



## **Memorandum of Understanding**

Southern Adventist University | School of Social Work

and

Chattanooga Housing Authority | Housing First Program for Homeless Families and Individuals  
in Chattanooga

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Southern Adventist University (SAU) School of Social Work and the Chattanooga Housing Authority (CHA) to assess families and individuals to be part of the Housing First Program, coordinate referrals with community resources on a case-by-case basis, and provide case management and follow-up services.

This partnership between SAU's School of Social Work and CHA is a necessity for the City of Chattanooga and Hamilton County's large homeless population. There is currently a very large disparity of adequate and affordable housing in Hamilton County. This partnership recognizes the great need for community support to assist the homeless population. This opportunity will be able to help families and individuals receive permanent housing for twelve months through the Housing First Program and allow for case management services through SAU's School of Social Work. With this partnership, each individual case will have specialized services that fit the individualized needs of the case. The CHA has agreed to reserve 75 units at public housing sites specifically for the Housing First Program. SAU's School of Social Work has agreed to offer two to four student social workers to serve as case managers to work with the CHA Housing First Program, under the supervision of bachelor's or master's level social workers.

The case management services administered by the School of Social Work at SAU will provide referrals to community resources such as: financial assistance, food assistance, clothing assistance, mental health services, medical services, education services, etc. The case managers will maintain documentation of pertinent information regarding each case that will be stored on SAU's secure servers and accessible only to those with clearance to access them to maintain the confidentiality of each and every client.



If admitted to the Housing First Program, the family or individual will sign a lease with the CHA and will be required to comply with all terms and conditions. The family or individual will also be required to sign a Housing First Program Lease Addendum that requires the family/individual to comply with all of the SAU School of Social Work's case management programming or risk being evicted from the unit. The SAU School of Social Work will provide 12 months of case management that is individualized to their personal needs and goals, consisting of weekly or monthly client sessions as well as status and progress reporting to CHA. Goals of the services should include, but will not be limited to, counseling the client to pay rent and other program fees timely, maintain acceptable housekeeping standards within their apartment, and general lease compliance. At the end of the program period, the family or individual will *graduate* and will be able to remain in the apartment if they so choose. CHA will then make another apartment available to the Housing First Program. Upon the end of the 12-months, clients will be terminated as clients of the SAU School of Social Work's case management program and will, if the client wishes, be referred to another community agency or continuing case management services.

All families and individuals selected for this special program will be placed on the CHA's waiting list for a particular CHA site that is participating in the Housing First Program in accordance with the ACOP. In the event that CHA and SAU's School of Social Work agree, social workers (case managers) and other community support personnel may have access to office space on the public housing site during timeframes mutually agreed upon.

This MOU is at-will and may be modified by mutual consent of authorized officials from Southern Adventist University's School of Social Work and Chattanooga Housing Authority. This MOU shall become effective upon signature by the authorized officials from the Southern Adventist University School of Social Work and Chattanooga Housing Authority and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from Southern Adventist University School of Social Work and Chattanooga Housing Authority this MOU shall end three years from the date of signature on this document, unless either party terminates the agreement, with 60 days written notice to the other party.

### **Contact Information**

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\_\_\_\_\_ Date:

(Dr. Kristie Wilder, Southern Adventist University | School of Social Work, Professor)

\_\_\_\_\_ Date:

(Mike Sabin, Chattanooga Housing Authority, Director of Asset Management)