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**Department of Human Services
Office of the Director 64 | New York Avenue N.E., Suite 600 | Washington, DC 20002**

Ward 7 Short-term Family Housing – Advisory Team Meeting

DATE: Tuesday, April 4, 2014
 LOCATION: Benning Park Community Center
 5100 Southern Avenue SE
 TIME: 7:00pm – 8:30pm

Ward 7 Advisory Team Members

Name	Inviting Organization	Affiliations	Attendance
Ashley Emerson	ANC 7E	Chairperson ANC 7E; Commissioner 7E05; Team Co-Chair	Present
Ebbon Allen	ANC 7E	Commissioner 7E03	Present
Jaime Brown	ANC 7E	Resident, Woodson Heights Condo Assoc.	Present
Linda Singleton	ANC 7E	Nalle Elementary School, Parent Coordinator	Not Present
Keith Towery	Marshall Heights Civic Association	Marshall Heights Civic Association President	Present
David Alaga	Marshall Heights Civic Association	Marshall Heights Civic Association Member	Present
Kevin Chavous	Marshall Heights Civic Association	Marshall Heights Civic Association Member	Not Present
Gloria Keaton	Marshall Heights Civic Association	Marshall Heights Civic Association Member	Present
Michael Ferrell	Interagency Council on Homelessness	Coalition for the Homeless	Present
Jennifer Speight	Interagency Council on Homelessness	Resides in Ward 7	Present
Forest Hayes	Administration	Director, Senior Advisor, Deputy Mayor for Greater Economic Opportunity, Team Co-Chair	Present
Agyei Hargrove	Department of General Services (DGS)	Project Manager	Present
Kia Williams	Department of Human Services (DHS)	Operations Manager, Virginia Williams Family Resource Center, Department of Human Services	Present
n/a	Councilmember Gray	DC Council	Not Present
n/a	Councilmember Gray	DC Council	Not Present



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Additional Attendees

Ana Baker	Cunningham Quill Architects	Program Manager
Ralph Cunningham	Cunningham Quill Architects	Founding Principal
Jackie Stanley	Department of General Services (DGS)	Department of General Services (DGS)
Anthony Moore	Department of General Services (DGS)	Staff Member
Janae Holt	Office of the Deputy Mayor for Greater Economic Opportunity	Staff Member
Adrian Sutton	Mayor's office on Communication Relations and Services	Ward 7 MOCR
Elizabeth Horen	Office of the Deputy Mayor for Health & Human Services	Program Analyst

AGENDA

1. Welcome and Introductions – Forest Hayes (5 minutes)

Mr. Hayes reviewed the purpose of the meeting. The purpose of this meeting is to continue to share information with the Advisory Team about the Ward 7 Short-term Family Housing program. This meeting will focus specifically on the pre-construction strategies and the “good neighbor agreement” to ensure the new facility is a good neighbor during construction and beyond.

2. Group Discussion/Q & A – Forest Hayes (45 minutes)

Mr. Hayes framed the discussion as follows: In advance of contracting for STFH service provision at each site, the Advisory Team and the service provider will develop a “good neighbor agreement,” which will be an agreement between the STFH service provider and the Advisory Team on behalf of the community to set forth 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 agreement will also set forth clear expectations for ongoing Advisory Team engagement and coordination. The Good Neighbor Agreement is the major deliverable of this group.

Agyei Hargrove reviewed the timeline for the Ward 7 site. The site was selected by the Council and has received the relief necessary from the Board of Zoning Adjustment to move the project forward. Construction will begin summer 2017 and the program will open fall of 2018. Agyei and Kia Williams also explained the role of DHS in designing the buildings. DGS is responsible for design and construction of the program, but DHS determines the programmatic requirements, such as the number of rooms, bathrooms, common space, play space, etc.

Ana Baker walked the group through the architectural plans and site details.



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Advisory Team Question: We are concerned about quality of life, specifically air quality, for residents in the area. Will there be a lot of dust?

Agyei Hargrove: Dust won't be a big issue since we don't have to demolish anything at the site. That said we will mitigate dust with water if needed.

Advisory Team Question: Will the conference room in the building be available for community use?

Response: We can take this back and discuss with our partners about what is possible.

Clarification: To protect the privacy of families experiencing homelessness, space inside the building will not be open for community use.

Advisory Team Question: How will adjacent neighbors be impacted? The playground is so close to this neighbor's backyard. Can we look into sound proofing?

Ana Baker: The building is fully gated around the site. The outdoor seating and play area is 4 feet lower than the neighbor's property to help with privacy and noise. The wall there is cement on the lower half and decorative fencing on the top. We can look into further sound proofing measures.

Forest Hayes: We can arrange a meeting specifically for the neighbors of the property on D Street.

Advisory Team Question: Have you thought about putting the play area on the roof?

Ralph Cunningham: Yes, we thought about that and looked at options but determined it was not feasible.

Advisory Team Question: Will children staying in the building be able to invite friends from the neighborhood over to play on the play structure?

Kia Williams: In our current programs, to ensure safety and security on site, children are not allowed to bring guests in.

Advisory Team Question: How are the floors secured? Will residents be able to access all the floors?

Response: The design of the building incorporates several safety measures, such as the straight hallways and cameras. Residents will have key fobs to access their floor and will not be able to access other residential floors of the building.

Advisory Team Question: This block already has several similar residential buildings and issues with drug use, violence, and trash. How might this building be impacted by the existing issues? We want to make sure that the families and children that are here and the families and children coming to the new building are safe.

Forest Hayes: This building has the potential to help with many of these issues. The vacant lot currently being used for negative activities will become a vibrant building. This means 24-hour security on site and more eyes and ears on the block. DGS's security arm, Protective Services Division (PSD), will be on site and will engage with MPD as necessary to bring additional attention to the neighborhood.



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Advisory Team Question: Will the additional security be a full time shift or drop by patrol?

Forest Hayes: There will be on-site security 24 hours a day seven days a week.

Advisory Team Question: Littering is also an issue on the block? Can we get more litter cans or collection?

DGS: We can bring this to DPW.

Advisory Team Question: What will a day in the life of a resident in this building look like?

Kia Williams: The provider on-site will be working with families to address household needs and create action steps toward stabilization. For some that is employment, securing TANF, or meeting with a case manager. Residents will be engaged in action steps and that looks different depending on the family.

Advisory Team Question: Will it be women and children only?

Kia Williams: No, we have male and female headed households.

Advisory Team Question: Will the children go to neighborhood schools?

Kia Williams: The family has the choice to enroll students in the neighborhood school or keep them at their school of origin. OSSE can help with transportation.

Advisory Team Question: How is eligibility determined? Will residents from ward 7 be placed in the Ward 7 building?

Kia Williams: Families will have to go through Virginia Williams for eligibility. People will not be able to come to the building directly for placement. The placement at this location will not necessarily correlate to the family's last address.

Advisory Team Question: What about families fleeing domestic violence? What security measures are in place?

Kia Williams: Our team has a very specific protocol for families dealing with domestic violence. The team at Virginia Williams and at the Short-Term Family Housing building will be trained and know how to handle this.

Advisory Team Question: What about meals? We only have two grocery stores for 75,000 people.

Kia Williams: Residents will be provided with all three meals and snacks.

Advisory Team Question: We want construction jobs and permanent jobs to go to Ward 7 residents.

Jackie Stanley: 50% of the jobs must go to District residents. We can't prioritize Ward 7 residents over other residents, but we want people from Ward 7 to know these jobs are available and to apply. We can all work together to make sure folks in the community know this opportunity exists.

Advisory Team Question: What about traffic and parking?

DGS: A traffic study was done to evaluate traffic and parking impacts. We can ask that the contractor to present the site utilization plan at a future meeting.



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Advisory Team Question: I am concerned about speeding cars and increased traffic, especially for children. Can you get speed bumps on the block?

DGS: Speed bumps may be possible. We can ask DDOT to attend a meeting to discuss speed bumps and other traffic calming measures.

Advisory Team Question: Is Ward 1 getting a Short-term Family Housing building?

Forest Hayes: Yes, every ward is getting one.

Advisory Team Question: What is the good neighbor agreement?

Forest Hayes: The good neighbor agreement will be developed by this group to inform operation once the building is open. We will be talking about this in depth in our next meeting.

3. Summary of Next Steps & Adjourn – Forest Hayes (5 minutes)

This is just the beginning to set the stage for the next meeting. Forest Hayes and Ashley Emerson (the co-chairs) will discuss the timeframe for our next meeting.

Elizabeth Horen (DMHHS) will follow up and be in touch about the next meeting.