

## Data shows Increase in Demand for Financial Assistance

For the period 7/1/09 – 12/31/09 we saw a **23% increase in CSB Transition applications**. This program provides financial assistance to move out of shelter (rent, deposit, utilities, etc.).

For the same period, we saw a **53% increase in Stable Families applications for direct client assistance**. Stable Families is a homelessness prevention program that helps families that are at risk of losing their housing. Families are provided with case management services as well as some financial assistance, if needed to help stabilize their housing situation so they don't end up homeless and in shelter.

There has been **no increase in the number of persons served in shelter**. But more people in shelter are asking for financial assistance. It's noteworthy that **income at entry to shelter is lower**, and **rates of unemployment are higher**.

November financials show a \$50,000 overage in DCA (direct client assistance) funding given out in the first 5 months of the fiscal year. If this trend continues, we may have to cap assistance level per household to make the funds last, or discontinue assistance altogether if funds are exhausted. These trends will be monitored closely and adjustments made as needed.

## [RESOURCE DEVELOPMENT]

### Update on Key Funding Sources

We are pleased to report that funding awards, continued at our current levels, are included in the current City budget, as presented by the Mayor. An additional \$360,000 in funding to meet additional needs is also being recommended for approval by City Council. Steven Gladman and Tiffany Nobles are keeping in regular contact with City Council members and their staff about this request for additional needs. City Council is expected to vote on the budget later this week.

## HPRP Phase 2 Planning

Thanks to Homelessness Prevention and Rapid Re-Housing Program (HPRP) funding, a Centralized Point of Access for the adult shelter system will be piloted beginning in early 2010. The two year pilot program operated by Faith Mission will establish a common point of access for homeless single adults experiencing a housing crisis. It is also intended to develop stronger links to community resources to prevent homelessness. *The Columbus Dispatch* highlighted Faith Mission's plans with a front page story on January 10. [Click here to read more.](#)

Some HPRP funding will also be used to continue CSB's Transition program, which has operated since 1992 to provide individuals and families exiting emergency shelters or who are experiencing street homelessness with short-term housing placement assistance. This involves placing the household into decent, affordable housing with financial assistance for rent, security deposits, utility payments, etc. The services can only be accessed through a case manager at a local shelter or through a street homeless outreach provider.

This program was disqualified from continuation funding from the Ohio Housing Trust Fund when the category of funding was eliminated. Additionally, the City requested that HPRP funds be used as an alternative source for this program effective January 1, 2010 and continuing for two years.

### Search Committee Update

The search process, led by Mark Russell, has surfaced local and regional candidates, and initial interviews by the recruiting team occurred in early January. The recruiting team consists of CSB's contracted recruiter from Sequent, and other experts on loan from Limited Brands and Grange.

Search Committee members will be conducting 2<sup>nd</sup> round interviews the last week of January. The Committee intends to identify a finalist for the board's consideration in March, but the primary goal is to find a superb leader with outstanding experience who will guide CSB into a new era of accomplishment.

## [REBUILDING LIVES]

### Rebuilding Lives Funder Collaborative

The Rebuilding Lives Funder Collaborative will convene its next regular meeting on February 18. The meeting agenda and materials will be posted to [www.csb.org](http://www.csb.org) under the following link <http://www.csb.org/?id=how.community.rffc.meetings> one week prior to each meeting. Meeting minutes will be posted to the same location within one week following the meeting. The CSB staff contact for this meeting is Tiffany Nobles, Program Administrator, [tnobles@csb.org](mailto:tnobles@csb.org) or (614) 221-9195 x117.

## Leasing Project

The contract for the Rebuilding Lives Leasing Project was received from HUD in late December. This project will be operated by Southeast, Inc. and will serve as an expansion of the Scattered Sites project. Funding is through HUD's Supportive Housing Program and will be used to support housing subsidy costs for approximately 30 chronic homeless individuals. Project implementation will begin during January and the Unified Supportive Housing System will provide lease-up support and ongoing vacancy management for the project.

## [CONTINUUM OF CARE]

### Count Plans Underway

Approximately 100 volunteers have signed up to participate in the Annual Point-in-Time Count of Unsheltered Persons set for January 26. The unsheltered street count will occur during the 4:00 – 7:00 am period. The meal site count will occur throughout the day on January 26 and perhaps January 27 if needed. Team Leaders will participate in a mandatory training on January 20 to review safety protocol and the count review tool. The CSB staff contact for this meeting is Tiffany Nobles, Program Administrator, [tnobles@csb.org](mailto:tnobles@csb.org) or (614) 221-9195 x117.

## [PROGRAM UPDATES]

### Winter Beds in Use

The extended cold weather has caused the men's emergency shelter capacity to be stretched to the limit for the first two weeks of January. An average of 149 men have accessed Winter Overflow on a nightly basis, compared to an average of 96 during the first few days of December. Utilization at the women's shelters was somewhat lower with an average of 16 women utilizing winter overflow versus 29 for the same period last month. Shelter providers continue to communicate and coordinate their efforts to ensure that homeless individuals are afforded shelter from the elements.

### Job2Housing

The contract for the Job2Housing project was received from HUD. The project designed to operate over a three-year period, will serve 120 homeless families with children who meet HUD's Rapid Re-Housing eligibility threshold and who also have insufficient income to afford an apartment and are committed to pursuing employment to achieve family self-sufficiency. J2H will provide housing placement, leasing assistance for 6 months, and employment focused case management. The Salvation Army will be the project provider and will begin implementation of the project during January.

## [GATEWAY NEWS]

CSB's Gateway process is once again underway. The Gateway application for FY11 partner agency funding will be available on the CSB website beginning February 12, 2010. Each agency's proposed funding award and Program Outcomes Plan will be sent individually via email on February 16. Completed applications are due to CSB on March 19.

During April, agencies will have the opportunity to share their guidance and organizational preferences to best achieve sustainability with CSB staff during one-on-one meetings.

## [IN THE SPOTLIGHT]

### Tours

In December, CSB provided a tour for Dominique Jones, United Way of Central Ohio, and Julia Campbell, Leadership Society member, of the YWCA Family Center and NCR's Commons at Grant. Also in December, we provided a tour for Tedd Hardesty and Forrest Gibson, Edge Group, of the YWCA Family Center and CHN's E. Fifth Ave. Apartments.

## [CSB NEWS]

### Staffing Update

Federal stimulus funding will allow CSB to add a **Housing Inspector** to its staff beginning in February. This person will ensure compliance with federal standards regarding housing habitability and rent reasonableness for CSB's direct client financial assistance programs receiving Homelessness Prevention and Rapid Rehousing Program (stimulus) funds. The position posting is enclosed for your information, and resumes are being accepted.

#### Upcoming Meetings

< Check out the interactive calendar at [www.csb.org](http://www.csb.org) under resources for our partners < meetings.

#### Attachments

< Housing Inspector job posting

## Housing Inspector

< For more information about CSB visit [www.csb.org](http://www.csb.org)

< Submit cover letter and resume to: [hiring@csb.org](mailto: hiring@csb.org)

**Title of Position:** Housing Inspector

**Hiring Range:** \$40,000 - \$49,000

**Status:** Exempt, full-time, temporary (Feb. 2010-Sept. 2012)

**Benefits:** Medical, prescription, dental, vision, life, disability, 401k, Section 125 cafeteria benefit plan, and paid leave.

**Reports to:** Director of Programs & Planning

**Unit:** Program

### BASIC FUNCTION

This position is responsible for insuring compliance with federal standards regarding housing habitability and rent reasonableness for CSB's direct client financial assistance programs receiving Homelessness Prevention and Rapid Rehousing Program funds.

### EFFECT ON END RESULTS

This position is primarily concerned with the achievement of the goals for the organization by insuring high quality housing for recipients of CSB-funded services as part of a long-term strategy to end homelessness.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Overall accountability for performing all housing inspections required for CSB's HPRP programs (Homelessness Prevention and Rapid Rehousing Program).
2. Insures compliance with HUD guidelines for housing habitability inspections, lead-based paint visual assessments and rent reasonableness.
3. Performs inspections within 24-hours of notice. Documents results within 24-hours. Re-inspects as necessary.
4. Checks with the City for any open housing code violations and follows up with the appropriate City inspector.
5. Establishes and maintains a professional rapport with applicant referral sources, supportive service providers and private landlords.
6. Attends HPRP trainings and planning meetings.
7. Responds to all concerns by participants and landlords.
8. Assists with grants management and reporting activities associated with HPRP and related programs.
9. Provides support for special program development, as requested.
10. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies and procedures.

### OTHER FUNCTIONS

1. Represents agency and participates in community coalitions, task forces, or other advocacy and leadership activities, as requested.
2. Consults with all areas of program management responsible for policy or actions.
3. Recommends and implements techniques to improve productivity, increase efficiencies, cut costs, takes advantage of opportunities and implements state-of-the-art practices.
4. Keeps abreast of current trends and practices in field of expertise.

5. Maintains complete and adequate files, records and documentation according to administrative and program procedures and funder requirements.
6. Active participant in Program and Planning Department staff meetings.
7. Produces evaluation and monitoring reports according to administrative procedures, funder requirements, and as requested.
8. Other duties and projects, as requested.

### **KEY LEADERSHIP COMPETENCIES**

1. Demonstrates real empathy and concern for others.
2. Exhibits mature leadership qualities and maintains composure in complex and demanding situations.
3. Is adept at gaining the trust and respect of both internal and external customers; dedicated to meeting customer expectations and requirements.
4. Decisions and activities are guided by a clear, appropriate and effective set of core values and beliefs.
5. Makes reasoned decisions within expected timeframes, sometimes with incomplete information and/or under tight deadlines.
6. Widely trusted and seen as a direct, truthful individual.
7. Is able to establish trust and mutual support among peers for effective collaboration and problem solving.
8. Is able to develop, manage and monitor processes in an organized manner; deploys resources to effectively accomplish process tasks; seeks to create synergy and integration for greater efficiency.
9. Is clear in setting objectives and assigning responsibility for tasks and decisions; monitors process, progress and results and designs feedback loops into work.
10. Written communications convey messages and information in a clear and concise manner.

### **SKILLS, KNOWLEDGE & ABILITIES**

1. Possession of or willingness to attain HUD Visual Assessment Certification under HPRP. This certification can be attained by completing the training at <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>
2. Possession of or willingness to attain a valid certification as a Property Maintenance and Housing Inspector from the International Code Council.
3. Flexibility to work evenings and weekends as needed.
4. Knowledge of the HUD Guidelines for the Housing Habitability Inspection and Lead-Based Paint Visual Assessment.
5. Knowledge of all state and local housing codes, licensing requirements and any other standards regarding the condition of a structure and the operation of the housing and/or services.
6. Knowledge of issues related to homelessness, including causes of homelessness, characteristics or persons who experience homelessness, and effective program interventions.
7. Excellent communication skills, both oral and written.
8. Demonstrated ability to accurately attend to detail.
9. Skilled in Microsoft Windows, Outlook, Word, Excel, and Internet.

### **PHYSICAL OR MENTAL DEMANDS**

1. Able to physically complete housing inspections.
2. Ability to multi-task and complete multiple tasks within given time limitations.
3. Strong analytical and reasoning abilities.
4. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.

5. Ability to establish credibility and be decisive while supporting the agency's needs and priorities.

**MINIMUM QUALIFICATIONS**

1. Congruence with agency mission and values.
2. Associate's degree or equivalent.
3. One year of experience required in conducting inspections of property.
4. Experience working in a not-for-profit setting strongly preferred.
5. Experience working with homeless and/or other disadvantaged populations strongly preferred.
6. Personal reliable transportation required.
7. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

**Community Shelter Board is an Equal Opportunity employer  
and conforms to all applicable employment practices.**