

11/6/12

ORDINANCE NO. _____

AN ORDINANCE TO AMEND ORDINANCE NO. 12622 KNOWN AS "THE FISCAL YEAR 2012-2013 BUDGET ORDINANCE" SO AS TO APPROPRIATE SEVENTY-FIVE THOUSAND (\$75,000.00) FROM THE GENERAL FUND CONTINGENCY TO THE CHATTANOOGA REGIONAL HOMELESS COALITION TO BE USED TO PROVIDE EMERGENCY NIGHT SHELTER FOR INDIVIDUALS AND FAMILIES DURING THE PERIOD DECEMBER 1, 2012 THROUGH FEBRUARY 28, 2013.

SECTION 1. BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That there be and is hereby approved and authorized the appropriation \$75,000.00 from the General Fund Contingency to the Chattanooga Regional Homeless Coalition to be used to provide emergency night shelter for individuals and families during the winter. The shelter operations will be from December 1, 2012 through February 28, 2013.

SECTION 2. BE IT FURTHER ORDAINED, That this Ordinance shall become effective immediately upon passage as provided by law.

PASSED on Second and Final Reading

_____, 2012.

CHAIRPERSON

APPROVED: _____ DISAPPROVED: _____

DATE: _____, 2012

MAYOR

DM:FFK/mms

City of Chattanooga



Resolution/Ordinance Request Form

Date Prepared: 10/23/12

Preparer: Fredia Forshee Kitchen

Department: Finance & Admin on behalf of Mayor's Office

Brief Description of Purpose for Resolution/Ordinance: _____ Res./Ord. # _____ Council District # _____ City-wide

Please prepare an ordinance to amend the 2012-2013 operating budget so as to appropriate \$75,000 to Chattanooga Regional Homeless Coalition to provide emergency night shelter for individuals and families over the winter. The shelter operations will be December 1, 2012 through February 28, 2013.

Name of Vendor/Contractor/Grant, etc. _____
Total project cost \$ 106,100.00
Total City of Chattanooga Portion \$ 75,000.00
City Amount Funded \$ 0.00
New City Funding Required \$ 75,000.00
City's Match Percentage % 100%

New Contract/Project? (Yes or No) No
Funds Budgeted? (YES or NO) _____
Provide Fund 1100
Provide Cost Center A20401
Proposed Funding Source if not budgeted _____
Grant Period (if applicable) N/A

List all other funding sources and amount for each contributor.

Amount(s)	Grantor(s)
\$ _____	_____
\$ _____	_____
\$ _____	_____

Agency Grant Number _____

CFDA Number if known _____

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)
Funds will be reallocated from the General Fund Contingency to the Chattanooga Regional Homeless Coalition.
The Coalition will raise the additional required funds.

Approved by: _____

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

Please submit completed form to @budget, City Attorney and City Finance Officer

Revised: 1/26/09

Sirchia Maria

From: Beeland Richard
Sent: Tuesday, October 23, 2012 8:14 AM
To: Madison Daisy; Kitchen Fredia Forshee
Cc: Littlefield Ron; Johnson Dan; McMahan Michael; Sirchia Maria
Subject: Funding Request
Attachments: Emergency_Shelter_for_Individuals_Protocols[1]_revised.doc

Daisy/Fredia. The Homeless Coalition has come to us and is asking for \$75,000 to operate a night shelter for homeless individuals. The total cost of the Shelter operation, December 1 – February 28 is \$106,100. They are raising the additional funds.

I'm seeking permission to get this on the November 6 agenda. Just wanted you to be aware. Attached is some additional information.

They will be seeking city funding through the regular funding process.

Richard J. Beeland
Media Relations Director
beeland_r@chattanooga.gov

City of Chattanooga
Ron Littlefield, Mayor
City Hall
101 East 11th Street
Chattanooga, Tennessee 37402
423.425.6219 office
423.290.3470 cell



This correspondence should be considered a public record and subject to public inspection pursuant to the Tennessee Public Records Act.

 Please consider the environment before printing this e-mail

To: Richard Beeland, City of Chattanooga

From: Mary Simons, Chattanooga Regional Homeless Coalition

RE: Proposal for Emergency Shelter for Individuals

Request: \$75,000; December 1, 2012- February 28, 2012

Emergency Night Shelter for Individuals: Shelter Protocol

The Emergency Night Shelter for Individuals is designed to offer those with no other shelter option a safe, adequate space for overnight sleep. The Shelter will be minimal: a mat, a pillow, and 2 blankets. The Emergency Shelter Solutions for Individuals Project is seasonal – December 1 – February 28. Information on case management and other services will be available. Capacity is a maximum of 200 individuals.

On the first night's stay, Eligible Shelter guests may enter without an ID. An ID is required for entry on the second night.

Upon initial contact each shelter guest will be asked what their number one need is. The first goal of this data gathering is to inform the long term shelter committee as well as local service providers what these individuals see as their barriers and needs. This information will be used as a starting point for directing clients to appropriate services.

The shelter will provide an hour long informational program for clients three times per week. Each guest will be required to participate in a minimum of one session per week to maintain shelter space. These sessions will focus on accessing community resources and strategies for moving out of homelessness. The informational sessions will be provided by partner agencies including: Chattanooga Community Kitchen, Metropolitan Ministries, Family Promise and the Chattanooga Regional Homeless Coalition.

If homeless families arrive at the Shelter for individuals, the Shelter Manager will make appropriate accommodations. As soon as possible, the family will be referred to an appropriate program that meets their needs.

The Shelter will be staffed by 1 manager, 2 support staff, 1 police officer and 1 security guard. Four – 6 volunteers will assist with daily Shelter set-up 30 minutes prior to Shelter opening.

Shelter guests sign in between 6:00 p.m. and 7:00 p.m. Exceptions to that timeframe may be made if:

- The guest provides a letter from a case manager with specific, verifiable justification for late sign in. Letter must be on company letterhead, dated and signed by the proper authority;
- Police deliver a guest; and/or
- The temperature falls below 32 degrees.

Men and women will be separated, beginning at point of entry.

The following restrictions apply to Shelter guests:

- No mingling is allowed in the Shelter.
- No visitors are allowed in the Shelter.
- No pets are allowed in the Shelter.
- No drugs, alcohol, or weapons are allowed in the Shelter.
- No threatening behavior or language is permitted inside or outside of the Shelter.
- Loud, obscene, intoxicated and combative behaviors are not permitted inside or outside the Shelter.
- No electronic devices may be used in the shelter.

Lights out at 9:00 p.m.

Wake up is at 5:30 a.m. All guests exit the Shelter by 6:00 a.m.

Budget:

December 1-February 28, 2012

Staffing: \$33,000

Security: \$33,600

Laundry: \$12,000

Occupancy: \$7500

In-Kind Occupancy: \$20,000

Total: \$106,100

Request: \$75,000

Chattanooga Regional Homeless Coalition: \$11,600

Chattanooga Community Kitchen In-Kind: \$20,000

Chattanooga Community Kitchen: Volunteer Support

Chattanooga Regional Homeless Coalition: Staffing Support

Family Promise: Services Support

Metropolitan Ministries: Services Support

Total: \$106,600



1.

COVER LETTER



Chattanooga Regional
Homeless Coalition

"Opening doors to end homelessness"

The name and address of the non-profit organization is:

Chattanooga Regional Homeless Coalition
600 N, Holtzclaw Avenue
P.O. Box 3690
Chattanooga, TN 37404

Executive Director, Mary Simons, is the specific contact person knowledgeable within our non-profit organization relative to any request for fund assistance. Her contact information is:

Chattanooga Regional Homeless Coalition
600 N. Holtzclaw Avenue
P.O. Box 3690
Chattanooga, TN 37404
(423) 710-1501, extension 5
(423) 421-2831, cell

The CRHC's mission is to: advocate for persons who are homeless or near homeless, strategically plan for housing and services within the community, and to maximize resources and collaborate with partner agencies to implement housing and services within the community.

The amount of money requested is \$75,000.00

Sincerely,

A handwritten signature in blue ink that reads "Mary E. Simons". The signature is written in a cursive, flowing style.

Mary E. Simons, M.S., L.M.F.T
Executive Director
Chattanooga Regional Homeless Coalition



Chattanooga Regional
Homeless Coalition

2.

EXECUTIVE SUMMARY



Emergency Night Shelter for Individuals Executive Summary

The Emergency Night Shelter for Individuals is designed to offer those with no other shelter option a safe, adequate space for overnight sleep. The Shelter will be minimal: a mat, a pillow, and 2 blankets. The Emergency Shelter Solutions for Individuals Project is seasonal – December 1 – February 28. Information on case management and other services will be available. Capacity is a maximum of 200 individuals.

On the first night's stay, Eligible Shelter guests may enter without an ID. An ID is required for entry on the second night.

Upon initial contact each shelter guest will be asked what their number one need is. The first goal of this data gathering is to inform the long term shelter committee as well as local service providers what these individuals see as their barriers and needs. This information will be used as a starting point for directing clients to appropriate services.

The shelter will provide an hour long informational program for clients three times per week. Each guest will be required to participate in a minimum of one session per week to maintain shelter space. These sessions will focus on accessing community resources and strategies for moving out of homelessness. The informational sessions will be provided by partner agencies including: Chattanooga Community Kitchen, Metropolitan Ministries, Family Promise and the Chattanooga Regional Homeless Coalition.

If homeless families arrive at the Shelter for individuals, the Shelter Manager will make appropriate accommodations. As soon as possible, the family will be referred to an appropriate program that meets their needs.

The Shelter will be staffed by 1 manager, 2 support staff, 1 police officer and 1 security guard. Four – 6 volunteers will assist with daily Shelter set-up 30 minutes prior to Shelter opening.

Shelter guests sign in between 6:00 p.m. and 7:00 p.m. Exceptions to that timeframe may be made if:

- The guest provides a letter from a case manager with specific, verifiable justification for late sign in. Letter must be on company letterhead, dated and signed by the proper authority;
- Police deliver a guest; and/or
- The temperature falls below 32 degrees.

Men and women will be separated, beginning at point of entry.

The following restrictions apply to Shelter guests:

- No mingling is allowed in the Shelter.
- No visitors are allowed in the Shelter.
- No pets are allowed in the Shelter.

- No drugs, alcohol, or weapons are allowed in the Shelter.
- No threatening behavior or language is permitted inside or outside of the Shelter.
- Loud, obscene, intoxicated and combative behaviors are not permitted inside or outside the Shelter.
- No electronic devices may be used in the shelter.

Lights out at 9:00 p.m.

Wake up is at 5:30 a.m. All guests exit the Shelter by 6:00 a.m.

Budget:

December 1-February 28, 2012

Staffing: \$33,000

Security: \$33,600

Laundry: \$12,000

Occupancy: \$7500

In-Kind Occupancy: \$20,000

Total: \$106,100

Request: \$75,000

Chattanooga Regional Homeless Coalition: \$11,100

Chattanooga Community Kitchen In-Kind: \$20,000

Chattanooga Community Kitchen: Volunteer Support

Chattanooga Regional Homeless Coalition: Staffing Support

Family Promise: Services Support

Metropolitan Ministries: Services Support

Total: \$106,100

The Chattanooga Regional Homeless Coalition will submit a detailed accounting of how and for what purpose municipal funds were spent prior to the close of the City of Chattanooga's fiscal budget year and at the close of each succeeding fiscal budget year until all municipal funds have been spent. We expect to expend all funds appropriated between December 1, 2012 and February 28, 2013.

The Chattanooga Regional Homeless Coalition will provide the City of Chattanooga with copies of current annual audits or reviews for each year that it spends funds appropriated to it by the City of Chattanooga.



Mary E. Simons, M.S., L.M.F.T

Executive Director

Chattanooga Regional Homeless Coalition



Chattanooga Regional
Homeless Coalition

3.

BUDGET

Budget:

Emergency Shelter: December 1-February 28, 2012

Staffing: \$33,000

Security: \$33,600

Laundry: \$12,000

Occupancy: \$7500

In-Kind Occupancy: \$20,000

Total: \$106,100

Request: \$75,000

Chattanooga Regional Homeless Coalition: \$11,600

Chattanooga Community Kitchen In-Kind: \$20,000

Chattanooga Community Kitchen: Volunteer Support

Chattanooga Regional Homeless Coalition: Staffing Support

Family Promise: Services Support

Metropolitan Ministries: Services Support

Total: \$106,600

Attachment F: Budget Format

**CITY OF CHATTANOOGA
FY2013 Agency Funding Financial Form**

Account Category	Actual FY2009	Actual FY2010	Actual FY2011	Budget FY2012
REVENUES				
Contributions				
Individuals/Private		834.3	500	500
Corporate/Organizations/Churches		20000	18495	12532.52
Fees/Grants from Governmental Agencies				
Federal	174104	101673	155036.57	155,940.00
State		88,427.60	692,435.25	277,921.35
County	15,000.00	14,678.67	15,000.00	
City of Chattanooga	34,000.00	162,528.80	150,412.45	105,648.92
Other Cities (Please list)				
United Way				
Foundations (including grants)				
Gross Proceeds Special Events	84,277.00	62,985.00	78,352.87	85,399.70
Other UWs/Federations				
CFC/Designations received thru UWGC				
UWGC Program Allocation				
UWGC Special Funding				
Membership Dues	1,430.00	1,395.00	4,872.00	2,790.00
Program Income	18,485.00	50,994.92	29,734.99	20,445.84
Governmental Insurance				
Private Insurance				
Contracted Services				
Fee for Services				
Other Program Income		537.50	1,372.90	299.19
Sales to Public				
Investment Income				
Miscellaneous	1,060.00	5,108.35		
major item)				
Transfers in from other internal budgets				
Income from Previous Year				
TOTAL REVENUES	\$ 328,356.00	\$ 509,163.14	\$ 1,146,212.03	\$ 661,477.52

OPERATIONS

Personnel Expenses

Salaries	119772.9	137338.67	218742.03	281844.79
Fringe Benefits	13347.79	14950.82		
Employee Health			8966.01	20131.25
Pension/Retirement	7770		4500	6000
Payroll Taxes, etc.	28314.1	14515.73	6084.16	11965.81

Other (unemployment, life insurance, etc)

8907.68

Total Personnel Expenses	\$ 169,204.79	\$ 175,712.90	\$ 238,292.20	\$ 319,941.85
---------------------------------	---------------	---------------	---------------	---------------

OPERATING EXPENSES**Administration**

Services

Professional Fee & Contract service	52027.13	134374.24	73204.65	42053.2
Utilities				
Other	6580	15740.96		
Rent			14586.36	14914.77

Travel/Transportation

Local

Out of Town

Insurance (not employee health)	1654	2388	3472	6811.1
Materials & Supplies	4429.65	3695.61	7521.82	5133.1
Telephone, Fax, ISP		15740.3	14487.84	15046.73
Postage and Shipping	1831.74	1947.63	2478.25	1477.16
Occupancy/Building/Utilities (including contracts)	18792.34	18478.02		6739.5
Outside Printing, Art Work, etc.		1242.4	7260.22	
Conferences, Conventions, etc.	9127.33			13979.1
Special Assistance to Individuals				33716.6
National Dues/Support Payments		295	1521.48	
Organization Dues (other than above)				
Awards and Grants		69045.93	633186.87	110192.5
Fund Raising/Self-Support Activities	52199.56	33996.54	72949.09	68563.83
Miscellaneous expenses)	5227.1	5301.23	3025.06	18093.58
Depreciation major item)	6562.36	3502.68	3000	

Operating Expenses Total	\$ 158,431.21	\$ 309,908.50	\$ 853,309.66	\$ 336,721.17
---------------------------------	---------------	---------------	---------------	---------------

TOTAL OPERATIONS	\$ 327,636.00	\$ 485,621.40	\$ 1,091,601.86	\$ 656,663.02
-------------------------	---------------	---------------	-----------------	---------------

REVENUE OVER/ (UNDER) OPERATION	\$ 720.00	\$ 23,541.74	\$ 54,610.17	\$ 4,814.50
--	-----------	--------------	--------------	-------------

\$	306,145.97	(13,795.88)	-4.3%
----	------------	-------------	-------

51653.12	9599.92	22.8%
	0	N/A
75000	75000	
14914.77		
	0	N/A

	-6811.1	-100.0%
6056.35	923.25	18.0%
16691.14	1644.41	10.9%
4075.16	2598	175.9%
	-6739.5	-100.0%
	0	N/A
9274.71	9274.71	N/A
4526.66	-9452.44	-67.6%
32000	-1716.6	-5.1%
	0	N/A
	0	N/A
85439.83	-24752.67	-22.5%
	-68563.83	-100.0%
	-18093.58	-100.0%
21826.9	21826.9	N/A
	0	N/A
	0	N/A
	0	N/A

\$	321,458.64	(15,262.53)	-4.5%
----	------------	-------------	-------

\$	627,604.61	(29,058.41)	-4.4%
----	------------	-------------	-------

\$	5,536.76	722.26	15.0%
----	----------	--------	-------



4.

CHARTER

FILED

JUN 14 11 21 29

SECRETARY OF STATE

CHARTEROFCHATTANOOGA HOMELESS COALITION, INC.UNDER § 48-51-101, ET SEQ. OF THE NONPROFIT CORPORATION ACT

The undersigned person, having capacity to contract and acting as the Incorporator of a nonprofit corporation under the Tennessee Nonprofit Corporation Act, adopts the following Charter for such Corporation:

1. The name of the Corporation is Chattanooga Homeless Coalition, Inc.

2. This Corporation is a public benefit Corporation.

3. The duration of the Corporation is perpetual.

4. The Corporation's initial registered agent is Claire P. Mulkey. The address of the Corporation's initial registered office in the State of Tennessee shall be 451 River Street, Chattanooga, Hamilton County, Tennessee 37405.

5. The Corporation is not for profit.

6. The name, address and zip code of the Incorporator is as follows:

Claire P. Mulkey
P. O. Box 4029
451 River Street
Chattanooga, Tennessee 37405.

7. The street address and zip code of the principal office of the Corporation is 451 River Street, Chattanooga, Tennessee 37405.

8. The purposes for which the Corporation is organized are to ensure that the needs of the homeless population in Hamilton County are met by:

- . Developing a comprehensive, long-term plan based upon the prioritized needs of the local homeless population;
- . Advocating for the specific identified needs of individuals who are homeless to ensure that the various systems involved work effectively on their behalf;

95 FEB 14 PM 2:25
STATE

- . Identifying and developing funding sources from both public and private sectors for homeless programs; and
- . Providing a vehicle through which information on homeless issues is disseminated to all agencies and organizations concerned with this population.

9. This Corporation is to have members, as provided by the By-Laws.

10. The Directors of the Corporation shall be elected or appointed as provided in the By-Laws.

11. No part of the net earnings of the Corporation shall inure to the benefit of any member, director or officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation effecting one or more of its purposes), and no member, director or officer of the Corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

Notwithstanding any other provision of this Charter, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

Upon the dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to organizations who shall carry on the purposes set forth in Paragraph 5 of this Charter and which will then qualify under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

95 FEB 14 PM 3 51
SECRETARY'S OFFICE

12. Provisions for the regulation of the internal affairs of the Corporation shall be determined and fixed by the By-Laws.

13. The personal liability of the Directors and the Members of the Corporation for monetary damages shall be limited to liability:

- a. For any breach of the Director's duty of loyalty to the Corporation or its Members;
- b. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or
- c. Under § 48-58-304.

14. The Corporation shall have all powers as granted to corporations not for profit by Chapters 51 through 68 of the Tennessee Code Annotated.

Dated: January 30, 1995.

CHATTANOOGA HOMELESS COALITION, INC.

BY: Claire P. Mulkey
Claire P. Mulkey, Incorporator

ChatHcom.cba
doffrh

248501

PAMELA HURST
REGISTER
HAMILTON COUNTY
STATE OF TENNESSEE

'95 FEB 21 PM 3 51

BY: J. Justice
DEPUTY

RECPT. # 248621

02/21/95 MISC 5.00 **5.0*

State of Tennessee



Department of State
Corporate Filings
312 Rosa L. Parks Avenue
6th Floor, William R. Snodgrass Tower
Nashville, TN 37243

FILED

ARTICLES OF AMENDMENT
TO THE CHARTER
(Nonprofit)

RECEIVED
STATE OF TENNESSEE
2010 FEB 23 AM 10:58
TRE HARGETT
SECRETARY OF STATE

SS-4416-0923

Corporate Control Number (If Known) 000290616

Pursuant to the provisions of section 48-60-105 of *The Tennessee Nonprofit Corporation Act*, the undersigned corporation adopts the following articles of amendment to its charter:

1. Please insert the name of the corporation as it appears of record:

Chattanooga Homeless Coalition, Inc.

If changing the name, insert the new name on the line below:

Chattanooga Regional Homeless Coalition, Inc.

2. Please check the block that applies:

Amendment is to be effective when filed by the secretary of state.

Amendment is to be effective, _____ (month, day, year)

(Not to be later than the 90th day after the date this document is filed.) If neither block is checked, the amendment will be effective at the time of filing.

3. Please insert any changes that apply:

- a. Principal address: 600 N. Holtzclaw Ave Chattanooga TN 37404
(Street) (City) (State/County) (Zip Code)
- b. Registered agent: Everett L. Hixson, Jr.
- c. Registered address: 1418 McCallie Avenue Chattanooga TN 37404
(Street) (City) (State/County) (Zip Code)
- d. Other changes: _____

4. The corporation is a nonprofit corporation.

5. The manner (if not set forth in the amendment) for implementation of any exchange, reclassification, or cancellation of memberships is as follows:

6. The amendment was duly adopted on February 4, 2010 (month, day, year)

by (please check the block that applies):

- The incorporators without member approval, as such was not required.
- The board of directors without member approval, as such was not required.
- The members

7. Indicate which of the following statements applies by checking the applicable block:

- Additional approval for the amendment (as permitted by §48-60-301 of the tennessee nonprofit corporation act) was not required.
- Additional approval for the amendment was required by the charter and was obtained.

Executive Director

Signer's Capacity

Karen Blevins

Signature

2/17/10

Date

Karen Blevins

Name of Signer (typed or printed)



5.

**IRS NON-PROFIT STATUS
LETTER**



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248467573
June 13, 2012 LTR 4168C E0
62-1549023 000000 00

00025581
BODC: TE

CHATTANOOGA REGIONAL HOMELESS
COALITION INC
600 N HOLTZCLAW AVE
CHATTANOOGA TN 37404-1242

Non-Profit Status Letter



043239

Employer Identification Number: 62-1549023
Person to Contact: MR. NIERMANN
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your June 04, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in FEBRUARY 1996.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248467573
June 13, 2012 LTR 4168C E0
62-1549023 000000 00
00025582

CHATTANOOGA REGIONAL HOMELESS
COALITION INC
600 N HOLTZCLAW AVE
CHATTANOOGA TN 37404-1242

Non-Profit Status Letter

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1



Chattanooga Regional
Homeless Coalition

6.

ANNUAL REPORT

ANNUAL AUDIT



File online at: <http://TNBear.TN.gov/AR>

Status: Complete

Due on/Before: 10/01/2012

Reporting Year: 2012

This Annual Report has been successfully paid for and submitted. Your Annual Report will be reviewed by Business Services and filed within 48 hours. Please keep this report for your records.

CC Payment Ref #: 146420563

Annual Report Filing Fee Due:

\$20 if no changes are made in block 3 to the registered agent/office, or
\$40 if any changes are made in block 3 to the registered agent/office

SOS Control Number: 290616

Corporation Non-Profit - Domestic

Date Formed: 02/14/1995

Formation Locale: TENNESSEE

(1) Name and Mailing Address:

Chattanooga Regional Homeless Coalition, Inc.
AUTUMN MASON
PO BOX 3690
CHATTANOOGA, TN 37404-0690

(2) Principal Office Address:

600 N HOLTZCLAW AVE
CHATTANOOGA, TN 37404-1242

(3) Registered Agent (RA) and Registered Office (RO) Address: Agent Changed: No

Everett L. Hixson, Jr.
1418 MCCALLIE AVE
CHATTANOOGA, TN 37404-2935

Image #: A0136-2525

(4) Name and business address (with zip code) of the President, Secretary and other principal officers.

Title	Name	Business Address	City, State, Zip
Treasurer	Erin Creal	230 N. Highland Park Ave	Chattanooga, TN 37404
Vice Chair	Mitch Everhardt	P.O. Box 4454	Chattanooga, TN 37405
Secretary	Brian Frye	744 McCallie Avenue	Chattanooga, Tennessee 37403
Chair	Everett L Hixson, Jr	1418 MCCALLIE AVE	CHATTANOOGA, TENNESSEE
President	Mary Simons	600 North Holtzclaw Ave	Chattanooga, Tennessee 37404

(5) Board of Directors names and business address (with zip code). (___ None)

Name	Business Address	City, State, Zip
Charlie Loomis	801 Boylston St	Chattanooga, TN 37405
Mary Ellen Galloway	1184 Baldwin St	Chattanooga, TN 37403
Barry Kidwell	605 Timber Ridge Dr.	Hixson, TN 37343
Rebecca Cruz- Styles	7051 McCutcheon Rd	Chattanooga, TN 37421
Miguel Morales	2040 Hamilton Place Blvd #100	Chattanooga, TN 37421
Ralph Anderson	417 Fletcher Hall, Dept 6356	Chattanooga, TN 37403
Cynthia Blakemore	3074 Hickory Valley Rd	Chattanooga, TN 37421
Karen Davis	312 Resource Rd	Dunlap, TN 37327
Jon Dutton	508 North Main St	Lafayette, GA 30728
Will Wallace	Mustard Tree Ministries	Chattanooga, TN 37343
Steve Wright	3332 Chattanooga Valley Rd	Flintstone, GA 30725
Alan Washburn	4081 Jenkins Rd	Chattanooga, TN 37421
Paula Coleman	101 E. 11th Street, Suite 200	Chattanooga, TN 37402
Brian Frye	744 McCallie Avenue, Suite 410	Chattanooga, TN 37403
Everett L Hixson	1418 MCCALLIE AVENUE	CHATTANOOGA, TN 37404
Judi Byrd	1765 PINE NEEDLES DR	CHATTANOOGA, TENNESSEE 37421

Phyllis Casavant	PO BOX 4751	CHATTANOOGA, TENNESSEE 37405
Jens Christensen	PO Box 11203	Chattanooga, Tennessee 37401
Erin Creal	230 N Highland Park Avenue	Chattanooga, Tennessee 37404
Mitchel Everhart	PO Box 4454	Chattanooga, Tennessee 37405
Brennan Francois	2200 MORRIS HILL RD	CHATTANOOGA, TENNESSEE 37421
Drew Hibbard	606 Lytle Street	Chattanooga, Tennessee 37405
Betsy McCright	801 North Holtzclaw Ave	Chattanooga, Tennessee 37404
Regina McDevitt	300 8th Street	Chattanooga, Tennessee 37403
Gay Moore	8515 Nesting Trail	Ooltewah, Tennessee 37363
Christine Ralph	PO Box 669	Chattanooga, Tennessee 37321
Beth Ratledge-Washburn	6098 DEBRA RD, SUITE 5200 BUILDING 6200	CHATTANOOGA, TENNESSEE 37411
Mary Simons	600 North Holtzclaw Ave	Chattanooga, Tennessee 37404
Gina Turley	472 W MLK Blvd	Chattanooga, Tennessee 37402
William Ward	PO Box 8326	Chattanooga, Tennessee 37414

(6) This section applies to non-profit corporations ONLY.

A. Our records reflect that your non-profit corporation is a public benefit or a mutual benefit corporation as indicated.

If blank or incorrect, please check appropriately: Public Mutual

B. If a Tennessee religious corporation, please check here if blank: Religious

(7) Signature: Electronic

(8) Date: 08/01/2012 2:00 PM

(9) Type/Print Name: Autumn Mason

(10) Title: Director of Finance

**CHATTANOOGA HOMELESS
COALITION, INC.**

CHATTANOOGA, TENNESSEE

AUDITED FINANCIAL STATEMENTS

June 30, 2011

LARRY O. STOPHEL & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
6716 HERITAGE BUSINESS COURT
CHATTANOOGA, TENNESSEE 37421-2596

CHATTANOOGA HOMELESS COALITION, INC.

CONTENTS

June 30, 2011

	Page
Independent Auditors' Report	1
Financial Statements:	
Statement of Financial Position	2
Statement of Activities and Net Assets	3
Statement of Cash Flows	4
Statement of Functional Expenses	5
Notes to Financial Statements	6
Schedule of Expenditures for Federal and State Awards	10
Report on Internal Control Over Financial Reporting and On Compliance And Other Matters Based on a Audit of the Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	11
Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133	12
Schedule of Findings and Questioned Cost	14
Schedule of Prior Year Findings and Questioned Costs	16

LARRY O. STOPHEL & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
6716 HERITAGE BUSINESS COURT
CHATTANOOGA, TENNESSEE 37421-2596

TELEPHONE 423 855-9700

FAX 423 855-4683

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Chattanooga Homeless Coalition, Inc.
Chattanooga, Tennessee

We have audited the accompanying statement of financial position of Chattanooga Homeless Coalition, Inc. (a Tennessee non-profit organization) as of June 30, 2011, and the related statement of activities, functional expenses, net assets and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Chattanooga Homeless Coalition, Inc. as of June 30, 2011 and the result of changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 1, 2011, on our consideration of Chattanooga Homeless Coalition, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of our testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of Chattanooga Homeless Coalition, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Larry O. Stophel & Associates

November 7, 2011

CHATTANOOGA HOMELESS COALITION, INC.
STATEMENT OF FINANCIAL POSITION
June 30, 2011

ASSETS

CURRENT ASSETS		
Cash	\$ 41,923	
Receivables	<u>38,428</u>	
Total Current Assets		\$ 80,351
EQUIPMENT		
Equipment	\$159,570	
Accumulated Depreciation	<u>(151,547)</u>	
Net Equipment		8,023
OTHER ASSETS		
Deposits		<u>600</u>
TOTAL ASSETS		<u>\$ 88,974</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts Payable	\$ 17,178	
Accrued Payroll Taxes	2,438	
Notes Payable – Due within one year	7,500	
Other Accrued Expenses	<u>24,363</u>	
Total Current Liabilities		\$ 51,479
NET ASSETS		
Unrestricted	<u>37,495</u>	
Total Net Assets		<u>37,495</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 88,974</u>

See Accountants' Report and Notes to the Financial Statements

CHATTANOOGA HOMELESS COALITION, INC.
STATEMENT OF ACTIVITIES AND NET ASSETS
For the Year Ended June 30, 2011

	Centralized Intake	Community Voice Mail	Continuum Of Care	Grateful Gobbler	HMIS	City of Chatt HPRP	THDA HPRP	General & Admin	Total
SUPPORT AND REVENUE									
Grants	\$ 56,412	\$54,892	\$40,000	\$72,072	\$134,875	\$23,495	\$692,435	\$16,793	\$1,002,109
Program Revenue			4,980		12,207			19,905	106,052
Membership Fees	<u>2,846</u>								<u>22,751</u>
Total Support and Revenue	<u>59,258</u>	<u>54,892</u>	<u>44,980</u>	<u>72,072</u>	<u>147,082</u>	<u>23,495</u>	<u>692,435</u>	<u>36,698</u>	<u>1,130,912</u>
EXPENSES									
Program Services	59,258	54,892	44,980	72,072	147,082	23,495	673,554		1,075,333
General & Administrative								25,485	25,485
Total Expenses	<u>59,258</u>	<u>54,892</u>	<u>44,980</u>	<u>72,072</u>	<u>147,082</u>	<u>23,495</u>	<u>673,554</u>	<u>25,485</u>	<u>1,100,818</u>
DECREASE IN NET ASSETS	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 18,881</u>	<u>\$ 11,213</u>	<u>\$ 30,094</u>
NET ASSETS -- Beginning of Year									<u>7,401</u>
NET ASSETS -- End of Year									<u>\$37,495</u>

See Accountants' Report and Notes to the Financial Statements

CHATTANOOGA HOMELESS COALITION, INC.
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2011

CASH FLOWS FROM OPERATING ACTIVITIES:

Increase in Net Assets	\$ 30,094
Adjustments to Reconcile Support and Revenue over Expenses:	
Depreciation	3,412
Increase/Decrease in:	
Receivables	40,460
Accounts Payable	(33,821)
Other Accrued Expenses	(5,087)
Accrued Payroll Taxes	<u>(62)</u>
Cash Provided By Operating Activities	<u>34,996</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Purchase of equipment	<u>(4,198)</u>
Cash Used by Investing Activities	<u>(4,198)</u>

CASH FLOWS FROM FINANCING ACTIVITIES:

Borrowings less principal payments on note payable	<u>(5,000)</u>
Cash Used by Financing Activities	<u>(5,000)</u>

NET INCREASE IN CASH	25,798
CASH - Beginning of Year	<u>16,125</u>
CASH - End of Year	<u>\$ 41,923</u>

See Accountants' Report and Notes to the Financial Statements

CHATTANOOGA HOMELESS COALITION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2011

PROGRAM SERVICES	Centralized _Intake	Community Voice/Mail	Continuum Of Care	Grateful Gobbler	HMIS	City of Chatt HPRP	THDA HPRP	General Admin.	Total
Accounting					\$ 225		\$ 3,000	\$ 3,588	\$ 6,813
Administration							17,303		17,303
Advertising			\$ 448						448
Bad Debts								125	125
Bank Charges								55	55
Board Development								1,625	1,625
Centralized Services	\$ 57,550								57,550
Conferences and Meetings			2,499		2,064		1,017		5,580
Contracted Services	1,708	\$ 5,297			48,114	\$ 13,578	4,508		73,205
Data							48,421		48,421
Depreciation								3,412	3,412
Dues								1,037	1,037
Employee Benefits			3,749		4,574		455		13,467
Housing							222,121		222,121
Insurance					3,472		998		3,472
Technical Support/Internet Licenses and Permits				\$ 60	1,769	100			2,927
Miscellaneous								430	430
Supplies			1,050		2,109		765		2,969
Printing and Copying		949			1,343		4,180		7,522
Postage & Freight		49			377		402		828
Prevention					1,434		215		1,649
Rent							287,028		287,028
Salaries and Payroll Taxes					10,935		3,651		14,586
Telephone			35,687		60,226		77,769	14,050	233,683
Training/Travel			340		3,583		1,721		11,561
Walk Expenses			1,207		6,857			1,068	10,052
Walk Payout					29,518				30,586
Total Program Services	<u>\$ 59,258</u>	<u>\$ 54,892</u>	<u>\$ 44,980</u>	<u>\$ 72,072</u>	<u>\$ 147,082</u>	<u>\$ 23,495</u>	<u>\$ 673,554</u>	<u>\$ 25,485</u>	<u>\$ 1,100,818</u>

See Accountants' Report and Notes to the Financial Statements

CHATTANOOGA HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2011

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Chattanooga Homeless Coalition, Inc. have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles of the United States of America. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

(a) NATURE OF BUSINESS

Chattanooga Homeless Coalition, Inc., is a not-for-profit corporation organized under the laws of the State of Tennessee. The mission of the corporation is to ensure that the needs of the homeless population are being met through:

- (1) Development of a comprehensive long-term plan,
- (2) Advocacy,
- (3) Identification and development of fund sources, and
- (3) Sharing information on homeless issues with agencies and organizations concerned with this population.

(b) FINANCIAL STATEMENT PRESENTATION

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification Topic 958-205. Under FASB ASC Topic 958-205, net assets, revenues, expenses, gain, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

- (1) Unrestricted amounts are those currently available at the discretion of the board for the use in the organization's operation and those resources invested in property and equipment. These are not subject to donor-imposed stipulations.
- (2) Temporarily restricted net assets are those subject to donor-imposed stipulations that may or will be met, either by actions of the Organization or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. If net assets were released from restrictions by incurring expenses satisfying the purpose of the grant or contribution within the same reporting period, those net assets have been classified as unrestricted. At June 30, 2011, there were no temporarily restricted net assets.
- (3) Permanently restricted net assets are those subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes. At June 30, 2011, there were no permanently restricted net assets.

CHATTANOOGA HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2010

(c) CONTRIBUTIONS

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction.

(d) INCOME TAX

Chattanooga Homeless Coalition, Inc. is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code and is exempt from federal income taxes on related income pursuant to Section 501(1) of the Code. Therefore, no provision for federal income taxes has been made. In addition, the Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code.

(d) USE OF ESTIMATES

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures. Actual results could differ from those estimates.

(e) EQUIPMENT

The Organization capitalizes all expenditures for equipment over \$1,000. Equipment is recorded at cost or, if donated, at estimated fair value at the date of donation. Donations are recorded as unrestricted support unless the donor has restricted the donated asset to a specific purpose.

Depreciation is calculated on an accelerated method based on the useful lives of the depreciable assets, ranging from five to seven years for equipment.

(f) DONATED SERVICES

Donated services are recognized in accordance with FASB ASC Topic 958-605, if the services (a) create or enhance non-financial assets or (b) require the specialized skills, are performed by people with those skills, and would otherwise be purchased. A substantial number of volunteers have donated amounts of their time. These donated services do not meet the criteria to be recorded by the Organization; therefore, no amounts have been reflected in the financial statements.

CHATTANOOGA HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2011

(g) CASH AND CASH EQUIVALENTS

For purposes of the statement of cash flows, the Organization considers all highly liquid investments with initial maturities of three months or less to be cash equivalents.

(h) COMPENSATED ABSENCES

The Organization provides annual leave benefits for its employees and accrues a liability for these benefits based on amounts earned but not paid as of June 30, 2011.

(i) RECEIVABLES

Receivables are recorded at the amount management expects to collect on balances outstanding at year end. Management anticipates collecting all receivables. Total receivables consist of \$38,428 from grants with the balance due from other sources.

NOTE 2 - FAIR VALUE OF FINANCIAL INSTRUMENTS

(a) CASH

The carrying amount reported is the reconciled bank account balances which are considered to be fair values.

(b) CURRENT LIABILITIES

The carrying amounts reported are the amounts equaled to the required payments. The reported amounts are considered the fair value.

NOTE 3 - CONTINGENCIES

Expenditures related to federal and state grants and contracts are subject to adjustment based upon a review by the granting agencies. The organization does not anticipate that adjustments, if any, arising from such reviews will have a material effect on the financial statements.

NOTE 4 – NOTE PAYABLE

Notes payable consist of the following at June 30, 2011:

Tennessee Housing Development Agency, monthly installments of \$2,500
0% interest, due September 1, 2011

\$ 7,500

CHATTANOOGA HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2011

NOTE 5 – SUBSEQUENT EVENTS

Management has evaluated events and transactions subsequent to the balance sheet date through the date of the auditor's report (the date the financial statements were available to be issued) for potential recognition or disclosure in the financial statements. Management has not identified any items requiring recognition or disclosure.

NOTE 6 – OPERATING LEASES

The Organization leases office space under a five year lease commencing on October 14, 2009 and terminating on October 31, 2104. Provided the Organization is in good standing and is not in default of the lease terms and conditions, the Organization has the opportunity for early termination of the lease after thirty-six months without penalty. If reduction in funding of grant programs, Chattanooga Homeless Coalition, Inc. has the option of reducing the amount of leased area it occupies and corresponding rent at that time in proportion to the reduction in funding it receives.

Minimum future rental payments required under the operating lease are as follows:

For the year ending:

June 30, 2012	\$14,915
June 30, 2013	15,242
June 30, 2014	15,700
June 30, 2015	5,284

Rental expense incurred totaled \$14,586 for the year ended June 30, 2011.

NOTE 6 – OTHER ACCRUED EXPENSES

Other accrued expenses consists of the following as of June 30, 2011

Accrued Vacation Pay	\$ 8,858
Deferred Revenue	<u>15,505</u>
Total	<u>\$24,363</u>

CHATTANOOGA HOMELESS COALITION, INC.
 SCHEDULE OF EXPENDITURES OF FEDERAL/STATE/OTHER AWARDS
 For the Year Ended June 30, 2011

<u>Federal/State/Other Grantor</u>	<u>Federal CFDA Number</u>	<u>Federal and State Expenditures</u>
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT Continuum of Care: HMIS, CVM	14.235	\$ 155,767
TENNESSEE HOUSING DEVELOPMENT AGENCY Homeless Prevention and Rapid Re-housing Program	14.257	692,435
CITY OF CHATTANOOGA Homeless Prevention and Rapid Re-housing Program	14.257	23,495
CDBG: Centralized Intake, CoC, HUD Match	14.228	115,412
HAMILTON COUNTY CoC Planning	N/A	<u>15,000</u>
Total		<u>\$1,002,109</u>

LARRY O. STOPHEL & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
6716 HERITAGE BUSINESS COURT
CHATTANOOGA, TENNESSEE 37421-2596

TELEPHONE 423 855-8700

FAX 423 855-4683

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Chattanooga Homeless Coalition, Inc.
Chattanooga, Tennessee

We have audited the financial statements of Chattanooga Homeless Coalition, Inc. (a Tennessee non-profit organization) as of and for the year ended June 30, 2011, and have issued our report thereon dated November 7, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Chattanooga Homeless Coalition, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Chattanooga Homeless Coalition, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Chattanooga Homeless Coalition, Inc.'s internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in the internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Chattanooga Homeless Coalition, Inc.'s financial statements are free of material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Board of Directors, others within the Organization, the State of Tennessee and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Larry O. Stophel & Associates

November 7, 2011

LARRY O. STOPHEL & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
6716 HERITAGE BUSINESS COURT
CHATTANOOGA, TENNESSEE 37421-2596

TELEPHONE 423 855-8700

FAX 423 855-4683

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Directors of
Chattanooga Homeless Coalition, Inc.
Chattanooga, Tennessee

Compliance

We have audited the compliance of Chattanooga Homeless Coalition, Inc. (a Tennessee non-profit organization) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2011. Chattanooga Homeless Coalition, Inc.'s major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal program is the responsibility of Chattanooga Homeless Coalition, Inc.'s management. Our responsibility is to express an opinion on Chattanooga Homeless Coalition, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Chattanooga Homeless Coalition, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Chattanooga Homeless Coalition, Inc.'s compliance with those requirements.

In our opinion, Chattanooga Homeless Coalition, Inc. complied, in all material respects, with requirements referred to above that are applicable to its major federal program for the year ended June 30, 2011

Internal Control over Compliance

The management of Chattanooga Homeless Coalition, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Chattanooga Homeless Coalition, Inc.'s internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Chattanooga Homeless Coalitions, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected or corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the Board of Directors, others within the Organization, the State of Tennessee and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Larry O. Stophel & Associates

November 7, 2011

CHATTANOOGA HOMELESS COALITION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
June 30, 2011

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

- Significant deficiencies identified? ___yes Xno
- Significant deficiencies identified considered to be material weaknesses? ___yes Xno

Noncompliance material to financial statements noted? ___yes Xno

Federal Awards

Internal control over major programs:

- Significant deficiencies identified? ___yes Xno
- Significant deficiencies identified considered to be material weaknesses? ___yes Xno

Type of auditor's report issued on compliance for major programs Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133 ___yes Xno

Identification of major programs:

CFDA Number
14.257

Name of Federal Program or Cluster
Homeless Prevention and Rapid Re-Housing

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee? Xyes ___no

CHATTANOOGA HOMELESS COALITION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
June 30, 2011

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported

CHATTANOOGA HOMELESS COALITION, INC.
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
June 30, 2011

There were no prior year findings or questioned costs.



7.

BOARD OF DIRECTORS



Board of Directors

Name: Dr. Ralph Anderson

Home Address: 615 McCallie Avenue, Chattanooga, TN 37403

Occupation: University Professor

Primary Contribution to the Board: Dr. Anderson has nine years experience in Nonprofit Administration holding positions including Executive Director, Director of Research and Development and Senior Planner

Length of Board Service: 2 months Date Board Term Expires: 06/30/2015

Name: Cynthia Blakemore

Home Address: 3074 Hickory Valley Road, Chattanooga, TN 37421

Occupation: Hamilton County Department of Education Social Worker

Primary Contribution to the Board: Former Coordinator of the Hamilton County School Homeless Education Program

Length of Board Service: 14 months Date Board Term Expires: 06/30/2014

Name: Judith Byrd

Home Address: 1765 Pine Needles Trail, Chattanooga, TN 37421

Occupation: Retired from Hamilton County Social Services

Primary Contribution to the Board: Community Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Phyllis Casavant

Home Address: 320 Signal Mtn. Blvd., Signal Mountain, TN 37377

Occupation: Deputy Director, SE TN Development District

Primary Contribution to the Board: Local Non Profit Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013



Board of Directors

Name: Jens Christensen

Address: 1 Ozark Place, Chattanooga, TN 37415

Occupation: Assistant Director, Chattanooga Community Kitchen

Primary Contribution to the Board: Local Non Profit Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Paula Coleman

Address: 100 E. 11th Street, Chattanooga, TN 37402

Occupation: Community Development Specialist, City of Chattanooga

Primary Contribution to the Board: Ex Officio

Length of Board Service: 38 months Date Board Term Expires: 06/30/2015

Name: Erin Creal

Address: 230 N. Highland Park Ave, Chattanooga, TN 37404

Occupation: Executive Director, Chattanooga Room in the Inn

Primary Contribution to the Board: Treasurer

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Karen Davis

Address: 312 Resource Road, Dunlap, TN 37327

Occupation: Housing Director, SE TN Human Resource Agency

Primary Contribution to the Board: Regional Non Profit Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2015



Board of Directors

Name: Jon Dutton

Address: 1611 Fairy Dell Trail, Lookout Mountain, GA 30750

Occupation: Financial Advisor

Primary Contribution to the Board: Regional Community Advocate

Length of Board Service: 2 months Date Board Term Expires: 06/30/2015

Name: Mitch Everhart

Address: 4548 Brainerd Rd., Chattanooga, TN 37411

Occupation: Realtor

Primary Contribution to the Board: Vice Chair

Length of Board Service: 26 months Date Board Term Expires: 06/30/21013

Name: Brennan Francois

Address: 2200 Morris Hill Rd., Chattanooga, TN 37421

Occupation: CEO, Parkridge Valley Hospital

Primary Contribution to the Board: Mental Health Community Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Brian Frye

Address: 744 McCallie Avenue, Chattanooga, TN 37403

Occupation: Attorney

Primary Contribution to the Board: Secretary

Length of Board Service: 14 months Date Board Term Expires: 06/30/2014



Board of Directors

Name: Mary Ellen Galloway

Address: 1184 Baldwin Street, Chattanooga, TN 37403

Occupation: Executive Director, Family Promise of Greater Chattanooga

Primary Contribution to the Board: Local Non Profit Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Andrew Hibbard

Address: 606 Lytle Street, Chattanooga, TN 37405

Occupation: Director of Investments, Vision Hospitality Group

Primary Contribution to the Board: Community Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Everett Hixson

Address: 1418 McCallie Ave, Chattanooga, TN 37404

Occupation: Attorney

Primary Contribution to the Board: Chair

Length of Board Service: 38 months Date Board Term Expires: 06/30/2015

Name: Barry Kidwell

Address: 605 Timber Ridge Drive, Hixson, TN 37343

Occupation: Pastor

Primary Contribution to the Board: Community Advocate

Length of Board Service: 2 months Date Board Term Expires: 06/30/2015



Board of Directors

Name: Charles Loomis

Address: 801 Boylston Street, Chattanooga, TN 37405

Occupation: Chef

Primary Contribution to the Board: Community Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Betsy McCright

Address: 801 N. Holtzclaw Ave., Chattanooga, TN 37404

Occupation: Executive Director, Chattanooga Housing Authority

Primary Contribution to the Board: Local Non Profit Advocate

Length of Board Service: 26 Months Date Board Term Expires: 06/30/2013

Name: Regina McDevitt

Address: 300 8th Street, Chattanooga, TN 27303

Occupation: Executive Director, Partnership FCA

Primary Contribution to the Board: Local Non Profit Advocate

Length of Board Service: 26 months Date Board Term Expires: 06/30/2013

Name: Gay Moore

Address: 8515 Nesting Trail, Ooltewah, TN 37363

Occupation: Retired

Primary Contribution to the Board: Community Advocate

Length of Board Service: 26 Months Date Board Term Expires: 06/30/2013



Board of Directors

Name: Miguel Morales

Address: 2040 Hamilton Place Blvd, #100, Chattanooga, TN 37409

Occupation: Owner, Carabba's Italian Grill

Primary Contribution to the Board: Community Advocate

Length of Board Service: 2 months Date Board Term Expires: 06/30/2015

Name: Christine Ralph

Address: P.O. Box 669, Dayton, TN 37321

Occupation: Executive Director, Rhea County United Way

Primary Contribution to the Board: Regional Non Profit Advocate

Length of Board Service: 37 months Date Board Term Expires: 06/30/2015

Name: Mary Simons

Address: 600 N. Holtzclaw Avenue

Occupation: Executive Director, CRHC

Primary Contribution to the Board: Executive Director of CRHC

Length of Board Service: 26 Months Date Board Term Expires: 06/30/2013

Name: Rebecca Cruz Styles

Address: 7051 McCutchen Road, Chattanooga, TN 37421

Occupation: Director of Sales, Country Inn & Suites

Primary Contribution to the Board: Community Advocate

Length of Board Service: 25 Months Date Board Term Expires: 06/30/2013



Board of Directors

Name: Gina Turley
Address: 472 W. MLK Blvd, Chattanooga, TN 37412
Occupation: Consumer Housing Specialist, AIM Center
Primary Contribution to the Board: Local Non Profit Advocate
Length of Board Service: 26 Months **Date Board Term Expires:** 06/30/2013

Name: William Wallace
Address: 3776 Dixie Circle, Lupton City, TN 37351
Occupation: Retired
Primary Contribution to the Board: Formerly Homeless Community Advocate
Length of Board Service: 2 Months **Date Board Term Expires:** 06/30/2015

Name: William H. Ward
Address: 4700 Colonial Circle, Chattanooga, TN 37411
Occupation: Director, Pathways
Primary Contribution to the Board: Local Non Profit Advocate
Length of Board Service: 26 Months **Date Board Term Expires:** 06/30/2013

Name: Alan Washburn
Address: 8051 Chinkapin Ct., Ooltewah, TN 37363
Occupation: US Express
Primary Contribution to the Board: Community Advocate
Length of Board Service: 2 Months **Date Board Term Expires:** 06/30/2015



Board of Directors

Name: Elizabeth Washburn

Address: 8051 Chinkapin Ct., Ooltewah, TN 37363

Occupation: VA Outpatient Clinic

Primary Contribution to the Board: Veterans Advocate

Length of Board Service: 26 Months Date Board Term Expires: 06/30/2013

Name: Steve Wright

Address: 3332 Chattanooga Valley Road, Flintstone, GA 30725

Occupation: Flintstone Child Care Center

Primary Contribution to the Board: Regional Community Advocate

Length of Board Service: 26 Months Date Board Term Expires: 06/30/2013



Chattanooga Regional
Homeless Coalition

BYLAWS

**BYLAWS OF
CHATTANOOGA REGIONAL HOMELESS COALITION, INC.**
(A Tennessee Nonprofit Corporation)
(Adopted by Board Resolution Effective 5/8, 2012)

These Bylaws shall regulate the affairs of the Chattanooga Regional Homeless Coalition, Inc. (the "corporation "); subject to the provisions of the corporation's Charter and any applicable provisions of the Tennessee Nonprofit Corporation Act, Section 48-51-101 *et seq.*, Tennessee Code Annotated.

**ARTICLE 1
NAME**

The name of the corporation is the Chattanooga Regional Homeless Coalition, Inc.

**ARTICLE 2
OFFICES**

The corporation shall designate and continuously maintain a registered office in the State of Tennessee. The principal office of the corporation shall be that which is designated as such in its Charter. The corporation may also have other offices within and without the State of Tennessee at such places as the Board of Directors may from time to time determine. The corporation shall designate and continuously maintain a registered agent in the State of Tennessee at its registered office.

**ARTICLE 3
PURPOSES**

The principal purposes for which this non-profit corporation is organized are to engage in charitable, educational, social welfare, or other similar purposes; to promote programs and services that will enhance the quality of lives of the homeless and/or formerly homeless; and, to work with other agencies and organizations to eliminate homelessness in southeast Tennessee.

The Mission of the corporation is to identify services needed, work with organizations to develop resources and facilitate community actions that move homeless individuals and families to self-sufficiency and permanent housing.

The corporation is irrevocably dedicated to and operated exclusively for nonprofit purposes and no part of the income or assets of the corporation shall be distributed to, or inure to the benefit of, any individual.

ARTICLE 4 MEMBERS

The corporation will not have "members" as this term is defined in the Tennessee Non-Profit Corporation Act (the "Act"), *Tennessee Code Annotated* Section 48-51-101 *et seq.*, in that no individual other than members of the Board of directors shall have any voting rights as to election of Board members, amendments to this charter or the corporate bylaws, or as to any other matters as to which "members" are given voting rights under the Act. Notwithstanding the foregoing, the Board of Directors may elect to solicit support for the corporation's activities by selling or encouraging dues-paying memberships or sponsorships, provided that the only rights conveyed pursuant to such memberships or sponsorships are rights to such things as newsletter subscriptions, discounts on admissions to corporate programs, recognition of support, and other non-voting rights or benefits attendant to such memberships or sponsorships.

ARTICLE 5 BOARD OF DIRECTORS

5.1 **General.** The affairs of the corporation shall be managed by a Board of Directors, each of whom shall be of legal age. Directors need not be residents of the State of Tennessee.

5.2 **Number.** There shall be no fewer than nine (9) or more than thirty (30) Directors. All Directors shall have equal and full voting responsibilities as members of the Board of Directors.

5.3 **Election and Term.** Directors shall be elected initially by the incorporator, and thereafter by the Directors and at annual meetings for terms not to exceed three (3) years. Candidates for the Board of Directors shall be nominated by the Nominating Committee and ratified by the Board of Directors. Beginning on July 1, 2013, terms for Directors shall be staggered so that Thirty-three percent (33%) of the terms of the then Board of Directors shall expire each year. Subject to the immediately preceding sentence, each Director shall hold office until the expiration of the term for which he or she is elected, and thereafter until his or her successor has been elected and qualified, or until removed as provided in Paragraph 5.5 or 5.6 below. Directors may be elected for a maximum of two (2) consecutive terms, and no Director shall be eligible for an additional term until at least one (1) year following the expiration of the second consecutive term for which he or she served. Each Director shall be entitled to one vote, and the result will be determined by the majority of the votes cast.

5.4 **Vacancies.** Vacancies occurring in the Board by death, resignation, refusal to serve, or otherwise, may be filled for the unexpired term by the remaining Directors at any regular or special meeting in accordance with Article 8.3..

5.5 **Resignation.** Any Director may resign at any time by giving written notice to the President, the Secretary or to the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as

determined by the Board. Unexcused absence by a member of the Board for three consecutive meetings (regular or special) of the Board shall be considered notice of resignation.

5.6 **Removal.** All Directors shall serve at the pleasure of the Board of Directors, and any Director may be removed at any time without cause by a two-thirds (2/3) majority vote of the quorum.

5.7 **Committees.** The standing committees shall be: Executive Committee, Planning Committee, Policy and Advocacy Committee, Governance Committee, Nominating Committee, Grateful Gobbler Committee, and Finance Committee. Additional *ad hoc* committees may be appointed at the pleasure of the Board at any time, and the Chairperson shall appoint a Chairperson of each *ad hoc* committee. The Executive Committee shall be comprised of the officers of the corporation and chairs of the standing and *ad hoc* committees. **All standing committee chairs will be nominated by the Nominating Committee and voted on by the Board of Directors. Standing committee chairs must be members of the Board of Directors. The Grateful Gobbler Committee Chair has the discretion to invite *ad hoc* persons to participate in the Grateful Gobbler Committee, but no such *ad hoc* member shall be deemed to be a member of the Board of Directors until being nominated and selected as provided Article 5.3.**

ARTICLE 6 MEETINGS OF THE BOARD

6.1 **Place of Meetings.** The meetings of the Board shall be held at the principal office of the corporation or at any place within or without the United States that the Board may from time to time designate.

6.2 **Annual Meetings; Regular Meetings.** The Board shall have an annual meeting each year, upon not less than seven (7) days' notice, in June of each year, prior to the new fiscal year beginning July 1. Except as otherwise provided in Paragraph 6.4, other regular meetings of the Board shall be held with notice at such time and place as may be specified in advance by resolution of the Board.

6.3 **Special Meetings.** Special meetings of the Board may be called at any time by the President, the Chairperson or by two or more Directors.

6.4 **Notice Requirements.** Notice of special meetings, setting forth the place and the day and hour of the meeting, shall be given to each Director, by any usual means of communication not less than two (2) days before the meeting. Neither the business to be transacted at, nor the purpose of, any special meeting need be specified in the notice or any waiver of notice of such meeting, however, written notice describing the purpose of the meeting shall be given to each Director not less than seven (7) days before any special or regular meeting called to amend the charter or the bylaws; remove a Director; adopt a plan of merger or dissolution; or consider the sale, lease, exchange or other disposition of all or substantially all of the corporation's assets. Such notice shall contain or be accompanied by a copy or summary of such amendment, plan or transaction.

6.5 **Waiver of Notice.** A Director's attendance at, or participation in, a meeting waives any required notice of the meeting unless the Director at the beginning of the meeting (or promptly upon his or her arrival) objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting. Whenever the Board is authorized to take any action after notice to any person or persons, or the lapse of a prescribed period of time, the action may be taken without such requirements if at any time before or after the action is completed the person or persons entitled to such notice or entitled to participate in the action to be taken submit a signed waiver of notice or of such requirement.

6.6 **Quorum.** At all meetings of the Board a majority of the total Directors then in office shall constitute a quorum for the transaction of business. When a quorum is once present to organize the meeting, it is not broken by the subsequent withdrawal of any of those present, and a meeting may be adjourned despite the absence of a quorum.

6.7 **Voting of Directors.** The vote of a majority of the Directors at a meeting at which a quorum is present shall be the act of the Board of Directors, unless a vote of a greater number is required by law or by these bylaws. The Directors may also vote electronically, so long as a quorum of the Board is participating by such electronic voting, unless a vote of a greater number is required by law or by these bylaws.

6.8 **Presumption of Assent.** A Director who is present at a meeting of the Board shall be presumed to have concurred in action taken at the meeting unless he or she objects at the beginning of the meeting (or promptly upon his arrival) to holding it or transacting business at the meeting, and his or her dissent or abstention from the action taken is entered in the minutes, or he or she delivers written notice of his or her dissent or abstention to the presiding officer of the meeting before its adjournment or to the corporation immediately after adjournment of the meeting. The right of dissent or abstention is not available to a Director who votes in favor of the action taken.

6.9 **Action by Consent.** Action required or permitted under Tennessee law to be taken at a Board of Directors' meeting may be taken without a meeting. If all Directors consent to taking such action without a meeting, the affirmative vote of the number of Directors that would be necessary to authorize or take such action at a meeting is the act of the Board. The action must be evidenced by one (1) or more written or electronic consents describing the action taken, signed by each Director, and included in the minutes filed with the corporate records reflecting the action taken. Action taken is effective when the last Director signs the consent, unless the consent specifies a different effective date.

6.10 **Participation in Meetings Through Differing Means of Communication Allowed.** Participation by members of the Board or any committee designated by the Board in any meeting of the Board or committee by means of any communications equipment by which all persons participating in the meeting can hear each other shall be permitted, provided that the corporation possesses such equipment, there being no obligation on the corporation to obtain the best communication equipment available. Participation in such a meeting pursuant to this (Paragraph 6.10) shall constitute presence in person at such meeting. The Directors or committee members, as appropriate, shall be promptly

furnished a copy of the minutes of any meeting held under this paragraph.

ARTICLE 7 COMPENSATION OF DIRECTORS

Directors shall not receive any compensation for their services as Directors, but the Board may, by resolution, authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe the procedure for approval and payment of such expenses by designated officers of the corporation.

ARTICLE 8 OFFICERS

8.1 **Titles of Officers.** The corporation shall have a Chairperson, a Secretary, a Treasurer, a President, and such other officers as are elected. One person may be elected to more than one office, except that the offices of Chairperson, President, and Secretary must be held by separate persons. Subject to Article 8.5(b), all officers shall be Directors of the Board.

8.2 **Election.** All officers shall be elected or appointed at the annual meeting of the Board. The Nominating Committee shall nominate all candidates standing for election of offices. The appointment of any officer must be ratified by a majority of the Board of Directors.

8.3 **Term of Office.** The officers of the corporation shall be elected for terms of one year. Each officer shall hold office until the expiration of the term for which he or she is elected and thereafter until his or her successor has been elected or appointed and qualified, except where removed from office as hereinafter provided. The appointment of any officer must be ratified by a majority of the Board of Directors. There shall be no limitation on the number of terms an officer may serve.

8.4 **Removal.** Any officer may be removed by the vote of a majority of the entire Board whenever in its judgment the best interest of the corporation will be served thereby.

8.5 **Powers and Duties of Officers.** All officers shall be voting members of the Board of Directors and the Executive Committee, but in the event any officer is also an employee of the corporation, that person shall not vote or participate in any discussion involving his or her compensation or employment. Without limiting the foregoing, the powers and duties of the officers of the corporation shall be as follows:

(a) **Chairperson.** The Chairperson, if one is elected, shall preside at all meetings of the Board of Directors, shall be the Chief Executive Officer of the Corporation, shall see that all orders and resolutions of the Board of Directors are carried into effect and shall perform such other duties as the Board of Directors may from time to time prescribe. If a Chairperson is elected but no President is elected, or there is a vacancy in any other office, the Chairperson shall also discharge those duties of the President or other vacant office as described below. Notwithstanding Article

5.3 or anything else herein, the Chairperson shall serve on the Board of Directors during the year following his or her term as Chairperson.

(b) **President**. The Executive Director shall serve as President and shall function as the Chief Operating Officer of the corporation. The President shall have general supervision over the active management of the business and affairs of the corporation. He/She shall have the general powers and duties of supervision and management usually vested in the office of the President of a corporation and shall perform such other duties as the Board of Directors may from time to time prescribe. The limitation on the number of consecutive terms an officer may serve set forth in Article 5.3 shall not apply to the President when the Executive Director of the corporation is serving as President.

(c) **Vice Chairperson** This role, if assigned or elected, shall have such powers and perform such duties as may be assigned to him or her by the Board of Directors or the Chairperson. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties and exercise the powers of the Chairperson. The Vice Chairperson may sign and execute contracts and other obligations pertaining to the regular course of his or her duties. The Vice Chairperson shall automatically by virtue of his or her office become the Chairperson upon the expiration of the term of the Chairperson.

(d) **Secretary**. The Secretary shall attend all meetings of the Board of Directors of the corporation and shall be responsible for preparing the minutes of such meetings. The Secretary shall be responsible for the care and custody of the minute book of the corporation and for authenticating records of the corporation. It shall be his or her duty to give or cause to be given notice of all meetings of the Board of Directors. The Secretary shall also perform such other duties as may be assigned to him or her by the Board of Directors or by the Chairperson or the President under whose supervision he or she shall act. In the event the Secretary is absent for some reason from any meeting where minutes are to be prepared or is otherwise unable to take such minutes, the presiding officer of such meeting shall appoint another person, subject to the approval of those present and entitled to vote at such meeting, to take the minutes thereof.

(e) **Treasurer**. The Treasurer shall have custody of the corporation funds and securities, shall keep full and accurate account of receipts and disbursements in the appropriate corporation books, and shall require the deposit of all monies and other valuable assets in the name of and to the credit of the corporation in such financial institutions as may be designated by the Board of Directors. The Treasurer shall require disbursement of the funds of the corporation as may be ordered by the Board of Directors, and shall render to the Chairperson (or President) and the Board of Directors, at any time they may require, an account of his or her transactions as Treasurer and of the financial condition of the corporations. In the absence of a Treasurer, the Board of Directors shall designate whether the President or the Secretary shall serve as the Treasurer.

**ARTICLE 9
CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

9.1 **Authorization**. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confirmed to specific instances. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. All checks written in excess of \$1000.00 shall require two authorized signatures to be determined by the Board of Directors.

9.2 **Funds**. All funds of the corporation not otherwise employed shall be deposited to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select, or as may be designated by any officer or officers or agent or agents of the corporation to whom such power may be delegated by the Board of Directors.

9.3 **Acceptance of Gifts**. The Board of Directors or any officer or officers or agent or agents of the corporation to whom such authority may be delegated by the Board, may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation by majority vote of the Board of Directors.

9.4 **Bond**. At the direction of the Directors, any officer or employee of the corporation shall be bonded. The expense of furnishing any such bond shall be paid by the corporation.

**ARTICLE 10
SEAL**

The corporation may have a corporate seal which may be altered at pleasure, but the presence or absence of such seal on any instrument, or its addition thereto, shall not affect its character or validity or legal effect in any respect.

**ARTICLE 11
LIMITED LIABILITY OF DIRECTORS**

The liability of the Directors and officers of the corporation shall be limited to the maximum extent permissible in accordance with the provisions of the charter of the corporation and the Act, as now or hereafter in effect.

**ARTICLE 12
INDEMNIFICATION**

Any Director or officer, or his executor or administrator, shall be entitled to indemnification, including attorney's fees and costs, to the fullest extent allowed in accordance with the charter of the corporation and the Act, as now or hereafter in effect.

**ARTICLE 13
AMENDMENT**

These bylaws may be amended or repealed, and new bylaws may be adopted, by the vote of two-thirds majority of the entire Board of Directors at a regularly scheduled meeting. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

The resulting bylaws may contain any provision for the regulation and management of business of the corporation not inconsistent with law and the charter. Any amendment of the charter inconsistent with these bylaws or parts of bylaws which merely summarize or restate the provisions of the charter or the provisions of the Tennessee Nonprofit Corporation Act or other law applicable to the corporations shall be operative with respect to the corporation only so far as they are descriptive of existing law and of the charter as amended.

**ARTICLE 14
EXEMPT ACTIVITIES**

Notwithstanding any other provision of these bylaws, no Director, officer, employee or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501 (c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and regulations as they now exist or as they may hereafter be amended.

**ARTICLE 15
MISCELLANEOUS**

15.1. **Fiscal Year.** The fiscal year of the corporation shall be fixed by resolution of the Board of Directors.

15.2. **Notices.** Whenever notice is required to be given to Directors or officers, unless otherwise provided by law, the Charter or these Bylaws, such notice must be in writing on agency letterhead and may be given in person, by any form of wired or wireless communication, or by mail or private carrier. If such notice is given by mail, it shall be sent postage prepaid by first class United States mail or by registered or certified United States mail, return receipt requested, and addressed to the respective address that appears for each such person on the books of the corporation. Written notice shall deem

to have been given at the earliest of the following:

(A) When received;

(b) Five (5) days after its deposit in the United States mail if sent first class, postage prepaid; or

(c) On the date on the return receipt, if sent by registered or certified United States mail, return receipt requested, postage prepaid and the receipt is signed by or on behalf of the addressee.

15.4. **Waiver of Notice.** Whenever any notice is required to be given under the provisions of any statute, or of the Charter or these Bylaws, a waiver thereof in writing signed by the person entitled to such notice, whether before or after the date stated thereon, and delivered to the Secretary of the corporation and included in the minutes or corporate records, shall be deemed equivalent thereto.

15.5 **Expenditures and pending income.** The financial records of the organization are public information and shall be obtained through the Internal Revenue Service by following their instated guidelines.

These Bylaws were approved at a regularly scheduled meeting of the Board of Directors of The Chattanooga Regional Homeless Coalition on 5/8, 2012.

CHATTANOOGA REGIONAL HOMELESS COALITION, INC.

By: Gina Turley
Title: Chair



8.

CONTACT INFORMATION



Chattanooga Regional
Homeless Coalition

"Opening doors to end homelessness"

Contact information for review of corporate minutes, at Council discretion:

Mary E. Simons
Executive Director
Chattanooga Regional Homeless Coalition
600 N. Holtzclaw Avenue
P.O. Box 3690
Chattanooga, TN 37404
423.710.1501, extension 1
423.421.2831
Marysimons2@aol.com



ATTACHMENT A

PROGRAM OUTCOME INFORMATION

Attachment A: Program Outcome Information

Using the format provided, give the necessary information on separate pages for each program for which you are requesting funding from the City of Chattanooga. Submit a separate page for each program that would be supported by this funding request. Use specific numbers.

Agency Mission:

The Chattanooga Regional Homeless Coalition's mission is to advocate for persons who are homeless or near homeless, strategically plan for services and housing in the community, and to maximize resources and collaborate with partners to implement housing and services within the community.

Program Goal: State the goal of this program; the rationale for the goal; and the potential community impact.

The goal of the Emergency Night Shelter for Individuals Program is to offer those in our community with no other shelter option a safe, adequate space for overnight sleep. As indicated by the Chattanooga Regional Homeless Coalition's annual Point in Time Count performed in January of each year and the coinciding report (see attached), homelessness continues to be an issue for over 500 people within our community each and every night. Currently, Chattanooga offers no option for persons who are experiencing an episode of homelessness that is a true emergency option. As winters have consistently become harsher in the region, the Chattanooga Regional Homeless Coalition (CRHC) and its partners began to have a dialogue about how as a community, we can prevent persons experiencing homelessness from dying or experiencing extreme health issues related to sleeping outdoors in extreme weather conditions. As a direct result of those collaborative conversations, the Emergency Night Shelter Program was proposed. Last winter, 718 people accessed the Cold Weather shelter located at the Chattanooga Community Kitchen. The Emergency Shelter Program will benefit the community in that it will have a greater capacity of 200 and moreover, link persons experiencing homelessness to crucial services that will address their homelessness and related issues. As individuals enter the shelter, their barriers and needs will be assessed through an interview and a client specific case plan will be established. If families arrive at the shelter, they will be accommodated appropriately and directed to a program that meets their needs as soon as possible. Focusing on the specific has many advantages: it will lead to opportunities for safe, permanent housing and also, the filling of beds in programs that were not utilized previously. In streamlining the process and collaborating with partners more effectively, the CRHC will be better able to manage our community's resources and achieve positive outcomes.

Outcome Objectives: Provide 2 to 3 Outcome Objectives which are specific to the Program Goal.

By February 28, 2013, 70% of shelter attendees will have accessed services that ultimately lead to stabilization.

During the January 2013 Point in Time Count, beds in region will be utilized properly as partners will have collaborated through participation in the Emergency Night Shelter Program.

Priority Area Addressed: If program has Outcomes which address one of the Priority Areas, indicate both the Priority Area and the Expected Result.

The CRHC's Emergency Night Shelter Program addresses the priority area of homelessness and human safety. As the winter months in Chattanooga become progressively harsher, it becomes more dangerous for people to sleep outdoors. Currently, there is no safe, emergency option for people experiencing homelessness. The Emergency Night Shelter Program will provide a true option for a 200 person capacity each evening during the harshest months of the year. The facility

will be appropriately staffed with Shelter Personnel trained to assist in helping individuals and/or families experiencing homelessness overcome their barriers to housing and security. Anticipated outcomes include a reduction in the number of persons who are sleeping outdoors during this time frame, an increase in the number of persons who are accessing our community's services, better utilization of our community's programs, and ultimately, an overall reduction in the number of persons experiencing homelessness. The CRHC expects that persons experiencing homelessness will not experience the cold weather related health crises they would should they not have had access to the Emergency Night Shelter Program.

Means of Measurement: Indicate how each objective is measured to determine effectiveness. Each shelter participant will complete an intake assessment interview upon entry into the Emergency Night Shelter Program to identify what he or she feels is their greatest barrier to housing. As the client moves through the program/services or moves towards permanent housing, he or she will continue the relationship with the case manager. Interviews and case notes will be updated regularly. An exit interview will be performed to assess the client's status in relation to overcoming the perceived barriers, health, and stability in housing. All data will be entered into the CRHC's Homelessness Management Information System to measure what services were accessed.

Outcome Results: In quantitative terms, state the results for each Outcome Objective. The information regarding all program participants will be entered into the ServicePoint Homelessness Management Information System. Aggregate data will be reported to the community in the form of a written report by March, 2013.

The Chattanooga Regional Homeless Coalition expects that there will be an increase in the appropriate use of community-based services of 25% as compared to the winter of 2011-2012.

The Chattanooga Regional Homeless Coalition expects that there will be a decrease in the number of unsheltered persons experiencing homelessness of at least 25% as compared to the winter of 2011-2012.

The Chattanooga Regional Homeless Coalition expects that 70% of the participants of the shelter will access services that will provide opportunities for stabilization and housing.

As a result of the shelter and the opportunities for services, the Chattanooga Regional Homeless Coalition expects to see a reduction in the number of people experiencing homelessness in the Chattanooga region during the annual Point in Time count that will be conducted January, 2013.

As a result of increased staffing and security, the Chattanooga Regional Homeless Coalition expects to decrease the number of security calls to the emergency shelter as compared to the winter of 2011-2012.

Comparative Information: Using local, regional, national data and/or similar type programs, indicate how the program compares relative to effectiveness. The proposed emergency shelter will be more effective than previous temporary emergency shelter options in the area due to increased staffing, on-site security, and opportunities for services incorporated into the shelter environment.



Chattanooga Regional
Homeless Coalition

ATTACHMENT B

COMPARATIVE FINANCIAL INFORMATION

Attachment B: Comparative Financial Information

This section relates to agency efforts specifically funded by Chattanooga dollars to benefit Chattanooga residents, relative to the dollars given by adjoining governmental entities.

Dollars provided to your organization in FY 2011 by the following entities:	Percent of your total annual operational funding provided by local government	% of Hamilton County Population*
Chattanooga	19%	49.83%
Unincorporated Hamilton County	0	30.22%
Hamilton County Government's (General funds)	0	
Collegedale	0	2.46%
East Ridge	0	6.24%
Lakesite	0	0.54%
Lookout Mountain	0	0.54%
Red Bank	0	3.46%
Ridgeside	0	0.12%
Signal Mountain	0	2.25%
Soddy-Daisy	0	3.78%
Walden	0	0.56%
Other (Federal, State, and Private Funding)	81%	
	Above percentages should total 100%	
Percent of Services rendered to residents of:	Estimate, if you do not now track this data.	
Chattanooga	83%	49.83%
Unincorporated Hamilton County		30.22%
Hamilton County Government's (General funds)		
Collegedale		2.46%
East Ridge	4%	6.24%
Lakesite	1%	0.54%
Lookout Mountain		0.54%
Red Bank	4%	3.46%
Ridgeside	7%	0.12%
Signal Mountain		2.25%
Soddy-Daisy	1%	3.78%
Walden		0.56%
Other (Outside Hamilton County)		
	Above percentages should total 100%	

*Population numbers are from 2010 U.S. Census.



Chattanooga Regional
Homeless Coalition

ATTACHMENT C

PROGRAM BENEFICIARY STATISTICS

Attachment C: Program Beneficiary Statistics

Cold Weather Emergency Shelter

Program Beneficiary Characteristics Clients/Patients/Recipients/Other	Last Year	This year (estimated)	Next Year (projected)
1. Unduplicated Count of Program Beneficiaries TOTAL	748	748	748
a) Total Continuing From Previous Fiscal Year	N/A	N/A	N/A
b) Total New for the Year	N/A	N/A	N/A
c) Total Terminated During the Year	N/A	N/A	N/A
2. Age Group TOTAL	748	748	748
a) Infants – Under 5	9	9	9
b) Between 5 and 12	7	7	7
c) Between 13 and 17	4	4	4
d) Between 18 and 29	113	113	113
e) Between 30 and 64	578	578	578
f) 65 and over	22	22	22
g) Not Known	15	15	15
3. Sex TOTAL	748	748	748
a) Male	551	551	551
b) Female	187	187	187
c) Not Known	10	10	10
4. Ethnic Background TOTAL	748	748	748
a) White	398	398	398
b) Black	290	290	290

c) Hispanic	8	8	8
d) Oriental	2	2	2
e) Other – Ethnic Minority	13	13	13
f) Not Known	37	37	37
5. % Income Level	748	748	748
a) Below 9,999	524	524	524
b) 10,000 – 19,999	0	0	0
c) 20,000 – 29,999	0	0	0
d) 30,000 and Over	0	0	0
e) Not Known	224	224	224
6. Location of Residence	748	748	748
a) Chattanooga	143	143	143
b) Outside of Chattanooga	174	174	174
c) Not Known	431	431	431

Attachment C: Program Beneficiary Statistics

Chattanooga Homeless Service Providers

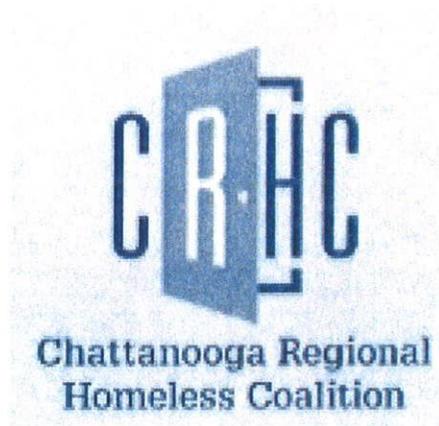
Program Beneficiary Characteristics Clients/Patients/Recipients/Other	Last Year	This year (estimated)	Next Year (projected)
1. Unduplicated Count of Program Beneficiaries TOTAL	3397	3397	3397
a) Total Continuing From Previous Fiscal Year	N/A	N/A	N/A
b) Total New for the Year	N/A	N/A	N/A
c) Total Terminated During the Year	N/A	N/A	N/A
2. Age Group	3397	3397	3397
a) Infants – Under 5	438	438	438
b) Between 5 and 12	358	358	358
c) Between 13 and 17	159	159	159
d) Between 18 and 29	704	704	704
e) Between 30 and 64	1609	1609	1609
f) 65 and over	61	61	61
g) Not Known	68	68	68
3. Sex	3397	3397	3397
a) Male	1709	1709	1709
b) Female	1648	1648	1648
c) Not Known	40	40	40
4. Ethnic Background	3397	3397	3397
a) White	1743	1743	1743
b) Black	1433	1433	1433

c) Hispanic	27	27	27
d) Oriental	7	7	7
e) Other – Ethnic Minority	212	212	212
f) Not Known	133	133	133
5. % Income Level	3397	3397	3397
a) Below 9,999	2378	2378	2378
b) 10,000 – 19,999	679	679	679
c) 20,000 – 29,999	170	170	170
d) 30,000 and Over	0	0	0
e) Not Known	170	170	170
6. Location of Residence	3397	3397	3397
a) Chattanooga	633	633	633
b) Outside of Chattanooga	1913	1913	1913
c) Not Known	851	851	851

CCK Emergency Shelter Data

- 1. 15 Total families (40 total individuals) stayed at the Emergency Shelter**
- 2. Household Types:**
 - a. 10 Female Single Parent Households
 - b. 4 two parent households
 - c. 1 male single parent households
- 3. How many families were housed?**
 - a. 4 families were housed after the shelter closed
 - i. 1 family exited from CRITI
 - ii. 1 family exited from IHN
 - iii. 1 family exited from Help II
 - iv. 1 family received a Section 8 voucher
 - b. 2 families are currently enrolled in CCK programs
 - i. 1 family in SAFAH
 - ii. 1 family in FHLC
 - c. 9 families do not have activity in Service Point that indicates if they were housed
- 4. How many still receiving CCK services?**
 - a. 52 individuals in Help II
 - b. 10 individuals in SAFAH
 - c. 5 individuals at FHLC
- 5. 718 single individuals stayed at the Emergency Shelter**
 - a. 33 individuals entered transitional housing after their shelter stays
 - b. 9 individuals entered permanent housing after their shelter stays
 - c. 13 Individuals moved on to renting after exiting a housing assistance program

***This information only reflects the data that is in ServicePoint, clients might be housed but not connected to a ServicePoint Provider



ATTACHMENT D

SCHEDULE OF POSITIONS, SALARIES & WAGES

1. Attachment D: Schedule of Positions, Salaries & Wages

ALL FINANCIAL INFORMATION TO THE NEAREST DOLLAR. FOR ADDITIONAL EMPLOYEES, COPY THIS FORM AS NEEDED.
 List positions of all staff, in order of responsibility.

Title of Position	Last Name, Initial	Part Time? yes/no	Years Employed	Retirement Benefits? Yes/no	Current			Proposed			
					Weeks Employed	Annual Rate	Budgeted	Weeks Employed	Annual Rate	Budgeted	
Shelter Manager	TBD	No	N/A	No	N/A	N/A	N/A	6000	13	6000	6000
Assistant Shelter Manager	TBD	No	N/A	No	N/A	N/A	N/A	4500	13	4500	4500
Support Staff 1	TBD	No	N/A	No	N/A	N/A	N/A	3900	13	3900	3900
Support Staff 2	TBD	No	N/A	No	N/A	N/A	N/A	3900	13	3900	3900
Support Staff 3	TBD	No	N/A	No	N/A	N/A	N/A	3900	13	3900	3900
Support Staff 4	TBD	No	N/A	No	N/A	N/A	N/A	3900	13	3900	3900
Support Staff 5	TBD	No	N/A	No	N/A	N/A	N/A	3900	13	3900	3900
Support Staff 6	TBD	Yes	N/A	No	N/A	N/A	N/A	3000	13	3000	3000
Security Guard 1	TBD	Yes	N/A	No	N/A	N/A	N/A	6720	13	6720	6720
Security Guard 2	TBD	Yes	N/A	No	N/A	N/A	N/A	6720	13	6720	6720
Security Guard 3	TBD	Yes	N/A	No	N/A	N/A	N/A	6720	13	6720	6720
Security Guard 4	TBD	Yes	N/A	No	N/A	N/A	N/A	6720	13	6720	6720
Security Guard 5	TBD	Yes	N/A	No	N/A	N/A	N/A	6720	13	6720	6720



Chattanooga Regional
Homeless Coalition

ATTACHMENT E

MAJOR SOURCES OF FUNDING FOR THE LAST FIVE YEARS

Attachment E: Major Sources of Funding for the Past Five Years

Program/Project Title	Name of Funding Source	Rec'd Four Years Ago 2008-2009	Rec'd Three Years Ago 2009-2010	Rec'd Two Years Ago 2010-2011	Rec'd Last Year 2011-2012	Rec Current Year 2012-2013	Requested For Next Year 2013-2014
HMIS	HUD	\$100,558	\$100,558	\$100,558	\$100,558	\$193,558	\$193,558
Community Voice Mail (CVM)	HUD	\$34,740	\$34,740	\$34,740	\$34,740	\$34,740	\$34,740
Permanent Housing	HUD	0	0	0	0	\$79,847	\$79,847
Continuum of Care Planning	City of Chattanooga CDBG	\$25,000	\$25,000	\$25,000	\$21,600	\$25,000	\$25,000
Match for HMIS and CVM	City of Chattanooga CDBG	\$34,000	\$34,000	\$34,000	\$29,850	\$34,000	\$34,000
Prevention and Re-Housing (Region)	THDA (ARRA stimulus funding)	0	\$50,664	\$692,640	\$277,921	0	0
Prevention and Re-Housing (City)	City of Chattanooga (ARRA stimulus funding)	0	\$7000	\$31,700	\$46,500	\$8800	0
Continuum of Care Planning	Hamilton County	\$13,000	\$15,000	\$15,000	0	0	0
General Operations, Planning	City of Chattanooga Allocation	0	0	0	\$15,000	0	0
Permanent Housing	THDA ESG	0	0	0	0	\$75,000	\$75,000
Emergency Shelter	City of Chattanooga Allocation	0	0	0	0	Requesting \$75,000	TBD
Total Major Funding		\$207,298	\$266,962	\$933,638	\$526,169	\$450,945	\$442,145
Request						\$75,000	
Other funds are raised through donations, membership fees, and ServicePoint fees							



Chattanooga Regional
Homeless Coalition

SECTION II: CITY COUNCIL QUESTIONNAIRE

Section II: City Council Questionnaire

1. What other Chattanooga organizations have a mission similar to yours? Although partner agencies such as Family Promise and the Chattanooga Community Kitchen share in the Chattanooga Regional Homeless Coalition's (CRHC) overarching philosophy to prevent and end homelessness for our most vulnerable citizens, the CRHC's mission is very specific to the agency's position as the lead agency of the Coalition. The CRHC's mission is to: advocate for persons who are homeless or near homeless, strategically plan for housing and services within the community, and to maximize resources and collaborate with partner agencies to implement housing and services within the community.
2. What does your organizations do, supply, or perform that no other organization in Chattanooga addresses? The CRHC serves as the lead applicant for the annual Continuum of Care application that brings \$2.5 million in services into the community annually. As the lead agency of a Coalition of 50 partner agencies, the CRHC plans for services and housing within the community and monitors the effectiveness of current programs. As of 2011, the CRHC identified a gap within the Community and created the Gobbler Fund, a fund that is dedicated to meeting unmet needs of persons experiencing homelessness within the community that would not otherwise be met by any other resource in the community. Last year alone, the Gobbler Fund either prevented or ended homelessness for over 200 people within our community.
3. What is your fiscal year? July 1- June 30
4. List the previous years you have submitted requests to the City of Chattanooga, the amount of the requests, and the amounts granted? The Chattanooga Regional Homeless Coalition receives annual funding through CDBG, however, we have applied for and received funding through the City allocation process one time, FY 2011-2012, for \$15,000 for general operations.
5. Describe your debt and expenses in ratio to revenue. The Chattanooga Regional Homeless Coalition consistently exceeds debt and expenses with revenue. Currently, the Chattanooga Regional Homeless Coalition has no debt.
6. List any debt over \$10,000, and when that debt will be satisfied. Currently, the CRHC does not have any debt.
7. What percentage of your budget dedicated to salaries vs. percentage of budget dedicated to client programs or benefits? Salaries and payroll taxes represent approximately 45% of the budget. The salaries support programs that assist people in moving from homelessness to housing and programs that assist the community in data collection, planning, analysis, and presentation. Administrative salaries make up less than 10% of the budget.
8. What cost savings initiatives did your organization undertake during the preceding year? The CRHC reduced its largest expense, Service Point fees via Bowman Systems, by examining the program expenses and renegotiating the contract. The CRHC also lowered the cost of its health insurance premiums.
9. List travel expenses over the last three years and how the travel benefited your organization. The Executive Director, Director of Planning and Director of Finance/Development have attended the National Alliance to End Homelessness Conference. The Community Voice Mail Coordinator attends an Annual conference. The HMIS Administrator attends an Annual conference. All conferences have been excellent opportunities for education and networking. At the last conference in July, attended by

the Executive Director and Director of Development and Finance, the CRHC was recognized by the National Alliance to End Homelessness in the Closing Plenary and by the 100,000 Homes to End Homelessness Campaign for our community's exceptional results in reducing chronic homelessness and our spirit of innovation.

10. If membership-based organization:

- a. What is fee structure? The annual fee structure is based upon member agencies budgets and type of membership:

\$130.00 - Business/Organization with a budget of \$1 million or more
\$ 70.00 - Business/Organization with a budget of less than \$1 million
\$ 55.00 - Church/Congregation
\$ 30.00 - Individual/Family
\$ 0.00 - Homeless and formerly homeless persons

- b. When have you increased membership fees? Membership fees have not increased since 2002.

- c. What is your plan for growing membership? The CRHC has worked diligently for the past several years to improve relationships in the community. Currently, the CRHC is performing a great deal of outreach which we hope will lead to greater membership participation.

- d. What are your membership numbers from the last three years? Over 50 member agencies and interested individuals from the 11-county Southeast Tennessee region make up the membership of the Chattanooga Regional Homeless Coalition.

11. Do your clients pay anything for your services, products, programs? If so, explain.

No. However, member agencies pay for ServicePoint licenses to participate as users of the Homelessness Management Information System. The license fees help to defray the overall costs of the system. The system is used by participating agencies to ensure that there is no duplication of services, collect client level data, report results, and produce aggregate data regarding homelessness, housing, and community services. The United Way uses the ServicePoint system as its database for 2-1-1. The connections between the 2-1-1 system and the participating users create opportunities for referrals and collaborations among community agencies.

12. What is your strategic plan to become independent of City funding?

The Chattanooga Regional Homeless Coalition has applied for funding for constructing a shelter. Operational funds will come from a variety of sources. The current request is for the operation of a temporary shelter that will ensure, to the best of our ability that persons experiencing homelessness will not die on the streets of Chattanooga. The temporary shelter will inform the planned operations of a permanent shelter facility.



Chattanooga Regional
Homeless Coalition

SUPPORTING DOCUMENTATION

P.O. Box 11203
727 E. 11th Street
Chattanooga, TN 37401



Phone (423) 756-4222
Fax (423) 756-3820
www.community-kitchen.org

October 24, 2012

To Whom It May Concern:

The Chattanooga Community Kitchen fully supports the efforts of the Chattanooga Regional Homeless Coalition in seeking to provide night shelter for individuals throughout the months of December 2012 – February 2013.

Shelter is an urgent need for the thousands of folks that experience homelessness in Chattanooga each year. Winter shelter, in particular, is critical. It is not about comfort, but about saving lives.

In order to facilitate this operation, the Kitchen will be providing space, mats and assisting with shelter volunteers throughout this time.

Please feel free to contact me with further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jens Christensen". The signature is fluid and cursive, with a long horizontal line extending to the right.

Jens Christensen
Assistant Director



Family Promise[®] of Greater Chattanooga

1184 Baldwin Street
Chattanooga, Tennessee 37403
Phone: 423-756-3891
Fax: 423-756-3892
www.fpchatt.com
www.info@yourfamilypromise.org

October 24, 2012

To Whom It May Concern,

Family Promise of Greater Chattanooga supports the efforts of the Chattanooga Regional Homeless Coalition to secure funding for emergency shelter for homeless men and women during winter freeze nights or winter nights where the weather poses a threat to human life making shelter medically necessary.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ellen Galloway". The signature is fluid and extends across the width of the text area.

Mary Ellen Galloway, M.Ed., LPC, NCC
Executive Director

Building communities, strengthening lives.

Family Promise of Greater Chattanooga is a 501(c)(3) non-profit organization



1112 McCallie Avenue
Chattanooga, TN 37404
P 423.624.9654
F 423.624.9640

MET-MIN.ORG

You Matter.™

TO: Chattanooga City Council

Board of Directors

Sally Durand
Chair

Jennifer Wright
Vice Chair

David Unruh
Secretary

Charles Carpenter
Treasurer

FROM: Rebecca Whelchel
Executive Director
Metropolitan Ministries, Inc.

RE: Endorsement of the Emergency
Shelter for Individuals Proposal

DATE: 24 October 2012

Members

Emily Campbell

Clay Crouch

Sarah Vann Fishburne

The Rev. Louis Garcia

Peggy T. Lane

Thomas LePage

Andy Montgomery

Margy Oehmig

Rob Paden

Councilman Manny Rico

Marie Sugrue

Benjamin Thomas

Whitney Witt

Thank you for this opportunity to share my enthusiastic endorsement of the Emergency Shelter for Individuals Proposal. As Chair of the Stakeholders Committee that developed the proposal, I am pleased with the thoughtful and collaborative outcome of the Committee's efforts.

The Stakeholders Committee vetted several options for a short-term solution to this immediate challenge. Both functions, costs, and protocols were developed and are in place to begin operations immediately once funding is secured. The proposal that City Council is considering is endorsed by the full Stakeholder Committee.

This proposal, as well as the budget, represents a uniquely cooperative solution to the provision of overnight shelter for individuals during the coldest months of the year. The Chattanooga Regional Homeless Coalition, the Chattanooga Community Kitchen, Family Promise, and Metropolitan Ministries are committed to working together to make this carefully vetted plan a reality.

I urge City Council's approval of this funding request for Emergency Shelter for Individuals, and look forward to participating in its implementation. Please do not hesitate to contact me with your questions or comments.

Staff

Rebecca Whelchel
Executive Director

Thomas Foster
Operations Manager
and Volunteer Coordinator

Ann LePage
Administrative Assistant

Sue Hyatt
Supportive Services
Coordinator



Chattanooga Regional
Homeless Coalition

POINT IN TIME COUNT

2012 Point-in-Time Count Report

The Chattanooga and Southeast Tennessee Region's 2012 Point-in-Time Count Report



Presented by:
Mary Simons, LMFT; Executive Director, Chattanooga Regional Homeless Coalition
And
Robert Harrison; Director of Planning, Chattanooga Regional Homeless Coalition

2012 Point-in-Time Count Report

Table of Contents

2012 POINT-IN-TIME REPORT	3
INTRODUCTION	3
PLANNING	4
SURVEY	4
2012 PIT REPORT: SHELTERED COUNT	5
HMIS PARTICIPATION	5
SHELTERED COUNT NUMBERS	5
2012 PIT REPORT: UNSHELTERED COUNT	6
UNSHELTERED COUNT	6
COUNTING IN RURAL COMMUNITIES	6
RURAL COMMUNITY UNSHELTERED PIT NUMBERS	7
COUNTING IN URBAN COMMUNITIES	7
URBAN COMMUNITY UNSHELTERED PIT NUMBERS	8
FINAL COUNT	8
SYSTEMIC TRENDS	9
FAMILY HOMELESSNESS	9
FAMILY TRENDS	9
INDIVIDUAL HOMELESSNESS	10
INDIVIDUAL TRENDS	11
OCCUPANCY	12
TOTAL COUNT	12
CHRONIC HOMELESSNESS	13
PERMANENT HOUSING	14
SUPPLEMENTAL INFORMATION	14
HPRP	14
PRECARIOUSLY HOUSED PERSONS	15
PROJECT HOMESLESS CONNECT	15
CONCLUSION	16
RURAL HOMELESSNESS	16
URBAN HOMELESSNESS	16
RECOMMENDATIONS	17

2012 POINT-IN-TIME REPORT

The Chattanooga Regional Homeless Coalition (CRHC) conducts a Point-in-Time (PIT) count of the number of people experiencing homelessness during a 24-hour period in January. The count provides a snapshot of homelessness in the community. When comparing counts from year to year, the CRHC can observe trends regarding the need for housing and shelter options, population composition, and gaps in services. The observations assist the community in determining the need for new programs or the reconfiguration existing programs. The data assists in the planning for resources required to meet the needs.

The annual Point-in-Time count occurred from 3:00p.m. January 25 through 3:00 p.m. January 26, 2012.

INTRODUCTION

Each year the Chattanooga Regional Homeless Coalition counts the number of people experiencing homelessness in Southeast Tennessee throughout a 24-hour period during the last ten (10) days in January. The Point-in-Time (PIT) count combines the number of people in emergency shelter and transitional housing as the sheltered count. Persons observed to be staying outside or in places not meant for human habitation are counted in the unsheltered count. Together, the sheltered and unsheltered counts provide a full picture that illustrates how well the system meets the needs of the homeless population.

The annual Point-in-Time count, conducted by the Chattanooga Regional Homeless Coalition (CRHC) and its community partners, provides insight into how well the homeless services delivery system is functioning. The system, called the Continuum of Care (CoC), works to close the door to homelessness and open the door to permanent housing solutions. The CoC must work efficiently and collaboratively in order to effectively move individuals and families out of homelessness.

The annual Point-in-Time (PIT) count data becomes a part of the HUD Continuum of Care application for community funding to assist homeless persons. The CRHC has served as the region's lead applicant in the annual Continuum of Care application to the U.S. Department of Housing and Urban Development (HUD) since 1998. The Continuum of Care provides a variety of resources, services and housing, tailored to the community's specific needs. The most recent application for the Continuum of Care funds was \$2.56 million in services and housing programs designed to move individuals and families from homelessness to housing. The CoC competes with communities across the country to access limited funding. The limited resources combined with the efforts of local government, community-based service providers, and the faith-based community offer the essential services needed by individuals and families experiencing homelessness in the Chattanooga region.

2012 Point-in-Time Count Report

The 2012 Point-in-Time count reveals that five hundred forty-eight people had no house or apartment to call home on the night of January 25, 2012. These 548 people represent the number of individuals and families with children experiencing homelessness during the annual Point-in-Time count. Three hundred seventy four (374) people experiencing homelessness on the night of January 25, 2012 were protected from the elements in emergency shelter and transitional housing. However, 174 persons were unable to attain shelter. This second, unsheltered group accounts for people sleeping on the streets, in cars, abandoned buildings, or in tents deep in the woods of both the rural and urban communities of Southeast Tennessee.

PLANNING

The planning process involves community partners from the CoC service area. Two (2) cities and 11 counties within Southeast Tennessee including: City of Chattanooga, City of Cleveland, Bradley County, Bledsoe County, Franklin County, Grundy County, Hamilton County, Marion County, McMinn County, Meigs County, Polk County, Rhea County, and Sequatchie County make up the CoC service area. Within these cities and counties, direct service providers diligently work to deliver services to individuals and families experiencing homelessness. These same agencies annually partner with the Chattanooga Regional Homeless Coalition to complete the PIT count. The solid relationships with service providers across Southeast Tennessee demonstrate the region-wide willingness to provide accurate, verifiable, and comprehensive data for the 2012 Point-in-Time count.

SURVEY

The Chattanooga Regional Homeless Coalition developed a survey for the annual Point-in-Time count that was used to capture a picture of the homeless population for both urban and rural communities. The surveys provide valuable information that will be used by the CRHC and its community partners to plan for services and determine the most efficient use of scarce resources.

The surveys asked for information regarding demographic information, special needs, veteran status, disability status, employment status, and income. The survey also requested information regarding the length of time spent homeless and any barriers to permanent solutions the individual or family might be experiencing.

72.3% of the people experiencing homelessness in the CoC service area completed a survey. The remaining 27.7% of the people experiencing homelessness in the CoC service area were counted but not surveyed as they either refused the survey or were not accessible by the surveyor. 87.4% of the sheltered population completed surveys while 60.5% of the unsheltered population completed surveys. Staff and volunteers noted the general location of all persons counted, whether they were surveyed or not, to ensure that no duplication occurred.

2012 PIT REPORT: SHELTERED COUNT

HMIS PARTICIPATION

In order to document service provision, the Chattanooga Regional Homeless Coalition adopted the Homelessness Management Information System (HMIS) in 1998. Currently, one hundred sixty-one (161) participant agencies actively use the HMIS.

The HMIS database provides information from a network of service providers, tracks community referrals and service delivery, and validates the systemic trends of the homeless population across the Continuum of Care region. One hundred sixty-one (161) agencies across the CoC service area depend on the HMIS to document service delivery, reduce duplication of services, and provide effective case management with linkages to mainstream resources and housing.

The HMIS, as a Federal requirement, provides secure unduplicated client information for individuals and families experiencing homelessness. The HMIS provides unique identifiers based on individual information. The unique identifiers are generated by the database to ensure that client records remain secure and independent from any other client's information. This system is secured by firewalls. The system meets or exceeds all HIPAA privacy rules and regulations.

Programs serving individuals and families experiencing homelessness who are victims of domestic violence are prohibited by the Violence Against Women Act from entering information to the HMIS. Strong partnership and collaboration allowed the programs to provide aggregate information without disclosing the identity of any client served. The aggregate information was included in the final numbers for the 2012 PIT count.

As a conduit for critical information, the HMIS allowed each participating agency to contribute unduplicated PIT numbers. Each participating emergency shelter and transitional housing program entered demographic and survey information about the people experiencing homelessness enrolled in their programs during the 24-hour period of the Point-in-Time count.

The CRHC tabulated the information entered in the HMIS system and added it to the aggregate information provided by the programs serving persons who have experienced domestic violence. The calculated total became the sheltered PIT count.

SHELTERED COUNT NUMBERS

During the 2012 PIT, the HMIS and community partners documented 291 people in emergency shelter and 83 people within transitional housing programs. The total

2012 Point-in-Time Count Report

count of sheltered individuals and families is 374. The 374 people successfully accessed emergency shelter or were residing in a transitional housing program.

Thirty-five (35) of the 291 people in shelter were children under the age of 18. Forty-three (43) of the 83 people residing in transitional housing were children under the age of 18. Of these, Bradley County reported two (2) families with a total of two (2) children in emergency shelter. No additional emergency shelters or transitional facilities exist at this time in the rural communities of Southeast Tennessee.

The sheltered PIT count indicates that 78 children experiencing homelessness represent 21% of the sheltered homeless population. Adults make up 79% of the sheltered homeless population residing within transitional housing and emergency shelter.

2012 PIT REPORT: UNSHELTERED COUNT

UNSHELTERED COUNT

Volunteers, consisting of community-based service providers, local university students, and working professionals, met and surveyed unsheltered persons living outdoors. Each community across the CoC region demonstrated vigorous participation in documenting the number of unsheltered individuals and families.

Service providers across all eleven (11) counties worked together to identify the individuals that were staying in places not meant for human habitation. Places not meant for human habitation includes places like cars, parks, abandoned buildings, and tents. Rural homelessness can look different from urban homelessness. Many times individuals and families are hidden in caves or in campsites. Methods to count individuals and families in the rural and urban communities were adapted to the geographic area to ensure a complete count. With the active involvement of community partners and volunteers, unsheltered homeless people are as fully represented as possible in the PIT count, without duplication.

COUNTING IN RURAL COMMUNITIES

The Chattanooga Regional Homeless Coalition relied on the local service providers within each rural community to document persons experiencing homeless for the 2012 PIT. The Health Departments of Polk and Bradley Counties participated in the 2012 PIT by counting the persons on their caseload who were experiencing homelessness that day. The Southeast Tennessee Human Resource Agency, SETHRA, gathered complete data for the rural communities it serves.

2012 Point-in-Time Count Report

The Southeast Tennessee Human Resource Agency (SETHRA), ensured that all ten (10) counties within their service region were fully engaged to document unsheltered homeless persons. SETHRA worked collaboratively with the CRHC to document homeless persons in rural communities that either required services at one of the SETHRA office locations or were known to be living in a place not meant for human habitation. Route drivers for SETHRA's Transportation programs were involved by documenting persons they were familiar with and could knowingly provide unduplicated information to the SETHRA office. This information was compiled and provided to the Chattanooga Regional Homeless Coalition and incorporated into the final numbers of the annual Point-in-Time count.

RURAL COMMUNITY UNSHELTERED PIT NUMBERS

The Chattanooga Regional Homeless Coalition, through its partner agencies, provided a comprehensive understanding rural homelessness for Southeast Tennessee. Forty-four (44) people were unsheltered in the rural communities across the region. Eighteen (18) of the 44 people were children (under the age of 18). Children make up approximately 40% of the rural unsheltered homeless population. There were 12 families with 16 adults reported. This indicates that for rural communities, family homelessness makes up 77% of the entire unsheltered homeless population. There were ten (10) individuals counted which account for 23% of the rural unsheltered homeless population.

COUNTING IN URBAN COMMUNITIES

The Chattanooga Regional Homeless Coalition organized the urban count of unsheltered persons experiencing homelessness with the assistance of the Hamilton County Health Department's Homeless Health Care Center (HHCC). The partnerships provide a platform on which to comprehensively count the unsheltered population within the City of Chattanooga. Outreach workers collaborated with the Chattanooga Regional Homeless Coalition to identify the locations that most likely would be occupied on the evening of January 25, 2012.

Outreach staff identified places where people experiencing homelessness were known to be. Places like parks, campsites, abandoned buildings, and under bridges were included in the list of locations. Twenty-two volunteers were paired in groups of two (2) or more and assigned locations. Each group was comprised of at least one Homeless Health Care Staff to ensure safety.

Volunteers and HHCC staff met at 5:30 PM on the evening of January 25, 2012 in the HHCC educational room. This location served as a base from which the CRHC operated the count. The 22 volunteers and staff were trained on the survey questionnaire. Homeless Health Care Center outreach staff provided the safety training from the Nonviolent Crisis Intervention materials. HHCC staff trained volunteers on how to approach individuals on the street with a non-confrontational

2012 Point-in-Time Count Report

style to open the floor for conversation. The training informed individuals on how to begin conversations with people experiencing homelessness, how to be aware of their surroundings, and how to take safety measures. Trainees were told to keep a safe distance, remain within their own comfort zone, and count people they did not feel comfortable approaching with as much detail as possible. Volunteers visited each location identified by the Homeless Health Care Center outreach staff.

Each volunteer was provided with a pen, clipboard and questionnaires. Once trained, several small groups of volunteers began to interact with persons staying at the Cold Weather overflow shelter at the Chattanooga Community Kitchen. A second set of volunteers surveyed the individuals staying at the Chattanooga Rescue Mission. As the volunteers completed the shelter counts, they proceeded to the camps where persons experiencing homelessness reside outdoors in tents. Volunteers visited known locations and counted the homeless persons they encountered. Volunteers noted the general location of each camp and each homeless person counted. Volunteers surveyed as many unsheltered persons as possible.

Additional count activities were completed by a local faith based outreach group. The group counted sixty three (63) individuals residing in hidden camps in Hamilton County that were not accessible to the HHCC volunteers.

Finally, all of the homeless guests who participated in Project Homeless Connect on January 26, 2012 were surveyed. The information was added to the Point-in-Time count and duplicates were removed.

URBAN COMMUNITY UNSHELTERED PIT NUMBERS

The number of individual persons unsheltered within the City of Chattanooga on January 25, 2012, total 97 Persons. No families or children were documented as unsheltered within the City of Chattanooga on the night of the PIT count. However, ten (10) homeless families with children received services at Project Homeless Connect and were added to the PIT count.

The Chattanooga Community Kitchen's Cold Weather overflow shelter was open the night of the PIT count. The Chattanooga Community Kitchen will no longer offer the Cold Weather overflow shelter as of March 31, 2012, potentially meaning the 160 persons, 155 individuals and one family, sheltered on January 25, 2012, will become unsheltered.

FINAL COUNT

The U.S. Department of Housing and Urban Development (HUD) requires, in conjunction with the Continuum of Care application, a report of the Point-in-Time count from each community. The annual Point-in-Time count calculates the number of people experiencing homelessness on any given night for Chattanooga and plays

2012 Point-in-Time Count Report

an important role in understanding how effective and efficient the Continuum of Care is functioning. Shelter and transitional numbers are combined with unsheltered numbers to complete the annual PIT.

The final 2012 PIT count revealed 548 unduplicated persons experienced homelessness in the CoC service area during the 24-hour period of 3:00 p.m. January 25, 2012 through 3:00p.m. January 26, 2012.

SYSTEMIC TRENDS

FAMILY HOMELESSNESS

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Households	16	23	22	61
Number of persons (Adults & Children)	52	6	66	184

Households with at least one adult and one child represent Families counted in the 2012 PIT. There were 16 families in emergency shelter, 23 families in transitional housing, and 22 families unsheltered. The majority of the unsheltered families were in the rural communities of Southeast Tennessee.

Comparatively the 2011 PIT for families:

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Households	10	22	30	62
Number of persons (Adults & Children)	30	60	80	170

In 2011, households with at least one adult and one child represented families counted in the PIT. There were 10 families in emergency shelter, 22 families in transitional housing and 30 families unsheltered.

FAMILY TRENDS

In the 2012 PIT, there were 6 more families in emergency shelter than in the 2011 PIT. While one family shelter program reduced capacity, other community partners restructured program configuration to meet the changing needs. The total number of persons in families within emergency shelter increased from 30 to 52. PIT data

2012 Point-in-Time Count Report

reflects an increase in the number of children within fewer families. Emergency shelter for families was at full capacity during the 2012 PIT.

One emergency shelter program within the City of Chattanooga has decreased capacity by 50% due to the inability to serve families with complex issues. The complex issues include alcohol and drug abuse issues, mental health issues, and criminal backgrounds.

Other programs adapted to meet the needs of the families experiencing homelessness in the CoC service area. One emergency shelter program reconfigured its bed make-up to increase its capacity for emergency shelter for families while decreasing the number of beds specifically dedicated to families who have experienced domestic violence. One transitional program dedicated a unit to be used as short-term emergency shelter for a family. One family of five stayed at the CCK emergency overflow shelter.

Transitional housing demonstrated relatively little change with an increase from 22 to 23 families. This shows that one (1) more transitional housing unit was occupied than in 2011. The total number of persons served increased from 60 to 66, reflective of an increase in the number of children served. Transitional housing for families demonstrates a relatively stagnant trend. On the evening of January 25, 2012, Twenty-three (23) of the 36 transitional housing units for families utilized. Approximately 36% of transitional housing for families was unused.

Unsheltered families decreased from thirty (30) in 2011 to twenty-two (22) in 2012; a reduction of 27%. Most of the unsheltered families documented in both the 2011 PIT and 2012 PIT were residing within rural communities. For the most part, the service providers in the urban area were able to reconfigure beds to accommodate the families. Even so, ten (10) families were hidden the night of the Point-in-Time count but presented at the Project Homeless Connect during the 24-hour period of the count.

INDIVIDUAL HOMELESSNESS

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Number of Households	239	28	0	97	364
Number of Persons (Adults)	239	28	0	97	364

Households without children represent individuals experiencing homelessness counted in the 2012 PIT. There were 239 individuals in emergency shelter. One

2012 Point-in-Time Count Report

hundred fifty five (155) of the 239 people in emergency shelter were residing at the Cold Weather overflow shelter provided by Chattanooga Community Kitchen. Seventeen (17) people resided in transitional housing and eleven were assisted transitionally through hotel/motel assistance, totaling 28 persons assisted in transitional housing. Ninety-seven (97) individuals were unsheltered and living in places not meant for human habitation. Of the 97 people, ten (10) were counted in the rural communities of Southeast Tennessee. Currently there are no safe havens in the CoC service region.

The Chattanooga Community Kitchen (CCK) overflow shelter opened in November 2011 and is scheduled to close at the end of March 2012. The 155 individuals, 64.5% of the individuals in emergency shelter, stayed at the CCK overflow shelter.

Comparatively the 2011 PIT for individuals:

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Number of Households	240	14	0	137	391
Number of Persons (Adults)	240	14	0	137	391

Households without children represent individuals experiencing homelessness counted in the 2011 PIT. There were 240 individuals in emergency shelter, 92 of whom stayed at the CCK overflow shelter. Fourteen (14) people resided in transitional housing. One hundred thirty seven (137) people were unsheltered in the 2011 PIT. In 2011 there were no safe havens in the CoC service area.

During the winter of 2010-2011, The Chattanooga Community Kitchen (CCK) overflow shelter opened sporadically during dangerously cold nights. On the night of the 2011 PIT count, 92 individuals stayed at the CCK overflow shelter. In 2011, 39% of the individuals in emergency shelter stayed at the CCK overflow shelter.

INDIVIDUAL TRENDS

The number of individuals utilizing emergency shelter has remained consistent. However, there was a dramatic increase in the number of people staying at the Cold Weather overflow shelter operated by Chattanooga Community Kitchen (CCK). Ninety-two individuals stayed at the CCK overflow shelter in 2011 and 155 individuals stayed in 2012. This occurred despite the fact that 34 funded shelter beds remained empty and 38 funded transitional beds remained empty. In addition, 11 family emergency shelter beds came off-line due to a lack of eligible family applicants. Reconfiguring available space, population requirements and admission criteria may be required to meet the needs of the homeless individuals in the community.

2012 Point-in-Time Count Report

The occupancy rate of 82% for emergency shelter includes full occupancy of the seasonal overflow shelter beds that are not included in the year-round shelter bed count. Notably, only 65% of the year-round emergency shelter beds for individuals in the City of Chattanooga were occupied on the night of January 25, 2012. In March 2012, the Cold Weather overflow shelter in Chattanooga will close, thus, increasing the unsheltered homeless population.

Individuals residing in transitional housing increased from fourteen (14) in 2011 to seventeen (17) in 2012. However, 25% of the transitional housing for individuals was vacant on the evening of January 25, 2012.

OCCUPANCY

The occupancy rates for the sheltered count show how full each program is during the 24-hour window during the last 10 days in January. High utilization represents very active programs meeting full capacity. Programs with high occupancy are using resources fully to meet the needs of persons experiencing homelessness. When occupancy is low programs have empty beds and resources are not used most efficiently.

TOTAL COUNT

The final 2012 PIT count:

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Households	255	51	0	119	425
Total Persons	291	94	0	163	548

A household is comprised of either one family unit or one individual. According to the 2012 PIT data, there were 255 households in emergency shelter. There were 291 persons within the 255 households in emergency shelter. There were 40 households in transitional housing combined with the 11 households in hotel/motels, total 52 households in transitional assistance. Eighty-three people (83) people comprised the 40 households residing in transitional housing, combined with the 11 persons assisted in hotel/motels, bring the total to 94 persons. One hundred nineteen (119) households were unsheltered, totaling 163 people. There are no safe havens in Southeast Tennessee. Overall there were 425 households experiencing homelessness that included 548 people on the night of January 25, 2012.

2012 Point-in-Time Count Report

Comparably, see the final 2011 PIT count:

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Households	250	36	0	167	453
Total Persons	270	74	0	217	561

A household is comprised of either one family unit or one individual. According to the 2011 PIT data, there were 250 households in emergency shelter. There were 270 persons within the 250 households in emergency shelter. There were 36 households in transitional housing. Seventy four (74) people comprised the 36 households in transitional housing. One hundred sixty seven (167) households were unsheltered, totaling 217 people. There are no safe havens in Southeast Tennessee. Overall there were 453 households experiencing homelessness that included 561 people on the night of January 24, 2011.

CHRONIC HOMELESSNESS

Individuals and families that experience homelessness for a year or longer, and in which the head of household has a disabling condition, are considered chronically homeless. Seventy (70) chronically homeless persons were counted during the 24 hour period of the 2012 Point-in-Time count. The numbers were double-checked against the 2011 count and the HMIS system. All persons counted as chronically homeless had been in the HMIS system for over one year.

See the chart representing chronic homelessness for the 2012 PIT:

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Havens		
Chronically Homeless Individuals	55	0	15	70
Chronically Homeless Families	0		0	0

The total number of chronically homeless persons documented during the 2012 PIT is 70. Fifty-five (55) chronically homeless persons stayed in emergency shelters and 15 were unsheltered. Approximately 13% of the homeless population of Chattanooga is chronically homeless. Since 2003, the chronically homeless number has been reduced by 80%. Since 2010, chronic homelessness has been reduced by 18.6%.

2012 Point-in-Time Count Report

The chart representing chronic homelessness for the 2010 PIT below:

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Havens		
Chronically Homeless Individuals	60	0	26	86
Chronically Homeless Families	0		0	0

The number of chronically homeless individuals reported in 2010 was 86. This number reflects 14.8% of the homeless population reported in 2010 as compared to 13% in 2012.

Overall, the average reported length of time-spent homeless among chronically homeless persons in the CoC service area is 5 years.

PERMANENT HOUSING

An important part of the Continuum of Care includes permanent housing solutions. Housing solutions are paired with supportive services that ensure housing stability. The Shelter Plus Care (S+C) program, Supportive Housing Program (SHP), and Single Room Occupancy (SRO) program, are the resources that can be accessed for individuals and families with specific needs. Without these resources, housing for many would be out of reach.

On the date of the Point-in-Time count the Chattanooga Regional Homeless Coalition examines utilization of the the permanent housing that is reserved specifically for homeless individuals and families. Overall, permanent housing programs were utilized at a rate of 96% Several programs were over-leased, ranging from 134% to 209% utilization. Only three (3) of the fourteen (14) programs were under 85% utilized.

SUPPLEMENTAL INFORMATION

HPRP

In 2011 the Chattanooga Regional Homeless Coalition and its partners served individuals and families who were either imminently homeless or experiencing homelessness through the Homelessness Prevention and Rapid Re-housing Program (HPRP). With \$1.3 million, over 800 people have been served since the program began in 2009. Over 600 people were served in prevention and over 200 homeless people were rapidly re-housed. The program ensured that homelessness would be

prevented and ended for eligible participants. The program is near its end, and is winding down. Since HPRP was part of the Federal stimulus package (ARRA), it was one-time funding that cannot be renewed.

HPRP funds offered one of the only opportunities to prevent homelessness among imminently homeless individuals and families. Prevention resources have proven to be effective in closing the front door into homelessness within the CoC service area. Development of new prevention resources will be critical as HPRP ends.

PRECARIOUSLY HOUSED PERSONS

Precariously housed individuals and families are not counted in the official Point-in-Time count. Precariously housed individuals and families include individuals and families that are living in temporary housing but may be close to homelessness because there is no lease and no guarantee of stability in a home. Persons who are doubled up with family or friends or persons in extended stay hotels would be considered precariously housed.

Twenty five (25) families with forty (40) children and approximately fifty (50) individuals were living in extended stay hotels on the night of the Point-in-Time count. Individuals and families typically live in extended-stay hotels when barriers exist to obtaining transitional or permanent housing. Barriers may be financial or the barriers may include credit issues, background issues, substance abuse issues, or untreated mental health issues.

The number of persons doubled up with other family members or friends has not been counted. However, many of the people doubled up would be reflected in the number of people on the HCVP and public housing waiting lists. There are over 1900 people on waiting lists for Housing Choice Vouchers (HCVP) and over 3000 people are on the waiting lists for public housing.

PROJECT HOMESLESS CONNECT

The 2012 PIT was performed in conjunction with the Project Homeless Connect, which was held the morning of January 26, 2012. Biannually, the services providers of Chattanooga bring their services under one roof. People experiencing homelessness access an array of services like foot care, dental care, access to clothing, hair care, medical assessments, and information from housing providers. The event often attracts persons who are precariously housed. Eighty-nine (89) precariously housed individuals and twenty-eight (28) precariously housed families with sixty-six (66) children actively sought services offered by Project Homeless Connect.

CONCLUSION

The 2012 Point-in-Time count represents an overall reduction of homelessness of 2%. PIT data indicate low utilization of traditional emergency shelter and transitional housing resources coupled with over-utilization of low-demand emergency shelter. The overall utilization of permanent housing is 96%. Several permanent housing programs indicate a utilization rate of 209%.

The data indicate that the consumer use of low-demand short-term emergency shelter and permanent housing remains high from year to year. The utilization of traditional shelter and transitional programs is consistently low. It seems unclear whether the under-utilization generates from a lack of consumer demand or an issue with admission criteria. It seems that discussions regarding reconfiguration of programs and changing admission criteria may be required. In addition, new resources need to be developed and existing resources may need to be reallocated to match the changing needs of the population.

RURAL HOMELESSNESS

Rural homelessness represented 8% of the homeless population in Southeast Tennessee. Ten (10) individuals and 12 families were experiencing homelessness in rural communities across Southeast Tennessee during the 2012 PIT. These 44 people were unsheltered and living in caves, campsites, cars, and other places not meant for human habitation. During 2011, two (2) emergency shelters closed within the rural communities. One (1) emergency shelter remains in Cleveland, Tennessee, and served 36 single individuals and 2 families with children. There are no transitional housing options or other emergency shelters in the rural communities.

Expanding rural options for short-term emergency shelters and permanent housing would address the growing need among individuals and families in the rural areas. The majority of unsheltered children are living in the rural communities despite the fact that rural homelessness represents only 8% of the homeless population in the CoC service area.

URBAN HOMELESSNESS

Urban homelessness accounted for 92% of homelessness in Southeast Tennessee. Overall, emergency shelters for individuals with strict intake and screening criteria were utilized at only 65% within the city of Chattanooga. The number of people staying at the CCK Cold weather overflow shelter, a low-demand shelter, increased by 68 people from 92 to 160 in 2012. Twenty-five (25) traditional shelter beds remained unused. Transitional housing overall was 60% vacant on the evening of January 25, 2012. Forty-nine (49) beds in transitional housing were empty. The programs with targeted funds for high needs populations were 37% empty.

2012 Point-in-Time Count Report

A total of 75 beds were vacant on the evening of January 25, 2012. There was an increase of 68 people accessing the Cold Weather overflow shelter when comparing January 2012 to January 2011. This suggests that persons experiencing homelessness are either not eligible for current programs or encounter barriers to access emergency shelter or transitional housing. The Cold Weather emergency overflow shelter will close at the end of March 2012.

RECOMMENDATIONS

1. Resources are needed to implement a fully functioning homelessness services intake, assessment and referral center in Chattanooga in order to increase consumer access to community services.
2. Resources for prevention activities are needed.
3. Existing resources need to be reconfigured to meet the needs of individuals and families with complex needs. Existing shelter beds that are consistently vacant may need to examine entrance criteria and policies. Changes may be needed to ensure accessibility for the high-need homeless population.
4. Low-demand short term emergency shelter beds need to be developed as year-round options (not overflow).
5. Discuss whether 33% of the transitional beds need to be reconfigured to low-demand short-term emergency shelter beds for families or permanent housing in order to meet the community's changing needs.
6. Additional permanent housing subsidies are needed to meet the growing need for affordable permanent housing.
7. Additional permanent housing units that incorporate flexible entrance criteria into their policies need to be developed.
8. Additional resources are needed to implement transitional services options for persons moving from short term emergency shelter to permanent housing (Critical Time Intervention), or from the streets to permanent housing (Transition in Place).
9. Resources need to be developed to meet the needs of the rural communities, primarily short-term emergency shelter and permanent housing.