

# Community Advisory Teams for Short-term Family Housing

The District of Columbia has a plan to end homelessness. As part of that plan, we closed DC General - a former hospital that served as the District's largest family shelter for seven years. DC General was too big, too old and geographically removed from the services that individuals experiencing homelessness needed to get back on their feet. We are replacing DC General by developing several short-term family housing programs across the city. Advisory Teams from each community where these new programs are located will serve to advise government agencies throughout the development process.

## Role and Purpose of Advisory Teams

The Office of the Deputy Mayor for Health and Human Services (DMHHS) will facilitate and coordinate Short-term Family Housing Advisory Teams in each ward where a facility will be built. The Advisory Team will:

1. Provide feedback on concerns related to residents' quality of life during construction,
2. Coordinate community feedback and input opportunities on all issues and concerns related to the development of Short-term Family Housing and share information,
3. Develop Good Neighbor Protocols.

The Advisory Teams serves in an advisory capacity only and will ensure that there is a representative voice from the surrounding community during the development phase of Short-term Family Housing programs. The Advisory Team will consist of no more than 15 people.

## Membership: Composition and Roles

The Advisory Teams will be Co-Chaired by the ANC Chair (or designee) and a representative from Mayor Bowser's Administration.

### *Community, ANC and Council Representatives (10)*

- **Advisory Neighborhood Commission - 4 participants:** the ANC Chair (who will serve as Co-Chair of the Advisory Team), ANC Single Member District Commissioner or other ANC commissioner as selected by the ANC, and 2 community members of the ANC's choosing. Suggestions for community members include immediate neighbors, faith community representatives, and members of the business community, nearby condo association president, or other community stakeholders.
- **Civic or Neighborhood Association - 3 participants:** the President of the local association or a designee, and 2 community members selected by the association.
- **School representative - 1 participant (selected by the ANC).** A parent or school community leader from the feeder elementary school associated with the site (e.g. LSAT Chair, PTA lead, or other school community representative).
- **Ward Councilmember - 2 participants:** Ward Councilmember or designee and one community representative selected by the Ward Councilmember.

### *Homeless Services Stakeholders (2)*

- **Homeless services provider & consumer (selected by the DC Interagency Council on Homelessness) 2 participants:** one non-profit homeless services provider and one homeless services customer.

### *DC Executive Government Representatives (3)*

- **Administration Co-Chair**
- **Department of General Services, Project Manager (1 participant)**
- **Department of Human Services representative (1 participant)**

Other Government officials from the Mayor's Office of Community Relations and Services (MOCRS), Office of the State Superintendent of Education (OSSE), DC Public Schools (DCPS), Metropolitan Police Department (MPD) or other relevant agencies will attend and present at Advisory Team meetings as needed. The Advisory Team may also decide to invite representatives from faith communities, condo associations, or other relevant neighborhood groups.

## Communication and Information Sharing

Clear and on-going communication is the key to an effective Advisory Team. The Advisory Team meetings are opportunities for government representatives and community members to engage, share updates, solve issues, and advise on the development of Short-term Family Housing facilities. Because there are often lengthy gaps between meetings, each Advisory Team will have the following:

**Consistent point of contact:** Each project will have an Advisory Team Coordinator. The Advisory Team Coordinator will organize and facilitate meetings and will be the face of the project.

**Website:** DMHHS will make sure that a dedicated webpage is created and updated for each project. The website will include project details, materials from previous meetings, and notifications. The Advisory Team Coordinator will be responsible for updating the website throughout the project.

**Email updates:** In order to keep the Advisory Team updated, updates will be circulated as needed. Updates could include follow up to unanswered questions during meetings, responses to email questions sent to the Advisory Team Coordinator, updates on design and construction, Board of Zoning Adjustment and construction process updates, progress on implementing *Homeward DC* (the strategic plan to end homelessness in the District), and other community updates that impact the Short-term Family Housing project.

## Meetings and Milestones

While communication will be regular and frequent, the frequency of meetings will be determined by the Advisory Team Co-Chairs. Quarterly or more frequent meetings may make sense in the beginning and moving to bi-annual meetings or on an as-needed basis. While each community is unique, and the milestones may differ from community to community, these are the five core milestones that each Advisory Team will be charged with achieving:

- 1. Advisory Team formation:** Working with ANCs and Civic Associations, each Ward will form an Advisory Team.
- 2. Design Presentation and Input:** Each Advisory Team, with the community at-large, will receive a presentation on initial exterior design and provide input and register preferences for aspects of exterior façade color, fencing, and landscaping (this has already occurred in Wards 4, 7, and 8).
- 3. Pre-BZA submission presentation:** Each Advisory Team, in conjunction with the local ANC, will receive a presentation on any necessary Board of Zoning Adjustment applications. (This has already occurred in Wards 4, 7, and 8).
- 4. Final Design and Construction Timeline Presentation:** Each Advisory Team will receive a presentation on final designs and be briefed on construction timelines.
- 5. Develop Good Neighbor Protocol:** Coinciding with the contracting for STFH service provision at each site, the Advisory Team and the service provider will develop a “good neighbor protocol,” which will set forth mutual expectations and commitments regarding exterior facility and landscape maintenance, safety and security, mutual codes of conduct and respect, and clear and expedient process for communication and problem solving. The protocol will also set forth clear expectations for ongoing Advisory Team engagement and coordination.