Case No. 20PD017

Legal Description:

Tract A of Lots 13 thru 17 of Block 6 of Schnasse Addition, located in Section 31, T2N, R8E, Rapid City, Pennington County, South Dakota
RV Ministry
Non-Profit 501 (c)3

Letter of Intent
April 24, 2020

Cathie Harris
Director
605-431-8370
LETTER OF INTENT

THE RV MINISTRY 3213 West Main Street Suite 121, Rapid City, SD 57702 (605) 431-8370

Ms. Vicki Fisher
Department of Community Development
300 Sixth Street
Rapid City, SD 57701

Dear Ms. Fisher,

The RV Ministry is a non-profit 501©3 faith based organization. We have been serving the community since 2014. The RV Ministry was created to meet a clear and compelling need in the Rapid City area to serve food on a non-business day (Sunday). Initially, this ministry used a recreational vehicle to serve food hence the name RV Ministry.

In 2017, we were invited to use The Club for Boys space to serve the homeless breakfast on Sunday mornings. Sunday breakfast to approximately 200 guests each week. Our guests age group ranges from newborn to 85. Of the 200 guests, approximately 150 are Native Americans including 25 children.

Now we have been given the use of a large building at 112 East North Street, Rapid City to the population located in one of Rapid City’s “priority areas” as identified by the Rapid City Collective Impact’s Food Security Oversight Committee.

The RV Ministry’s main goal is helping the homeless and low income of our community with food security. Especially during this time of the Covid-19 pandemic. The Cornerstone Mission and The Hope Center have had to change their operational hours and how they allow our homeless community and low income community into their buildings. The need is great for options for our homeless community. The Care Campus is open and One Heart will not be opening until mid 2021. We are trying to fill in some of the gaps in the community. This building is in a great location to serve the needs of our homeless population. We are not allowing public feeding or allowing gatherings at this time. Our goal is to meet the needs of our homeless without duplicating the services of the Hope Center, Safe Beds, Detox, Cornerstone Mission and One Heart. We will continue to collaborate, follow up and build relationships so our guests come to trust us with the life struggles they are dealing with.

By building trust and relationships with our guests we hope to help them reach their full potential. We have partnered with Meals on Wheels, Feeding SD, Monument Health and we
work closely with the Hope Center. We have the support of the quality of life officers, Dan Mertz and Jim Hanson and they will be holding a training for our volunteers on how to deal with this population. We look forward to working with the Quality of Life officers to become proactive in serving our chronic intoxicated homeless friends. Several local churches are also helping with the new building. We will bring in education classes such as childhood trauma, mental health issues, budgeting and GED prep offered by other non-profits. We will have support groups for those individuals coming out of treatment. We would follow through with the Hope Center efforts for job applications, phone calls and appointments. We have volunteers to help supervise during hours of operation. RV Ministry service will be helping the homeless and low income of our community to reach their individual potential. The need is great for other options for our homeless community and the care campus and One heart will be playing different roles. We hope to collaborate with the Native American non-profits to work on follow through and increase success stories. We are trying to fill in some of the gaps in the community. This building is in a great location to serve the needs of our homeless population.

Phase I

During the Covid issue, no homeless are allowed in the building. We will serve a hot Sunday breakfast in “to go” bags at 7 am. We will serve evening “to go” meals at 5:30 pm. We have social distancing space outside for 40 guests but our guests usually do not linger. Our volunteers will be right there to monitor social distancing and are very comfortable, with five years of serving this community, in reminding them of the need to limit social gathering. In the five years of RV Ministry serving the homeless population, our volunteers are trained to handle the few who may arrive intoxicated or otherwise under the influence. They are given a “to go” bag and are told this may not be a good day for you to be with us. Most of the time they leave so as not to offend us and for the peer pressure affirming the bad choice for today. We have only called for police assistance three times in five years. Cathie Harris has had extensive training for interacting with the homeless and is a Lifeline Facilitator. We have served our meals using the boys club former thrift store. Doug Hermann has commented on how we serve our guests in a well-organized, caring process that provided no disruption to their activities. He noted that during our partnership, he never received any complaints from the neighbors nor that our presence caused issues with others.

Phase II

Once the Covid-19 restrictions are modified to allow our guests to remain inside, our guests will form a line inside the building and go through the line similar to the Cornerstone mission and then sit at provided tables and chairs and visit within the social distancing allowances. We have seating for 100. This will alleviate any gatherings in the front of the building. We do not plan any outdoor eating areas. Our hours will be Saturday, Sunday and holidays 7 am – 8 pm. Weekdays will be 4 pm – 8 pm. We expect to serve 100 meals each evening and 200 on Sunday but breakfast will be over the course of 4 hours so there would be no more than 50-100 in the
building at one time. Most of our guests enjoy the good meal and friendly hospitality but are not usually visiting for more than 15-30 minutes. Evening meals usually only require 8 volunteers. Our guests will not be allowed to linger on the property after meals are served unless scheduled to attend a specific education class or training. There will be no more than 100 guests and no more than 14 volunteers on site at one time. We will have sign in sheets and our education classes will be scheduled after the meals for those who have registered.

We will have an approved kitchen and dining area to cook our Sunday breakfast of biscuits and gravy and oatmeal and simple suppers such as soup and chili. We have a meeting with Charlotte Johnson from the Department of Health next week to view the building and give us kitchen planning suggestions. It is our intent to meet fire, building and health requirements to keep our guests and volunteers in a safe and healthy environment.

Phase III

Future expansion as needs of our city, our police and our guests warrant. We hope for the success of One Heart and we will be there to help with the outliers. We will look for agency partners to offer hands on training such as wood working to increase opportunities for employment. We want to give our homeless citizens a hand up not a hand out.

We are requesting a planned development approval. As shown in our enclosed site plan, we have 4 parking spaces. Additionally, we will remove the flower box to achieve the handicapped parking assignment. A gift of a large building came with minimal parking so we are asking to approve our 5 parking spaces. Our maximum number of volunteers could be 14. They understand that they will carpool to ensure that 2 spaces remain open for recipients. In addition, a drop off area is being provided for those recipients that will be driven to the property and dropped off.
RV Ministry
Non-Profit 501 (c)3

Business/Ministry Plan

Cathie Harris
Director
605-431-8370
Executive Summary

RV Ministry is a non-profit 501 (c) 3 with a board of directors and volunteers interacting with our Rapid City homeless population for the past 5 years. Friendships and trust are often built around a meal. RV Ministry provides a hot meal so we can gather with our homeless friends offering companionship, consistency, fellowship, prayer and an atmosphere of wholesome community. We have a relationship with our homeless community which helps us know what is going on and what is needed.

Having a building will allow us to continue our mission of a hand up rather than a hand out. We plan to partner with other non-profit organizations using our education room to help with understanding trauma, Native culture, NA meetings, job searching, job training and individual needs. We will have showers and a washer/dryer available to increase human dignity and self respect, as each guest is mentored towards their best level of success.

We currently provide many other resources weekly, such as rides to Safe bed in cold weather or to get IDs, or to go get a birth certificate for an apartment application, or whatever other immediate needs discussed over breakfast each Sunday. We will provide a safe place for our sober homeless when the Hope Center is closed on evenings, weekends and holidays. We are invested in the success of each of our guests. Tension on the street can be alleviated with a consistent hot meal, a warm welcome, conversations about issues and concerns. Planned classes and support groups.
Customers

Our guests age group ranges from newborn to 85. Of the 200 guests, approximately 150 are Native Americans including 25 children. We serve the low income living in their cars, a hotel or on the street.

Future of the Company

We have an ever-increasing number of homeless and low-income families in Rapid City. Our goal is to meet the needs of our homeless without duplicating the services of the Hope Center, Safe Beds, Detox, Cornerstone Mission and One Heart. We will continue to collaborate, follow up and build relationships so our guests and the appropriate non-profit organizations can help with the life struggles they are dealing with. It is not our intent to grow but to rate our success when the number of homeless needing our type of assistance dwindles.

Company Description

Mission Statement

RV Ministry has identified areas of service not currently available to our Rapid City homeless population. We intend to use our building as a place to increase human dignity and partner with other non-profit agencies to improve lives so that Jesus Christ may be glorified.

Principal Members

The RV Ministry corporation will be governed by the directors. The directors have voluntarily accepted appointment and are the only members of the corporation.

- Catherine B. Harris  Director-President
- Mike Metz  Director – Vice-President
- Holly Soper  Director – Secretary
- Dennis R. Wagner  Director - Treasurer
Directors: Sharen LaGrande, Jill Leberknight, Stephanie Davidson, Eileen Desmond and David Brown

**Legal Structure**

RV Ministry is a Corporation registered in the State of South Dakota as a domestic nonprofit and exempt from Federal Income Tax under the Internal Revenue Code Section 501 (c) 3.

**Industry**

RV Ministry has determined areas not currently serving the need of our homeless customers. Poverty reduction depends on believing in the people we serve and believing in their potential. We will feed them a meal but fill them with partnerships as a way out of poverty.

**Detailed Description of Customers**

Sober, homeless men and women and children needing a place to safely work on improving their lives to the best of their capability.

**Volunteers**

The directors of RV Ministry have voluntarily accepted appointment and are the only members of the corporation. Volunteers available in the building will vary on time of day and if a meal is being served. Based on time of day in phase 1, approximately 3-5; during a meal service approximately 10 – 14. We plan to integrate some of our guests into a position of responsibility as the need arises for additional help.

**Company Advantages**

RV Ministry is a public charity supported by caring volunteers. We are not regulated by any government funding limitations.
Regulations

RV Ministry will meet all Federal, State, County and City regulations for a commercial business/ministry.

Service Line

Product/Service

Phase 1 - During the Covid19 restrictions - serving a “to-go” breakfast on Sunday mornings and Wednesday evenings. Guests will not be encouraged to stay in the area.

Once our Conditional use permit is approved, we will begin renovating the interior of the building to include installing the showers and ADA approved bathrooms and Department of Health approved kitchen, etc to meet all the regulations of fire and safety for our guests and volunteers.
We will begin the process of working with the Chicago and Northwestern Railroad to discuss easements and the safety of our guests.
We will contact organizations regarding refresher training for our volunteers on dealing with guests under the influence and de-escalating situations.

Phase 2 - A weekend and holiday Day Center, similar to the Hope Center (8am-8pm). We will have a sign in station at the front door so we have immediate contact with each guest to determine sobriety. Additionally, simple hot weekday meals (4-8 pm) for those living in poverty and those without homes in the rapid city area. RV Ministry provides a hot meal so we can gather with our homeless friends offering companionship, consistency, fellowship, prayer and an atmosphere of wholesome community, which aides in de-escalating the tension on the street.
We will have other non-profit organizations using our education room to help with classes on understanding trauma, Native culture, NA meetings, job searching, job training, individual needs. We will have showers and a washer/dryer available to increase human dignity and self respect, as each guest is mentored towards their best level of success.
Phase 3 - future expansion if the needs of our city, our police and our guests warrant. We hope for the success of One Heart and we will be there to help with the outliers. RV Ministry is known by the homeless and has collaborated with other agencies. It is not our intent to grow but to rate our success when our number of homeless needing our type of assistance dwindles.

Pricing Structure

Some services may have a cost with the ability to volunteer time for those services.

Product Lifecycle

All Phase 2 services will be offered as soon as building meets all regulation codes including any Covid19 regulations.

Research and Development

RV Ministry will document how our resources are utilized in helping people to the next step in their lives. These statistics will be reviewed to improve our individualized life success stories.

Communicate with the Customer

RV Ministry volunteers can attend other homeless community meals to let our customers know of our location. Other agencies will send us referrals.

How to Sell

We will market our need for donations on our facebook page and apply for grant assistance.
RV Ministry

Business/Ministry Plan

May 2020
Executive Summary

RV Ministry is a federally registered 501(c)3 nonprofit organization with oversight provided by a board of directors representative of the area and the population we serve. The mission of RV Ministry is to serve chronically displaced individuals and families who struggle with access to basic needs and require intensive mentorship support to overcome life-long challenges.

In the 2020 Point in Time (PIT) Count, Rapid City identified 353 homeless individuals with over half of them reporting that they are unsheltered. During the annual PIT Count, Western South Dakota has historically reported being home to well over half the homeless population in the state with a majority of our homeless being Native American. These data points indicate a clear need for expanded homeless services, but most importantly, relationship-based mentorship programs that are culturally informed and can help chronically displaced individuals and families overcome barriers to accessing a better quality of life.

The traditional services provided in our community are fantastic, however, we continue to observe a gap in the street outreach component of homeless services. RV Ministry is on the ground, meeting people where they are, to offer a hand up. Often, our vulnerable families and individuals don’t have a physical address or a consistent phone number and because of this, outreach has to happen face to face, sometimes in a park or walking down the street.

RV Ministry has served the chronically displaced for the past 5 years by mostly providing them with a meal, access to personal hygiene items and advocacy. We specialize in meeting people where they are and creating mentorship-based relationships to assist them in overcoming barriers and addressing their immediate needs. Most often, those trust-based relationships are built around a meal, which serves as the starting point to helping individuals and their families becoming more stable. RV Ministry provides a hot meal so we can gather with our homeless friends, offering companionship; consistency; fellowship; prayer and an atmosphere of wholesome community. This has given us the perfect platform for expanding our street outreach efforts to include addiction recovery and wellness programming.

RV Ministry will partner with other nonprofits in the community to offer additional programming and give our individuals and families many options in finding a more stable path for themselves. The programs and classes that we hope to offer will include: trauma informed healing, programs based in the Native America culture, Narcotics/Alcoholics Anonymous meetings, job training and placement, etc... Individuals who choose to participate in these classes or programs will be provided with showers, access to a washer/dryer, assistance with obtaining vital documents, food, and personal hygiene items, etc... With these services, our goal is to encourage human dignity and self-respect as each guest is mentored towards their best level of success.
Customers

Our guests range in age from newborn to 85. Of the 200 guests we see on a weekly basis, approximately 150 are Native Americans, including 25 children. We serve the low income living in their cars or homeless camps, those living week-to-week in hotel/motels, and anyone who may be at risk of becoming homeless.

Future of the Company

According to the 2020 Point in Time Count, Rapid City has an ever-increasing number of unsheltered and sheltered homeless population in Rapid City. Of the 353 individuals surveyed, 192 were unsheltered and 21% of the individuals surveyed were under the age of 25. Given the data, with only one homeless shelter in Western South Dakota, we know that there is an incredible need for additional homeless services in Rapid City.

Currently, RV Ministry has mostly focused on meeting the basic needs of the chronically displaced in Rapid City. That has included providing meals, personal hygiene items, access to legal documents, clothing and other related services. Our goal is to transition our efforts from not only meeting the basic needs of the chronically displaced, but to go a step beyond and provide them with a hand up. Lifeline Connections (affiliate nonprofit) will provide programming relating to addiction recovery, wellness, job skills/placement and mentorship. We are partnering with agencies to identify programming opportunities that we know could help take an individual to that next step in their life. For example, partners like Journey On will provide programming that is informed by the Native American culture, such as Wellbriety, and other similar services to our guests when they decide to join us for a meal.

We are active members of the Black Hills Regional Homeless Coalition and the Rapid City Collective Impact Food Insecurity and will use this network of nonprofits to both form our services and to share information across the community. We hope to become members of the Coordinated Entry Committee where we can be a part of the case conferencing and rapid re-housing discussion where it involved guests that we have been mentoring. By participating in this committee, we hope to move those that are ready into temporary and permanent housing opportunities with mentorship and programming to support their transition. The Hope Center, Pennington County Health and Human Services, Cornerstone Rescue Mission and OneHeart will be entities that we plan to consult with to ensure that we aren’t duplicating services and are able to provide referral services where appropriate.

All of our efforts are first focused on treating guests with dignity and building their trust. Without trust and dignity, our guests will not be able to move beyond just focusing on their daily basic needs. They must believe in themselves and believe that we are able to help them in their path before progress can be made.
Company Description

Mission Statement

The RV Ministry was organized for the purpose of opening our hands and hearts wide to share our resources with the poor and needy so that Jesus Christ may be glorified. This purpose has led us into a mission to serve chronically displaced individuals and families who struggle with access to basic needs and require intensive mentorship support to overcome life-long challenges.

Principal Members

RV Ministry is governed by a Board of Directors that is representative of the geographic area served (Rapid City) and the population being served. The Directors have voluntarily accepted appointment and are the only members of the corporation.

Board of Directors

- Catherine B. Harris President
- Mike Metz Vice-President
- Holly Soper Secretary
- Dennis R. Wagner Treasurer
- Sharen LaGrande Member
- Jill Leberknight Member
- Stephanie Davidson Member
- Eileen Desmond Member
- David Brown Member

Volunteers

RV Ministry relies heavily on its dedicated volunteers to ensure the efficient operation of the organization and service to our guests. Our volunteers engage in everything from direct service to sorting donations and serving food. Individuals interested in working with RV Ministry on a volunteer basis are vetted by the Board of Directors.

It is our goal to provide each of our staff and volunteers with the training required to interact with chronically displaced individuals and families. We have consulted with agencies and professionals that can provide training in areas such as trauma informed healing, de-escalation tactics and difficult conversations and cultural sensitivity/unconscious biasness. Volunteers will be managed by board members and will check in and out with a board member before and after their service time for accountability and safety purposes.
Legal Structure

RV Ministry is a Corporation registered in the State of South Dakota as a domestic nonprofit and exempt from Federal Income Tax under the Internal Revenue Code Section 501 (c) 3.

Strategic Vision

Detailed Description of Customers

At the discretion of the Board of Directors, we may provide goods, services, or funds to individuals affected by chronic displacement. That will include access to basic needs (i.e. food, water, personal hygiene) or secondary programming (i.e., addiction recovery, wellness, etc...). In order to do so, we identify these individuals based on our understanding of the service gaps in the community and the needs of those seeking assistance with access to basic needs, sobriety and wellness. These individuals will be served regardless of their religion, race, ethnicity, age and/or sexual orientation/preference.

Operational Goals

Phase 1 Maintain COVID-19 Services/Partner Outreach: In the immediate term, given the public health concern regarding COVID-19, RV Ministry will continue to focus on meeting the basic needs of the chronically displaced. To encourage the practice of social distancing, we will continue to serve a “to-go” breakfast on Sunday mornings. We have put markings on the pavement to indicate where folks should stand as they wait to receive their breakfast or dinner. Guests will not be encouraged to stay in the area and we will continue to do our best to move guests along once they have received their meal.

We have begun reaching out to possible nonprofit/service organizations to discuss potential partnerships. Our goal is to ensure that the building space is being used to its full capacity, no matter the agency that might benefit from using the space. We understand that acquiring and maintaining building space is very difficult and not something many nonprofits—especially those serving the chronically displaced—have the privilege of. We want to bring the community together and offer our guests as many opportunities as we can as they overcome challenges and move forward in their life. The more partners we have in this effort, the more sustainable we will be as an organization and our guests will be in their journey. We will also become more integrated with the Black Hills Regional Homeless Coalition’s Coordinated Entry efforts to maximize existing programs and referral opportunities for our guests.
**Phase 2 Building Prep & Safety:** Once our Conditional use permit is approved, we will begin renovating the interior of the building to include installing the showers and ADA approved bathrooms and a Department of Health approved kitchen. We take fire codes, health codes and other related regulations very seriously as we understand the importance of following these regulations for the sake of our guests. We will collaborate with the appropriate city/state departments as we move forward in meeting the necessary building codes given the services we will be providing.

Given the safety concerns regarding the railroad tracks near our new building, we will liaise with the Chicago and Northwestern Railroad to discuss easements and additional safety measures and protections. We will also reach out to the relevant city offices to discuss the possibility of reducing speed limits in the area, placement of a cross walk and other such means to mitigate risk to our guests.

To ensure the wellbeing of our volunteers and guests, we will put together a training schedule that is trauma informed, culturally sensitive and includes conflict mitigation/de-escalation tactics. All volunteers will be required to have this training before we open the building for direct service operation.

**Phase 3 Operationalize Services:** Ultimately, our goal is to find a way to fit within identified service gaps as it relates to chronically displaced individuals. Rapid City only has one operating homeless shelter with a capacity to serve up to 98 people (when COVID-19 isn’t a public health concern). The 2020 PIT Count recognized homeless individuals; those individuals identified as being unsheltered. It is clear that our community is in need of additional homeless services.

Rapid City only has one day center serving the chronically displaced, with operating hours of 8-4PM Monday-Thursday and 8-2:30 on Friday. Services focused on conducting street outreach to chronically displaced individuals during evenings, weekends and holidays would be of huge benefit to not only our guests but our community as a whole. We will create an operational structure similar to that of the Hope Center and integrate our partners programming schedules into the operation. Partner agencies will complete an MOU which will include a description of the services they plan to offer and when they can provide those services. A schedule of events, classes and extracurricular outings will be made available to all guests at RV Ministry.

We will look at expanding our meal service to several days a week during times where we know meals aren’t already being served. Meals will be the first step in our street outreach process and continuing the mentorship our guests are in need of. RV Ministry provides a hot meal so we can gather with our guests—offering companionship, consistency, fellowship, prayer and an atmosphere of wholesome community, which aides in de-escalating the tension on the street.

Once our building renovations are complete and all building codes are met, we will open for services at our new location. Because the location is new to us and the community, we will limit our capacity for the first 6 months. We will develop a plan to monitor safety, impact and
capacity in the first 6 months and be very intentional about using this information to develop a plan to stabilize and possibly expand service efforts.

**Stabilizing and Assessment:** We will conduct a strategic planning discussion with the Board of Directors to determine after the first 6 months of operation. The initial first few months will be a learning experience for us all and it is important that we pause to ensure that we are on the right path and that we have the capability to sustain our operations. Additionally, we hope to conduct community stakeholder meetings (to include those we serve) to gain feedback on our expanded services.

Impact is extremely important, particularly when working with chronically displaced individuals. However, we also understand that our guests will need lots of intensive mentorship and may even fail numerous times before they are able to sustain progress. In addition to measuring the effectiveness of our services and partner services, we hope to work closely with other entities in the community to determine if our overall effort is having an impact in the community.

We have been very intentional with regard to the partners we have engaged with. We understand that grant funding is vital to the stability of our organization and our hope is that we can capitalize on our partners’ service impact and data, as well as, any collaborative grant opportunities that may present themselves. Again, collaboration is the key to sustainability and the key to effectively serving our guests—that includes partnering to secure funding that will serve as many organizations and needs as possible.
LEGAL DESCRIPTION
TRACT A OF LOTS 13-17, BLOCK 6, SCHNEIDEN
ADDITION, SECTION 31, T31N, R7E, I.M.M. RAPID
CITY, JENNING COUNTY.

PARKING REQUIREMENTS
THE CURRENT PARKING REQUIREMENTS DO NOT
HAVE A STANDARD FOR THE INTENDED USE OF
THE BUILDING. IN THE PAST, THE STANDARD
WAS 1 PARKING SPACE PER
EMPLOYEE/VOLUNTEER.

REQUISITES — 2
VOLUNTEERS — 14
TOTAL OF 16 SPACES REQUIRED WITH ONE
BEING VAN ADA ACCESSIBLE.

PARKING PROVIDED:
5 SPACES WITH ONE BEING VAN ADA SPACES

EXCEPTION:
TO REDUCE THE PARKING REQUIREMENT FROM
16 SPACES WITH ONE BEING ADA ACCESSIBLE TO 5 SPACES WITH ONE ADA VAN ACCESSIBLE.

JUICATION:
VOLUNTEERS WILL CARPOOL TO ENSURE THAT 2
SPACES REMAIN OPEN FOR REQUIREMENTS. IN
ADDITION A DROP OFF AREA IS BEING PROVIDED
FOR THOSE REQUIREMENTS THAT WILL BE DROPPED
TO THE PROPERTY AND DROPPED OFF.

LANDSCAPE REQUIREMENT
THE EXISTING SITE GRASS AND PLANTS MEET
THE LANDSCAPE REQUIREMENT.

RV MINISTRY
SOUP KITCHEN
612 EAST NORTH STREET
Rapid City, South Dakota

CONDITIONAL
USE PERMIT

PROJECT NO. 30-405
DRAWING NO. CUP-1

RATE: 40% DISCOUNT

If this drawing is not 20" x 24" it is a reduced print.