**Rapid Rehousing Workgroup Meeting Minutes**

**November 7, 2018**

1. **Welcome and Introductions**

Meeting participants: Leigh Shields, Kara Cappabianco, Cathy Zall, Nikki Barnofski, Katie Durand, Andrea Hakian, Julia Minchew, Silvia Moscarillo, Bradford Briggs, Sonia Brown

HI: Suzanne Wagner, Lauren Pareti, Shannon Quinn-Sheeran, Liz Isaacs

1. **Minutes from Last Meeting**  - minutes were sent out and reviewed by members
2. **Recap and Recommendations thus Far –** See Proposed Standards

* Members noted that decisions regarding continued RRH assistance should **not** be based on the SPDAT as previously decided. SPDAT should only be used for moving from RRH to PSH.

**f/u: Put on the agenda for the next meeting**

* Some members also noted that it feels like CTI does not work with RRH and that providers will need guidance.
* CTI Partners Advisory Meeting next week will be talking about how the 6 month time frame from CTI can work with RRH.

1. **Discussion of Rental Assistance and Reassessment Schedules –** See Proposed Standards

Review and group consensus on proposed standards:

* Bridge to PSH
* High Need CH & Youth are not bridging
* Moderate Earning Potential
* High Earning Potential

Discussion:

* Need to be sure that staff knows that they need to move program participants along as soon as possible.
* HI noted that the proposal has been changed to comply with HUD requirements on use of the utility allowance (i.e. where assistance is calculated based on rent in RRH, HUD requires that rent be calculated as the amount owed to the landlord plus the utility allowance established by the local PHA). Providers were concerned that providing the utility allowance is burdensome and doesn’t make sense as tenants will need to be able to pay utilities independently moving ahead; however the CoC does not have discretion on this for CoC funded projects.
* Concerns were discussed regarding having a different rule on utility allowances only for the CoC funded programs. It was noted that sometimes tenants are moved from one funding source to another, and the goal is to have a unified set of rules across funding streams.
* **DECISION**: **There was consensus to follow the HUD rules for using utility allowance for all RRH regardless of funding stream**.

**f/u: HI will build a calculation tool, to calculate what the subsidy pays and what the tenant pays. This will avoid staff having to do the math**.

**f/u: HI to add an intro statement to proposed standards with rationale focused on giving the least amount of assistance**

**f/u: HI to change “High need/CH” to “high need homeless” not CH**

1. **Other Requirement for Rent, Income & Assets** – See Proposed Standards

* Questions raised: Clients need to pay rent and comply with lease, what if they have income and don’t pay rent? What if people don’t come in for case management?
* Currently in some projects if tenants don’t pay their rent one month, provider is not paying the next month’s rent. It was noted that there needs to be consistency on these issues.
* There needs to be clarity on how this is handled and tenants need to get the rules in writing. CHR has a list of rules w/program expectations that the tenant signs. NLHHC has materials on rules and regs and will share those as well.

**f/u: HI to get materials from CHR and NLHHC.**

**f/u: HI to draft proposed RRH tenant rights and responsibilities**

1. **Announcements/Other Issues/ Next Meeting**
2. **Future Meeting Agendas**
   * Assigning participant households to a target population
     + - Initial assignment
       - Adjustments as new information emerges
   * Prioritizing assistance
   * Determining who receives continued assistance beyond the maximum term authorized for the relevant target population
   * Exception process
   * Shared Housing
   * Recommended case load sizes for supportive services
   * Standards for effective supportive service delivery and funding for services
   * Identify Training and TA needs and other issues that impact RRH effectiveness
3. **For Reference: Purpose of the Work Group**

*Develop recommendations for:*

* + *Initial eligibility*
  + *Prioritization for Assistance*
  + *Amount of assistance*
  + *Duration of assistance*
  + *Income requirements and removing disincentives to increase income*
  + *Criteria for eligibility for continued assistance/additional “shots” of RRH*
  + *Recommended case load sizes for supportive services*
  + *Standards for effective supportive service delivery and funding for services*
  + *Population specific issues – e.g., as bridge to PSH, serving CH, youth/young adults*
  + *Identify Training and TA needs and other issues that impact RRH effectiveness*