

Charlottesville, Albemarle Conditions of Eligibility Report Form

To submit a funding application, an organization must meet these criteria/answer these questions:

ORGANIZATION NAME: Thomas Jefferson Area Coalition for the Homeless on behalf of Virginia Supportive Housing, MACAA, PACEM, Mental Health America, and ASG/Equity

- 1. Is the organization organized, qualified, and recognized as nonprofit and tax-exempt as defined by the Internal Revenue Service under 26 U.S.C. 501(c)(3)? X Yes No
- 2. Does the organization provide services that directly benefit human beings? X Yes No
- 3. Does the organization have a direct and substantial presence in the City of Charlottesville? X Yes No
- 4. Does the organization have a direct and substantial presence in Albemarle County? X Yes No
- 5. How many hours a week is this organization open for services? 40 for coordination, 70 for day shelter services at The Haven
- 6. Have these programs been in operation for approximately two years or more? X Yes No
- 7. Is the organization incorporated as defined by the State Corporation Commission? X Yes No
Date of agency incorporation: March 19, 2009
- 8. Is the organization registered completely with the Virginia Department of Agriculture and Consumer Services, Division of Consumer Affairs, Charitable Solicitation Section? X Yes No
- 9. Is the organization directed by a volunteer Board of Directors that meets at least quarterly? X Yes No
- 10. a. If the organization's annual budget is over \$200,000, is the organization audited by an independent certified public accountant each year? X Yes No
b. If the organization's annual budget is under \$200,000, is the organization audited by an independent certified public accountant at least every three years? Yes No
- 11. Do fundraising and administration expenses represent 25% or less of the agency's total expenses for the last fiscal year (according to IRS Form 990)? X Yes No. If **NO**, attach an explanation.

Jaki Jimosa
Signature of Chief Professional Officer

10/30/13
Date

Program Funding Application

City of Charlottesville/County of Albemarle

Organization Name: Thomas Jefferson Area Coalition for the Homeless *on behalf of a six agency coalition for Housing Navigation Services*

Chief Professional Officer: Kaki Dimock

Address: 112 West Market Street, Charlottesville, VA 22902

Telephone: 434-973-1234 ext 120

E-mail: executivedirector@tjach.org

Charlottesville Total Amount Operational Funds Requested: \$31,500

Albemarle Total Amount Operational Funds Requested: \$13,500

For Festivals seeking **Marketing** Support: AGV

Charlottesville Marketing Request:

Albemarle Marketing Request:

	Program Name	Amount requested-City	Amount requested-County	Priority # -see previous page	Year Begun	New Request
1.	Housing Navigation: ASG/Equity	31,500	13,500	A1-b C-2	2011	X

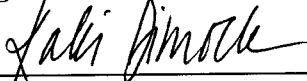
Briefly describe each program (25 words or less).

This collaborative program, housed at ASG/Equity, will provide housing navigation services to homeless individuals to help them locate, secure and remain in housing.

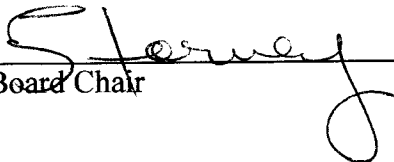
Briefly state your organization's mission.

TJACH serves as this community's lead agency on homelessness, coordinating regional resources, providing technical assistance to service providers, incubating collaboration, and acting as a Federal Continuum of Care to funnel state and federal funds into the community. ASG/Equity is a full-fledged member of TJACH.

Signatures:



Executive Director



Board Chair

Date Submitted: 10/30/13

ABRT FY 15 Program Funding Application – Program Narrative
TJACH Collaborative Application for Housing Navigation Services

The Thomas Jefferson Area Coalition for the Homeless requests financial support from the ABRT funding process to provide a full-time Housing Navigator, housed, supervised and supported by ASG/Equity, that will work with the concurrently proposed Housing Focused Case Managers to help homeless individuals and families obtain and remain in secure, safe and permanent housing.

Need: This collaboration addresses City of Charlottesville High Priority Area C-2: *community residents are safe and have basic needs met*, and Albemarle County Highest Priority Area A-1b: *community residents are safe and have basic needs met*. Two indicators addressed by this collaborative approach are housing status, specifically, whether an individual or family is able to access, obtain and remain safely housed; and length of shelter stay, specifically, how quickly is an individual or family able to move out of shelter. Housing navigation is used to address individual needs by helping identify housing opportunities and negotiate leases; and systemic issues by educating local landlords on the needs of people experiencing homelessness. During the 2013 homelessness census, called the annual Point-in-Time Count, 260 homeless individuals were identified in our region. Of these 260, 127 were housed in emergency shelter, 40 in transitional housing programs, and 65 in permanent supportive housing projects. An additional 28 were unsheltered, living on the street, in cars or in other circumstances not safe or appropriate for human habitation. TJACH also seeks information from local schools on the number of students experiencing homelessness in their district. For 2013, 280 additional children in families were identified in our region of which 205 were enrolled in Albemarle County and 34 were enrolled in City of Charlottesville Public Schools.

For years, the cost of housing has grown at a greater rate than income. Compounding this trend is the shrinking supply of affordable housing for lower income groups. Finding affordable housing is not an easy task, for anyone. Indeed, the University of Virginia offers the Off-Grounds Housing Service to help students find affordable units, connect to potential roommates, and solve common rental challenges. A similar, more intensive service is needed for those experiencing homelessness. In addition to financial barriers to housing, homeless individuals served by the collaborative partners face additional hurdles. 61 were chronically homeless (having experienced multiple periods of homelessness and a diagnosable disability), 35 were severely mentally ill, 63 struggled with chronic substance abuse, 16 were veterans, 1 was living with HIV/AIDS, 32 were victims of domestic violence, and 1 was an unaccompanied youth. In addition, the Point in Time Count revealed that 49.6% of respondents were white, while 43.7% were black, 3.3% were mixed race, 1.6% were American Indian, and less than 1% were Asian and Native Hawaiian/Asian Pacific Islander. 70% were male and 30 were female, though the majority of households with homeless enrolled in local schools are headed by single female households. Evidenced based Housing First and Rapid Rehousing programs have found that having a dedicated housing navigator is a critical component in successfully housing those with the most severe barriers to housing. The Landlord Liaison Project, Pathways to Housing, and an emerging practice called Streamlining Access to Housing are all models that effectively utilize housing navigation as a means of recruiting landlords and educating them on the risk mitigation services

ABRT FY 15 Program Funding Application – Program Narrative
TJACH Collaborative Application for Housing Navigation Services

provided by case managers and the rental subsidies and financial assistance available to some participants.

Strategies: Beyond Shelter, a nationally recognized leader in homeless services, produced a valuable Practice Brief in 2010 called “Program and Community Strategies for Recruiting Private Market Landlords and Overcoming Housing Barriers”. According to the authors, “The emerging shift in federal homelessness policy to housing-based solutions, and in particular rapid rehousing/Housing First, necessitates facilitating and expanding permanent housing opportunities for homeless individuals and families. While efforts to increase the supply of affordable housing through new production or rehabilitation of current stock are necessary, agencies and communities cannot “build their way” out of homelessness. Rather, frontline staff, program managers, and systems planners must have a laser-like focus on increasing access to existing rental units for unhoused populations, particularly in the private rental market.” TJACH, along with our partners PACEM, The Haven, ASG Equity, Virginia Supportive Housing and Monticello Area Community Action Agency, is proposing to utilize ABRT funding to hire a full time Collaborative Housing Navigator as part of our system’s transformation to a Housing First focused model. Housing First is an evidence-based strategy as identified by the Interagency Council on Homelessness Solutions Database. The Navigator, supervised and supported at ASG/Equity, will focus on identifying potential housing resources and helping clients access the most appropriate housing for their needs. Ultimately, the Navigator will assert their priority for available housing and negotiate with potential landlords to reduce the length of stay in shelter, and rate of return to homelessness for individuals and families with serious to severe barriers to housing served by our respective agencies.

The Navigator will meet with 120 individuals and households served by partnering agencies.

Once a Housing Plan for program participants has been developed by the concurrently proposed Collaborative Housing Focused Case Management, participants will be referred to the Navigator for such activities as: one-to-one and group tenant education workshops; assistance in locating housing, completing and filing housing applications; negotiation of lease terms with and on behalf of clients; and landlord/tenant mediation services once clients are housed.

In addition, the Housing Navigator will work to create a pool of willing and informed landlords that agree to consider applications from people experiencing homelessness. Housing navigators have been effective in other areas by serving as a single point of contact for potential landlords, a conflict mediator on the occasions when landlords are concerned with the behavior of previously homeless tenants, or landlords considering a lease supported by a voucher through the Veteran’s Administration, local rapid re-housing funds, or other supported housing funds. In an effort to expand the rental market for people experiencing homelessness, the Navigator will provide a presentation on housing the homeless to members of Charlottesville Area Association of Realtors, Blue Ridge Apartment Council, City Charlottesville Housing Advisory Council and Piedmont Housing Alliance. Further, the Housing Navigator will work closely with TJACH member organizations to restore the housing preference for homeless applicants to the Charlottesville Redevelopment Housing Authority.

Evaluation: Data on individuals and families engaged in housing navigation activities will be collected and entered into the Federally-required Homeless Management Information System (HMIS). Entered information includes the coordinated assessment process, Community Case

ABRT FY 15 Program Funding Application – Program Narrative
TJACH Collaborative Application for Housing Navigation Services

Review process, access to mainstream resources, referral history, and case notes. HMIS will be used to track housing status and the extent of support provided by the Navigator. HMIS tools are standardized and normed by the Department of Housing and Urban Development. In addition, the Navigator will track how many public presentations are provided, the number of landlords participating and the number of rental units made available to persons experiencing homelessness. Finally, TJACH will maintain a list of housing resources and post them on the TJACH website. Client feedback will be sought during the course of their engagement with the Navigator and, more formally, as part of an exit interview.

Financial Benefits

Housing navigation yields significant financial benefits to the city, county and region. By ending homelessness and reducing emergency shelter stays, housing navigation has a positive impact on the aggregated cost of homelessness, a cost shared by government organizations, taxpayers, health care organizations and criminal justice institutions. The Department of Housing and Urban Development estimates that the aggregated cost of a homeless individual living in shelter or on the street is \$40,000. Local cost of the average police contact = \$21.00, of an overnight stay in the jail = \$69.00, of an emergency room visit = \$350, cost of one night in shelter = \$30.00 and an overnight admission to the hospital, without surgery, = \$4,000. It simply costs less to house someone, even if rental subsidies are provided for an extended period of time. Further, by engaging in a Housing First strategy, TJACH is in compliance with Federal and State expectations and is eligible to continue receiving funds in excess of \$400,000 a year. By ensuring that clients and landlords negotiate effective agreements, TJACH is serving as a good steward of over \$200,000 in Virginia Department of Housing and Community Development rapid re-housing funds, ensuring our continued eligibility and increasing the likelihood of additional grants.

Collaboration: Increasing collaboration between partner agencies to positively impact individuals and families housing status is a key element of this proposal. All activities of the Navigator and the concurrently proposed Housing Focused Case Management initiatives are coordinated between partner agencies and reflect a wide spread collaborative approach to providing services to people experiencing homelessness. A memorandum of understanding already exists between PACEM, The Haven and Virginia Supportive Housing for the Coordinated Case Review and Central Intake processes and for Service Provider leadership and rapid rehousing case management. If funded, an additional agreement will be created between all partners outlining the role of the Navigator, the referral process, and data sharing and tracking requirements in order to measure collective and individual impact using the stated indicators.

Engagement: 100% of the proposed target audience represents underserved, high needs populations. By definition, we seek to serve people who are without a safe and permanent place to live. Two formerly homeless individuals serve on the TJACH Governance Board and a TJACH Consumer Advisory Board is in development. Clients will be referred to the Navigator by participating agencies after the verification of homelessness and completion of a Coordinated Assessment.

ABRT FY 15 Program Funding Application – Program Narrative
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Response to Comments: During the FY14 ABRT process, reviewers identified significant concerns about the extent and effectiveness of collaboration among homeless service providers. TJACH is pleased to report that much has changed on this front.

The Thomas Jefferson Area Coalition for the Homeless has engaged in a significant renovation in order to best facilitate and support improved community planning and collaboration. Such improved planning and collaboration is required if this community is to improve the lives of people experiencing homelessness, reduce the burden of local taxpayers and funders, meet the expanded expectations of State and Federal homelessness services funders, and end homelessness. TJACH has taken substantial steps to establish a governance structure that will support these lofty goals. A new governance board has convened, including two representatives from the City of Charlottesville, two representatives from Albemarle County, one representative from the Thomas Jefferson Planning District Commission, five elected representatives from service providers, and up to seven members of the general public, including currently or formerly homeless individuals.

This shift reflects and supports additional collaborative efforts among service providers. During 2013, several community-wide processes were initiated:

- A Coordinated Assessment Packet was created and is in widespread use among PACEM, Virginia Supportive Housing, The Haven, Families in Crisis, Shelter for Help in Emergency, ASG/Equity, and, in certain circumstances, The Salvation Army. This packet includes information-sharing agreements among providers.
- A process for central intake has been established. The Haven offers central intake on a daily basis and accepts completed intakes from all other organizations for entry into a shared database.
- ASG/Equity was identified as the appropriate location for housing navigation and rapid re-housing services, all local funds supporting rapid re-housing were re-routed to ASG/Equity to improve their capacity to serve the community.
- A Community Case Review serves as a place for all agencies to seek guidance on their cases, and approves community expenditures of Rapid Re-Housing and Prevention funds. TJACH provides oversight of the Community Case Review, which is facilitated by PACEM, and staffed by PACEM, The Haven, ASG/Equity, Region Ten, and the Charlottesville Department of Social Services.
- Needs identified by service providers engaged in these collaborative activities prompted applications for funding from the State's Department of Housing and Community Development and two requests from the FY15 ABRT process.

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Activities & Outcomes Plan & Report

1. Priority Area	Housing-Focused Supportive Services addresses Charlottesville High Priority Area: C-2 & Albemarle County Highest Priority Area A-1b: Community residents are safe and have basic needs met
2. Indicators	Housing Status Length of shelter stay
3. The goal of this project is to produce/provide	Housing navigation services to 120 homeless individuals and families within 12 months and to expand the awareness and willingness of landlords to rent to people experiencing homelessness.
4. To accomplish	To get homeless individuals and families into housing, reduce lengths of shelter stays, and create a pool of willing landlords ready to provide leases to people experiencing homelessness
5. So that participants/beneficiaries can	Secure safe and permanent housing with a lease in their name
6. Resulting ultimately in	<p>End a period of homelessness, reduce the length of stay in an emergency shelter.</p> <p>100% of 120 individuals will receive housing navigation services</p> <p>75% of 120 of individuals will secure a lease in their name</p> <p>80% of 20 landlords agree to rent to homeless individuals</p>

FY15 PROGRAM BUDGET REQUEST FORM

Agency: AIDS/HIV SERVICES GROUP

Program: Housing Navigator

Program #: 1

Revenue :

	Prior Yr.	Current Yr.	Proposed Yr.	\$ Diff.	% Chg.
	2012/2013	2013/2014	2014/2015		
	<i>Actual</i>	<i>Budget</i>	<i>Projected</i>		
1. Albemarle County	0	0	13,500	13,500	100.0%
2. City of Charlottesville	0	0	31,500	31,500	100.0%
3. Other Local Governments*	0	0	0	0	0.0%
4. United Way -Thomas Jeff. Area	0	0	0	0	0.0%
5. Albemarle County-other	0	0	0	0	0.0%
6. City of Charlottesville-other	0	0	0	0	0.0%
7. State Funding	0	0	0	0	0.0%
8. Federal Funding	0	0	0	0	0.0%
9. Grants: Foundation and Corp.	0	0	0	0	0.0%
10. Fees: Program Service Fees	0	0	0	0	0.0%
11. Fundraising/Gifts and Bequests	0	0	0	0	0.0%
12. Investment Income/Transactions	0	0	0	0	0.0%
13. Miscellaneous Revenue	0	0	0	0	0.0%
14. TOTAL REVENUE	0	0	45,000	45,000	100.0%

Note: Numbers input in shaded cells automatically entered on Budget 3.

Expenses :

15. Personnel (Salaries/Benefits)	0	0	45,000	45,000	100.0%
16. Operational Expenses	0	0	0	0	0.0%
17. TOTAL EXPENSES	0	0	45,000	45,000	100.0%
18. Surplus/(Deficit)	0	0	0	0	0.0%

Percent of Total Agency Budget :

Current Yr. 0.0% **Proposed Yr.** 2.7%

Number of FTEs:

Current Year _____ **Proposed Yr.** 1

**Program Beneficiaries
by Locality**

Agency: AIDS/HIV SERVICES GROUP _____

Program: Housing Navigator _____ **Program #** 1 _____

Program Beneficiaries* by Locality
(Unduplicated)

Beneficiaries

by Locality :

Albemarle
Charlottesville
Other

	FY12 Projected	FY12 Actual	FY13 Projected	FY13 Actual	FY14 Projected	FY14 Revised	FY15 Projected	# Diff. (15 Proj- 14 Rev)	%
Albemarle							36	36	100.0%
Charlottesville							84	84	100.0%
Other							0	0	0.0%
Total	0	0	0	0	0	0	120	120	100.0%

* Primary or direct beneficiary of service as defined by the agency. Secondary or indirect beneficiaries are not included in this count.

Explanation

Program Budget - Significant Differences Explanation

1. Explain any significant revenue/expenditure line item increase or decrease as shown on PB-1 Program Budget.

<u>Revenue :</u>	<u>\$ Diff.</u>	<u>% Change</u>	<u>Explanation</u>
1. Albemarle County	13,500	100.00%	
2. City of Charlottesville	31,500	100.00%	
3. Other Local Governments	0	0.00%	
4. United Way -Thomas Jeff. Ar	0	0.00%	
5. Albemarle County-other	0	0.00%	
6. City of Charlottesville-other	0	0.00%	
7. State Funding	0	0.00%	
8. Federal Funding	0	0.00%	
9. Grants: Foundation and Corq	0	0.00%	
10. Fees: Program Service Fees	0	0.00%	
11. Fundraising/Gifts and Beques	0	0.00%	
12. Investment Income/Transacti	0	0.00%	
13. Miscellaneous Revenue	0	0.00%	
14. TOTAL REVENUE	45,000	100.00%	
<u>Expenses :</u>			
15. Personnel (Salaries/Benefits)	45,000	100.00%	
16. Operational Expenses	0	0.00%	
17. TOTAL EXPENSES	45,000	100.00%	
18. Surplus/(Deficit)	0	0.00%	

**FY 15 Program Budget Narrative
Housing Navigator**

1. For each program receiving and/or requesting funding from localities other than Charlottesville or Albemarle, list revenues and number of beneficiaries by locality.

Not Applicable

2. What are the planned uses for the local government funds?

For the Housing Navigator program, the \$45,000 in local government funds will be used to hire a full-time Housing Navigator.

2. Explain any program budget surplus or deficit. Describe how any deficit will be addressed?

Not Applicable.

4. If Miscellaneous Revenues are more than 10% on the budget form, explain.

Not Applicable

5. If the requested funds are to be used as a required match for other funding, explain how you calculate the local share formula for this program. Specify whether any other funding sources require a local match. Indicate "N/A" if it does not apply to this program.

Not Applicable

**Total Agency
Revenue and Expense Report**

Total Budget-1

Agen Housing Navigator - TJACH Collaborative, supported by ASG/Equity

	Prior Yr.	Current Yr.	Proposed Yr.	\$ Diff.	% Chg.
	2012/2013	2013/2014	2014/2015		
Revenue :	Actual	Budget	Projected		
1. Albemarle County	0	0	13,500	13,500	100.0%
2. City of Charlottesville	0	0	31,500	31,500	100.0%
3. Other Local Governments	0	0	0	0	0.0%
4. United Way -Thomas Jeff. Area	0	0	0	0	0.0%
5. Albemarle County-other	0	0	0	0	0.0%
6. City of Charlottesville-other	0	0	0	0	0.0%
7. State Funding	0	0	0	0	0.0%
8. Federal Funding	0	0	0	0	0.0%
9. Grants: Foundation and Corp.	0	0	0	0	0.0%
10. Fees: Program Service Fees	0	0	0	0	0.0%
11. Fundraising/Gifts and Bequests	0	0	0	0	0.0%
12. Investment Income/Transactions	0	0		0	0.0%
13. Miscellaneous Revenue	0	0		0	0.0%
14. TOTAL REVENUE	0	0	45,000	45,000	100.0%

Note: Numbers input in shaded cells automatically entered on Agency Beneficiaries.

Expenses :					
15. Personnel (Salaries/Fringes)	0	0	45,000	45,000	100.0%
16. Operational Expenses	0	0		0	0.0%
17. TOTAL EXPENSES	0	0	45,000	45,000	100.0%

18. Surplus/(Deficit) *	0	0	0	0	0.0%
* Explain any Surplus or Deficit:					

Number of FTE's

Current year: 0.00 Proposed year 1.00

Total Beneficiaries for All Programs in Application

Agency: Housing Navigator - TJACH Collaborative, supported by ASG/Equity

Total Beneficiaries* by Locality *(Unduplicated)*

by Locality:

Albemarle
Charlottesville
Other

	FY12 Projected	FY12 Actual	FY13 Projected	FY13 Actual	FY14 Projected	FY14 Revised	FY15 Projected	# Diff. (15 Proj-14 Rev)	%
Albemarle	0	0	0	0	0	0	36	36	100.0%
Charlottesville	0	0	0	0	0	0	84	84	100.0%
Other	0	0	0	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0	120	120	100.0%