



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Public Health and Human Services

To: City Council

From: City Manager & Staff

Council Meeting Date: February 1, 2016

Re: Columbia Housing Authority's Low Income Services (CHALIS) Memorandum of Understanding

Executive Summary

A resolution authorizing the City Manager to sign a Memorandum of Understanding between the City of Columbia and the Columbia Housing Authority's Low Income Services (CHALIS) related to Teen Outreach Program (TOP) activities for the period of October 1, 2015 through September 30, 2016. Funding provided by this MOU shall not exceed \$13,500.

Discussion

The Teen Outreach Program contract enables the Department of Public Health and Human Services to provide risk reduction education to teens in Columbia. This Memorandum of Understanding with CHALIS provides funding to offset expenses incurred in the provision of contract services for youth.

Fiscal Impact

Short-Term Impact: This is grant funding. There is no impact on the General Fund.

Long-Term Impact: None

Vision & Strategic Plan Impact

Vision Impacts:

Primary Impact: Health, Social Services & Affordable Housing, Secondary Impact: Education, Tertiary Impact: Not Applicable

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



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Legislative History

Date	Action
Annual	A Memorandum of Understanding with CHALIS for program activities related to the Teen Outreach Program has been in place since 2005.

Suggested Council Action

Should the Council agree with staff recommendations, an affirmative vote is in order.

Introduced by _____ Council Bill No. _____ R 9-16

A RESOLUTION

authorizing a Memorandum of Understanding with Columbia Housing Authority's Low Income Services (CHALIS) for Teen Outreach Program (TOP) activities in Boone County.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute a Memorandum of Understanding with Columbia Housing Authority's Low Income Services (CHALIS) for Teen Outreach Program (TOP) activities in Boone County for the period of October 1, 2015 through September 30, 2016. The form and content of the memorandum of understanding shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof. Any actions taken by or on behalf of the City in connection with such memorandum of understanding prior to the date of this resolution are hereby approved and ratified.

ADOPTED this _____ day of _____, 2016.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

Memorandum of Understanding

**between Columbia Housing Authority's Low Income Services (CHALIS)
and the City of Columbia, Missouri, on behalf of its Columbia/Boone County
Department of Public Health & Human Services (PHHS)
Teen Outreach Program (TOP)
October 1, 2015 – September 30, 2016**

This MOU outlines the roles and responsibilities between Columbia Housing Authority's Low Income Services (CHALIS), and PHHS in implementing the Teen Outreach Program in Boone County.

By signing this MOU, both partners commit to working together through September 30, 2016 in the planning, implementation, and evaluation of four TOP clubs in Columbia/Boone County schools. Each TOP club will have at least 10 but no more than 25 adolescents. Both partners also commit to an ongoing discussion of their roles and responsibilities.

CHALIS will:

- Co-facilitate a minimum of 25 hours of TOP guided discussion for each of the four TOP Clubs including Legacy Lessons.
- Conduct a minimum of 20 hours of service learning for each school.
- Complete sequencing plans for designated clubs and send to PHHS at the beginning of the program, midyear, and 2 weeks after the final TOP Club. In addition, be able to provide an updated sequencing plan to the state during site visits (date to be determined).
- Ensure all teens have "Wyman's permission to participate" signature letter on file and send to PHHS within four weeks of first TOP club meeting.
- Ensure all TOP students complete pretests (Wyman) within four weeks of first TOP club meeting.
- Submit TOP clubs attendance logs to PHHS via email within the first four weeks of TOP Club meetings, midyear, and 2 weeks after the final TOP club meeting for designated clubs.
- Ensure teens do Wyman post survey by 2 weeks after the final TOP Club.
- Partner with PHHS to provide a recognition event/trip for students who have successfully participated in the program.
- Complete facilitator surveys for designated clubs midyear (if applicable) and 2 weeks after final TOP club.
- Provide invoices and billings to PHHS for TOP Club monthly. CHALIS will receive \$13,500 for the contract which includes personnel, mileage and supplies.
- Assist in organizing and transporting teens to and from volunteer events.
- Participate in technical assistance sessions with Missouri DHSS, PHHS or Wyman during the contract year as requested.

CBCDPHHS will:

- Serve as contract facilitator and ensure contract deliverables are met
- One staff member will serve as TOP coordinator.
- Facilitate a minimum of 25 hours of TOP guided discussion for each of the four TOP Clubs including Legacy Lessons.
- Conduct a minimum of 20 hours of service learning for each school.
- Complete sequencing plans for designated clubs and send to DHHS at the beginning of the program, midyear, and 2 weeks after the final TOP Club. In addition, be able to provide an updated sequencing plan to the state during site visits (date to be determined).
- Organize site visits
- Ensure all teens have “Wyman’s permission to participate” signature letter on file and send to DHHS within four weeks of first TOP club meeting.
- Ensure all TOP students complete pretests (Wyman) within four weeks of first TOP club meeting. Submit Wyman pretests to Wyman.
- Submit TOP clubs attendance logs to DHHS within the first four weeks of TOP Club meetings, midyear, and 2 weeks after the final TOP club meeting for designated clubs.
- Ensure teens do Wyman post survey by 2 weeks after the final TOP Club. Submit Wyman post survey to Wyman.
- Partner with CHALIS to provide a recognition event/trip for students who have successfully participated in the program.
- Complete facilitator surveys for designated clubs midyear (if applicable) and 2 weeks after final TOP club. Gather and submit all surveys to DHHS.
- Assist in organizing and transporting teens to and from volunteer events.
- Participate in technical assistance sessions with Missouri DHSS, PHHS or Wyman during the contract year as requested.
- Compile and send all TOP club monthly reports to state by first Friday of the following month.
- Monitor contract budget.
- Maintain all records.

[SIGNATURES ON FOLLOWING PAGE]

**COLUMBIA HOUSING AUTHORITY'S
LOW INCOME SERVICES (CHALIS)**

By: Phil Seibman
CHALIS Representative

Date: 1/6/2016

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

Date: _____

ATTEST:

By: _____
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor

CLERIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

John Blattel, Director of Finance