

INTRODUCED: October 10, 2023

AN ORDINANCE No. 2023-317

To authorize the special use of the property known as 7 North 2nd Street for the purpose of a certain hostel use or emergency housing use, upon certain terms and conditions, and to repeal Ord. No. 2011-141-144, adopted Jul. 25, 2011.

Patron – Mayor Stoney (By Request)

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: NOV 13 2023 AT 6 P.M.

WHEREAS, the owner of the property known as 7 North 2nd Street, which is situated in a B-4 Central Business District, desires to use such property for the purpose of a hostel use, as defined herein, or an emergency housing use, which use, among other things, is not currently allowed by section 30-698.2, concerning regulations for emergency, transitional, and permanent supportive housing, of the Code of the City of Richmond (2020), as amended; and

WHEREAS, in accordance with section 17.11 of the Charter of the City of Richmond (2020), as amended, it has been made to appear that, if granted subject to the terms and conditions set forth in this ordinance, the special use granted by this ordinance will not be detrimental to the safety, health, morals and general welfare of the community involved, will not tend to create

AYES: 9 NOES: 0 ABSTAIN:

ADOPTED: NOV 13 2023 REJECTED: STRICKEN:

congestion in streets, roads, alleys and other public ways and places in the area involved, will not create hazards from fire, panic or other dangers, will not tend to overcrowding of land and cause an undue concentration of population, will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, and will not interfere with adequate light and air; and

WHEREAS, (i) the City Planning Commission has conducted a public hearing to investigate the circumstances and conditions upon which the Council is empowered to authorize such use, (ii) the City Planning Commission has reported to the Council the results of such public hearing and investigation and its recommendations with respect thereto, and (iii) the Council has conducted a public hearing on this ordinance at which the person in interest and all other persons have had an opportunity to be heard;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. **Finding.** Pursuant to section 30-1050.1 of the Code of the City of Richmond (2020), as amended, the Council hereby finds that the special use set forth in and subject to the terms and conditions of this ordinance will not (i) be detrimental to the safety, health, morals and general welfare of the community involved, (ii) tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, (iii) create hazards from fire, panic or other dangers, (iv) tend to overcrowding of land and cause an undue concentration of population, (v) adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, or (vi) interfere with adequate light and air.

§ 2. **Grant of Special Use Permit.**

(a) Subject to the terms and conditions set forth in this ordinance, the property known as 7 North 2nd Street and identified as Tax Parcel No. W000-0047/027 in the 2023 records of the City Assessor, being more particularly shown on a survey entitled “Plat of Nos. 7 and 9 N. Second Street, Situated on the Eastern Line of Second Street, between Main and Franklin Streets, Richmond, VA,” prepared by Chas. H. Fleet, and dated September 20, 1943, a copy of which is attached to and made a part of this ordinance, hereinafter referred to as “the Property,” is hereby permitted to be used for the purpose of a hostel use, as defined herein, or an emergency housing use, hereinafter referred to as “the Special Use.”

(b) The adoption of this ordinance shall constitute the issuance of a special use permit for the Property. The special use permit shall inure to the benefit of the owner or owners of the fee simple title to the Property as of the date on which this ordinance is adopted and their successors in fee simple title, all of which are hereinafter referred to as “the Owner.” The conditions contained in this ordinance shall be binding on the Owner.

§ 3. **Special Terms and Conditions.** This special use permit is conditioned on the following special terms and conditions:

(a) The Special Use of the Property shall be as a hostel use, as defined herein, or an emergency housing use.

(b) The emergency housing use shall be authorized to operate on a year-round basis and house, an any one time, up to (i) 60 people or (ii) the maximum number of people permitted under applicable building, fire, and health codes, whichever is less.

(c) Except as otherwise provided by this ordinance, the emergency housing use shall be subject to and at all times in compliance with Article VI, Division 15 of Chapter 30 of the Code of the City of Richmond (2020), and amendments thereto.

(d) The capacity of the hostel use shall not exceed 80 guest beds in up to 20 guest rooms. For the purposes of this ordinance, a hostel shall be defined as a shared-room accommodation, intended to be rented for compensation for occupancy by the traveling public on a daily basis, with access to guestrooms provided exclusively from within the building. The hostel shall contain shared sanitation and laundry facilities and a shared kitchen, all for the use of guests. Occupants of any age shall be permitted, however, children less than 18 years of age shall be accompanied by an adult.

(e) A dwelling unit for a manager of the hostel may be provided on the Property.

(f) A minimum of one employee, agent, or representative of the hostel shall be on the Property at all times that a hostel use is operated on the Property.

(g) No off-street parking shall be required for the Special Use.

(h) All mechanical equipment serving the Property shall be located or screened so as not to be visible from any public right-of-way.

§ 4. **Supplemental Terms and Conditions.** This special use permit is conditioned on the following supplemental terms and conditions:

(a) Storm or surface water shall not be allowed to accumulate on the land. The Owner, at its sole cost and expense, shall provide and maintain at all times adequate facilities for the drainage of storm or surface water from the Property so as not to adversely affect or damage any other property or public streets and the use thereof.

(b) Facilities for the collection of refuse shall be provided in accordance with the requirements of the Director of Public Works. Such facilities shall be located or screened so as not to be visible from adjacent properties and public streets.

(c) Any encroachments existing, proposed on the Plans or contemplated in the future shall require separate authorization and shall be subject to the applicable provisions of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws.

(d) In all other respects, the use of the Property shall be in accordance with the applicable underlying zoning regulations.

§ 5. **General Terms and Conditions.** This special use permit is conditioned on the following general terms and conditions:

(a) No permit implementing this special use permit shall be approved until satisfactory evidence has been presented to the Zoning Administrator that any delinquent real estate taxes applicable to the Property have been paid.

(b) The Owner shall be bound by, shall observe and shall comply with all other laws, ordinances, rules and regulations applicable to the Property, except as otherwise expressly provided in this ordinance.

(c) Words and phrases used in this ordinance shall be interpreted to have the meanings ascribed to them by section 30-1220 of the Code of the City of Richmond (2020), as amended, unless the context clearly indicates that a different meaning is intended.

(d) Notwithstanding any other provision of law, this special use permit is being approved due, in part, to the mitigating effects of each and every condition attached hereto; consequently, if any portion of this ordinance is determined to be invalid for any reason by a final,

non-appealable order of any Virginia or federal court of competent jurisdiction, the invalidity shall cause the entire ordinance to be void and of no further effect from the effective date of such order.

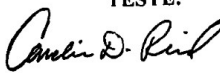
(e) The privileges granted by this ordinance may be revoked pursuant to the provisions of sections 30-1050.7 through 30-1050.11 of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws. Failure to comply with the terms and conditions of this ordinance shall constitute a violation of section 30-1080 of the Code of the City of Richmond (2020), as amended, and all future amendments to such law, or any other applicable laws or regulations.

(f) When the privileges granted by this ordinance terminate and the special use permit granted hereby becomes null and void, whether as a result of the Owner relinquishing this special use permit in a writing addressed to the Director of Planning and Development Review or otherwise, use of the Property shall be governed thereafter by the zoning regulations prescribed for the district in which the Property is then situated.

§ 6. **Implementation.** The Zoning Administrator is authorized to issue a certificate of zoning compliance for the Special Use subject to the terms and conditions set forth in this ordinance. An application for the certificate of zoning compliance shall be made within 730 calendar days following the date on which this ordinance becomes effective. If the application for the certificate of zoning compliance is not made within the time period stated in the previous sentence, this ordinance and the special use permit granted hereby shall terminate and become null and void.

§ 7. **Repeal of Prior Ordinance.** That Ordinance No. 2011-141-144, adopted July 25, 2011, be and is hereby repealed.

§ 8. **Effective Date.** This ordinance shall be in force and effect upon adoption.

A TRUE COPY:
TESTE:

City Clerk



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Master

File Number: Admin-2023-1656

File ID: Admin-2023-1656

Type: Request for Ordinance or Resolution

Status: Regular Agenda

Version: 1

Reference:

In Control: City Clerk Waiting Room

Department: Richmond Dept of Planning & Development. Review

Cost:

File Created: 09/21/2023

Subject:

Final Action:

Title: To authorize the special use of the property known as 7 North 2nd Street for the purpose of a hostel use, as defined herein, or emergency housing use, upon certain terms and conditions, and to repeal Ord. No. 2011-141-144, adopted July 25, 2011.

Internal Notes:

Code Sections:

Agenda Date: 10/10/2023

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: Admin-2023-1656 - Application Documents,
Admin-2023-1656 - Vetted Ordinance Draft

Enactment Number:

Contact:

Introduction Date:

Drafter: jonathan.brown@richmondgov.com

Effective Date:

Related Files:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	9/22/2023	Matthew Ebinger	Approve	9/26/2023
1	2	9/22/2023	Kris Daniel-Thiem - FYI	Notified - FYI	
1	3	9/22/2023	Kevin Vonck	Approve	9/29/2023
1	4	9/22/2023	Alecia Blackwell - FYI	Notified - FYI	
1	5	9/22/2023	Sharon Ebert	Approve	9/29/2023
1	6	9/22/2023	Caitlin Sedano - FYI	Notified - FYI	
1	7	9/22/2023	Jeff Gray - FYI	Notified - FYI	
1	8	9/22/2023	Sabrina Joy-Hogg	Approve	9/26/2023
1	9	10/3/2023	Mayor Stoney	Approve	9/26/2023

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File Admin-2023-1656

Title

To authorize the special use of the property known as 7 North 2nd Street for the purpose of a hostel use, as defined herein, or emergency housing use, upon certain terms and conditions, and to repeal Ord. No. 2011-141-144, adopted July 25, 2011.

Body

O & R Request

DATE: September 22, 2023 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor (Mayor, by Request)
(This in no way reflects a recommendation on behalf of the Mayor.)

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sharon L. Ebert, Deputy Chief Administrative Officer for Economic
Development and Planning

FROM: Kevin J. Vonck, Director, Department of Planning and Development Review

RE: To authorize the special use of the property known as 7 North 2nd Street for the purpose of a hostel use, as defined herein, or emergency housing use, upon certain terms and conditions, and to repeal Ord. No. 2011-141-144, adopted July 25, 2011.

ORD. OR RES. No.

PURPOSE: To authorize the special use of the property known as 7 North 2nd Street for the purpose of a hostel use, as defined herein, or emergency housing use, upon certain terms and conditions, and to repeal Ord. No. 2011-141-144, adopted July 25, 2011.

REASON: The applicant is requesting authorization for an emergency housing facility, which use is authorized within the underlying B-4 Central Business District. However, the proposed facility does not meet the zoning requirement that it be located at least 1,320 feet from any other property with an emergency housing, transitional housing, or permanent supportive housing use. A current special use permit (Ord. No. 2011-141-144) authorizes a hostel use on the property and the property owner desires to retain authorization for the hostel use. The current special use permit ordinance will be repealed and the applicable conditions pertaining to the hostel have been incorporated into the new special use permit ordinance, along with new conditions pertaining to the emergency housing use.

RECOMMENDATION: In accordance with the requirements of the City Charter and the Zoning Ordinance, the City Planning Commission will review this request and make a recommendation to City

Council.

BACKGROUND: The property is located in the Monroe Ward neighborhood between East Franklin and East Main Streets. The property is an approximately 4,930 sq. ft., (.11 acre) parcel of land improved with a 9,311 sq. ft. building constructed, per tax assessment records, in 1925.

The City's Richmond 300 Master Plan designates a future land use for the subject property as Downtown Mixed-Use which is defined as the "Central business district of the Richmond region features high-density development with office buildings, residential buildings, and a mix of complementary uses, including regional destinations in a highly-walkable urban environment." (p. 66)

Intensity: Buildings typically a minimum height of five stories.

Primary Use: Retail/office/personal service, multi-family residential, cultural, institutional, government, and open space.

The current zoning for this property is B-4 Central Business District. All adjacent and nearby properties are located within the same B-4 District. A mix of land uses are found in the area.

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Individuals experience homelessness for a variety of reasons, including mental illness, substance abuse, domestic violence, unemployment or underemployment, lack of a living wage, a limited supply of affordable housing, and eviction. Some factors can make it difficult for individuals to secure and maintain a fixed, regular, and adequate residence.

In May 2020, Council adopted the City of Richmond Strategic Plan to End Homelessness 2020-2030, which recommended a number of actions to better provide emergency, transitional, and permanent supportive housing in the City.

In March 2021, City Council amended the Zoning Ordinance to permit certain types of emergency, transitional, and permanent supportive housing options by right in a number of mixed-use zoning districts (B-1, B-2, B-3, B-4, I, M-1, OS, R-73, and RO-2) and created supplemental regulations regarding housing types, locations, capacity, and the process for administrative approvals, which includes submission of a management or operational plan (ORD. 2020-261). However, the proposed emergency housing facility does not meet the supplemental regulation that the use be located at least 1,320 feet from any property with an emergency housing, transitional housing, or permanent supportive housing use.

The proposed emergency housing use will be operated by HomeAgain as a facility for families experiencing homelessness. The City will be leasing the property from the owner and subleasing to HomeAgain and will be supporting operating costs of the facility. The proposed emergency housing use will be an extension of HomeAgain's current family emergency housing facility, the Espigh Family Shelter, located at 2 E. Main Street in Richmond, which currently houses up to 35 individuals daily. In the past three years, HomeAgain has successfully helped 465 individuals and 126 households within the Espigh Family Shelter. Of these families, 91% have exited our shelter into permanent housing.

FISCAL IMPACT / COST: The Department of Planning and Development Review does not anticipate any impact to the departmental budget for this or future fiscal years.

FISCAL IMPLICATIONS: Staff time for processing the request; preparation of draft ordinance; and publishing, mailing and posting of public notices.

BUDGET AMENDMENT NECESSARY: No

REVENUE TO CITY: \$1,800 application fee

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: October 10, 2023

CITY COUNCIL PUBLIC HEARING DATE: November 13, 2023

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: None

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: Planning Commission
November 6, 2023

AFFECTED AGENCIES: Office of Chief Administrative Officer
Law Department (for review of draft ordinance)

RELATIONSHIP TO EXISTING ORD. OR RES.: Repeal Ord. No. 2011-141-144

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Draft Ordinance, Application Form, Applicant's Report, Survey

STAFF: Matthew Ebinger, Principal Planner, Land Use Administration (Room 511) 646-6308
Jonathan Brown, Senior Planner, Land Use Administration (Room 511) 646-5734

..Recommended Action

Key Issues:

Retain on Consent Agenda

Move to Regular Agenda

Refer Back to Committee

Remove from Council Agenda

Strike Withdrawn ---- Continue to:

**Application for SPECIAL USE PERMIT**

Department of Planning and Development Review

Land Use Administration Division

900 E. Broad Street, Room 511

Richmond, Virginia 23219

(804) 646-6304

<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- ☐ special use permit, new
☐ special use permit, plan amendment
☒ special use permit, text only amendment

Project Name/LocationProperty Address: 7 North 2nd Street Date: September 21, 2023Tax Map #: W000-0047/027 Fee: \$1,800Total area of affected site in acres: +/- 0.113 acres(See **page 6** for fee schedule, please make check payable to the "City of Richmond")**Zoning**Current Zoning: B-4 District (Central Business) DistrictExisting Use: Hostel**Proposed Use**

(Please include a detailed description of the proposed use in the required applicant's report)

Add use as "year-round emergency shelter for families" in addition to existing use as a Hostel

Existing Use: Hostel, shared room accommodation (non-residential) for occupancy by the traveling public for short-term stays

Is this property subject to any previous land use cases?

Yes



No

If Yes, please list the Ordinance Number: SUP Ord. No. 2011-114-144**Applicant/Contact Person:** Henry Wixon for Applicant / Mandy Herbert, Executive Director, Home Again Richmond for OperatorCompany: Home Again RichmondMailing Address: PO Box 5222City: RichmondState: VAZip Code: 23220-0222Telephone: (804) 212-3429Fax: (804) 212-3429Email: mherbert@homeagainrichmond.org**Property Owner:** Potomac Area Hostels, Inc.If Business Entity, name and title of authorized signee: Henry Wixon, Secretary of the Board of Directors

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: Potomac Area Hostels, Inc., Attn: Henry Wixon, Secretary, c/o 10701 Marietta StreetCity: Glenn DaleState: MDZip Code: 20769Telephone: (202) 253-0231Fax: (301) 464-0890Email: henry.wixon@gmail.com**Property Owner Signature:** The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. **Faxed or photocopied signatures will not be accepted.****NOTE:** Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)



Helping families and individuals experiencing homelessness secure and maintain a **Home, Again.**

BOARD OF DIRECTORS
2023-2024

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Julia Riley-Katz
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Annie Kasper
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Daniel Wise
Community Volunteer

Sandra Wood
Sheltering Arms Institute

Courtney Murden
Extra Special Parents

To Whom It May Concern:

Through collaboration with the City of Richmond, HomeAgain aims to address the pressing issue of homelessness in our community. By proposing the expansion of Emergency Housing, specifically through the establishment of a Family Emergency Shelter, we hope to provide a safe and supportive environment for families experiencing homelessness. The property at 7 North 2nd Street, currently known as the HI Richmond Hostel owned by Potomac Area Hostels, Inc., presents an excellent opportunity for this endeavor. Its central location in Richmond makes it easily accessible for families in need, ensuring that they can access vital resources and support services within the city.

HomeAgain is a Richmond non-profit organization founded in 1979 by a group of concerned residents who observed the issue of homelessness in Richmond and the surrounding areas. This group consisted of people from area churches and human service agencies who sought funds to provide shelter for those in need. In 1980, the group became a 501(c)(3) non-profit agency under the name Emergency Shelter, Inc. and opened its first emergency shelter in a firehouse at 200 West Marshall Street. Over 483 individuals were served at the firehouse, which led to a major fundraising campaign to raise money for a building. In 1981, over \$52,000 had been raised and a building for shelter was secured at 2 East Main Street. This beautiful home serves homeless families today and remains a core program of HomeAgain. In 1994, Emergency Shelter Inc. purchased and renovated 11 West Grace Street for the Men's Emergency Shelter. Today this facility serves single men and veterans experiencing a housing crisis. Between 1996 and 2001, HomeAgain added transitional programs to include rapid rehousing and permanent supportive housing and in 2005, the agency's name changed to HomeAgain to better represent our mission within the community.

The proposed Family Emergency Shelter will be an extension of HomeAgain's current Family Emergency Shelter, the Espigh Family Shelter, located at 2 E. Main Street in Richmond, which currently houses up to 35 individuals daily. The added space within the new facility will allow the organization to increase our capacity and provide access to services and resources to more families in need. In the past three years, HomeAgain has successfully helped 465 individuals and 126 households within the Espigh Family Shelter. Of these families, 91% have exited our shelter into permanent housing. Each family that has found stable housing represents a life transformed, a child given a chance at a brighter future, and a community strengthened.

The proposed shelter will not be detrimental to the safety, health, morals, and general welfare of the community involved. In fact, it has the potential to bring about numerous positive impacts that can enhance the overall well-being of both the shelter residents and the community as a whole. Firstly, by providing a safe and secure environment for families facing emergencies or homelessness, the shelter ensures that vulnerable individuals have access to basic necessities such as food, shelter, and healthcare. This immediate support can help stabilize families in crisis situations and can prevent them from sinking deeper into despair or resorting to desperate measures to meet their needs.

By addressing these fundamental needs, the shelter contributes to improving the safety and well-being of its residents. Moreover, the presence of a Family Emergency Shelter can foster a sense of compassion and empathy within the community. It provides an opportunity for community members to come together and offer support to those in need. This collective effort not only strengthens social bonds but also promotes a culture of caring for one another. This can be seen and is true for HomeAgain's two existing emergency shelters just blocks from this new site (at 2 E. Main Street and 11 W. Grace Street). The presence of these two shelters nearby has undoubtedly made a positive impact on the community and the lives of many individuals who would otherwise be left exposed to the harsh realities of living on the streets.

Emergency shelter services will be eligible to Richmond residents, specifically families experiencing homelessness, in an effort to help assisted households meet housing and financial independence. The shelter will be staffed and operate 24 hours a day, 365 days a year. All referrals to the shelter will come from the Greater Richmond Continuum of Care (GRCoC) Coordinated Entry System (CES). Temporary shelter will be provided for a period of less than 90 days. All families will receive comprehensive intake and assessment services, a personalized Housing Stabilization Plan from an assigned Case Manager, and housing-focused case management. Support from HomeAgain will lead those who receive services to affordable and stable housing. The family shelter will serve up to 50 individuals on a nightly basis.

To ensure the safety of shelter clients and HomeAgain staff, HomeAgain will utilize our current partnership with the local police precinct. Additionally, HomeAgain will install security cameras throughout the shelter and secure all entrances. The building will be staffed 24 hours a day, 365 days a year to ensure operations do not adversely affect the area public. Our proposed Family Emergency Shelter will not create hazards from fire, panic, or other dangers. HomeAgain will utilize our current partnership with the City's Building Inspector and Fire Marshall to ensure the new facility is safe and free of any hazards. All recommendations will be implemented.

The proposed location where operations will take place is operational and can house up to 50 individuals per night. There is a lift in the rear entry (lower level) that we are able to utilize for clients with mobility disabilities. The first floor has a reception area and office, a utility room with functional washer and dryer, one handicap accessible bedroom and bathroom, a full kitchen and dining space, a small single restroom, and a main gathering area that can be used for a library, computer lab, play area, or combination of these. HomeAgain will purchase an additional refrigerator for the kitchen in order to meet the needs of our clients and USDA. Our food preparation for daily meals will be done both off-site by licensed caterers and in our commercial kitchen at the current family shelter located 2 E. Main Street. Meals will be transported to 7 North 2nd Street daily. HomeAgain will have full use of common areas including the kitchen, and free use of all existing kitchen utensils/supply items in building. The organization will bring in program supplies such as paper towels, toilet paper, plastic cutlery, paper plates, napkins, trash bags, etc. to use as well. Concerning bedding, towels, printers and computers, we have proposed to bring in our own. The current building owner has given us permission to use their bedding and towels but our families are encouraged to take bedding and towels with them when exiting the shelter to stable housing. HomeAgain prefers not to have to replace the owner's property. The washer and dryer will be rented and built into the lease and operating budget. The second floor has all remaining bedrooms. Each bedroom has two to three beds, lockers, and a private bathroom for each individual family unit. The current facility has an operating and updated HVAC system and provides heating and air conditioning year-round service. In partnership with our local fire department, we have confirmed that the appropriate smoke alarms, carbon monoxide alarms and fire extinguishers are installed.

Antonio Edgerton, Director of Emergency Shelter Programs, will be the emergency contact for the Family Emergency Shelter. He can be reached at 804-307-7135 in case of emergency.

The building lease will be between the City of Richmond and Potomac Area Hostels, Inc.. HomeAgain will sublease the facility from the City of Richmond and operations would be funded in full by the City of

Richmond. The lease and sublease will begin December 1, 2023 and be in effect for a period of two years. In the scenario that HomeAgain and the City of Richmond do not find another location for the Family Shelter six months out from the end of the lease agreement, Potomac Area Hostels, Inc. will extend the lease for a period of one additional year upon receipt of written notice. Potomac Area Hostels, Inc. understands HomeAgain's mission to support those experiencing homelessness. As part of the Richmond community, they fully support HomeAgain and the City of Richmond.

The additional Family Emergency Shelter will be staffed with the following personnel:

Executive Director (1 person)-

- Oversees the success of the emergency shelter program
- Monitors the program budget and financial reports
- Relays progress, goals and financial status to Board of Directors
- Manages the Director of Shelter Programs
- Implements and supports best practices in homeless services; oversees all programs, services, and activities to ensure that program objectives are met.
- Ensures compliance with funding sources and regulatory requirements.

Director of Shelter Programs (1 person)-

- Reports directly to the Executive Director
- Uses program data to monitor, evaluate and provide analysis and recommendations for existing and future shelter program operations
- Oversees the day-to-day operations of the emergency shelter
- Manages all shelter staff
- Provides clear direction and management accountability for delivering the agency mission with excellence
- Ensures a safe environment for all staff and clients

Program Manager (1 person)-

- Reports directly to the Director of Shelter Programs
- Monitors day-to-day activities to ensure program is adequately staffed and delivering shelter services with quality and consistency.
- Establishes and monitors staff performance
- Collaborates on the development, implementation and annual review of shelter policies
- Intervene with clients as needed, including providing crisis intervention.
- Facilitate case planning meetings as needed to address client progress and agency issues.
- Ensures safety and security of buildings and shelter programs.
- Coordinates with staff regarding all client program contact.
- Maintains and reports on client-level and shelter specific data and statistics necessary to meet internal and external stakeholder requirements.
- Using data to inform operational and service delivery decision-making.

Assistant Program Manager (1 person)-

- Reports directly to the Program Manager
- Responsible for keying resident information into HMIS (program database)
- Provides support to the Program Manager and Case Manager in assisting individuals experiencing homelessness in achieving self-support to permanent housing.
- Oversees maintenance requests, the safety and security of the facility and provides instruction and support with independent living skills.

- Works closely with support staff to ensure a seamless transition and consistent interpretation of the facility's health and safety guidelines.
- Performs weekly safety, security, and maintenance inspections of facility, conducting room inspections, ordering facility supplies, conducting fire drills, being a positive role model for residents.
- Fosters a cohesive community-setting, maintaining accurate and complete paperwork, ensuring adequate facility coverage by creating and maintaining a work schedule.
- Completes shelter intakes for families or individuals upon shelter entry.
- Reports availability of bed space in HMIS System
- Monitors clients' activities for compliance with the Health and Safety Guidelines.
- Attends various staff meetings, trainings and workshops.
- Record keeping of all facilities documents, report all work orders.
- Manages reception area, check in visitors, donors and volunteers, ensuring all phone calls are answered promptly and professionally.

Case Manager (1 person)-

- Reports to the Assistant Program Manager
- Responsible for keying resident information into HMIS (program database)
- Updates client case notes in HMIS/print out case notes to add to files on a monthly basis
- Reviews applications received for possible new clients
- Completes intake packet with a new client and goes over participant handbook (HUD HMIS entry assessment, HMIS ROI, general ROI, transportation ROI)
- Maintains data timeliness in HMIS
- Coordinates with Homeward to ensure no program data errors
- Attends case conferencing as necessary, informing Homeward of any program openings
- Conducts monthly in-person meetings with clients to:
 - Assist with connection to medical care, mental health treatment, substance use disorder treatment, employment resources, education resources (for program participant and children), food pantries, clothes, furniture, disability claims, older adult care/adult services, childcare, connection to benefits (SNAP, TANF, Medicaid, stimulus checks), transportation assistance, immigration/citizenship application assistance.
- Creates yearly individual service plans, reassessing progress every 90 days
- Collects yearly participation agreement
- Collects participant rent, submitting rent to finance
- Identifies available housing, recruiting new landlords

Team Lead (1 individual) and Shelter Monitors (8 individuals)-

- Report to the Assistant Program Manager
- Utilizes strengths perspective and positive working relationships working with diverse clients.
- Ensures a safe and manageable living environment for shelter residents.
- Monitors residential areas, is visible and continuously interacts with shelter residents.
- Assists residents within limits in processing issues and problem solving.
- Consults with direct supervisor or supervisor on-duty regarding residents' personal needs, behavior and service planning.
- Checks for contraband in facility through general observation.
- Attends staff meetings and trainings as directed.
- Maintains visitor protocol and follow daily log procedures.
- Follows appropriate critical incident protocol and accompanying documentation.
- Maintains a comprehensive and accurate written record of events that occur during shifts, as well as thorough incident reports

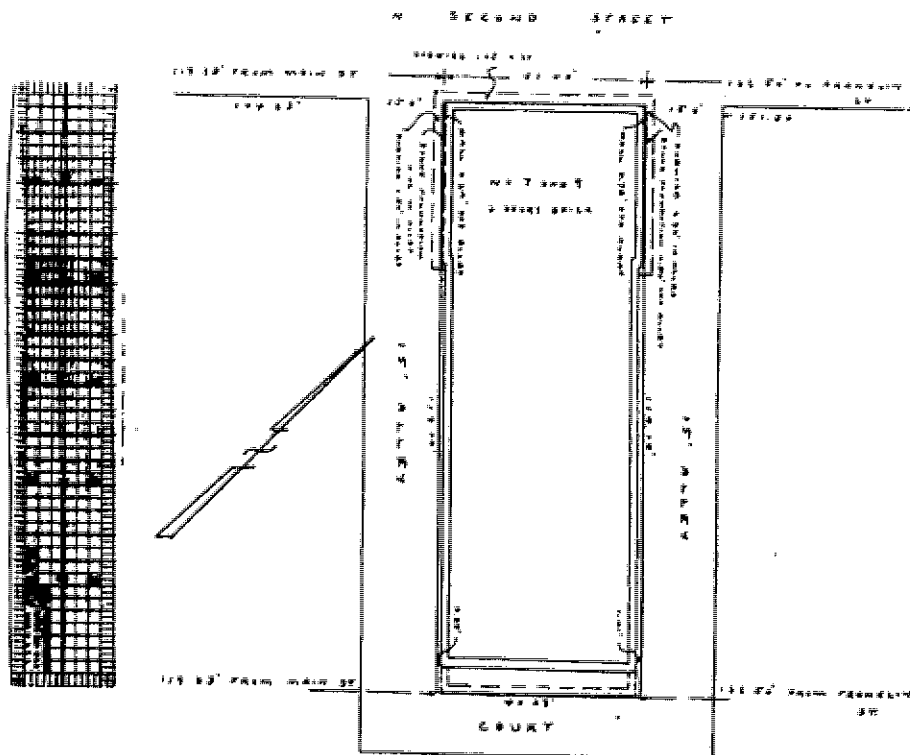
- Maintains resident sign-in/out log as well as all other logbooks and records.
- Conducts periodic inspections of the facility and grounds through periodic rounds
- Enforces periodic fire drills and perform other safety duties as directed to ensure safety of residents, including implementing emergency evacuation protocol.
- Answers telephone and route calls or messages to appropriate staff.
- Respond to in-person and telephone inquiries from the public.
- Receives, accounts for and secures all donations received during the shift, as well as provide donation receipts to donors upon request.

Facility Manager-

- Reports directly to the Program Manager
- Maintains a current inspection roster.
- Coordinates inspections with Program staff.
- Inspects the shelter regularly, reports findings and performs follow-up as needed.
- Identifies needs for specific furniture/fixture replacement. Works to get replacement items from agency approved sources.
- Identifies and reports needed repairs to walls, floors, kitchen appliances, etc. Reviews work-orders and has items repaired and follow-up as needed.
- Reviews/approves/processes janitorial supply orders within approved guidelines.

A certified cleaning service will be hired to ensure cleaning, including COVID sanitation. Services will be done weekly with a deep cleaning once a month. Trash is picked up weekly by Waste Management. Those who exhibit any type of illness will be housed off site in a nearby hotel, to manage the risks of spreading communicable diseases, and cared for by a Case Manager and/or Shelter Monitor.

Intake will be done at the Family Emergency Shelter, separate from the sleeping, dining, and entertainment areas. Collaborating with Feed the Streets RVA, Family Insight, the Office of Community Wealth Building, and others will allow us to provide nutrition education and classes, workforce development, and mental health and substance use disorder counseling, if needed, for our guests. HomeAgain will participate in the Greater Richmond Continuum of Care coordinated entry system. We have budgeted for the purchase of laptops for our intake staff.



Plat of lots 7 and 9 on Second Street,
 situated on the Eastern line of Second
 Street, between Main and Franklin
 Streets, Richmond, Va.
 Sept. 20, 1943 Area 1.400'

Chas. H. S. Seal

Certified True Copy.

City of Richmond, to-wit:

In the Office of the Court of Chancery for said City
 the 1st day of October 1943

This deed was presented, and with the Certificate, Resolution & Plat annexed
 admitted to record at 10:45 o'clock P. M.

Walter A. T. August, Clerk.

*Examined
 m. h. d. for G.*