

Transylvania County Homeless Coalition
Sub-committee Teleconference Meeting with DHHS of NC
September 14, 2012 @ 12:00 Noon

Attendees:

Erika Gonzales, Brevard Housing Authority
Jennifer Flood, The Haven
Louise Edgerton, Meridian

Megan Hare, TRAIN
Teese Townsend, SAFE

DHHS Martha Are: I am with the Housing and Homeless Unit and I've got Michael ?, Amy Cole from my office and then Emma Sutton from NCCEH with me, who do you have with you?

Erika G: I am Erika Gonzales with the Brevard Housing Authority, I've got Jennifer Kerr from the Haven , Megan Hare from TRAIN and Teese Townsend from SAFE.

Martha: Let me start by asking if you have any questions for us?

Erika G: I'm sure we do, I've got a few just housekeeping questions, and I don't know if you would be the one to answer that or not. Because this is our first year doing this we, my accountant asked to see if we need to do a general separate account for this, and if we need to possibly do a separate audit for it. Because we already receive HUD funds.

Martha: Lets back up a little bit from that first. HUD has posted since we made awards that we are not allowed to contract directly with Housing Authorities. So for us to be able to move forward with this Grant we are going to need for you guys to think about who else could be the fiscal sponsor, who else could be the entity through which we could contract with . This does not mean that the housing authority can't be part of the process, as far as the rapid rehousing team, and rapid rehousing process, but it does mean that we cannot contract with the housing authority.

Jennifer: We are a homeless shelter and CHIN compliant, would we be able to do that, could we take that position?

Martha: Yeah, you would be able to

Jennifer: How long would we have to put that into place

Martha: We need to know who to contract with and so whenever you guys figure that out we need the same kind of information that was submitted with the contract. We will need your IRS letter, all the other stuff, your Dunn number and all that kind of thing. We will send you the certifications and stuff that we will need to have signed and sent back to us. We will also need you to re-do your budget because you got extra dollars. The dollars

can be spent on either toward HMIS, to cover the cost of getting the other partners in your area on HMIS, but we are going to need a budget, how you plan to spend these dollars, and then we would also need a description from you on how you see the rapid rehousing project working. Where are the referrals going to come from, who is going to be staffing it, how are the dollars going to be spent on staff, what percent will be spent paying rent, and all those kinds of things. We will also need you to answer the question about match, What is different this year than previous years, and it is a little funky, we are asking you to report not for each agency, but with outcomes and the match will be a regional report. What that means is that even if payment is going to be the entity that we contract with then. The match can come from any player in that area who is working with the ESG eligible population and providing ESG eligible expenses. So even though you guys are not getting any Emergency Services Dollars, you're not getting any shelter dollars you can provide documentation of shelter awards and funding for your shelter as your match for this rapid rehousing program.

Jennifer: When you say match, could that be collective donations that we have, or does it have to be another grant program.

Martha: It can be in-kind or it can be cash, it has to be something that is for eligible ESG activities, so it either has to be something for your shelter operations, it could be your shelter staff, that actually runs the shelter, or provides case management at any of the shelters, it can be anything that the grant is not paying for staffing for the rapid rehousing program, for office expenses, or any additional rental assistance that would be given to the households served through the rapid re-housing program.

Jennifer: We will receive guidelines for that?

Martha: It is in the original materials that you just have to provide documentation that you have identified the funds that will be used during the grant period and that they will be used for ESG eligible activities.

Jennifer: That should not be a problem

Martha: Again, because that could come from Haven, could come from TRAIN, it could come from any of the programs that are serving the ESG eligible population.

Jennifer: That shouldn't be a problem at all.

Martha: So, what we will need, again, is we will need a program description, how you see this working. We will send to you all the documents that have to be signed and submitted by whatever agency get the project and we are going to need your budget. We will need to know when is it that you plan on having the rapid re-housing staff in place.

Because we are going to be doing trainings probably starting in October, but we want to make sure that we plan training for all the staff.

Jennifer: We pretty much have staff in place already.

Martha: Just put that in your writing, on what you submit to us. I hope to get contracts done by the end of this month, so it seems to start October 1. Most likely it is going to be October 1 to June 30th. We hope to have it October 1 to September 30th, but we are just not sure we are going to be able to do that. But we cannot get the contract sent until after we get this information from you.

Jennifer: OK, we can get on that right away. No problem

Martha: In October we will have training about how you do the rapid re-housing, what are the HUD requirements, how do you do re-imburements, those kinds of things, how are you going to document appropriately, eligibility, etc.

Jennifer: That should not be a problem, we had another program that we were using and it worked really well for another agency here that was a grant. I think we were going to use it as a model. That is pretty much in place we working really well with that. There was a little bit of red tape as far as the homes had to be inspected, but we wouldn't have to include that part of it.

Martha: You will have to inspect any homes where you are going to use the ESG rental assistance. It does not have to be a certified inspection. We will give you the forms to use. HUD will not let their rental dollars be used on a unit that does not meet some kind of inspection.

Jennifer: The program we were using before it actually had to be a HUD inspection.

Martha: It will be a HUD inspection, but it will not have been by a HUD licensed Inspector. Doing the inspection is really not that difficult. They write out the instructions for you, to an obnoxious degree. The instructions are very long, but it is literally every other page is nothing but instructions.

Jennifer: Then it will be pretty much the model that is already there for us. We will discuss it at length later, when it is just us, but I think it worked real well for what we were doing. Another thing that we had thought about and did not really budget, but would we are able to use of the funds for peoples back rents, and back utility bills.

Martha: Yes, your cap is 6 months, but that is an eligible activity. I would encourage you to get online, probably at the NCCEH website and they have a lot of our documentation. A lot of our earlier PowerPoint's and trainings and material that give you

a lot of background on what is eligible and what is not, those kinds of things. I also encourage you to contact them anyway as you're trying to figure out, since you have a substantial amount of additional funds, and so you are going to be re-thinking how the rapid re-housing project could work. I encourage you to contact Emila or Denise and have them help you think through how you might do that. They are probably most knowledgeable about how to do that in the rural areas.

Jennifer: We are pretty familiar with them at this point. We will call and discuss that with them. So we need to work on the changes for the application with the agencies and stuff by the end of September.

Martha: We want to get the contracts done by the end of September. We can't start our contracting process until you get the documents. You are going to have about 75 of these to do, and so it will be a challenge. The sooner the better, but I know you have a lot of stuff to re-think since the Housing Authority is not going to be an eligible applicant.

Jennifer: The fiscal sponsor.. I will just have to look over the guidelines

Martha: In your case it does not matter as much, because you have only got one grant. So in your case the grantee will be it.

DrewKristel: What will be the best email address to send all of these forms. Not sure if Erika will be the most appropriate or not.

Jennifer: You can send them to me, I am the regional lead for the committee as well so I can distribute them. My email address is jkerr@thehavenshelter.org

Drew: OK, thank you

Martha: Do you have any other questions

Jennifer: I don't think so, we are ready to move forward. It is nice to have the dates and know what we need to get done, to move forward.

Martha: If you come up with questions and think of stuff please feel free to call at any time, you are not limited to just one block of time. We will ask you to email all that information into Michael Leech and he will give it out to the rest of us and we will start moving forward as soon as we get that from you.

Jennifer: OK, I know what my homework for the weekend is.

Martha: We were worried you were going to be bored, had to make sure you had something to do. We are also going to need our CHIN contract and that kind of stuff.

Erika: Can we email you these things that we are re-doing

Martha: Absolutely, just email them to Michael

Jennifer: So we don't have to do 3, 4 inch binders....

Martha: Nope, just email us and we will be happy

Jennifer: That sounds wonderful, I think we can get that together. Thank you so much for your time. You have headed us in the right direction.

Martha: You appreciate your willingness to do the program, we are excited about it.

Jennifer: You will probably be hearing from us again, as we get knee deep in into this.

Martha: That will be great!

Jennifer: Thank you

Martha: Have a great day

[Call ended]

The group decided to acquire the model of the HOME program from Sheryl Fortune, WCCA and move forward. Each agency will decide what they need to move forward, case management costs, etc. Jennifer will forward the email from DHHS of NC to all . Next meeting on Thursday, September 20th at 1:00. The next meeting agenda will include, CHIN forms, PIT Forms and information.