



**CITY OF BLOOMINGTON, COMMON COUNCIL  
JACK HOPKINS SOCIAL SERVICES FUNDING  
COMMITTEE  
2014 GRANT APPLICATION**

**AGENCY INFORMATION**

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**Lead Agency Name**

Is Lead Agency            yes  
a 501(c)(3)                no

Number of Employees

Full -time

Part-time

Volunteers

Address

Zip Code

Phone

Agency E-mail

Website

President of Board of Directors

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**Executive Director**

Title

Phone

E-Mail

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**Name of Person to Present Proposal to  
the Committee**  
(If not the Executive Director)

Title

Phone

E-Mail

**Name of Grant Writer**

Phone

E-mail

**Agency's Mission Statement** (150 words or less)

**PROJECT INFORMATION**

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Project Name

Is this a collaborative project?      yes  
no

If a collaborative project, list name(s) of  
non-lead agency partner(s)

Address where project will be housed

Total Cost of Project

Requested JHSSF Funding

Other Funds Expected for this Project  
(Source, Amount and Confirmed or  
Pending)

Number of Total Clients Served by this  
Project in 2014

Total Number of City Residents Served  
by this Project in 2014

Is this a request for operational funds?      yes  
no

If "yes," indicate whether the request is      pilot  
for a pilot project, bridge funding or a      bridge  
collaborative project.      collaborative

Please indicate the period in which you      July-September 2014  
intend to draw down funds, if granted      October-December 2014

Please describe when you plan to submit your claims for reimbursement and what steps precede a complete draw down of funds.

If completion of your project depends on other anticipated funding, please describe when those funds are expected to be received.

Do you own or have site control of the property on which the project is to take place?

yes

no

n/a

Is the property zoned for your intended use?

yes

no

n/a

If "no," please explain.

If permits, variances, or other forms of approval are required for your project, please indicate whether the approval has been received. If it has not been received, please indicate the entity from which the permitting or approval is sought and the length of time it takes to secure the permit or approval.

*NOTE: Funds will not be disbursed until all requisite variances or approvals are obtained..*

Due to limited funds, the Committee may recommend partial funding for a program. In the event the Committee is unable to meet your full request, will you be able to proceed with partial funding?

yes

no

If "yes," please provide an itemized list of program elements, ranked by priority and cost.

Priority #1 (Item and Cost)

Priority #2 (Item and Cost)

Priority #3 (Item and Cost)

Priority #4 (Item and Cost)

Priority #5 (Item and Cost)

Priority #6 (Item and Cost)

Priority #7 (Item and Cost)

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**PROJECT SYNOPSIS** (250 words or less)

Please provide a brief overview of your project. Assume that this synopsis will be used in a summary of your proposal.

## **CRITERIA**

In the spaces below, please explain how your project meets the Jack Hopkins Funding criteria. Assume that your responses will be used in a summary of your proposal.

### **NEED** (200 words or less)

Explain how your project addresses a previously-identified priority for social services funding as documented in the [Service Community Assessment of Needs](#), the City of Bloomington, Housing and Neighborhood Development Department's [2010-2014 Consolidated Plan](#), or any other community-wide survey of social services needs.

### **ONE-TIME INVESTMENT** (100 words or less)

Jack Hopkins Funds are intended to be a one-time investment. If you are requesting operational funds, explain if the request is for pilot or bridge funding and please explain your plan for future funding.

### **FISCAL LEVERAGING** (100 words or less)

Describe how your project will leverage other resources, such as other funds, in-kind contributions, etc.

**LONG-TERM BENEFITS** (200 words or less)

Explain how your program will have broad and long-lasting benefits for our community.

**2014 JACK HOPKINS SOCIAL SERVICES FUNDING  
SHALOM COMMUNITY CENTER  
Modernizing Homeless Assessment & Information Systems  
Narrative Statement**

**The Essentials of a Coordinated Assessment and Case Management System**

Homelessness is a relatively recent sociological phenomena. While we have had homelessness with us for generations, homelessness exploded in the United States in the early 1980's. Because of this, we are still learning as a society how best to address it.

When thinking about homelessness services, many people immediately think of responding by providing additional overnight shelter. Yet as we experiment with new approaches, we've come to understand that sheltering is only one of many options, and communities have been very successful by actively focusing beyond shelter and on strategies that reduce the number of people who need to enter into shelter and increase the number of people exiting the shelter into homes.

The National Alliance to End Homelessness refers to this as closing the front door and opening the back door.

"Front door" strategies include homelessness prevention through case management, legal support, and rent/utility assistance, mediation to address conflict that has led to homelessness, and diversion, which involves the exploration of a person's resources, including family, and enabling a person to use those resources to prevent homelessness (for example, a bus ticket to travel to a family member who might be willing to take the person in).

"Back door" strategies include rapid re-housing (financial assistance and case management to help people move into homes quickly), permanent supportive housing (housing for chronically homeless people with disabilities), and affordable housing.

The South Central Housing Network's 10 Year Plan to End Homelessness (the Charrette) will call on us as a community to develop these "front door" and "back door" strategies. As we develop and expand these resources, a coordinated assessment and case management system will be essential to direct people to the most appropriate resources for their particular challenges and needs.

The case management system (known as HMIS or the Homeless Management Information System) has already been developed and is being managed by the Indiana Housing & Community Development Authority (IHCDA) through financial support from HUD. IHCDA is also developing the assessment system, which we are told will be operation this autumn and be integrated into HMIS.

Since Shalom is the central hub for many people experiencing homelessness and is actively investing in front door and back strategies, including our new Crawford Homes and rapid re-housing programs as well as the expansion of case management, we will

play an essential role in the implementation of assessment in Bloomington. In order to do that, we need to have our computer systems up-to-date and as efficient as possible.

### **The Request**

We are requesting \$13,598 as a one-time investment in our computer infrastructure. Through the in-kind support of Ivy Tech instructor Craig Harvey and members of his class, we have assessed our system to learn what we need to upgrade and/or replace to have a functional network and computer system.

In addition to making our system functional as we integrate assessment and data-driven case management into our homeless services, we are also requesting some upgrades to improve the efficiency of the entire staff and making wi-fi accessible to guests at the Center. While important, those are listed as lower priorities on the partial funding question.

The full details of these improvements are noted in our project budget.

### **Outcome Indicators**

While our request represents a small part of a much larger system, it will play an integral role in the full implementation of assessment, triage, and case management for people experiencing homelessness in Bloomington. Providing specific outcome data at the completion of our particular request will be difficult as we are likely to have upgraded before the assessment system becomes available. Because of the limited data we will be able to provide at the completion of the project, we will do a before and after study of our staff to have them estimate the amount of work time saved as a result of the improvements. If requested, we can report on further outcomes into the future.

**2014 JACK HOPKINS SOCIAL SERVICES FUNDING**  
**SHALOM COMMUNITY CENTER**  
**Modernizing Homeless Assessment & Information Systems**  
**Program Budget**

Upgrade RAM in 10 work stations	<i>\$600.00</i>
Replace computers in 2 workstations	<i>\$1200.00</i>
Windows 7 Software licenses for 10 workstations	<i>\$120.00</i>
Server replaced	<i>\$1,000.00</i>
Server software	<i>\$53.00</i>
Laptop for Asst Director because of work from 2 sites; 2 docking stations	<i>\$1,000.00</i>
Laptop or Tablet for use checking in guests	<i>\$500.00</i>
2 Licenses - MS Office Standard 2013	<i>\$106.00</i>
Center-wide WiFi Access for Guests	<i>\$1,200.00</i>
Dual Monitors for 5 workstations to increase productivity of Executive Director, Asst. Director, Volunteer Coordinator, Bookkeeper, SPEA Fellow	<i>\$1,500.00</i>
Installation	<i>\$6,319.00</i>
<b>TOTAL</b>	<b><i>\$13,598.00</i></b>

PC MAX, Inc.

2534 East Third Street  
 Bloomington, IN 47401  
 Phone: (812) 337-0630  
 Fax: (812) 337-0634

# Quotation

DATE	ESTIMATE NO.
3/31/2014	1558c

NAME / ADDRESS
Shalom Community Center 219 E. 4th Bloomington, IN 47401

DESCRIPTION	QTY	Unit Price	TOTAL
On Site Labor (Incl. one way travel time) Server software installation, configuration, updates. This assumes the server does not run Exchange, otherwise add 15 to 20 more hours.	20	89.00	1,780.00
On Site Labor (Incl. one way travel time) Workstation RAM upgrades, workstation operating system upgrades, connect to domain, install MS Office software.  Estimate in the range of 3 to 4 hours per workstation. 12 workstations, therefore 36 to 48 hours projected.	48	89.00	4,272.00
On Site Labor (Incl. one way travel time) Vidco card installation and multiple monitor configuration on 5 workstations.	3	89.00	267.00
The numbers represent our best estimates based on our experiences with similar deployments, however, this was prepared on short notice in the absence of a site survey, and is therefore subject to a larger-than-normal margin of error.			
<b>Subtotal</b>			\$6,319.00
<b>Sales Tax (7.0%)</b>			\$0.00
<b>TOTAL</b>			\$6,319.00

Shalom Community Center  
Income Statement  
For the Twelve Months Ending December 31, 2013

	Current Month		Year to Date	
<b>Revenues</b>				
Unrestricted - Individual	\$ 22,236.00	24.42	\$ 112,974.95	20.88
Unrestricted - Faith Community	6,452.74	7.09	20,336.13	3.76
Unrestricted - Business	1,251.00	1.37	1,530.52	0.28
Unrestricted - Edu Institution	0.00	0.00	154.03	0.03
Unrestricted - Foundation	0.00	0.00	5,925.60	1.10
Unrestricted - Government	0.00	0.00	9,012.00	1.67
Unrestricted - Nonprofit Org	0.00	0.00	881.91	0.16
Unrestricted - Organization	334.25	0.37	1,648.00	0.30
TR - Staff Bonus	418.09	0.46	1,918.09	0.35
TR - Bus tickets	15.00	0.02	1,215.00	0.22
TR-Relocation Fund	0.00	0.00	1,000.00	0.18
Holiday Gift Program	500.00	0.55	500.00	0.09
Grants - General	0.00	0.00	17,511.64	3.24
Grants-Emergency Fund	2,000.00	2.20	3,500.00	0.65
United Way	1,017.17	1.12	12,171.62	2.25
Grants-Jack Hopkins	20,900.00	22.95	53,965.49	9.98
Grant - MLK	0.00	0.00	500.00	0.09
Grants-Winter Night Shelter	0.00	0.00	12,241.97	2.26
IHCDA ESG Grant	0.00	0.00	38,972.49	7.20
HUD Supportive Housing Grant	0.00	0.00	94,344.00	17.44
SHP Rent Received	2,898.00	3.18	5,808.00	1.07
Fundraising - Ticket Sales	7,365.53	8.09	10,635.53	1.97
Fundraising - Special Events	4,620.00	5.07	31,359.24	5.80
Interest Income	0.16	0.00	0.48	0.00
Year-End Campaign	21,011.35	23.07	29,542.35	5.46
Feinstein Campaign	0.00	0.00	35,141.01	6.50
NAP Contributions	0.00	0.00	38,140.58	7.05
Interest Income	0.00	0.00	0.16	0.00
Other Income	50.00	0.05	50.00	0.01
<b>Total Revenues</b>	<b>91,069.29</b>	<b>100.00</b>	<b>540,980.79</b>	<b>100.00</b>
<b>Cost of Sales</b>				
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>91,069.29</b>	<b>100.00</b>	<b>540,980.79</b>	<b>100.00</b>
<b>Expenses</b>				
Office Supplies	23.88	0.03	871.25	0.16
Custodial Supplies	421.85	0.46	5,704.03	1.05
Waste Removal	122.47	0.13	1,945.32	0.36
Snow Removal	0.00	0.00	240.00	0.04
Maintenance and Repair	615.00	0.68	4,045.33	0.75
Postage	246.00	0.27	2,647.77	0.49
Insurance	1,689.00	1.85	5,548.00	1.03
Insurance - New Building	0.00	0.00	2,244.75	0.41
Fundraising Expense	2,425.35	2.66	6,153.82	1.14
Background Checks	9.00	0.01	358.50	0.07
Bank/Credit Card Fees	161.88	0.18	591.25	0.11
Computer Expenses	0.00	0.00	1,640.76	0.30
Accounting Fees	117.95	0.13	1,226.27	0.23
Property Tax Expense	0.00	0.00	155.25	0.03
SCC Supplies	0.00	0.00	791.33	0.15
Winter Shelter Supplies	0.00	0.00	82.92	0.02
Guest Needs	0.00	0.00	2,870.14	0.53
Guest Needs-Winter Shelter	0.00	0.00	79.98	0.01
Holiday Gift Program	595.38	0.65	595.38	0.11

Shalom Community Center  
Income Statement  
For the Twelve Months Ending December 31, 2013

	Current Month		Year to Date	
Kitchen Supplies	92.43	0.10	2,921.36	0.54
Client Programming	140.00	0.15	420.00	0.08
Equipment Lease	331.44	0.36	3,874.53	0.72
Client Bus Tickets	360.00	0.40	4,320.00	0.80
Food Expense	2,039.16	2.24	27,999.60	5.18
Telephone	235.26	0.26	6,293.47	1.16
Internet Service	45.00	0.05	499.17	0.09
Electricity	905.14	0.99	10,435.51	1.93
Natural Gas	816.09	0.90	3,293.53	0.61
Water Expense	446.57	0.49	5,056.06	0.93
Salary and Wage Expense - SCC	11,867.95	13.03	132,795.15	24.55
Salary and Wage Expense - ESG	1,988.99	2.18	31,191.85	5.77
Salary and Wage Expense - SHP	4,336.92	4.76	26,066.83	4.82
Salary/Wage Exp-Winter Shelter	1,485.00	1.63	9,604.71	1.78
Employee Health Benefits - SCC	2,079.39	2.28	5,126.78	0.95
Payroll Tax Expense - SCC	1,020.34	1.12	14,476.79	2.68
Payroll Tax Exp-ESG	178.02	0.20	3,073.40	0.57
Payroll Tax Exp - SHP	388.37	0.43	2,316.54	0.43
Payroll Tax Exp-Winter Shelter	132.94	0.15	1,131.66	0.21
Employee Expense	0.00	0.00	2,114.50	0.39
Miscellaneous Expenses	602.84	0.66	2,495.62	0.46
Professional Fees	2,270.00	2.49	7,045.00	1.30
Client Security Deposits	0.00	0.00	805.00	0.15
Client Utilities - Electricity	0.00	0.00	1,325.61	0.25
Client Utilities - Gas	0.00	0.00	50.00	0.01
Client Water/Sewer, Phone	0.00	0.00	191.51	0.04
Client Rent	0.00	0.00	1,872.51	0.35
Client BMV/B.C. Fees	209.00	0.23	2,365.79	0.44
IHCDA-Rapid Rehousing	0.00	0.00	6,000.00	1.11
HUD Supportive Housing Program	17,388.20	19.09	85,663.12	15.83
SHP Program Expense	82.98	0.09	1,042.78	0.19
SHP Expense (Commun. Fdn)	0.00	0.00	4,668.17	0.86
Interest Expense	1,430.40	1.57	17,283.78	3.19
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Total Expenses	57,300.19	62.92	461,612.38	85.33
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Net Income	\$ 33,769.10	37.08	\$ 79,368.41	14.67
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