

HOUSING STRATEGY WORK GROUP MEETING
February 1, 2012
1:30 to 3:30 P.M.
RENAISSANCE BUILDING
FIRST FLOOR GROWTH MANAGEMENT CONFERENCE ROOM

Attendees: Joyce Mathews (City Human Services Supervisor), Lamarr Kemp (Leon County Housing Director), Joyce Olavez (City of Tallahassee Housing Division), Dot Inman-Johnson (Executive Director, Capital Area Community Action Agency), Cynthia Valencia (Director of Family Support Services, Capital Area Community Action Agency), Denise Imbler (Apalachee Regional Planning Council), and Susan Poplin (Tallahassee-Leon County Planning Department).

Presentation of the Final Draft of the Housing Strategy

Denise Imbler provided the final draft housing strategy via e-mail to the Housing Strategy Workgroup on January 23rd in anticipation of the workgroup's final meeting on February 1st. The document was also posted to the PDRP website for peer review as well as being included in a status update to all the stakeholders. Some comments were received by Denise from the stakeholders and individuals of the workgroup prior to the meeting.

Review of Recommended Revisions

Denise Imbler briefed the group on anticipated updates including awaiting information on the housing supply section from the GIS staff. Additionally, she reviewed suggested changes beginning with those from the City Housing Department. In particular, the section on Interim Housing addressing Existing Government-Owned Housing Projects was revised to reflect the Tallahassee Housing Authority having units but also having a significant "waiting list" for services.

A suggestion was made to include in the Environmental/Community Character section a reference to the PDRP Chapter on Hazard Vulnerability. Some discussion of the impacts to residential and what the HAZUS study showed in that chapter followed; the study showed that the majority of economic losses, 73%, would occur in the residential sector.

Other suggestions were made to include appropriate maps referenced in the document or to delete references. A map on the location of shelters will be added and the reference to mapping hotels will be removed. With regard to available parcels, a map is included listing vacant lands. A comment was made that new staff in the property facilities management section is compiling and managing a list of government owned properties; coordination with this person was suggested.

The group discussed the Community Assistance Network as some entities expressed at the last meeting the desire to explore the tracking system prior to committing to use it. Language in the document was revised to acknowledge previous comments.

Denise also reviewed the Housing Disaster Team including it as an Appendix D to the document. Revisions were made to include appropriate agency names. No agencies were removed or added. A comment regarding operations and the idea to move the housing redevelopment activities to the County office at the redeveloped railroad station was made. The document will be revised to

recognize the opportunity to use that office for continued housing recovery/redevelopment activities after moving from the emergency operations center.

Public Workshop

Denise briefly mentioned the public workshop as an upcoming activity in February. The workshop will be held from 6-8 p.m., at the Renaissance Building in the second floor conference room. This workshop will be an opportunity to hear about the PDRP and to offer input.

Next Step

Denise requested any other comments via e-mail as soon as possible as the Housing Strategy Workplan will be submitted as a deliverable very soon. Denise thanked the group for their participation and invited continued participation during the upcoming public workshop.

Leon County/City of Tallahassee Housing Strategy

Leon County Emergency Operations Center
535 Appleyard Drive
Tallahassee, Florida 32304

Wednesday, January 11, 2012 1:30p.m. – 3:30p.m.

Agenda

- I. Welcome
- II. Leon County Emergency Operations Center Overview
- III. American Red Cross – Client Assistance Network Overview (if available)
- IV. Human Services and Housing Needs
- V. Concept of Operations
- VI. Question and Answer
- VII. Determine Next Meeting



Disaster Housing Team

City Economic and Community Development Housing Division

Leon County Health and Human Services Housing Division

Leon County and City of Tallahassee Human Services Division

Tallahassee Housing Authority

Tallahassee Builders Association

American Red Cross Tallahassee

Big Bend Community Organizations Active In Disasters (COAD - coordinated by Volunteer Leon),

Capital Area Community Action Agency

Leon and City of Tallahassee Affordable Housing Advisory Committees

City/County Local Building Officials

Big Bend Homeless Coalition

Local Emergency Management Departments

Groups For Buy-In

The Realtor's Association

Tallahassee Apartment Managers Association

Hotel/Motel Associations

The Shelter

Landlord's Association

IV. Concept of Operations

A. Goal

The goal of the Disaster Housing Strategy is in an efficient and coordinated manner provide interim housing and supportive services to the impacted community. The Housing Strategy also lays a plan to transition displaced survivors to permanent housing as efficiently as possible. The disaster housing mission can progress through all four disaster housing phases and each phase may overlap or may be excluded if unnecessary.



B. Organization and Responsibilities

1. Disaster Housing Coordinator

The role of Disaster Housing Coordinator is filled by the City Housing and Grants Administrator and the County Division Director of Housing Services. In the event of a disaster requiring shelter beyond the emergency sheltering phase, the Disaster Housing Coordinators will direct the activation of the Disaster Housing Team. The Disaster Housing Coordinators will participate with the conference calls coordinated by the Leon County Division of Emergency Management. Based upon the results of the Preliminary Damage Assessment Report and the Habitability Assessment Reports provided by the Capital Area Chapter of the American Red Cross, and information provided during the conference calls, the Disaster Housing Coordinators and the Disaster Housing Team, if activated, will determine the priorities of the disaster housing mission and activation of this Disaster Housing Strategy. When advance notice is available, the Disaster Housing Coordinators may decide to activate core members of the housing team in

advance of the disaster event (e.g. hurricane) in order to begin planning, notifications and coordination activities.

2. Disaster Housing Team

The Disaster Housing Team will begin coordination efforts with the Long-term Recovery Coordination Group. They will rely on resources and program support from the Tallahassee-Leon County Department Economic and Community Development for housing and human services support. They may also draw resources and program support from the Tallahassee-Leon County Planning Department, primarily on land use, emergency permitting, site availability and code issues. The Disaster Housing Team will also ensure timely communication of mission-critical information and issues between and among all levels of government, the private sector and with the agencies of ESF 6 and ESF 15. The Coordinated Assistance Network will be activated on an as-needed basis as the need for social services escalates. The agencies, departments and organizations which make up the Disaster Housing Team can be found listed in Appendix G.

In the event of a catastrophic disaster, the Tallahassee-Leon County Planning Department will direct the implementation of the Leon County Post-Disaster Redevelopment Plan by the Long-Term Recovery Coordination Group. The Leon County PDRP addresses land use, non-conforming uses, permitting, health and human services, financial administration, public information and disaster housing.

3. Housing Situational Reporting

In preparation for, response to and recovery from disasters, the Leon County Division of Emergency Management hosts local and regional conference calls. The primary purpose of these conference calls is to share information amongst the responding entities in order to maintain situational awareness. The Disaster Housing Coordinators will participate with these conference calls to gain and share information regarding the housing mission. Once state and federal officials become involved in the recovery process, the Disaster Housing Coordinators, in coordination with local, state and federal partners, will review the current Disaster Housing Strategy and develop a Housing Action Plan specific to the survivor needs. The first disaster Housing Action Plan should be developed within two weeks of the disaster impact followed by a major update within thirty days of the disaster impact. Updates will be developed in monthly increments thereafter (D+15, D+30, D+60, D+90, etc).

As the disaster housing mission progresses through the four major disaster housing phases listed in the table below, the plan shall be expanded based on the mission. The table also summarizes housing resources by class and timeframe and who is expected to provide the housing resource.

Focus of Strategic Disaster Housing Incident Action Plans

Strategic Housing Plans	Focuses
D+15	<ul style="list-style-type: none"> ▪ Focus on the needs for extended sheltering ▪ Assess damage impact on housing ▪ Establish initial ball park forecast on temporary housing needs ▪ Identify county-specific temporary housing options (with focus on population retention)
D+30	<ul style="list-style-type: none"> ▪ Update initial forecast on temporary housing needs ▪ Confirm and incorporate changes to the county-specific strategies ▪ Review and refine the overall temporary housing efforts
D+60	<ul style="list-style-type: none"> ▪ Status review of temporary housing mission ▪ Validate temporary housing needs forecast and mission timeframe based on FEMA Applicant Registrations ▪ Confirm and review progress of county-specific strategies
D+90	<ul style="list-style-type: none"> ▪ Focus on the long-term housing needs assessed ▪ Provide a strategy for long-term housing recovery (local repopulation strategy) ▪ Mark a transition of focus from temporary housing to long-term housing

4. Coordination of Survivor Information and Needs

Mass care and human services are necessary to provide for the most immediate and long-range needs of disaster survivors: shelter and feeding; transient and interim housing; care of unaccompanied children, the aged, and others unable to care for themselves; disaster welfare inquiry; and provision of various types of human services assistance to survivors. All of these services are provided through the coordinated efforts of governmental, non-profit and volunteer agencies. The purpose of this section is to outline guidelines for planning and coordination of mass care, disaster housing and related emergency human services in the short and long term recovery phases.

In the event that the President declares a Federal disaster, which allows Federal funds to be used to assist recovery, the following steps must be taken to activate disaster housing assistance:

- Residents in the declared area apply for FEMA Housing Assistance by registering with FEMA through the Tele-registration system (1-800-621-3362) or by visiting a Disaster Recovery Center (DRC).
- Most applicants may be referred to the Small Business Administration for a low interest loan or other Federal agencies for additional aid. (see www.disasterassistance.gov)
- If an applicant cannot qualify for the SBA Loan, they may be eligible for a disaster assistance grant.
- Once the citizen has applied for assistance, an inspector will conduct a site visit and verify the loss of the damaged property.
- Following review, the applicant receives a determination letter from FEMA with the eligible/ineligible decision.
- Direct Housing Assistance: When local existing housing options have been exhausted or are infeasible, temporary housing units may be used to house disaster survivors including travel trailers, mobile homes, park units, etc. Once the appropriate options have been determined by the appropriate state agency, temporary housing may be placed on an eligible family's private property, on a pre-existing commercial pad or, as a last resort, on a new community site approved by local officials and constructed and maintained by FEMA.

5. Coordinated Assistance Network

The Disaster Housing Coordinators in collaboration with the Disaster Housing Team and the Long-Term Recovery Coordination Group will use the Coordinated Assistance Network (CAN) to address comprehensive disaster-related housing recovery needs and the coordination of available resources in the community. The Capital Chapter of the American Red Cross will conduct the following tasks to capture the needs, assistance provided and any gaps in resources:

- Screening and interviewing of Client/Survivor needs in order to determine whether a disaster-related need exists,
- Verification of information to ensure loss suffered and to help prevent duplication of benefits,
- Unmet Needs Committee Gap Analysis and Recovery Plan to address how to bridge the gaps between what the survivor is able to accomplish and what is actually required from outside sources to stabilize and become self-sufficient,
- Commitments by agencies to provide assistance and resources available including a date,

- Follow Up and Case Closure to ensure the survivor understands any commitments for assistance.

C. Command and Control

Shelter Phase: The Emergency Shelter Phase of the disaster housing mission will be managed by the Capital Area Chapter of the American Red Cross at the Leon County Emergency Operations Center. For additional information reference the Leon County CEMP and the American Red Cross Disaster Plan.

Transitional Shelter Phase: The transitional shelter phase will be managed initially by the Capital Area Chapter of the American Red Cross in close coordination with the Disaster Housing Coordinators. The initial stages of this phase will continue to be coordinated at the Leon County Emergency Operations Center.

Interim Shelter Phase: The interim shelter phase will be managed by the Disaster Housing Coordinators and the Disaster Housing Team at the Leon County Emergency Operations Center in close coordination with the Joint Field Office (JFO). The Disaster Housing Coordinators are responsible for directing these efforts and coordinating with state and federal disaster housing partners. ESFs 6 and 15 and/or Long Term Recovery Coordination Group will assist by providing volunteers and donated resources to help meet unmet needs. Several locations may be available for the Disaster Housing Team to continue to meet and coordinate activities.

D. Maintaining Operational Readiness

Due to the need for complex decision coordination and time sensitive nature required in the implementation of the disaster housing mission, it is essential to engage in ongoing planning activities in order to maintain the operational readiness of the disaster housing program. Preparedness efforts should include the maintenance of policies, inventories and vital information needed in the immediate post-disaster environment including:

- A process for the real-time identification of vacant habitable hotel, motel, and seasonal units.
- Advance coordination with real estate representatives/property managers for identification of vacant rental properties, as well as property owners of vacant land.
- Initial planning, mapping, and design for post-disaster prioritized vacant lands for potential disaster housing groups sites.
- Preparation of emergency authorities related to the disaster housing mission including expedited permitting procedures, or temporary waiver of zoning restrictions which may inhibit the disaster housing mission.

- Ongoing training and exercise of key disaster housing core team members including temporary roofing program, emergency repairs, temporary housing and stakeholder coordination with local, state and Federal partners.
- Maintenance of pre-identified disaster housing command and control facilities, staging areas, data connectivity systems, personnel inventories, equipment and supplies.
- Development of a Standard Operating Procedure led by the Disaster Housing Coordinators and supported by the city and county officials to provide a process for client intake and case management to ensure residents receive information and resources provided by state and federal disaster programs as well as those available through non-profit/ faith-based partners.