



Racine City & County Continuum of Care (WI-502)
c/o HALO
2000 DeKoven Avenue, Unit #1
Racine, WI 53403

Racine CoC Leadership Council (LC)

December 19, 2022

AGENDA

1. Call to Order
2. Presentation by Trent Claybaugh, Gorman & Company
3. Business Meeting
 - a. Approve Business Agenda
 - b. Approve Minutes from August 2022
 - c. Approval of suggested method of determining 1, 2, and 3-year terms for LC members due to virtual meeting and selection. *
 - d. Determine Meeting Dates for 2023
 - e. Housing Supportive Services grant – Approval of HALO as CoC applicant and letter of support
 - f. Notifications –
 - i. LC member slate – Omission of the nominated person on slate considered at Annual Meeting.
 - ii. Governance document review – The entire document needs to be reviewed. However, several sections should be revised as clarification is needed.
 1. An ad hoc LC workgroup will be formed to address LC and action by CoC in early 2023.
 2. A workgroup will be formed from LC/CoC for the ongoing review for action later in 2023.
 - g. Other business
4. Adjourn

***Method for determining terms.** Terms are addressed in 6.2.2 of the Governance Charter.

- a. Terms are to be staggered.
- b. In the first year, newly elected Directors will draw lots to determine the length of their term – one, two, or three years.

Background Comment: A Governance Document was approved in 2017 as required by HUD. A LC (governance committee) was formed as required by HUD, but not per the Governance Document. In August 2022, a meeting of the CoC was held to affirm the current LC members until the CoC's annual meeting. At the annual meeting, LC members and officers were elected. As no members were elected by the CoC to serve as members until August and November 2022, and no terms had been determined, this would be the first year of an official LC pursuant to the Governance Document.

Proposal: If we were meeting in person, we would likely pass around a box with an equal number of papers with a 1, 2, or 3 written on them. Each person would draw a number for their term. Because we are meeting virtually, the following is suggested for selecting terms.

1. There is a container with pieces of paper containing the name of each LC member. CoC staff (Teresa or Darlene) will draw a name.

2. A container contains pieces of paper with an equal number of 1, 2, or 3 written on them. The CoC staff person who did not select the name will select a piece of paper. The number on the paper will be the term for the person's name that was drawn.
3. There will be several pieces of paper left as there are fewer LC members than an equal number of 1, 2, and 3-year terms. The left-over numbers will be used to determine terms as additional LC members are added.
4. Subsequent draws – After all initial terms have been drawn from the original group of numbers, the same process would be utilized until all the seats authorized by the Governance Document have been filled. This is for new seats only and would not apply to a person filling the unexpired term of a person who resigns or otherwise leaves the LC.

Narrative for Harbor at State and Main

This document contains an initial request for discussion related to a potential project partnership between the Continuum of Care for the City & County of Racine (WI-502), hereafter referred to as the Racine CoC, and Gorman & Company. The property for potential partnership is known as Harbor at State and Main. Gorman & Company has been awarded 21 project-based vouchers for Harbor at State and Main. Gorman & Company is seeking additional funding through the Wisconsin Housing and Economic Development Authority (WHEDA), which has specific requirements for targeting people at risk of or currently experiencing homelessness. We believe this offers the Racine CoC and Gorman & Company an incentive to work together to address the much-needed issue of housing units.

PROJECT BACKGROUND

Harbor at State and Main is an 84-unit affordable housing community for seniors (55+) that was built in 2007. In addition to the 84 units of affordable housing, the building contains roughly 18,000 square feet of commercial space divided into six distinct commercial retail spaces. Johnson Redevelopment Corporation currently owns this commercial space, but we would like to reclaim it as part of our project. The original development was financed using 9% low-income housing tax credits.

The 15-year compliance period for the low-income housing tax credits has passed, and Harbor at State and Main is now eligible for a new allocation of low-income housing tax credits. Even though Harbor at State and Main is just over 15 years old, it has significant capital needs due to a design flaw. Gorman & Company needs to apply for a competitive 9% allocation of low-income housing tax credits to shore up enough capital to reposition the development adequately.

When thinking about how to best reposition the property, we strove to identify Racine's most urgent needs and which 9% competition the property would be most competitive in. It came to our attention that there is a significant need for housing available to people experiencing homelessness in Racine – along with supportive services necessary to ensure their success in maintaining housing. These needs are most consistent with a project applying under the 9% supportive housing set aside.

After the Wisconsin Housing and Economic Development Authority (WHEDA) released an updated qualified allocation plan (QAP) earlier this year, we confirmed that our project would score high for a competitive 9% allocation of low-income housing tax credits under the supportive housing set aside. The application requirements for the 9% supportive housing set aside are different from those for the 9% non-profit or general set-asides in several important ways.

To apply for the 9% supportive housing set aside, a project must have a firm commitment of project-based rental assistance for 25% of its units. When we began conceptualizing this project, the Racine County Housing Authority (RCHA) issued an RFP for project-based vouchers. We responded to the RFP and proposed a partnership between the RCHA and Gorman & Company for this project. They approved our proposal and awarded the project 21 (25%) project-based vouchers.

Under the guidelines of the 9% supportive housing set aside, the 25% of units with project-based rental

assistance must target people who are experiencing homelessness or people who are prone to homelessness. To apply for an award under the 9% supportive housing set aside, the Director of the applicable CoC, in this case the Racine CoC, needs to sign an Appendix T stating they understand the requirements of the program and support the project.

After securing the project-based vouchers, we contacted Racine CoC Director Teresa Reinders to inform her about our project. After meeting with Teresa about our project, she indicated that she would provisionally support our project contingent on the decision of the CoC's Leadership Council. She also mentioned that she would like to involve other organizations from the community in this project, which led to this meeting on 12/19/2022.

POTENTIAL PARTNERSHIP

Gorman & Company recognizes the need to address the need for housing solutions for people at risk of or currently experiencing homelessness in the Racine City and County communities. We recognize the need to provide services to support households to ensure they can successfully maintain their housing. This is the most common theme we heard from community stakeholders when discussing this project. They support the concept of creating housing for people at risk of or currently experiencing homelessness but caution that it must be paired with services.

As part of this project, we will work directly with the Racine CoC to organize a network of service providers to support these tenants on their journey to long-term housing stability. We are still working out the details of our service plan and welcome any information or input from the community.

The project entity (Gorman & Company and the Housing Authority of Racine County (HARC) will apply for a 9% allocation of low-income housing under the 9% supportive housing set aside by 1/27/2023. Before that time, we will continue to work with the Racine City and County CoC and other community organizations to refine the details of this project. We look forward to receiving feedback on our plans and suggestions for the project from members of the Racine CoC Leadership Council at the 12/19/2022 meeting.

APPENDIX T

Certification to Create Rental Units for Chronically Homeless Persons

Project Name: _____
Address: _____
City: _____
Proposed # units-total: _____
Proposed # units-targeted for chronically homeless: _____
Service Provider: _____

This certification acknowledges the intent of the Applicant/Developer to seek an allocation of Housing Tax Credits (HTCs) from WHEDA and to create a development primarily for chronically homeless individuals or families under WHEDA’s Supportive Housing Set Aside.

The Developer/Applicant, Service Provider and Property Management Agent agree:

- Applicant intends to develop rental housing for the chronically homeless (minimum of 25% of the total units). See definition on page three.
- To notify the appropriate Homeless Continuum of Care Lead Contact person of all vacant targeted units during lease up and continuing through the 15 Year Housing Tax Credit Compliance Period. The Homeless Continuum of Care Lead Contact person shall contact appropriate local agencies to help find qualifying persons. Those persons and/or their representative shall be referred to the management agent.
- To cooperate with Homeless Continuum of Care Lead Contact person placing qualifying persons and make reasonable accommodations for persons with disabilities as required under the law.
- The targeted units/residents will receive a rental subsidy from a government entity.
- The Homeless Continuum of Care Lead Contact listed below supports the project, including the proposed service provider and proposed service plan.

This letter must be signed by all parties below.

Applicant/Developer

Date

Service Provider

Date

Property Management Agent

Date

Homeless Continuum of Care Lead Contact

Date

Check the appropriate item below:

Initial LIHTC Application

Final (8609) LIHTC Application

WHEDA HTC Supportive Housing Set Aside

Developments under this Set Aside must be intended for 1) chronically homeless persons, or 2) those persons prone to homelessness. These terms are described below:

1) Chronically Homeless

Both of the following 2 statements must be true:

Statement #1:

The individual or family – with at least one adult diagnosed with a disabling condition.

The disabling condition is defined as:

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; and
- The impairment is expected to be long-continuing or of indefinite duration; and
- Substantially impedes the individual's ability to live independently; and
- Could be improved by the provision of more suitable housing.

A developmental disability defined as:

- Is attributable to a mental or physical impairment or combination of mental and physical impairments; and
- Is manifested before the individual turns 22 years of age; and
- Is likely to continue indefinitely; and
- Results in substantial functional limitations in three or more of the following areas of major life activity:
 - Self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, or economic self-sufficiency
 - Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individual supports, or other forms of assistance that are lifelong or extended duration and are individually planned and coordinated.
 - Acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for AIDS, including infection with the human immunodeficiency virus (HIV).

Statement #2:

The individual or family has been continuously homeless for at least one year or longer, or, the individual or family has had four episodes of homelessness in the past three years

Each homeless episode must be one of the following:

- A place not meant for human habitation (car, park, tent, etc)
- Emergency Shelter
- Hotel/Motel paid for an agency/organization

2) Persons prone to homelessness

Individuals or families who are prone to homelessness, or at imminent risk of homelessness due to discharge from an institution, or at imminent risk of homelessness due to aging out of foster care.

Homeless Continuum of Care Lead Contact

Racine City & County

Teresa Reinders
COC Director, Racine Continuum of Care
2000 DeKoven Avenue Unit 1
Racine, WI 53403
Phone: 262-633-3235
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Madison & Dane County

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Milwaukee City & County

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Balance of State

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MINUTES
RACINE COC LEADERSHIP COUNCIL
08/16/2021 MEETING

Location

Meeting ID: 871 9717 5812 Passcode: 176864 Dial in: +1 312 626 6799 US (Chicago); +1 253 215 8782 US (Tacoma)

Date: Monday, August 16, 2021

Time: 12:00 PM – 1:00 PM

Facilitator: Gai Lorenzen (HALO) Interim Chair

Staff: Teresa Reinders – Racine CoC Director (*Non-voting member*)

Guests: Melissa Taggert – HALO; Melissa Mikel - ICF Senior Homeless Services Specialist

1. **Attendance/Establish Quorum** 8 voting members present

1. Gai Lorenzen – HALO, Leadership Council Chair
2. Kaylee Cutler – Racine Unified
3. Barb Farrar – LGBT Center of SE Wisconsin
4. Michelle Gehring – NAMI
5. Pam Handrow – Bethany Apartments/Women's Resource Center of Racine
6. Scott Metzel – HOPES Center
7. Ed Miller – Racine Revitalization Partnership
8. Iraida Vazquez – Institute for Community Alliances

Absent: Kim Leslie – Ascension Hospital; Amy Mauel – Zablocki VA Medical Center; Jacob Mauer – Racine Police Department; Carol Pagan – Community Representative; Liz Powell – Racine Community Foundation; Shebria Small – SAFE Haven of Racine

1. **Welcome** Guests: Melissa Mikel, ICF Senior Homeless Services Specialist, Melissa provides our CoC with Technical Assistance; Melissa Taggert, WI State HMIS Advisory Board CoC Representative
2. **Approval of Agenda and past minutes:**
 - 2.1. Motion by Pam to approve August agenda (2nd Ed) – *MSP unanimous vote*
 - 2.2. Motion by Pam to approve May minutes (2nd Scott) – *MSP unanimous vote*
3. **Introduction to Melissa Mikel**
 - 3.1. Melissa Mikel is the head Technical Assistant for our CoC. Melissa mentioned that she appreciated the System Performance report that Scott & Iraida presented to the Alliance this year. She is available for helping us when we have questions.
4. **Director's report** – EHV partnership with WHEDA moving ahead as planned; Navigator position funding through State Medicaid program moving forward as planned; still attending regular meetings with the various groups around the State for keeping our CoC informed
5. **Old Business**
 - 5.1. **WHEDA partnership and Emergency Housing Vouchers** – Vouchers are ready and available for our community to help move people on from rapid rehousing and permanent supportive housing projects, which will result in more additional openings in those projects. One thing we need to be aware of is that

Housing Authorities around the State use their allotment up, they will be able to create an MOU with WHEDA and receive a share of WHEDA's EHV's.

5.2. LC Nominating report – Pam Handrow – still working on gathering people to take on responsibilities

5.3. Election of Officers; Review of Officer Position descriptions (found at end of agenda)

6. **New Business**

6.1. Wisconsin HMIS Advisory Board document vote: Iraida reviewed the changes made to the documents.

Question: Why was data quality standard for CE reduced from 50% to 20%?

Answer: After reviewing the data for all CoCs, the WI HMIS State Advisory Board saw that the threshold statewide was lower and want to maintain that as the standard.

Motion by Ed Miller to approve documents for WI State HMIS Advisory Board (2nd Scott) –

MSP 7 ayes, 1 abstention (Iraida); 0 nays. This vote authorizes either Gai or Teresa to sign the document upon receipt from the WI State HMIS Advisory Board.

6.2. HUD NOFA 2021 update

6.2.1. Friday meetings with HUD SNAPS team indicates that the release may be within a couple of weeks. Two possible areas to watch and prepare for are domestic violence projects for bonuses, and how well we are addressing equity throughout our CoC.

6.2.2. Rating and ranking committee team has met once to review their responsibilities

6.2.3. We will be working with providers and interested organizations to review a NOFA 2021 preparation checklist and division of labor

6.3. ICA update Iraida

6.3.1. Interviews continuing for Housing Navigator position

6.3.2. Data migration is almost complete. Custom fields and assessments are being reviewed for data quality – case notes, client file attachments, non-federal partner services etc. are in process of being migration. Custom reports are on hold as the migration is still in process.

7. Coordinated Entry Workgroup Updates

7.1.1. Approved Move On Assessment form for EHV.

7.1.2. Approved Minimum Assessment score to be eligible to apply for EHV through WHEDA minimum score to for EHV is 14.

7.1.3. Coordinated Entry Committee approved the expiration of the Non HMIS tool for CE of 8/5/2021. All CE enrollments and referrals will be done in HMIS. Also approved by the CE Committee was an update to allow clients enrolled in TH projects that do not have a PH destination identified within 90 days of timing out of the program will be offered a referral to CE. The Coordinated Entry Specialist/Housing Navigator will meet with clients at DV service providers to offer and enroll clients into CE using HMIS.

8. Additional issues, concerns, topics –

We need to be aware that with changes at HALO we cannot take for granted that HALO director or Board of Directors will want to continue the role of Lead applicant/Agency.

9. **Establish next meeting date: November 15 12:00-1:30**

Brief Activity Summary from Director

December 2022

Funding

HUD CoC Competition

We successfully submitted our collaborative application to HUD on September 30th. We now wait for the decision. Copies of the project grant applications and the collaborative application are available on our website: <https://racinecoc.org/fy2022-hud-coc-application-information>.

Wisconsin Department of Health Services (DHS)

After two years of the 4 CoCs working with the WI DHS Division of Medicaid & Medicare, DHS released a request for proposals for funding of Supportive Services and Housing Navigator positions throughout the State. The process was long in coming as it required approval from the federal Centers for Medicare & Medicaid Services. Racine is eligible to receive one three-year award for one position each. HALO has taken the lead and is in the process of applying for the funds. This funding is to serve the CoC agencies and addresses a specific population. The grant requires Coordinated Entry and use of the Homeless Management Information System, which our CoC-funded agencies must use for any HUD funding. It also requires following the Housing First philosophy. All applicants statewide must submit a letter of support from their respective CoC to be considered for funding.

Workgroups

Rating and Ranking Workgroup

This HUD CoC grant cycle had changes in the committee with the chair stepping aside; it was necessary for me to step in and keep the process moving. I have decided to schedule a January meeting of members who have indicated they will remain with the committee. We will be working to organize an earlier rating process of renewal grants before HUD releases the 2023 Notice of Funding Availability (NOFA). This should allow us to evaluate what our needs are for funding projects. We will also review our tools and criteria to determine the best means of evaluating and rating projects going forward.

Landlord Engagement Workgroup

In December, our housing navigator Becca and I met with the President of the SE WI Landlord Association. (SWLA) Becca will be presenting to the Association's members in the Spring. We are set to meet again in February. One area we are looking into with the SWLA president is housing inspections for HUD housing quality standards.

Health Services and Homelessness Workgroup

This is a new group that met in December. We have members from NAMI of Racine, Health Care Network, Ascension All Saints Hospital, United Health Care, Chorus Community Health Plan (formerly Children's), and Lutheran Social Services. Altogether, nine community members met with Darlene and me. The group decided to meet again in mid-January. The City of Racine will be joining the group in January.

Diversity, Equity, and Inclusion Workgroup

After two years, we have volunteers who will meet before the end of the year to organize our CoC concerning policies and procedures of CoC-funded agencies' staffing, board structure, and program requirements. While we are sure that our agencies are following diversity, equity, and inclusion within their organizations, HUD has increased the requirements for CoCs to review agencies and develop CoC-wide policies. While D, E, &I consist of more than policies and procedures, it is a way for us to jump in and get some work completed. I am hopeful that others will join once they become aware of our activity.

State level participation

Wisconsin Interagency Council on Homelessness

I continue to represent us at quarterly meetings of this group. It consists of the various Department Secretaries within the state government and is housed in the Department of Administration (DOA). Previously chaired by Governor Evers, it is now chaired by State Rep. Sara Rodriguez, the Lieutenant Governor-Elect. We are excited to have her on board and look to her interest in advancing public health within our homelessness services throughout the state.

Wisconsin Department of Health Services Emergency Support Function 6 (ESF6)

While we met weekly for approximately one year during the height of the COVID pandemic, we have now restructured the group. We continue to share ideas for planning the Monthly Homelessness Forum hosted by DHS. Our new focus is working on the State Health Improvement Plan (SHIP) as it undergoes its next iteration. When reviewing health service needs, we aim to include areas related to homelessness and those at risk of homelessness.

New Opportunities

Gorman & Company Project: Harbor on State and Main

The developers at Gorman & company have approached us with an opportunity to work with them on their project at the Harbor at State & Main. Their project is an extension of apartments already located at that site and consists of 21 project-based vouchers they received from the Housing Authority of Racine County. They are requesting to partner with us and asking us to sign Appendix T Certification to Create Rental Units for Chronically Homeless Persons. (Attached at the end of their Narrative)