

# EXHIBIT D

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Health and Human Services

**Ward 1 Advisory Team Launch Meeting**

March 28, 2018  
7:00pm – 8:30pm

**Ward 1 Advisory Team Members**

<b>Name</b>	<b>Inviting Organization</b>	<b>Affiliations</b>	<b>Attendance</b>
Jennifer Bristol	ANC 1B	Commissioner, ANC 1B, Team Co-Chair	Present
Jessica Smith	ANC 1B	Commissioner, ANC 1B07	Present
Joshua Mater	ANC 1B	Commissioner, ANC 1B08	Not present
Erica Wissolik	ANC 1B	Community representative	Present
Yuri Blazar	ANC 1B	Aria Development, community representative	Present
Jessica Venegas	ANC 1B	Community representative	Present
Ivelina Benitez	ANC 1B & Interagency Council on Homelessness	School representative, community representative	Present
Councilmember Brianne Nadeau	Councilmember's office	Ward 1 Councilmember	Present
Tania Jackson	Councilmember's office	Chief of Staff to Councilmember Nadeau	Present
Sara Akbar	Councilmember's office	Community representative, Clifton Condo Association	Not present
Ethan Ngo	Councilmember's office	Community representative, Clifton Condo Association	Present
Tim Frentz	Interagency Council on Homelessness	N Street Village	Present
Kristy Greenwalt	Interagency Council on Homelessness	Director, Interagency Council on Homelessness, Team Co-Chair	Present

### **Additional Support Staff Present**

Jamie Keene	Office of the Deputy Mayor for Health & Human Services	Policy Analyst
Brian Butler	Department of General Services	Project Manager
Jackie Stanley	Department of General Services	Community outreach specialist
Darrell Cason	Department of Human Services	Deputy Administrator for Families
Nick Kushner	Department of Parks and Recreation	Community Planner
Shinada Phillips	Mayors Office of Community Relations and Services	Ward 1 Liaison
Sayra Molina	Mayors Office of Community Relations and Services	Ward 1 Liaison

### **AGENDA**

1. Welcome and Introductions
2. Background on the Homeward DC Plan
3. Purpose and Scope of the Advisory Team
4. Ward 1 Project Details
5. Community Engagement Process
6. Questions and Discussion
7. Adjournment

### **MINUTES**

#### **1. Welcome**

Kristy Greenwalt, Director of the Interagency Council on Homelessness and the Administration lead for the Ward 1 Advisory Team, led introductions. Advisory Team members shared their affiliations and their interests in being part of the Ward 1 Advisory Team. Jennifer Bristol, Commissioner of ANC 1B06, described the process that was used to select Advisory Team members from the community.

Councilmember Brianne Nadeau also shared introductory remarks, and thanked Advisory Team members for giving their time to advance the cause of ending family homelessness in the District.

Director Greenwalt shared that the purpose of the meeting is to share information with Advisory Team members about the role they will play on the project, details about the Ward 1 Short-term Family Housing project, and to discuss next steps.

## **2. Background on Homeward DC Plan**

Director Greenwalt shared that the aim of the Homeward DC Plan is to transform the crisis response system for families and individuals experiencing homelessness. The plan to close and replace DC General with dignified Short-term Family Housing is one piece of this larger strategy. Short-term Family Housing will provide short-term safe places for families to stay if they experience homelessness while they get back on their feet and into permanent and stable housing.

Director Greenwalt described that the DC General Family Shelter houses 250 families, making the facility too large and too outdated to effectively serve families. Short-term Family Housing will house no more than 50 families at any site, and will include wrap around services on site, including 24 hour staffing and security.

In 2016, the District released an all 8 ward strategy to replace DC General with small, residentially based family shelters. Ward 1 was the final site identified in the plan. Director Greenwalt shared a high level timeline of the progress made on other sites in the Short-term Family Housing plan. Three new Short-term Family Housing programs will open this year in Wards 4, 7, and 8.

## **3. Purpose and Scope of the Advisory Team**

Director Greenwalt shared that the role of the Advisory Team is to provide feedback to the District on the Ward 1 Short-term Family Housing project. Further, the District will rely on the Advisory Team to convey information to other Ward 1 residents and to provide feedback on when and how to engage the broader Ward 1 community. The team will meet monthly until construction begins, at which point the team will begin meeting quarterly.

Director Greenwalt reviewed the scope of the Advisory Team, and reviewed milestones that the Advisory Team will achieve as a group. The first milestone will be providing feedback on the site's design. The Advisory Team will also provide feedback on mitigating community impacts from construction, and finally will help to develop a Good Neighbor Agreement which will lay out how the program operates as a Good Neighbor within the Ward 1 community.

*Question:* Does the Good Neighbor Agreement expire, and can it be revisited at any point?

*Answer:* The Good Neighbor Agreement can include details on the renewal process, and will be developed with input from the Advisory Team.

#### 4. Ward 1 Site Details

Department of General Services (DGS) Project Manager Brian Butler shared details on the Ward 1 site. Mr. Butler reviewed the process through which the site was selected to be developed for Short-term Family Housing. Mr. Butler shared site maps and a preliminary artists impression to show the scale of the building that can be constructed.

DGS shared a high level timeline for development on the site. A feasibility study has been conducted over the past two months, and will be used to develop a scope of work for an RFP for a design/build team. Construction will span approximately 13 months, and will deliver in spring 2020.

*Question:* Will community members or the ANC have the opportunity to review the RFP before it goes out?

*Answer:* DGS likely cannot preview the RFP with community members prior to the solicitation process, however Advisory Team members can share feedback and/or proposed language with DGS for consideration.

*Question:* Can the building be designed in an environmentally sustainable way? Can this be specified in the RFP?

*Answer:* DGS's policy is to always build to a minimum of a LEED Gold certification. DGS can evaluate adding additional language to the RFP, and will coordinate offline with ANC 1B's green working group to review proposed language from the ANC.

#### 5. Community Engagement Process

Director Greenwalt shared a timeline of the community engagement that has occurred to date around the Ward 1 site:

- December 7th: Mayor Bowser announced Ward 1 site selection
- December 7th: Presentation made at ANC 1B Monthly Meeting
- December 7th: ANC 1B unanimously approved resolution in support of the Short-term Family Housing program at 2500 14th St NW
- December 8th: Meeting with Rita Bright leadership
- December 14th: Presentation made at ANC 1B public committee meeting
- January 13th: Meeting with the Rita Bright leadership
- January 18th: Town Hall held with ANC 1B, Councilmember's Office, and District agencies
- March 12th: Advisory Team is formed
- March 28th: Advisory Team launch meeting

Moving forward, the Advisory Team will meet monthly. The focus of the next meeting will be to review the findings from the feasibility study, and to share an update on the status of the RFP.

## 6. Questions and Discussion

*Question:* Will there be coordination with Rita Bright around the use of shared space on the site to ensure the new shelter and the recreation center are operating in coordination?

*Answer:* Yes, DPR will be a standing member of this Advisory Team to ensure that this type of coordination is ongoing.

*Question:* What are the design standards for this type of building?

*Answer:* The Interagency Council on Homelessness has developed design principals which inform DGS's execution of all shelters in the District. These design principals are available on the DMHHS Short-term Family Housing website at:

<https://dmhhs.dc.gov/node/1211425>

Director Greenwalt also shared that a FAQ document on the Ward 1 site is available online at:

[https://dmhhs.dc.gov/sites/default/files/dc/sites/dmhhs/page\\_content/attachments/Ward%201%20Short-term%20Family%20Housing%20Q%26A\\_2.1.18\\_0.pdf](https://dmhhs.dc.gov/sites/default/files/dc/sites/dmhhs/page_content/attachments/Ward%201%20Short-term%20Family%20Housing%20Q%26A_2.1.18_0.pdf).

## 7. Next meetings

Director Greenwalt asked for the team's input on how to schedule monthly meetings. The Advisory Team decided to meet regularly on the 4<sup>th</sup> week of the month on Wednesday evenings.