



MUNICIPALITY OF PRINCETON

Human Services
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MEMORANDUM

To: Mayor and Council
From: Rhodalynn Jones, *Human Services Director*
Subject: Request to Amend Resolution with Catholic Charities – Emergency Hotel/Motel Assistance for Unhoused Individuals
Date: March 16, 2026

The Human Services Department is requesting approval from Mayor and Council to amend the existing resolution with Catholic Charities to include an additional not-to-exceed amount of \$25,000 from the Municipality's Emergency Fund designated to support unhoused individuals in need of temporary hotel or motel accommodations.

The Emergency Fund has historically been used by the department to secure short-term hotel or motel stays for individuals experiencing homelessness during urgent situations. However, the department has experienced ongoing challenges establishing new vendor partnerships with hotels and motels willing to work directly with the municipality. Many establishments have declined to serve as vendors because the municipality does not process payments via credit card, which is the method most hotels and motels require to secure reservations.

To address this operational barrier, the Human Services Department is proposing to utilize these Emergency Fund resources as pass-through funding to Catholic Charities, an organization that already maintains established relationships with a broader network of hotel and motel vendors and has the capacity to process reservations using payment methods accepted by these vendors.

Expanding our partnership with Catholic Charities will provide several key benefits:

- Access to a broader network of hotel and motel vendors that already work with Catholic Charities.
- Improved responsiveness during emergencies, ensuring that individuals can be placed quickly when shelter is needed.
- Greater flexibility when vacancies are limited, as the municipality has previously relied on a single vendor partner, which presented challenges when rooms were unavailable.
- Continuity of care for unhoused residents, allowing the department to maintain its commitment to providing safe temporary shelter during crisis situations.

Importantly, this request does not require additional funding beyond what has already been allocated within the Emergency Fund. Rather, it authorizes the department to utilize up to \$25,000 of the existing fund through Catholic Charities to administer hotel and motel placements on the municipality's behalf.

Approval of this amendment will strengthen the municipality's ability to respond effectively to urgent housing needs and ensure that individuals experiencing homelessness have access to safe temporary accommodations when other options are unavailable.

The Human Services Department respectfully requests Mayor and Council's approval to amend the resolution with Catholic Charities to include this additional not-to-exceed \$25,000 allocation from the Emergency Fund for this purpose.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rhodalynn Jones', written in a cursive style.

Rhodalynn Jones, MPH
Human Services Director
Municipality of Princeton