



**PROJECT NAME** – Employ to Empower

**CASE STATEMENT**

Employment empowers people experiencing homelessness. Meaningful and sustainable employment is a key component to creating and maintaining housing stability. However, individuals experiencing homelessness face obstacles to finding and maintaining employment. Connecting them with job training and placement programs is critical to ensure they have the tools needed to exit homelessness and for long-term stability.

**OVERVIEW AND PURPOSE**

This program will help the literally homeless gain the skills, experience and confidence needed to find living-wage jobs.

1. Help people develop a job history.
2. Provide training and experience to develop soft skills.
3. Connect people to long-term employment opportunities.

**ADDITIONAL BACKGROUND:**

1. Albuquerque and Amarillo have started programs where the City funds jobs for chronically homeless people. These programs have grown dramatically over the last three years. Key elements are:
  - a. Twice a week, a city van rolls through Albuquerque, N.M., stopping at popular panhandling locations.
  - b. Driver asks panhandlers if they want a day job. Work pays \$9 an hour, higher than the state's \$7.50 minimum wage. Limited to \$600 annually to avoid paying withholding.
  - c. City's public works department can employ up to 10 people a day for beautification projects, such as pulling weeds and picking up litter. Program is called "There's a Better Way".
2. Some Denton City Council leaders have an expressed interest in pursuing a similar program. City staff were asked for ideas how to implement it.
3. Recommendation is to identify cost sharing options through in-kind service delivery.
4. In November, 2016 a planning group of city staff and local nonprofits was assigned the task to draft a project proposal and identify level of interest for implementation from other community partners.
5. If interest warrants further development then the planning group would provide a presentation to Denton City Council to pursue funding.

## EMPLOY TO EMPOWER (E2E)

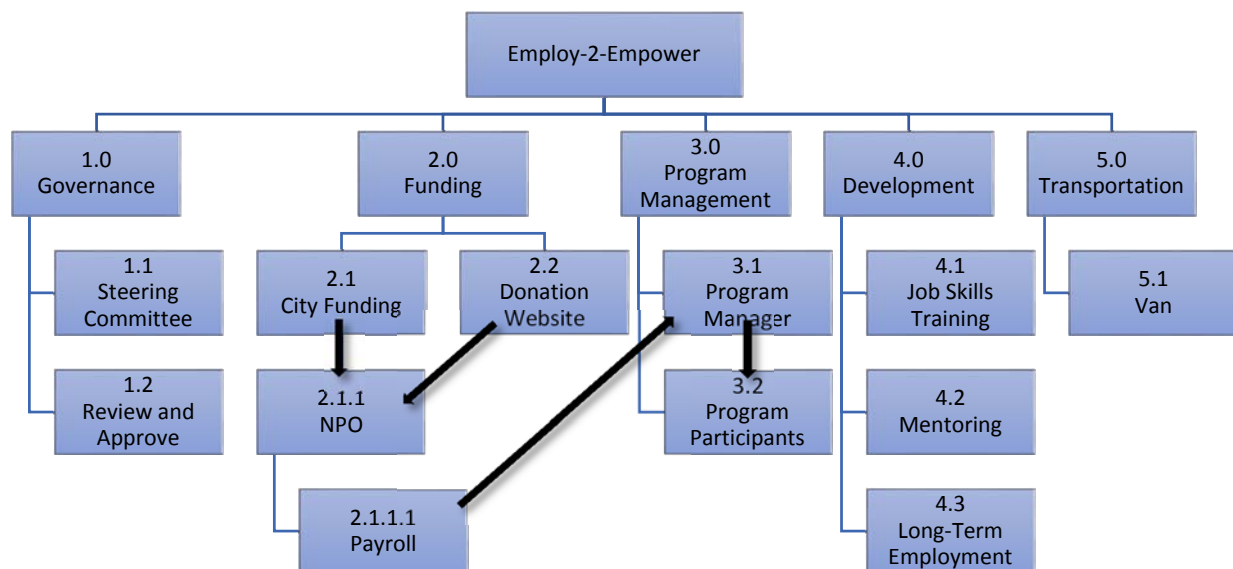
### DENTON'S EMPLOYMENT EMPOWERMENT PROGRAM FOR PERSONS EXPERIENCING HOMELESSNESS

#### PROPOSED PROJECT GUIDELINES

1. Program costs will be shared with the city and participating agencies by Cash and In-Kind. Please see page 4, PROJECT AREAS OF EXPERTISE (Project Domains) FOR POTENTIAL PARTNERSHIP Section.
2. Form a multi-agency governance structure.
  - a. Appointed Steering Committee Members:
    - i. Cathy Brown, Monsignor King Outreach Center
    - ii. Betty Kay, Monsignor King Outreach Center
    - iii. Courtney Cross, United Way
    - iv. Brenda Jackson, Our Daily Bread
    - v. Pat Smith, Serve Denton
    - vi. Michael Pirtle, Vision Ministries
3. The Steering Committee will provide governance over the program (tentative).
4. The program will begin with up to ten people who complete a one page application (Attached). People approved will be eligible for work assignments two days a week up to six-months.
5. Initial budget is proposed for \$40,000 which support 4,000 man-hours of labor and 10% admin fee for payroll processing. Each worker must be able to work 2 days a week, and will be asked to commit to six months in the program unless they find a job sooner.
6. Workers will earn a paid wage of \$9 per hour.
7. At 2 days/week x 26 weeks = 52 days x 8 hours/day x \$9/hour = \$3,744 per person less withholding. \$40,000 would support 10 people.

Assumptions: Funding would be transferred to a nonprofit for disbursement.

Constraints: Amount of funding available.



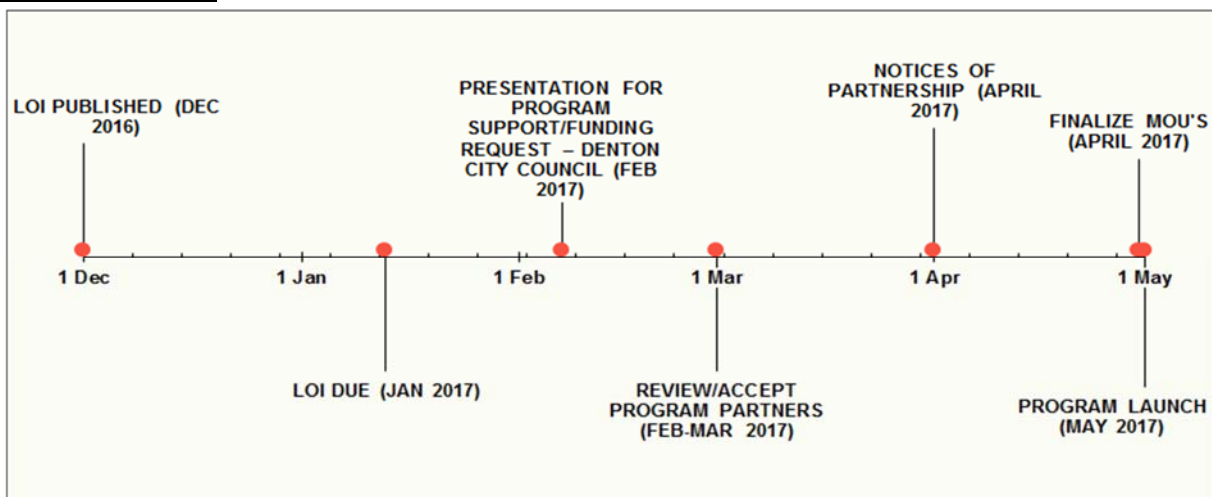
## EMPLOY TO EMPOWER (E2E)

### DENTON'S EMPLOYMENT EMPOWERMENT PROGRAM FOR PERSONS EXPERIENCING HOMELESSNESS

#### PROPOSED PROGRAM GUIDELINES

1. The appointed steering committee will review and approve applicants into the program.
2. Applicants:
  - a. Must be 18 years or older
  - b. Must be currently homeless
  - c. Must be willing to attend and participate in a job skills development course
  - d. Priority will be given to candidates that have state issued ID and Social Security card
  - e. Must agree to initial drug test and if selected for the program, a random drug-test.
    - i. If a drug test is failed, candidate must meet with a counselor, and
    - ii. Candidate must submit a second test will be administered within 30-60 days
3. Applicants will complete an application (*ATTACHMENT 2*) and if accepted into the program will sign a term of employment letter for a term not to exceed six months.
4. City departments will identify work requirements to a Program Manager.
5. One hour a day would be spent participating in paid jobs/life skills training program. Upon completion, participants will receive a certificate they can include on their resume.
6. Proposed Schedule:
  - a. Workers would be picked up at a prearranged location or locations
  - b. Attend 1 hour training class (with a breakfast option)
  - c. Travel to work location
  - d. Bring lunch prepared by a Community Partner
  - e. Workers will be returned to same pick-up location at the end of the work day.
7. Program manager will make a recommendation to the Steering Committee for termination. The Steering Committee must agree by simple majority that termination is necessary. For the following reasons:
  - a. Failure to pass any drug screening.
  - b. Poor work performance.
  - c. Failure to report for work assignments unexcused.

#### PROJECT TIMELINE



## **EMPLOY TO EMPOWER (E2E)**

### **DENTON'S EMPLOYMENT EMPOWERMENT PROGRAM FOR PERSONS EXPERIENCING HOMELESSNESS**

#### **PROJECT AREAS OF EXPERTISE (Project Domains) FOR POTENTIAL PARTNERSHIP**

The project is based on collaboration of many organizations including cost-sharing with local nonprofit agencies who will bring an important level of expertise and resource that complements the project. In order to identify the level of interest in support from local agencies, a Letter of Intent will be distributed to identify potential partners for the program.

- **Fiscal Agent**

The project is seeking a community partner to receive project funds and handle salary, and pay wages to the people in the program. While in-kind donation is preferred, the budget can include a 10% admin fee if needed for the "Fiscal Agent" partner.

- City of Denton will be funding partner.
- Serve Denton has submitted an LOI to manage funding award. It will employ and pay wages to people in the program.

- **Project Management**

The project is seeking a community partner to provide a person to manage the workers in the program. Person must be available 16 hours each week to manage the people on work days matching people with jobs and providing transport. In addition, there will be some hours to process applications, collect jobs, and perform data collection.

- Vision Ministries has submitted an LOI to provide, in-kind, a project manager who will be available 16 hours each week to manage the people on work days.
- City of Denton will provide jobs.

- **Assistance for Workers**

The performance of weekly work and the search for long-term employment may require tools, gloves, supplies, clothing, etc. The project is seeking a community partner who can provide donations for these work related needs.

- Vision Ministries and Monsignor King Outreach Center have each submitted an LOI to provide, in-kind, the require tools, gloves, supplies, clothing, etc. as needed for job projects.

- **Job Skills Training for Workers**

The project is seeking a community partner to provide job skills training for workers. Partner should be able to offer trainer and space for training 1 hour a day 2 days a week. Partner should have training curriculum and existing jobs skills training program that includes employment related skills and soft skills training. For example, employment related training might include resume writing and interviewing. Soft skills training might include topics like respect for authority, conflict resolution, taking responsibility, teamwork, perseverance, effective communication, integrity, and excellence.

- Multiple partners will be engaged to offer different training components throughout the project. Participants without a GED will also be connected with DISD's Adult Education and Literacy program for opportunities to enroll at no cost into a GED program.

## **EMPLOY TO EMPOWER (E2E)**

### **DENTON'S EMPLOYMENT EMPOWERMENT PROGRAM FOR PERSONS EXPERIENCING HOMELESSNESS**

- **Transportation for Workers**

The project is seeking a community partner to provide transportation to and from training and work site(s) for two days a week. Partner would need to provide vehicle, insurance, maintenance, and gas for local travel.

- Serve Denton has submitted an LOI to provide, in-kind, a van for the purpose of transportation of workers to and from housing, training facility, and job sites fuel, maintenance and minimum insurance for the vehicle. Vision Ministries' project manager will be the van driver.

- **Lunch for Workers**

The project is seeking a community partner to provide a sack lunch for the for the two work days each a week for up to 10 workers per day.

- Our Daily Bread has submitted an LOI to provide, in-kind, breakfast and lunch 2 days a week for up to 10 persons as needed per scheduled work day.

- **Housing for Workers**

The project is seeking a community partner to provide extended shelter stay for workers enrolled in the project up to 10 per night.

- Monsignor King Outreach Center has submitted an LOI to provide, in-kind, overnight housing in the shelter for persons enrolled in the Employ to Empower program up to 10 persons a night.

- **Workforce Connection**

The project is seeking a community partner to provide connections to long-term employment opportunities. Referrals, references, networking opportunities, and mentors can help achieve the goal of workers enrolled in the program to obtain long-term employment.

- Multiple resources will be employed to seek long-term employment options. Program Manager and Housing provider will work with participants to connect to local employment resources. Some examples might include NCTC's Certificate Programs, Denton ISD's Adult Education and Literacy Program, the Chamber of Commerce Businesses, Texas Workforce Commission, and more.

- **Other Partners Welcome**

The project is seeking other community partners who may have other skills and expertise to offer the project. i.e. Education, Skills/Trade Training Programs

- Some examples include the United Way's *Bank on Denton* and *VITA* programs that will help persons in the program manage earned income and file taxes at the end of the year on the income earned in the program. Solutions of North Texas will provide drug testing and day counseling (outpatient drug treatment) for persons who test positive for drugs. Monsignor King Outreach Center will provide basic sex offender background check as required to stay in the facility overnight. Referrals to Coordinated Entry (CE) for housing services will also be made.

## **EMPLOY TO EMPOWER (E2E)**

### **DENTON'S EMPLOYMENT EMPOWERMENT PROGRAM FOR PERSONS EXPERIENCING HOMELESSNESS**

#### **ATTACHMENT 1, LETTER OF INTENT**

##### **APPLICATION PROCESS FOR PARTICIPATING AGENCIES**

Interest parties will submit a Letter of Intent at <https://www.surveymonkey.com/r/E2E2017> by **Friday, January 13, 2017**. Questions may be directed to: Michael Pirtle at [mpirtle@dentonbible.org](mailto:mpirtle@dentonbible.org)

#### **EMPLOY 2 EMPOWER Letter of Intent (LOI)**

##### **PARTICIPATING AGENCIES WILL NEED TO:**

- Be a 501 (c)3
- Have an understanding of the Homeless Population and Services
- Provide services In-Kind (Small 10% Admin for Fiscal Agent if requested)
- Sign MOU - Memorandum of Understanding Partnership Agreement for up to 12 months.

##### **PARTNER INFORMATION**

CONTACT:

AGENCY:

ADDRESS:

C, S Z:

PHONE:

EMAIL:

WEBSITE:

##### **MISSION STATEMENT:**

Please provide your agency's mission and vision statement.

##### **NARRATIVE:**

Please explain why you would like to partner with this project. Please include, how you serve the homeless or an area related to the project's objectives.

##### **PROJECT AREAS OF EXPERTISE (Project Domains)**

Please select the area of interest for your organization. You are not limited so please feel free to select any that apply. If an option is selected then please provide a brief description of what agency can/will provide. For description of each please visit: link.

- Fiscal Agent
- Project Management
- Assistance for Workers
- Job Skills Training for Workers
- Transportation for Workers
- Lunch for Workers
- Workforce Connection
- Housing for Workers
- Other Partners Welcome



## Employ to Empower Candidate Application

Name: \_\_\_\_\_ Male ☐ Female ☐

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Are you eligible to work in the United States? Yes ☐ No ☐

Will you be able to provide the following forms?

- ☐ Birth Certificate
- ☐ Social Security Card
- ☐ Driver's License
- ☐ or Non-Driver ID

Please list any physical handicaps or other special needs. \_\_\_\_\_

### **Educational Background Information:**

Circle the highest grade achieved   4   5   6   7   8   9   10   11   12/GED   Vocational Training   College

### **Previous Work Experience:**

Please list the type of work you have done in the past:

---

---

Are you willing to take a drug test?   Yes ☐

No ☐

**Current Employment Status:**

---

Check all that apply:

Unemployed ☐      Full-time job ☐      Part-time job ☐      Disability ☐

If employed, name of employer: \_\_\_\_\_ Current wage: \_\_\_\_\_ (optional)

**Current Housing Status:**

---

Housing Arrangements: Rent Apartment ☐      Rent House ☐      Own Home ☐      Homeless ☐      Other ☐

If other, please explain \_\_\_\_\_

**Training Information:**

---

What type of job are you hoping to get? \_\_\_\_\_

Other hobbies and interests: \_\_\_\_\_

---

**Applicant Signature**

---

**Date**