



LEE'S SUMMIT
MISSOURI

**Community Development Block Grant Program
PUBLIC SERVICE AGENCY APPLICATION
CDBG-CV 2020**

Applicants must show a direct increase in service need because of the pandemic. Additionally, applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Finally, all proposals must comply with applicable CDBG regulations and potential subrecipient of funds must understand the CDBG-CV under the CARES Act requirements, the CARES Act, programmatic requirements, and have the capacity to undertake and comply with all applicable federal regulations. Please email the completed application to CDBG@cityofls.net

SECTION I --- Summary

Applicant Agency Name:		Program/Project Title:	
Not-for-profit organization <i>(with active 501(c) status)?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location of Service: <i>(Check one)</i>	On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit <input type="checkbox"/>
Faith-based organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Total Estimated Cost:	
Agency's Street Address: <i>(PO Box Not Acceptable without City's Consent)</i>		Client Eligibility by CDBG Definition: <i>(Check one)</i>	<input type="checkbox"/> 100% L/M Income <input type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
City/State/Zip:			
Agency's DUNS #: <i>(Required. If your agency does not have one, apply for one)</i>		Specifically what will CDBG-CV Funds Pay For?	
Is your Agency receiving any other Federal COVID-19 funding?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please list:		
Are you aware of any other funding to fund this program?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please list:		
Grant Contact:			
E-Mail/Telephone/Fax:	E-Mail: T: F:		

DESCRIPTION, NEED AND GOALS

Brief Description of the Program/Project and the Impact the Requested CDBG-CV Grant will have

(15 POINTS)

Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.

(35 POINTS)

Describe the program goals and how quantifiable outcomes will be measured.

(10 POINTS)



SECTION II --- Program Budget

What amount of funds are you requesting? Please break down by agency operations, program support and/or emergency assistance to clients.

(10 POINTS)

Cost Type	Agency Priority (1=highest)	Total Program Budget (Must equal sum of A to F)	Agency's Own Funds (A)	Known Monetary and In-Kind Donations (B)	Desired CDBG Amount (C)	Other Federal Funds		State & Local Grants		All Other Funds (F)
						Amount (D)	Applied or Granted?	Amount (E)	Applied or Granted?	
(3.1.1) PERSONNEL										
Salaries		\$	\$	\$	\$	\$		\$		\$
Fringe Benefits		\$	\$	\$	\$	\$		\$		\$
(3.1.2) BIG-TICKET EQUIPMENT										
Computers		\$	\$	\$	\$	\$		\$		\$
Appliances		\$	\$	\$	\$	\$		\$		\$
Motorized Vehicle		\$	\$	\$	\$	\$		\$		\$
(3.1.3) OFFICE SUPPLIES										
General Office Supplies		\$	\$	\$	\$	\$		\$		\$
(3.1.4) PROGRAM SUPPLIES										
Supplies Required for Carrying out the Program		\$	\$	\$	\$	\$		\$		\$
(3.1.5) OPERATING EXPENSES										
Utilities		\$	\$	\$	\$	\$		\$		\$
Insurance		\$	\$	\$	\$	\$		\$		\$
Legal Services		\$	\$	\$	\$	\$		\$		\$
Transportation Related		\$	\$	\$	\$	\$		\$		\$
(3.1.6) OTHERS										
Meals and Nutrition		\$	\$	\$	\$	\$		\$		\$
Rental Assistance		\$	\$	\$	\$	\$		\$		\$
(3.10) TOTALS		\$	\$	\$	\$	\$		\$		\$

Notes



SECTION III -- Agency Capacity Assessment and Program Management System

<p>To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet HUD's requirements (will be verified by the City) <input type="checkbox"/> Not sure and would need City's assessment to make that determination <input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance <input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to - <input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation 		<p>Minimum Amount of CDBG Funds Needed below Which Your Program Just would not Work and Why:</p>	(4.6.1) <i>Amount</i>	(4.6.2) <i>Why</i>
			\$	
<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending CDBG funds (if applicable)</p> <p align="center">(5 POINTS)</p>		<p>Please Indicate Your Realistic Expectations for Expending the Funds as Requested, if Granted:</p> <p align="center">(20 POINTS)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Within 1-3 months <input type="checkbox"/> All expended by December 31, 2020 <input type="checkbox"/> All expended by June 30, 2021 <input type="checkbox"/> Not sure how soon and how quickly these funds may be expended 	
		<p>Briefly describe the staffing structure of the organization and/or include an organizational chart(s)</p> <p align="center">(5 POINTS)</p>		



SECTION IV --- Certifications

I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG-CV funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG-CV funding will be granted for this program;

I certify that:

(1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;

(2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and

(3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

_____ (*Name of Agency Requesting CDBG Funding*) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

Signature – Person Completing the Application	Title	Date
Signature – President/CEO of the Agency	Title	Date



Applications will be rated and ranked on the basis of the responses to the application elements

Scoring Categories	Points Possible	Staff Scoring
• Project Description	15	
• Need for the project and CDBG-CV funds	35	
• Capacity and Certifications	10	
• Readiness to proceed	20	
• Project budget	10	
• Goals	10	

Total:





LEE'S SUMMIT
MISSOURI

**Community Development Block Grant Program
PUBLIC SERVICE AGENCY APPLICATION
CDBG-CV 2020**

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SECTION I -- Summary

Applicant Agency Name:	Coldwater of Lee's Summit	Program/Project Title:	Part-time Assistant Position
Not-for-profit organization (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location of Service: (Check one)	<input checked="" type="checkbox"/> On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
Faith-based organization?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Total Estimated Cost:	\$7,500 (six months)
Agency's Street Address: (PO Box Not Acceptable without City's Consent)	1800 NE Independence Ave.	Client Eligibility by CDBG Definition: (Check one)	<input checked="" type="checkbox"/> 100% L/M Income <input type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
City/State/Zip:	Lee's Summit MO 64086	Specifically what will CDBG-CV Funds Pay For?	Funds will support a part-time position added due to an increase in workload because of Covid-19. This position will help Coldwater address the spike in food insecure clients, an increase in food acquisitions and donations to help with the increased food needs, the decrease in available volunteers, changes in regular operation procedures for programs to make them safe due to the virus, and revamping and rescheduling fundraisers.
Agency's DUNS #: (Required. If your agency does not have one, apply for one)	035407579		
Is your Agency receiving any other Federal COVID-19 funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, please list: PPP (covers this position through part of June)		
Are you aware of any other funding to fund this program?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, please list: KC Regional Covid 19 Response & Recovery Fund (covers this position part of June through possibly part of October)		
Grant Contact:	Monica Humbard		
E-Mail/Telephone/Fax:	E-Mail: director@coldwater.me T: 816-786-0758 F:		

DESCRIPTION, NEED AND GOALS

<p>Brief Description of the Program/Project and the Impact the Requested CDBG-CV Grant will have</p> <p style="text-align: right; color: red;">(15 POINTS)</p>	<p>Since it was started in 2008, Coldwater has had one full-time executive director. A part-time community director was added in 2014 to help with marketing and fundraising. Volunteer team leaders run all the programs, and additional volunteers provide the "staffing." Coldwater's goal has always been to keep paid staff to a minimum so that more funding can go toward the needs of our clients. However, due to increased workload and the loss of many retired and at-risk volunteers because of the Covid-19 crisis, a part-time assistant position was added in April 2020. This position is needed at this time to help with:</p> <ul style="list-style-type: none"> * the increase in food insecure clients * the increase in food acquisitions and food donations to address increased needs * changes in regular operation procedures for programs to make them safe for all clients and volunteers * revamping and rescheduling fundraisers. <p>PPP funds were received to help cover the cost of this position through part of June. The KC Regional Covid 19 Response & Recovery Fund provided funds that should help with this position through part of October. Because we currently do not see an end in sight, we expect the need for food to continue for quite a long time, and it is highly likely that the new processes changed due to Covid will continue and possibly become the new norm. Therefore, we are seeking assistance to help with funding of this position for October 2020 through June 2021. Our plan is to have all fundraising events revamped and rescheduled and new funding resources in place by June 2021 to cover the cost of the new position.</p>
<p>Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.</p> <p style="text-align: right; color: red;">(35 POINTS)</p>	<p>Since the Covid-19 crisis began in March, we have seen a higher need for food assistance in our community. Many families who never used a food pantry before have had to seek assistance because they either lost their jobs or were laid off for an unknown amount of time. With kids home from school all the time, many families struggled with increased food expenses. We have seen an increase in Lee's Summit residents seeking help. In one week we saw 38 more Lee's Summit residents than normal at the Food Pantry. Even as some have returned to work, they are facing financial burdens such as back rent and months of unpaid utility bills. As Coldwater has addressed their food needs, we have been mindful of their need to stay healthy because they do not have the financial resources for large medical expenses as a result of contracting Covid-19. Due to the spike in food needs and the necessity to revamp our procedures to keep clients and volunteers safe, we have experienced an increase in workload. During this crisis, in addition to keeping the food pantry open Monday through Friday for appointments and 10:30 am-2 pm two Saturdays each month, Coldwater continued to distribute the weekend food packs to Lee's Summit students during the school year with a pick up location and delivery. We also revamped procedures for Summer Lunches and BBQs so that these programs can safely continue through the summer. The community generously stepped up with food donations that have helped keep Coldwater food resources flowing to meet needs. However, this response also increased workload. Unfortunately, Coldwater volunteers, who make up the majority of "staffing" for our organization, immediately started to decrease as retired and at-risk volunteers chose to stay home. As a result, Coldwater decided it was necessary to add a part-time assistant position in April to help with this expanded workload. PPP funds have helped cover the cost of this position through part of June. The KC Regional Covid-19 Response & Recovery Fund provided funds that should help with this position through part of October. Because we currently do not see an end in sight, we expect the increased need for food assistance to continue for quite a long time, and it is highly likely that the new processes changed for Covid will continue and possibly become the new norm. Therefore, we are seeking assistance to help with funding of this position for October 2020 through June 2021. Our plan is to have all fundraising events revamped and rescheduled and new funding resources in place by June 2021 to cover the new position.</p>
<p>Describe the program goals and how quantifiable outcomes will be measured.</p> <p style="text-align: right; color: red;">(10 POINTS)</p>	<p>With these funds, our number one goal is to provide the manpower to meet all the increased food needs due to Covid-19 while providing a safe environment for both those being served and the volunteers.</p> <p>Our second goal with these funds is to have the manpower to help revamp and reschedule fundraising initiatives so we can keep all our programs operating to meet increasing needs in our community as well as support the addition of the part-time assistant position.</p> <p>Results for our first goal will be measured by feedback from clients and volunteers regarding our ability to meet the increasing number of needs and our ability to keep everyone involved in our programs safe and healthy. Data collected from those who visit the food pantry also will track attendance. Our second goal will be measured by the success of revamped and rescheduled fundraisers, the amount of increased funding over the next year, and our ability to support the part-time assistant position beyond June 2021.</p>



SECTION II --- Program Budget

<p>What amount of funds are you requesting? Please break down by agency operations, program support and/or emergency assistance to clients.</p> <p style="color: red; text-align: center;">(10 POINTS)</p>	<p>Agency Operations \$7,500</p> <p>Funds are requested to cover six months for a part-time assistant position added to help with:</p> <ul style="list-style-type: none"> *the spike in food insecure clients *an increase in food acquisitions and donations to address the increased food needs *the decrease in available volunteers *changes in regular operation procedures for programs to make them safe due to the virus *revamping and rescheduling fundraisers. 									
<p>(3.1.1) PERSONNEL</p>										
Salaries	1	\$ 7500	\$	\$	\$ 7500	\$		\$		\$
Fringe Benefits		\$	\$	\$	\$	\$		\$		\$
<p>(3.1.2) BIG-TICKET EQUIPMENT</p>										
Computers		\$	\$	\$	\$	\$		\$		\$
Appliances		\$	\$	\$	\$	\$		\$		\$
Motorized Vehicle		\$	\$	\$	\$	\$		\$		\$
<p>(3.1.3) OFFICE SUPPLIES</p>										
General Office Supplies		\$	\$	\$	\$	\$		\$		\$
<p>(3.1.4) PROGRAM SUPPLIES</p>										
Supplies Required for Carrying out the Program		\$	\$	\$	\$	\$		\$		\$
<p>(3.1.5) OPERATING EXPENSES</p>										
Utilities		\$	\$	\$	\$	\$		\$		\$
Insurance		\$	\$	\$	\$	\$		\$		\$
Legal Services		\$	\$	\$	\$	\$		\$		\$
Transportation Related		\$	\$	\$	\$	\$		\$		\$
<p>(3.1.6) OTHERS</p>										
Meals and Nutrition		\$	\$	\$	\$	\$		\$		\$
Rental Assistance		\$	\$	\$	\$	\$		\$		\$
(3.10) TOTALS		\$ 7500	\$	\$	\$ 7500	\$		\$		\$
Notes	<p>The requested CDBG funds are to cover 6 months of a part-time position added because of the manpower needed to address issues resulting from Covid-19, which include:</p> <ul style="list-style-type: none"> *the spike in food insecure clients *an increase in food acquisitions and donations to address the increased food needs *the decrease in available volunteers *changes in regular operation procedures for programs to make them safe *revamping and rescheduling fundraisers. 									



SECTION III -- Agency Capacity Assessment and Program Management System

<p>To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</p>	<p><input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City)</p> <p><input type="checkbox"/> Not sure and would need City's assessment to make that determination</p> <p><input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance</p> <p><input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to -</p> <p><input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation</p>	<p>Minimum Amount of CDBG Funds Needed below Which Your Program Just would not Work and Why:</p>	<p>(4.6.1) Amount</p> <p>\$3,750 \$</p>	<p>(4.6.2) Why</p> <p>This would at least support this position from October through the end of the calendar year.</p>
<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending CDBG funds (if applicable)</p> <p align="center">(5 POINTS)</p>	<p>Coldwater mission: To build friendships and foster hope while providing food and clothing to those in need. Coldwater was started in 2008 in response to the recession and high unemployment and has expanded over the years in response to identified needs. Our No Hungry Kids! program includes distribution of around 195 weekend food packs to food insecure Lee's Summit elementary & preschool children and provides supplemental food to the middle and high school food pantries. In the summer, we distribute more than 200 sack lunches Monday-Friday for 10-11 weeks to two low-income Lee's Summit neighborhoods. We also host weekly BBQs for families there. Our Food Pantry provided more than 60,000 pounds of food to over 4,800 individuals in 2019, which included groceries delivered to 35-45 homebound adults twice a month. Two Saturdays a month lunch is served at the food pantry and the Clothes Closet is open. While No Hungry Kids! programs serve only Lee's Summit, 60%-70% of clients at the food pantry are from Lee's Summit. Since 2009, Coldwater has received as much as \$7,760 CDBG funds yearly for Harvesters' weekend food packs (Backsnacks) for Lee's Summit students. Coldwater has utilized all funds every year.</p>	<p>Briefly describe the staffing structure of the organization and/or include an organizational chart(s)</p> <p align="center">(5 POINTS)</p>	<p>Since it was started in 2008, Coldwater has had one full-time executive director. A part-time community director was added in 2014. Due to increased workload from the Covid-19 crisis, a part-time assistant position was added in April 2020. This position was added to address the following issues due to Covid-19:</p> <ul style="list-style-type: none"> *increase in food insecure clients *increase in food acquisitions and food donations to address those needs *changes in regular operation procedures for programs to make them safe due to Covid-19 *the decrease in volunteers who are retired or at-risk *the need to revamp and reschedule fundraisers. 	
<p style="background-color: #cccccc; height: 200px;"></p>		<p style="background-color: #cccccc; height: 200px;"></p>		



SECTION IV --- Certifications

I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG-CV funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG-CV funding will be granted for this program;

I certify that:

(1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;

(2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and

(3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

Coldwater of Lee's Summit

_____ (*Name of Agency Requesting CDBG Funding*) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

Monica Hubbard

Signature – Person Completing the Application

[Signature]

Signature – President/CEO of the Agency

Executive Director

Title

President

Title

6/4/2020

Date

6-4-2020

Date



Applications will be rated and ranked on the basis of the responses to the application elements

Scoring Categories	Points Possible	Staff Scoring
<ul style="list-style-type: none"> • Project Description 	15	15
<ul style="list-style-type: none"> • Need for the project and CDBG-CV funds 	35	20
<ul style="list-style-type: none"> • Capacity and Certifications 	10	8
<ul style="list-style-type: none"> • Readiness to proceed 	20	20
<ul style="list-style-type: none"> • Project budget 	10	10
<ul style="list-style-type: none"> • Goals 	10	5

Total: 78





LEE'S SUMMIT MISSOURI

Community Development Block Grant Program PUBLIC SERVICE AGENCY APPLICATION CDBG-CV 2020

Applicants must show a direct increase in service need because of the pandemic. Additionally, applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Finally, all proposals must comply with applicable CDBG regulations and potential subrecipient of funds must understand the CDBG-CV under the CARES Act requirements, the CARES Act, programmatic requirements, and have the capacity to undertake and comply with all applicable federal regulations. Please email the completed application to CDBG@cityofls.net

SECTION I --- Summary

Form with two columns. Left column: Applicant Agency Name, Not-for-profit organization, Faith-based organization, Agency's Street Address, City/State/Zip, Agency's DUNS #, Is your Agency receiving any other Federal COVID-19 funding?, Are you aware of any other funding to fund this program?, Grant Contact, E-Mail/Telephone/Fax. Right column: Program/Project Title, Location of Service, Total Estimated Cost, Client Eligibility by CDBG Definition, Specifically what will CDBG-CV Funds Pay For?

Development Services

DESCRIPTION, NEED AND GOALS

Brief Description of the Program/Project and the Impact the Requested CDBG-CV Grant will have

(15 POINTS)

Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.

(35 POINTS)

Describe the program goals and how quantifiable outcomes will be measured.

(10 POINTS)



SECTION II --- Program Budget

<p>What amount of funds are you requesting? Please break down by agency operations, program support and/or emergency assistance to clients.</p> <p align="center" style="color: red;">(10 POINTS)</p>										
Cost Type	Agency Priority (1=highest)	Total Program Budget (Must equal sum of A to F)	Agency's Own Funds (A)	Known Monetary and In-Kind Donations (B)	Desired CDBG Amount (C)	Other Federal Funds		State & Local Grants		All Other Funds (F)
						Amount (D)	Applied or Granted?	Amount (E)	Applied or Granted?	
(3.1.1) PERSONNEL										
Salaries		\$	\$	\$	\$	\$		\$		\$
Fringe Benefits		\$	\$	\$	\$	\$		\$		\$
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Computers		\$	\$	\$	\$	\$		\$		\$
Appliances		\$	\$	\$	\$	\$		\$		\$
Motorized Vehicle		\$	\$	\$	\$	\$		\$		\$
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Notes										



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			\$	
<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending CDBG funds (if applicable)</p> <p align="center">(5 POINTS)</p>		<p>Please Indicate Your Realistic Expectations for Expending the Funds as Requested, if Granted:</p> <p align="center">(20 POINTS)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Within 1-3 months <input type="checkbox"/> All expended by December 31, 2020 <input type="checkbox"/> All expended by June 30, 2021 <input type="checkbox"/> Not sure how soon and how quickly these funds may be expended 	
		<p>Briefly describe the staffing structure of the organization and/or include an organizational chart(s)</p> <p align="center">(5 POINTS)</p>		



SECTION IV --- Certifications

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_____ (*Name of Agency Requesting CDBG Funding*) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

Signature – Person Completing the Application	Title	Date
Signature – President/CEO of the Agency	Title	Date



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Scoring Categories	Points Possible	Staff Scoring
• Project Description	15	
• Need for the project and CDBG-CV funds	35	
• Capacity and Certifications	10	
• Readiness to proceed	20	
• Project budget	10	
• Goals	10	

Total:





LEE'S SUMMIT
MISSOURI

**Community Development Block Grant Program
PUBLIC SERVICE AGENCY APPLICATION
CDBG-CV 2020**

Applicants must show a direct increase in service need because of the pandemic. Additionally, applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Finally, all proposals must comply with applicable CDBG regulations and potential subrecipient of funds must understand the CDBG-CV under the CARES Act requirements, the CARES Act, programmatic requirements, and have the capacity to undertake and comply with all applicable federal regulations. Please email the completed application to CDBG@cityofls.net

SECTION I -- Summary

Applicant Agency Name:	Hope House, Inc.	Program/Project Title:	Hope House's Hotel Placement Program
Not-for-profit organization (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location of Service: (Check one)	<input type="checkbox"/> On Site <input checked="" type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
Faith-based organization?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Total Estimated Cost:	\$48,600.00
Agency's Street Address: (PO Box Not Acceptable without City's Consent)	PO Box 577	Client Eligibility by CDBG Definition: (Check one)	<input type="checkbox"/> 100% L/M Income <input checked="" type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
City/State/Zip:	Lee's Summit, MO 64063	Specifically what will CDBG-CV Funds Pay For?	CDBG-CV Funds will support expenses related to providing safe nights of shelter for adult and child survivors of domestic violence through Hope House's Hotel Placement Program. A safe night of hotel placement includes costs associated with the hotel stay which includes hotel fees and applicable taxes, food, and health/hygiene items not provided by the hotel.
Agency's DUNS #: (Required. If your agency does not have one, apply for one)	948450614		
Is your Agency receiving any other Federal COVID-19 funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, please list: FEMA - Emergency Food & Shelter Program		
Are you aware of any other funding to fund this program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please list:		
Grant Contact:	Brandi Bair		
E-Mail/Telephone/Fax:	E-Mail: bbair@hopehouse.net T: 816-257-9349 F: 816-257-9350		

DESCRIPTION, NEED AND GOALS

<p>Brief Description of the Program/Project and the Impact the Requested CDBG-CV Grant will have</p> <p>(15 POINTS)</p>	<p>Domestic violence cuts across all demographics and Hope House offers its comprehensive services free of charge to any survivor of domestic violence. In order to keep clients and staff healthy during the current pandemic and comply with social distancing guidelines, Hope House reduced the number of clients residing in its onsite shelter facilities. In its efforts to continue providing shelter services, Hope House began placing adult and child survivors in a local hotel through the agency's Hotel Placement Program. While residing in the agency's Hotel Program, victims and their dependents have access to support, case management, and resource referrals to aid them in overcoming their barriers and achieve their self-identified goals; individual and group therapy services; and the agency's comprehensive, wrap-around services which include court advocacy services, transitional and permanent housing services, and civil legal representation.</p> <p>Hope House anticipates offsite hotel placement will continue for the foreseeable future as the agency is unsure of when or if it can resume providing onsite services at full capacity. CDBG-DV funds will help to ensure Hope House can continue to provide hotel placement for victims of domestic violence. If awarded, grant funds will provide the availability of four hotel rooms for a total of 360 safe nights of hotel placement.</p>
<p>Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.</p> <p>(35 POINTS)</p>	<p>As the coronavirus outbreak has reached pandemic proportions, Hope House is among many domestic violence agencies struggling to respond to the increasing needs of victims. It is imperative that Hope House be able to continue to reach out to and serve victims during this particularly vulnerable time. Stay at home orders have raised fears and concerns for victims of domestic violence, where the greatest danger is often in the home. Abusive partners are utilizing the current pandemic to further isolate and control victims. Local police departments have reported an increase in domestic violence related calls as well as an increase in the severity of injuries sustained by victims. Additionally, the sudden loss of income and/or employment has impacted victims' ability to secure and/or maintain safe, permanent housing.</p> <p>Hope House's goal is to continue safely providing services without interruption for victims throughout the pandemic. Unfortunately, the pandemic has caused the cancellation and postponement of Hope House's two primary fundraising events and various third party events as well as an overall decrease in monetary and in-kind contributions. In order to continue services throughout the pandemic without interruption, it is essential Hope House secure additional funding to support programmatic and agency operations.</p>
<p>Describe the program goals and how quantifiable outcomes will be measured.</p> <p>(10 POINTS)</p>	<p>The main goals of Hope House's Hotel Placement Program are to ensure the safety of survivors and provide services that empower survivors to make positive choices about their needs and the needs of their children. In order to ensure Hope House is meeting these goals, the agency has developed pre-determined outcome targets for the program. Current outcome targets include:</p> <ol style="list-style-type: none"> 1. 70% of clients will report an increased sense of safety; 2. 80% of clients will increase their strategies to enhance their safety; 3. 80% of clients will increase their knowledge of community resources; 4. 70% of clients will increase their knowledge of domestic violence; 5. 70% of clients will increase their housing stability; and 6. 70% of clients will increase their overall self-sufficiency. <p>Program outcomes are measured through voluntary satisfaction surveys and Advocate observations that are entered into Hope House's client database. Outcomes results are reviewed and evaluated on a quarterly basis and both outcome results and outcome measurement tools being reviewed on an annual basis.</p>



SECTION II --- Program Budget

What amount of funds are you requesting? Please break down by agency operations, program support and/or emergency assistance to clients.

(10 POINTS)

Hope House respectfully requests \$48,600.00 in CDBG-CV funds to support the agency's Hotel Placement Program. If awarded, 100% of awarded funds will support program related expenses. Such expenses include, but not are limited to, hotel fees and applicable taxes, food for clients and their dependents, and health/hygiene items not provided by the hotel.

Cost Type	Agency Priority (1=highest)	Total Program Budget (Must equal sum of A to F)	Agency's Own Funds (A)	Known Monetary and In-Kind Donations (B)	Desired CDBG Amount (C)	Other Federal Funds		State & Local Grants		All Other Funds (F)
						Amount (D)	Applied or Granted?	Amount (E)	Applied or Granted?	
(3.1.1) PERSONNEL										
Salaries		\$	\$	\$	\$	\$		\$		\$
Fringe Benefits		\$	\$	\$	\$	\$		\$		\$
(3.1.2) BIG-TICKET EQUIPMENT										
Computers		\$	\$	\$	\$	\$		\$		\$
Appliances		\$	\$	\$	\$	\$		\$		\$
Motorized Vehicle		\$	\$	\$	\$	\$		\$		\$
(3.1.3) OFFICE SUPPLIES										
General Office Supplies		\$	\$	\$	\$	\$		\$		\$
(3.1.4) PROGRAM SUPPLIES										
Supplies Required for Carrying out the Program		\$	\$	\$	\$	\$		\$		\$
(3.1.5) OPERATING EXPENSES										
Utilities		\$	\$	\$	\$	\$		\$		\$
Insurance		\$	\$	\$	\$	\$		\$		\$
Legal Services		\$	\$	\$	\$	\$		\$		\$
Transportation Related		\$	\$	\$	\$	\$		\$		\$
(3.1.6) OTHERS										
Meals and Nutrition		\$9,000.00	\$	\$	\$9,000.00	\$		\$		\$
Rental Assistance		\$39,600.00	\$	\$	\$39,600.00	\$		\$		\$
(3.10) TOTALS		\$48,600.00	\$	\$	\$48,600.00	\$		\$		\$

Notes Hope House does not currently have any additional funding for longer-term COVID-19 preparedness. The budget above assumes 4 hotels rooms/night (Rental Assistance) for 90 days to serve clients offsite due to COVID-19 social distancing requirements. In addition, \$25/day (Meals & Nutrition) is included in the budget for groceries and health/hygiene items not provided by the hotel for clients residing in the Hotel Placement Program.



SECTION III --- Agency Capacity Assessment and Program Management System

<p>To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</p>	<p><input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City)</p> <p><input type="checkbox"/> Not sure and would need City's assessment to make that determination</p> <p><input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance</p> <p><input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to -</p> <p><input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation</p>	<p>Minimum Amount of CDBG Funds Needed below Which Your Program Just would not Work and Why:</p>	<p>(4.6.1) Amount</p> <p>Any amount available \$</p>	<p>(4.6.2) Why</p> <p>Hope House welcomes any funding amount offered in order to maintain the highest quality of care for clients.</p>
<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending CDBG funds (if applicable)</p> <p>(5 POINTS)</p>	<p>Hope House's mission is to break the cycle of domestic violence by providing safe refuge and supportive services that educate and empower those impacted by domestic violence. Hope House will advocate social change that protects and engenders a person's right to live free of abuse.</p> <p>Hope House first opened its doors in Independence, MO in 1983 and opened a second campus in Lee's Summit in 2002. Today, Hope House remains the only domestic violence service provider located in Eastern Jackson County.</p> <p>Hope House has been a recipient of CDBG funds through the City of Lee's Summit for more than 15 years. Hope House has consistently expended all awarded funds and submitted all required quarterly reports.</p>	<p>Please Indicate Your Realistic Expectations for Expending the Funds as Requested, if Granted:</p> <p>(20 POINTS)</p>	<p><input type="checkbox"/> All expended by December 31, 2020</p> <p><input checked="" type="checkbox"/> All expended by June 30, 2021</p> <p><input type="checkbox"/> Not sure how soon and how quickly these funds may be expended</p> <p><input type="checkbox"/> Within 1-3 months</p>	
		<p>Briefly describe the staffing structure of the organization and/or include an organizational chart(s)</p> <p>(5 POINTS)</p>	<p>Hope House is governed by a 21-member Board of Directors. The agency's Chief Executive Officer, MaryAnne Metheny provides overall leadership and direction. Each of the agency's programs has a manager and/or director who provides oversight, supervision, and guidance to program staff. The agency's Chief Operating Officer, Ilene Shehan and Director of Shelter Services, Shannon Pollard provide oversight for the proposed Hotel Placement Program.</p> <p>Please refer to the attached organizational chart for further details.</p>	



SECTION IV --- Certifications

I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG-CV funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG-CV funding will be granted for this program;

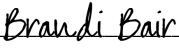
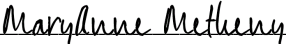
I certify that:

(1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;

(2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and

(3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

Hope House, Inc. (Name of Agency Requesting CDBG Funding) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

<p>DocuSigned by:  849174718B784D8...</p> <p>Signature – Person Completing the Application</p>	<p><u>Director of Grants and Compliance</u></p> <p>Title</p>	<p><u>6/2/2020</u></p> <p>Date</p>
<p>DocuSigned by:  2810CDA3791B4B5...</p> <p>Signature – President/CEO of the Agency</p>	<p><u>Chief Executive Officer</u></p> <p>Title</p>	<p><u>6/3/2020</u></p> <p>Date</p>



Applications will be rated and ranked on the basis of the responses to the application elements

Scoring Categories	Points Possible	Staff Scoring
• Project Description	15	15
• Need for the project and CDBG-CV funds	35	15
• Capacity and Certifications	10	10
• Readiness to proceed	20	20
• Project budget	10	10
• Goals	10	5

Total: 75





LEE'S SUMMIT
MISSOURI

**Community Development Block Grant Program
PUBLIC SERVICE AGENCY APPLICATION
CDBG-CV 2020**

Applicants must show a direct increase in service need because of the pandemic. Additionally, applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Finally, all proposals must comply with applicable CDBG regulations and potential subrecipient of funds must understand the CDBG-CV under the CARES Act requirements, the CARES Act, programmatic requirements, and have the capacity to undertake and comply with all applicable federal regulations. Please email the completed application to CDBG@cityofls.net

SECTION I -- Summary

Applicant Agency Name:	ReDiscover	Program/Project Title:	Case Management for High Risk Students
Not-for-profit organization (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location of Service: (Check one)	<input type="checkbox"/> On Site <input checked="" type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
Faith-based organization?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Total Estimated Cost:	\$43,410
Agency's Street Address: (PO Box Not Acceptable without City's Consent)	1555 NE Rice Rd.	Client Eligibility by CDBG Definition: (Check one)	<input type="checkbox"/> 100% L/M Income <input type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input checked="" type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
City/State/Zip:	Lee's Summit, MO 64086	Specifically what will CDBG-CV Funds Pay For?	The funds will be allocated to Case Management at Lee's Summit Elementary, including salary, benefits, and overhead at \$33.79.
Agency's DUNS #: (Required. If your agency does not have one, apply for one)	044123800 0000		
Is your Agency receiving any other Federal COVID-19 funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, please list: - REACH Care Connection 2020 - GKC Emergency COVID Request - Health Forward Foundation COVID Response Grant		
Are you aware of any other funding to fund this program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please list:		
Grant Contact:	Tricia Bohle		
E-Mail/Telephone/Fax:	E-Mail: tbohle@rediscovermh.org T: (816)347-3295 F:		

DESCRIPTION, NEED AND GOALS

<p>Brief Description of the Program/Project and the Impact the Requested CDBG-CV Grant will have</p> <p>(15 POINTS)</p>	<p>The target population includes at-risk Lee’s Summit Elementary School children (K-6) including those with specific risks or disparities in access to behavioral health, physical health, violence prevention, academic achievement, housing, or other related risks. Originally, assessment, therapy, education, and referral were provided 3 days per week in the school setting.</p> <p>Now, due to coronavirus, this program has been adapted to virtual platforms. The project will maintain an ongoing outreach network of teachers, school staff, parents, and others to identify high-risk children and connect them to a process that involves an assessment, social skills groups, and referrals for ongoing services for the child and the family. It will use prevention and behavioral health techniques to engage Lee’s Summit children in active programs early in their lives. Project outcomes include improvements in academic performance and school attendance, and decreased suspension rates.</p>
<p>Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.</p> <p>(35 POINTS)</p>	<p>One of the effects of the coronavirus that ReDiscover is witnessing is the increased need for students to remain in contact with their school-based therapist. Even though schools remain closed in Lee’s Summit due to coronavirus, therapists are utilizing technology such as video calling, online projects, and virtual games to continually monitor the students they would have seen in a normal school setting.</p> <p>The closure of the district due to COVID-19 meant that the students were uprooted from their normal routines to be transitioned to online learning. The therapist working at LSE stated that the increase in need was prevalent during the first few weeks, but she continues to meet with students weekly as they adjust to new routines.</p>
<p>Describe the program goals and how quantifiable outcomes will be measured.</p> <p>(10 POINTS)</p>	<p>The main goal of the program is to now reduce the levels of stress/anxiety that students experience while going through learning new routines and transitioning to home-based learning due to coronavirus. This is in addition to the original goal of identifying high-risk students in an effort to connect them to a process that allows them to have access to quality mental/behavioral health assistance at an early age. ReDiscover will measure the success of the program based on attendance, academic performance, school attendance, and suspension rates based on the information we gather from schools before the shut-down. While ReDiscover covers the gap between the award amount and the salary, having the assistance from other granting agencies allows those funds to be allocated to other programs.</p>



SECTION II --- Program Budget

<p>What amount of funds are you requesting? Please break down by agency operations, program support and/or emergency assistance to clients.</p> <p align="center">(10 POINTS)</p>	<p>ReDiscover respectfully requests \$10,000 to be allocated to salaries for the School-Based Therapy program. This will mean that virtual therapy for students will be readily available throughout the pandemic duration.</p>
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Cost Type	Agency Priority (1=highest)	Total Program Budget (Must equal sum of A to F)	Agency's Own Funds (A)	Known Monetary and In-Kind Donations (B)	Desired CDBG Amount (C)	Other Federal Funds		State & Local Grants		All Other Funds (F)
						Amount (D)	Applied or Granted?	Amount (E)	Applied or Granted?	
(3.1.1) PERSONNEL										
Salaries		\$ 35,402	\$	\$	\$ 8,156	\$		\$		\$ 27,246
Fringe Benefits		\$ 8,088	\$	\$	\$ 1,8442	\$		\$		\$ 6,164
(3.1.2) BIG-TICKET EQUIPMENT										
Computers		\$	\$	\$	\$	\$		\$		\$
Appliances		\$	\$	\$	\$	\$		\$		\$
Motorized Vehicle		\$	\$	\$	\$	\$		\$		\$
(3.1.3) OFFICE SUPPLIES										
General Office Supplies		\$	\$	\$	\$	\$		\$		\$
(3.1.4) PROGRAM SUPPLIES										
Supplies Required for Carrying out the Program		\$	\$	\$	\$	\$		\$		\$
(3.1.5) OPERATING EXPENSES										
Utilities		\$	\$	\$	\$	\$		\$		\$
Insurance		\$	\$	\$	\$	\$		\$		\$
Legal Services		\$	\$	\$	\$	\$		\$		\$
Transportation Related		\$	\$	\$	\$	\$		\$		\$
(3.1.6) OTHERS										
Meals and Nutrition		\$	\$	\$	\$	\$		\$		\$
Rental Assistance		\$	\$	\$	\$	\$		\$		\$
(3.10) TOTALS		\$ 43,410	\$	\$	\$	\$ 10,000		\$		\$ 33,410

Notes	
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SECTION III -- Agency Capacity Assessment and Program Management System

<p>To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</p>	<p><input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City)</p> <p><input type="checkbox"/> Not sure and would need City's assessment to make that determination</p> <p><input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance</p> <p><input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to -</p> <p><input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation</p>	<p>Minimum Amount of CDBG Funds Needed below Which Your Program Just would not Work and Why:</p>	<p>(4.6.1) Amount</p> <p>10,000 \$</p>	<p>(4.6.2) Why</p> <p>While ReDiscover covers the gap between the award amount and the salary, having the assistance from other granting agencies allows those funds to be allocated to other programs.</p>
<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending CDBG funds (if applicable)</p> <p align="center">(5 POINTS)</p>	<p>ReDiscover's mission is to deliver mental health and substance use disorder services to help individuals and families achieve healthier and more productive lives. With its 50-year legacy of providing comprehensive, innovative, and compassionate care, ReDiscover has helped hundreds of thousands of people transition into productive, stable members of society.</p> <p>Funds from CDBG would allow ReDiscover to continue virtual therapy for student throughout the duration of the pandemic. All funds will be expended by December 31, 2020.</p>	<p>Please Indicate Your Realistic Expectations for Expending the Funds as Requested, if Granted:</p> <p align="center">(20 POINTS)</p>	<p><input type="checkbox"/> Within 1-3 months</p> <p><input checked="" type="checkbox"/> All expended by December 31, 2020</p> <p><input type="checkbox"/> All expended by June 30, 2021</p> <p><input type="checkbox"/> Not sure how soon and how quickly these funds may be expended</p>	
		<p>Briefly describe the staffing structure of the organization and/or include an organizational chart(s)</p> <p align="center">(5 POINTS)</p>	<p>ReDiscover is comprised of over 600 employees/ volunteers that span across 23 different programs. Each program had a director, and each director reports to the CEO. There are also different administrative departments that report to the CEO as well.</p>	



SECTION IV --- Certifications

I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG-CV funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG-CV funding will be granted for this program;

I certify that:

(1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;

(2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and

(3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

ReDiscover

_____ (*Name of Agency Requesting CDBG Funding*) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

Julie Bowe

Signature – Person Completing the Application

Samuel L. Gray

Signature – President/CEO of the Agency

Vice President, Marketing and Development

Title

CEO/President

Title

5/29/2020

Date

6/1/2020

Date



Applications will be rated and ranked on the basis of the responses to the application elements

Scoring Categories	Points Possible	Staff Scoring
• Project Description	15	15
• Need for the project and CDBG-CV funds	35	15
• Capacity and Certifications	10	10
• Readiness to proceed	20	20
• Project budget	10	10
• Goals	10	5

Total: 75





LEE'S SUMMIT
MISSOURI

**Community Development Block Grant Program
PUBLIC SERVICE AGENCY APPLICATION
CDBG-CV 2020**

Applicants must show a direct increase in service need because of the pandemic. Additionally, applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Finally, all proposals must comply with applicable CDBG regulations and potential subrecipient of funds must understand the CDBG-CV under the CARES Act requirements, the CARES Act, programmatic requirements, and have the capacity to undertake and comply with all applicable federal regulations. Please email the completed application to CDBG@cityofls.net

SECTION I -- Summary

Applicant Agency Name:	Lee's Summit Housing Authority	Program/Project Title:	COVID-19 Operations Improvements
Not-for-profit organization (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location of Service: (Check one)	<input checked="" type="checkbox"/> On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
Faith-based organization?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Total Estimated Cost:	\$100,000
Agency's Street Address: (PO Box Not Acceptable without City's Consent)	111 SE Grand Avenue	Client Eligibility by CDBG Definition: (Check one)	<input checked="" type="checkbox"/> 100% L/M Income <input type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
City/State/Zip:	Lee's Summit, MO 64063	Specifically what will CDBG-CV Funds Pay For?	LSHA's request breaks down into four basic categories: 1) Personnel - LSHA needs to temporarily hire a seasoned maintenance professional to assist with COVID-related changes to our offices so we are more resilient in case of a 2nd wave, and to help catch up from the non-emergency maintenance backlog from the quarantine. 2) Equipment/Facilities - LSHA needs to make physical improvements to our office to mitigate the effects of COVID. 3) Program Operations- LSHA needs to make tech & web-based upgrades to better serve clients and tenants virtually. We need to equip the office at Duncan Estates with a work station to enable better social distancing of staff. 4) Other/Residents - LSHA would like to provide our residents, 116 households, with a one-time deep cleaning of their units. Some residents are not physically able to clean, so this will help to keep them safe and healthy.
Agency's DUNS #: (Required. If your agency does not have one, apply for one)	781244835		
Is your Agency receiving any other Federal COVID-19 funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, please list: US Department of Housing and Urban Development - CARES Act Supplemental Operating Funds = \$10,294		
Are you aware of any other funding to fund this program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please list:		
Grant Contact:	Erik Berg		
E-Mail/Telephone/Fax:	E-Mail: erikb@hacls.org T: (816) 524-1100 X130 F: (816) 524-1878		

DESCRIPTION, NEED AND GOALS

<p>Brief Description of the Program/Project and the Impact the Requested CDBG-CV Grant will have</p> <p style="text-align: right;">(15 POINTS)</p>	<p>Since 1967, the Lee's Summit Housing Authority has provided public and affordable housing to low income seniors and working families in the city and southern Jackson County. LSHA properties are the only public housing options guaranteed to remain affordable in the community for the foreseeable future, and our Section 8 Housing Choice Voucher program enables a baseline of 649 low income households to live in decent, safe and affordable privately-owned housing in the city and southern Jackson County. A precious community resource, it is important to identify problems and take actions to cost effectively and efficiently rehabilitate the properties, and to enable their continued and uninterrupted operations during national, state and local emergencies such as COVID-19.</p> <p>The LSHA COVID-19 Operations Response & Improvements Project will enable the agency to comprehensively respond to the effects of the pandemic in four primary categories - Personnel to deal with the aftermath of the quarantine, Equipment/Facilities improvements to enhance operational resiliency, Tech-based Program Operations improvements to enhance access for clients and operational resiliency, and finally a service directly benefiting Public Housing residents in their homes. Personnel/Staff funding shall be utilized to hire a temporary additional maintenance professional to assist agency staff with COVID-related Facilities improvements, and to help staff catch up on the backlog of non-emergency work orders incurred during the quarantine. Facilities improvements and Tech-Based Program Operations improvements will enhance our resiliency in the event of a second wave of COVID, and improve physical health and safety for clients, residents, and staff. The Resident Services portion of our request will allow LSHA to offer our tenants a one-time deep cleaning of their units, enhancing their health and safety during COVID, especially residents with physical conditions and/or budgetary limitations that impede their ability to keep units clean.</p> <p>The impact of this CDBG-CV Grant will be profound for LSHA, as we have received limited additional operational funding from HUD and would not have the financial resources to complete all of these much-needed projects ourselves. Present financial resources are already committed to other vital projects.</p>
<p>Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.</p> <p style="text-align: right;">(35 POINTS)</p>	<p>The onset of COVID-19 and the community-wide quarantine had immediate and significant impacts on LSHA's ability to serve our clients and tenants, some of the lowest income and most vulnerable members of the Lee's Summit community. Though LSHA has steadily made improvements in technology and web-based access, our operational model and technological capacity remains very dependent on hardcopy paper files and in-person visits by clients, landlords and tenants. Serving our clients requires we keep sensitive information on-file, presenting security risks that limit the ability of agency staff to work from home. During the quarantine agency leadership closed in-person operations to the public, set staff on a modified 3-days-per-week schedule, and instructed maintenance personnel and tenants that only emergency maintenance calls would receive response. Clients and tenants could stop by our office to pick up forms we left in the entryway for them, and could submit documents in available drop boxes or by emailing or sending via postal service to staff. In compliance with the Phased reopening of Jackson County, LSHA has reopened the office to the public by appointment only and is responding to the non-emergency work orders of tenants. We have identified physical and technological improvements that would enable us to serve our low-income clients and tenants more quickly and efficiently, and with fewer impediments, in the event of a second wave of COVID or any other natural disaster or community-wide emergency. These improvements will also enhance health and safety for clients, tenants and staff whom now may visit our offices in-person. The funding for an additional skilled temporary maintenance person will help LSHA deal with the backlog of non-emergency calls that accrued during the quarantine, and will permit LSHA to complete many of the health and safety upgrades to our physical facilities in-house. Finally, the Resident Services funding will allow residents to enjoy a thorough one-time cleaning and sanitizing of their units by a professional service. In all cases, the CDBG-CV funds from the City are essential to completing the scope of work detailed, as LSHA will not have the resources otherwise to complete this much-needed scope of work. LSHA has received limited additional operational funding from the US Department of HUD to deal with the effects of COVID-19, and our limited Capital Funds for 2020 are already allocated to other CDBG-funded projects.</p>
<p>Describe the program goals and how quantifiable outcomes will be measured.</p> <p style="text-align: right;">(10 POINTS)</p>	<p>The program goals of the LSHA COVID-19 Operations Improvements projects shall be as follows:</p> <ul style="list-style-type: none"> * The ability to better serve clients remotely via our website with fillable forms that can be electronically signed and emailed to staff; remote Section 8 Housing Choice Voucher briefings so new recipients can receive voucher assistance without the need for in-person meetings with large in-person attendance; program questions and answers can be more readily found via on-line policies and procedures; and the digitization of older hardcopy client files so staff may more quickly access records from any approved office location. *In the offices fewer physical touch points endemic to community transmission of communicable disease; doors that enable better compartmentalization and social distancing; and installation of a workstation at the Duncan Estates office so staff may be stationed there to enhance health and safety in the event another quarantine is required. *The elimination of our non-emergency maintenance backlog. *Better health outcomes and living conditions for tenants, including the possible prevention of evictions for housekeeping issues with some tenants.



SECTION II -- Program Budget

<p>What amount of funds are you requesting? Please break down by agency operations, program support and/or emergency assistance to clients.</p> <p align="center">(10 POINTS)</p>	<p>Total Project Cost = \$100,000 Breakdown:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Personnel/Staff</td> <td align="right">\$40,000.00</td> </tr> <tr> <td>Facilities/Equipment</td> <td align="right">\$30,000.00</td> </tr> <tr> <td>Technology/Program Operations</td> <td align="right">\$16,000.00</td> </tr> <tr> <td>Resident Services/Other</td> <td align="right">\$14,000.00</td> </tr> </table>										Personnel/Staff	\$40,000.00	Facilities/Equipment	\$30,000.00	Technology/Program Operations	\$16,000.00	Resident Services/Other	\$14,000.00
Personnel/Staff	\$40,000.00																	
Facilities/Equipment	\$30,000.00																	
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Resident Services/Other	\$14,000.00																	
Cost Type	Agency Priority (1=highest)	Total Program Budget (Must equal sum of A to F)	Agency's Own Funds (A)	Known Monetary and In-Kind Donations (B)	Desired CDBG Amount (C)	Other Federal Funds		State & Local Grants		All Other Funds (F)								
						Amount (D)	Applied or Granted?	Amount (E)	Applied or Granted?									
(3.1.1) PERSONNEL																		
Salaries	1	\$ 40,000	\$	\$	\$ 40,000	\$		\$		\$								
Fringe Benefits		\$	\$	\$	\$	\$		\$		\$								
(3.1.2) BIG-TICKET EQUIPMENT																		
Computers	2	\$ 16,000	\$	\$	\$ 16,000	\$		\$		\$								
Appliances		\$	\$	\$	\$	\$		\$		\$								
Motorized Vehicle		\$	\$	\$	\$	\$		\$		\$								
(3.1.3) OFFICE SUPPLIES																		
General Office Supplies		\$	\$	\$	\$	\$		\$		\$								
(3.1.4) PROGRAM SUPPLIES																		
Supplies Required for Carrying out the Program	3	\$ 30,000	\$	\$	\$ 30,000	\$		\$		\$								
(3.1.5) OPERATING EXPENSES																		
Utilities		\$	\$	\$	\$	\$		\$		\$								
Insurance		\$	\$	\$	\$	\$		\$		\$								
Legal Services		\$	\$	\$	\$	\$		\$		\$								
Transportation Related		\$	\$	\$	\$	\$		\$		\$								
(3.1.6) OTHERS																		
Meals and Nutrition	4	\$ 14,000	\$	\$	\$ 14,000	\$		\$		\$								
Rental Assistance		\$	\$	\$	\$	\$		\$		\$								
(3.10) TOTALS		\$ 100,000	\$	\$	\$	\$		\$		\$								
Notes																		



SECTION III -- Agency Capacity Assessment and Program Management System

<p>To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</p> <p><input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City)</p> <p><input type="checkbox"/> Not sure and would need City's assessment to make that determination</p> <p><input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance</p> <p><input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to -</p> <p><input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation</p>	<p>Minimum Amount of CDBG Funds Needed below Which Your Program Just would not Work and Why:</p> <p align="right">(4.6.1) Amount</p> <p align="right">(4.6.2) Why</p> <p>0 \$ All are essential COVID-19 related improvements that will allow us to better serve our clients & tenants.</p>
<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending CDBG funds (if applicable)</p> <p align="right">(5 POINTS)</p> <p>Since 1967 the Lee's Summit Housing Authority (LSHA) has provided publicly funded affordable housing to the City and to southern Jackson County. LSHA provides clean, safe, professionally managed affordable housing to seniors and working families via our Public Housing properties, Lee Haven and Duncan Estates, as well as our Section 8 Housing Choice Voucher program. LSHA has a long, positive and fruitful history, experience and capacity in receiving and expending CDBG funding. This was most recently demonstrated on Phase one of the Duncan Estates Bathroom Rehabilitation project in Summer 2019, and we are presently expending two grants: Phase two of the Duncan Estates Bathroom project, as well as the Development Specialist staff position.</p>	<p>Briefly describe the staffing structure of the organization and/or include an organizational chart(s)</p> <p align="right">(5 POINTS)</p> <p>LSHA is a Public Housing Authority governed by a publicly-appointed Board of Commissioners, and lead day to day by an Executive Director hired by that Board. The Board sets policy for the agency. Executive Director, Erik Berg, is responsible for leading and guiding the agency in all business with clients, landlords, tenants and other stakeholders. He is also responsible for hiring and overseeing the staff, and represents the agency in all strategic planning, contractual and legal matters. The Deputy Director, Burvina Parham directly supervises office and maintenance staff, providing guidance and direction as issues arise day to day. The work of our Public Housing and Section 8 Housing Choice Voucher programs is performed by three (3) Housing Specialists. LSHA retains two (2) Maintenance technicians to perform daily maintenance on our Public Housing units.</p>



SECTION IV -- Certifications

I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG-CV funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG-CV funding will be granted for this program;

I certify that:

- (1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;
- (2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and
- (3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

Lee's Summit Housing Authority (Name of Agency Requesting CDBG Funding) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

Signature – Person Completing the Application	Title	Date
	Executive Director	6/05/2020
Signature – President/CEO of the Agency	Title	Date



Applications will be rated and ranked on the basis of the responses to the application elements

Scoring Categories	Points Possible	Staff Scoring
• Project Description	15	15
• Need for the project and CDBG-CV funds	35	15
• Capacity and Certifications	10	10
• Readiness to proceed	20	10
• Project budget	10	10
• Goals	10	5

Total: 65





LEE'S SUMMIT
MISSOURI

**Community Development Block Grant Program
PUBLIC SERVICE AGENCY APPLICATION
CDBG-CV 2020**

Applicants must show a direct increase in service need because of the pandemic. Additionally, applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Finally, all proposals must comply with applicable CDBG regulations and potential subrecipient of funds must understand the CDBG-CV under the CARES Act requirements, the CARES Act, programmatic requirements, and have the capacity to undertake and comply with all applicable federal regulations. Please email the completed application to CDBG@cityofls.net

SECTION I -- Summary

Applicant Agency Name:	Lee's Summit Social Services	Program/Project Title:	Emergency Assistance
Not-for-profit organization (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location of Service: (Check one)	<input checked="" type="checkbox"/> On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
Faith-based organization?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Total Estimated Cost:	215,000
Agency's Street Address: (PO Box Not Acceptable without City's Consent)	108 SE 4th Street	Client Eligibility by CDBG Definition: (Check one)	<input checked="" type="checkbox"/> 100% L/M Income <input type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
City/State/Zip:	Lee's Summit, MO 64063	Specifically what will CDBG-CV Funds Pay For?	The CDBG-CV funding will be used specifically for client utility, rental, and mortgage assistance, as well as supportive measures such as remote counseling, budget counseling, and referrals to other programming, as needed. *City Staff Note: Per phone conversation with Matt Sanning on 6/7, funds will only go towards utility/rent assistance. No CDBG-CV funds will be utilized to provide their counseling services
Agency's DUNS #: (Required. If your agency does not have one, apply for one)	805698255		
Is your Agency receiving any other Federal COVID-19 funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please list:		
Are you aware of any other funding to fund this program?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, please list: \$20,000: Covid-19 Relief Fund from Greater Kansas City Community Foundation, expected to spend down now later than June 30,2020		
Grant Contact:	Megan Salerno		
E-Mail/Telephone/Fax:	E-Mail: megan@lssocialservices.com T: 816-525-4357 ext. 101 F: 816-525-2009		

DESCRIPTION, NEED AND GOALS

Brief Description of the Program/Project and the Impact the Requested CDBG-CV Grant will have

(15 POINTS)

The CDBG-CV grant would allow us to ensure that we will create an opportunity to stop the downward spiral for families experiencing additional hardship during the COVID-19 pandemic. We anticipate a very tumultuous 3rd and 4th quarter of 2020 for client needs in the form of utility, rental, and mortgage needs. Our purpose is to ensure that we create support mechanisms, as well as financial support on behalf of these families, ensuring they remain in their homes and have basic needs met.

Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.

(35 POINTS)

See Supplemental

Describe the program goals and how quantifiable outcomes will be measured.

(10 POINTS)

See Supplemental



SECTION II -- Program Budget

<p>What amount of funds are you requesting? Please break down by agency operations, program support and/or emergency assistance to clients.</p> <p>(10 POINTS)</p>		<p>Lee's Summit Social Services will direct all funding toward direct assistance to clients, ensuring that all of the CDBG-CV grant funding is used to assist these families. These funds will be used to provide budget counseling, in-person and remote counseling, and direct payment on behalf of the client to mortgage utility, and rental companies. While we are unable to provide a "sunset" date for the funding, we anticipate that our ability to keep these families from falling into a downward spiral of debt will not only have long-lasting and positive implications, it will ensure that the impact of the pandemic will be significantly minimized compared to communities which do not have this level of support.</p>								
Cost Type	Agency Priority (1=highest)	Total Program Budget (Must equal sum of A to F)	Agency's Own Funds (A)	Known Monetary and In-Kind Donations (B)	Desired CDBG Amount (C)	Other Federal Funds		State & Local Grants		All Other Funds (F)
						Amount (D)	Applied or Granted?	Amount (E)	Applied or Granted?	
(3.1.1) PERSONNEL										
Salaries		\$	\$	\$	\$	\$		\$		\$
Fringe Benefits		\$	\$	\$	\$	\$		\$		\$
(3.1.2) BIG-TICKET EQUIPMENT										
Computers		\$	\$	\$	\$	\$		\$		\$
Appliances		\$	\$	\$	\$	\$		\$		\$
Motorized Vehicle		\$	\$	\$	\$	\$		\$		\$
(3.1.3) OFFICE SUPPLIES										
General Office Supplies		\$	\$	\$	\$	\$		\$		\$
(3.1.4) PROGRAM SUPPLIES										
Supplies Required for Carrying out the Program		\$ 375,000	\$ 8000	\$ 80000	\$ 215,000	\$ 0		\$		\$
(3.1.5) OPERATING EXPENSES										
Utilities		\$	\$	\$	\$	\$		\$		\$
Insurance		\$	\$	\$	\$	\$		\$		\$
Legal Services		\$	\$	\$	\$	\$		\$		\$
Transportation Related		\$	\$	\$	\$	\$		\$		\$
(3.1.6) OTHERS										
Meals and Nutrition		\$	\$	\$	\$	\$		\$		\$
Rental Assistance		\$	\$	\$	\$	\$		\$		\$
(3.10) TOTALS		\$	\$	\$	\$	\$		\$		\$
Notes	<p>Program Supply Funds are used for utility, rental and mortgage assistance. The increased amount is in anticipation of those affected by COVID-19</p> <p>*Box C, the amount is \$215,000.00 *Box A, the amount is \$80,000</p>									



SECTION III – Agency Capacity Assessment and Program Management System

<p>To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</p> <p><input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City)</p> <p><input type="checkbox"/> Not sure and would need City's assessment to make that determination</p> <p><input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance</p> <p><input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to -</p> <p><input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation</p>	<p>Minimum Amount of CDBG Funds Needed below Which Your Program Just would not Work and Why:</p> <p align="center">0 \$</p>	(4.8.1) Amount	(4.6.2) Why
		<p>Please Indicate Your Realistic Expectations for Expending the Funds as Requested, if Granted:</p> <p align="center">(20 POINTS)</p> <p><input type="checkbox"/> All expended by December 31, 2020</p> <p><input checked="" type="checkbox"/> All expended by June 30, 2021</p> <p><input type="checkbox"/> Not sure how soon and how quickly these funds may be expended</p> <p><input type="checkbox"/> Within 1-3 months</p>	<p>The program will continue to function, but it will reach a larger audience of those in need, with more impact, if <i>fundings is maintained</i></p>
<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expanding CDBG funds (if applicable)</p> <p align="center">(5 POINTS)</p>	<p>Lee's Summit Social Services was established in 1992, specifically to address emergency needs for the Lee's Summit community. While these needs have evolved over the years, food, clothing, shelter, and basic utilities still encompass the majority of our services. Our experience has proven effective in many ways over nearly 30 years, as we have created an effective and accountable counseling system with clients, personal interaction, and early intervention, when possible. We are compliant with all HUD and United Way requirements in all accountability measures and have been so for nearly two decades. Our capacity to provide service to clients in need is only limited by the financial and in-kind support we are able to obtain for direct assistance. During the recession, we handled roughly double the clients (5,000) we serve at this time, so we are confident in our ability to ensure timely response and have staff that can shift into multiple roles to accommodate any influx, without the need to hire additional staff.</p>		
	<p>Briefly describe the staffing structure of the organization and/or include an organizational chart(s)</p> <p align="center">(5 POINTS)</p>	<p>2 case workers, one dedicated to food and in-kind support for clients, and one case worker that focuses on monetary support, such as rent, utilities, prescriptions, car repairs, as well as budgeting.</p> <p>1 volunteer coordinator</p> <p>2 warehouse, donation pick-up, and client deliveries. This staff also provides program support during special events like the back to school and holiday programs</p> <p>1 full time and 1 part-time thrift store staff</p> <p>1 office manager and job counselor</p> <p>1 Assistant director who acts as primary grant writer, HR administrator, event coordinator</p> <p>1 Executive Director</p>	



SECTION IV -- Certifications

I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG-CV funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG-CV funding will be granted for this program;

I certify that:

(1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;

(2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and

(3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

Lee's Summit Social Services (Name of Agency Requesting CDBG Funding) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

[Signature]

Signature – Person Completing the Application

Assistant Director

Title

6/5/2020

Date

[Signature]

Signature – President/CEO of the Agency

Director

Title

6/5/2020

Date



Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.

Our agency has independently reached out to utility providers, property managers, as well as local banking institutions to further understand the impact that our community will face. At this time, Lee's Summit Water Department will have four cycles of billing (as well as delinquency notifications), starting on June 17, 2020. The first of the weekly cycles will include 280 notifications of customers who are "behind" on their payment obligations. These costs will range based on consumption. If this single "cycle" is representative of all four, over 1,100 households may or do have a financial hardship. We have yet to hear back from the electric or gas companies, but we believe the financial hardships will be quite a bit larger for those debts.

A local property management company (apartment complex) with over 150 units, stated that 112 of their tenants were in arrears. A local mortgage provider also informed us that nationally, 8.16% of homeowners have entered into a mortgage forbearance, with a three or six-month option. While these numbers will vary and many will be able to "catch up", many will not. The rental and mortgage cost, as opposed to some utility bills, are substantially higher.

The fortunate aspect within our community is that anyone on a fixed income, or other programs which offer some monetary support, are likely to have been less or unaffected financially. Funding streams from state or federal sources have remained and only the supply-chain shortages of food and other items may create more of a cost burden for these families, but their financial state is likely unchanged. However, those in the service industry, such as food service, home health service, and others, have been affected. Generally low-income, but self-sufficient families are now living off of unemployment, stimulus checks, albeit temporary, with no certainty that work will be available as the multiple phases of the "restart" begins. These are the families and individuals that are most impacted by this pandemic.

Our role during this time is to ensure that all families are able to continue to remain in their homes, as well as assist in their return to work, and avoid legal costs that they could not incur. During this time, any forgiveness, deferral of payment options, or mortgage forbearance, will come due. Due to the fact that not all families had been informed of the implications and potential fees associated with these obligations, we expect an influx of payments due. This will create inevitable hardships and will lead to many evictions and shut-offs during this period if we are unable to act quickly and effectively.

Since we continue to redirect funding as needed to ensure that all client needs are met, we continue to see our operational funding and "bandwidth" to meet the need, this funding is absolutely necessary, as we are certain that we will continue to see an increased need as we move into the 3rd and 4th quarter, possibly the last part of the year and beyond, of those

needing emergency assistance. Ideally, our agency would have an additional caseworker, but our current funding has not allowed us to do so with certainty that it would be sustainable, therefore, our two caseworkers are currently handling the entire workload for all client interactions.

Describe the program goals and how quantifiable outcomes will be measured.

Our program goals have not changed due to the pandemic. Our goals have always been and will continue to be the ability to keep a family in their home, well-fed, clothed, and healthy, all while working towards self-sufficiency. Our programs span from the most basic needs, such as food, shelter, and clothing, to more dynamic needs such as car repair, prescriptions, job training and placement, mediation, home repairs, and many other items. It is our role to stop the downward spiral before it starts.

During a time like this, the current (and projected) state of the economy, it is difficult if not impossible to determine the trajectory of the economy. However, we do know that the ability of the currently unemployed (previously employed) members of our community being able to return to work, without additional financial burdens is imperative to their long-term well-being and sustainability.

Our outcomes with regards to this pandemic will be directly related to our ability to meet these needs in a timely manner with the necessary resources to conduct interviews, budget assessments, and create solutions in a time frame that will be much more condensed and dictated by the vendors (utility and rental companies) as compared to before. Our staff and operations must be capable of handling this increase, the financial means to support these families, as well as maintaining the integrity of the accountability and integrity of the systems that have proven to be effective.

Our process conforms with the county, state, and federal measures for measuring income-based needs and we comply with all HUD standards for accountability. Recent data has given us confidence that food insecurity is a minimal concern for our community. While some non-profits (Lee's Summit and Jackson County) suggest that there has been a significant increase in food "need", we are confident that this is not the case in Lee's Summit. However, we do know that some food distribution pantries and "banks" have completely removed all accountability measures, therefore creating a larger demand for these products and "drive-up" opportunities with no questions asked. When these processes change from compliant to what some would consider a "free-for-all", it will not only skew the data but also create an inaccurate narrative of the state of the community. While we appreciate this generosity, it also creates challenges when trying to accurately define the need based on specific demographic or socioeconomic areas within our community.

Lee's Summit Social Services continues to maintain all quality controls for data collection and client information as before, adhering to the Federal Poverty Level, but also ensuring that we

meet all needs with full accountability. We are fortunate that our community continues to assist our pantry to remain stocked without us having to pay for a membership to a "food bank" or purchase directly from stores without a grant-specific directive. The absence of weekly gatherings of church and civic groups have created a strain on the pantry supplies, yet the community still works to meet the needs. We are grateful for their persistence and their benevolence.

(4.6.2) Minimum Amount of CDBG Funds Needed below Which Your Program Just would not Work and Why: \$0, The program will continue to function, but it will reach a larger audience of those in need, with more impact, if funding is received.

Applications will be rated and ranked on the basis of the responses to the application elements

Scoring Categories	Points Possible	Staff Scoring
• Project Description	15	15
• Need for the project and CDBG-CV funds	35	35
• Capacity and Certifications	10	10
• Readiness to proceed	20	20
• Project budget	10	10
• Goals	10	10

Total: 100

