

Date January 22, 2007AMENDMENT ONE TO THE PY 2006 CENTRAL IOWA SHELTER & SERVICES (fka CHURCHES
UNITED SHELTER) TRANSIT SHUTTLE SERVICE PROJECT

WHEREAS, on November 21, 2005, by Roll Call No. 05-2812, the City Council approved the 2006 HUD Consolidated Plan, including the recommended funding allocations, consisting of CDBG, HOME, and ESG funds, previous plan year reprogramming funds and the detailed work programs for the subrecipients contained therein; and

WHEREAS, included in the 2006 HUD Consolidated Plan was an allocation of \$24,000 (\$8,000 CDBG and \$16,000 ESG) of 2006 funding for the Transit Shuttle Service Project as recommended by the City's Neighborhood Revitalization Board (NRB) for the period of January 1 to December 31, 2006; and

WHEREAS, the Housing Services Department has prepared Amendment One to the 2006 Transit Shuttle Service Project, which reduces "Operating Costs" by \$3,000 and increases "Essential Services" by \$3,000 of the approved project budget.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa that the 2006 Transit Shuttle Service Project is amended as follows:

1. That "Operating Costs" is reduced by \$3,000 and "Essential Services" increased by \$3,000 of the approved project budget.
2. Notwithstanding this amendment, all other terms and conditions of the original contract remain in full force and effect.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to attach a copy of this amendment to the original 2006 Transit Shuttle Service Project and a copy of this amendment to the roll call which formally adopted such contract.

(Council Communication No. 07- 027)

APPROVED AS TO FORM:

Ann DiDonato

Ann DiDonato

Assistant City Attorney

MOVED BY _____ TO ADOPT

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
HENSLEY				
KIERNAN				
MAHAFFEY				
MEYER				
VLASSIS				
TOTAL				
MOTION CARRIED	APPROVED			

Mayor

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

City Clerk

Date _____

AMENDMENT ONE

25A

Agenda Item _____

Work Program -- Summary

Program Year: 2006

Roll Call # _____

Applicant

Operating Agency: Churches United Shelter

Address: 205 15 th Street

City: Des Moines State: IA Zip: 50309-

Office Hours: 24 / 7

Type: Private Subrecipient

Phone: 284-5719 x:

Fax: 883-1692

Contact Person: Dir. Jean Brown

E-Mail: churchesunitedsh@qwest.net

Person Completing This Form: Kristine Frakes

E-Mail: chunitedsh@aol.com

Phone: 284-5719 x:

Fax: 883-1692

Activity / Project

Title: CU - Transit Shuttle Service 06

Location: Address

Type: Service

Status: Renewal of Activity/Project

NOFA: Homeless - Emergency Shelter & Support Svcs

Performance Indicator: Persons

Served/Produced: 100

Activity Code: 05E Transportation Services

National Objective: L/M Limited Clientele

Summary Description:

Program will provide low-cost/no-cost transportation outside existing public bus routes and schedules for homeless adults to ensure access to jobs and essential services.

Funding

Request		Allocation		
		CDBG	HOME	ESG
New Funds:	\$24,000	\$8,000	\$0	\$16,000
Carryover Funds:	\$0	\$0	\$0	
Projected Program Income:	\$0	\$0	\$0	
Prior Program Income:	\$0	\$0	\$0	
Request Total:	\$24,000	Award: \$8,000	\$0	\$16,000
Other Funding Committed:	\$26,000			
Other Funding Projected:	\$1,500			
Total Other Funding:	\$26,000	Contract Dates:	Start - End	
			1/1/2006 - 12/31/2006	
		Previous Year Allocation:	\$24,000	
Total For Activity:	\$50,000			

Work Program -- Agency Capacity

Program Year: 2006

Churches United Shelter
CU - Transit Shuttle Service 06

Agency's Mission Statement

The mission of Churches United, Inc. of the Greater Des Moines Area is to provide free shelter to homeless adults regardless of physical or emotional conditions, and to facilitate their move toward self-sufficiency.

Organizational Capacity

Date of Incorporation:

Years of Continuous Service:

More than 5 years

Key Agency Personnel:

- 1 Name / Position:** Richard Grangaard / Board Chair
Experience:
- 2 Name / Position:** Paul von Ebers / Financial Officer
Experience: Mr. von Ebers is a long-time board member currently serving as treasurer and chair of the fund development committee. He holds an MBA from Chicago University and provides financial expertise along with his experience in non-profit governance.
- 3 Name / Position:** Judy Anderson / Volunteer Coordinator
Experience: Ms. Anderson is a past board chair and an active community volunteer that has been with Churches United since 1992.
- 4 Name / Position:** Jean Brown / Executive Director
Experience: Ms. Brown is an advanced certified alcohol and drug counselor with 18 years experience in substance abuse treatment, case management, counseling and shelter services for the homeless. She holds a B.A. in Human Services and is in her 4th year as shelter director.
- 5 Name / Position:** Douglas VanNorden / Assoc. Director
Experience: Mr. Van Norden has been with Churches United since its inception in 1992, previously serving as senior staff leader. Doug holds an A.A. degree and draws on a wealth of professional and personal experience in dealing with the diverse population at Churches United.
- 6 Name / Position:** Ken Dohmen / Staff Supervisor
Experience: Mr. Dohmen has more than 10 years of shelter work experience. As a formerly homeless veteran, Ken has a unique understanding of homelessness. He has been employed by Churches United since 1997, serving for two years as supervisor.
- 7 Name / Position:** James Ferguson / Board Treasurer
Experience: Mr. Ferguson is in his second year on the board. He brings a strong background in funding procurement and management and significant experience in financial oversight of nonprofits.

Financial Procedures

Does the agency maintain a...?

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Chart of Accounts | <input checked="" type="checkbox"/> Cash Disbursements Journal | <input checked="" type="checkbox"/> Payables/Receivable | <input type="checkbox"/> Job Cost Journals |
| <input checked="" type="checkbox"/> General Ledger | <input checked="" type="checkbox"/> Payroll Journal | <input checked="" type="checkbox"/> Cash Receipts Journal | <input type="checkbox"/> Quarterly Trial Balance |

Audit Requirements: Audit w/o City Funds

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Outcome(s)

Performance Indicator: Persons

Number Served: 100

Outcome(s):

During 2006, the Transit Shuttle Service (TSS) will:

- 1) Provide supplemental low-cost/no-cost transit options to homeless persons for employment acquisition and job retention purposes.
- 2) Assist up to 100 homeless persons with after-hours transit assistance that enables them to obtain and maintain employment.
- 3) Provide employment and work experience opportunities for extremely low income homeless persons.

Additionally:

Transportation as a barrier to employment will be removed for 100% of participants.

Virtually 100% of TSS trips will be outside the scope of existing public bus routes/schedules.

Overall Objective: Economic Opportunities

Outcome Categories: Accessibility and Affordability

Indicators:

Amount of money leveraged (public/private sources)

Number of LMI persons served

Number of unduplicated participants

Number of individuals transported during the month

Number of trips made each month and the destination of the patrons

Number of hours of operation of the van service per month

Number of individuals transported to various locations for employment and or job training

Number of individuals from other homeless agencies transported to various locations for employment, job training and interviews

Outcomes:

100% of Churches United clients will have access to transportation services to employment

60% of the clients who utilize the transit shuttle will maintain employment during stay at Churches United

25% of Churches United homeless clients who utilize the transit shuttle will access housing and employment upon exit.

Personnel

Key Personnel for this Activity / Service:

- | | | |
|----------|-------------------------|--|
| 1 | Name / Position: | Shuttle Driver / 1.5 FTE |
| | Experience: | Driver(s) will be on-call in staggered shifts in order to transport participants on authorized trips; will maintain logs to track hours worked, mileage and destinations of trips; will assure transport requests are authorized and included in daily trip schedules; will identify the most efficient destination routes and allow sufficient travel time to ensure passengers arrive timely for appointments; will enforce passenger policies as set forth in the program guidelines. This position will work closely with case managers and the employment liaison and report to the director. Where practical, this position will be filled with qualified applicants who are currently homeless and enrolled in the Churches United Veterans First Work or Jobs First! Programs. |

Implementation

Steps to Implement the Activity:

Documentation:

The Transit Shuttle Service is an out-growth of Churches United's Veterans First Work Initiative, an intensive on-site program targeted to assist homeless veterans with job preparation and employment. A pilot transit assistance program was implemented in June 2004 to help participants with transportation issues related to job acquisition and employment. Additional job-related programming has been expanded at the agency, and this service is now available for all Churches United clients actively pursuing employment. This option has greatly reduced distance and resource barriers that often limited where and when a program participant could accept employment. By offering flexible and extended transit hours and destinations, we are enhancing the job acquisition and job retention capabilities of under-employed and unemployed homeless adults in Des Moines.

The Transit Shuttle Service will provide expanded low-cost/no-cost transportation options for individual homeless adults attempting to stabilize their lives, successfully break the cycle of homelessness, and reintegrate into long-term self-sufficiency.

Purpose - Transit Shuttle Services will be available to transport participants from Churches United to employment areas outside regularly scheduled public transportation routes/schedules for the following purposes:

- Job Interviews
- Job-related Testing/Training
- To/from work for purpose of job retention

As scheduling and program capacity allows, the TSS will assist with transportation of clients from other homeless agencies within the Des Moines area for the same purpose(s). Churches United will provide the City of Des Moines and other homeless service providers, rules and guidelines regarding operation and utilization of the TSS.

Should scheduling conflicts arise, shuttle services to and from work locations will take precedence over other requests. Transportation requests from clients residing at or participating in Churches United programming will receive scheduling priority. In order to ensure non-duplication of resources, Transit Shuttle Services will not be available for times and destinations that are provided through existing public bus routes.

Hours - Shuttle hours will vary and will be largely dependent upon scheduled work hours of employed participants.

Trip Authorization - For Churches United clients, a written request for services must be submitted at least 24 hours prior to the trip and authorized by appropriate staff. For other homeless agencies wanting to access services for their clients, a request must be provided to Churches United at least 48 business hours prior to the requested trip, and authorized by Churches United's director or designated staff. Individuals who are employed will be required to submit their weekly work schedule to staff one week in advance, along with their Request for Transport.

Daily Trip Log - Driver will be required to maintain a daily log of odometer readings, mileage, destinations, persons transported, etc. on the program mileage log. Logs must be completed faithfully and given to staff daily.

Traffic Laws - All traffic laws must be adhered to. Any violation of traffic laws, such as speeding, non-use of seat belts, etc. will be cause for dismissal.

Coordination of Community Resources

Requests for transport and trip authorization will be monitored and reviewed for compliance.

Daily trip logs w/mileage will be maintained by driver and reported to the agency director.

Operational statistics, including participant demographics and service delivery will be maintained daily and reviewed monthly to assess program effectiveness and efficiency.

Activity reports will be provided to City of Des Moines.

Copies of board minutes and agendas for monthly board meetings will be submitted.

Quarterly roster of board members will be furnished.

Staff and program expenditures will be documented through itemized accounting procedures.

All TSS drivers will meet all licensing requirements of the DOT and provide proof of a class D (Chauffeur's) license.

Proof of auto liability insurance will be provided.

Documentation of number of service trips, including number of trips off bus line or outside regularly scheduled bus routes will be provided.

Service Planning - In December 2004, Churches United was named to a task force to work with the City of Des Moines, other members of the Affordable Housing and Homeless Partnership, and the Metropolitan Transit Authority to develop a metro-wide plan to address transportation issues for homeless persons throughout the Greater Des Moines Area. A plan was finalized and approved by the City Council in April 2005.

Continuum of Care and Program Outreach - Churches United has been an active member of the Affordable Housing and Homeless Partnership (AHHP) since its inception approximately seven years ago. Churches United will share program availability, including TSS program rules and eligibility guidelines with other member agencies.

Proximity and Non-duplication of Transit Services - Churches United Shelter is centrally located on the western edge of downtown Des Moines. The agency continues to closely monitor public bus and shuttle schedule to ensure non-duplication of services and resources. One hundred percent of TSS trips will be outside of regularly scheduled public bus routes.

Transit Shuttle Subsidies - Churches United will work with area employers to negotiate Transit Shuttle subsidies for newly-employed homeless women and men. Subsidies would be paid by employers as a new-hire employee retention incentive. This arrangement would result in a built-in pay raise for participants while off-setting costs of the Transit Shuttle Service and enhancing the project's sustainability.

On-the-Job Training & Employment - Churches United has established work incentive opportunities with a variety of area employers. The Transit Shuttle Service will enhance job retention support for homeless persons who achieve job placement with these employers.

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Work Program -- Detailed Budget

Program Year: 2006

Churches United Shelter
CU - Transit Shuttle Service 06

Federal Funds

Service	Federal Funds:	Program Income:	Carryover:	Prior Income:	Subtotal:
Services					
Fuel, Veh. Insurance, Licensing	9,000	0	0	0	9,000
Vehicle Maintenance/Repair	2,000	0	0	0	2,000
Subtotals:	11,000	0	0	0	11,000
Staff					
Salaries+Benefits (FT/PT)	13,000	0	0	0	13,000
Subtotals:	13,000	0	0	0	13,000
Subtotals:	24,000	0	0	0	24,000
Total Budget:	24,000	0	0	0	24,000

Other Funds

Administrative	Source:	Committed:	Match?
Staff	Shelter Operations	5,500	<input checked="" type="checkbox"/>
	Subtotals:	5,500	
Service	Source:	Committed:	Match?
Services	Client Fees	1,500	<input checked="" type="checkbox"/>
Services	Other Contributions	4,000	<input checked="" type="checkbox"/>
Services	Shelter Operations	1,500	<input checked="" type="checkbox"/>
Staff	US Dept of Labor	5,000	<input checked="" type="checkbox"/>
Staff	Other Contributions	8,500	<input checked="" type="checkbox"/>
	Subtotals:	20,500	
Total Other Funds:		26,000	

Staff			
	Salary + Benefits	Amount	Charged to Fed. Funds Percent of Salary
Shuttle Driver(s)	\$30,000	\$13,000	43%
	Total:	\$13,000	