



**March 25, 2014**

**Proposals/Requests for DHCD Virginia Homeless Solutions Program Funds**

**Coordinated Assessment**

- The Haven - \$20,000 to expand capacity to provide coordinated assessment at The Haven

**Prevention Services**

- MACAA - \$100,000 to provide prevention services for 75 households
  - \$62,500 in rent and utility subsidies, including arrears
  - \$20,500 for strengths-based case management for 50 households
  - \$1,200 for budget skills-building for 50 households
  - \$11,800 for budget & credit repair services for 50 households
- Salvation Army - \$150,000 to provide prevention services for ~80 households
  - \$120,000 in rent and utility subsidies, including arrears
  - \$30,000 for housing case management services
- Shelter for Help in Emergency to provide prevention/case management services to SHE clients whose main barrier is housing, coordinated with other providers

**Shelter Operations**

- PACEM - \$73,000 for to operate low-barrier, emergency, seasonal, thermal shelter
  - \$58,500 for shelter costs including utilities, security staff, etc.
  - \$14,500 for housing-focused case management services
- Families in Crisis - \$2,500 for emergency hotel/motel stays

**Rapid Re-Housing**

- Equity - \$178,250 for rapid re-housing services for 38 households
  - \$155,000 for rent subsidies
  - \$23,250 for housing stabilization case management services

**Child Services Coordination**

- Families in Crisis - \$12,000 to coordinate services for children experiencing homelessness
- Shelter for Help in Emergency to coordinate services for children experiencing domestic violence

**Housing Options for People with AIDS**

- Equity - \$217,670 to provide housing subsidies and housing stabilization services to people who are HIV+

**CoC Planning**

- 7% of funding total (minus HOPWA funds) to support TJACH's ongoing planning and coordination activities

**HMIS**

- 5% of funding total (minus HOPWA funds) to support HMIS licensing and training costs

**Admin**

- 3% of funding total (minus HOPWA funds) to support cost of grant coordination



## THE HAVEN

### VHSP – Sub-grantee Proposal

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Specific Application: Expanded Coordinated Assessment position

Amount of Request: \$20,000

[This amount allows the current three-quarter time Intake Coordinator position at The Haven to become full-time. The Charlottesville Albemarle Community Foundation (CACF) has already contributed \$10,000 towards this position]

Coordinated Assessment at The Haven (from July 2013—present):

- The Coordinated Assessment Packet (CAP) is the assessment tool, authorized, managed and facilitated by the Thomas Jefferson Area Coalition for the Homeless (TJACH), the lead agency for the regional continuum of care (CoC).
- Coordinated Assessment (CA) is an in-depth interview in which the client(s) needs are assessed as well as his/her/their barriers to housing.
- CA happens daily from 10:00am to 12:00pm at The Haven.
- CAPs are regularly entered into the Homeless Management Information System (HMIS).
- In particular, the completion of a CA is a prerequisite to Charlottesville’s emergency, thermal shelter system, PACEM, as well as Rapid Rehousing (RRH), Prevention, Permanent Supportive Housing (PSH) and presentation at the Community Case Review (CCR).
- The monthly average number of clients that go through CA is 27. This number ebbs and flows according to the time of year—in particular, in conjunction with the emergency, seasonal shelter system.

Expanded Coordinated Assessment at The Haven (VHSP proposal for FY15):

- Daily CA available at The Haven.
  - Ongoing conversations with Adult Protective Services (APS) regarding overnight CA.
  - Evolving CA role (e.g., real time assignment of available shelter beds at PACEM or the Salvation Army).
- CA will function as the “front door” diversion point for targeted assessment and coordination across the CoC.
- Diversion services will occur upon arrival; they will include (but not be limited to): authorized, immediate use and/or referral to Prevention or RRH funds.

# Salvation Army

Homeless Prevention Program (HPP) is a program to divert households from homelessness by providing targeted and coordinated assistance to households who, without this assistance, are likely to become homeless. Diversion is a strategy that prevents homelessness for households seeking shelter by helping them identify immediate alternatives to homelessness and connecting them, if needed with services and financial assistance. This is reducing the number of households becoming homeless and thus reducing the demand for beds.

The target outcomes for the Homeless Prevention Program are: homelessness prevented, stabilized in permanent housing, and reduction in the number of households entering the homeless assistance system.

HPP provides rental and mortgage assistance and security deposits. Rental and mortgage assistance is used to allow individuals and families to remain in their existing rental units or home. HPP is targeted on housing stabilization while security deposits are to secure permanent housing.

The Homeless Prevention Program previously known as the Homeless Intervention Program has been administered at The Salvation Army since 1994 successfully. Until 2011 HPP was receiving both state and TANF funds. The funds granted up until 2011 ranged from +\$155,000 up to +\$170,000. In 2008, the HPP program was granted an additional \$20,000 in addition to the grant received for that year. The program had only one month to successfully use these funds for client services which all funds were used in that time. With the decrease in funding for the past few years, this meant fewer families received assistance.

Between 2006 to 2010 an average of +\$160,000 per grant year was received in grant funding. This allowed the program to serve an average of 85 households 217 individuals each year during this five year cycle. Also during this time an average of 35 households were denied per each year due to the lack of funds. Since 2011 funding has decreased by +30%. Due to the decrease in funding, an average of 45 households has been assisted per year with many being denied due to the lack of funds in this program.

The Homeless Prevention Program at The Salvation Army intends to apply for \$150,000 in prevention funds. The majority of the funds will be used for client services to avoid homelessness along with 20% of the funds used for Housing Case Management and Administrative costs.

HPP will continue to coordinate with local agencies such as Region 10, MACCA, Social Services of Charlottesville and the surrounding areas (Albemarle, Fluvanna, Louisa, Nelson, and Greene), Love Inc., and CARES when grant funds are not available to meet client needs. HPP will continue to gather important client data into the HMIS system (PACE), attend TJAC meetings on a monthly basis, and participate in any CoC planned trainings and collaborations, and follow all program guidelines according to DHCD program guidelines.

Thank you for taking the time to continue funding the Salvation Army Homeless Prevention Program. Please feel free to contact Tommie Bruderer at the Salvation Army HPP (434)295-4058 x105 with any further questions or need for additional information.

Homeless Solutions Program Grant Proposal Outline  
Monticello Area Community Action Agency (MACAA)

March 25, 2014

MACAA proposes to provide homeless prevention services for an estimated 75 clients in Charlottesville and of Albemarle, Fluvanna, Louisa and Nelson Counties in FY 2015 as part of the Continuum of Care. Several types of service are proposed:

- Direct support of rent and utility arrears - \$62,500
  - 50 families x \$1,000
  - 25 families x \$500
  - Eligibility determined by others in CoC
  - Funds to housing and utility providers only
  
- Budget review, analysis and guidance- \$1,200
  - 50 participating families
  - Individual sessions with budget counselor upon awarding of rent/utility support
  
- Budget and credit repair workshops and quarterly follow-up, instruction and guidance - \$11,800
  - 50 participating families (10/jurisdiction)
  - Workshop setting and individual counseling
  - 10 workshops (two in each jurisdiction)
  
- Strengths Based Case Management - \$20,500
  - 50 participating families (15 hours/year/family)
  - In- home, group, and office settings
  - Case management provided by certified Strengths Based Family Workers

This proposal also includes administrative costs of \$3,000 and HMIS reporting costs of \$1,000. Total CoC funding of proposed services - \$100,000.



## VHSP grant mini-proposal

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**Program Component Delivered:** Shelter Operations

**Amount requested:** \$73,000

(FY14 HSG grant amount \$38,500 + FY14 ESG grant amount \$20,000 + \$14,500 to increase housing focused case-management provider to full-time status, and to ensure ADA compliance with increased transportation assistance)

### **Ability to meet broadest coordination requirements:**

- PACEM can meet any **match requirements** with congregational giving; we have 91 member congregations and over 3,000 individual volunteers.
- PACEM staff will continue to staff the convener role at **Community Case Review**, to contribute our Homeless Liaison's expertise, and to submit cases for support.
- PACEM is committed to timely **HMIS** data entry and to the fullest use of this data resource.
- PACEM is committed to the use of our local **coordinated assessment** system (including a housing barrier assessment) and to including the timely referral of appropriate households for homeless prevention assistance and for rapid re-housing funds as appropriate and available.
- PACEM is a **housing-first** organization. Our goal is to assist individuals experiencing homelessness to quickly regain stability in permanent housing. We are working to reduce our numbers and to reduce the length of shelter stays. Individualized housing-focused case management is provided to each guest (primary goal- quick transition to permanent housing, secondary goal – housing stability).
- PACEM is committed to continued **coordinated efforts** with other service providers and to providing **written policies and procedures** to DHCD as required.

### **Building on Success:**

- As of our last calculation (January 31, 2014): PACEM's average length of stay this season is 19 days for women, and 25 days for men.
- PACEM is a low barrier, seasonal shelter of last resort. We shelter those who have no other options in this area, those who would otherwise be sleeping outside, those in danger of dying on the streets. PACEM was founded when a number of faith congregations came together to address the needs of those found sleeping in the doorways of local churches. The visible suffering of these individuals, punctuated by an occasional death from exposure was disturbing to the community, a starkly visible symptom of larger social problems. Since its establishment 10 years ago, the ministry of PACEM has consistently halved our area's population of those sleeping unsheltered during the coldest months of the year.
- During the month of February, PACEM served on average 41 men and 9 women on any given night. Our seasonal average to date is 35 men and 9 women sheltered each night. The total number of individuals served this season (as of 3/21/14) is 161 men and 54 women, or 195 total individuals. Totals for FY9, FY10, FY11, FY12, FY13 are 208, 208, 228, 230 & 214 respectively. **This year's numbers represent both a significant reduction in total # of homeless served and a reduction in length of shelter stay for each individual served.**

# S.H.E. - Shelter for Help in Emergency

## DHCD funding

- Prevention:
  - o Case managers would work closely with those clients whose main barrier to housing is arrears. Many have had to leave or break their lease early because of incidents of violence, or been asked to leave because of the abuse that has taken place on the property. If funding were present, case managers would create a long term plan for housing which would include looking into paying these arrears. The plan would also include attempts at resolving the arrears with communication with the landlord and also meeting with Legal Aide for additional assistance first. As it stands, there is no agency in our service area that can help with these arrears once all other avenues have been exhausted.
  - o Creation of a long term plan would also include working closely with the client to repair credit first by helping clients learn how to access their credit report.
  - o Assist clients in forming relationships with community partners who would help in long term budgeting and potential future home purchase.
- Child support coordination
  - o Connect children to ongoing counseling/support for victims of domestic violence
  - o Quickly and efficiently enroll children in new school system
  - o Create a transportation plan for each child to and from school for whatever school the child is currently enrolled
  - o Create individual tutoring schedule with trained personnel for children of need and school age
  - o Work with local departments of social services to find childcare if needed
  - o Tailor safety plans for each individual child that is in shelter
  - o Assist in the establishment of a permanent health care system for the family including a regular pediatrician and visits from home health nurses if needed



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Virginia Homeless Solutions Program (VHSP)  
 Collaborative Grant Application Draft

The goals of Equity supportive services and subsidy program is to reduce the number of households who become homeless; to shorten the length of time an individual or household is homeless; and to reduce the number of individuals and/or households that return to homelessness. Equity staff participates fully in the Thomas Jefferson Area Coalition for the Homeless (TJACH) Continuum of Care (CoC). Equity staff is currently co-chair of the Service Providers Counsel (SPC) and a member of the TJACH Governance Board. Equity staff utilizes Homeless Management Information Service (HMIS) as directed by TJACH CoC and funding guidelines. The Community Case Review (CCR) is held bi-weekly at the Equity office and staff participates in all meetings. Equity staff volunteered for the (Point in Time) PIT and provided Housing Inventory Count (HIC) and Annual Homeless Assessment Report (AHAR).

During the current fiscal year, Equity has provided rapid re-housing to 19 individuals across 17 households. Two households have taken over the unit rental completely and 94% of the households have maintained or increased income. There have been no evictions for any households enrolled in rapid re-housing through Equity. Also during this fiscal year, Equity has provided HOPWA subsidies to 30 households and supportive services to 45 households.

Equity is requesting \$155,000 in funds for rapid re-housing subsidies for homeless households in the Thomas Jefferson Planning District and \$23,250 in funds for case management. With these funds, Equity can assist 38 households avoid homelessness through subsidies and or case management. Individuals and families are referred through local providers and housing advocates associated with the TJACH CoC. Equity supports and participates in the TJACH Coordinated Assessment process which includes housing barrier screening and demographic data. Services and case notes are documented on HMIS. Through collaboration with the TJACH CoC and participation in the CCR process, individuals and families in need of VHSP rapid re-housing subsidies and or case management will be referred through CCR.

Equity is requesting \$217,670 in Housing Opportunities for People With ADIS (HOPWA) funds to meet the needs of individuals who are HIV-positive, have incomes below 80% of the median income for the area, and who reside in or are relocating to the cities of Charlottesville, Staunton or Waynesboro, or the counties of Albemarle, Augusta, Buckingham, Charlotte, Cumberland, Fluvanna, Greene, Louisa, Lunenburg, Nelson, Nottoway or Prince Edward. Of these funds, \$76,184 will be dedicated to direct client case management and \$15,236 will be allocated for administrative costs. During the 2014-2015 grant year, Equity will provide long-term housing financial assistance Tenant-Based Rental Assistance (TBRA) to 15 HOPWA-eligible households and short-term housing financial assistance Short-Term Rental/Mortgage and Utility (STRMU) to 12 HOPWA-eligible households, and provide supportive services to improve housing stability to 45 HIV-positive individuals in the HOPWA-eligible localities.

Equity provides recipients of TBRA and VHSP funds are eligible for up to 24 months of case management with a focus on enhancing the self-sustainability for each housing client. Plans and referrals to area service providers will be developed with the Housing Coordinator for client improvement in their overall physical, emotional, and psychological health. Clients will also be responsible for maintaining/increasing household income by enhancing employability through local employment resources while also developing and maintaining a household budget. Evaluation of HOPWA and VHSP programs will be conducted through quarterly review of client record with VHSP client progress reported to the CCR.

RRH		HOPWA	
		\$ 15,236	7% Administrative Costs
\$ 23,250	15% Case Management	\$ 50,064	23% Case Management
\$155,000	RRH Subsidies	\$ 126,250	TBRA/STRMU subsidies
\$178,250	Total RRH Request	\$ 217,670	Total HOPWA Request

# F.I.C. / Albemarle Schools Families in Crisis

C. CHILD SERVICES COORDINATION \$ 12,000 (Salaries)

**Albemarle County Public Schools Homeless Education Program – FAMILIES IN CRISIS (FIC)** requests \$12,000 to provide FIC staff with additional time to devote primarily to housing counseling for homeless families in the region in emergency situations. This will be in addition to and incorporated within the services offered by FIC, or the local Homeless Education Program serving the family. Extensive collaboration will be coordinated with both private and public service providers including family and social workers, physical and mental health providers, shelters, private landlords, TJACH members, etc. All efforts will be made to stabilize the children in school and to provide them with the support they need to succeed.

The TJACH Coordinated Assessment Packet will be completed on each family. They will be entered into the HMIS system and taken to the Community Case Review if applicable. The family will be provided with assistance to evaluate their current situation and the options available to them. Support will be put in place to allow them to make the best decision available to them.

FIC will provide this service to families enrolled in FIC and all families in the region in collaboration with school system Homeless Liaisons and DSS departments.

Monthly bills will be sent to TJACH and all expenditures will be documented and receipts kept on file. Notes will be kept on each family including dates and services provided. Monitoring forms including date, hours, time worked, family name, and services will be kept on file on all work submitted for reimbursement. Bookkeeping and auditing will be provided by Albemarle County Public Schools.

Capacity:

FIC identified and served 491 homeless children and their parents or guardians in FY 2013. These children were birth through 21 years of age, had not graduated from high school, and were eligible under the McKinney-Vento Education Act. When first identified, 167 children (34%) were unsheltered - living in a car, tent, or a place with no electricity, heat, running water, protection from the elements, or adequate sanitation. Ninety-two children (19%) were temporarily in an emergency shelter, and 28 (5%) in a motel. The remaining 204 children (42%) were very recently forced to share housing with family or friends due to eviction, foreclosure or other financial reasons. Often these families are split up or move from house to house each night. Detailed records are kept on all students and their families.

The FIC staff members providing the counseling and coordination both have Masters Degrees and hold Virginia Teaching Licenses with endorsement in Counseling or Special Education. They have 37 and 20 years' experience respectively working with at risk children and their families.



# Albemarle Schools - Families in Crisis

## Shelter Operations

B. ~~PREVENTION~~ \$ 2,500 (Motel rate + taxes)

**Albemarle County Public Schools (ACPS) Homeless Education Program – FAMILIES IN CRISIS (FIC)** requests \$ 2,500 to pay for motel stays for families in emergencies who have no housing. Monies will be expended only after it is determined that the family has no other housing option, and that there is currently no feasible room available at an emergency shelter in the area.

The TJACH Coordinated Assessment Packet will be completed with each family and they will be entered into HMIS. FIC will collaborate with TJACH, regional School Family and Social Workers, DSS offices, and other service providers to help the family make an immediate plan for stable housing. They will be taken to the Community Case Review if applicable, and all requirements set by TJACH met.

The motel stay will temporarily stabilize the children in school, allow the family time to evaluate their options, and make the best decision available to them. The most cost effective motel available at the time will be utilized with school district consideration to assist school transportation. Stays will be from one to seven days depending on the need and the availability of other options. Coordination with other financial resources will be utilized to extend the stay within the same motel when available. The motel stays will be used as the last resource for housing after all other options have been explored. This is an emergency short term solution to prevent families from sleeping in their cars or on the street.

FIC will provide this service to families enrolled in FIC and all families in the region in collaboration with school system Homeless Liaisons, DSS departments, The HAVEN, Runaway Shelter, and other agencies serving homeless families.

Monthly bills will be sent to TJACH and all expenditures will be documented with receipts kept on file. Bookkeeping will be provided and audited through Albemarle County Public Schools.

Twelve families were housed in motels for a total of 34 nights in the first eight months of FY/13 at an expense of \$2,200. Projected total for FY/13 is \$2500.

## Kaki Dimock

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**From:** Kaki Dimock [executivedirector@tjach.org]  
**Sent:** Thursday, March 20, 2014 5:50 PM  
**To:** 'Charles Quigley'; 'tommie\_bruderer@uss.salvationarmy.org'; 'Beatrice George'; Susan Moffett (moffett@charlottesville.org); 'Sarah Ellis'; 'Stephen Hitchcock'; 'Erin Briggs'; 'Dawn Grzegorzczuk'; 'SharonRoot'; 'KimDWells@uss.salvationarmy.org'; 'Barbara Miller'; 'Corey Sims'  
**Subject:** Follow up  
**Importance:** High

Thanks for attending the initial interest meeting for the DHCD VHSP grant cycle. I am hopeful that this grant cycle will continue to push us towards an effective and truly coordinated system of care! As we discussed, please send me a one page description of your programmatic interest in this funding source. Include the program component you propose to deliver, ways that you can or will meet the broad coordination requirements of the VHSP, amount you are seeking and any data you can provide about your successes to date and/or the number of people you intend to serve by 2pm Tuesday the 25<sup>th</sup>. The TJACH Governance Board will review these mini-proposals Wednesday morning. I will notify you of any decisions made at that meeting by the end of the day on Wednesday the 26<sup>th</sup>. Please do call me if you want to talk through any issues of program or compliance or if you have questions.

Thanks for all you do for this community!

Kaki

Kaki Dimock  
Executive Director

*Leading People Home*



Thomas Jefferson Area  
Coalition for the Homeless

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