

Date January 22, 2007

AMENDMENT ONE TO THE PY 2006 CENTRAL IOWA SHELTER & SERVICES (fka CHURCHES UNITED SHELTER) EMERGENCY HOMELESS SHELTER 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 \$44,000 of 2006 ESG funding for the Emergency Homeless Shelter 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 Emergency Homeless Shelter Project, which reduces "Essential Services" by \$6,000 and increases "Operating Costs" by \$6,000 and adjusts \$3,400 within "Essential Services" and \$5,000 within "Operating Costs" of the approved project budget.

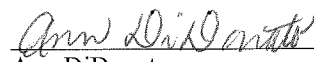
NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa that the 2006 Emergency Homeless Shelter Project is amended as follows:

1. That "Essential Services" is reduced by \$6,000 and "Operating Costs" increased by \$6,000 and adjusts \$3,400 within "Essential Services" and \$5,000 within "Operating Costs" 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 Emergency Homeless Shelter Project and a copy of this amendment to the roll call which formally adopted such contract.

(Council Communication No. 07-028)

APPROVED AS TO FORM:


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

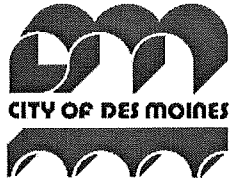
Mayor

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



Council Communication

Office of the City Manager

Date

January 22, 2007

Agenda Item No.

Roll Call No. 07-

Communication No. 07-

Submitted by: Chris M. Johansen, Housing
Services Director

25B

AGENDA HEADING:

Approval of Amendment One to the Program Year (PY) 2006 Central Iowa Shelter & Services (fka Churches United Shelter) Emergency Homeless Shelter Project.

SYNOPSIS:

Recommend approval of Amendment One to the PY 2006 Central Iowa Shelter & Services Emergency Homeless Shelter Project.

FISCAL IMPACT:

Amount: \$44,000

Funding Source: HUD/Community Development Block Grants 2006-2007 Operating Budget, Page 315, HESG2006010.

ADDITIONAL INFORMATION:

Central Iowa Shelter & Services has requested an amendment (budget adjustment) to their 2006 Emergency Homeless Shelter Project. Central Iowa Shelter & Services has requested the transfer of \$6,000 from "Essential Services" to "Operating Costs" and adjusts \$3,400 within "Essential Services" and \$5,000 within "Operating Costs" of the approved project budget. The total request represents \$14,400 (33%) of the approved project budget, thus requiring Council approval.

PREVIOUS COUNCIL ACTION(S):

Date: November 21, 2005

Roll Call Number: 05-2812

Action: On proposed Second Year Action Plan (2006) for the 2005-2009 HUD Consolidated Plan. (Council Communication No. 05-651) Moved by Hensley to adopt the City Manager's recommendation, the City Manager to come back after January 1 with a recommendation on the reprogramming dollars with priority given to Demolition, CHDC and Excel. Motion Carried 6-1. Nays: Brooks.

BOARD/COMMISSION ACTION(S):

Date: January 10, 2007

Roll Call Number: Neighborhood Revitalization Board (NRB)

Action: The NRB reviewed the budget amendments at their meeting on January 10, 2007 and recommended City Council approval. However, the Board noted the high percentage of adjustments to the budget and called into question the agency's management capacity.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

Agenda Item _____

Work Program -- Summary

Roll Call # _____

Program Year: 2006

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 - Emergency Homeless Shelter '06**Location:** Address**Type:** Service**Status:** Renewal of Activity/Project**NOFA:** Homeless - Emergency Shelter & Support Svcs**Performance Indicator:** Persons**# Served/Produced:** 1950**Activity Code:** 03T Operating Costs of Homeless/AIDS**National Objective:** L/M Limited Clientele**Summary Description:**

The program objective is to provide direct services, programming and resources to move adults beyond homelessness toward sustainable income and permanent housing placement.

Funding

Request		Allocation		
		CDBG	HOME	ESG
New Funds:	\$44,000	\$0	\$0	\$44,000
Carryover Funds:	\$0	\$0	\$0	
Projected Program Income:	\$0	\$0	\$0	
Prior Program Income:	\$0	\$0	\$0	
Request Total:	\$44,000	Award: \$0	\$0	\$44,000
Other Funding Committed:	\$536,050			
Other Funding Projected:	\$0			
Total Other Funding:	\$536,050	Contract Dates:	Start - End	
			1/1/2006 - 12/31/2006	
Total For Activity:	\$580,050	Previous Year Allocation:	\$44,000	

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 ben 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...?

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- | | | | |
|---|--|---|--|
| <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

Outcome(s)

Performance Indicator: Persons

Number Served: 1950

Outcome(s):

In 2006, the agency will provide safe emergency shelter and supportive services for 1,950 persons, including an estimated 30%, or 585, who are among the chronic homeless population in Des Moines. Churches United will:

- 1) Provide safe shelter, meals and supportive services for 1,950 homeless men and women, resulting in 35,000+ emergency housing opportunities for homeless adults.
- 2) Provide case management, counseling, life skills instruction and community resource referrals that enable 485 persons, or 25%, to successfully transition out of the shelter toward permanent housing and independent living.
- 3) Assist 780 persons, or 40%, in accessing educational, training and employment opportunities that will enable them to move beyond homelessness.
- 4) Provide expanded daytime shelter and case management assistance for 200 health-impaired homeless men and women, enabling them to better manage their healthcare and improve their quality of life.
- 5) Enhance the ability of up to 250 homeless adults to maintain stabilized and permanent housing. This will be accomplished through the provision of household food stamps sufficient to meet individual nutritional needs for 10-12 days, as guests transition out of the Shelter into stabilized and permanent housing.
- 6) Assist 41 of the 585 targeted chronically homeless adults, or 7%, with resources that enable them to access and obtain permanent housing and exit the homelessness cycle.

Overall Objective: Creating Suitable Living Environment and Decent Housing

Outcome Categories: Accessibility

Indicators:

Amount of money leveraged (public/private sources)

Number of homeless persons entering the program categorized by race, income and chronically homeless and verified eligible

Number of clients assisted through supportive services

Number of clients who gain short term and long-term employment

Outcomes:

25% of the residents will access affordable decent housing.

40% of the residents will access steady training and employment upon exit of shelter

13% of the residents will become permanently self-sufficient and 50% will be chronic homeless

Personnel

Key Personnel for this Activity / Service:

- | | | |
|----------|-------------------------|--|
| 1 | Name / Position: | Shelter Assistants / 4 parttime or 2.8 FTE |
| | Experience: | The shelter assistant positions supplement our full-time shelter staff by providing service assistance with nightly intake and supervision for 116+ guests from 4 p.m. – 8 a.m. Shelter assistants also provide transit and medication assistance, ensure guest safety and building security and provide appropriate community resource referrals. Shelter assistants are trained by and work under the direct supervision and guidance of the Staff Supervisor who has been with the Shelter for more than 8 years. |

Implementation

Steps to Implement the Activity:

The primary short-term objective of Churches United is to provide and enhance safe emergency shelter opportunities and meals to meet the immediate survival needs of homeless men and women living in Des Moines. Churches United's primary long term objective is to provide resource services, programming and assistance to move clients beyond homelessness toward sustainable income and permanent housing placement.

These objectives will be accomplished through on-site case management, counseling, employment preparation and placement referrals, life skills instruction, and housing stabilization, as well as transit and other individualized assistance intended to result in long-term self-sufficiency.

Churches United is the largest emergency shelter in the state and remains the only such agency in the area that accepts both men and women regardless of age, gender, religious affiliation, emotional condition, or ability to pay.

There are no fees charged to clients for services or programming.

There is no requirement for participation in religious services as a condition for participation in Churches United programming.

Churches United is the only agency in the area providing 34 emergency shelter beds nightly for individual adult women (up from 30 beds in 2004). Virtually all other emergency housing in the Des Moines area is targeted to serve men only, youth, or women with children.

In addition to emergency housing and meals, programming has been developed to address the significant incidence of mental illness, chronic physical disabilities and chemical dependency among the homeless. Shelter and Direct Services - Emergency shelter is offered for 102 men and women from 4 p.m.- 8 a.m. daily. With daily operating costs of approximately \$11/guest, the following services are available:

- Women's Dorm (total of 34 emergency beds - up from 30 beds in 2004) (Expanded in 2005)
- Men's Dorm (68 emergency beds + a 14-bed transitional housing dorm) (Enhanced in 2004)
- Two Nutritional Meals Daily
- Guest Assistance - Reflects substantial expansion in bus token and work-related assistance in 2005 due to employment-related programming growth
- Guest Shower and Laundry Facilities
- On-site Medical Clinic, Substance Abuse and Other Group Counseling Sessions
- Needs and Program Readiness Assessment (Within 48 hours of Intake)
- Individualized Development Plan and Case Management (Within 72 hours of Assessment)
- Health (mental and physical) and Treatment Management (addictions) (Ongoing)
- Guest Supervision, Supplemental Life skills Instruction and Counseling (Ongoing)
- Training and Employment Resources, Referrals and Placement (3 weeks to 3 months)
- Public Benefits Eligibility Determination Assistance and Placement (up to 3 months)
- Housing Placement (3 weeks to 3 months)

Within 48 hours of intake, guests receive a needs and program readiness assessment with a case manager. Pending review of this assessment, guests receive appropriate and individualized assistance in accessing community services as applicable, including public benefits, medical care, addiction treatment, housing placement and similar resources. Guests who are motivated and capable of sustainable self-sufficiency are referred to

Documentation:

Operational statistics, including client demographics, service delivery to clients, referrals and placements, are maintained daily through the federal ServicePoint data system, and reviewed monthly to assess program effectiveness and efficiency.

Director/Staff meetings are held twice-monthly to ensure effective and efficient operation of the shelter. Members of the management team discuss programming regularly and make modifications as needed to ensure that clients' needs are being met.

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

Quarterly roster of board members will be furnished.

Utility statements and supply invoices will be submitted to document expenditures for program costs.

Costs for service staff will be documented through itemized accounting procedures.

Churches United has a history of successful administration, implementation and reporting compliance with government and private funding awards, and will continue to comply with award guidelines as required.

internal programs, where they work with one of the Shelter's four case managers to develop an individualized plan for exiting the Shelter. Guests not working with a case manager toward achievement of self-sufficiency goals within 30 days of intake are referred to other service providers for appropriate assistance.

The following programming has been developed to further respond to core issues and barriers affecting the homeless in Greater Des Moines.

Veterans Per Diem Program - Est. 2004 - In partnership with the Veterans Administration, Churches United provides a 14-bed transitional housing dorm where eligible homeless veterans can reside for up to 24 months, and are assisted with supplemental case management. No funding is requested from this application to support this program component.

Jobs First! - Est. 2004 - Modeled after our successful Veterans First Work Program, this program provides a case manager/employment liaison to expand training and employability services for the general Shelter population. In its first year, the program is expected to return 75 formerly homeless adults to sustainable employment and independent living. Since October 2004, more than 130 participants have been actively engaged in the program.

Transit Shuttle Service (TSS) - Est. 2004 - The TSS provides on-call van transit assistance for guests needing to access employment and other community services outside existing public transportation routes. The goal is to improve access to jobs, community resources and essential services for extremely low income adults that result in self-sufficiency. No funding is requested from this application to support this program component.

Veterans First Work Program - Est. 2003 - With more than 450 homeless veterans living in Polk County, the focus of this program is to complement existing veterans' services by providing assistance specific to the employment of homeless veterans: to find them, offer them help, bring them in, assess their needs and strengths, enhance their job skills and help them solve problems in order to move toward self-sufficiency. Nearly 200 veterans have been placed in jobs in the past two years.

Day Shelter Health Initiative - Est. 2002 - This program expands daytime shelter opportunities and services for guests with health conditions or limitations that increase personal vulnerability while on the streets. With this "safe bed" alternative, the homeless are being released and referred earlier from community-funded medical facilities, and some are able to avoid the need for hospitalization entirely. To date, the program has assisted more than 800 health-impaired guests.

Coordination/Resource Leveraging

A) Primary Health Care, Inc. - Weekly health clinic and public benefits application assistance.

B) Meals for the Shelter are provided by more than 100 religious congregations, businesses and other civic groups year-round, resulting in more than \$200,000 of in-kind donations.

C) Churches United is an active member of the Affordable Housing and Homeless Partnership.

D) Iowa State University Extension - Polk County - Assists with educational programming and life skills instruction.

E) Law Enforcement Agencies - Assist with client outreach and shelter placement.

F) Iowa Workforce Development Center - Job training, placement and related resources.

G) American Association of Retired Persons (AARP) - Enhances on-the-job

training and employment opportunities for guests.

H) Veterans Administration Central Iowa Health Care Network - Medical and service referrals. VISN 23 and CHALENG Coordinators provide needs assessment and service planning for homeless veterans.

I) Disabled American Veterans National Service Office -Clothing vouchers.

J) Area Employers - Work incentive program contracts and on-the-job linkages.

K) Hope Ministries Bethel Mission - Accepts overflow homeless who are deferred due to facility capacity limitations at Churches United.

Work Program -- Detailed Budget

Program Year: 2006

Churches United Shelter
CU - Emergency Homeless Shelter '06**Federal Funds**

Administrative	Federal Funds:	Program Income:	Carryover:	Prior Income:	Subtotal:
Facility					
Utilities	18,000	0	0	0	18,000
Subtotals:	18,000	0	0	0	18,000
Subtotals:	18,000	0	0	0	18,000
Service	Federal Funds:	Program Income:	Carryover:	Prior Income:	Subtotal:
Services					
Client Assistance	2,600	0	0	0	2,600
Equip. Maint.	1,000	0	0	0	1,000
Subtotals:	3,600	0	0	0	3,600
Staff					
Salaries+Benefits (FT/PT)	19,000	0	0	0	19,000
Subtotals:	19,000	0	0	0	19,000
Supplies					
Gen. Supplies	3,400	0	0	0	3,400
Subtotals:	3,400	0	0	0	3,400
Subtotals:	26,000	0	0	0	26,000
Total Budget:	44,000	0	0	0	44,000

Other Funds

Administrative	Source:	Committed:	Match?
Facility	STATE ESG	32,900	<input checked="" type="checkbox"/>
Facility	Polk County 1st Night	6,000	<input checked="" type="checkbox"/>
Staff	US Dept. of Labor	8,000	<input checked="" type="checkbox"/>
Subtotals:		46,900	
Service	Source:	Committed:	Match?
Services	Other Municipalities	12,500	<input checked="" type="checkbox"/>
Services	Polk County 1st Night	26,000	<input checked="" type="checkbox"/>
Services	Foundations	32,000	<input checked="" type="checkbox"/>
Staff	IN-KIND DONATIONS	37,000	<input checked="" type="checkbox"/>
Staff	US Dept. of Labor	80,650	<input checked="" type="checkbox"/>
Staff	Bus./Indiv./Civic	40,000	<input checked="" type="checkbox"/>
Staff	Foundations	135,000	<input checked="" type="checkbox"/>
Supplies	FEMA	11,000	<input checked="" type="checkbox"/>
Supplies	IN-KIND DONATIONS	115,000	<input checked="" type="checkbox"/>
Subtotals:		489,150	
Total Other Funds:		536,050	

Staff			
	Salary + Benefits	Charged to Fed. Funds	
		Amount	Percent of Salary
Shelter Assts. (4 PT)	\$56,000	\$19,000	34%
	Total:	\$19,000	