

FOOTHILLS HOUSING NETWORK
September 19, 2012
Rappahannock Rapidan Regional Commission

In attendance: Cathy Zielinski, Chris Miller, Andrée Munson, Cheryl Carter, Tyronne Champion, Laura Brown, Brandi Day, Bob Lingo, Mike Rush, George Rowland, Karen Brown, Jenny Biche’

AGENDA ITEM	DISCUSSION	ACTION	WHO
<p>HPP/HSG grants & Rapid Re-housing Status Update</p>	<p>Tyronne gave an update on the HSG grant, stating that it was difficult to assist qualified applicants because many were not able to secure a lease (due to no employment); and if they were able to, it required a substantial amount of the available money (estimated \$5,000 each) to get them into a unit due to the increased security deposits, rental insurance and multiple advance rent payments. For August, \$25,000 was available to use towards the project and only \$7,000 was actually spent. The need for available housing, landlord networks and a housing locator is critical for the project to be successful. Tyronne also suggested advertising the program or bringing about awareness through the media.</p> <p>Cheryl gave an update on the HPP grant, stating that it has been extremely busy. For August, 15 families were assisted, 26 were denied, and 10 are pending. Reasons for denial included not having all the necessary required documentation and/or rental payments for their housing units were above the Fair Market Rents. This was especially true for Culpeper County, whose Fair Market Rents have been decreasing every year while the other counties in the region have not. For 2013, it is projected that the Fair Market Rent for Culpeper County will increase. HPP can not pay any leases that are above the Fair Market Rental fee for that County. Chris Miller will look to see when the next public comment period is open with regard to Fair Market Rents and notify FHN Committee members so that they may inform decision makers about this issue.</p> <p>There have not been many unit inspections as most of the applicants did not move into any new residencies. Tyronne did have one unit denied due to safety concerns, however the landlord remedied the problem and the applicant was then approved.</p>	<p>Determine when next public comment period is open for Fair Market Rent determination & notify FHN Committee</p> <p>Write article/press release on HSG and HPP programs and distribute to media outlets in PD 9</p>	<p>Chris Miller</p> <p>Cathy Zielinski & Jenny Biche’ for Culpeper Star Exponent and Weeklies; Tyronne will contact Fauquier Times Democrat</p>

	<p>Cathy participated in a teleconference call with DHCD to discuss the match money requirements for the HSG grant. \$150,000 dollar for dollar match is required. Originally, FHN stated they would use shelter operations money for the match. DHCD now says that will not be allowed as it must come directly from grant-related activities. Cathy will submit a summary of reasons why money from the FHN collaborating partners should be allowed to be used for match to DHCD. DHCD said that FHN should continue to implement the program and not let the match requirement issue delay progress. Andrée stated that Fauquier Shelter has the match money available to use if DHCD approves it.</p>	<p>Submit summary statement to DCHD on Match requirement proposal</p>	<p>Cathy Zielinski</p>
<p>Coordinated Screening & Intake Process</p>	<p>As a result of the Fair Market Rent issue, CCDC now inquires what applicants are currently paying for rent during the screening process to prevent applicants from completing the application process if they are not qualified.</p> <p>There have been not calls/requests from Madison or Rappahannock counties for HPP assistance, just Culpeper, Orange and Fauquier. Brandi will check with Madison County to confirm that they are aware that the grant has begun and applicants can be screened.</p> <p>Laura inquired if US citizenship is required for participation in HSG or HPP. Applicants are required to have a social security number, but no documentation is needed to prove US citizenship.</p> <p>Laura requested clarification on eviction letter requirements. CCDC will accept a letter from a family member stating the applicant is required to move out of the home, however careful screening will be implemented to prevent fraud and abuse of the program.</p> <p>If an applicant is paying for a hotel/motel with their own money, they are not considered homeless and therefore not eligible for HSG. If an agency/organization is paying for the hotel/motel with the agencies money, the applicant may be considered homeless.</p> <p>George stated that the barriers with Landlords continues to be an issue for many of his clients. The Landlords will not provide a letter of intent to lease</p>	<p>Follow up with Madison County DSS to confirm they are aware HPP & HSG are now available</p>	<p>Brandi Day</p>

	to applicants, who are then not eligible for the programs, which leaves them frustrated.		
Committee Reports	<p>Landlord Network: Brandi reported that she met with Trey to discuss the HSG and HPP programs and Trey stated he would need FHN to meet the following conditions in order to lease to the high risk applicants:</p> <ul style="list-style-type: none"> • Provide double security deposits • Provide renters insurance for the duration of the lease • Provide tenant training course to high risk applicants as a condition of lease • Guarantee lease will be paid if applicant does not re-qualify for program at each three month review <p>After much discussion on what the landlords said they needed, and what FHN would be allowed to provide, it was decided that the Landlord Network would continue to provide education & outreach to landlords in the region and encourage continual dialogue and participation. A pool of landlords who are willing to provide a variety of options to high risk applicants will allow a greater number of people to be served. Brandi, Tyronne, Ginger, Chris and Cathy will work together to build working relationships/establish MOA's with landlords in PD9.</p> <p>Opportunities to explore include:</p> <ul style="list-style-type: none"> • FHN maintain Master Leases and subleases to high risk clients • Offer short term leases (if allowed by DHCD) • FHN to provide double security deposits and renters insurance for high risk clients • FHN to require monthly unit inspections • FHN to encourage intense case management • Educate landlords on what is/is not acceptable under the Fair Housing Law • Inform landlords high risk applicant referrals will have been screened for Best Served versus First Come First Served (suggestion) 	<p>Write letter of introduction template to be sent to landlords in PD 9 inviting them to attend a meeting in Orange or Fauquier</p> <p>Verify with DHCD if short term leases would be permissible</p> <p>Provide education & outreach to Landlords in Fauquier County</p> <p>Provide education & outreach to Landlords in Orange County</p> <p>Provide education & outreach to Landlords in Culpeper County</p> <p>Provide education & outreach to Greater Piedmont Association of Realtors</p> <p>Contact Fauquier County Chamber of Commerce and request landlord</p>	<p>Brandi Day</p> <p>Cathy Zielinski</p> <p>Tyronne Champion</p> <p>Brandi Day</p> <p>Ginger McAlister & Sue Hansohn</p> <p>Brandi Day</p> <p>Tyronne Champion</p>

	<p>Sue Hansohn and Ginger McAlister will be hosting a landlord education & outreach breakfast on September 20. Cathy will give a presentation on HSG and HPP and the need for available rental units in the region and feedback will be gathered on the needs and issues landlords would need addressed in order to participate in the program.</p> <p>Program Metrics & Data Collection: Cathy reminded members to track data on those clients who inquired about HSG or HPP regardless of whether or not they were referred to Cheryl or Tyronne. If an applicant is denied and not eligible for either program, document on the screening form why they were not eligible and forward the forms to Cheryl or Tyronne. Personal contact information is not necessary for non-eligible applicants. This information will be used to document unmet needs in the region.</p>	<p>referrals</p> <p>Obtain clarification from DHCD on what is/is not allowable on lease terms for program</p>	<p>Cathy Zielinski</p>
Bylaws Revision	<p>A draft of the new Bylaws was distributed to all (see attached). Cathy requested that Committee members review the draft and submit comments to her before the next FHN meeting so that members can vote on the finalized document at that time.</p>	<p>Review Bylaw Revisions and submit comments to Cathy Zielinski prior to next FHN meeting</p>	<p>ALL</p>
Election of Chair & Resolution for Balance of State Steering Committee Appointment	<p>The FHN discussed the need for a Chair and an Appointment for the Balance of State Continuum of Care. Tyronne Champion nominated Cathy Zielinski as Chair of the FHN and Bob Lingo seconded the nomination; Cathy was elected unanimously. Andrée Munson nominated Cathy Zielinski as the FHN Appointment for the Balance of State Continuum of Care and Cheryl Carter seconded the nomination; Cathy was elected unanimously.</p>	<p>Elected Chair of FHN</p> <p>Elected FHN Appointment for the Balance of State Continuum of Care</p>	<p>Cathy Zielinski</p> <p>Cathy Zielinski</p>
Other Member Updates	<p>FHN members shared information about their agencies. FHN members were invited to attend Aging Together's and SAFE, Inc.'s upcoming events (see attached fliers).</p>	<p>Attend Aging Together & SAFE, Inc. events</p>	<p>ALL</p>

Next Meeting
October 17, 2012 at 10:00am
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway Suite 106 Culpeper, VA 22701