

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	September 7, 2021
Action Required:	Resolution to Appropriate Funds
Presenter:	Misty Graves, Human Services
Staff Contacts:	Misty Graves, Interim Director, Human Services
Title:	<b>Resolution to Appropriate Funds for the Expansion of Pathways Community Resource Navigation - TJACH Grant - \$10,000</b>

**Background:**

The Department of Human Services Pathways Community Resource Navigator program has received \$10,000 from the Thomas Jefferson Area Coalition for the Homeless (TJACH) to expand the working hours of existing long-term temporary Helpline Navigator position from 30 to 40 hours weekly. The total grant is \$10,000, there is no required local match, and the funding will provide the additional hours from August 16, 2021 until August 15, 2022.

**Discussion:**

The 30 hour per week Helpline Navigator position has been in effect for approximately 3 years. Prior to COVID, the Navigator responded to requests for one-time emergency financial assistance from local residents and also scheduled assessment interviews with staff at PACEM and the Haven for unhoused people. With the onset of the pandemic, the need for assistance increased exponentially and the Navigator was not able to continue to take calls for PACEM and the Haven. This presented significant challenges for PACEM and Haven staff and DHS was requested to resume this responsibility with TJACH providing additional funding to expand hours. In addition to assisting PACEM and the Haven, the Navigator will continue to process requests from residents who have experienced financial need related to the pandemic.

The Helpline Navigator position is a long-term benefitted temporary position. There have been up to 8 additional temporary Navigators working exclusively with residents impacted by COVID. Currently, there are 3 additional temporary Navigators and DHS is recruiting a 4<sup>th</sup>.

**Alignment with Council Vision Areas and Strategic Plan:**

The Bama Works Fund grant aligns with the City of Charlottesville's Strategic Plan – Goal 1: An Inclusive Community of Self-sufficient Residents, Objective 1.5: Intentionally address issues of race and equity; and Goal 2: A Healthy and Safe City, Objective 2.3: Improve community health and safety outcomes by connecting residents with effective resources.

**Community Engagement:**

By the nature of their work, the Navigator is continuously engaged with the community, providing support and resource navigation.

**Budgetary Impact:**

This has no impact on the General Fund. The funds will be expensed and reimbursed in the Human Services Fund.

**Recommendation:**

Staff recommends approval and appropriation of grant funds.

**Alternatives:**

If the grant funds are not appropriated, the Navigator's hours would not be extended.

**Attachments:**

Appropriation Resolution  
Memorandum of Agreement

**RESOLUTION TO APPROPRIATE FUND FOR  
Expansion of Pathways Community Resource Navigation - TJACH Grant  
\$10,000**

**WHEREAS**, the Human Services Department of the City of Charlottesville has been awarded \$10,000 from the Thomas Jefferson Area Coalition for the Homeless; and

**WHEREAS**, the grant award covers the period from August 16, 2021 through August 15, 2022.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$10,000 is hereby appropriated in the following manner:

**Revenue – \$10,000**

\$10,000	Fund: 213	Cost Center: 3411001000	G/L Account: 451020
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**Expenditures - \$10,000**

\$10,000	Fund: 213	Cost Center: 3411001000	G/L Account: 510010
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**Memorandum of Agreement**

**Between**

**The Thomas Jefferson Area Coalition for the Homeless (TJACH)**

**And**

**The City of Charlottesville**

**Dept. of Human Services**

This memorandum of understanding (“MOU”) is entered into this \_\_\_\_ 2021 by and between the **Thomas Jefferson Area Coalition for the Homeless**, a Sec. 501(c)3 organization established and operating in the Commonwealth of Virginia, with its principal place of business at 222 South Street West, Charlottesville, VA 22902 (hereinafter referred to as “**TJACH**”) and **The City of Charlottesville Dept. of Human Services**, (hereinafter referred to as “**Human Services**”) operating within the Commonwealth of Virginia, with offices at 605 E Main Street, Charlottesville, Virginia 22902.

**Whereas**, TJACH and Human Services, jointly with other service providers in Charlottesville, participate in the area’s Coordinated Entry System for homeless services,

**Whereas**, Human Services will serve as the phone entry point for homeless services in our service area,

**Whereas**, TJACH is responsible for ensuring an effective Coordinated Entry System exists and is available for households experiencing homelessness and at risk of experiencing homelessness,

Now, therefore, TJACH and Human Services agree as follows:

**1.0 PURPOSE**

The purpose of this Memorandum of Understanding (MOU) is to define the services that Human Services will provide to the Charlottesville area Continuum of Care (CoC) and TJACH in operating the phone entry point for the Coordinated Entry System.

**2.0 DEFINITIONS**

**Coordinated Entry System** : The US Dept. of Housing and Urban Development (HUD) requires that each community receiving federal funds for homeless assistance programs must include a network of homeless service providers participating jointly to coordinate the access to and provision of homeless services. This Coordinated Entry System must be accessible, fair, and provide a consistent experience for all households seeking to access homeless services.

**The Thomas Jefferson Area Coalition for the Homeless (TJACH):** serves as the leader of Charlottesville's Continuum of Care and as the organization responsible for coordinating services and tracking progress in meeting the goals of our Community Plan to End Homelessness. TJACH is the applicant to the Department of Housing and Community Development (DHCD) for the Virginia Homelessness Solutions Program (VHSP). Through a separate agreement, the City of Charlottesville serves as the fiscal agent for the VHSP grant.

### **3.0 Human Services – SERVICE DELIVERABLES**

Human Services will provide staffing of the phone-line entry point for the Coordinated Entry System from 9:00 AM to 5:00 PM, Monday through Friday each week. The Human Services Community Resource Navigator staff member will utilize the local HMIS provided by TJACH to document each call received and to provide electronic referrals for homeless assistance.

### **4.0 TJACH (CoC) DELIVERABLES**

TJACH will provide \$10,000 annually to Human Services to support the Community Resource Navigator position and to extend the operating hours of the phone-line entry point from 2:00 PM to 5:00 PM Monday through Friday each week.

#### **HMIS Management**

TJACH will be responsible for selecting and maintaining a community-wide Homeless Management Information Service (HMIS), developing data quality standards, monitoring agency-level use of HMIS and reviewing community level data for the entire Continuum of Care. Weekly entry of HMIS data will be required of all VHSP funded agencies.

TJACH will serve as the liaison between the HMIS software provider and the service provider users, addressing any barriers to HMIS access, and providing yearly on-site training.

TJACH will prepare and submit required community level data reports to the State Dept. of Housing and Community Development.

### **5.0 GOALS, DURATION, and MODIFICATION**

TJACH and Human Services agree to this MOU for the 12 months beginning August 16, 2021.

This agreement may be modified, on an ongoing basis, based upon mutual consent of the parties provided such amendments are in writing.

Witness the following signatures:

For Human Services

Misty Graves  
By Misty Graves, Interim Director, Human Services

08/19/2021  
Date

For TJACH

Anthony Haro  
By Anthony Haro, Executive Director  
Thomas Jefferson Area Coalition for the Homeless

8/19/21  
Date