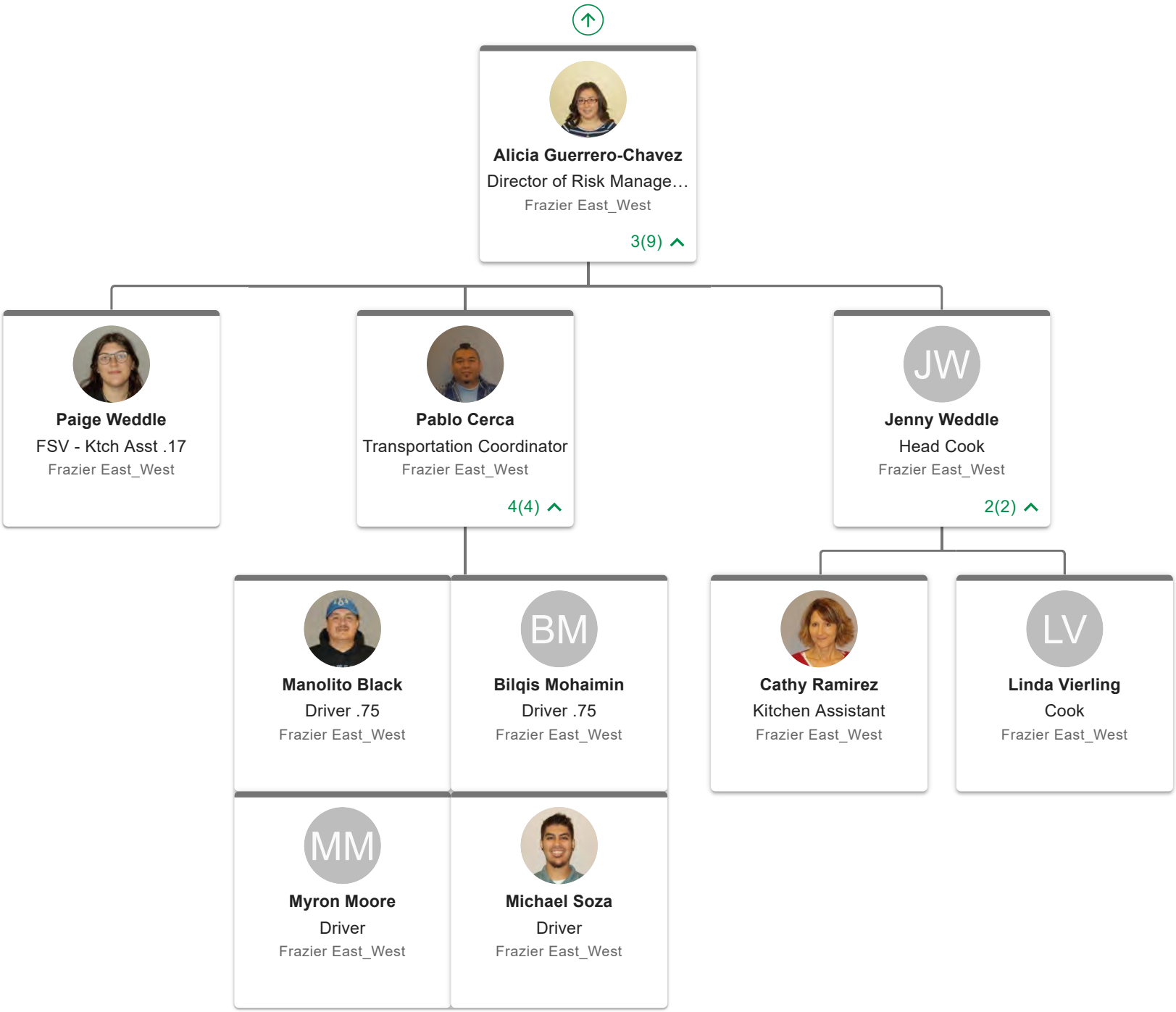
Organizational Chart



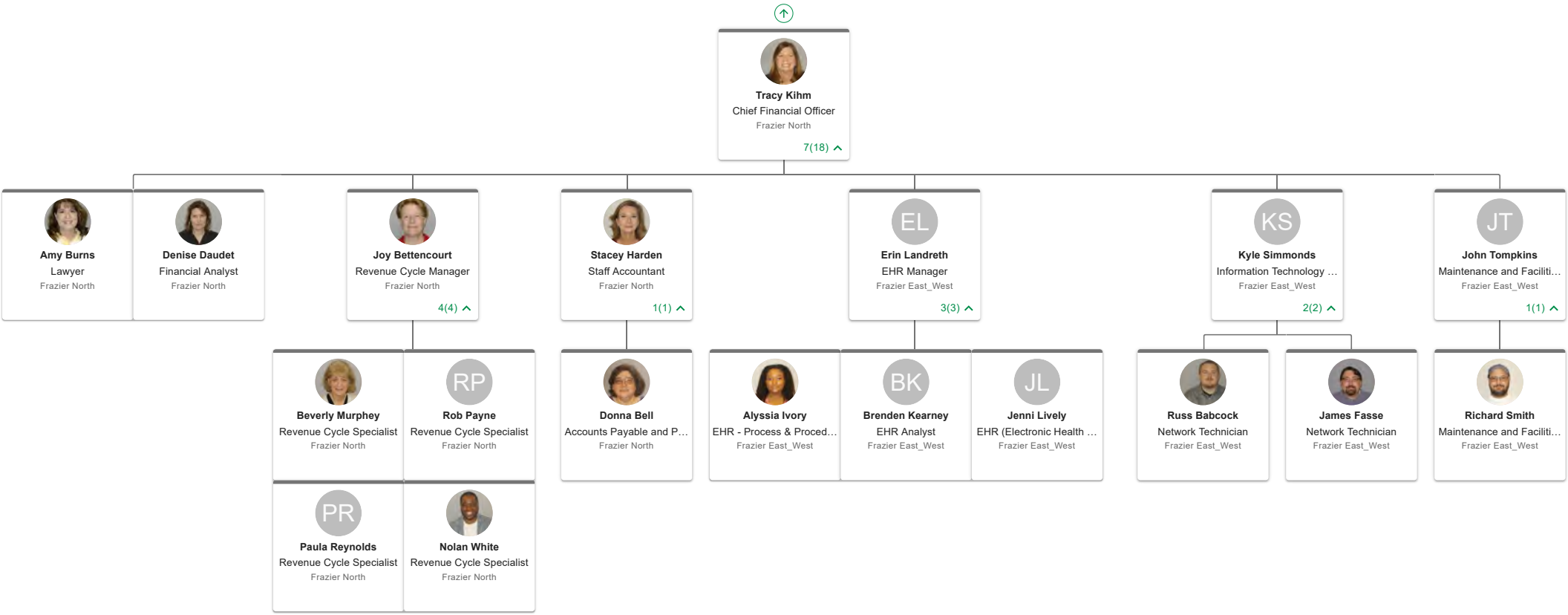
Organizational Chart



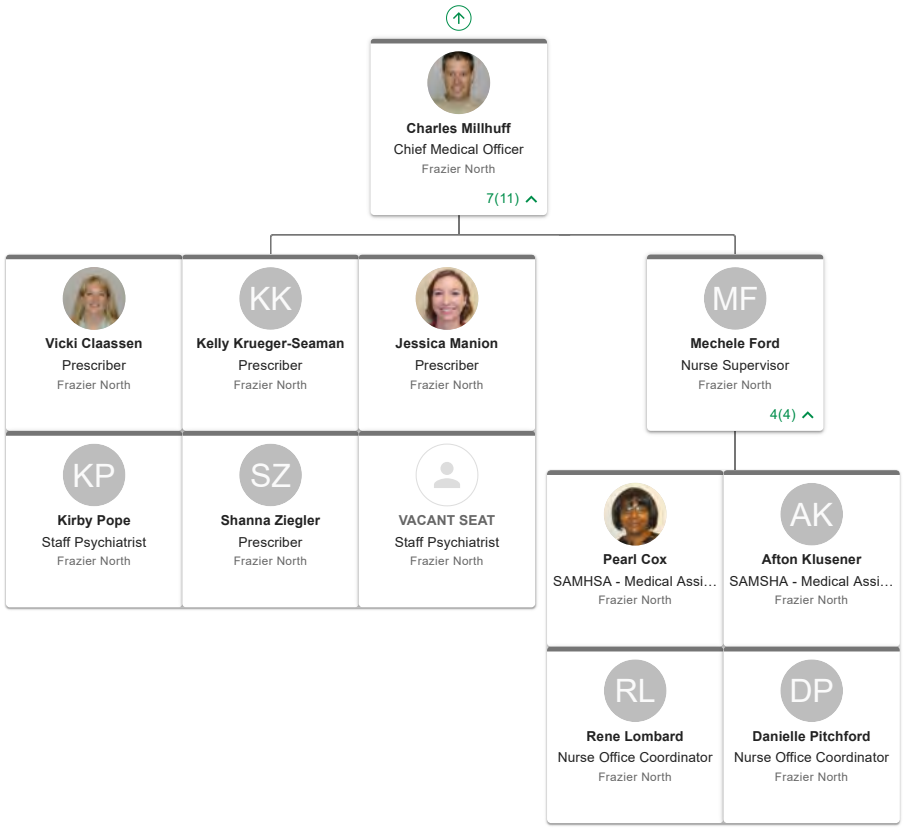
Organizational Chart



Organizational Chart



Organizational Chart



Organizational Chart



Karen Smothers
Director of Clinical Oper…
Frazier North
8(202)



Anthony Bryan
Director of Community B…
Frazier East_West
4(49)



Patricia Bryan
Outpatient Manager
Frazier East_West
10(10)



Abby Callis
Director of Quality, Outc…
Frazier East_West
6(6)

TF

Travis Freed
Director of Crisis & Reco…
Crisis Building
9(55)

CR

Connie Romig
Outpatient Manager
Frazier East_West
6(14)

DS

Dana Schwarz
Substance Use Disorder…
Frazier East_West
2(2)

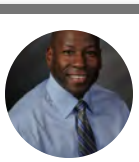
CS

Crystal Scott
Outpatient Manager
Frazier East_West
8(8)

JW

Jennie Watson
Directof of School and C…
Frazier East_West
12(50)

Organizational Chart



Anthony Bryan

Director of Community B…

Frazier East_West

4(49)



Romie Chavez

CBS Administrative & Tr…

Frazier East_West



Robyn Finckbone

Care Coordination Mana…

Frazier East_West

15(15)

DT

Dana Thomas

CBS & SED Waiver Man…

Frazier East_West

16(16)

VACANT SEAT

Community Based Servi…

Frazier East_West

13(14)

Organizational Chart



Robyn Finckbone
Care Coordination Mana…
Frazier East_West
15(15)



Tonia Anderson
Care Coordinator
Frazier East_West



Jamie Cooper
Care Coordinator
Frazier North

Michael Dowell
CBS - CPST
Frazier East_West

Jessica Engroff
Care Coordinator
Frazier East_West

Todd Goldsmith
Care Coordinator
Frazier East_West

Kara Heckard
Care Coordinator
Frazier East_West

Ashley Kelly
Care Coordinator
Frazier East_West

Shanina Marin-Soto
Care Coordinator
Frazier East_West

Jimmy Norman
CBS - CPST
Frazier East_West

Mary Riley
CBS - CPST
Frazier East_West



Tanya Rodriguez
Care Coordinator
Frazier East_West



April Shaw
Outpatient Care Navigator
Frazier East_West

Organizational Chart

DT

Dana Thomas
CBS & SED Waiver Man…
Frazier East_West

16(16)

NA

Nicole Alexander-King
CBS - CPST
Frazier East_West



Andrew Bays
CBS - CPST
Frazier East_West

KC

Kori Cromwell
CBS - CPST
Frazier East_West

DG

Denise Gilfillan
Parent Support Specialist
Frazier East_West

CK

Casey Kathrens
Wraparound Facilitator
Frazier East_West

JL

Jason Lines
CBS - CPST
Frazier East_West

TM

Tara Moeller
Wraparound Facilitator
Frazier East_West

DM

Darlene Morgan
Parent Support Specialist
Frazier East_West



Karen Rogenmoser
CBS - CPST
Frazier East_West

AR

Andrew Ross
CBS - CPST
Frazier East_West

RS

Roxie Schiefelbein
Wraparound Facilitator
Frazier East_West



Megan Thomas
Wraparound Facilitator
Frazier East_West

AW

Anna Williams Blodgett
Parent Support Specialist
Frazier East_West

NW

Nikki Winrick
CBS - CPST
Frazier East_West

VACANT SEAT
CBS - CPST
Frazier East_West

VACANT SEAT
CBS - CPST
Frazier East_West

Organizational Chart

VACANT SEAT
Community Based Servi…
Frazier East_West
13(14)



Taylor Corwin
CBS - CPST
Frazier East_West

AH

Angela Horan
CBS - CPST
Frazier East_West

ML

Melissa Ledom
CBS - CPST
Frazier East_West

BP

Blair Parker
CBS - CPST
Frazier East_West

DW

Diane Wishall
CBS - CPST & Happy B…
Frazier East_West
1(1)

JS

Joshua Smart
CBS - CPST
Frazier East_West



Sarahy Soriano
CBS - CPST
Frazier East_West



Brionna Steinhauer
CBS - CPST
Frazier East_West

VACANT SEAT
CBS - CPST
Frazier East_West

JH

Jim Hood
Happy Bear Performer
Frazier East_West

Organizational Chart



Patricia Bryan
Outpatient Manager
Frazier East_West
10(10)



Delanie Atteberry
Outpatient Therapy Clini…
Frazier East_West



Kimberly Day
Outpatient Therapy Clini…
Frazier East_West

RH

Rhonda Halverson
Outpatient Therapy Clini…
Frazier East_West

BJ

Brie Johnson
Outpatient Therapy Clini…
Frazier East_West



Amy Karr
Outpatient Therapy Clini…
Frazier East_West



Elizabeth Lemp
Outpatient Therapy Clini…
Frazier East_West

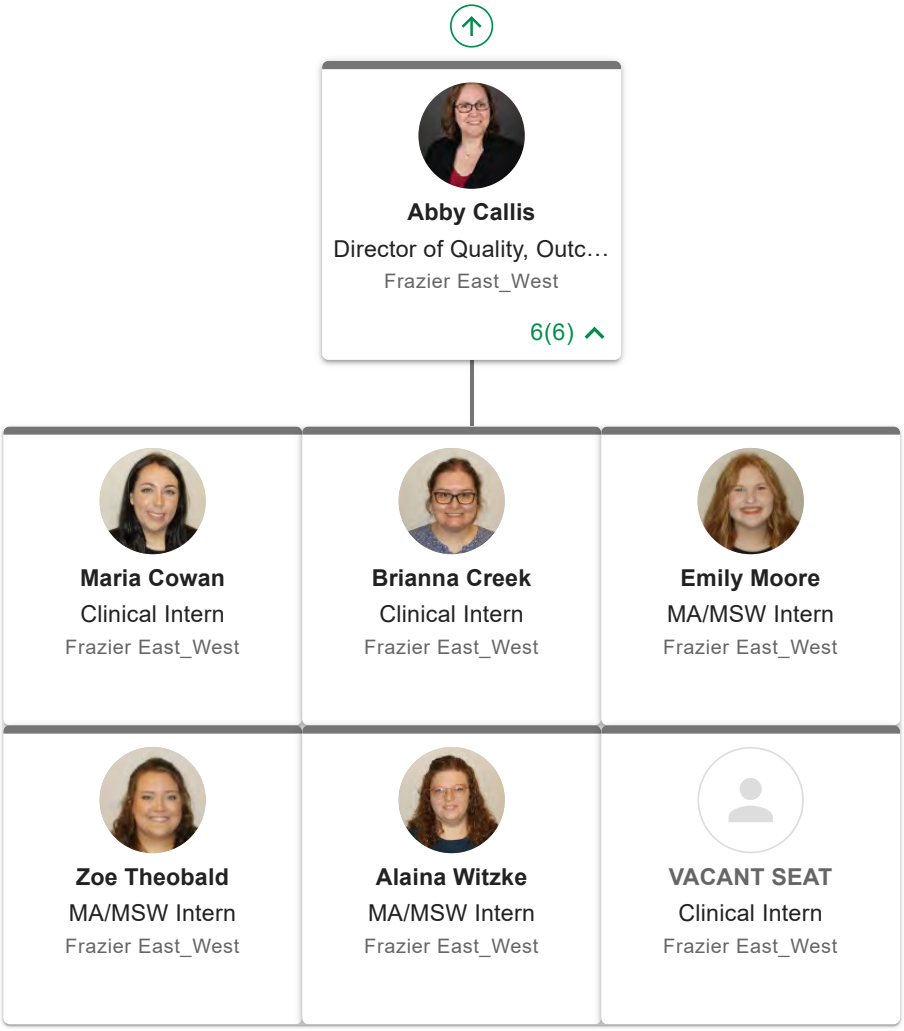
MM

Meaghan Mceachern
Outpatient Therapy Clini…
Frazier East_West

AS

Alissa Steinlage
Outpatient Therapy Clini…
Frazier East_West

Organizational Chart



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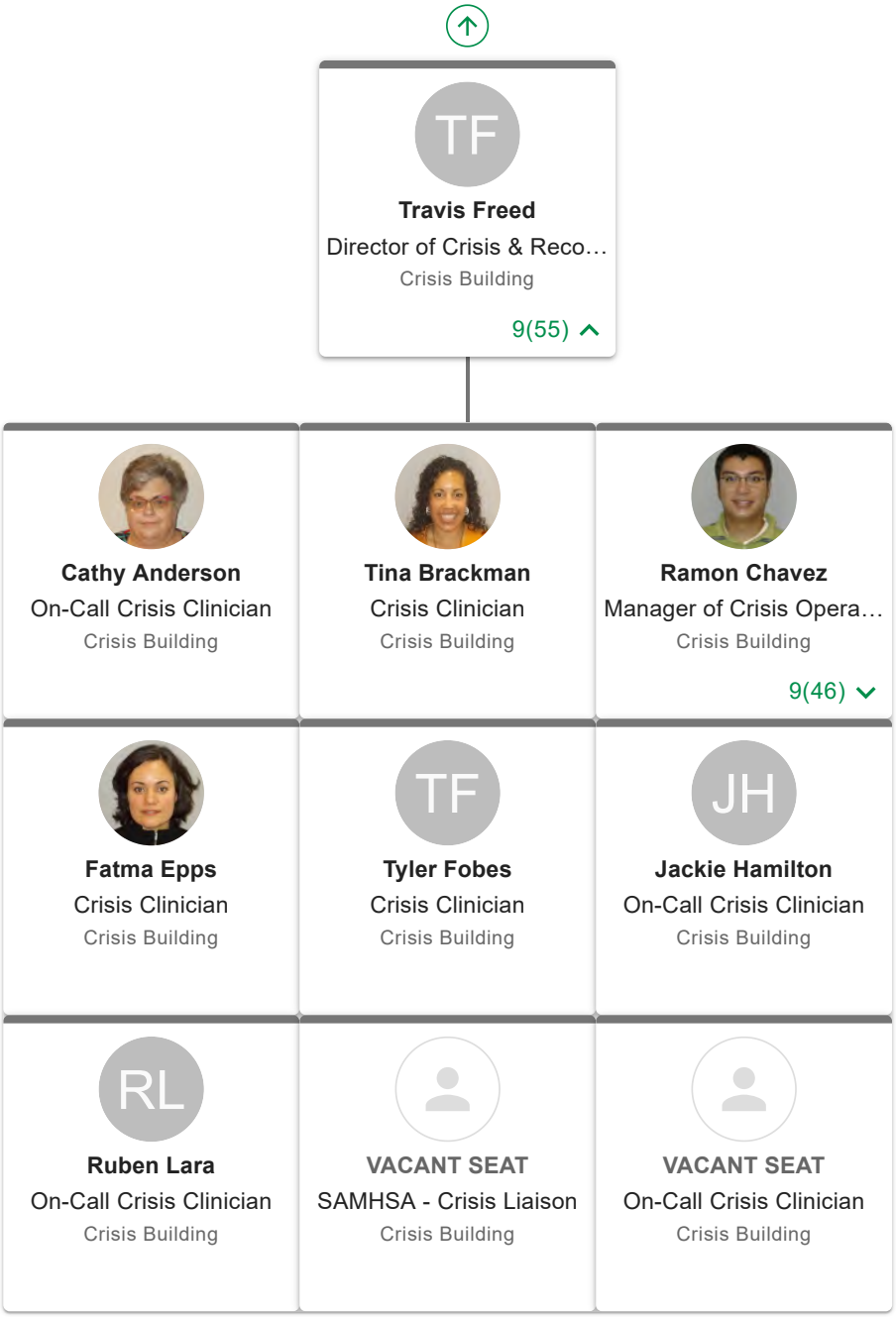

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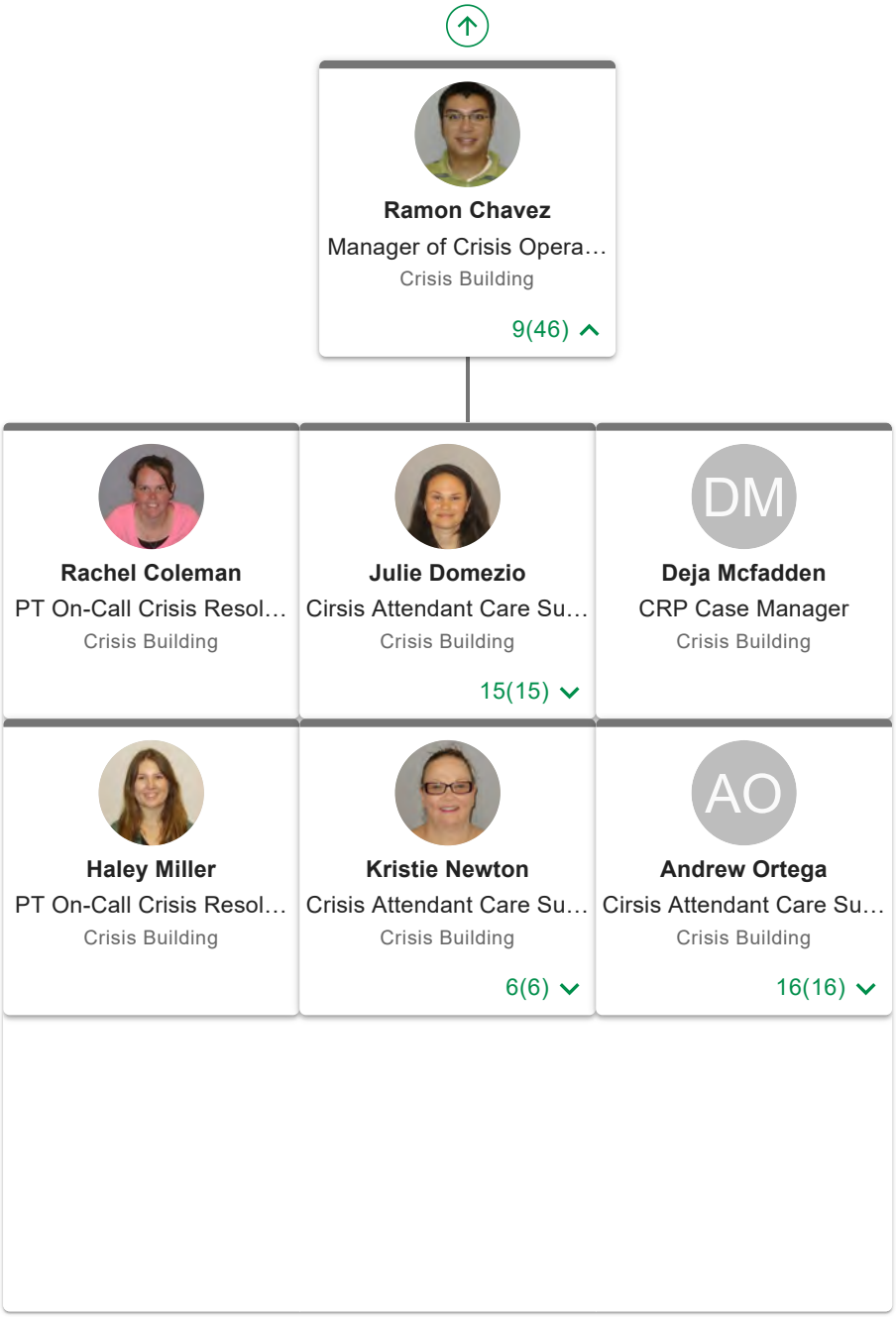


Organizational Chart



Julie Domezio
Cirsis Attendant Care Su…
Crisis Building
15(15)



Kyler Becerra
Crisis Resolution Provider
Crisis Building



Kaleigh Blades
PT On-Call Crisis Resol…
Crisis Building



Isabel Goeser
Crisis Resolution Intern
Crisis Building

FJ

Francies January
Crisis Resolution Provider
Crisis Building



Quinn Kennedy
PT On-Call Crisis Resol…
Crisis Building



Holly Lathan
PT On-Call Crisis Resol…
Crisis Building

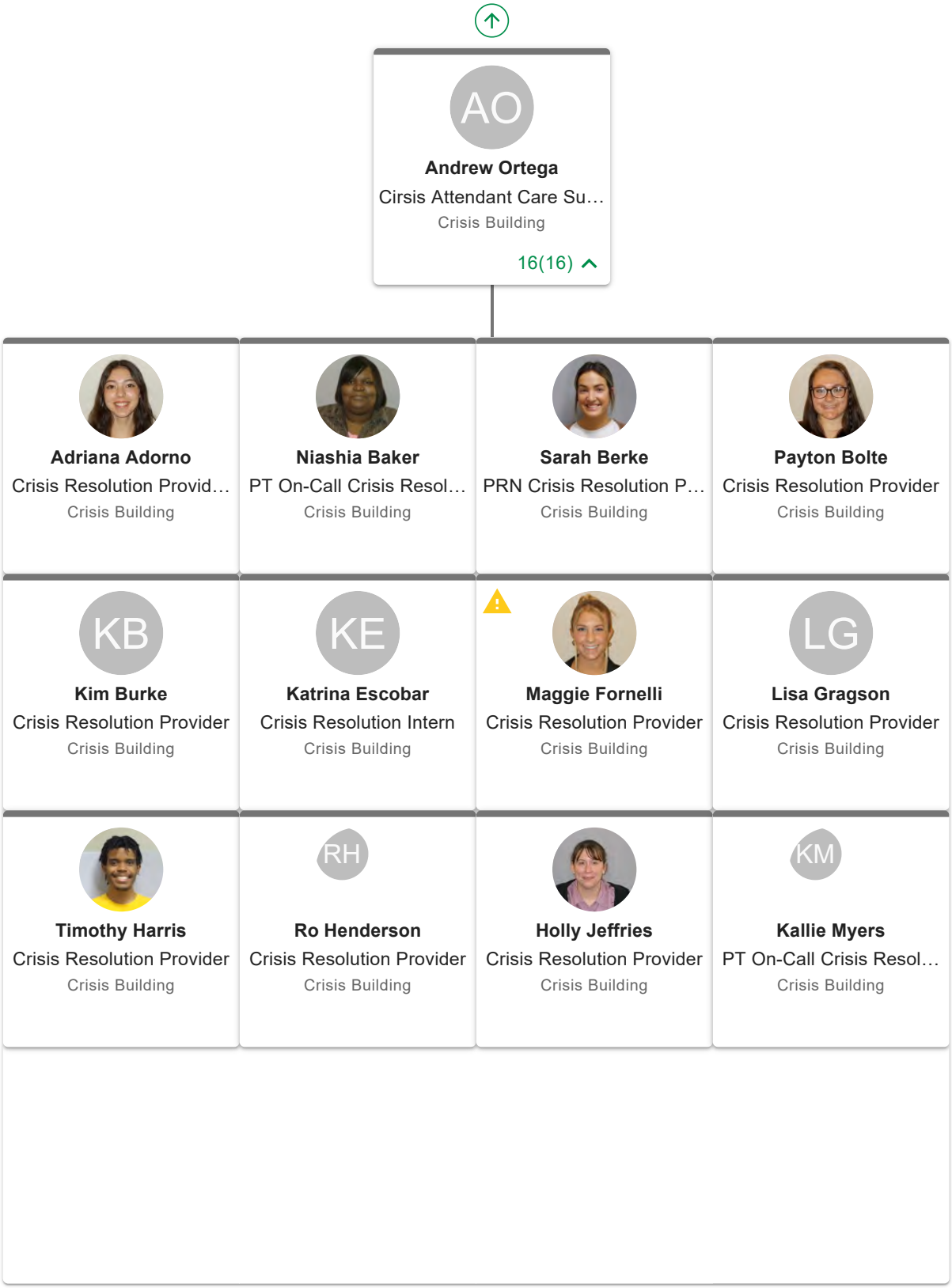


Anna Marie Lauppe
Crisis Resolution Provider
Crisis Building

IL

Isabella Lee
Crisis Resolution Provider
Crisis Building

Organizational Chart



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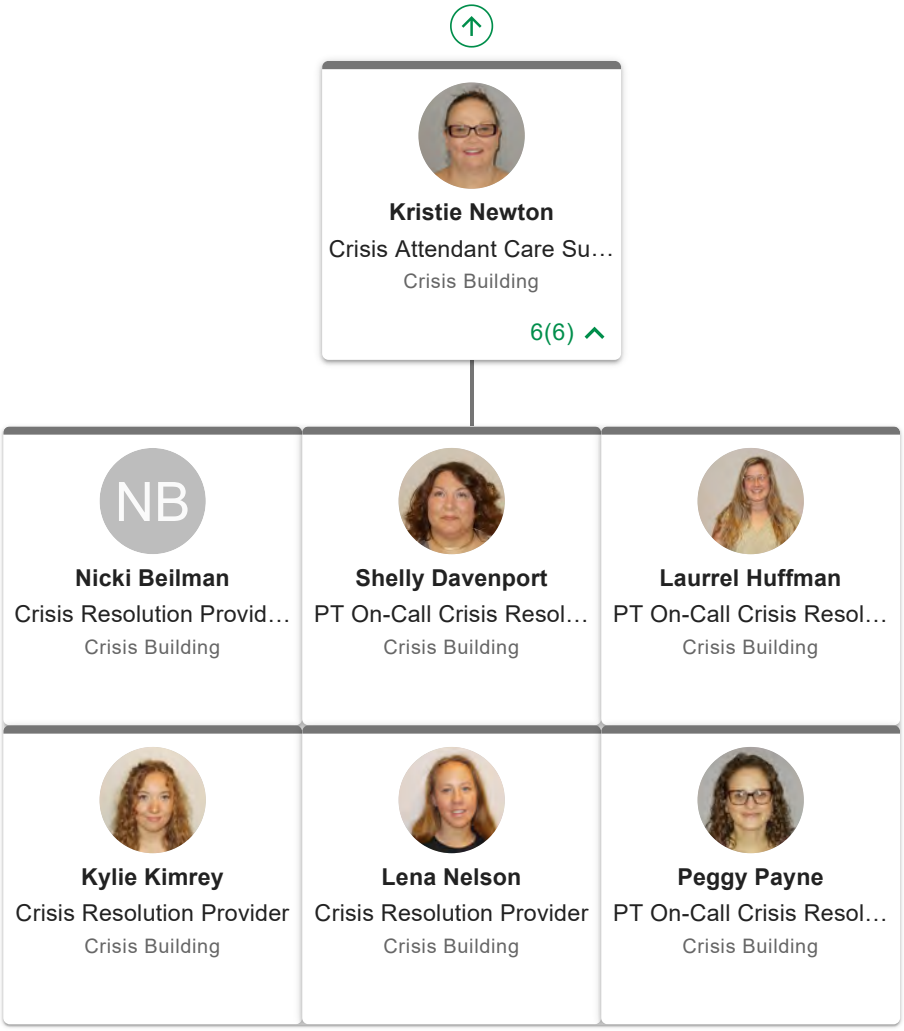

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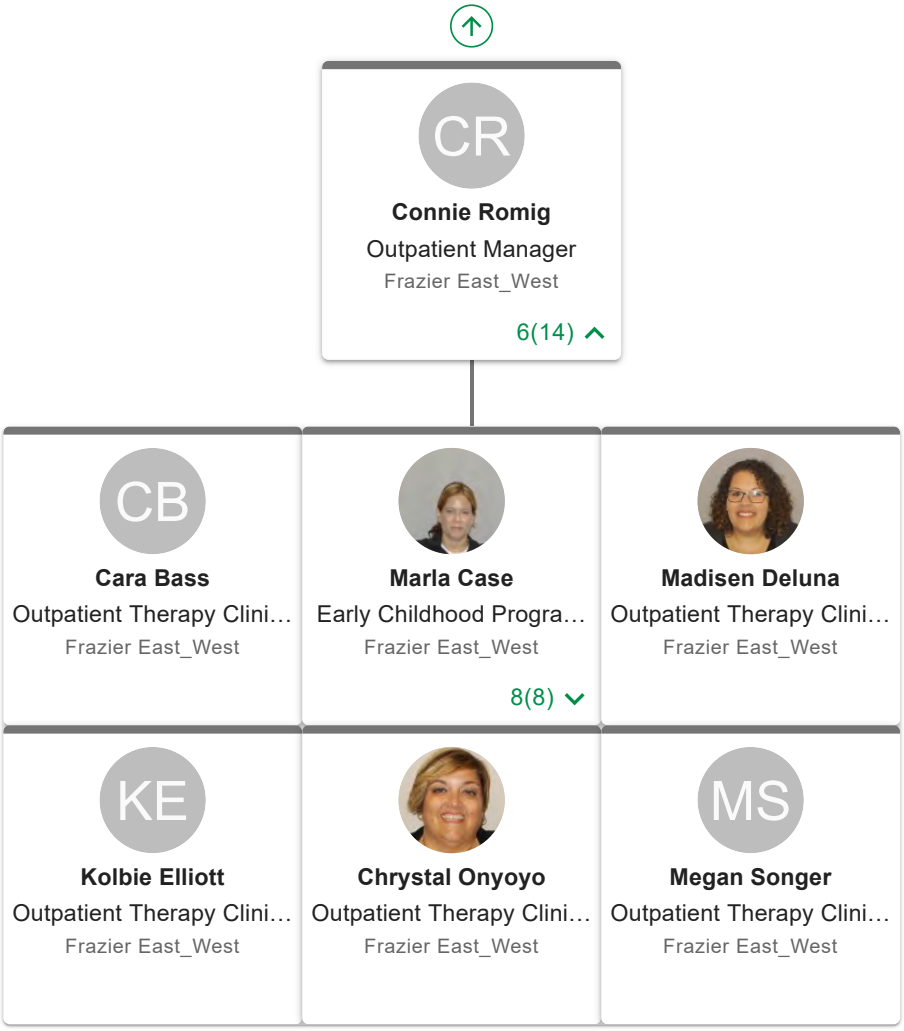

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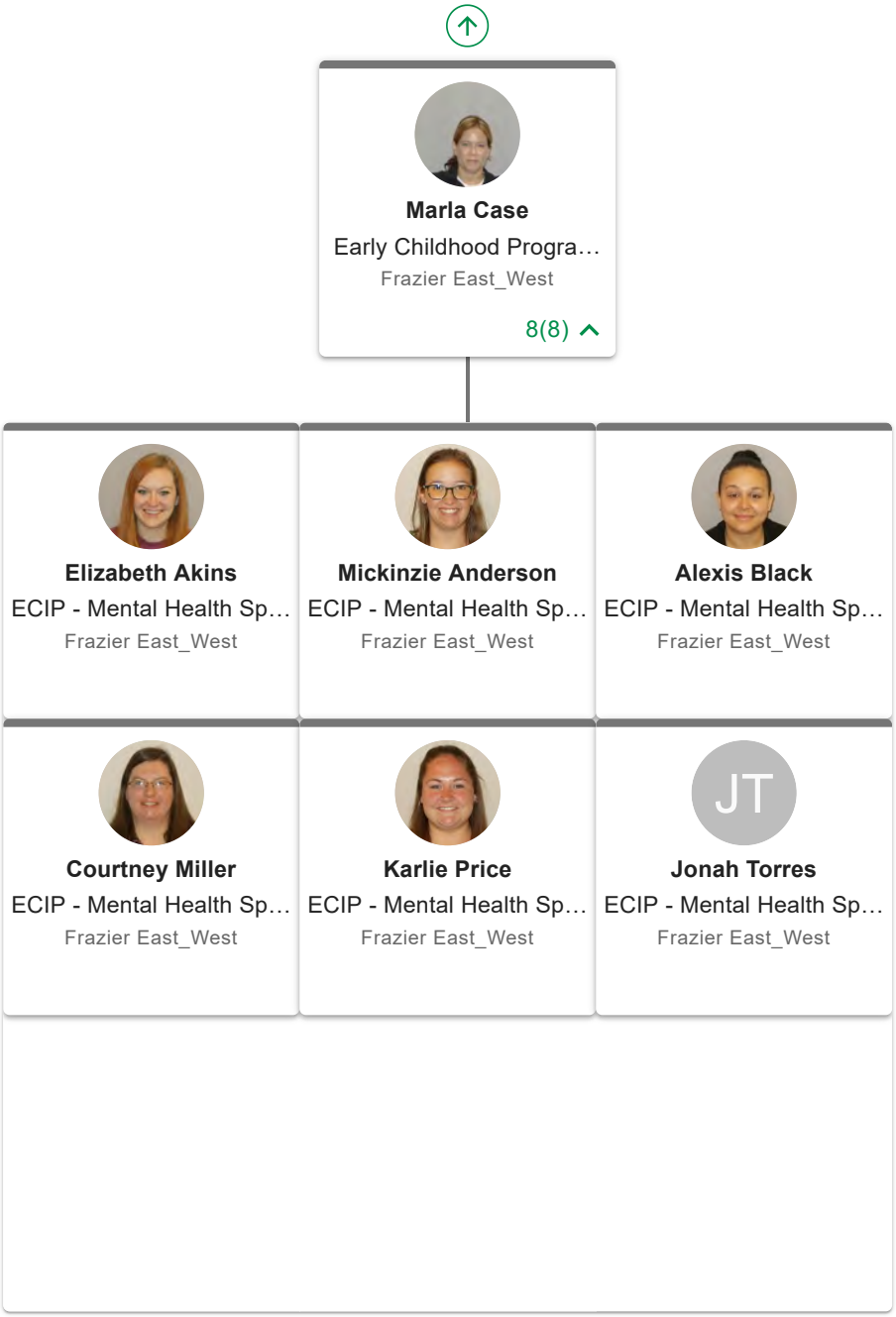

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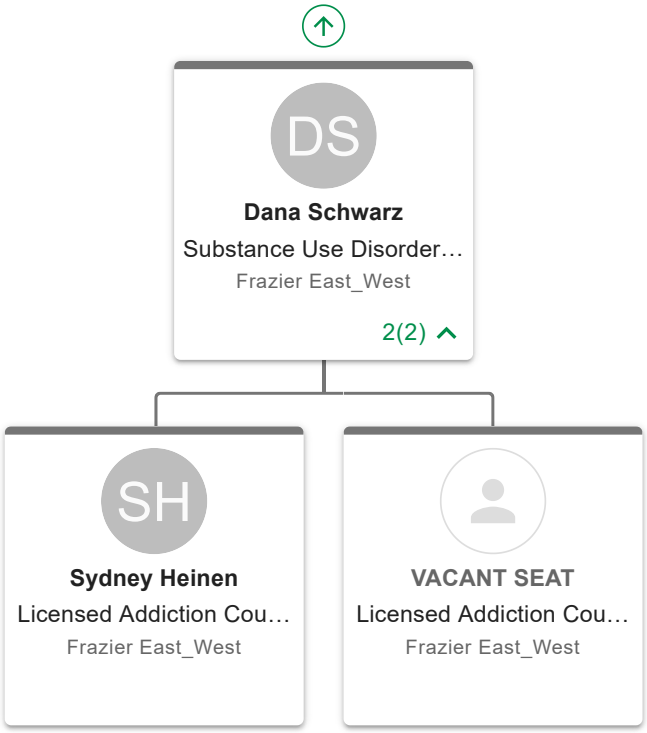

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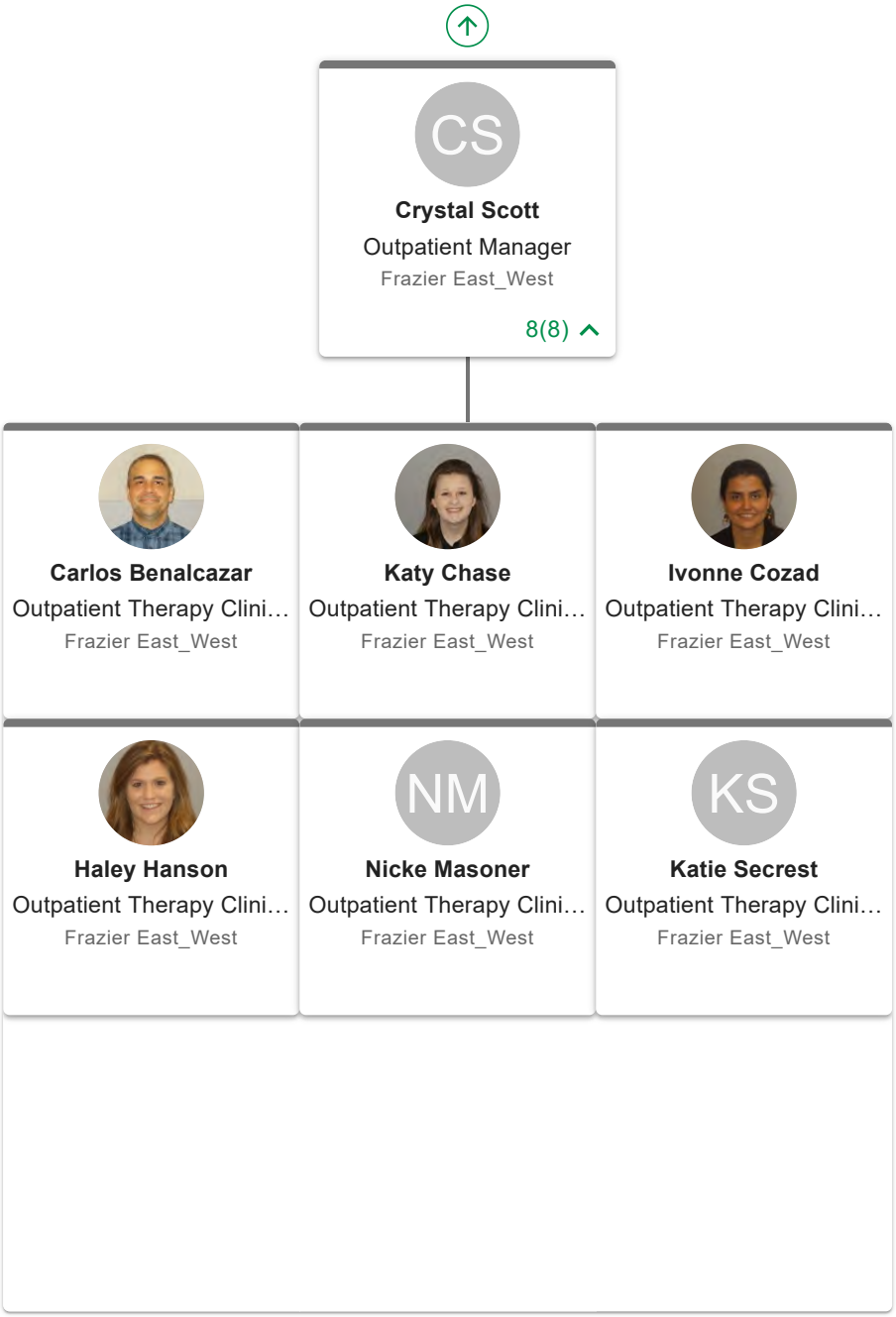

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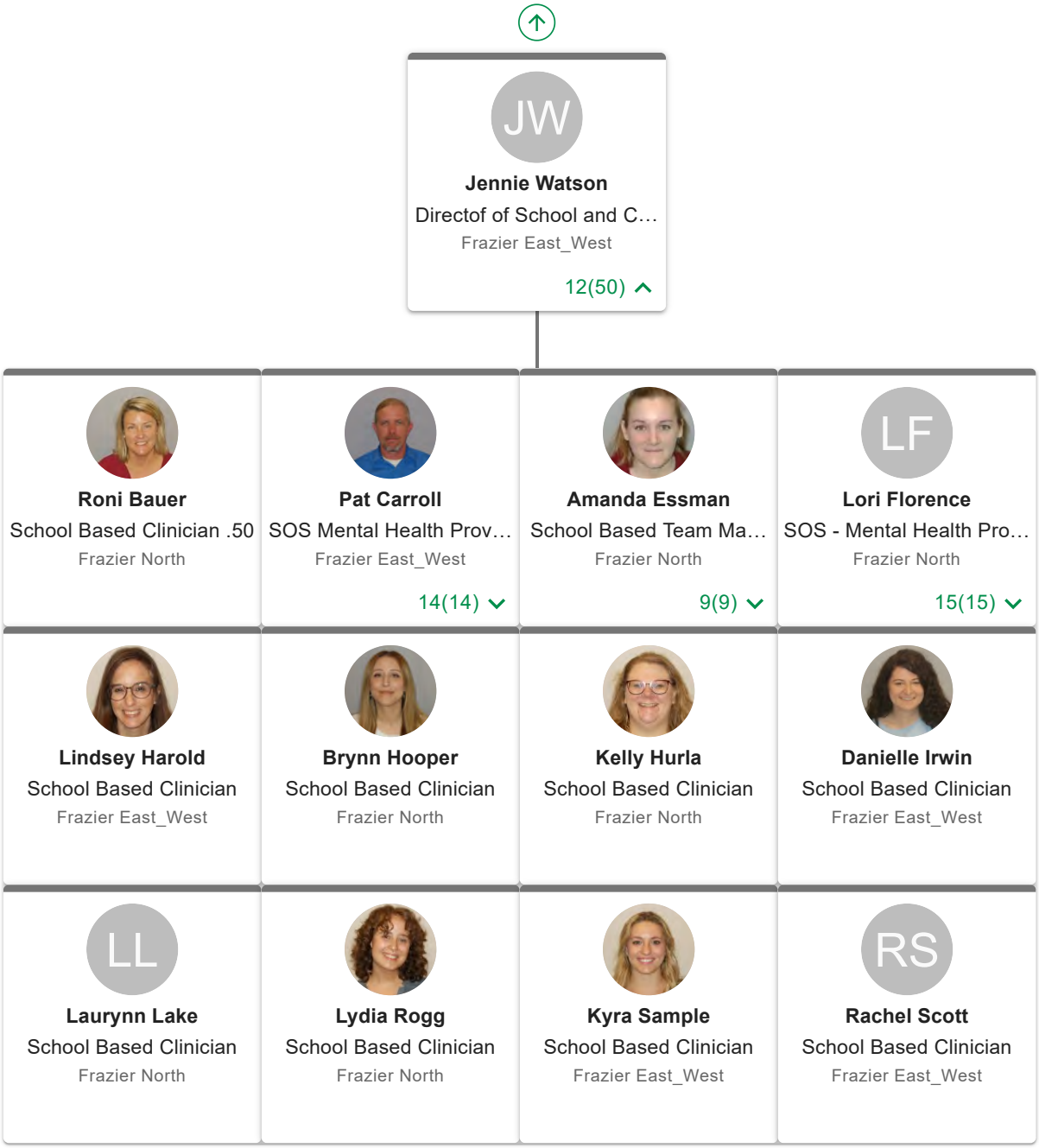


Organizational Chart



Pat Carroll
SOS Mental Health Prov…
Frazier East_West
14(14)



Lauren Coleman
SOS - Mental Health Pro…
Frazier North



Lauryn Davis
SOS - Mental Health Pro…
Frazier North



Katie Hazelwood
SOS - Mental Health Pro…
Frazier North

JH

Jayme Herman-Dye
SOS - Mental Health Pro…
Frazier North

SK

Shayla Kincade
SOS - Mental Health Pro…
Frazier North

KL

Keambiroiro Lewis
SOS - Mental Health Pro…
Frazier North

AM

Aubree Mosher
SOS - Mental Health Pro…
Frazier North

BR

Byron Redmond
SOS - Mental Health Pro…
Frazier North



Robbie Sanders
SOS - Mental Health Pro…
Frazier North

NS

Natalia Santa
SOS - Mental Health Pro…
Frazier North

JS

John Sweet
SOS - Mental Health Pro…
Frazier North

TU

Theresa Uhl
SOS - Mental Health Pro…
Frazier North

Organizational Chart



Amanda Essman
School Based Team Ma…
Frazier North
9(9)



Brandi Brown
School Based Case Man…
Frazier North



Sidney Cavin
School Based Case Man…
Frazier East_West



Brooke Coulson
SOS - Mental Health Pro…
Frazier North



Katie Holm
School Based Case Man…
Frazier East_West

LK

Leah Kennedy
School Based Case Man…
Frazier North



Elliot Lauxman
School Based Case Man…
Frazier North



Allexis Menghini
School Based Case Man…
Frazier North

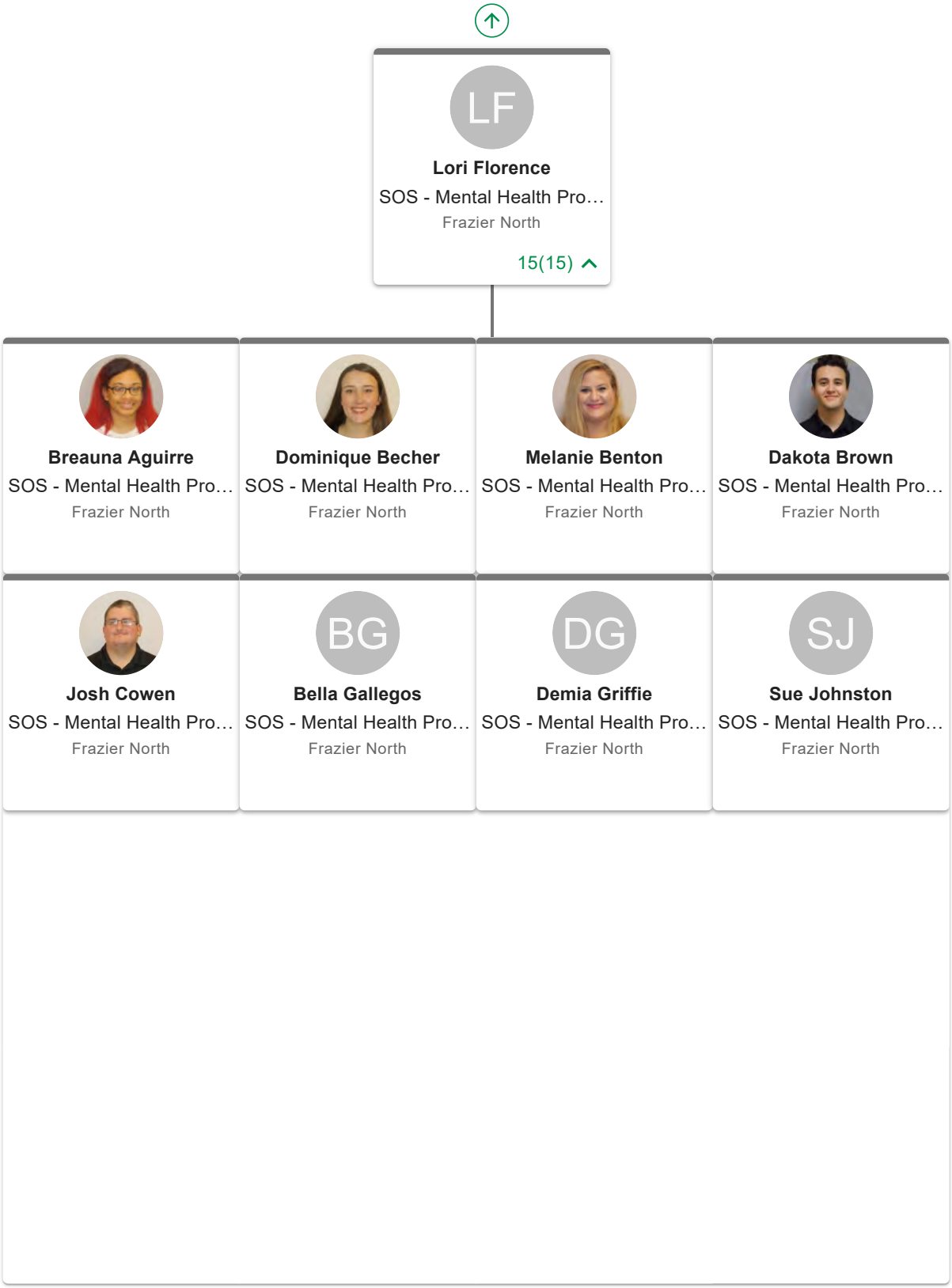


Abreanna Parker
School Based Case Man…
Frazier East_West

SW

Sierra White
School Based Case Man…
Frazier East_West

Organizational Chart



Organizational Chart



Anne Werring
SAMHSA_CCBHC Proje…
Frazier North
1(18)



Julie Dillingham
Administrative Support …
Frazier East_West
17(17)



Lexie Bennett
Receptionist
Frazier North



Lori Cobin
Receptionist
Frazier East_West



Gaylene Cook
Administrative Specialist
Frazier East_West



Marykay Droge
Medical Records Specialist
Frazier East_West



Hannah Dykes
Admission Specialist - C…
Frazier East_West



Madeline Fridley
Administrative Specialist
Frazier East_West



Samantha Furrell
Receptionist
Frazier North



Kaffie Godfrey
Medical Records Specialist
Frazier East_West



Courtney Haigh
Administrative Specialist
Frazier East_West



Kristin Hiatt
Admission Specialist
Frazier East_West



Mady Homewood
Receptionist
Frazier East_West



Wanda Kaberline
Admission Specialist
Frazier East_West

AL

Adriana Lane
Admission Specialist
Frazier East_West

HN

Hanna Neuner
Receptionist
Frazier East_West

MR

Mary Radefeld
Medical Records Specialist
Frazier East_West

RR

Rey Reyes Sanchez
Receptionist
Frazier East_West



Sarah Williamson
Administrative Specialist
Frazier East_West

ARPA Grants

From: Pamela Evans <pevans@fsgctopeka.com>
Sent: Monday, October 3, 2022 2:16 PM
To: ARPA Grants
Subject: RESPONSE - Additional ARPA Grant Questions for Family Service and Guidance Center

Good afternoon.

I am happy to say that the Youth Crisis & Recovery Center building is under construction on FSGC's campus as we speak. (See photo below.) We expect the building to be open in Summer of 2023.



If you have any additional questions, please don't hesitate to call or email. Thanks and have a great day!

Pam

FAMILY SERVICE &
GUIDANCE CENTER

Pam Evans
Director of Marketing & Development
325 S.W. Frazier Ave.
Topeka, KS 66606
785.232.7902
FSGCtopeka.com

ARPA Funds Grant Application

Submission date:	**1 August 2022, 11:35PM**
Receipt number:	**125**
Related form version:	**5**

Section I Organization Information

Organization Name	**Housing And Credit Counseling, Inc.**
Organization Address	**1195 SW Buchanan** **Suite 101** **Topeka, KS 66604**
Primary Phone	**7852340217**
Primary Email	**tbaker@HousingAndCredit.org**
Primary Contact	**Teresa Baker**
FEIN (Federal Employer Identification Number)	
How long has your organization been in Topeka?	**since 1972**
Industry Name	**NAICS 6241 Individual and Family Services**
What is your organization's mission statement?	**HCCI's mission is to counsel and educate all people to achieve their personal housing and financial goals.**
Does your organization assist any of the following?	**Sheltered Homeless** **Other**

Section II Organization Status

Entity Status (As of Application Date)	**Fully Open**
Date of anticipated reopening	

Are you experiencing staffing shortages?	**Yes**
Please describe extent of staffing shortages	**HCCI has four open positions – two of which are expected to be filled week of August 1, 2022.** **(1) One full-time Tenant and Landlord Counselor – to be hired specific to this grant – to work in addition to HCCI's two current Tenant and Landlord Counselors: one with three years of experience; one in training - hired in July 2022. These two current counselors are both fluent in English/Spanish. Work requires extensive understanding of and ability to counsel both tenants and landlords (and their property managers) in all issues addressed by Fair Housing Law, the Kansas Residential Landlord and Tenant Act and the Kansas Mobile Home Parks Landlord and Tenant Act.** **(2) One full-time Consumer and Debt Management Financial Counselor – to work in addition to HCCI's two current Consumer and Debt Management Financial Counselors; one with five years of experience and one with one year experience. Both current counselors are HUD Exam-Certified – includes a four-hour, proctored exam covering all HUD requirements to counsel regarding housing, debt management and saving; the home buying process including and credit readiness and pre-approval for mortgage loan. home buying** **(3) One Front-Office / Reception / Client Support position – candidate has interviewed and is expected to accept HCCI's offer of employment the week of August 1, 2022.** **(4) One Administrative Assistant position, includes marketing.**
Is this organization a nonprofit?	**Yes**

Has this organization received any of the following?	**Paycheck Protection Program**
Please Specify the amount recieved from Kansas SPARK/BASE Grants	
Please Specify the amount recieved from Paycheck Protection Program	**$110,900**
Please Specify the amount recieved from Shuttered Venue Operations Grant	
Please Specify the amount recieved from Restaurant Revitalization Fund	
Please Specify the amount recieved from COVID-19 Economic Injury Disaster Plan Funds	
Please Specify the amount recieved from any other COVID-19 related relief	

Section III Summaries

ARPA Grant Amount Requested	**$84,920**
Name the program for which you are applying	**HCCI's Tenant & Landlord Counseling and Education for Eviction Prevention**
Please describe your organization, its programs and how this program fits in	**Founded in 1972, by VISTA Volunteers (now AmeriCorps), HCCI is known regionally as the "go to, local" HUD approved agency providing free, expert Housing and Consumer Credit Counseling related to:** **1) Budgeting, debt management, credit building, saving;** **2) Rental Housing Issues, Fair Housing Law, Kansas Residential Landlord & Tenant Act and Mobile Home Parks Act, local rental housing building codes.** **3) Home Buying, including HCCI's award winning TOTO (Topeka Opportunity To Own) Program.** **4) HCCI's free Financial Empowerment Education Programs including HCCI's popular Home Buyer Workshops; HCCI's Women & Money Workshops plus a variety of public education programs addressing**

debt management and credit building, student loan debt repayment options.

HCCI is:
HUD approved – since 1978.
Licensed and regulated by the Office of the State Bank Commissioner.
Approved to provide Bankruptcy Counseling and Education by the Executive Office of the United States Trustee – since 2005, when this type of counseling was first approved for agencies such as HCCI.
Accredited by the Council on Accreditation – in addition to HUD approval.
Member in good standing with the National Foundation for Credit Counseling.
An A-1 rating by Better Business Bureau and winner of the BBB Integrity Award for nonprofits.

HCCI's unique Tenant & Landlord Counseling and Education Program is not offered by any other for-profit or non-profit agency in Kansas. This signature program was the reason HCCI was founded as HCCI's early leaders worked tirelessly to counsel Topeka residents – homeowners and renters – who were being displaced from their modest neighborhood to make way for major highway construction. Early work by HCCI's founders led to the formation of HCCI and also Kansas Legal Services.

HCCI established offices at the Buchanan School building in Topeka's historic Tennessee Town Neighborhood in 1982 and HCCI continues to serve a 26-county area in Northeast Kansas from the Buchanan School Building.

This proposal will enhance HCCI's ability to provide free counseling and education to both renters (tenants) and landlords to:
1) assure both tenants and landlords understand their

rights and responsibilities under Fair Housing Law and the Kansas Residential Landlord and Tenant Act, and Kansas Mobile Home Parks Act;
2) know the timeline for lawful eviction;
3) avoid unlawful eviction;
4) and help renters with an array of related issues that can lead to eviction – including issues of withholding rent when maintenance issues are not properly addressed and not understanding their rights under Kansas law even if the renter does not have a signed rental agreement.

This proposal includes specific work to update and publish HCCI's Tenant and Landlord Handbooks – a valuable resource, especially for landlords managing a few rentals.

HCCI's four-part program, described below, will be a best practice Topeka model other cities can learn from to foster eviction prevention.

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded

HCCI prefaces answers by saying the development of this proposal and supervision of proposed work are by Teresa Baker, Executive Director of HCCI. Teresa is highly regarded by City of Topeka Housing Division employees as a trusted partner; an authority in Fair Housing Law and Kansas rental housing law.

This HCCI work will be delivered as four parts. Part 3, Landlord Handbook (education), is especially valuable for long-term benefits for current and prospective Topeka landlords and property managers. HCCI's Tenant & Landlord work has, since 1972, met a vital need by responding to numerous questions from both tenants and landlords that would otherwise need to be answered by city staff.

Part 1 – free Tenant & Landlord Counseling: This

critically needed, free counseling by phone for both tenants and landlords (and their property managers) gives people the immediate information they need, in easy to understand language, so that the rights and responsibilities of both tenants and landlords are fully understood.

About 75% of people calling HCCI are renters. About 25% are landlord / property managers. Each caller receives a Next Steps Action Plan that gives specific examples of steps they can take to address their issue – based on their rights and responsibilities as a renter or landlord.

Example: Questions from tenants often concern poor maintenance. Renters often indicate they plan to "stop paying rent" if needed repairs are not met. HCCI cautions that is a mistake. Paying rent on time and in full is a tenant responsibility. Not paying rent in full and on time can quickly escalate into a reason for a landlord to legally evict.

Part 2 –Landlord Education Workshops: this four-hour training, with a reasonable charge to cover handouts, is greatly appreciated by landlords and property managers, especially independent landlords with one or a few units. HCCI's forms help assure landlords are adhering to Fair Housing Law and are mindful of Kansas rental housing laws, specifically regarding the potential reasons for and timeline of a legal eviction.

Part 3 – Landlord and Tenant Handbooks – to be updated and published by Winter 2023, is work directed by Teresa Baker, in collaboration with attorneys through the University of Kansas Law School and Washburn Law. HCCI believes a well-informed landlord, understanding rights and responsibilities of the property owner as well as the tenant, is more likely to be a fair and just landlord.

Sustaining this program: Topeka has been a very strong supporter of HCCI's Tenant/Landlord work. City funding helped HCCI leverage added funding from Shawnee County and United Way of Greater Topeka. HCCI expects groups such as Sunflower Association of Realtors will support this future work. Fees paid by landlords for HCCI's training workshop will cover HCCI's future Landlord Education work.

How has the pandemic impacted the effectiveness of your organization?

Three factors impacted HCCI's effectiveness – two in very positive ways for renters.
1. Negative loss of 7 highly skilled staff since March 2020 diminished HCCI's Tenant & Landlord Counseling Staff to one counselor and caused Teresa Baker (formerly manager of HCCI's Tenant & Landlord Counseling) to devote 100% of her time to leadership as HCCI's Executive Director.

2. Positive mandate by Governor Kelley, March 2020, immediately halted rental evictions by landlords of tenants negatively impacted by COVID-19.

3. Reduction of the number of tenants requesting free counseling due to the Governor's mandate and because KERA (Kansas Emergency Rental Assistance), provided rent payments directly to landlords for tenant's negatively impacted by COVID-19. This enabled many Topeka residents to have rent and utilities paid on time and they avoided eviction.

Even with reduced staffing, HCCI successfully counseled the lower number of clients since March 2020 that were not eligible for KERA rent assistance.

Outreach, partnering and marketing have been especially compromised by the fact HCCI's staff diminished from 13 full-time employees in December 2018 to 7 in March 2020 and remained at 7 in July

2022. Effective August 1, 2022 - HCCI employed a very experienced person, Ashley, for the position of Front Office / Reception / Client Support.

Ashley fills a key staff position for this proposal – working closely with HCCI's Tenant & Landlord Counselor / Program Manager, Abi (employed with HCCI for 3 years) and with Nicole (employed with HCCI in June 2022).

Staff attrition in March 2020 was due to natural reasons including retirement (by 2 five-year employees), change of career path during COVID (by 4 employees with 6 to 22 years employment); a move out-of-state by 1 employee with 6 years of experience with HCCI.

HCCI offers competitive wages and is dedicated to recruiting qualified applicants. HCCI hired (and trained) three Housing and Credit Counselors over the past 12 months. Two remain. One individual had high praise for HCCI's thorough and very complete training period but indicated the intensity of HCCI's counseling work was not what they expected. That counselor resigned after a few months.

We understand. We know it requires at least 6 to 9 months for individuals to be fully versed in our industry's high standards and comfortable in the role of counselors. For that reason, HCCI gives ample time to train new employees. HCCI's unique counseling and education work is very fulfilling for many people but it is not the ideal career for everyone.

Like all other employers, HCCI is doing its very best to recruit, hire and retain dedicated staff. HCCI's highly committed staff includes one new hire (August); the current 7 employees with work commitment of one to 12 months for 2 current employees - 3 to 6 years for 2

	employees – and up to 13 to 22 years for 3 employees. **HCCI appreciates City's support to prevent rental evictions.**
Please describe how you see the future of your organization and its program post-pandemic	**HCCI prefaces answers to these ARPA questions by saying the development of this proposal and supervision of this program are led by Teresa Baker, Executive Director of HCCI.** **Teresa is regarded by City of Topeka Housing Division employees as a highly trusted partner; an authority in Fair Housing Law and Kansas rental housing law. Since the city's Fair Housing department closed in 2008, HCCI, and specifically Teresa, have been the "go to" resource by city staff for all things related to tenant and landlord housing issues.** **City support has helped HCCI build a best practice model and establish this program for the Cities of Lawrence, Emporia, Manhattan, Olathe.** **HCCI celebrates 50 years of growth and service in 2022. While the past two years have been challenging in regard to hiring staff - as the city and all other employers can attest – HCCI has a positive outlook for FY 2022-2023.** **HCCI has strong leadership through its varied and stringent credentialing including:** **1. HUD approval since 1978, requiring an annual Work Plan and thorough on-site review of client records.** **2. Office of the State Bank Commissioner annual review.** **3. Council on Accreditation Review – a two-day "on-site" process every three years preceded by lengthy**

evaluation forms of all work related to client record keeping, confidentiality, staff training, adherence to HUD and other industry standards.

HCCI will soon begin an internal strategic planning review, led by Teresa Baker, with its staff of 8 and 15-member volunteer board of directors. The purpose of this review is to:
1. assure staff capacity is effectively meeting HCCI's mission and the goals of HCCI's grant funded work in a 26-county region of Northeast Kansas.

2. expand outreach and partnerships in the City of Topeka, HCCI's largest footprint of work.

3. identify all potential ways to meet HCCI's mission to counsel and educate all people to achieve their personal housing and financial goals.

HCCI anticipates need for HCCI's free counseling services will increase soon as consumers – at all income levels – feel the negative impact of rising costs for basic needs of housing, groceries, utilities, childcare, healthcare, transportation.

The majority of households counseled by HCCI earn modest annual incomes. The average family counseled by HCCI in 2021 had household income of $32,604. Average rent paid by Topeka renters was $648.

HCCI begins its 51st year of service with an exceptional history of success and the cautious optimism acquired over years of observing households living paycheck-to-paycheck. HCCI's work has a positive impact on households caught in generational poverty as well as those in situational (typically short-term) poverty. This project is a win-win for Topeka tenants and landlords that will benefit

from HCCI's 50 year history of helping people resolve rental housing issues and thereby avoid eviction and homelessness.

Section IV General Data

Provide a detailed explanation of the proposed program

This HCCI work will be delivered as four parts. Part 3, Landlord Handbook (education), is especially valuable for long-term benefits for current and prospective Topeka landlords and property managers. HCCI's Tenant & Landlord work has, since 1972, met a vital need by responding to numerous questions from both tenants and landlords that would otherwise need to be answered by city staff.

Part 1 – free Tenant & Landlord Counseling: This critically needed, free counseling by phone for both tenants and landlords (and their property managers) gives people the immediate information they need, in easy to understand language, so that the rights and responsibilities of both tenants and landlords are fully understood.

About 75% of people calling HCCI are renters. About 25% are landlord / property managers. Each caller receives a Next Steps Action Plan that gives specific examples of steps they can take to address their issue – based on their rights and responsibilities as a renter or landlord.

Example: Questions from tenants often concern poor maintenance. Renters often indicate they plan to "stop paying rent" if needed repairs are not met. HCCI cautions that is a mistake. Paying rent on time and in full is a tenant responsibility. Not paying rent in full and on time can quickly escalate into a reason for a landlord to legally evict.

	Part 2 –Landlord Education Workshops: this four-hour training, with a reasonable charge to cover handouts, is greatly appreciated by landlords and property managers, especially independent landlords with one or a few units. HCCI's forms help assure landlords are adhering to Fair Housing Law and are mindful of Kansas rental housing laws, specifically regarding the potential reasons for and timeline of a legal eviction. **Part 3 – Landlord and Tenant Handbooks – to be updated and published by Fall 2023, is work directed by Teresa Baker, in collaboration with attorneys through the University of Kansas Law School and Washburn Law. HCCI believes a well-informed landlord, understanding rights and responsibilities of the property owner as well as the tenant, is more likely to be a fair and just landlord.** **Sustaining this program: Topeka has been a very strong supporter of HCCI's Tenant/Landlord work. City funding helped HCCI leverage added funding from Shawnee County and United Way of Greater Topeka. HCCI expects groups such as Sunflower Association of Realtors will support this future work. Fees paid by landlords for HCCI's training workshop will cover HCCI's future Landlord Education work.**
Describe what other funding is available and what you have secured, or expect to secure for this project	**HCCI receives $52,000 from City of Topeka for Tenant and Landlord Counseling.**
Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish	**Community need is described in HCCI's description of the extensive work HCCI does to educate and counsel both tenants and landlords regarding Fair Housing Law and Kanas law governing rental housing.**
Discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need	**This program is not duplicated by any other agency.**
What donated goods and or volunteer services do you receive that add value to this program?	**The unique work HCCI does in the areas of HUD approved Housing Counseling and Education requires**

a high level of expertise. Except for volunteer service on HCCI's Board of Directors, HCCI is not in a position to utilize volunteers.

Donated services include free printing for flyers from Hills Pet and from Blue Cross Blue Shield of Kansas.

Donations of product for events HCCI hosts (including Home Buyer Workshops, donor recognition events and refreshments for some education classes) are donated by Home Depot, ACE Hardware, Frito Lay, Reser's, Pizza Hut, Hy Vee and other local restaurants.

The description of the extensive work HCCI proposes to do September 2022 through Fall 2023 to update and publish HCCI's Tenant and Landlord Handbooks is an exciting and much needed project that has been requested by City of Topeka Housing Division staff, by Kansas Housing Resource Corporation and by numerous landlords and their property manager who rely on HCCI's expertise.

First published soon after HCCI was founded, the HCCI handbooks for both tenants and landlords have been updated over the years and in 2008 an extensive update was completed.

Much has changed since 2008 and HCCI is eager to meet the demand for this valuable resource with a 2023 updated HCCI Landlord Handbook and updated Tenant Handbook.

Attorneys specializing in Kansas Tenant and Landlord Law have – over the years – provided pro-bono assistance to HCCI, especially for updates of specific sections of the Landlord Handbook; however, this work requires extensive research and vetting. Teresa is an authority on Fair Housing Law and Teresa is well

	versed in Kansas Tenant and Landlord Law but this project requires HCCI to contract with and pay faculty at Washburn Law and KU Law Schools for legal expertise. **HCCI sincerely appreciates the opportunity to apply for ARPA funding.**

Section V Required Documents

Kansas Secretary of State Certificate of Good Standing	**KS Secretary of State Certificate of Good Standing 12-16-21.pdf**
File Checkbox	**Kansas Secretary of State Certificate of Good Standing**

Section VI Beneficiary Information - Age Group

Projected age of 0-5 years	
Projected age of 6-12 years	
Projected age of 13-18 years	
Projected age of 19-35 years	**400**
Projected age of 36-59 years	**400**
Projected age of 60 years and over	**100**
Total Individuals	**900**

Section V Beneficiary Information - Gender

Men	**300**
Women	**600**
Transgender	

Total Individuals	**900**

Section V Beneficiary Information - Income Level

At or below 30%	**10**
At or below 50%	**50**
At or below 80%	**40**
Other	**0**
Income Unknown	**0**
Total Individuals	**100**

Section V| Beneficiary Information - Racial/Ethnic Composition

Percent of White (non-Hispanic)	**85**
Percent of Black/African American	**7**
Percent of Hispanic	**6**
Percent of Asian	**0**
Percent of American Indian/Alaskan Native	**2**
Percent of Asian & White	**0**
Percent of Black/African American & White	**0**
Percent of American Indian/ Alaskan Native & Black/African American	**0**
Percent of Asian/Pacific Islander	**0**
Percent of Other Multiracial	**0**
Total Percent of Individuals	**100**

Section VII Declaration of organization owner (Applicant)

I certify that the organization identified in this application	**Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due** **Is not party to legal actions against or from the city, including code enforcement liens** **Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents** **Is not affiliated with another organization under common ownership/management that has applied for grant cycle** **There are no potential conflicts of interest that impact receiving this award**

Section VIII Applicant Signature

Title	**Executive Director**
Your Signature	**Name of signatory: Teresa Baker**  **Link to signature**

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number:

Entity Name: HOUSING AND CREDIT COUNSELING, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on April 13, 1973, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.

In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of December 16, 2021

SCOTT SCHWAB
SECRETARY OF STATE

Housing and Credit Counseling, Inc.
www.HousingAndCredit.org
800-383-0217 • HCCI@HousingAndCredit.org
Serving Kansas Since 1972

Federal Tax ID #: 48-0822466
NFCC Member #: 26005
License # CSO.0000003

September 8, 2022

To: ARPA Review Committee

From: Teresa Baker, Executive Director, HCCI
tbaker@HousingAndCredit.org 785-234-0217

Re: HCCI response to additional questions / City of Topeka ARPA grants (due 9-9-2022)

HCCI is glad to provide the following requested information.

Provide an Organizational Chart – See HCCI's organizational chart attached (updated 9-6-2022)

Provide a Budget – Please see HCCI's Budget requesting $76,140 attached.

This request amount is reduced by $8,780 as HCCI has reduced a 10% administrative cost (requested with the original grant proposal) to 5% administrative cost and charged 100% of that admin cost to other funders instead of to the ARPA grant. See rational for the reduction described in the budget narrative – originally developed July 25, 2022, and revised September 8, 2022.

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Below are HCCI's responses to specific questions from the ARPA Committee.

Would you be able to take a reduction in the amount you requested? If yes, indicate exact amount.

Yes, HCCI now requests a reduced amount. HCCI offers to waive administrative costs for this ARPA application. **HCCI's revised request is** now $76,140 – $8,780 less than the original request - and does not include an administrative cost to the ARPA fund.

Will these ARPA funds be used to assist only those individuals who reside in the City of Topeka?

Yes. This request is for "start-up" funding of $76,140 from ARPA for a one-year program of work that HCCI will coordinate to research and completely update two handbooks: HCCI's Landlord Handbook and HCCI's Tenant Handbook addressing federal Fair Housing Law and Kansas Tenant/Landlord Law.

In addition, HCCI's budget for this project reflects $45,014 **from "other sources"** that HCCI has secured in past years and expects to secure for FY 2023. This "other" funding includes: City at $34,720; Shawnee County at $6,944; and "other" funders paying administrative costs of $2,850; and Landlords paying $500 to attend Landlord Workshops = $45,014 in "other" funding.

The total program cost is $121,154. The total amount requested from ARPA is $76,140 which represents 63% of the total program cost. HCCI has or expects to receive 29% of funding from City of Topeka; .06% from Shawnee County and .02% from other funders (Humphreys grant, Landlord fees).

HCCI assures the ARPA Review Committee that 100% of ARPA funding will be used to revise, update and publish 1,000 handbooks – 800 for landlords and their property managers and 200 for Tenants. HCCI expects at least 95% of the landlords, property managers and tenants benefitting from this "start-up" program (which also includes HCCI's immensely popular Landlord and Property Managers Workshops) will be Topeka residents. The other 5% will be Shawnee County landlords, property managers and tenants.

Note: City of Topeka has funded HCCI's valuable Tenant and Landlord work since 1980 as the city realizes it would need to hire and train staff to specifically deal with tenant and landlord phone calls if HCCI were not providing this valuable expertise and community service for both tenants and landlords (and their property manages). Shawnee County has funded HCCI since 2016.

continued …..

Will these ARPA funds be used to assist only those individuals who reside in the City of Topeka?

HCCI adds – this is a one-time expense that will benefit Topeka renters as well as Topeka landlords and their property managers as they learn about their rights and responsibilities (as tenants and as landlords) under Fair Housing Law and the Kansas Residential Landlord and Tenant Act – and Residential Mobile Home Parks Act. HCCI's focus is on educating both landlords and tenants because:

1. an informed landlord (and their property manager) is more likely to be a fair landlord (property manager); and
2. an educated renter is more likely to know their rights and responsibilities and less likely to be taken advantage of as a tenant.

HCCI adds – as the handbooks are developed and published, HCCI will make handbooks (for both landlords and tenants) available in print and online for a charge – approximately $25 for the Landlord Handbook and $5 for the Tenant Handbook – so that a supply of handbooks can be maintained for sale with the payment ($25 for Landlords and $5 for Tenants - helping to recover printing cost. Note: Tenant Handbooks – or photocopied sections of the handbook are always free to tenants unable to pay the requested $5 cost; therefore the $25 charge to landlords also helps offset the costs of Tenant Handbooks when tenants cannot pay $5.

Spanish speaking services and materials to be offered?
Yes. HCCI employs two full-time Tenant & Landlord Counselors – Abi is fluent in English and Spanish.



Abi Panecatl joined HCCI's Staff in July 2019. Abi has extensive experience in TV and video production and Abi has past experience as a customer service representative for an insurance firm. **Abi is the lead counselor and manager for HCCI's Tenant and Landlord** Counseling and Education Program. Abi writes and speaks fluently in English and Spanish. Abi translates Spanish materials, as needed, for HCCI

Abi trained under Teresa Baker. Abi is well versed in federal Fair Housing Law, the Kansas Residential Landlord and Tenant Act and Kansas Residential Mobile Home Act and Topeka Rental Housing Codes.



Nicole Reynolds joined HCCI's Staff in June 2022. Nicole has six years of experience as a leasing consultant for a property management company in Wichita. Nicole received a BA in Psychology in May 2021 from Wichita State University. Nicole is training under Abi and Teresa. Nicole understands Spanish and is fluent enough when speaking Spanish to respond to HCCI's Spanish speaking clients and assure them that Abi is also available to respond to their questions and provide counseling in Spanish, as needed.



Teresa Baker, **HCCI's Executive Director,** joined the HCCI Staff in May 2007. Teresa led HCCI's Tenant and Landlord Counseling and Education Program from 2007 through May 2022 (with a brief time off) and Teresa also leads HCCI's financial empowerment work for the United Way of Greater Topeka. Teresa served as HCCI's Interim ED from March to December 2021 and was appointed ED by HCCI's Board of Directors in January 2022.

Teresa is considered by Kansas Housing Resource Corporation, City of Topeka and others across the state as an expert regarding federal Fair Housing Law and Kansas landlord/tenant law. Teresa is the "go to" person for all questions related to the Kansas Residential Landlord and Tenant Act, the Kansas Residential Mobile Home Parks Act and Rental housing code enforcement.

What is your outreach to Black and Latino/Indigenous communities?
HCCI is proud of its mission to "Counsel and educate all people to achieve their personal housing and financial goals." HCCI provides monthly, quarterly or as-needed education classes for TRM's CaRE Program serving many people of color. HCCI has extensive experience working with the Tennessee Town Neighborhood Improvement Association (and with other Topeka NIA's) to foster affordable housing in Topeka's Opportunity Zones.

Teresa volunteers on behalf of HCCI on Get Digital, a coalition made up of Topeka and Shawnee County community members and stakeholders who want to help close the digital divide. Teresa volunteers time on weekends to hand out computers to eligible residents, many of them Black, Latino or Indigenous. HCCI distributes agency brochures to many Topeka areas serving the Black, Latino and Indigenous communities including the Hi-Crest Neighborhood's Avondale East Net Center. HCCI also reaches underserved Topeka residents by distributing HCCI brochures through the Topeka and Shawnee County Public Library.

Do you have translation services available?
Yes. See page 2. Abi Panecatl is fluent in English and Spanish and translates for HCCI, as needed. HCCI offers translation for people who use sign language or have challenges hearing. Nicole understands Spanish and is fluent enough when speaking Spanish to respond to HCCI's Spanish speaking clients.

Do you have any Black or Latino/Indigenous staff or volunteers.
Yes - Two of HCCI's 15 Board members, Linda Kinney and Ronald Rutherford are Black. Three of HCCI's 15 Board Members are Latino (Sandra Muniz, Kimberly Gonzales Minson, Karen Perez); two board members are Native Americans (Teri Barr and Tug Wamego). As mentioned above, HCCI employs Abi Panecatl and Nicole Reynolds, both Latino.

Do you counsel on issues with contract for deed?
Yes – if the question is related to counseling tenants about the prospect of purchasing rental property through a "lease/buy" agreement for rental property. HCCI is a HUD-approved Housing Counseling agency (since 1978) and therefore has access to HUD guidelines about all issues related to housing purchase.

HCCI's four programs of work are ideal for all issues related to rental housing, consumer credit building to be pre-qualified for a home mortgage loan, and home buying. HCCI provides the following overview of work as described in HCCI's original ARPA application (submitted August 1, 2022).

Founded in 1972, by VISTA Volunteers (now AmeriCorps), HCCI **is known regionally as the "go to, local" HUD approved agency providing free, expert Housing and Consumer Credit Counseling** related to:

1) Budgeting, debt management, credit building, saving.
2) Rental Housing Issues, Fair Housing Law, Kansas Residential Landlord & Tenant Act and Mobile Home Parks Act, local rental housing building codes.
3) Home Buying, including HCCI's award winning TOTO (Topeka Opportunity To Own) Program.
4) HCCI's free Financial Empowerment Education Programs including HCCI's popular Home Buyer Workshops; HCCI's Women & Money Workshops plus a variety of public education programs addressing debt management and credit building, student loan debt repayment options.

More…..

HCCI is:

- HUD approved – since 1978.
- Licensed and regulated by the Office of the State Bank Commissioner.
- Approved to provide Bankruptcy Counseling and Education by the Executive Office of the United States Trustee – since 2005, when bankruptcy counseling was first approved for agencies like HCCI.
- Accredited by the Council on Accreditation – in addition to HUD approval.
- Member in good standing with the National Foundation for Credit Counseling.
- An A-1 rating by Better Business Bureau and winner of the BBB Integrity Award for nonprofits.

HCCI's unique Tenant & Landlord Counseling and Education Programs are not offered by any other for-profit or non-profit agency in Kansas.

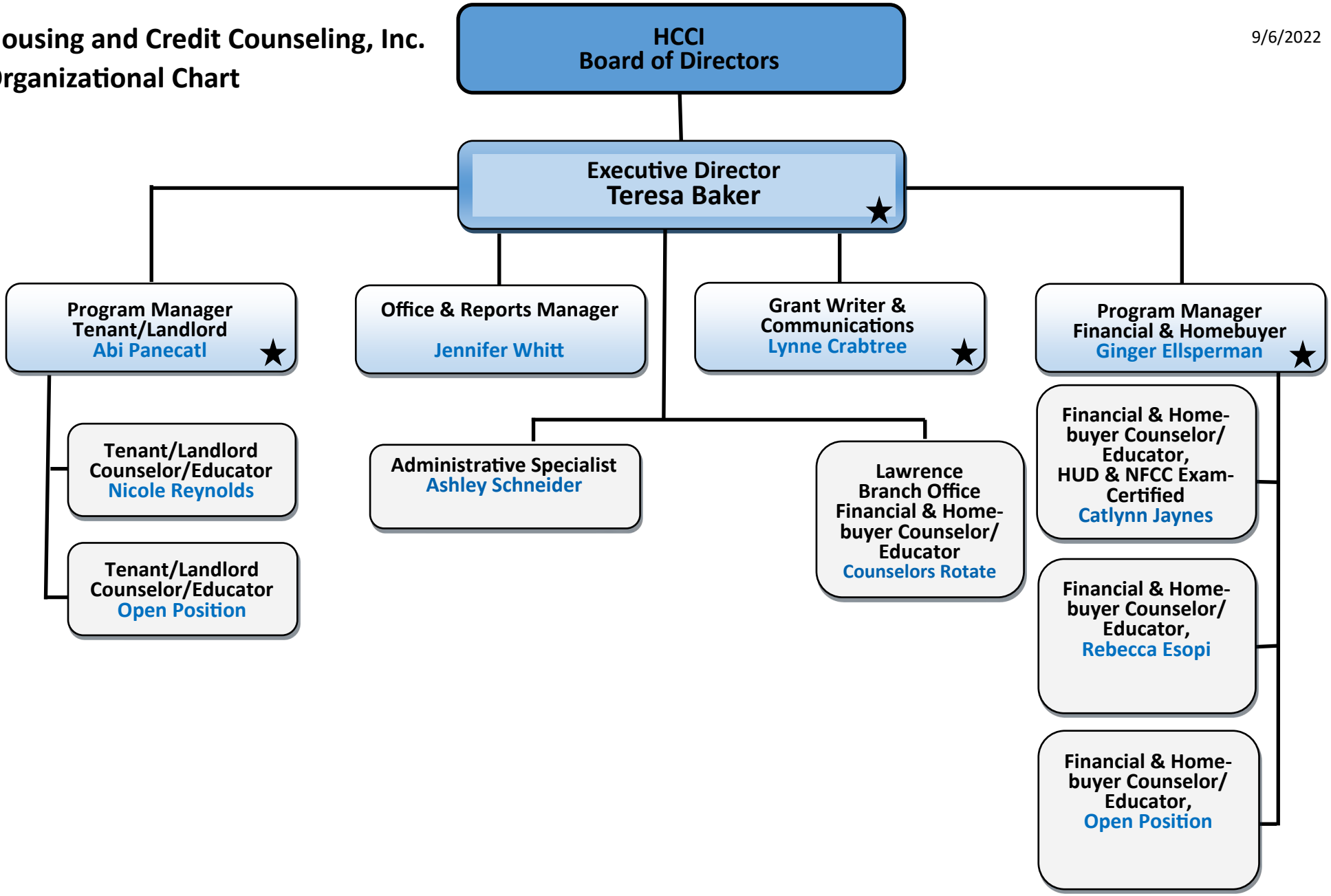
HCCI sincerely appreciates the opportunity to respond to these ARPA questions and to provide the attached and revised HCCI Program Budget requesting $76,140 from ARPA funding.

Attached:

- HCCI's Organizational Chart
- HCCI's Budget for this ARPA grant request
- HCCI's Brochure

Housing and Credit Counseling, Inc.
Organizational Chart

9/6/2022



★ = identifies exempt employees

BUDGET
HCCI's Tenant & Landlord Counseling and Education for Eviction Prevention
for
City of Topeka ARPA Grant Funding – FY 2023
Budget originally developed 7/25/2022 / budget revised 9/8/2022

see footnotes and Budget Narrative – page 2

This HCCI Project is organized as four parts. Expense and Income for parts 1, 2, 3 are shown in the chart below. Part 4 – Sustainability – is described on page 3.

	Expense		Income				
Part #1 – free Tenant & Landlord Counseling	total unit cost		ARPA	City of Topeka	SH CO	Other (1) Funder(s) / Donated / Fees paid	Total
Salary for (equivalent of) 1 FTE Tenant & Landlord Counselor / concentrated on Topeka counseling work $17/hour x 40 hours/week x 52 weeks = $35,360 annual salary plus 15% benefits(2) @ $5,304 [$35,360 + $5,304 = $41,664 gross pay + benefits	$41,664		$0	$34,720	$6,944	$0	$41,664
Salary for (equivalent of) .5 FTE marketing staff $15/hour x 20 hours x 52 weeks = $15,600 annual Salary plus 15% benefits @ @2,340 [$15,600 + $2,340 = $17,940 gross pay + benefits	17,940		17,940	0	0	0	17,940
Facebook ad boosts $100 per month x 12 = $1,200	1,200		1,200	0	0	0	1,200
Flyers 5,000 / tear-away sheets 3,000 – for year 1 - developed by HCCI at no charge / donated printing by Hills Pet and/or BC/BS (1)	0		0	0	0	0	0
Sub-total Part #1 / free Tenant & Landlord Counseling	$60,804		$19,140	$34,720	$6,944	$0	$60,804
Part #2 – Landlord Education Workshops							
2 workshops: costs include HCCI Counselor time @ $250 per workshop / includes handouts for 25 2 workshops = $500 / participant fees pay cost (1) Sub-total Part #2 / Landlord Education Workshops	$500		0	0	0	$500	$500
Part #3 – Landlord Handbooks / Tenant handbooks Development by HCCI with contracted legal assistance / printing / marketing Timeline: by winter 2023 - publish 800 Landlord Handbooks and 200 Tenant Handbooks							
Contracted legal advice / KU School of Law and/or Washburn Law School (cost is an estimate) (4)	$10,000		$10,000	0	0	0	$10,000
Contracted legal advice / KU or Washburn Law to review final edits of workbooks and assist with copyright (or trademark) of the final published copy. (4)	$10,000		$10,000				$10,000
Cost to copyright publication - $125 (estimate) Plus a contingency fee of $125 for related expense (4)	$250		$250	0	0	0	$250
Salary for (equivalent of) HCCI (Teresa Baker) working weekend time to research, draft, review with consultants, edit, manage publishing of handbooks(4)	$10,000		$10,000	0	0	0	$10,000
Printing – estimate based on bids: $25 per handbook 750 Landlord Handbooks @ $25 each = $18,750 200 Tenant Handbooks @ $25 each = $ 5,000	$23,750		$23,750	0	0	0	$23,750
updating HCCI's website to market & sell handbooks - estimate \ HCCI Staff & IT time	$3,000		$3,000	0	0	0	3,000
Sub-Total Part #3 / research / development / printing / marketing Handbooks	$57,000		$57,000	0	0	0	$57,000
Sub-Total all expense / income	$118,304		$76,140	$34,720	$6,944	$500	$118,304
Admin fee / accounting, IT, office space @ 5% of cost for Part 3 / $57,000 x 5%)	$2,850		0	0	0	$2,850	$2,850
Total	$121,154		$76,140	$34,720	$6,944	$3,350	$121,154

Four Footnotes:

(1) Other Funders include: Humphreys Trust, Evergy Foundation, Individual Contributors
(1) Donated services and expertise
(1) Enrollment fees paid by Landlords and Property Managers to attend HCCI's Landlord Workshop

(2) Benefits – 15% of gross salary: includes payroll tax, retirement benefit, life/death benefit, unemployment tax

(3) HCCI / Teresa Baker / presents at least two workshops annually (3-hours each, includes Q/A) for Landlords and Property
Managers as a public service. Typically, 25 landlords and/or property managers attend. Participant enrollment fee of $10 typically covers costs. Participant surveys indicate high satisfaction with workshop information addressing Fair Housing Law, Kansas Residential Landlord and Tenant Act, Kansas Residential Mobile Home Parks Landlord and Tenant Act / handouts provided are helpful. Landlord Handbooks and Tenant Handbooks are available for purchase.

(4) Revising Handbooks (for landlords/property managers and for tenants)
Teresa Baker has expertise in federal Fair Housing Law; the Kansas Residential Landlord and Tenant Act; Kansas Mobile Home Parks Residential Landlord and Tenant Act; City of Topeka rental housing code (and rental housing code for other Kansas cities).

Teresa leads this proposed work that will also include contracted legal advice from attorneys at KU Law and Washburn Law or other local attorneys with expertise in landlord/tenant law.

Teresa last updated HCCI's Landlord Handbook and HCCI's Tenant Handbook in 2007 based on various pieces of HCCI's researched work to develop handbooks for landlords and tenants since 1978. Legal advice for the 2007 revised handbooks was paid by HCCI through a grant from IOLTA (Interest on Lawyer's Trust Account) and by private donations. IOLTA funding is not available at this time for FY 2022 and the Kansas Bar Association (Sandy Chapman) tells HCCI no announcement of IOLTA funding for FY 2023 will be made until an attorney is selected to manage the IOLTA grant process following the resignation of Stacy Harden as the fund manager.

Much of the content of the 2007 publication needs revision. Federal Fair Housing Law will be included. HCCI will copywrite (or at least trademark) the 2023 revised Landlord Handbook and revised Tenant Handbook.

Teresa's additional work time for this project is in essence donated work time to HCCI as Teresa is an exempt employee. HCCI requests $10,000 as a compensation to HCCI (the same as the contract fee HCCI allows for legal expertise) for the extensive time Teresa will spend on this project that will include many additional work hours during evenings and weekends over a period of January through October 2023.

Budget Narrative
HCCI's Tenant & Landlord Counseling and Education for Eviction Prevention

This HCCI Project is organized as four parts.
Expense and Income for Parts #1, #2, #3 – totaling $121,154 for a one-year program of work – are shown in the chart on page 1. The total request to ARPA is $76,140 **–** 63% of the total program cost.

More…..

A note about reduced administrative costs:
This revised request of $76,140 is $8,780 less than the original request submitted with the original grant application of $84,920. Two factors reduce the cost.

1. The estimate of the cost to copyright handbooks is less than originally calculated.

2. At the request of the ARPA Review Committee for agencies to find any possible ways to reduce costs --HCCI is very willing to reduce its administrative fee from 10% to 5% of the sub-total of costs for Part 3 – the research, development and printing of the Landlord Handbook and Tenant Handbook.

Part 3 – research, development and production of Landlord Handbooks and Tenant Handbooks –
is the only part of this revised budget that shows an administrative charge.

There is no administrative charge for:

- Part 1 - Salary and Marketing costs
- Part 2 - Landlord / Property Manager Education Workshops
- Part 4 - Sustainability

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Part 4, Sustainability, is not factored into this one-year ARPA grant request.
HCCI said this about sustainability of the program in the original grant application.

> Sustaining this program: Topeka has been a very strong supporter of HCCI's Tenant/Landlord work. City funding helped HCCI leverage added funding from Shawnee County and United Way of Greater Topeka.

HCCI notes again - this ARPA request is for funding to **pay "one-time" costs to**:

a. research, develop, draft, vet (with advice from attorneys at KU and Washburn Law or local other attorneys with expertise in landlord/tenant law), and print
800 Landlord Handbooks and 250 Tenant Handbooks.

b. Market HCCI's free Tenant & Landlord Counseling work and market Landlord Workshops (and handbooks) in FY 2023.

HCCI does not currently employ any marketing staff. If this request is awarded, HCCI will either:

a. recruit a part-time marketing employee – or
b. more likely, HCCI will pay for contracted marketing staff as recruiting a part-time employee has been challenging in this tight job market.

Please note:
HCCI anticipates this **"**one-**time" printing**" of 800 Landlord Handbooks and 200 Tenant Handbooks will provide a sufficient supply of handbooks for about three years – serving Topeka Landlords and Tenants.

Handbooks are expected to be revised and printed by October 2023.

A fee of $25 per copy -- paid by Landlords for printed handbooks and a slightly less fee paid for a pdf copy on-line – will help print future handbooks for Topeka Landlords.

Fewer Tenant Handbooks will be printed as fewer tenants order handbooks or wish to view an on-line copy of the handbook. HCCI lists a cost of $5 for Tenant Handbook but that charge is always waived when Tenants indicate they cannot afford to pay a nominal $5 fee.

End of Budget Narrative

HCCI sincerely appreciates the opportunity to provide this reduced program budget.

HUD Approved
Housing Counseling
Agency

Kansas
Office of the State Bank Commissioner

CSO License # 0000003

ACCREDITED BY COA COUNCIL ON ACCREDITATION FOUNDED 1977

NFCC
Your Financial Advocate | MEMBER

BBB ACCREDITED BUSINESS

United Way
Funded Partner

www.HousingAndCredit.org
800-383-0217

HCCI
HOUSING AND CREDIT COUNSELING, INC.

- In-Person
- Video
- Phone

800-383-0217

HCCI@HousingAndCredit.org

www.HousingAndCredit.org

For reasonable accommodations, please call at least 5 business days in advance.

A Non-Profit Community Service Agency
Since 1972

Housing and Credit Counseling, Inc.

HCCI
HOUSING AND CREDIT COUNSELING, INC.

HCCI's mission is to counsel and educate all people to achieve their personal housing and financial goals.

Budgeting • Debt • Credit
Homebuying • Reverse Mortgage
Foreclosure • Bankruptcy
Rental Housing Rights/ Responsibilities
Student Loan Debt Repayment
Training & Education

www.HousingAndCredit.org
800-383-0217

800-383-0217 • www.HousingAndCredit.org • HCCI@HousingAndCredit.org

HCCI
HOUSING AND CREDIT COUNSELING, INC.

Local nonprofit you can trust.

Financial Review

HCCI services are approved by HUD and regulated by the Office of the State Bank Commissioner.

HCCI is your local, trusted source for:

- Budgeting
- Credit building and reports
- Debt Management Plans
- Debt repayment
- Student Loan Repayment
- Mortgage default
- Bankruptcy counseling and education

Free but $50 fee for bankruptcy counseling; Fee is waived for persons qualifying for an exemption.

Rental Housing

Learn your rights and responsibilities based on the Kansas Residential Landlord and Tenant Act, Fair Housing Law and local codes and ordinances.

- Maintenance issues
- Lease questions
- Rent delinquency
- Evictions
- Unlawful landlord entry
- Security deposit/pet deposit
- Fair Housing
- Roommate Problems

Free - there is no charge to renters or landlords for this counseling. A nominal fee is charged for handbooks and forms.

Prospective Homebuyers

All aspects of the homebuying process including:

- Credit readiness
- Affordability
- Qualification
- Fair Housing
- Home maintenance
- Insurance
- Shopping for your home & realtors

Free - there is no charge.

Training & Educational Programs

HCCI training and education covers a range of topics related to home ownership, renting, finances, and credit. Contact HCCI for an estimate of cost to develop your specialized training program.

Other HCCI Work

TOTO
Topeka Opportunity To Own

Women & Money
Financial Classes

City of Topeka ARPA Funds Grant Application

Please note that these are one time funds and will not be available at a later date

Applications are due by July 31st, 2022. Completed Applications and questions can be emailed to ARPA@topeka.org. Additional information can be found at https://www.topeka.org/finance/arpa-funds-grant/

Paper copies of grant applications can be mailed or delivered to:
Kalea Pauole
ARPA Application
215 SE 7th St, Room 358
Topeka, KS, 66603

Section I Organization Information

Organization Name:	Organization Address:
HEARTS	4208 SE Oakwood St

Primary Phone:	Primary Email:	Primary Contact:
623-853-6826	alicia.newberry@outlook.com	Alicia Walker

FEIN #:	How long has your organization been in Topeka?
	3 years

Industry Name (per North American Industry Classification System, see Industries at a Glance: NAICS Code Index (bls.gov):

NAICS 624

What is your organization's mission statement? (limit 500 characters)

To eliminate suicide through building resiliency in ou

Does your organization assist any of the following?

- ☐ Rental Assistance
- ☐ Unsheltered Homeless
- ☐ Transitory populations
- ☐ Sheltered Homeless
- ☑ Other

Section II Organization Status

Entity Status (As of Application Date, Select One)

- ○ Fully Open
- ○ Partially Open
- ◉ Open but Reduced Hours
- ○ Not yet re-open (list date of anticipated reopening):

Are you experiencing staffing shortages?

- ◉ YES (If yes, please describe extent of staffing shortages in space below)
- ○ NO

No current staff, all volunteers.

Is this organization a nonprofit?

- ◉ YES
- ○ NO

Has this organization received any of the following: (Please specify the amounts)

- ☐ Kansas SPARK/BASE Grants
- ☐ Paycheck Protection Program
- ☐ Shuttered Venue Operations Grant
- ☐ Restaurant Revitalization Fund
- ☐ COVID-19 Economic Injury Disaster Plan Funds
- ☐ Any other COVID-19 related relief from the federal government, State of Kansas, or Shawnee County

Section III Summaries

ARPA Grant Amount Requested:	Name the program for which you are applying:
$50,000	Public Health and Safety - CREW Program

Please describe your organization, its programs and how this program fits in: (limit up to 3000 characters, attach answers on additional document where needed)

HEARTS is a non-profit focused on providing tools to youth for suicide awareness and prevention. This past academic year, HEARTS implemented the CREW: Children Recognizing Everyone's Worth program into a Kansas middle school/high school. This program offered a 16-week curriculum for suicide awareness based on the Kansas Social Emotional Character Development Standards. Throughout the school year, students received education covering the various components of suicide. To close the year out, each class presented on a variety of topics related to suicide. pretest, posttest, increase in number of students addressing suicidality and recognizing warning signs in peers. Following the program, the school was recognized by the Kansas State Department of Education and the Smoky Hill Education Service Center for their suicide initiative during the 2021-2022 academic year. The school counselor

Please describe how receiving these funds will provide long-term benefits for the citizens of the community, and how the program will be sustained after the grant has been awarded: (limit up to 3000 characters, attach answers on additional document where needed)

These funds will expand our organization's ability to implement our CREW program in multiple locations. Receipt of these funds will award us the opportunity to obtain more community support and team members who can facilitate the curriculum. With adequate funding we can reach a larger population of youth and offer them more hands on tools and resources. The services our youth receive will add value to the community, especially in the mental health arena. Topeka has 1-2 programs for youth mental health; however, families are required to utilize health insurance or other financial resources. These funds will permit us to offer a free program to all families. Our organization has scheduled a fundraiser requesting continuous funding from the church community. These funds will support the continuation of the CREW program. In addition to fundraising, our team will continue to seek grants and community resources to sustain our program.

How has the pandemic impacted the effectiveness of your organization and program? (limit up to 3000 characters, attach answers on additional document where needed)

Our organization was founded in 2019, we established a board of directors and hosted our first community event. By 2020, we lost a total of 4 board members due to the difficulties of Covid. Our organization struggled to meet regularly, and it resulted in the loss of our meeting space, and it impacted the way we distributed our pilot program. Since we are a newly founded non-profit, our board has faced challenges with fundraising, especially when our community shut down. The pandemic has made it difficult finding and maintaining volunteers to support our programs. Although the organization completed a pilot program during the 2021-2022 academic year, Covid forced us to redesign the program to incorporate a hybrid approach. Due to lack of volunteers, we had to rely on the teaching staff to facilitate some of our lesson plans. When our community shut down, we lost a contract with a local middle school to implement our CREW program. We attempted to market our program, however, the spaces required to

Please describe how you see the future of your organization and its program post-pandemic: (limit up to 3000 characters, attach answers on additional document where needed)

Currently our organization is functioning with 5 volunteer members who work full-time elsewhere. We are in the process of redesigning our CREW program to incorporate applicable hands on activities. Post-pandemic we envision implementing our program into community centers, schools, and churches with a goal of face to face interactions and building our capacity to facilitate and sustain the program. Our organization will reacquire a space for its member to meet and focus on capacity and program building. With the pandemic slowling down, HEARTS can secure more members and volunteers to implement our program in multiple locations. The expansion of HEARTS will permit us the capacity to participate in more community events and inform the Topeka about our services.

Section IV General Data

Please provide a detailed explanation of the proposed program: (limit up to 3000 characters, attach answers on additional document where needed)

CREW is a means to an end, and end to suicide. Research indicates that individuals have a higher chance of defeating suicide when the protective factors outweigh the risk factors. Studies conducted over the past 10-15 years suggest that resilience is a protective factor against suicide risk. Our CREW program unites youth from ages 11 to 18, providing them with support, the opportunity for transparency, suicide education, and activities focused on the 7 C's of Resilience. Dr. Kenneth Ginsburg reconized there are 7 necessary components to aid in the development of healthy social emotional growth. His work with youth across many different socio economic, educational, health, and financial backgrounds led him to discover that addressing risk was more effective when utilizing strength-based approaches. He said that youth need to know most kids are active, contributing, and positive community members. By incorporating the 7 C's of Resilence, our program is reinforcing Dr. Ginsburg work and building youth's potential and their ability to overcome adversity.

Please describe what other funding is available and what you have secured, or expect to secure for this project: (limit up to 3000 characters, attach answers on additional document where needed)

Our organization seeks every opportunity to research and apply for grants. Recently we received a grant from Blue Cross Blue Shield of Kansas and allocated those funds towards piloting the CREW program. This year we have applied for several grants, but did not receive the grant award. In October, HEARTS is hosting a fundraiser and will apply some of the funds towards our revised CREW program.

Describe the community need that this proposal addresses and how it is relative to what you are trying to accomplish (limit up to 3000 characters, attach answers on additional document where needed)

Kansas Communities That Care Survey disclosed that the number of students reporting feelings of sadness or hopelessness rose to more than 22,000 in 2021. That figure, 38% of respondents, is about two in five Kansas pre-teens and teenagers. With the pandemic forcing youth to attend school from home, youth were forced to face isolation and lack of human interactions. The survey also yielded that approximately 8.3% of students surveyed, reported having seriously thought about killing themselves in the past month, while an additional 9.4% reported having those thoughts in the past year. Suicide amongst youth is rising, with an increase in students having more access to completing suicide and less support. Although its difficult to track suicide data for individuals under the age of 18, more and more studies indicate an increase in suicide. Our program will build relationship with our youth, provide them with tools to cope, and direct them towards resources in the community.

Please discuss whether this service is duplicated by another agency, and if so, address why this duplication is justified based on community need (limit up to 5000 characters, attach answers on additional document where needed)

Our CREW, Classmates Recognizing Everyone's Worth, is currently the only of its kind. This program brings a 16-week curriculum to middle and high school youth. Topics range from suicide education to coping skills. Students are requested to complete a pre and posttest and present a project at the end of the curriculum to identify their knowledge. Upon completion of implementing this program for this first time, our organization was able identify its strengths and weaknesses. Through the evaluation, our team learned that the program needed to incorporate education and activities based on protective factors, individual or environmental characteristics, conditions, or behaviors that reduce the effects of stressful life events. The program we piloted focused on the education of suicide; however, it was limited with ways to overcome and work through suicide ideation. This year our team is reorganizing the program with an emphasis on resilience - the ability to overcome the circumstances of life.

What donated goods and or volunteer services do you receive that add value to this program? (limit up to 3000 characters, attach answers on additional document where needed)

All board members are volunteers. Because we value resources, we only request donations when in need. We currently utilize the public library as our meeting space. An ongoing resource we receive is from a local printing company. This company prints all of our materials including brochures and flyers. We also received donated paper goods from a local high school. These resources allow us to allocate our funding towards program needs, annual expenses for the organization, and materials for our students.

Section V Required Documents

Please submit all the following documents in addition to application:

☑ Kansas Secretary of State Certificate of Good Standing

*Additional information may be required at a later date

Section VI Beneficiary Information

Based on the population that you currently serve, Please complete the following tables
Unduplicated Count of Individuals:

Age Group:

Age Range	Estimated
0-5 years	0
6-12 years	0
13-18 years	220
19-35 years	0
36-59 years	0
60 years and over	0
Total	220

Gender:

	Estimated
Men	
Women	
Transgender	
Total	

Income level (see table below):

	Estimated
At or below 30%	
At or below 50%	
At or below 80%	
Other	
Income Unknown	X
Total	

FY 2022 Income Limits for Topeka, Kansas

	Persons in family						
FY 2022 Income Category	1	2	3	4	5	6	7
Extremely Low Income (30%)	$17,400	$19,850	$23,030	$27,750	$32,470	$37,190	$41,910
Very Low Income (50%)	$28,950	$33,100	$37,250	$41,350	$44,700	$48,000	$51,300
Low Income (80%)	$46,350	$52,950	$59,550	$66,150	$71,450	$76,750	$82,050

Racial/Ethnic Composition:

	Percentage
White (non-Hispanic)	80
Black/African American	
Hispanic	4
Asian	
American Indian/Alaskan Native	
Asian & White	
Black/African American & White	5
American Indian/ Alaskan Native & Black/African American	
Asian/Pacific Islander	
Other Multiracial	11
Total	100

Section VII Declaration of organization owner (Applicant): I certify that the organization identified above

Is within the incorporated City limits of Topeka and is up-to-date in all payment of all state and local taxes which may be due	☑ YES
Is not party to legal actions against or from the city, including code enforcement liens	☑ YES
Agrees not to create any cause of action by or on behalf of the Applicant against the City of Topeka, its officers, elected officials, employees, or agents	☑ YES
Is not affiliated with another organization under common ownership/management that has applied for grant cycle	☑ YES
There are no potential conflicts of interest that impact receiving this award	☑ YES

Section VIII Applicant Signature

I certify that all the statements made in this application are true and complete to the best of my knowledge. I understand that I need to submit copies of all the above mentioned documents in order for my application to be considered. I understand that if I receive this grant I may be asked to for additional documentation according to rules that the US Treasury has set forth.

Name:	Signature:	Title:	Date:
Alicia Walker	Alicia Walker	President	7/31/2022

HEARTS Responses

What is your organization's mission statement?

To eliminate suicide through building resiliency in our youth.

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completed a pilot program during the 2021-2022 academic year, Covid forced us to redesign the program to incorporate a hybrid approach. Due to lack of volunteers, we had to rely on the teaching staff to facilitate some of our lesson plans. When our community shut down, we lost a contract with a local middle school to implement our CREW program. We attempted to market our program, however, the spaces required to film out promotion videos denied us access to ensure safety of their students and staff. Our program was forced to adapt the restrictions Covid forced upon us and develop new ways of planning and implementing our program, with minimal board member support.

SCOTT SCHWAB
Secretary of State



Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594
(785) 296-4564

State of Kansas

Not-for-profit corporation -- Articles of Incorporation

August 2, 2022

HEARTS Inc: Helping Empower Adolescents Reject Thoughts of Suicide
7227 SW 23rd St
Topeka, KS 66614 USA

RE: HEARTS Inc: Helping Empower Adolescents Reject Thoughts of Suicide

Business Entity Identification Number:

Congratulations on filing articles of incorporation for the not-for-profit corporation listed above. You may print a certified copy of the articles of incorporation along with this letter for your records.

A business entity identification number is issued for all entities that file with the Secretary of State's office. The identification number for this not-for-profit corporation is listed above. Please use this number on all filings and correspondence with the Secretary of State's office regarding this corporation.

Information regarding annual reports:

- Not-for-profit corporations are required to file an annual report with the Secretary of State to maintain an active and in good standing status.
- The corporation's annual report due date is available at: www.kansas.gov/bess/. From this link, select Business Entity Database, then select search by Business Entity Name. Enter the corporation's name and select the gray View Record box next to the business name. Annual report information is at the bottom of the page, including the next annual report due date.
- The annual report does not require tax or financial information.
- Annual reports may be filed online at: sos.ks.gov.

The Secretary of State's office corresponds directly with businesses and does not use third parties to contact businesses on its behalf. Businesses are encouraged to be vigilant if they receive mailings or other communications from third parties stating the business is required to file documents with or obtain services from the Secretary of State's office. Businesses may file documents online, or access other services on the Secretary of State's website: sos.ks.gov.

If you have questions, please contact the Business Services Division at (785) 296-4564 or by email at kssos@ks.gov.

Sincerely,

Scott Schwab
Kansas Secretary of State

Questions for Hearts are as follows:

1. Please provide an organizational Chart for your organization.
   See attached.

2. Please provide a project budget for the project/budget program you are seeking funds
   See attached.

3. Would you be able to take a reduction in the amount you have requested? If yes, please indicate the exact amount. Yes. According to our budget we could work with $45k. The cost of sharing a space with another entity drives up the budget.

4. Will these ARPA funds be used to assist those who exclusively reside in Topeka, or will they also provide those at locations outside the city? The funds requested will primarily serve youth from ages 7-17 in Topeka. Exceptions to the program will be allowed, however during the 2023-2024 year, the program will be hosted in Topeka.

5. Spanish speaking services and materials to be offered? Our organization plans to partner with O&A Language Solutions for translation of materials. Currently, we do not have any Spanish speaking partners to help administer the program. We have placed an add in United Way for additional board members with different abilities to ensure we reach various populations within our community.

6. What is your outreach to Black and Latino/Indigenous communities? Since this is a newly founded program, we do not know the exact numbers of the Black and Latino/Indigenous communities we will impact. Our goal is to target youth in lower-income communities, including the Boys and Girls Clubs in Topeka. By partnering with a local Spanish speaking organization for our translation services, we will be able to utilize her services to reach the Latino population. Our organization has participated in focus groups within the community, including My Little Sistah, a non-profit organization who mentors young girls of color. We will continue to utilize this avenue to provide outreach to our communities of color. HEARTS is in contact with local churches and will continue to partner with them, specifically with members of the BIPOC community to ensure our services meet their needs.

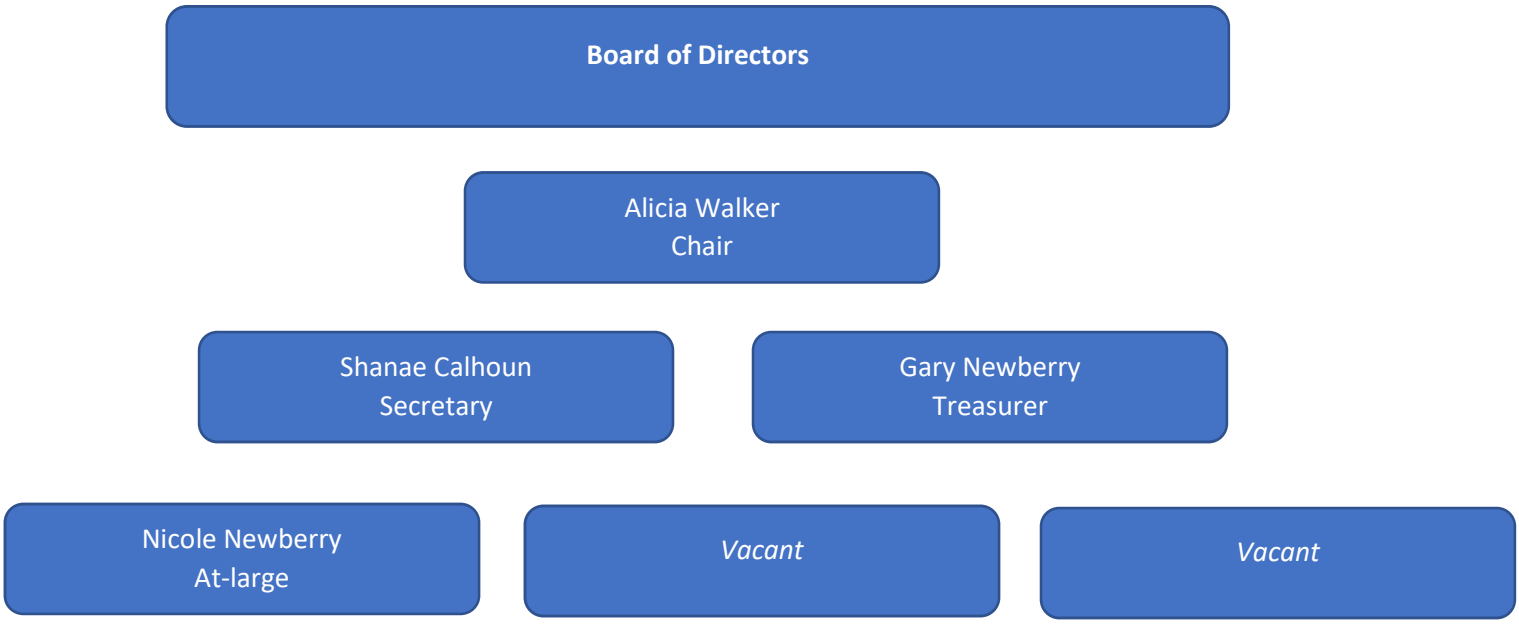
7. Do you have translation services available? We are in negotiation with O&A Language Solutions who has agreed to provide translation services of our print materials.

8. Do you have any Black or Latino/Indigenous staff or volunteers? Yes! Our Board of Directors is 60% persons of color. We are strategic when it comes to selection of our board members.

Helping Empower Adolescents to Reject Thoughts of Suicide

Email Address: alicia.newberry@outlook.com **Website**: http://www.rejectsuicide.org/
Mission: Eliminate suicide through building resiliency in our youth.

Organizational Chart



SUPPLIES	QUANTITY	COST	
Rental Space (hrs)	206	$ 150.00	$ 30,900.00
Translation Services	26	$ 160.00	$ 4,160.00
Incentives/rewards	100	$ 25.00	$ 2,500.00
Print Materials			
$2.25 binding			
.40/page x 50 x books		$ 2,250.00	$ 2,250.00
Snacks			
Plates	3	$15.34	$ 46.02
Food/drinks		$2,500.00	$2,500.00
Napkins	2	$5.98	$ 11.96
Silverware	3	$4.78	$ 14.34
Learning Tablets	3	$ 275.00	$ 825.00
Swag for youth			
Personalized book/pens	50	$ 4.75	$ 237.50
T-shirts	50	$ 8.15	$ 407.50
Sanitation			
Sanitizer	4	$ 5.88	$ 23.52
Kleenex	12	$ 2.16	$ 25.92
Clorox Wipes	2	12.78	$ 25.56
Art/learning Supplies		$ 500.00	$ 500.00
Misc/taxes		$ 600.00	$ 600.00
		Total	**$45,027.32**

Program costs based on 50 youth for 52 weeks