

★ Roll Call Number

Agenda Item Number
38

Date December 22, 2008

Communication from the City Manager regarding the recommended process and timeline for the site selection, building project and appropriate support services of the Central Iowa Shelter and Services proposed project on Keo Way south of I-235.

(Council Communication No. 08- 758)

MOVED by _____ to receive and file and refer to the Plan and Zoning Commission to initiate the vacation and conveyance of former street and alley rights-of-way.

APPROVED AS TO FORM:

Glenna K. Frank

Glenna K. Frank
Assistant City Attorney

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

MOTION CARRIED

APPROVED

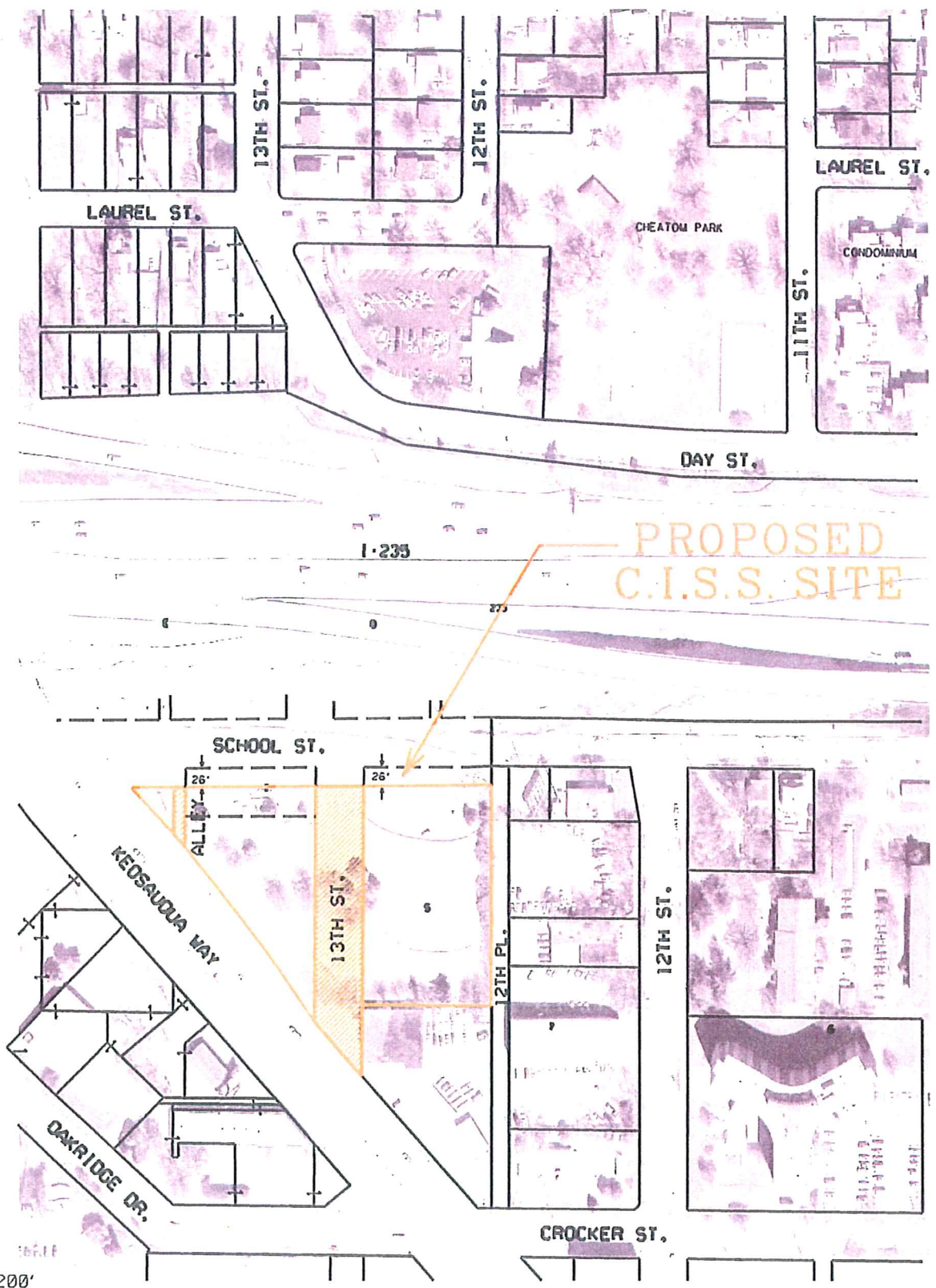
Mayor

CERTIFICATE

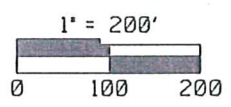
I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

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

City Clerk



PROPOSED
C.I.S.S. SITE



FORMER 13TH ST. & N/S
ALLEY R.O.W. BETWEEN FORMER
SCHOOL ST. & KEOSAUQUA WAY

sfile-datos

38

CENTRAL IOWA SHELTER & SERVICES
205 15TH Street
Des Moines, Iowa 50309

Site Request

City of Des Moines

August 21, 2008

CENTRAL IOWA SHELTER & SERVICES
Site Request Proposal - Des Moines City Council

Executive Summary

1. The Mission of Central Iowa Shelter & Services (CISS) is to provide free emergency shelter to homeless men and women. CISS, the largest emergency shelter in the state, will focus on providing emergency housing, not adding transitional housing or single room occupancy.
2. The Board of CISS requests the Des Moines City Council acquire the property owned by the DOT at the intersection of I-235 & Keosauqua for construction of a new shelter. Projected cost: \$390,000.
3. Acquisition of the Keo site was recommended after a comprehensive study by the Churches United Facility Task Force coordinated by the Greater Des Moines Community Foundation. Community leaders were represented on the Task Force.
4. There are 5,200 homeless individuals in Polk County. Annually, CISS provides shelter to 1,700 homeless adults. During the first six months of this year 628 clients stayed at the Shelter, 47,597 meals were prepared in the Shelter's kitchen.
5. Collaborative program expansion facilitated by United Way: DMACC, Des Moines Health Center (DMHC) – Oral Health Project, Behavioral Health Resources (BHR), Iowa Legal Aid, Primary Health, Day Shelter Support, Des Moines Police Department, Goodwill training, Case Workers, and Day Shelter..
6. Current Shelter provides emergency shelter for 102, transitional housing for 14 veterans. Proposed Shelter will provide shelter for 210.
7. The proposed new facility would have 25,000 sq. feet, up from 8,956 sq. feet and cost @ \$5.7 million. Facilities to handle 210 clients.
8. Capital Campaign goal \$5.5 million. Projected building cost: \$5.7 million. Projected identified funding: \$2,250,000. Amount to be raised for construction: \$3,450,000. Balance of capital campaign for endowment for operations: \$2,050,000.
9. Operations budget for new Shelter: \$1,201,752.

Executive Summary continued –

Comparison of Current Shelter to Proposed Shelter

Category	Current Shelter	Draft New Shelter
Size	8,956 sq. ft.	25,000 sq. ft
Number beds	<p>Men 68 Women 34 Total emergency 102 ----- Veterans transitional 14 ----- Total 116</p>	<p>Men 150 Women 60 ----- Total 210</p>
Operating Budget	\$795,389	\$1,201,752
Capital Budget		<p>Construction: \$5,700,000 Pledged: \$2,250,000 Amount to be raised: @ \$3,450,000</p>
Services & Programs Provided	<p>Community Kitchen Primary Health Day Shelter Health Initiative Veterans Per Diem Transit Shuttle Service AIDS Projects of Central Iowa (Basic Services Cited in Report)</p>	<p><i>All Current Programs Plus Collaborating to Provide:</i> DSM Health Center – Oral Health Project Primary Health Expanded Employee & Family Resources Behavioral Health Resources Day Shelter Support Iowa Legal Aid DMACC Classes Collaborate w/Goodwill in training (Basic Services Cited in Report)</p>

Mission

CISS' Mission relates our niche on the continuum of care provided for the homeless with central Iowa. Succinctly stated, the Shelter provides emergency shelter for those in need.

* * * * *

Mission Statement

Central Iowa Shelter's mission is to provide free shelter to homeless adults regardless of physical or emotional conditions, and to facilitate their move toward self-sufficiency. Primary organization goals are to: 1) provide safe emergency and transitional shelter and meals to homeless men and women; and 2) provide resource assistance to guests to move them beyond homelessness toward independent living.

Site Acquisition Request

The Board of Directors for Central Iowa Shelter & Services requests the City Council for the City of Des Moines acquire the property owned by the State of Iowa at the intersection of I-235 and Keosauqua for construction of a new facility for Central Iowa Shelter & Services. We request this be completed in a timely fashion.

Needs Assessment

Homeless:

A total of 29,075 people in Iowa were homeless or near homeless in 2006 and served by a reporting agency. This is not a homeless census; rather, this is a homeless service count for 2006. The report, by the Iowa Institute for Community Alliance, states there were 5,240 homeless individuals or families in Polk County who sought services. Of this number, 3,796 were individuals, 1,444 were in family units. There were 3,270 who sought emergency shelter. In addition, there were 135 homeless individuals living in camps.

With homeless housing capacity at fewer than 2,300 beds, there is a substantial community-wide service gap that is insufficient to meet the emergency, transitional and permanent housing needs of the individual homeless.

In regard to the current building, the needs are endless:

- large area for day sheltering
- meeting areas for instruction, group sessions, agencies coming to shelter
- office space for private client meetings with other agencies coming to the shelter
- current CISS property is not large enough for the new facility
- kitchen too small for preparing and serving the Shelter's full range of meals
- kitchen lacks dishwasher
- kitchen lacks storage space
- better sleeping areas
- restrooms to handle increased number of clients
- larger dining room to handle increased number of clients
- storage space lacking for clients' possessions, clothing to be distributed
- office space
- space is limited

Responding to needs:

As the largest homeless emergency shelter in the State, CISS provides up to 116 beds nightly. There are 400 meals prepared daily in the Shelter's kitchen that are transported to be served in nine satellite locations. Approximately 300 meals are served daily to clients. Each year, emergency shelter and supportive services are provided for about 1,700 homeless adults

Clients are admitted to the Shelter for a 30 day period, with an additional 30 days usually provided. After 60 days, the length of a client's stay is made on a case-by-case basis. Residency in the Shelter is extended if the client is obtaining full-time employment, seeking counseling, entering rehab, or taking DMAAC classes at the Shelter. This will allow them more time to be successful. There were 47,597 meals served that were prepared in the Shelter's kitchen during the first six months of this year.

CISS' role in a total approach to homelessness

Emergency housing for the homeless and needy will be an on-going need. CISS' role in a City and County's comprehensive approach to working with the homeless will continue to be to provide emergency housing.

In anticipating a new facility, the CISS Board envisioned providing emergency sheltering, transitional housing, single room occupancy and transitional housing for veterans. Providing shelter for families was also reviewed. The Board decided, in light of funding, against duplicating programs other agencies were performing. After a review of programs/services provided in the area, the Board decided to work with other organizations and not duplicate services. Limited funding was also a factor in focusing only on emergency housing.

Earlier plans for a two-story shelter provided for emergency, transitional, and single room occupancy housing. When first designed in April 2005, cost of the building with emergency and transitional housing, was estimated at \$6,355,000. By 2009 – 2010, costs were projected to rise to \$8,507,506. Cost of site is approximately \$390,000.

The CISS Board has since voted to provide only emergency housing in the new Shelter. This would enable us to eliminate the second story, saving \$2,744,468 in projected construction costs. The new structure has an estimated cost of \$5,763,038.

The new facility will provide:

- large area for day sheltering
- meeting areas for instruction, group sessions, agencies coming to shelter
- office space for private client meetings with other agencies coming to the shelter
- kitchen will have space for full range of meal preparation, dishwasher, & storage
- improved sleeping areas
- restrooms to handle increased number of clients
- larger dining room to handle increased number of clients
- storage space for clients' possessions, clothing to be distributed
- large patio for summer use
- convenient downtown location not located among family homes
- land for expansion

Churches United Facility Task Force's Recommended Site

The Churches United Facility Task Force was coordinated by the Greater Des Moines Community Foundation. Between December 2006 and May 2007 the Task build consensus among key stakeholders around a mutually beneficial location, design concept, and initial plan for funding for the new Churches United homeless shelter. The Task Force also researched approaches used in other communities.

The site requested by the CISS Board was first choice recommended by the Task Force. The site is approximately 2.4 acres, within a larger, 4-acre, wedge-shaped plot owned by the State of Iowa. It is bordered on the southwest by Keosauqua (Keo) Way, on the north by Interstate 235, and on the east by 12th Place – with access from School Street.

A Site Team, formed within the Task Force membership, visited potential locations, the Site Team considered criteria developed by the Task Force. This included distance from residential areas with the need for natural barriers, close proximity to downtown Des Moines, on or near bus route, access to support services for facility residents, land space and size of lot, zoning status, and if a homeless shelter is a current permitted use.

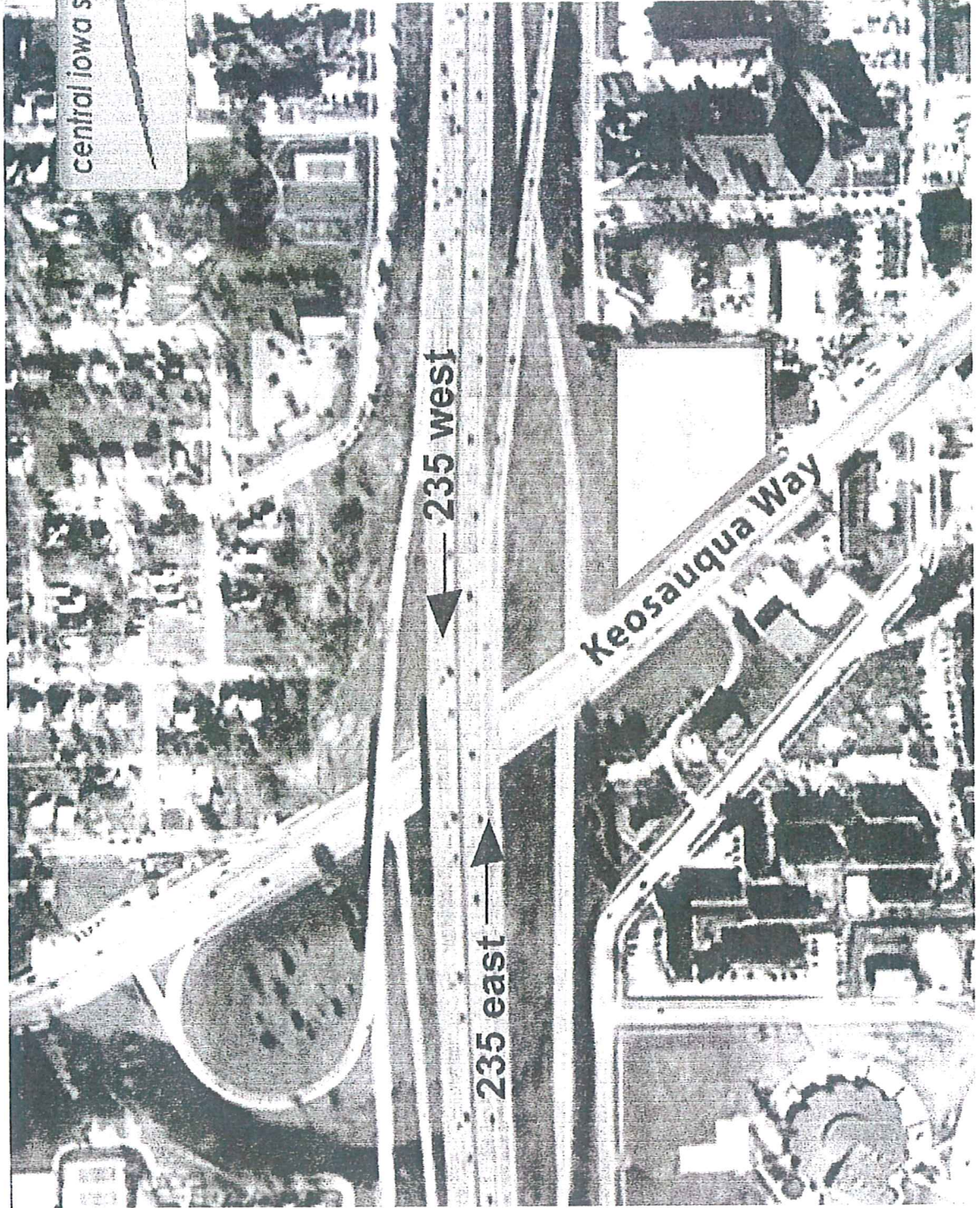
The Task Force was confident that the growing needs of the Greater Des Moines community and its growing homeless situation are best served by this site.

Criteria for Site Selection

In visiting potential locations, the site team considered the criteria developed by stakeholders on February 27, 2006:

- Space of “back of house”
- Characteristics of site itself (size, visibility, etc.)
- Close to downtown
- Easy to get to
- Potential for positive interaction with neighbors
- Alignment with future planning goals
- Buy-in from business community
- Removed from residential by distance or natural barriers
- On or close to bus route

Names of members of the Task Force may be found in the Appendices.



central iowa shelter & services
proposed site



SERVICES & PROGRAMS

Collaborative effort to identify programming, management, & staffing structure

The City recommended the Shelter include representation from the City, County, and neighborhoods in determining a site for a new shelter. The City had provided support in working with the various neighborhoods through two dialogue sessions, a Council meeting, and a visit to a Davenport Shelter.

From a historical perspective, collaboration between the Shelter and City has been on-going. City Manager Eric Anderson turned down the Shelter's first proposal to build an addition to the Shelter on its current site. Additional sites we proposed for a new shelter were turned down by the City or by the Shelter. The Greater Des Moines Foundation brought the project to a head by forming The Churches United Facility Planning Group to bring people together to resolve the issue. This Task Force was a collaborative effort among City officials and leaders in the metro area to build consensus around mutually beneficial location, design concept, and initial plan for funding for a new Shelter.

The Task Force recommended the new shelter be built on the site west of Keo owned by the Iowa Department of Transportation as the site for a new Shelter. It also recommended the Shelter provide a continuum of care with three levels of housing: emergency, transitional, and permanent. The Task Force recognized that "this design, supported by enhanced staffing and programming, is best suited to help the shelter's clients get back on their feet and out of a cycle of homelessness." Providing day sheltering by the Shelter was also discussed.

Collaboration:

September 4, 2007 -- Meeting chaired by Mayor Cownie at City Hall. City Manager Rick Clark also present. Large attendance including representatives from City Council, County, Downtown Alliance, United Way and the Shelter. Shannon Cofield, United Way, to begin collaboration among agencies and the Shelter.

September 2007 -- meeting at United Way with representatives from Downtown Alliance, County, City Council, and Shelter. Determined to form Communications Committee and get agencies together.

October 30, 2007 -- Council, Shelter & Cheetum Neighborhood tour of homeless shelter in Davenport.

December 20, 2007 -- meeting convened and chaired by Shannon Cofield at United Way with representatives from twelve agencies and community services present. Agencies were invited to collaborate with Central Iowa Shelter & Services by delivering their services on site at the new Shelter. This resulted in six agencies, virtually all of the agencies that could deliver services at the Shelter, to send letters of support to United Way.

Current Services

Direct services provided by the Shelter include:

Emergency shelter is available for 68 in bunk beds men and 34 women in bunk beds from 4:00 p.m. - 8:00 a.m.

A 14 bunk beds in transitional dorm for veterans

No fees are charged to guests. It costs approximately \$26 per guest per day.

Two nutritional meals daily

Lunch served to all homeless regardless of whether they are staying at the Shelter. Homeless guests come from the homeless camps along the river. Families with children are also among those served. The Shelter is a totally open site for lunch.

Clothing distribution

Shower and laundry facilities

On-site medical clinic, substance abuse and peer group counseling sessions

Needs and program readiness assessment to determine which programs are best for clients.

Individualized development plan and case management

Health (mental and physical) and treatment management (addictions)

Supplemental life skills instruction and counseling

Goodwill, through a grant, will provide hard and soft skills for job training for Shelter veterans.

Training and employment resources, referrals and placement

Public benefits eligibility determination and placement

Housing placement

Current Programs:

Community Kitchen is a United Way contract program that prepares and provides more than 400 nutritious meals daily Monday – Friday. These meals are delivered to nine sites in Des Moines for low income families at no cost to participants. This totals over 100,000 meals annually. In addition, the Community Kitchen provides training and part-time employment opportunities for up to 15 extremely low-income adults each year.

Day Shelter Health Initiative: Guests with health concerns may stay at the Shelter during the day. Through this support, the homeless are being released and referred earlier from community-funded medical facilities. This enables some to avoid hospitalization. During the last five years, the program has provided day shelter assistance to more than 1,100 individuals. Services include the purchase of personal ID for medical care benefits processing, medications, oral and vision health care, supplemental case management services from 8:00 a.m. - 4:00 p.m.

Veterans Per Diem Program: In partnership with the U.S. Department of Veterans Administration, the Shelter provides a 14-bed transitional housing dorm where eligible veterans can reside for up to 24 months. Veterans are assisted with supplemental case management, job training, housing placement and resources.

Transit Shuttle Service (TSS): TSS provides on-call van transportation for guests to employment or Polk County community services not available through existing public transit. The goal of TSS is to improve access to job training, education and placement services for extremely low income adults to improve opportunities for sustainable self-sufficiency.

Polk County Health Services and the AIDS Project of Central Iowa: Free HIV and other STD confidential testing and prevention counseling is available once a week. Guests requiring more immediate assistance are referred to Broadlawns Hospital, the VA Medical Center, or to low-income medical clinics. Guests receive transportation assistance from the Shelter to access these resources.

Primary Health care staff provides medical care to residents at the Shelter on Wednesday evenings from 4:30 – 7:30 p.m. General medical and laboratory services are provided by a nurse practitioner and support staff. They also provide substance abuse evaluation and referral, and mental health and housing referral.

Collaboration for New Support Services at New Shelter

Through City Manager Rick Clark's encouragement and President of United Way of Central Iowa Shannon Cofield's leadership, big steps were taken to lay the foundation for collaborating with other agencies in reducing duplication of services and expanding services at the Shelter. The meeting of twelve agencies and services held at United Way was presented earlier in this proposal. The Shelter will be giving agencies space allocation to deliver support to the homeless. Some of the agencies are already be funded to do provide these services.

The following agencies were asked to send representatives:

Tammy Homan; COO, Employee and Family Resources
 Kelly Huntsman; Executive Director, Primary Health Care
 Mike DeAnda; Executive Director, Des Moines Health Center
 Natalie Green; Program Coordinator, Smile Squad (mobile dental clinic)
 Earl Kelly; Executive Director, Behavioral Resources Center
 Dennis Groenenboom; Executive Director, Iowa Legal Aid
 Jen Van Liew; Executive Director, Visiting Nurses Services
 Tim Schoh; Director, 2-1-1
 Sergeant Misti Allison: DM Police Department
 John Ayers: Des Moines Area Religious Council
 Representative: DART
 Vernon Delpesce; Executive Director, YMCA

Those responding with written proposals to offer extended on-site services to CISS were:

DMACC
 Des Moines Health Center – Oral Health Project
 Employee & Family Resources
 Behavioral Health Resources
 Iowa Legal Aid
 Primary Health Care

Day Shelter Support: Day sheltering will be provided to extend opportunities for residents to stay in the Shelter during the day to receive additional support. Day sheltering is also for anyone living on the streets, in camps and even families to come to the Shelter to work with a case manager for referral for needed services, to be fed, to take showers, and/or to receive donated clothing.

Day activities will include meeting with case managers, agencies serving clients at the Shelter, learning job seeking skills, receiving computer training, therapy groups, AA meetings, and meeting with case workers. Organizations, such as Lutheran Church of Hope, have offered to have members with varied professional and life skills meet with clients. This approach to providing services at the Shelter can be expanded to other organizations. Projected cost: \$90,000.

DMACC: DMACC will be offering ABE/GED classes at the Shelter. They have committed to two semesters on site. DMACC will provide one qualified instructor 4-12 hours per week. No direct cost to Shelter. DMACC will charge for end of term testing. This fee will be paid from a donation by Plymouth Congregational Church. Clients completing their GED will have an opportunity to enroll in college classes.

Des Moines Health Center (DMHC) – Oral Health Project: DMHC proposed two projects. Project 1 would be directed to the general population of the shelter. DMHC would provide onsite dental services through its Smile Squad Mobile Dental Clinic. Services would include fillings, extractions, urgent care, denture relines and other procedures done at one appointment. Serve ten patients per day.

Project 2 would be directed to subgroup with comprehensive assistance. Services include replacement of teeth at main clinic. Participation restrictions apply to this level of service. Services could be provided one to two days per week.

New site would provide 220 outlet and level concrete slab for parking mobile lab.

Staff required: Smile Squad coordinator/dental assistant, dental assistant, dental hygienist, and a dentist. There are five dentists volunteering next year to work the unit.

They would park a 32 foot mobile unit (similar to a bus) that is a completely equipped dental office on the Shelter property two days a month. Cost per parking is \$4,500 or \$54,000 annually.

DMHS supports beginning services at our current site rather than waiting until we move. This will depend on funding. When DMHS writes a new proposal for funding for 2010 they will include the Shelter as a stop.

Employee & Family Resources (EFR) provides mental health and substance abuse services to youth and families. Services to the CISS will focus on comprehensive substance abuse assessment and referral. EFR does assessment and referral, not treatment. Their core base service is a one hour evaluation, some case management and tracking to stay with the client to see they are getting support they need.

EFR's current funding through the Iowa Department of Public Health allows them to provide services to CISS clients who meet certain income guidelines. EFR can provide onsite substance abuse assessment and referral services to CISS clients for four hours per week, without cost to CISS. EFR has begun providing onsite services at CISS on a volunteer to begin now on a six month trial basis without cost to CISS. The six month trial will allow for EFR to determine if there will be sufficient demand from our clientele eligible for the grant.

Depending on continued funding and identified needs, EFR will be happy to consider future expansion of services to CISS. CISS would contract with EFR to provide services. Cost for EFR's on-site support estimate to be \$6,000 a year or @ \$115 a week. This

would pay to have someone at the Shelter one-half day a week for a year. Funding will be requested through IDPH's Block Grant. If this funding came through, there would be no cost to CISS.

Behavioral Health Resources (BHR) submitted a comprehensive plan presented for mental health evaluations and crisis intervention, psychiatric services, and case manager. Since 90% of the residents are county residents, there may be a way for the county to fund this. Although less than 4% of the population suffers from mental illness, they comprise an estimated 20-40% of the homeless population. With on-gong mental health services and referrals the goal will be to reduce mental health symptoms, decrease homelessness, decrease need for hospitalizations, and decrease incarceration.

Mental health evaluations and crisis intervention will provide a therapist to be available eight hours per week, two half days each week to provide crisis intervention and individual therapy on a walk in basis. Psychiatric services would be available four hours per week.

Care manager will be available eight hour per week, two half days per week on a walk in basis. They will provide referrals and access to area resources and facilitate illness management and recovery groups. Workshop sessions will run 45-60 minutes once per week.

BHR can shape services to CISS according to Shelter needs and funding considerations. Current BHR funding is provided to BHR from Polk Co. Health Services and does not accommodate CISS support.

Cost per week:

MH Eval/Crisis Int	\$762.24
Care/case Manager	208.32
Psychiatric	<u>998.40</u>
Total	\$1,968.40

Cost per year: \$102,356.80

Iowa Legal Aid: Iowa Legal Aid committed to provide intake at the Shelter beginning on January 14, 2008. A staff attorney is available on the first three Mondays between 4:00 – 5:30 p.m. to meet with clients to determine if legal assistance can be provided by Iowa Legal Aid or through referral to a volunteer attorney. Approximately five clients are seen each visit.

Services will continue through the next 18-24 months through a “Health and Law Project” that Iowa Legal Aid has with Iowa/Nebraska Primary Health Care. They are assessing the impact of law on people’s lives and health. Beyond that time, they will assist in looking for additional resources to continue offering support. Cost projections -- \$42 - \$50,000 per year.

Primary Health: As a HRSA grantee, Primary Health Care receives federal funding to provide medical care to homeless individuals. Primary Health provides medical care to clients at CISS on Wednesday evenings from 4:30 – 7:30 p.m. General medical and laboratory services are provided by a nurse practitioner and support staff.

The federal grant allows Primary Health to provide services to CISS without cost to the Shelter. This will continue on the new site. Primary Health Care will consider expanding services at CISS without cost if the need exists.

Current funding does not enable Primary Health Care to provide a full-time licensed case manager. That cost would be approximately \$45,000 (total cost of \$56,000).

Des Moines Police Department: Sergeant Misti Allison participated in the meeting facilitated by Shannon Cofield at United Way to dialogue on agencies collaborating with CISS in delivery of their services. Sergeant Allison is assigned responsibilities dealing with the homeless. The CISS Board invited Sergeant Allison to serve on their Board to enhance communication and security. Membership on Boards is not allowed by the Des Moines Police Department, but officers may attend Board meetings of non-profits. The Board will continue to explore inviting police to Board meetings with agendas pertaining to security issues.

Case Workers: CISS has two full time case workers, with one worker assigned to Veterans. In general, case workers' responsibilities vary according to how their roles are defined: case management, crisis intervention, information and referral, and program eligibility determination and intake.

The CISS Board acknowledges the need for additional case workers as budget allows. Offering these services has been explored with other agencies. Estimated cost for one additional case manager is \$45,000 - \$56,250.

Shelter Finances

Endowment Fund: The Central Iowa Shelter & Services Endowment Fund is a permanent fund administered by The Greater Des Moines Community Foundation for the future benefit of the Shelter. Donations invested will provide resources to help cover shelter and program operating costs. This is a separate from the endowment established specifically to fund the construction of the new shelter.

We estimate proceeds from the sale of the shelter and property to be approximately \$1 million. This will be added to the permanent endowment fund to provide approximately \$50,000 annually toward operating costs. Also, we will attempt to raise an additional \$2 million for the endowment during our Capital Campaign. This would permanently add another \$100,000 to our operating budget.

Donated goods and services: Donations of money, clothing, linens, toiletries, and labor makes a significant impact on services provided as well as budget savings. Food donated for evening meals, and volunteers to serve the meals is equal to a budget line item of approximately \$300,000 per year. Evening meal providers also bring food to be served for breakfast the following morning. Collaborative services are provided to our clients by other agencies as previously described. They allow our clients greater access to more in-depth services with no impact to our budget.

Grants & fundraising:

Funding to support operations comes from both grants and fundraising.

Grants:

- Grants current provide a significant portion of our revenues.
- Grants are sought at all levels – local, city, state, national, and international.
- A grant writer works with the Shelter to seek private and public grant support.

Fundraising:

- On-going requests for money is made with special emphasis made at the end of the year holiday season
- Fundraisers are organized throughout the year by the Fundraising Committee.
- The Shelter is seeking a major signature fundraiser.
- The University of Iowa's Tippie School of Business's AMA (American Marketing Association) Chapter is working with the Shelter to help develop a comprehensive fundraising strategy. Recommendations will include: having a mix of funding sources (grants, donations, fundraising events), developing a marketing strategy to better reach the faith based community and private donors, and helping to develop a few annual fundraising events.

Central Iowa Shelter & Services

DRAFT: Budget Projections for New Facility - Ongoing Annual Budget

	Actual	Budget	Budget	Increases -	
	FYE	FYE	FYE	New Bldg &	
Consolidated Items	6/30/2007	6/30/2008	6/30/2009	New Programming	Total
Revenues					
Business	20,000.00	28,000.00	25,000.00		25,000.00
Cap Exp Tech Asst - Fdn	55,000.00	55,000.00	25,000.00		25,000.00
Charities	2,800.00	750.00	750.00		750.00
Churches	30,000.00	20,000.00	24,000.00		24,000.00
City of Des Moines				*	-
Coin Laundry, Telephone, Vending & Other	10,583.68	4,996.17	4,225.00		4,225.00
County First Night Fees/Municipalities	65,000.00	40,000.00	40,000.00		40,000.00
Endowment Revenue	-	-		50,000.00	50,000.00
ESG City	72,000.00	72,000.00	56,000.00		56,000.00
ESG State	105,000.00	84,000.00	114,500.00		114,500.00
FEMA	34,000.00	35,220.00	35,220.00		35,220.00
Foundations	70,000.00	70,000.00	70,000.00		70,000.00
Fundraising Events	1,257.69	10,000.00	9,400.00		9,400.00
Hotel/Motel Tax - Clive		3,000.00	3,000.00		3,000.00
HUD - SHP	-	-		-	-
Individuals	57,000.00	65,000.00	65,000.00		65,000.00
Interest Income	10,000.00	2,000.00	2,000.00		2,000.00
Jobs First	26,025.00	-	-		-
Polk County				*	-
Sh Support - Fdn Dnr Grp	165,000.00	143,280.00	121,560.00		121,560.00
SRO Client Fees	-	-		*	-
Transportation Fees	-	5,500.00	4,500.00		4,500.00
United Way - Director pay	-	-	20,000.00	*	20,000.00
United Way	40,000.00	40,000.00	41,900.00	*	41,900.00
Vet Per Diem Grant	61,755.21	72,000.00	90,250.00		90,250.00
Vet Stand Down Meals Income	2,500.00	2,500.00	1,800.00		1,800.00
	827,921.58	753,246.17	754,105.00	50,000.00	804,105.00

Central Iowa Shelter & Services

DRAFT: Budget Projections for New Facility - Ongoing Annual Budget

	Actual FYE 6/30/2007	Budget FYE 6/30/2008	Budget FYE 6/30/2009	Increases - New Bldg & New Programming	Total
Expenses					
Food Costs	27,617.46	21,500.00	28,100.00	14,000.00	42,100.00
Assistance To Clients	15,000.00	15,450.00	17,000.00	8,500.00	25,500.00
Office Expense & Supplies	26,548.04	27,868.22	29,400.00		29,400.00
Advertising & Promotion	5,000.00	2,500.00	2,500.00		2,500.00
Fundraising Expense		4,500.00	2,500.00		2,500.00
Postage	1,761.03	1,813.87	2,000.00		2,000.00
Telephone & Utilities	44,814.41	41,560.71	51,500.00	64,375.00	115,875.00
Maintenance & Trash Removal	15,309.00	13,700.00	18,800.00	9,400.00	28,200.00
Capital Expansion Project	7,500.00	5,000.00	5,000.00		5,000.00
Capital Exp Tech Asst	50,000.00	50,000.00	20,000.00		20,000.00
Miscellaneous Expense	3,208.46	2,129.79	2,900.00		2,900.00
Contracted Services	30,000.00	17,500.00	16,000.00		16,000.00
Audit Expense	4,500.00	4,000.00	5,250.00		5,250.00
Insurance	14,000.00	22,500.00	19,000.00	19,000.00	38,000.00
Veh Gas,Oil,Mtce	14,248.59	14,676.05	10,725.00	5,362.50	16,087.50
Depreciation	43,799.00	45,112.96	42,840.00	225,564.80	268,404.80
Wages, Payroll Taxes & Benefits	534,906.49	505,577.82	492,035.00		492,035.00
Additional Staff - design change and/or organizational structure change				-	-
Additional Staff - daytime staffing				90,000.00	90,000.00
Additional Staff - facility design change **				-	-
Additional Case Manager(s)				-	-
Interest Expense + Other Banking Expense	1,476.19	-			-
	839,688.66	795,389.42	765,550.00	436,202.30	1,201,752.30
	(11,767.08)	(42,423.26)	(11,445.00)		(397,647.30)
Depreciation		45,112.96	42,840.00		268,404.80
Cash Shortfall		2,689.71	31,395.00		(129,242.50)

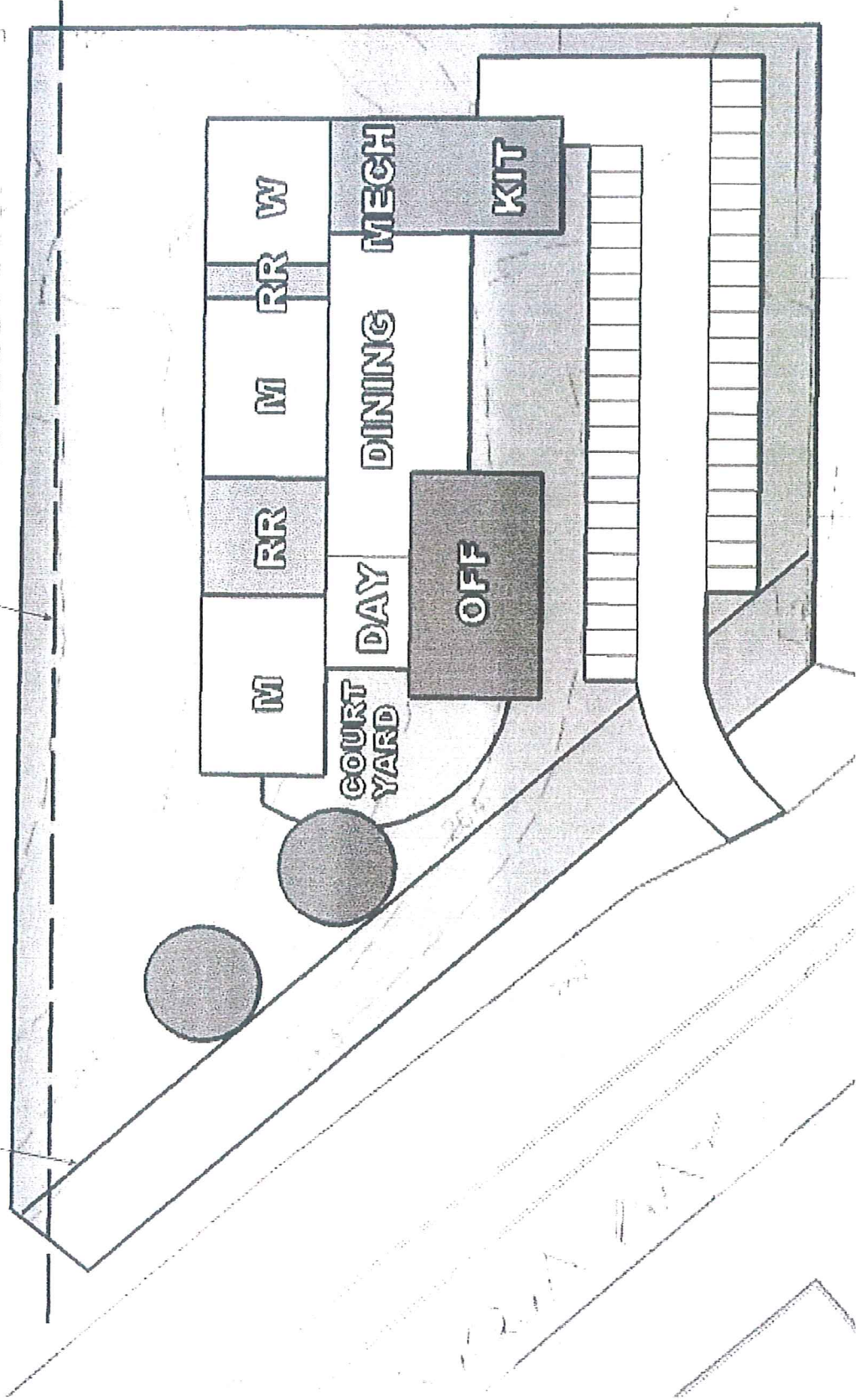
NEW FACILITY

The current building contains emergency shelter for 68 men and 34 women for a total of 102. In addition, there is a transitional dormitory for 14 veterans. The Board hired Rob Smith, architect with Smith Metzger Architects to design the new structure. The planned new facilities would provide emergency shelter for 150 men and 60 women. Thus, the kitchen, dining room, and restrooms are designed to serve that number.

The kitchen at the current shelter is too small to accommodate the full range of meal preparation options necessary for the number of meals required to serve both the shelter's guests and the homeless served at other locations through CISS' Community Kitchen program. Groups volunteering to prepare and serve meals perform significant portions of the meal preparation at off-site locations. Because of the limited capacity of the current kitchen, these groups frequently use the shelter's kitchen for minor cooking or, more frequently, simple food re-heating. The current kitchen lacks space for a dishwasher, and storage. The plans for the new building call for sufficient kitchen space and appliances to support the necessary preparation of meals on-site. Plans also provide for sufficient storage space, which will allow for greater flexibility in ordering food and taking advantage of savings from bulk-purchasing.

The current facility offers little in the way of private meeting rooms in which clients can meet confidentially with service providers. Particularly as the shelter attempts to expand its offering of social services for clients on-site at the shelter, space for private consultations becomes increasingly important. Plans for the new shelter provide this necessary private meeting space for agencies such as Primary Care, Legal Aide, and DMACC.

30' PARKING AND BUILDING SETBACK — POWER LINES



architects

smith metzger

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SPACE SUMMARY

8/16/2008

Central Iowa Shelter & Services

ASM # 2003-29

Shelter for 60 women and 150 men.

	Existing facility	Proposed program
OFFICE AREA		
Check-In & Waiting	111	250
Office (Director)	115	140
Office (Accountant)	107	120
Office (Social worker)	123	120
Office (2)	181	240
Office (4)		480
Staff restroom		80
Staff restroom		80
Board room	533	275
Exam Room	67	80
Unisex Toilet		72
Clothes Room	123	250
Storage	14	150
Classroom		725
	sub-total (nsf)	3,062
DINING		
Dining Room (20sf x 210 persons)	725	4,200
Kitchen	294	900
Kitchen Storage	209	400
Kitchen Storage	135	
Walk in freezer	0	80
Walk in refrigerator	0	80
Day room	725	900
	sub-total (nsf)	6,560
WOMEN'S SHELTER		
Dorm (30 x 60) existing dorm is 50sf/person	601	1,800
Transition Dorm	142	
Restroom (5T+1hc + 6lav)	194	350
Showers (3+1hc)		100
	sub-total (nsf)	2,250

MEN'S SHELTER

Dorm (75 x 60)	1,745	4,500
existing dorm is 51sf/person		
Transition Dorm	443	
Storage	61	
Toilets (T:11+4hc + 4U + 15lav)	374	1,200
Showers (8+2hc)		300
sub-total (nsf)		6,000

SUPPORT

Laundry/Mechanical	176	200
Client Laundry	71	100
East Utility	87	
West Utility	27	
Mechanical 1	39	
Mechanical 2	16	
Mechanical 3	27	400
Mechanical 4	0	750
Elevator	0	
Elevator Equipment Room	0	
sub-total (nsf)		1,450

Total Net Square Feet	7,465	19,322
Efficiency	83%	80%
Total Gross Square Feet	8,956	24,153

Capital Campaign

Preliminary drawings for the shelter suggest construction costs for the proposed new facility in the range of \$5,700,000 million, exclusive of land acquisition costs. CISS' Board will seek both public and private donations to raise the funds.

To date, CISS has \$2 million in contingent pledged funds from public sources. The City of Des Moines and the Polk County Board of Supervisors have each provided letters of commitment for \$1 million each toward the construction, contingent upon the satisfaction of certain criteria.

Additionally, CISS has received significant donations from an anonymous donor that has provided crucial funding for on-going operations at the Shelter for several years. Members of CISS' Board have met with the anonymous donor's representatives about a donation to the Capital Campaign and were greeted very receptively. An initial \$250,000 has been pledged with the potential of additional funding at the end of the Capital Campaign. Total pledge for the capital campaign is \$2,250,000.

Further, CISS possesses strong, long-standing relationships with dozens of area churches and synagogues. CISS expects to undertake significant fundraising efforts with religious groups.

The goal of the capital campaign is \$5.5 million. Of this amount, \$3,450,000 will be for construction, and the balance raised will go into an endowment whose earnings will go to the operations fund.

Jim Cownie has agreed to provide leadership for the capital campaign as it relates to private donors and businesses. Businesses, and particularly downtown businesses, will be asked to make significant contributions to the campaign.

CISS will sell the land upon which the current shelter is located. The proceeds will go into the endowment to fund on-going operations. Although CISS has not offered the current property for sale (the Board has yet to do an appraisal for the property), CISS has already received one offer on the property in the amount of \$625,000. CISS intends to seek an appraisal of the property and to retain a real estate sales professional at the appropriate time.

To the extent a capital shortfall exists after pursuing all public funding and all readily-available private donations, depending on the size of the shortfall, CISS' Board will consider employing private fundraising consultants (such as Iowa-based fundraising advisors ME&V in Cedar Rapids) to assist with the implementation of a capital campaign to raise the remaining funds.

CISS has established a “pass-through” fund with the Greater Des Moines Community Foundation (GDMCF) through which donations for the capital campaign will be processed. Private donors will thus make donations to the Central Iowa Shelter & Services Building Fund at GDMCF. GDMCF will then administer the funds for the construction at the appropriate time at the direction of CISS Board of Directors. In this way, CISS will be able to keep separate the donations for the capital campaign and those for continuing operations. CISS will also be able to call upon GDMCF’s expertise and experience, as GDMCF is serving a similar function with donations for the Principal River Walk.

Funds to be forfeited: During our planning stages when we were anticipating offering transitional and single room occupancy (SRO), the Board successfully sought capital funding. In doing so, the Board has received a federal Supportive Housing Program (“SHP”) grant from the U.S. Department of Housing and Urban Development in the amount of \$387,989. Of this amount, \$250,549 is earmarked for construction, with \$138,000 (\$69,000 for each year for two years) earmarked for shelter operations. In order to remain eligible for this SHP grant, CISS must demonstrate site control for the project within one year of the date of notification from HUD of the award, which was December 21, 2007.

CISS has also received a Polk County Housing Trust Fund Grant, appropriated by the Iowa Legislature, in the amount of \$250,000.

Board members have met with Polk County Housing, City Home funds, State Home Funds, and IFA to dialogue on potential funding sources.

HUD and Polk County Housing Trust Fund Grant are predicated on our constructing transitional housing and SRO. These funds cannot be used for emergency housing.

APPENDIX

Chronology of Planning, Collaboration, & Fundraising

CISS Board of Directors

CISS Organizational Chart

Churches United Facility Planning Stakeholders Group Membership

Chronology of Planning, Collaboration, & Fundraising

Over the years, the Shelter has worked with consultants, architects, evaluation teams, special task forces, community groups, community agencies and governmental entities to explore and plan the construction of a new Shelter.

November 23, 2003 -- Rob Smith with Smith Metzger Architects presents preliminary rendering and design of addition to Shelter.

May 2004 – Mathis, Earnest & Vandeventer (Cedar Falls, Cedar Rapids, Des Moines) conducted a Churches United Shelter Feasibility Study to determine our fundraising capability to build a new shelter. Finalize location as soon as possible. Capital campaign goal: \$1.8 million. A through survey of community groups was conducted. Extensive planning procedures outlined.

November 2004 – The Philanthropy Group (West Des Moines) presented a proposal to the Shelter for a Capital Campaign. At that time the Shelter was considering an \$1,800,000 addition to our present shelter. They recommended as soon as the site issue is resolved, the Shelter should move as quickly as possible to begin a structured capital campaign. It was their opinion the Shelter has the ability to implement and successfully conduct an accelerated \$5 million capital campaign.

December 2006 - May 2007 -- The Churches United Facility Task Force, coordinated by the Greater Des Moines Community Foundation, met. The Task Force recommended the new shelter be constructed on the Keo site.

City holds three public meetings (United Way, Central Library, City Council meeting) to dialogue with neighborhoods about the Shelter's Keo location.

September 4, 2007 -- Meeting chaired by Mayor Cownie at City Hall. Large attendance including representatives from City Council, County, City Manager, Downtown Alliance, United Way and the Shelter. Shannon Cofield, United Way, to begin collaboration among agencies and the Shelter.

Chronology continued --

September 2007 -- meeting at United Way with representatives from Downtown Alliance, County, City Council, and Shelter. Determined to form Communications Committee and get agencies together.

October 30, 2007 -- Council, Shelter & Cheetum Neighborhood tour of homeless shelter in Davenport.

December 20, 2007 -- meeting convened and chaired by Shannon Cofield at United Way with representatives from twelve agencies and community services present. Agencies were invited to collaborate with Central Iowa Shelter & Services by delivering their services on site at the new Shelter.

October – December 2007 -- David Discher leads evaluation team to review operational procedures and programs at Shelter.

April 24, 2008 -- Second meeting between CISS and City Steering Committee.

May – June, 2008 -- Board members meet with Polk County Housing, City Home funds, State Home Funds, and IFA to dialogue on potential funding sources.

June 24, 2008 -- Shelter staff and Rob Smith, architect, meet with the Pre-Application Site Plan Committee.

June 30, 2008 -- Tony Timm becomes Executive Director of CISS.

Churches United Facility Planning Stakeholder Group

Emma Anderson
Fundraiser

Jean Brown, Executive Director
Churches United (now known as Central
Iowa Shelter & Services)

Deb Burnight, Facilitator
Facilitated Resources

Rick Clark, City Manager
Lauren Palmer, Assistant
City of Des Moines

Chris Coleman, City Council
Des Moines Better Business Bureau

Frank Cownie, Mayor
City of Des Moines

Jim Cownie
JSC Properties

Johnny Danos, President
Greater Des Moines Community
Foundation

Mike Freilinger, Chief of Staff
Polk County Board of Supervisors

Richard Grangaard, Board Chair
Churches United (now known as Central
Iowa Shelter & Services)

Christine Hensley, City Council
Bank of the West

Kristi Knous, Director of Donor
Relations & Programs
Greater Des Moines Community Fund

Kerty Levy, CEO
Downtown Community Alliance

William McCarthy, Police Chief
City of Des Moines

Matt McCoy, Vice President
Downtown Community Alliance

Gene Meyer, Mayor
City of West Des Moines

Gerry Neugent
Knapp Properties

Dean Wright, Professor
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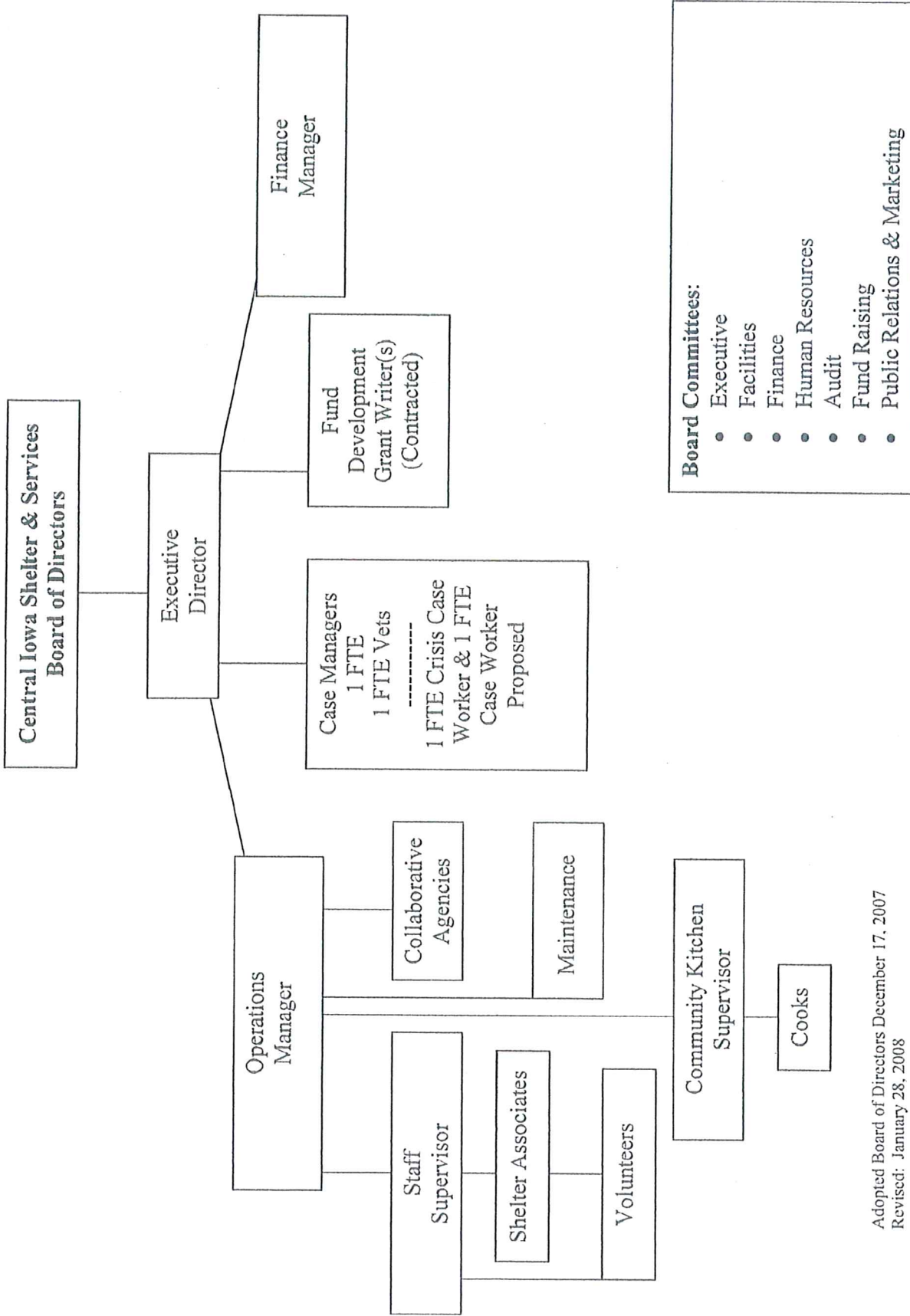
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Central Iowa Shelter & Services



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- Executive
 - Facilities
 - Finance
 - Human Resources
 - Audit
 - Fund Raising
 - Public Relations & Marketing

Adopted Board of Directors December 17, 2007
 Revised: January 28, 2008
 Revised: June 2, 2008