

## 2018 FRCoC Application for VHSP Funding Coordinated Assessment/Entry

### Application Information

#### Type of Application (select one):

- Renewal (requesting level or reduced funding for existing project)  
 Renewal with Expansion (requesting increased funding for existing project)  
 New (requesting funding for new project)

*Note: While requests for renewal and expansion funding can be submitted on one form, the amounts will be ranked separately by the Funding & Performance Committee.*

#### Applicant

Legal Name:

Type of Applicant:  Non-Profit  Housing Authority  PDC  Unit of Local Government

EIN/TIN: 54-1647219

Address: 471 Central Rd, Fredericksburg, VA 22401

#### Application Contact

Name: David Cooper

Title: Executive Director

Phone: (540) 899-9853 ext. 127

Email: dcooper@brisbencenter.org

### Line-Item Budget

*Please complete line-item budget below. Budget amounts should reflect the VHSP request only. Other funding sources will be included on the Spending Plan (required attachment).*

*Note: Renewal projects can apply for renewal HMIS and Administration amounts up to the grantee's total FY18 HMIS and Administration amounts regardless of 5% and 3% caps. HMIS and Administration amounts across all FY19 project applications shall not exceed total FY18 HMIS and Administration amounts.*

*Expansion projects can apply for an HMIS expansion up to the amount where the combined renewal/expansion HMIS request is 5% of the combined renewal/expansion project subtotal and an Administration expansion up to the amount where the combined renewal/expansion Administration request is 3% of the combined renewal/expansion project subtotal.*

*New projects can apply for an HMIS amount up to 5% of the project subtotal and an Administration amount up to 3% of the project subtotal.*

	Renewal Amount	New/Expansion Amount
<b>Coordinated Entry/Assessment</b>		
Hardware/Software		
Maintenance		
Occupancy Costs		
Salaries	9,369	
Supplies		
Travel		
Utilities		
Other (specify)		
<b>Subtotal</b>		
<b>HMIS (up to 5% of subtotal)</b>		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
<b>Administration (up to 3% of subtotal)</b>		
Administration		
<b>Total</b>	<b>9,369</b>	

## Match

*Please indicate sources of match. Match must equal 25% of requested amount and must be spent on eligible VHSP expenses, but does not need to be of the same VHSP Category as the request. Match must be from local or private sources. If the project is requesting partial or full waiver of the match requirement, please explain. (See Page 14 of the Virginia Homeless and Special Needs Housing Funding Guidelines for full explanation of the match requirement.)*

Type	Source	VHSP Category	Amount
Cash	Fredericksburg	Coordinated Assessment/Entry	3,369
Choose an item.	Spotsylvania County	Coordinated Assessment/Entry	3,000
Choose an item.	Stafford County	Coordinated Assessment/Entry	3,000

## Narrative Responses

**Provide a description that addresses the entire scope of the proposed project. Specifically, how will the project staff and operate a coordinated assessment process that aligns with the *FRCoC Coordinated Entry Policies & Procedures*? (Character Limit: 3,000)**

Operating since 1988, the Thurman Brisben Center is Planning District 16's largest emergency shelter provider. Its mission is to *provide at-risk and homeless men, women and children of Caroline County, King George County, Spotsylvania County, Stafford County, and the city of Fredericksburg with appropriate and essential shelter and services to affect positive life changes.*

Open 24 hours a day, 365 days a year, TBC provides shelter for the literally homeless (i.e. those with no other place to sleep) for up to 90 days. It provides 80 beds: 20 for women; 28 for men; and 32 in eight units for families with children. The Center comprises a 20,000 square foot, ADA compliant facility on the Fredericksburg bus line. Its shelter program includes 2.5 case managers, two of whom have MSW degrees. In FY17, it served 502 persons and 399 households, 44 of which included children. Through February FY18, it served 434 individuals and 342 households, 45 of which included children, for an average stay of 35 days. TBC's average cost of a bed per day is \$29. Services include a 24-hour staffed, secure facility, beds, showers, a computer lab, three meals a day, phone service, case management, job coaching, access to DSS and CSB services, an on-site infirmary, children's activity room, and more.

TBC is a longtime member of the Fredericksburg Regional Continuum of Care and adheres to its policies, procedures, and bylaws. It meets the eligibility standards and complies with the *Virginia Homeless and Special Needs Housing Funding Guidelines 2018 – 2020*. It is a 501(c)(3) nonprofit organization incorporated in Virginia.

Applying the Housing First model, the Brisben Center works to ensure that homelessness is rare, brief, and non-recurring. In coordination with FRCoC's Systems Planning Committee, it participates in the Coordinated Assessment/Entry Process, HMIS, and Rapid Re-Housing. TBC serves on FRCoC's Systems Planning Committee, Prioritization Committee, Board, and on PD16's Reentry Council. It is funded by each PD16 jurisdiction, the local and global United Way, USDA, businesses, individuals, faith communities and foundations, and VHSP grants.

TBC proposes to provide off-hours Coordinated Assessment/Entry for all FRCoC homeless services providers. These times include 5:00 p.m. to 9:00 a.m. 365 days a year, as well as daytime hours on weekends, holidays, and weather emergencies. Brisben Center staff will take calls for all agencies, try to divert the caller if appropriate, complete the coordinated assessment Google Form, and make referrals to community resources, homelessness prevention services, or shelter. We will work in tandem with the newly created position of Central Intake Coordinator and all FRCoC partner organizations to ensure that the process is person-centric, efficient, and effective.

**If renewal funding is being requested, explain how the project continues to meet a community need. If new/expansion funding is being requested, explain how the additional funds will increase system capacity and justify the community need for additional capacity.** (Character Limit: 3,000)

After-hours coordinated assessment is an essential part of the Continuum of Care. No other agency is open 24/7, 365 days a year no matter the weather or holiday celebration. The Brisben Center has the capacity and the willingness to continue providing it so that the system is streamlined and people in a housing crisis always have a person to call and an open door to services.

**Is the project able to provide 24-hour access to the coordinated assessment process? If not, how will the project partner with other community providers to ensure 24-hour access? Attach MOUs for any partnerships.** (Character Limit: 3,000)

The Brisben Center is able to provide 24-hour access to the coordinated assessment process. However, based on discussions with Kate Gibson of the FRCoC and Lorena McDowell of NVF, we propose to provide as-needed services 16 hours a day, (5:00 p.m. to 9:00 a.m.) 365 days a year, plus daytime hours

on weekends, holidays, and weather emergencies. A tentative memorandum of understanding is being drafted with NVFS, who would provide the services from 9:00 a.m. to 5:00 p.m., excepting weekends and holidays.

**How will the project ensure that persons accessing the homelessness response system are diverted whenever ever possible? (Character Limit: 3,000)**

When taking a call, TBC staff will ascertain if the caller has a place to sleep that night. If so, the client will be diverted from a shelter stay and referred to other services/providers as appropriate. TBC employs this practice now.

**How will the project leverage mainstream resources? Provide project and community level examples. (Character Limit: 3,000)**

TBC will collaborate with NVFS and the newly created position of Central Intake Coordinator in particular. We will share client information and explore ways to make the process more person-centric, efficient, and effective. As is done now, we will communicate regularly with FRCoC homeless service providers in the process of making referrals. We are able to provide office space for the Central Intake Coordinator should the FRCoC desire it.

**How will this project ensure that it does not screen people out based on severity of needs and vulnerabilities (including having too little or little income; active or history of substance abuse; having a criminal record with exceptions for state-mandated restrictions; history of domestic violence)? (Character Limit: 3,000)**

The Brisben Center shelter does not discriminate based on income, active or inactive substance abuse, or criminal records—with the exception of some Code of Virginia mandated barrier crimes. Our emphasis is the on safety and security of our residents and volunteers.

**Provide a description of project staff capacity to include experience and training. If any staff dedicated to the project are also dedicated to other projects, explain the breakdown of hours by project. (Character Limit: 3,000)**

The Brisben Center employs 24-hour staff, including nine shift coordinators and a supervisor to execute the coordinated assessment/entry process. In addition to taking incoming calls, they address the needs of clients in the shelter. Brisben staff take FRCoC training classes as they become available, most recently on Google Docs. All shift coordinators and case managers have a copy of the *FRCoC Coordinated Entry Policies & Procedures*, and one copy resides at the front desk.

**Provide evidence of organizational capacity to include governance, leadership, experience, and financial management. (Character Limit: 3,000)**

The Thurman Brisben Center has always demonstrated fiscal responsibility and administrative capacity in fulfilling its mission meeting programmatic goals. Federal grants administered include the Homeless Prevention and Rapid Re-Housing Program grant, the Homeless Solutions Grant, and the Emergency Solutions Grant. It maintains sufficient cash reserves, lines of credit, and broad community support to carry out its programs.

The General Board includes leadership from all five PD16 jurisdictions, and the Executive Board is distinguished by leaders from the academic, business, government, and medical fields. Both lists are attached.

As noted above, the Executive Director, N. David Cooper, has a broad background in nonprofit management, community development, and project management. His work with impoverished populations includes homelessness, food security, community-affordable housing, and resource-mapping. His education includes the Master of Social Work in human services administration (MSW), pastoral theology (MDiv), and a certificate in nonprofit management (CPM). Cooper has served on the Richmond Continuum of Care coordination of homeless services, and the Virginia Prisoner Reentry Policy Academy housing workgroups of Governors Kaine and McDonnell.

The Deputy Director, Kim Lally, has worked in Brisben shelter operations for 13 years, for a time as Executive Director.

Pam Shaver, the organization's bookkeeper, has over 30 years of accounting experience. She has been with the Brisben Center for 2-1/2 years.

**Are there any unresolved monitoring or audit findings for any grants operated by the applicant or potential subrecipients? If yes, please explain.** (Character Limit: 1,000)

Yes  No

### **Attachments (each project)**

Project Policies & Procedures  
Project Job Descriptions

### **Attachments (once per agency)**

Spending Plan  
Organizational Certifications and Assurances  
Board of Director Listing(s)  
Org Chart  
990 (if applicable)  
Profit and Loss Statement (prior year and most recent YTD)