

**SOCIAL AND VOLUNTARY SERVICES COMMISSION FUNDING  
REQUEST—SEPTEMBER 12, 2014**

Legal Name of Agency: Community Services Building, Inc. (CSBI)

Mailing Address: 1183 East Main, Norman, OK 73071

Application completed by: Christi Moore, Executive Director

Telephone Number: 405-701-2009

Email Address: cmoore@csbi.org

**Amount of Funding Request:** \$30,000

In what year was your Agency incorporated: 1995

Are you associated with a national organization: No

Number of volunteers: 313 volunteers in 2013

How many hours do volunteers donate: 1565 hours in 2013

How much money do volunteers save the agency: \$23,475 in 2013

Has your Agency applied for SVSC funds before: Yes

Year 2009    Amount    \$10,727.11    Purpose    Replace Exterior Locks

Year 2010    Amount    \$11,148.62    Purpose    Lighting Retrofit Project

Year 2011    Amount    \$15,000.00    Purpose    Exterior Door Replacement

Year 2012    Amount    \$15,000.00    Purpose    Guttering, Soffit, Fascia Replacement

Year 2013    Amount    \$15,000.00    Purpose    Improvre B Wing Entry and Restrooms

**Financial Information from the last fiscal year:**

Percent of the budget which is spent on fund-raising:	<u>1%</u>
Percent of your budget spent on programs:	<u>94%</u>
Percent of your budget spent on administrative expenses:	<u>5%</u>

**Percentage of Organizational funding:**

Religious Organizations	<u>0%</u>
Civic Clubs	<u>0%</u>
Corporate Donors	<u>&lt;1%</u>
Endowment/Interest Income	<u>&lt;1%</u>
Fees for services/products	<u>86%</u>
Government Grants	<u>13%</u>
Government Contracts	<u>0%</u>
Individual Donors	<u>&lt;1%</u>
Private Foundations	<u>0%</u>
Special Events (based on net earnings)	<u>&lt;1%</u>
United Way	<u>0%</u>
Other	<u>&lt;1%</u>

**Overall Mission of Agency**

See attached (1)

**Specific project for which funding is being requested**

See attached (3)

**Financial Information**

See attached (5)

**Attachments Include:**

1. Overall Mission of Agency
2. List of Agencies and their Client Population
3. Project to be Funded Narrative
4. Photographs of area to be upgraded with requested funds, plus before and after photos of area updated with prior year's SVSC funds.
5. Financial Information
6. Budget Summary and Projected Budget
7. Eighteen Month Audit (July 2011-December 2012)
8. Copy of IRS Tax Exempt Status Letter
9. List of Current Board Members
10. List of Current Staff

## **(1) Overall Mission of Agency**

CSBI Mission Statement: *To provide a building offering affordable facilities that will enhance the ability of human service agencies to serve Norman and Cleveland County residents with the greatest possible economy and efficiency in operations, ease of access, convenience and benefit to the public served.*

The people of Norman who enter our building are abused, neglected, elderly, helpless, hungry, homeless, unemployed, confused and desperate. They receive help and hope from one or more of the nineteen agencies who call CSBI home. These agencies are able to maximize their services to those in need because CSBI offers an affordable location in which they can conduct their business. Convenience, efficiency and affordability have been the hallmarks of the Community Services Building since it was conceived by a group of community volunteers in 1995. The mission of this visionary group continues as CSBI offers a rental rate of \$7.43 per square foot (well below market rates that range from \$12-\$18/sq.ft.). In addition, tenant agencies are provided with utilities, janitorial service, lawn maintenance, pest control and reduced fees for telephone and internet service. The collaborative culture created by this innovative concept results in shared resources and information for the tenants. The central location on the CART bus stop is integral to successful service delivery to the varied population that is served by our multiple agencies.

Over 65,000 men, women and children were assisted by agencies in the building in 2013. The characteristic of our service population are low-middle income children, youth, single parents, senior citizens, the illiterate and citizens with physical/mental disabilities. A list of CSBI Agencies and the client population they serve is included in this document.

## **(2) List of Agencies and Their Client Population**

- **Aging Services**-Promotes independent living for the elderly.
- **Among Friends**-Activity Center for adults with special needs and disabilities.
- **Bethesda**-Programs for victims of child sexual abuse.
- **Center for Children and Families (CCFI)**-Services to families to improve the well-being of children.
- **Cleveland County Career Center**-Testing, counseling and job placement services
  - **Oklahoma Employment Security Commission**
  - **Central Oklahoma Workforce Investment Board**
- **Cleveland County Genealogical Society**
- **Central Oklahoma Community Action Agency**-Assistance with transitional housing, food and prescription drugs.
- **Community Services Building, Inc.**-Affordable services for human services agencies.
- **Food for Thought Learning Institute**-Training in food preparation for families dependent on groceries provided by food banks.
- **Girl Scouts Western Oklahoma**-Recruitment and support for Girl Scout troops on the western half of the State.
- **Crossroads Youth and Family Services Head Start**-Comprehensive child care programs to eligible families.
- **Dimensions Academy/NPS Alternative School**-Alternative educational setting for youth at risk of dropping out of school.
- **Little Ones Ministries**-Programs that provide Food and Hope for children, both locally and internationally.
- **Oklahoma Department of Corrections Norman Training Annex**-Specialized training to DOC staff and Community Awareness Training to non-profit and public agency staff on aspects of corrections that impact the community.
- **Oklahoma People First**—Self advocacy group run by and for people with developmental disabilities.
- **RSVP**-Senior volunteer opportunities
- **The Compassionate Friends**-Dedicated to the positive resolution of grief following the death of a child.
- **VITA Income Tax Services**-Free tax service to families earning less than \$49,000 annually.

### **(3) Project to Be Funded**

CSBI is requesting \$30,000 to complete B Wing for use by a new agency in the Spring of 2015.

In 2013, CSBI requested funding to improve the lobby entrance and public rest rooms in B Wing. Those funds made a huge improvement to that wing and the result of those improvements is that two agencies now occupy more than half of the wing. The remaining 2,500 sq. ft. is unfinished and very rough. We would like to finish the unimproved area so that it is leaseable. Before and after photos of the improvements from last year's SVSC funding are included, as well as the area we propose to complete with this year's funding.

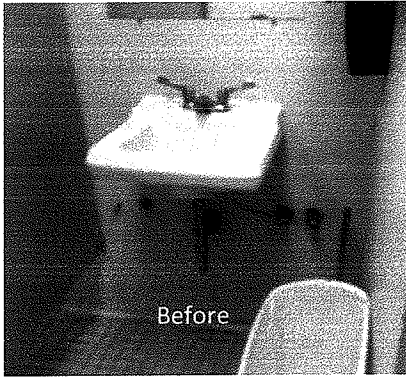
In keeping with the CSBI philosophy of providing affordable space for other non-profit agencies, we remodel vacant space (to the best of our ability) to suit the needs of the non-profit agencies that will be using the space. We are aware that ABLE (the Council for Developmental Disabilities d/b/a ABLE) is needing additional space for their rehabilitative employment program and this space appears to be within their size and budget needs. ABLE is one of our fellow non-profit agencies in Norman. While neither the ABLE Board nor the CSBI Board have given final approval for this move, it does provide us with some direction in planning for the improvements. Having this space leased will benefit all CSBI agencies because the income allows us to continue to maintain and make improvements throughout the building.

Several contractors, as well as volunteers, will collaborate to complete this project which will include plumbers for additional rest rooms, carpenters to build walls and install a kitchen, a flooring contractor plus painting, ceiling tile replacement and new doors. The funds will be allocated roughly as follows: Restrooms-\$7,000; Walls, doors, paint, ceiling tiles-\$10,000; Flooring-\$3,000; Labor-\$10,000.

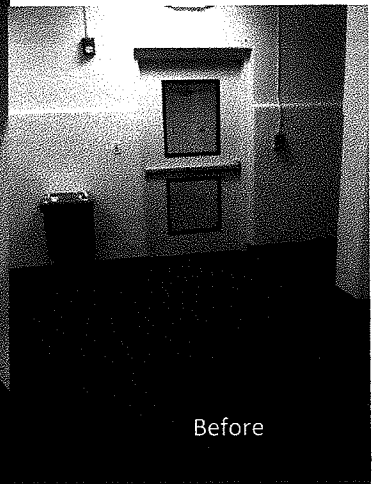
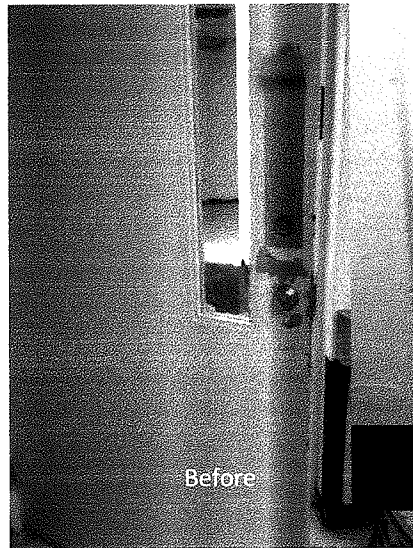
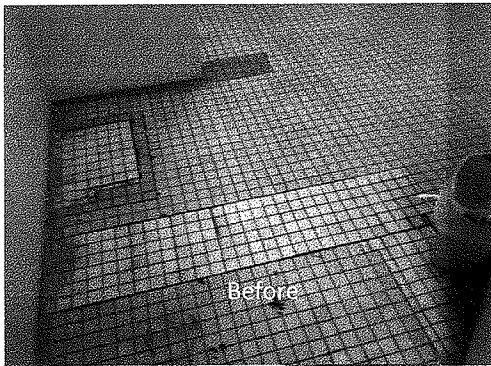
The Center for Children and Families plans to vacate a large wing of CSBI in the near future and one of our current agencies has an interest in that space. This is the beginning of a great agency shuffle at CSBI. However, these moves mean that several spaces will need to be upgraded to serve the needs of Norman non-profits. Of course, this also comes at a time when CSBI income will be reduced because of the loss of income from CCFI. We are looking for ways to fund these new endeavors. Having the entire B Wing leased will help to ease the cash flow issues we are facing.

CSBI is unique in Norman. By offering reduced-rate facilities to social service agencies, time and money are saved by the agency, the client and community donors. For the agency, the savings means not having to increase fundraising to cover the high cost of rent. For the client, it means a centrally located single point of entry for multiple services. For the donor, it means contributions efficiently spent. By funding this project, the City of Norman is supporting all non-profit agencies housed in the Community Services Building, as well as the 65,000+ persons that CSBI agencies assist each year.

(4)



Before and After  
Photos Illustrating  
Use of SVSC Funds  
in 2013



- (4) Photos of Unfinished Portion of B Wing. 2014 Funds are being Requested to finish this space for a potential tenant (agency).

