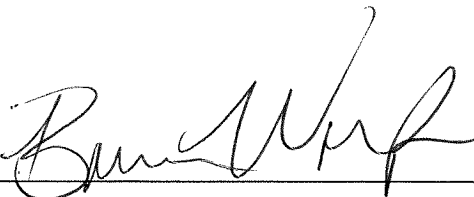


NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: Resilience and Community Services

Program/Project Name: Winter Shelter Program

	Yes/No/NA
Request Form: Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes <input type="checkbox"/>
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA <input type="checkbox"/>
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA <input type="checkbox"/>
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA <input type="checkbox"/>
Funding Source: If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NA <input type="checkbox"/>
Funding Source: If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NA <input type="checkbox"/>
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	Yes <input type="checkbox"/>
Ordinance Required: Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	NA <input type="checkbox"/>
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes <input type="checkbox"/>

Submitted by: 

Date: 1/31/22

Department/Project:
Louisville Metro Resilience and Community Services/Winter Shelter Program

Additional Signatures

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

Council Member Signature and Amount

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____
District 16	_____	\$ _____
District 17	_____	\$ _____
District 18	_____	\$ _____
District 19	_____	\$ _____
District 20	_____	\$ _____
District 21	_____	\$ _____
District 22	_____	\$ _____
District 23	_____	\$ _____
District 24	_____	\$ _____
District 25	_____	\$ _____
District 26	_____	\$ _____

Winter Shelter/ Disaster Relief Program for Those Experiencing Unsheltered Homelessness

The purpose of the Winter Shelter Program is to provide an indoor low-barrier option or non-congregate setting for individuals seeking temporary shelter. Metro Louisville has a growing population of individuals experiencing unsheltered homelessness, many of whom experience complex trauma and mental illness. A survival mode of living on the street and exposure to dire elements on a day-to-day basis is a reality for this population. The Winter Shelter Program is funded by public citizens and supported by district Council members to ensure an emergency response in the event of a citywide State of Emergency.

Hotel Accommodations

HSD, Outreach Organization, and local hotel owners have partnered to establish a broadband of participating hotel venues. The hotel accommodation is limited and exclusive to individuals and/or families sleeping on the streets and deemed unable to go into shelter and/or congregate centers. Each location has entered into agreement with Outreach Organization to set aside or reserve a specified count of guest rooms for unsheltered houseless residents. All guests are expected to adhere to standard housekeeping and guests' policies set forth by management. These guidelines may be further established or reviewed between the independent owner and Outreach Organization. LMG is fully indemnified to hold harmless regarding any legal or financial liabilities under this program, and serves as the coordinating agency, with responsibility to enact a communication plan to community stakeholders.

In Winter 2021-22, the capacity for Outreach Organization providing onsite management of guests of hotel accommodations is limited to a maximum of 100 rooms in three locations.

Operational Structure

Communication Procedure

Announcement of a Wind Chill or Winter Weather Advisory indicates precautions must be taken to mitigate potential health risks related to cold stress and disrupted transportation conditions during the next 24-48 hours. HSD communications will notify stakeholders of the resources available to the homeless population, including Operation White Flag, during this time.

Announcement of a Wind Chill or Winter Storm Warning indicates potentially life-threatening cold stress and transportation conditions may be likely in the next 24-48 hours. Notification of a declared State of Emergency by the Mayor will be sent to the Director of the Office of Resilience and Community Services and the Director of HSD. HSD Director will authorize Hotel Accommodations and Warming Centers. HSD will notify the Coalition for the Homeless, emergency shelters, outreach groups, Metro Council, and the Media on resources during the state of emergency.

Although emergencies are not consistently anticipated and predictable, advance warning will be provided by email notification as is sent from the Emergency Management System and Lens Alert to HSD. A second email will be sent to confirm the declared State of Emergency from the Mayor's Office. A direct communication from HSD will follow the official notification, within this correspondence all pertinent details will be contained as to the status or conditions of the threat, expected impact of the disaster area, and number of days predicted to shelter in place.

Outreach Expectations and Standards:

- Manage hotel relationships and serve as liaison to the Hotel Accommodation Program.
- Identify and inspect homeless encampment sites within the area for individuals residing outside.
- Transport those in need of shelter.
- Document when residents of encampments are offered and refuse shelter options.
- Designate guest rooms to meet the maximum room count.
- Provide consistent (24-hour) onsite monitoring of guests to link to needed resources, support safety/de-escalate crises, and facilitate compliance with house rules (i.e., noise, smoking/substance use, etc.) in hotels.
- Facilitate volunteer training and intervention methods.
- Coordinate food/meal drop-off locations.
- Report daily count of individuals sheltered and services provided (documenting in HMIS).
- Collaborate with medical and clinical care teams to meet the needs of those in shelter.

Hotel Operators Expectations and Standards:

- Provide room accommodations for guests that are checked in by Outreach Organization.
- Maintain onsite presence by Hotel Management staff/personnel.
- Honor that reservations are not required for the stay, and redirect drop-in guests to Outreach Organization for onsite assistance.
- Agree to leniency in policy and procedures for guests without personal IDs, etc., and redirect violations due to noise, smoking bans, etc. to Outreach Organization for onsite assistance.
- Demonstrate respect and nondiscrimination when assisting guests.
- Include standard room cleaning and concierge for personal needs, such as wash cloths, towels, and Wi-Fi access.

Program Close-out

HSD is responsible for disseminating immediate notification when the State of Emergency is lifted. Outreach care providers will assemble to outline a course of action to safely return individuals to their respective homes and campsites. This course of action must be intentional and within a *reasonable* time frame and is not to extend the preceding events.

The annual Winter Relief Program is based each year on funding. It is the hope this experience bridges an opportunity for continued support and donations accepted throughout the year.

item	unit	number	total
Hotel	\$ 80.00	103	\$8,240.00 *add 1 staff room per 3 hotels
Meals	\$ 3.79	400	\$1,516.00
Hygiene kits	\$ 20.00	125	\$2,500.00
Labor	\$18.00	144	\$2,592.00 *2 team members, 24/7 onsite management, 3 hotels
Transportation	\$400.00	1	\$400.00
			\$15,248.00 \$ 12,348.00 per night
			\$ 2,900.00 per event

	cost	number	total
Night	\$12,348.00	9	\$ 111,132.00
Event	\$ 2,900.00	3	\$ 8,700.00
			\$ 119,832.00

Eatherly, Kip

From: Buchino, Susan
Sent: Friday, January 28, 2022 5:04 PM
To: Wright, Brianna
Subject: Re: Winter Hotel Program

Yes, ma'am. Thank you for the offer and opportunity to expand services to our residents.

sb

From: Wright, Brianna <Brianna.Wright@louisvilleky.gov>
Sent: Friday, January 28, 2022 5:02:07 PM
To: Buchino, Susan <Susan.Buchino@louisvilleky.gov>
Subject: RE: Winter Hotel Program

Councilman Arthur will sponsor this Winter Shelter Program. Will the Office of Resilience and Community Services accept the funds?

Brianna

From: Buchino, Susan <Susan.Buchino@louisvilleky.gov>
Sent: Thursday, January 27, 2022 9:32 AM
To: Wright, Brianna <Brianna.Wright@louisvilleky.gov>
Subject: Winter Hotel Program

Dear Brianna,

Please see the attached description and budget for the Winter Hotel Program. Our total budget is \$119,832. We are requesting \$60,000 from District 4 NDF.

Please let me know if you need additional details or documents.

Susan Buchino, PhD, OTR/L

(She/Her/Hers)

Director, Homeless Services Division

Louisville Metro Government

Office of Resilience and Community Services

701 W. Ormsby Avenue, Suite 201

Louisville, KY 40203

O: 502.574.5168

C: 502.381.2483

susan.buchino@louisvilleky.gov

Schedule an appointment [here](#).