

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: FL-601 - Ft Lauderdale/Broward County CoC

1A-2. Collaborative Applicant Name: Broward County Board of County Commissioners

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Broward County, Florida

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	No
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
United Way of Broward	Yes	Yes
Broward Behavioral Coalition	Yes	Yes
Broward Business Counsel on Homelessness	Yes	Yes

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

The Broward County Homeless Initiative Partnership (HIP) solicits and considers opinions from organizations & persons interested in ending homelessness through focus groups conducted at least twice a year, information gathered at Continuum of Care (CoC) meetings, Committees and Sub-Committees, and community forums, such as the recent City of Fort Lauderdale Forum. In 2017 and 2018, the County hired the Corporation or Supportive Housing (CSH) to gain input from all stakeholders about the system of care. This information will be used to update the A Way Home Plan, Broward County's plan to end homelessness. In 2018, the CoC solicited feedback from public, private, nonprofit organizations, and the business community to improve the system of care. Through monthly planning meetings such as the CoC/Ad Hoc Committee meetings, Homeless Providers and Stakeholders Council meetings, Broward Business Counsel on Homelessness, Performance Needs and Gap Committee, and the HMIS data committee; issues, trends in data, and initiatives are discussed. Since these meetings are open to the public and Sunshined via the County website, additional comments and input are obtained from the community. This year the collaborative applicant facilitated 4 focus groups on various issues to solicit feedback. The topics included the ranking and prioritization tool for the 2018 NoFA and ideas for service delivery in the FY 2019 Request for Proposal, published and processed early 2018. The feedback loop includes providing a draft of the minutes for feedback of any deliverable that was to be generated by the focus groups. This year two focus groups were held with individuals experiencing homelessness to gain feedback on service access and delivery. The intent was to find out what was working and what needed improvement for those who access the services daily. The results of these focus groups were then provided to the various committees for discussion and plans for implementation.

1B-2. Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

The CoC solicits new members through several methods. These include inviting prospective members to the CoC board meetings, participate in focus groups,

attend facilitations held by the Corporation for Supportive Housing (CSH), and building one on one relationships. As the Collaborative Applicant, a main component of responsibility is assessing needs and gaps in services through the following committees: Performance Outcomes Needs and Gap, HMIS Data, Permanent Housing, Homeless Providers and Stakeholders. When a need is identified, this opens the opportunity to solicit feedback from potential members and engage them in a solution. An example of this was the engagement of Amerigroup and Care Resource. Through a partner connection, it was discovered they are serving individuals experiencing homelessness in a specific target population. The organization was invited to partner and we are currently working on their HMIS agreement. The invitation process is open and transparent. Potential members are met with and encouraged to participate in sub committees, added to the invite list for all meetings, and relationships are fostered through one on one meetings. The recruitment of new members is ongoing. The CoC is always reaching out to organizations, individuals, elected officials, and individuals who are either experiencing homelessness or who are formally homeless to encourage participation. An example of specific outreach includes the annual Homeless Symposium. The goal is to reach out to individuals experiencing street homelessness and address their concerns and needs for access of services and housing. This leads to further engagement in participating in sub committees and possible appointment to the CoC advisory board. The newly formed Broward Business Council on Homelessness has provided a venue to build public awareness to several groups and extends an opportunity for them to become part of the CoC.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

The CoC actively solicits proposals from organizations that have not been previously funded. This year the CoC posted public notice on June 25, 2018, for the new bonus project. The notice was posted in the local newspaper and an email blast was sent out to over 1,400 potential providers. The website address is:
<http://www.broward.org/HumanServices/CommunityPartnerships/HomelessInitiativePartnership/Pages/NoFA%20Timeline0710-7277.aspx>
Additionally, this year the CoC solicited providers from neighboring counties to apply. The 2019 CoC solicitation focused on expanding provider capacity which included a workshop with potential applicants to discuss funding partnership availabilities. Proposal closing date was July 24, 2018.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Broward Business Council on Homelessness	Yes

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
 (1) consulted with ESG Program recipients in planning and allocating ESG funds; and
 (2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
 (limit 2,000 characters)

On a recurring annual basis, prior to ESG Jurisdictions and ESG Solicitation, the CoC’s Performance Outcomes Needs Gaps (PONG) Committee reviews ESG programmatic rules and the CoC’s need for housing using data from homeless outreach and the PIT Count to determine gaps and needs in services.

In February - March 2018, the CoC facilitated a consultation teleconference meeting to plan and allocate funds with the State Office on Homeless, County ESG jurisdictions and community providers. This consultation process facilitated community priority setting for 2017/18 ESG funding and performance measure recommendations. The CoC Advisory Board voted to adopt ESG funding priorities in August 2017. The priorities included New Emergency Shelter Beds (max 40%), Rapid Rehousing (min 60%). The priorities were conveyed to ESG Recipients in March 2018. ESG Program participants are evaluated monthly through the submission of monthly outcomes reports, service summary reports and the review of the quarterly HMIS CAPER reports.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:

- (1) the CoC’s protocols, including the existence of the CoC’s emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and**
 - (2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.**
- (limit 2,000 characters)**

The CoC’s protocols for addressing and prioritizing victims of domestic violence, dating violence, sexual assault, and stalking survivors is currently under review. Best practices will be incorporated into the updated process. Traditionally, the CoC refers this sub population to the County’s sole certified Domestic Violence (DV) Provider. This year meetings have been coordinated to develop and formalize the assessment and referral process, as well as identify the need for permanent housing. Since the DV provider does not use HMIS, they are currently not part of the Coordinated Assessment process. The CoC is developing strategies to address confidentiality concerns and is closer to formalizing an Emergency Transfer Plan. Additional strategies include increased training in Trauma Informed Care and other evidence based practices. The sole DV provider has a voting seat on the CoC Board. The CoC provides funding for their DV Crisis Shelter services through the County’s general funds and the Emergency Solutions Grant from DCF. The provider receives the majority of referrals from the Domestic Violence Hotline. These referrals are then sent directly to the DV Shelter. Should a referral be obtained from some other source, it is immediately sent to the provider in a manner that

ensures safety and confidentiality. This can be done via encrypted email or via phone. This year the 2018 bonus project has designated specific beds for DV victims. The selected provider will work in partnership with the sole DV provider to ensure safety and confidentiality of DV victims. This adds an option to enhance client choice for victims. An additional partnership that is being developed is with The Nancy J Cotterman Center, which is the only certified rape crisis center and Children's Advocacy Center in Broward County. The Center provides services to victims of human trafficking by providing referrals through HMIS for housing of these victims will expand their resources.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC coordinates domestic violence training, dating violence, sexual assault and stalking training through the only certified domestic violence provider in Broward County. These trainings follow best practices. Trainings are coordinated annually and held at a partner's location throughout Broward County. On July 13, 2018, two sessions were sponsored by the CoC and facilitated by the DV provider. Sub topics included: types of domestic violence, why victims return, economic challenges faced by domestic violence victims and safety and confidentiality in the homeless system. Providers and Coordinated entry staff were in attendance. DV training has also become required quarterly in meetings each year.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The DV provider does not input data into HMIS due to confidentiality concerns. As an alternate, the DV provider has their own database as a repository of client information. On a monthly basis, they submit their outcomes, service summary report, and number of clients served by service category and other contract deliverables. Respective data is then reviewed to track trends in service gaps and needs. This year a meeting was coordinated with the DV provider to discuss the lack of Rapid Rehousing. It was assessed as a result of this meeting, that capacity for RRH needs to be increased. The new 2018 bonus project application has designated units specifically for victims of domestic violence, due to data reviewed in Broward. Additionally, each month data is provided to the PONG committee to discuss so that funding decisions are made in a formal manner.

**1C-4. DV Bonus Projects. Is your CoC No
applying for DV Bonus Projects?**

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Broward County Housing Authority		Yes-HCV	Yes
Housing Authority of the City of Fort Lauderdale		Yes-HCV	Yes
Housing Authority of Deerfield Beach		Yes-HCV	Yes
Housing Authority of Hollywood		Yes-HCV	Yes
Housing Authority of Pompano Beach		Yes-HCV	Yes

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 2,000 characters)

The Collaborative Applicant has engaged the Housing Authorities of Dania Beach, Deerfield Beach, and Pompano Beach, during the planning period and each declined to set-aside any units for persons experiencing homelessness due to the high number of persons in their respective Housing Choice Voucher wait lists. However, each advised that they were open to staying engaged to explore preferences for persons experiencing homelessness going forward. A meeting is scheduled in October 2018, to begin conversations to secure vouchers from Broward County Housing Authority, Housing Authority of Dania Beach, the Housing Authority of Pompano Beach, the Housing Authority of the City of Fort Lauderdale, the Housing Authority of Hollywood, and the Housing Authority of Deerfield Beach, on an annual basis to initiate Broward County's 'Move Up' Program. The program will allow an opportunity to move individuals from Permanent and Supportive (P+S) Housing to other types of subsidized housing; this is an effort to create opportunities for individuals who need P+S housing. The Housing Authorities have a seat on the CoC Board. The seat is currently filled by the Broward County Housing Authority.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? Yes

Move On strategy description.

(limit 2,000 characters)

The CoC is creating strategies to formalize a Move On program. The goal of the program is to provide an opportunity for those individuals and families in Permanent and Supportive Housing to move on to a less intensive subsidized housing option. The strategies include an initial meeting in October of 2018 with the 6 Public Housing Authorities to gain agreement to commit a certain number of Housing Choice Vouchers (HCV) each year to the program. Additionally, Broward Partnership for the Homeless, a CoC partner, is preparing to build an 88 unit of affordable housing on property owned by the County. This project will allow for increased capacity for affordable housing in Broward County. Additionally, this will create capacity for individuals in Permanent and Supportive Housing to move on to an affordable housing unit.

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)

The County began a partnership with Care Resource, a nonprofit organization which specializes in services and housing with this sub-population. This partnership will allow data to be captured in HMIS and thereby assess the service needs in the community. The CoC expects all agencies to provide services in accordance with federal, state, and local fair housing laws and to provide housing opportunities to all regardless of race, color, religion, sex, familial status, handicap, national origin or sexual orientation. This is a requirement for grantees and sub grantees. In November of 2017, the National Alliance to End Homelessness conducted a focus group of individuals experiencing homelessness and sought input on barriers to shelter and housing, experienced by the LGBTQ population. Feedback from this focus group was shared with all providers and a training on equal access was provided. In addition, the 2019 Request for Proposal, issued by the CoC, required all respondents to ensure that emergency shelters are all low barrier and addressed access to members of the LGBTQ community and their families/partners. The transition to a low barrier model has already gradually started and is expected to be completed in late November of 2018. Additionally, this year a CoC partner was awarded a grant from the local community foundation to provide housing and services to individuals experiencing homelessness who are members of the LGBTQ community.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes

3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes
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1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	
Broward Business Council on Homelessness	<input checked="" type="checkbox"/>
Ad Hoc Committee	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

The Coordinated Assessment and Housing Placement (CAHP) covers 100% of Broward County. The Coordinated Assessment and Housing Placement (CAHP) system increases and streamlines access to housing and services for households experiencing homelessness, match appropriate levels of housing and services based on their needs, prioritize persons with severe service needs for the most intensive interventions, and provides for a centralized referral process for Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH) Transitional Housing (TH), and Shelter plus Care (S+C) programs. The Homeless Management Information System (HMIS) is used to manage all data and information used in these processes. The CAHP is designed to serve individuals who are least likely to apply for homelessness assistance without special outreach. To address this, the CAHP hosts a monthly "Chronic and Veteran by Name" list workgroup. Present are both law enforcement and street

outreach to target these specific individuals for housing. This ensures timely assistance to those most reluctant to engage in services. The Broward County CoC uses a phased assessment processes to determine the appropriate housing intervention needed which include the Level 1 Assessment and the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) tool that helps determine the client(s) acuity level. The CAHP process ensures that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability. This also applies to the ESG Projects that are within the Broward CoC as established in 24 CFR 576.400(e). Broward CoC has adopted the provisions and requirements set out in HUD Notice CPD-14-012 and CPD-17-01 for prioritizing housing placement for persons experiencing chronic homelessness and other vulnerable homeless persons in its permanent housing program.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:

- (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and**
- (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.**

(limit 2,000 characters)

The severity of needs and vulnerability of project participants were considered during the ranking and scoring projects based on project type and the population served. Most projects serve individuals who are "chronically homeless", meaning the head of household (HH) has a disabling condition and has been continuously homeless for a year or more. Those projects which were not originally started as serving strictly chronic individuals are now converting their beds through the process of attrition. This year to facilitate an objective review of the severity of needs/vulnerability of project participants, a series of focus groups were held to solicit information and input from providers about the ranking and prioritization tool. Data was used from the last submitted APR in SAGE, utilization reports, data completeness and timeliness in HMIS and administrative compliance. The PONG Committee reviewed the raw data, scores, and ranking and made recommendations to the CoC Board. Most of the projects serve individuals with severe mental health, substance use disorder and individuals with co-occurring disabilities. The Coordinated Assessment and Housing Placement (CAHP) ensured priority to clients based on vulnerability. The projects' review/scoring are also separated by component type as a factor.

In line with HUD’s NOFA and CoC A Way Home Plan, within the component types, the CoC uses HUD Notice CPD-14-012 and VI-SPDAT to establish need and vulnerability of HHs served as a primary consideration for all component types (PSH, RRH and TH). The scoring and ranking was posted to the County website on August 10, 2018.

- 1E-3. Public Postings. Applicants must indicate how the CoC made public:**
- (1) objective ranking and selection process the CoC used for all projects (new and renewal);**
 - (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and**
 - (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.**

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	<input type="checkbox"/>	CoC or other Website	<input type="checkbox"/>
Email	<input type="checkbox"/>	Email	<input type="checkbox"/>
Mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>	Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>	Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Program Competitions.

Reallocation: No

1E-4a. If the answer is “No” to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects. (limit 2,000 characters)

The CoC reviews outcomes quarterly to ensure goal attainment of indicators. Annual on site monitoring is held between January and June that reviews the entire project for programmatic, administrative, and utilization elements. If corrective action plans are issued due to program monitoring, there is a 90 day

follow up to determine whether corrective steps are made to resolve concerns. Each quarter a fiscal utilization review is completed in conjunction with a unit/fiscal utilization review. These two elements assess whether the project is on track financially and in line with the number of units to be provided for the year. Due to changes in rent it is possible a project could serve more individuals than projected in the corresponding NoFA application. Additionally, site visits, customer satisfaction surveys, performance in data timeliness and completeness in HMIS, and administrative compliance are reviewed quarterly. Should a project demonstrate difficulty in any area, a staffing is held to discuss plans for corrections or improvements to ensure performance. A comprehensive review allows opportunity make recommendations to the PONG committee regarding reallocation of funds to a higher performing project. Should a project demonstrate difficulty in any area, technical assistance is provided by a HIP Contract Manager. If the situation persists after numerous technical assistance sessions, a staffing is held to discuss corrective action plans to ensure performance. A comprehensive review allows for an opportunity to make recommendations to the PONG committee regarding reallocation of funds to a higher performing project.

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;
(2) rejected or reduced project application(s)—attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required. Yes

2A-1a. Applicants must:
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA). HMIS Governance Charter pages 2-4; HMIS Policies and Procedures pages 3-5; MOU pages 2-4, Appendix A

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required. Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor? ServicePoint software operated by Bowman Systems, LLC, subsequently acquired by Mediware Information Systems, Inc., now business as WellSky

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area. Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:

**(1) total number of beds in 2018 HIC;
 (2) total beds dedicated for DV in the 2018 HIC; and
 (3) total number of beds in HMIS.**

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	942	115	694	83.92%
Safe Haven (SH) beds	35	0	35	100.00%
Transitional Housing (TH) beds	729	0	500	68.59%
Rapid Re-Housing (RRH) beds	899	0	888	98.78%
Permanent Supportive Housing (PSH) beds	2,207	0	1,727	78.25%
Other Permanent Housing (OPH) beds	107	0	82	76.64%

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)

Emergency Shelter – The 2018 HIC contains 60 beds in “overflow” projects for the North and South Homeless Assistance Centers. On October 1st, the new agreement with Broward Outreach Center has been categorized for a Low Barrier Emergency Shelter and will be eliminating the two projects. This change in philosophy will bring our coverage rate over 90%.

Transitional Housing – The 229 beds that are not covered in HMIS are from Salvation Army ARC (100) and Faith Farm (129). The CoC Lead Administrator will meet with leadership of the two programs to discuss and mitigate barriers impeding program participation in HMIS in the next twelve months.

Permanent Supportive Housing - The 480 non-HMIS beds in Permanent Supportive Housing are VASH funded beds consisting of two programs: Broward County Housing Authority VASH (100, 70 and 23) with 237 beds; and Fort Lauderdale Housing Authority VASH with 243 beds. Within the next year, the CoC Lead will schedule and conduct formal meetings with our two VASH providers to determine the feasibility of HMIS participation for their existing projects.

Other Permanent Housing – Our CoC has one non-HMIS OPH program. The Broward Outreach Center Scattered Site – Permanent Housing program has 25 beds which are privately funded. The CoC Lead Administrator will meet with Broward Outreach Center to discuss and mitigate barriers impeding program participation in HMIS, in the next twelve months.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 10

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 04/30/2018

(mm/dd/yyyy)

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/23/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/30/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results.
 (limit 2,000 characters)**

The methodology for the 2018 Point In Time Count did not change.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	172
Beds Removed:	8
Total:	164

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count? No

2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct an unsheltered PIT count in 2018, select Not Applicable. No

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe: (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process; (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count. (limit 2,000 characters)

CoC strategies for engaging youth are under review. One strategy will be to increase the engagement of the youth provider, Covenant House, which facilitates street outreach. For the 2019 PIT Count, Covenant House will be invited to take the lead and chair the youth committee created for the 2018 PIT count, to implement outreach efforts for youth experiencing homelessness. As a result, youth specific incentives along with soliciting vendors with experience in serving youth were recruited to participate in outreach teams. Covenant House surveyed youth prior to the Count to assist in determining Point Locations for the Count. The CoC partnered with local Children’s Services Council to participate in an annual event for vulnerable youth. Collaboration with an established community agency created greater visibility and attracted more participants. Focused efforts were placed on privacy and a dedicated space for sharing and/or collecting information. Youth Matters t-shirts were provided to readily identify youth enumerators. A special youth survey was created and utilized (for the 2nd year in a row) to capture more information on their living status and life experiences that are not included in the general count surveys.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count: (1) individuals and families experiencing chronic homelessness; (2) families with children experiencing homelessness; and (3) Veterans experiencing homelessness. (limit 2,000 characters)

As part of an initiative to improve the efficiency and effectiveness of our annual PIT and HIC Counts, the CoC Lead expanded upon the existing contract with Broward Regional Health Planning Council (BRHPC) to provide coordination,

training and data entry associated with the PIT and HIC Counts. BRHPC developed a draft survey based on HUD and local requirements. The draft survey was reviewed by the CoC for responsiveness to HUD's requirements inclusive of the subpopulations such as individuals and families experiencing chronic homelessness, families with children experiencing homelessness and Veterans experiencing homelessness. Agencies such as Covenant House (youth), United Way (veterans), and Taskforce Outreach were recruited to assist in the planning process and were instrumental in mapping locations where individuals congregate and/or set up encampments. Law Enforcement also assisted in the PIT count and helped identify locations where the subpopulations are located.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	4,209
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3A-1a. Applicants must:

- (1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
- (2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
- (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

To determine the risk factors for identifying first time homelessness, the CoC receives data from 2-1-1, the County's Family Success Administration Division, & the Community Action Agency. The Homeless Helpline utilizes a level one assessment to identify individuals who are literally homeless versus those who are at risk. Based on the outcome of the assessment, the individual is then referred to services best designed to help address their need. The CoC's strategy to address individuals and families at risk of becoming homeless is to increase diversion efforts through the Homeless Helpline. A new assessment will be implemented in October of 2018 that will be used by the Homeless Helpline, to identify categories of homelessness 2 and 3 as well as, categories 1 and 4 of homelessness, so that appropriate referrals can be made to those organizations whose mission is to prevent homelessness. Risk factors for first time homelessness are determined based on aggregated data from the level one assessment and the subsequent VI-SPDAT in HMIS. This data is reviewed quarterly to assess for trends that may be impacted by economic circumstance, emergency situations/ disasters or other socio-economic phenomenon. The County fund 13.8 million in emergency assistance and case management through the County's Family Success Administration Division (FSAD). FSAD is the primary crisis service for prevention or diversion. Additionally, families are referred to the 2-1-1 Helpline to obtain ancillary services to help resolve a situational crisis and prevent homelessness. The CoC also has a large Faith Based community that is very benevolent in assisting families to divert from homelessness. Data from agencies is reviewed by the PONG committee to determine gaps or needs in services.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
 (1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
 (2) describe the CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless;
 (3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
 (4) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.
 (limit 2,000 characters)

The CoC is reviewing strategies to identify individuals and families with the longest lengths of time homeless and how that length of time can be reduced. In FY 2016, the average length of time homeless for ES, SH, and TH was 108 days. In FY 2017, it was reduced to 93 days. The reduction was due to the integration of the Housing First Model and specific strategies that combine affordable housing and supportive services. Efforts by the CoC to actively implement the Housing First model were adopted from the National Alliance to End Homelessness’ consultant report. Said report also provided an evaluation of the CoC’s emergency shelter system and concluded that a low barrier strategy needed to be implemented. The CoC embarked in facilitating training opportunities for all providers on the model. Policies and housing plans are being developed to assist providers to operationalize the Housing First model. The trainings were held on July of 2018 by Dr. Sam Tsemberis focusing on administration and direct line staff. In addition to training opportunities on the Housing First model, the County is working in collaboration with the Broward Business Council on Homeless to create a plan to increase capacity of permanent housing units to enable individuals and families a faster stabilization. An additional strategy is to hire a Landlord Recruiter to build relationships with a wider array of landlords and thereby increase unit capacity. In order to ensure clear guidelines are integrated, written Standards of Prioritization utilizing CAHP captures length of time homeless as a factor in prioritization. These standards have been implemented in the CAHP process and By-Name lists for the chronically homeless individuals experiencing homelessness. The data is captured in HMIS and reviewed monthly. The County’s Homeless Initiative Partnership Section is responsible for overseeing the reduction in length of time as well as longest length of time homeless strategies.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
 (1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
 (2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	45%

Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	97%
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3A-3a. Applicants must:

- (1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and**
- (2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.**

(limit 2,000 characters)

The CoC’s strategy to increase the rate at which individual and families exit shelter to permanent housing involves increasing the inventory of permanent housing. The CoC is actively working with the Broward County Board of County Commissioners, Department of Children and Families, (DCF) the Business Council on Homelessness, and other funders to secure additional funding for permanent housing. This year the CoC formed an Ad Hoc committee to create and implement strategies to secure funding from the local municipalities throughout Broward County. In early 2018, the Broward Business Council on Homelessness was established to partner with the CoC to create capacity for services and housing. The United Way has created and posted a position for a Director of Landlord Recruitment to help recruit and retain landlords. Additionally, they have created a subcommittee that is committed to securing 100 units for the CoC to house individuals experiencing homelessness. In 2017 the new project funded jointly through HUD and Broward County housed 42 individuals in 10 months. DCF also increased the County’s ESG funding by \$57,000 which is dedicated to Rapid Rehousing. The bonus project for this year’s NoFA is for Rapid Rehousing as well. This will help increase the rate at which individuals can be housed in our community. The strategy to increase the number of individuals and families who remain permanently housed will be accomplished through the expansion of supportive services and educating stakeholders about the benefits of diversion. The addition of diversion services within the Homeless Helpline will ensure there is a lifeline to those individuals who may experience a life changing situation which might lead to homelessness. The CoC currently has a high rate of success for permanent housing retention, however in 2018-2019 a formal “Moving Up” program will be established to help open capacity for others to move to permanent and supportive housing.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	6%

3A-4a. Applicants must:

- (1) describe how the CoC identifies common factors of individuals and**

persons in families who return to homelessness;
(2) describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

Factors that contribute to a return to homelessness are identified through data in the HMIS system. The CoC looks at the length of time homeless prior to some housing, length of stays in shelter, prior housing attempts, length of time from shelter to permanent housing and income/benefits to help with sustainability in housing. One of the main strategies to reduce returns to homelessness is to ensure supportive services are readily available and that providers are always looking at prevention and signs of decompensation to intervene prior to a return to homelessness. Training and education of both service and housing providers is critical to understanding the signs to preempt a return to homelessness. Some of these signs include: change in employment, loss of benefits, unmanaged mental health conditions, increase in substance use and changes in the family structure. It is the role of the County's Homeless Initiative Partnership to provide oversight and work in partnership with all providers to ensure effective performance with retention of individuals in permanent housing.

3A-5. Job and Income Growth. Applicants must:

(1) describe the CoC’s strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment.
(limit 2,000 characters)

Strategies to increase access to employment and non-employment cash sources of income include expanding the existing SSI/SSDI Outreach, Access, and Recovery (SOAR) workers to a SOAR team that is not attached to a specific provider, but rather will have the ability to follow a client throughout their journey in the continuum. This team can process 140 additional applications for benefits annually. By using the SOAR method, the likelihood of a positive outcome on an application is much greater. The Broward Business Council on Homelessness has created a team to look at employment issues that impact homeless individuals. Additionally this team will create further strategy recommendations to increase employment opportunities for individuals experiencing homelessness. The CoC’s strategy to engage mainstream employment organizations is to reach out to the business community to assist with on-the-job training and work study programs, earning a livable wage. An additional strategy is to engage the large number of vocational tech schools, colleges, and universities throughout Broward County to help create a path for continued education. The strategies are overseen by the Homeless Initiative Partnership Section.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy) 05/30/2018

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:**
- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and**
 - (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.**

Total number of beds dedicated as DedicatedPLUS	330
Total number of beds dedicated to individuals and families experiencing chronic homelessness	476
Total	806

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>
Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Applicants must:

- (1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;**
 - (2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and**
 - (3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.**
- (limit 2,000 characters)**

The CoC's strategy to rapidly rehouse households of families within 30 days of becoming homeless is to build the capacity of permanent housing. Currently, the County is at 99% utilization of their permanent housing inventory. The CoC is working with the Board of County Commissioners and Department of Children and Families, as well as federal funding streams to increase capacity. Individuals and families are monitored through the CAHP system. The Senior Project Coordinator assesses every referral that is submitted through the HMIS referral portal. The families are prioritized based on a number of factors as outlined on the Written Standards of Prioritization, which is attached. A housing barrier assessment is conducted within HMIS that identifies those factors. Some of those factors include: length of time homeless, number of children, medical concerns, fleeing domestic violence, and the ownership of a pet. The referral is then sent to the housing provider who can meet the needs identified in the housing barrier assessment. The housing provider then forwards the referral to the supportive services provider that can best meet the identified needs. Strategies to ensure families remain housed include: supportive services, build natural supports and provide resources so that once the services and assistance end, the families have the resilience to prevent homelessness. The organization that is responsible for the CoC strategies is the County's Homeless Initiative Partnership.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input type="checkbox"/>

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth

includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

3B-2.6. Applicants must describe the CoC's strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

The CoC's strategy for increasing the housing and services to unsheltered youth is focused on rapid identification of the youth through a housing barrier assessment. The CoC was awarded a new project last year during the 2017 NoFA for Rapid Rehousing for Youth ages 18-24. The provider, Covenant House, serves youth exclusively and currently also operates the youth shelter, transitional housing, and now Rapid Rehousing. The CoC collaborates with the FLITE Center, which is a central resource for youth who are at risk of homelessness. This collaboration helps in the identification of youth experiencing homelessness. The CoC continues to make this target population a priority in the "A Way Home Plan" which will be updated in October 2018 and presented to the Board of County Commissioners.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth

experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.
(limit 3,000 characters)

Evidence of the CoC's increasing availability of housing and services to youth is demonstrated by the 2017 NoFA applications, which included and was awarded a bonus project for Rapid Rehousing Project targeting youth. The CoC measures the effectiveness of the programs for youth through data collected in HMIS. The Annual Performance Report (APR) is reviewed at least quarterly to ensure that it measured aspects such as exit to permanent housing, increased income, and maintenance of permanent housing are at the indicated benchmark or higher. If there are performance concerns, a meeting is held with the provider to identify barriers and ensure improvement on the outcomes. On-site program and administrative monitorings are held at least annually to review client files, program policies, financial information, human resource files, and a physical inspection of the facilities. Additionally, a monthly review of both unit utilization and fiscal utilization is completed to ensure the contracted number of clients is being served. These above-mentioned measures are appropriate as they contribute to the overall success of the CoC as indicated in the System Performance Measures dictated by HUD. These indicators are those that HUD reviews to measure the success of the CoC performance. Additionally, these indicators genuinely tell the CoC if a youth sustains his/her housing option.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:

- (1) youth education providers;**
 - (2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);**
 - (3) school districts; and**
 - (4) the formal partnerships with (1) through (3) above.**
- (limit 2,000 characters)**

The CoC has a strong collaboration with the Florida Department of Education (SEA) and Broward County School District (LEA). Monthly meetings of the Youth and Families subcommittee are held to discuss homeless issues that are impacting children and youth in the pre-schools, elementary, middle, and high schools. This is a formal partnership and monthly updates on all issues are provided to the CoC Board. The Broward County School District has a seat on the CoC Board. The Broward County School District Policy 5.1A outlines how the District implements the McKinney-Vento Act. The CoC partners with the Homeless Education Assistance Resource Team (HEART). The HEART team fills a critical need with the CoC Homeless Assistance Centers.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The CoC and all partners adopt the Broward County School District Policy 5.1A which outlines how the McKinney-Vento Act will be implemented. The policy

describes the rights of homeless families and states, "Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths." (The Homeless Children and Youth In transition Policy and Procedures Manual). The policy describes the educational rights of students in homeless situations, confidentiality, attendance, enrollment, services for mental health conditions and includes samples of all necessary forms to assist caregivers. Upon initial assessment, once a family has been identified, they are informed of the policy and processes implemented to ensure the child's education is not disrupted. If instruction has been disrupted due to homelessness, assistance is available to reenroll the child or youth on their school of origin. The CoC believes education is critical to help the children and youth maintain as much stability as possible while their families are being placed in permanent housing.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	No	Yes
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	Yes
Public Pre-K	No	Yes
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Early Learning Coalition	Yes	No

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

The CoC strategy to identify, assess, and refer Veterans experiencing homelessness who are eligible for the U.S. Department of Veteran Affairs housing and services includes the implementation of additional questions on the initial intake utilized by street outreach. Once the Veteran has been identified they are added to a By-Name list which is reviewed monthly by a workgroup comprised of the Senior Project Coordinator who manages the CAHP system in

HMIS, Mission United through United Way, the Veterans Administration and housing providers. They work in collaboration to maintain contact with homeless veterans and house them as quickly as possible. All eligible Veterans are referred either to the Veterans Administration or Mission United through United Way for housing and services. If a Veteran is not eligible for Veteran Administration services, they are referred through the CoC Coordinated Assessment and Housing Placement. This year 70 Veterans were successfully housed through this initiative.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? No

3B-5. Racial Disparity. Applicants must: No
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:**
- (1) assists persons experiencing homelessness with enrolling in health insurance; and**
 - (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	No
Private Insurers:	Yes	No
Non-Profit, Philanthropic:	Yes	No
Other: (limit 50 characters)		

- 4A-1a. Mainstream Benefits. Applicants must:**
- (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;**
 - (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)**

The CoC works through the SOAR method to interface with mainstream programs. Through this system of care, providers assist persons experiencing homelessness in applying for and to receive mainstream benefits. The Broward Behavioral Health Coalition (BBHC) is the managing entity and oversees the implementation of the SOAR initiative in Broward County. BBHC holds bi-monthly processor meetings and SOAR manager meetings quarterly to ensure staff are up-to-date on resources available to individuals experiencing homelessness. The providers work to ensure eligible applications are processed as completely and quickly as possible. Currently, all funded providers have case managers who assist individuals, in acquiring and completing benefits applications using the SOAR method. Due to its

effectiveness, the County has amended its scope of service to require all providers to utilize the SOAR method to assist individuals with applications. Additionally, the County contracts with Broward County Legal Aid to help individuals experiencing homelessness apply for benefits and if denied represent the individual throughout the appeal process. Outcomes for the organization are reviewed quarterly to assess effectiveness. The County is also working to secure funding for a SOAR team to increase the capacity throughout the continuum to complete an additional 140 applications annually. The CoC utilizes the various sub committees and workgroups to ensure providers are up to date on procedures and policies that govern mainstream benefits. The organization that is responsible for overseeing the CoC strategy for mainstream benefits is the County's Homeless Initiative Partnership Section.

4A-2.Housing First: Applicants must report:

- (1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and**
- (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.**

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	20
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	20
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:

- (1) describe the CoC's outreach;**
- (2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;**
- (3) describe how often the CoC conducts street outreach; and**
- (4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)**

The CoC's street outreach covers 100% of Broward County and operates 365 days a year; 15 hours a day. The Homeless Helpline is one of the ways in which an individual can be referred to street outreach. The Outreach Team conducts both scheduled and unscheduled coverage throughout the County in order to facilitate meeting opportunities for individuals experiencing homelessness. They have been trained in Motivational Interviewing to help engage individuals. Once engaged, the Housing First model is adhered to, as the team administers a level one assessment, the VI-SPDAT, and a housing barrier assessment to help expedite individuals to housing. The Outreach Team also fulfills the function of the the coordinated entry provider for the emergency shelter system. Each day

they work with the 5 shelters in the County to get individuals off the street. They utilize the above-named assessments to prioritize those most vulnerable for shelter assignment. Additionally, the street Outreach Team works with the housing providers to help locate individuals who are on the street but whom are working with a housing navigator for a housing opportunity. For those individuals who are service resistant, the Outreach Team works slowly and consistently to make contact and offer those incentives such as bus passes or hygiene kits to build a relationship and engage them in the future to assess housing options. The CoC has a Multi Agency Taskforce comprised of law enforcement from local municipalities who specialize in Street Homeless Outreach. The police officers are specially trained to address the multiple issues of homelessness and can refer individuals they encounter to services.

4A-4. Affirmative Outreach. Applicants must describe:

- (1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and**
 - (2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.**
- (limit 2,000 characters)**

The CoC strategy to further fair housing as detailed in 24 CFR.578.93 is reviewed in detail at annual monitoring of policies and procedures of all projects. Additionally any grievances or complaints and the subsequent findings or results are reviewed. The CoC complies with the Program Interim Rule and ensures all project providers do as well. This is also reviewed with each provider during annual monitorings. The County also has a program "Unlock the Door to Fair Housing" through the Broward County Civil Rights Division that promotes fair housing practices through public education and provides education on how to file a complaint should an individual believe they have been a victim of unfair practices. The CoC and providers have materials in multiple languages, and all information on the County website is ADA compliant. Individuals are also able to contact Homeless Initiative Partnership for assistance.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	680	899	219

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?

4A-7. Homeless under Other Federal Statutes. No
Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Plans	09/13/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	Coordinated Asses...	09/14/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Ranking and Scori...	09/10/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	Proof of Public P...	09/14/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Proof of posting ...	09/14/2018
1E-4. CoC's Reallocation Process	Yes	CoC reallocation ...	09/10/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Notifications out...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Reallocation and ...	09/14/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Public Posting Lo...	09/17/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	HMIS Governance Ch...	09/04/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Manual	09/04/2018
3A-6. HDX–2018 Competition Report	Yes	2018 HDX Competit...	09/04/2018
3B-2. Order of Priority–Written Standards	No	Written Standards...	09/04/2018

3B-5. Racial Disparities Summary	No		
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	CoC Goverance Cha...	09/10/2018
Other	No	Written Standards...	09/17/2018
Other	No		

Attachment Details

Document Description: PHA Plans

Attachment Details

Document Description:

Attachment Details

Document Description: Coordinated Assessment Prioritization Tools

Attachment Details

Document Description: Ranking and Scoring Detail

Attachment Details

Document Description: Proof of Public Posting CoC Consolidated Application

Attachment Details

Document Description: Proof of posting of ranking and rating

Attachment Details

Document Description: CoC reallocation Process

Attachment Details

Document Description: Notifications outside of e-snaps

Attachment Details

Document Description: Reallocation and Reduction Notice

Attachment Details

Document Description: Public Posting Local Competition Deadlines

Attachment Details

Document Description: HMIS Governance Charter

Attachment Details

Document Description: HMIS Manual

Attachment Details

Document Description: 2018 HDX Competition Report

Attachment Details

Document Description: Written Standards of Priority

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: Written Standards of Priority

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/11/2018
1B. Engagement	09/17/2018
1C. Coordination	09/17/2018
1D. Discharge Planning	09/11/2018
1E. Project Review	09/17/2018
2A. HMIS Implementation	09/17/2018
2B. PIT Count	09/17/2018
2C. Sheltered Data - Methods	09/17/2018
3A. System Performance	09/17/2018
3B. Performance and Strategic Planning	09/17/2018
4A. Mainstream Benefits and Additional Policies	09/17/2018
4B. Attachments	09/17/2018

FY2018 CoC Application	Page 45	09/17/2018
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Submission Summary

No Input Required

Broward County Housing Authority



Building on Success

4780 North State Road 7, Lauderdale Lakes, FL 33319 • (954) 739-1114 • Fax (954) 535-0407 • TRS/Florida Relay Service 711 • www.bchaff.org

PUBLIC HEARING

PUBLIC HOUSING AGENCY PLAN PHA PLAN-ANNUAL PLAN 2018 May 15, 2018 - 9:30 a.m.

- 1) Call to Order
- 2) The Purpose of the Public Hearing is to receive comments from the public on the one year and Annual Plan for the fiscal year beginning October 1, 2018.
- 3) BCHA will take both oral and written comments. Oral comments are limited to three (3) minutes unless indicated otherwise by the Chair.
- 4) Board of Commissioners will take no action at this Public Hearing but will consider comments received before considering approval of the PHA Plan at its June 19, 2018 meeting. Individual Board members will not respond to comments or questions from the public but will ask the Chief Executive Officer to respond to questions/comments in writing prior to the next Board Meeting when the Plan will be considered for approval.
- 5) Comments from the Public
- 6) Adjourn Public Hearing

Note: When giving comments it would be helpful for speakers to refer to a specific page of the plan.

**PHA PLAN ANNUAL PLAN 2018
TABLE OF CONTENTS**

Streamlined Annual PHA Plan	1-4
2015-2019 Goals and Objectives	
Fiscal Year 2016-2017 Annual Update	5-13
Proposed Changes Administrative Plan	13-19
Forms and Certification	20-21

Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.				
A.1	PHA Name: <u>Broward County Housing Authority</u> PHA Code: <u>FL079</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>5,800</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p>					
<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)					
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
	Lead HA:				

B.	Annual Plan.
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s)</p> <p>Broward County Housing Authority (BCHA) has been designated as a Small Area Fair Market Rent (SAFMR) jurisdiction. BCHA has grouped eighty-one (81) zip codes identified in the Broward County area into nine (9) groups - establishing a total of nine (9) independent Payment Standards (PS) within Broward County.</p> <p>Broward County Housing Authority will amend the disposition plan for the vacant lots at the former Schooler Humphries Public Housing site. The amended plan contemplates the development of one hundred-fifteen (115) housing units including apartments, duplexes and single family homes.</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>Broward County Housing Authority will undertake a process to project base approximately one hundred (100) Housing Choice Vouchers, contingent on budget availability. The location of the project based assistance will be consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities in accordance with Housing Urban Development (HUD) regulations and guidance. A number of census tracts will be targeted to increase the dedicated supply of quality, affordable housing in the private market.</p> <p>Broward County Housing Authority will include properties owned by its related affiliates and instrumentalities. Project-basing is consistent with the Authority's mission and goals to increase housing choices in the community. It is also consistent with the Authority's strategies for addressing housing needs throughout Broward County.</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.4	<p>Civil Rights Certification</p> <p><u>Form HUD-50077</u>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

B.6	Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan. See attachment A.
B.7	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? TO BE COMPLETED AFTER RAB MEETING. Y N <input type="checkbox"/> <input type="checkbox"/> (a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. TO BE COMPLETED AFTER RAB MEETING.

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.23(d)(e))

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §903.128(a))

B. Annual Plan. All PHAs must complete this section. (24 CFR §903.11(e)(3))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(b)(1)) and 24 CFR §903.7(a)(2)(i)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)(3)(4))

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Self-Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the

PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(ii))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list, or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PHH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no". (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(n))

B.4 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.5 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

B.6 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

B.7 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 42, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Broward County Housing Authority

Five Year FY 2015 - 2019 Goals and Objectives

Fiscal Year 2016-2017 – Annual Update

GOAL ONE: DEVELOP ADDITIONAL AFFORDABLE HOUSING OPPORTUNITIES FOR THE COMMUNITY.

Objectives 1.1: Develop and maintain affordable housing programs by aggressively pursuing all federal, state and local funding announcements to benefit residents of every municipality in the county and actively promote the participation of Broward County's rental property owners in all Broward County Housing Authority (BCHA) sponsored programs.

- Broward County Housing Authority (BCHA) operates the U.S. Department of Housing and Urban Development – Veterans Affairs Supportive Housing (HUD-VASH) Program in conjunction with the Department of Veteran Affairs (VA). This program combines the U.S. Department of Housing and Urban Development (HUD) Housing Choice Voucher (HCV) rental assistance for homeless veterans with case management and clinical services provided by the Veterans Administration. BCHA currently has funding to support 214 VASH vouchers.
- BCHA operates the Family Self Sufficiency (FSS) Program. This is a volunteer program offered to all HCV participants to enroll to become independent and work towards self-sufficiency. BCHA coordinates existing public and private resources incorporating them into personal development plans to assist FSS participants. BCHA applied and received FSS program funding in the amount of \$228,096.
- BCHA administers the Shelter Plus Care (SPC) Program through the Broward County Continuum of Care. This program is designed to provide tenant-based permanent supportive housing to homeless persons with disabilities in collaboration with the Broward County Homeless Initiative Partnership, and various community agencies including, but not limited to: Henderson Behavioral Health, Archways, Chrysalis and Broward County Elderly and Veteran Services. BCHA applied and received SPC funding in the amount of \$3,979,578.
- BCHA operates the HOME Program in conjunction with the Broward County Family Success Administration Division (FSAD), Housing Options Programs. This program is designed to link rental assistance to supportive services for homeless households and provides housing for a minimum of twelve (12) months. BCHA applied and received HOME program funding in the amount of \$45,065.
- BCHA conducts onsite quarterly landlord workshops to recruit, educate and retain owners while ensuring families have access to all types and ranges of affordable housing

in our jurisdiction, particularly housing outside areas of poverty or minority concentration. Thirty two (32) owners attended our Landlord workshop while other owners requested materials by mail for review while expressing an interest to attend upcoming workshops. A total of 720 landlords were added to our program during this period.

- BCHA continues to serve residents in the community through our Housing Counseling Program. This program offers assistance to interested First Time Homebuyers, families needing mortgage assistance and foreclosure prevention. We continue to seek funding grants through HUD, Broward County Community Development (BCCD) and other available resources to preserve this service to the community at large. BCHA applied and received Housing Counseling program funding in the amount of \$65,000 through Broward County Community Development (CDBG), \$20,713 through HUD's Comprehensive Grant and \$10,976 through Florida's Hardest Hit Fund (HHF).

Objectives 1.2: Continue to maximize full lease-up and program utilization in all programs to ensure Broward County Housing Authority (BCHA) is serving the maximum number of families.

- We are conducting monthly budget utilization reviews to determine the best course of action to ensure maximum service which includes the number of families we can serve.
- BCHA for FY 2016-2017, maintained a Budget Utilization of 100% in the Housing Choice Voucher (HCV) program.

Objectives 1.3: Dispose of the remaining Broward County Housing Authority (BCHA) land under Declaration of Trust (DOT) with the U.S. Department of Housing and Urban Development (HUD) to allow for the future development of affordable housing.

- The Schooler Humphries public housing site was comprised of two (2) distinct parcels. They were separated by the city grid of roadways. Combined the parcels provided for one hundred and twelve (112) rental opportunities to public housing eligible residents. Due to physical obsolescence the U.S. Department of Housing and Urban Development (HUD) approved a disposition of the property to the BCHA. The public housing (PH) was demolished in 2006 and all the residents were successfully relocated. Two hundred (200) new apartments were created on one (1) parcel to house those earning less than sixty (60 %) percent of the area median income. The other parcel which is currently vacant was disposed to provide thirty eight (38) market rate homes and four (4) affordable homes for sale. However, the planned for sale product was impractical in 2007 when the housing mortgage market collapsed. An amended disposition plan for the vacant lots will be submitted this fiscal year. It contemplates the development of one hundred and fifteen (115) housing units including apartments, duplexes, and single family homes.

GOAL TWO: IMPROVE THE QUALITY OF ASSISTED HOUSING.

Objectives 2.1: Maintain level of performance to achieve high performer scores Section Eight Management Assessment Program (SEMAP).

- BCHA continues to be a high performing agency under the Section 8 Management Assessment Program (SEMAP) standards receiving a score of 93% for FY 2016-2017. We continue to review areas to develop improvement to maintain the same high performance standard.

Objectives 2.2: Develop assessment survey to measure BCHA's customer service to focus on areas needing improvement.

- A survey will be developed to assess customer services delivery for the Assisted Housing Department in FY 2018-2019.

GOAL THREE: INCREASE ASSISTED HOUSING CHOICES.

Objectives 3.1: Conduct outreach efforts to potential voucher landlords.

- BCHA continues to conduct quarterly outreach Landlord Workshops to introduce prospective owners to the Housing Choice Voucher (HCV) programs and provide information about current changes in an effort to promote the programs by increasing assisted housing choices and maintain positive relationships with potential landlords.
- We have increased the number of participating landlords, and through the U.S. Department of Housing and Urban Development – Veterans Affairs Supportive Housing (HUD-VASH) Housing Liaison outreach efforts in the community we have engaged new owners to participate in renting to the Homeless Veteran population. We will continue to develop methods to continue partnering with owners.

Objectives 3.2: Work to expand the Housing Choice Voucher (HCV) Family Self Sufficiency (FSS) Program.

- BCHA continues to successfully operate a Family Self Sufficiency (FSS) program for interested participants and has maintained great results while promoting continued working relationships with these families. We have expanded our Family Self Sufficiency (FSS) program beyond our seventy-five (75) mandatory slots. BCHA is involved in the Family Self Sufficiency (FSS)/Family Unification Program (FUP) demonstration and has established a partnership with ChildNet and Flite Center to provide services to assist eligible youth in becoming self-sufficient. We currently have two (2) participants enrolled in the Family Self Sufficiency (FSS)/Family Unification Program (FUP) and are working with other interested participants.

GOAL FOUR: FOSTER AN ORGANIZATIONAL CULTURE THAT VALUES AND ENCOURAGES INDIVIDUAL AND TEAM COMMITMENT TO HOUSING AUTHORITY GOALS AND OBJECTIVES.

Objectives 4.1: Concentrate on efforts to improve management functions.

- In Assisted Housing a newly created compliance position has been instrumental in efforts to improve management functions by focusing on Quality Control/Quality Assurance (QC/QA) while providing feedback to implement necessary changes for efficiency and accuracy.

Objectives 4.2: Recognize the potential and strengths that each individual brings to Broward County Housing Authority (BCHA) by providing a positive work environment, based on mutual purpose and respect.

- With the assistance of Human Resources the Assisted Housing department has worked on team building activities with the purpose of increasing mutual respect and strengthening collaboration. This action created efficiencies and improved the work environment of the employees. We were able to recognize potential strengths individuals have that create a positive work environment. Staff's contribution was evident and instrumental in achieving high performer status under Section Eight Management Assessment Program (SEMAP).

Objectives 4.3: Offer all staff enhanced opportunities to improve work skills and competencies by promoting attendance at training sessions both on site and in the community.

- BCHA offers many opportunities to all staff to enhance and improve work skills and competencies. We scheduled numerous onsite, online and offsite trainings to accommodate the request of staff needs in an effort to develop self enhancement and improvement for future work opportunities for all. Staff achieved certifications for various trainings, workshops and classes including but not limited to:
 - Housing Choice Voucher (HCV) Specialist Training
 - Housing Quality Standards (HQS) Inspection Training
 - Family Self Sufficiency (FSS) Training
 - Family Unification Program/Family Self Sufficiency Training
 - Fair Housing Training
 - Reasonable Accommodation Training
 - Disaster Recovery Training
 - Stress Management Training
 - Enterprise Income Verification (EIV) Training
 - National Grant Management Association (NGMA) Training
 - Section Eight Management Assessment Program (SEMAP) Training
 - Comprehensive Housing Counseling (HC) Training
 - Notice of Funding Availability (NOFA) Grant Training
 - Service Point User Training
 - Housing Opportunities Through Modernization Act (HOTMA) Training

- Foreclosure Prevention and Counseling Training
- Emphasys updates Training
- Developing and Managing Request for Proposals (RFP)'s
- Investigations Training

Objectives 4.4: Provide targeted training opportunities for staff interested in growth and advancement into other positions within BCHA.

- We continue to identify and offer multiple training opportunities to promote advancement and growth.

Objectives 4.5: Fully utilize technologies to improve staff efficiency and effectiveness in provision of service to our customers and specifically target training to assist in increasing staff's computer skills.

- BCHA procured a vendor and formed a committee to update the BCHA website

GOAL FIVE: INCREASE COLLABORATIONS, EXPAND AND ENHANCE BCHA'S PUBLIC IMAGE.

Objective 5.1: Increase BCHA's interaction with the county and local municipalities through regular contacts with elected officials and appropriate community development staff.

- BCHA continues its' collaboration with neighboring cities to provide information to the general public and prospective owners regarding the Housing Choice Voucher (HCV) programs to dispel misconceptions related to assisted housing through community outreach and education while consistently interacting with County staff and community partners on affordable housing concerns and programs.

Objective 5.2: Continue BCHA's positive image building through promotion of increased involvement by staff in the community through service on boards, task forces and commissions related to promoting and sustaining housing opportunities.

- BCHA has a representative on the following Boards or committees:
- Board of Directors of the Florida Association of Housing and Redevelopment Officials (FAHRO)
- Broward Housing Council
- Career Source Broward Youth Committee
- Continuum of Care subcommittees – Homeless Youth and Families,
- Chronic Work Group, Homeless Providers and Stakeholders, Permanent Housing Committee
- City of Fort Lauderdale Community Services Board (CSB)
- Continuum of Care Advisory Board
- Junior League State of Public Affairs
- Board Member of FLITE Center
- Board Member of South Florida Hunger Coalition
- Board Member of Coordinating Council of Broward

- City of Sunrise Affordable Housing Committee
- HEART Partner and Advisory Board
- Affordable Housing Task Force

Objective 5.3: Perform outreach and education activities regarding affordable housing needs and agency activities.

- The Assisted Housing department attends neighborhood and Home Owner Associations meetings to educate the public about the Housing Choice Voucher (HCV) Program.

Objective 5.4: Dispel misconceptions related to Section 8 Program, affordable housing and other assisted housing through community education.

- The Assisted Housing department continues to host Landlord Workshops about the Housing Choice Voucher (HCV) Program as well as attend Homeowner Association meetings.

Objective 5.5: Develop assessment survey to determine the services that are needed and wanted by residents.

- A survey was developed in preparation to capture services needed and desired by our Family Self –Sufficiency (FSS) Participants.

Objective 5.6: Develop and promote strong working relationships with social service providers so that Broward County Housing Authority (BCHA) residents eligible for their services are identified and appropriately served.

- BCHA continues to collaborate with local partners to support residents and programs which include, but is not limited to: ChildNet, Flite Center, Henderson Behavioral Health, Archways, Chrysalis, Broward County Elderly and Veterans Services, Mission United and Kids in Distress.

Objective 5.7: Develop strong purchasing relationships with internal departments and vendor community.

- BCHA prepared an educational training manual and will continue to promote transparent procurement processes to increase competition and better value for goods, services and construction.
- Attend annual Reverse Trade Shows. BCHA’s continued attendance at this show displays the housing authority’s commitment to outreach to the local business community.

GOAL SIX: PRESERVE BCHA'S SOUND FISCAL POSITION AND INTERNAL PROFICIENCY.

Objective 6.1: Control expenditures and maintain revenues while seeking other non-U.S. Department of Housing and Urban Development (HUD) revenue sources needed to sustain and develop new housing and programs.

- We closely monitor budget/actual monthly reports.
- We have completed construction of a workforce housing townhomes project and a Low Income Housing Tax Credit (LIHTC) project in 2017 adding to our affordable housing inventory. This will provide additional revenue to help sustain the agency and develop other housing projects and programs.

Objective 6.2: Complete physical and management needs assessment as basis for on-going planning.

- BCHA's Public Housing was converted to Project Based Rental Assistance through the U.S. Department of Housing and Urban Development (HUD's) Rental Assistance Demonstration (RAD) Program and no longer falls under the U.S. Department of Housing and Urban Development (HUD)'s Public and Indian Housing Program, and is not reported through the Public Housing Authority (PHA) Plan.

Objective 6.3: Develop integrated purchasing strategies to procure supplies, materials and services necessary for the delivery of BCHA services.

- We have updated adopted policies and procedures for procurement to comply with the U.S. Department of Housing and Urban Development (HUD) and State guidelines.

Objective 6.4: Continue to review the method and manner in which we do our work in order to accomplish our mission and embrace our vision.

- The Assisted Housing (AH) Department conducted an operational planning session this fiscal year and identified areas to improve work processes and establish goals for the department related to our mission and vision. Strength, Weaknesses, Opportunities and Threat (SWOT) analyses was conducted and improvement opportunities were noted and addressed.

Objective 6.5: Establish and implement Information Technology (IT) Strategy and improve Information Technology (IT) Governance.

- As part of the BCHA's long-term Information Technology Strategy, the Information Technology Department has rebuilt its data center to be more robust for current needs and future growth of the organization. Virus and backup servers were added, hardware and software standards were implemented to improve Information Technology

Governance. The department continues to enhance its Information Technology policy, governance, and strategic plan that will align with the overall goals of BCHA.

Objective 6.6: Develop and implement a Disaster Recovery Strategy (DRS)

- As part of the overall organizations Disaster Recovery Strategy (DRS), the Information Technology Department is in the process of executing a Microsoft Azure cloud base solution in the event of a disaster. This will reduce the downtime during an outage, allowing key staff to continue to process payroll, Housing Assistance Payment (HAP) and Utility Allowance Payment (UAP), reexamination, and inspections.

GOAL SEVEN: EXAMINE THE POSSIBILITY OF BECOMING A "MOVING TO WORK" MTW) AGENCY.

- Contingent on funding BCHA will look to develop a task force of qualified staff to explore the value in becoming a "Moving to Work" (MTW) Agency.

Housing Choice Voucher (HCV) Administrative Plan Revisions 2018-2019

Chapter 6, Section 6-I.E. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES [24 CFR 5.617]

BCHA Policy

Any new EID beginning 5/9/2016 will be subject to new calculation and time frames per Streamlining Final Rule (SFR) Federal Register 3/8/2016. The lifetime maximum has been reduced from 48 months to consecutive 24 months.

Calculation of the Disallowance

Calculation of the earned income disallowance for an eligible member of a qualified family begins with a comparison of the member's current income with his or her "prior income." BCHA defines ~~prior income, or prequalifying income,~~ as the family member's last certified income prior to qualifying for the EID. **"baseline income."** **The family member's baseline income is his or her income immediately prior to qualifying for the EID.** The family member's ~~prior or prequalifying~~ **baseline income** remains constant **(as a baseline)** throughout the period that he or she is participating in the EID. While qualification for the disallowance is the same for all families, calculation of the disallowance will differ depending on when the family member qualified for the EID. Participants qualifying prior to May 9, 2016, will have the disallowance calculated under the "Original Calculation Method" described below which requires a maximum lifetime disallowance period of up to 48 consecutive months. Participants qualifying on or after May 9, 2016, will be subject to the "Revised Calculation Method" Which shortens the lifetime disallowance period to 24 consecutive months.

Under both the original and new methods, the EID eligibility criteria, the benefit amount, the single lifetime eligibility requirement and the ability of the applicable family member to stop and restart employment during the eligibility period are the same.

Original Calculation Method

Initial 12-Month Exclusion

During the initial ~~12-month~~ exclusion period of **12 consecutive months**, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded. ~~The 12 months are cumulative and need not be consecutive.~~

Second 12-Month Exclusion and Phase-In

During the second ~~12-month~~ exclusion period **exclusion period of 12 consecutive months**, the BCHA must ~~exclusion is reduced to half (50 percent)~~ **exclude at least 50 percent** of any

increase in income attributable to employment or increased earnings. The ~~12 months~~ are cumulative and need not be consecutive.

BCHA Policy

During the second 12-month exclusion period, the PHA will exclude 50 percent of any increase in income attributable to new employment or increased earnings.

Lifetime Limitation

The EID has a four-year (48-month) two-year (24-month) lifetime maximum. The four-year two-year eligibility period begins at the same time that the initial exclusion period begins and ends ~~48~~ 24 months later. The ~~one-time~~ eligibility for the EID applies even if the eligible individual During the 24-month period, an individual remains eligible for EID even if they begin to receive assistance from another a different housing agency, if the individual moves between public housing and Section 8 assistance, or if there are breaks in assistance move between public housing and Section 8 assistance, or have breaks in assistance.

Chapter 7, Section 7-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS HUD's Verification Hierarchy [Notice PIH 2010-19]

BCHA Policy

Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to requested by the BCHA. The documents must not be damaged, altered or in any way illegible.

Income reports will not be retained in participant files due to State of Florida Sunshine laws, however, a copy of the ICN screen will be retained with the applicable annual or interim reexamination documents with the applicable annual or interim reexamination documents.

Chapter 7, Section 7-I.D. THIRD-PARTY WRITTEN AND ORAL VERIFICATION

BCHA Policy

Examples of acceptable tenant-provided documents include, but are not limited to: pay stubs, payroll summary reports, employer notice or letters of hire and termination, SSA benefit verification letters, bank statements, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices.

The PHA is required to obtain, at minimum, ~~two-current~~ eight (8) weeks most current, consecutive pay stubs for determining annual income from wages. For New Hires, four (4) weeks most current consecutive pay stubs for determining annual income from wages.

As verification of earned income, the BCHA will require the family to provide the ~~two-most current~~ eight (8) weeks most current, consecutive pay stubs. For New Hires, four (4) weeks most current consecutive pay stubs.

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)	U. S Department of Housing and Urban Development
	Office of Public and Indian Housing
	OMB No. 2577-0226
	Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Bertha Henry, the County Administrator
Official's Name *Official's Title*

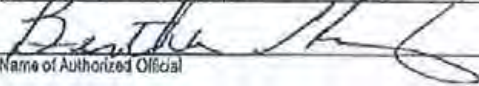
certify that the 5-Year PHA Plan and/or Annual PHA Plan of the
Broward County Housing Authority
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
 Impediments (AI) to Fair Housing Choice of the
Broward County, Florida
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
 Consolidated Plan and the AI.
The PHA Plan provides for affordable housing opportunities and is consistent with the Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1017; 31 U.S.C. 3729, 3802)

	Title
Name of Authorized Official	County Administrator
Bertha Henry	
Signature	Date
	4/26/2018



Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof.

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Broward County Housing Authority
PHA Name

FL079
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 1729, 3802)

Name of Authorized Official

Ann Deibert

Signature



Title

Chief Executive Officer

Date

05/07/2014

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>HOUSING AUTHORITY OF POMPANO BEACH</u> PHA Code: <u>FL028</u></p> <p>PHA Type: <input type="checkbox"/> Small x High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2018</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>5</u> Number of Housing Choice Vouchers (HCVs) <u>1096</u></p> <p>Total Combined <u>1101</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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		PH	HCV																								
Lead PHA:																											

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> X Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p>X <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> X Financial Resources.</p> <p>X <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> X Homewhnership Programs.</p> <p><input type="checkbox"/> X Safety and Crime Prevention.</p> <p>X <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> X Substantial Deviation.</p> <p><input type="checkbox"/> X Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: The HAPB approved an Admissions and Continued Occupancy Policy for its Public Housing units.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> X Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> X Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> X Demolition and/or Disposition.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> X Project Based Vouchers.</p> <p><input type="checkbox"/> X Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> X Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>The Housing Authority of the City of Pompano Beach is meeting the Mission and goals of the annual plan.</p> <p>The aim of the Housing Authority is to ensure safe, decent and affordable housing; create opportunities for residents' self-sufficiency and economic independence; and assure fiscal integrity in all programs.</p> <p>In 2017, the Housing Authority completed the construction of its Ben Turner Ridge apartments, which consists of (6) three-bedrooms and (4) four-bedrooms, which is a total of (10) units. It is a mixed finance property consisting of (5) units of Public Housing and (5) units of Affordable Housing. Leasing of the newly constructed units began in 2017. Additionally, the Housing Authority has achieved a score of 99% for SEMAP making it a continued high performer for Section 8.</p> <p>The Housing Authority has also partnered with PIAs and other community partners to participate in the HEART Program. The HEART program represents an innovative system of care that provides integrated subsidized housing and a supportive services network that advances family stability for 50 at risk families. The Housing Authority also administers the Tenant Based Rental Assistance Program, funded by Florida Housing Corporation, which provides temporary housing assistance to families who are homeless.</p> <p>The Housing Authority recognizes the resident as their ultimate customer. The Authority is continually trying to improve our management and service delivery efforts through oversight, assistance and selective intervention by highly skilled, diagnostic and result- oriented personnel. The Authority has created a problem solving partnership with our residents, the community, and government leadership.</p>

B.4.	<p>Most Recent Fiscal Year Audit</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <u>X</u></p> <p>(b) If yes, please describe</p>
Other Document and/or Certification Requirements.	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan</p>
C.2	<p>Civil Rights Certification.</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><u>X</u> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan</p>
D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>See HUD Form 50075.2 approved by HUD on 11/09/2015</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section

- A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 C.F.R. §903.23(d)(e))

PHA Consortia. Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §903.128(c))

B. Annual Plan.

B.1. Revision of PHA Plan Elements. PHAs must

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(1) and 24 CFR §903.12(b)) Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(2)(i) and 24 CFR §903.12(b))

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b))

Safety and Crime Prevention (VAWA). A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(m))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(n)(2)(ii))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: <http://www.hud.gov/offices/ph/programs/ph/hopevi/index.cfm>. (Notice PHH 1999-51. (24 CFR §903.7(n)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2. New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI, and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/ph/programs/ph/hopevi/index.cfm>. (Notice PHH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development, and 2) A timetable for the submission of applications or proposals. The

application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at <http://www.hud.gov/offices/mf/programs/ph/impet/index.cfm>. (Notice PHH 2011-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers (or addresses)), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition, and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/mf/centers/sac/demol_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/mf/centers/sac/conversion.cfm>. (24 CFR §903.7(i))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants)

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(f)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(f))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(g))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(e), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7(g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Housing Authority of the City of Fort Lauderdale



HOUSING AUTHORITY
of the City of Fort Lauderdale

Established 1938 • www.hacfl.com

PHA ANNUAL PLAN

2018

Central Office
437 Southwest 4th Avenue
Fort Lauderdale, FL 33315
(954) 525-6444

Robert P. Kelley Building
500 W. Sunrise Boulevard
Fort Lauderdale, FL 33311
(954) 556-4100

Streamlined Annual PHA Plan <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

MISSION STATEMENT

The mission of the Housing Authority of the City of Fort Lauderdale is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p>PHA Name: <u>Housing Authority of the City of Fort Lauderdale</u> PHA Code: <u>FL 010</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>95</u> Number of Housing Choice Vouchers (HCVs) <u>3134</u> Total Combined <u>3229</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>HACFL Administrative Offices: Central Office 437 SW 4 Avenue Ft. Lauderdale, FL 33315 Robert P. Kelley Building 500 W. Sunrise Blvd. Ft. Lauderdale, FL 33311 Suncrest Court 1615 NW 23 Ave. Ft. Lauderdale, FL 33311 City of Ft. Lauderdale (City Manager's Office) 100 N. Andrews Ave. Ft. Lauderdale, FL 33301 The plan will also be posted on the HACFL website: www.hacfl.com</p>

<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					
B. Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).					
B.1 Revision of PHA Plan Elements. (a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission? Y N <input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification (b) The PHA must submit its De-concentration Policy for Field Office Review. (c) If the PHA answered yes for any element, describe the revisions for each element below:					
B.2 New Activities. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N <input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.					
B.3 Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.					

C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>RAD Conversion to PBV – Suncrest Court FL010000104</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. See attachment 1</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review. See attachment 2</p>
C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan (see attachment 5)</p> <p>Form 50077-SM, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>
D. Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.	
D.1	<p>Civil Rights Certification.</p> <p>Form 50077-SM-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? To be included after Public Hearing.</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
D.3	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
E. Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).	
E.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See HUD form 50075.2 approved by HUD ON</p>

Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small and High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(f)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(1) and 24 CFR §903.12(b)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b)).

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If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PH1 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PH1 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(i)(1))

C. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is not due. (24 CFR §903.12)

C.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PH1 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PH1 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: Notice PH1 2012-32

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP.

D. **Annual Plan.** PHAs must complete this section in all years.

- D.1 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(c))
- D.2 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)
- D.3 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

E. **Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

E.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan.

PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



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Attachment 1

C1. New Activities, Part (a)

Mixed Finance Modernization or Development

HACFL plans to create additional housing either via mixed finance, Project-Based Section 8 Vouchers, Low-Income Housing Tax Credits, bonds, or other financing options to create additional affordable housing in the City of Fort Lauderdale.

Project Based Vouchers

HACFL intends to use project based voucher for the RAD conversion of Suncrest Court (66 units) Sunnyreach Acres (29units) and for other new development projects. This is consistent with the PHA Plan as it will assist in maximizing HCV lease up and improving quality of housing.

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Attachment 2

SIGNIFICANT AMENDMENT PHA PLAN 2018

The U. S. Department of Housing and Urban Development (HUD) mandates that HACFL must define substantial changes to the Agency Plan. A proposed change to the Agency Plan that qualifies as a substantial change must undergo a public process that includes: consultation with the Resident Advisory Board, a public comment period, public notification of where and how the proposed changed can be reviewed, and approval by the HACFL Board of Commissioners.

Significant Amendment and Substantial Deviation/Modification includes the following:

- Changes to tenant admissions policies;
- Changes to Housing Choice Voucher and Public Housing termination Policy;
- Changes to organization of the waiting list (s);
- Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. HUD will not consider such changes as significant amendments.

As part of the Rental Assistance Demonstration (RAD), the HACFL is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
- Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.

Recently, HUD issued the CHAP award letter under the Rental Assistance Demonstration (RAD) for the conversion of 66 units at Suncrest Court FL010000104 to Project Based Rental Assistance. RAD will convert public housing units to project based rental assistance. This constitutes a "significant amendment"

Attachment 1B – Resident Provisions in Conversions of Assistance from Public Housing to PBRA and PBV

This Attachment contains two sections, describing:

- 1B.1 Summary of Resident Provisions
 - 1B.2 Resident Participation and Funding
-

1B.1 Summary of Resident Provisions

The following is a summary of special provisions and alternative requirements related to tenants of public housing projects converting under RAD:

- Conversion will be considered a significant amendment to a PHA Plan (see Section 1.5(E) of this Notice);
- Notification of proposed conversion, meetings during the conversion process, written response to residents comments on conversion, and notification of conversion approval and impact (see Section 1.8 of this Notice);
- No rescreening at conversion (see Section 1.6(C)(1) of this Notice for conversions to PBV and Section 1.7(B)(1) for conversions to PBRA);
- Right to return after temporary relocation to facilitate rehabilitation or construction (see Section 1.4(A)(5) of this Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice);
- Phase-in of tenant rent increases (see Section 1.6(C)(4) of this Notice for conversions to PBV and Section 1.7(B)(3) for conversions to PBRA);
- Continued participation in the ROSS-SC and FSS programs (see Section 1.6(C)(5) of this Notice, for conversions to PBV and Section 1.7(B)(4) for conversions to PBRA);
- Continued Earned Income Disregard (see Section 1.6(C)(8) of this Notice, for conversions to PBV and Section 1.7(B)(7) for conversions to PBRA);
- Continued recognition of and funding for legitimate residents organizations (see Section 1.6(C)(6) of this Notice for conversions to PBV, Section 1.7(B)(5) of this Notice for conversions to PBRA, and below in Attachment 1B.2 for additional requirements for both programs);
- Procedural rights consistent with section 6 of the Act (see Section 1.6(C)(7) of this Notice for conversions to PBV and Section 1.7(B)(6) of this Notice for conversions to PBRA); and
- Choice-mobility option allowing a resident to move with a tenant-based voucher after tenancy in the Covered Project (see 24 CFR § 983.260 for conversions to PBV and Section 1.7(C)(5) of this Notice for conversions to PBRA).

Attachment 1B: Resident Provisions in Conversions of Assistance from Public Housing

- For additional information, refer to Notice H 2016-17; PIH 2016-17 for additional information on relocation requirements under RAD.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

JUL 26 2017

Tam English
Executive Director
Housing Authority of the City of Fort Lauderdale
437 SW 4th Avenue
Fort Lauderdale, FL 33315-1007

Dear Ms. English:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion to Project Based Rental Assistance of assistance of 66 units at the following PIC Development FL010000104, SUNCREST COURT.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011 and the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

Within 30 days of CHAP issuance, you must **confirm your acceptance of a CHAP by submitting an application into the Inventory Removals module in PIC** in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion. HUD has made instructions for submitting a Removal Application into PIC available at www.hud.gov/rad.¹ Failure to submit a Removal application into PIC will result in a suspension of the CHAP and a revocation if not corrected within a reasonable time period. Contact your PIH Field Office if you have any questions about this submission.

As the award is a conditional commitment by HUD, HUD reserves the right to revoke or amend its commitment at any time prior to closing if HUD, in its sole judgment, determines that any of the following conditions are present:

- A. any of the contract units were not eligible for selection;
- B. the proposed conversion is not or will not be financially feasible;
- C. the Owner fails to meet any applicable deadline;
- D. the Owner fails to cooperate;
- E. there is any violation of program rules, including fraud; or
- F. the terms of the conversion would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

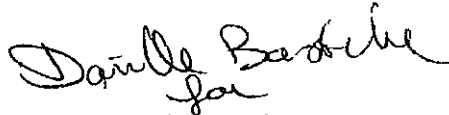
This award shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the Notice, and all other applicable RAD guidance.

As you start the process of conversion, we urge you to continue to maintain an open dialogue with your residents and local officials. If you have any questions or concerns regarding

¹ See http://portal.hud.gov/hudportal/documents/huddoc?id=RADPICinventory_removal.pdf

the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Dominique Blom". The signature is written in a cursive style with a large initial "D".

Dominique Blom
General Deputy Assistant Secretary
Office of Public and Indian Housing

Enclosure

CC: Mike Tadros

EXHIBIT A

**IDENTIFICATION OF UNITS ("CONTRACT UNITS")
BY SIZE AND APPLICABLE CONTRACT RENTS**

The Contract Rents below for the subject project are based on Fiscal Year 2014 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on Fiscal Year 2014 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

Existing PIC Development Number: FL010000104

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
6	2	\$545	\$74	\$619
36	3	\$776	\$84	\$860
16	4	\$995	\$95	\$1,060
8	5	\$1,110	\$105	\$1,215

Please note that this rent schedule includes the 2015, 2016 and 2017 OCAF adjustments that the PHA is eligible for, and will be confirmed during the Financing Plan review.



HOUSING AUTHORITY
of the City of Fort Lauderdale

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Attachment 3

DECONCENTRATION

HACFL Policy

If subject to deconcentration requirements, the HACFL will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve the HACFL's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.

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**Attachment 4
HACFL Administrative Plan - 2017 Revisions**

The Admin Plan for Section 8 has been revised and has been formatted to match the format of Nan McKay's Admin Plan. Formatting the HACFL's Admin Plan to that of Nan McKay will make future updates easier and will ensure that HUD regulations are incorporated into the HACFL's Admin timely and accurately.

Chapter	Suggested New Policy	Current Policy
2-13	<p>2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION After a request for an accommodation is presented, the PHA will respond, in writing, within 30 business days. p.2-13</p> <p>If the PHA believes that the family has failed to identify a reasonable alternative accommodation after interactive discussion and negotiation, the PHA will notify the family, in writing, of its determination within 15 business days from the date of the most recent discussion or communication with the family. p. 2-13</p>	<p>2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION After a request for an accommodation is presented, the PHA will respond, in writing, within 14 business days.</p> <p>If the PHA believes that the family has failed to identify a reasonable alternative accommodation after interactive discussion and negotiation, the PHA will notify the family, in writing, of its determination within 10 business days from the date of the most recent discussion or communication with the family.</p>
3-15	<p>3-I.M. LIVE-IN AIDE The HACFL will notify the family of its decision in writing within 15 business days of receiving a request for a live-in aide, including all required documentation related to the request. p 3-15</p>	<p>3-I.M. LIVE-IN AIDE Within 10 business days of receiving a request for a live-in aide, including all required documentation related to the request, the PHA will notify the family of its decision in writing.</p>
3-26	<p>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16] A vulnerable youth is an individual who meets the U.S. Department of Education's definition of independent student in paragraphs (b), (c), or (h), as adopted in Section II of FR Notice 9/21/16 p. 3-36</p>	None
4-9	<p>4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206] The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:</p> <p>Sun Sentinel El Sentinel West Side Gazette HACFL's website Le Floridien</p>	<p>4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206] The HACFL will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:</p> <p>Sun Sentinel El Nuevo Herald El Sentinela West Side Gazette HACFL's website</p>
4-11	<p>4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] The waiting list will be updated biennially annually to ensure that all applicants and applicant information is current and timely p.4-11</p>	<p>4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely.</p>
4-11	<p>4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] The family's response must be in writing and must be addressed to the staff person who sent the notification be delivered in person, by email, by mail, or by fax. Responses should be postmarked or received by the HACFL not later than 15 business days from the date of the HACFL letter. p.4-11</p>	<p>4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.</p>

**Attachment 3
HACFL Administrative Plan - 2017 Revisions**

4-16	<p>4-III.C. SELECTION METHOD - Local Preferences [24 CFR 982.207; HCV p. 4-16] Preference 2 A preference for resident's being displaced due to demolition/disposition and/or redevelopment and/or rehabilitation of the Housing Authority of the City of Fort Lauderdale and/or other Housing Authorities in Broward County public housing units.</p>	<p>4-III.C. SELECTION METHOD - Local Preferences [24 CFR 982.207; HCV p. 4-16] Preference 2 A preference for resident's being displaced due to demolition/disposition and/or redevelopment and/or rehabilitation of the Housing Authority of the City of Fort Lauderdale.</p>
4-17	<p>4-III.C. SELECTION METHOD - Local Preferences [24 CFR 982.207; HCV p. 4-16] Preference 6 – VASH to Homeownership - The HACFL will offer a preference of graduating from VASH Voucher to HCV to any VASH family that has enrolled and successfully purchased a home through the Homeownership Program for the purpose of continued subsidy, should the voucher holder choose to use the option. Preference 7 – VAWA – Under Public Housing, Project Based Subsidy and RAD if a resident has been verified as requiring an Emergency Transfer the HACFL will offer to place the resident in another unit that meets the family's needs. Should a unit not be available, a transfer to a different site will be offered. If the site does not have a unit that meets the family's needs, a HCV may be offered as a last alternative if one is available.</p>	None
5-17	<p>5-II.E. VOUCHER TERM AND EXTENSIONS - Suspensions of Voucher Term [24 CFR 982.303(c)] When a Request for Tenancy Approval (RTA) and proposed lease is received by the HACFL, the term of the voucher will be suspended while the HACFL processes the request. If the for any reason the RTA becomes void the HACFL will toll the applicant's voucher days back to the initial date the RTA was received</p>	<p>5-II.E. VOUCHER TERM AND EXTENSIONS - Suspensions of Voucher Term [24 CFR 982.303(c)] When a Request for Tenancy Approval and proposed lease is received by the HACFL, the term of the voucher will be suspended while the HACFL processes the request</p>
6-50	<p>6-III.A. OVERVIEW OF RENT AND SUBSIDY CALCULATIONS-Utility Reimbursement [24 CFR 982.514(b); 982.514(c)] The HACFL will issue all utility reimbursements monthly for participants that have a Direct Deposit Account and quarterly for participants that have not supplied the HACFL with account information.</p>	None
8-14	<p>8-II.B. INITIAL HQS INSPECTION [24 CFR 982.401(a)] Initial Inspections [FR Notice 1/18/17] The unit must pass the HQS inspection on or before the effective date of the HAP contract. The HACFL will not rely on alternative inspections and will conduct an HQS inspection for each unit prior to executing a HAP contract with the owner.</p>	None
8-16	<p>8-II.C. ANNUAL/BIENNIAL HQS INSPECTIONS [24 CFR 982.405 and 982.406; Notice PIH 2016-05] Each unit under HAP contract must be inspected within 12 months of the last full HQS inspection. The HACFL will not rely on alternative inspection standards.</p>	None

Attachment 3

HACFL Administrative Plan - 2017 Revisions

8-20	<p>8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED - Owner-Initiated Rent Determinations After the initial occupancy period, the owner may request a rent adjustment in accordance with the renewal of the owner's lease. All rent adjustments will be effective the first of the annual reexamination month. An owners request for rent increase must be submitted to the HACFL 60 days prior to the anniversary date of the HAP contract, and must include the increased rent amount being requested.</p>	<p>8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED - Owner-Initiated Rent Determinations After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. All rents adjustments will be effective the first of the month following 60 days after the PHA's receipt of the owner's request or on the date specified by the owner, whichever is later.</p>
9-14	<p>9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308] Rent increases will go into effect the first of the reexamination month. An owners request for rent increase must be submitted to the HACFL 60 days prior to the anniversary date of the HAP contract, and must include the increased rent amount being requested.</p>	<p>9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308] Rent increases will go into effect on the first of the month following the 60 day period after the owner notifies the HACFL of the rent change or on the date specified by the owner, whichever is later.</p>
10-2	<p>PART I: MOVING WITH CONTINUED ASSISTANCE 10-I.A. ALLOWABLE MOVES If a family requests permission to move with continued assistance based on a claim that the move is necessary to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, the HACFL will request documentation in accordance with section 16-IX.D of this plan. The HACFL reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the family or family member will suffice. In such cases the HACFL will document the waiver in the family's file. The HACFL has adopted an emergency transfer plan, which is included as Exhibit 16-3 to this plan.</p>	<p>PART I: MOVING WITH CONTINUED ASSISTANCE 10-I.A. ALLOWABLE MOVES If a family requests permission to move with continued assistance based on a claim that the move is necessary to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, the PHA will request documentation in accordance with section 16-IX.D of this plan.</p>

**Attachment 3
HACFL Administrative Plan - 2017 Revisions**

10-3	<p>10-I.B. RESTRICTIONS ON MOVES - Insufficient Funding The HACFL will deny a family permission to move on grounds that the HACFL does not have sufficient funding for continued assistance if (a) the move is initiated by the family, not the owner or the HACFL; (b) the HACFL can demonstrate that the move will, in fact, result in higher subsidy costs (c) the HACFL can demonstrate, in accordance with the policies in Part VIII of Chapter 16, that it does not have sufficient funding in its annual budget to accommodate the higher subsidy costs; and (d) for portability moves, the receiving HACFL is not absorbing the voucher.</p> <p>If the HACFL does not have sufficient funding for continued assistance, but the family must move from their unit (e.g., the unit failed HQS), the family may move to a higher cost unit if the move is within the HACFL's jurisdiction. The HACFL, however, will not allow the family to move under portability in this situation if the family wishes to move to a higher cost area.</p> <p>For both moves within the HACF's jurisdiction and outside under portability, the HACFL will not deny a move due to insufficient funding if the HACFL previously approved the move and subsequently experienced a funding shortfall if the family cannot remain in their current unit. The HACFL will rescind the voucher in this situation if the family will be allowed to remain in their current unit.</p> <p>The HACFL will create a list of families whose moves have been denied due to insufficient funding. The HACFL will keep the family's request open indefinitely, and when funds become available, the families on this list will take precedence over families on the waiting list. The HACFL will use the same procedures for notifying families with open requests to move when funds become available as it uses for notifying families on the waiting list (see section 4-III.D).</p> <p>The HACFL will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied.</p>	<p>10-I.B. RESTRICTIONS ON MOVES - Insufficient Funding The PHA will deny a family permission to move on grounds that the HACFL does not have sufficient funding for continued assistance if (a) the move is initiated by the family, not the owner or the HACFL; (b) the HACFL can demonstrate that the move will, in fact, result in higher subsidy costs; and (c) the HACFL can demonstrate, in accordance with the policies in Part VIII of Chapter 16, that it does not have sufficient funding in its annual budget to accommodate the higher subsidy costs.</p> <p>The HACFL will create a list of families whose moves have been denied due to insufficient funding. When funds become available, the families on this list will take precedence over families on the waiting list. The PHA will use the same procedures for notifying families with open requests to move when funds become available as it uses for notifying families on the waiting list (see section 4-III.D).</p> <p>The PHA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied.</p>
10-11	<p>10-II.B. INITIAL PHA ROLE- Voucher Extensions and Expiration Vouchers for porting out families will be issued for 120 days</p>	<p>10-II.B. INITIAL PHA ROLE- Voucher Extensions and Expiration Vouchers for porting out families will be issued for 90 days</p>
10-12	<p>10-II.B. INITIAL PHA ROLE- Sending Documentation to the Receiving PHA Documents will be provided via fax, electronic mail and/or mail.</p>	<p>10-II.B. INITIAL PHA ROLE- Sending Documentation to the Receiving PHA Documents will only be provided via fax and/or mail not via electronic mail.</p>
10-14	<p>10-II.B. INITIAL PHA ROLE-Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2016-09] The initial HACFL will utilize direct deposit to ensure that the payment is received by the deadline unless the receiving PHA notifies the initial PHA that direct deposit is not acceptable to them. If the initial PHA extends the term of the voucher, the receiving PHA's voucher will expire 30 calendar days from the new expiration date of the initial PHA's voucher.</p>	<p>10-II.B. INITIAL PHA ROLE- Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2012-422012-42] The initial PHA will utilize direct deposit to ensure that the payment is received by the deadline.</p>
10-17	<p>10-II.B. INITIAL PHA ROLE- Voucher Term If the initial PHA extends the term of the voucher, the receiving PHA's voucher will expire 30 calendar days from the new expiration date of the initial PHA's voucher.</p>	None

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10-18	<p>10-II.B. INITIAL PHA ROLE- Administering a Portable Family's Voucher Portability Billing [24 CFR 982.355(e)] Unless the HACFL negotiates a different amount of reimbursement with the initial PHA, the HACFL will bill the initial PHA the maximum amount of administrative fees allowed, ensuring any administrative fee proration has been properly applied.</p>	None
11-2	<p>11-I.B STREAMLINED ANNUAL REEXAMINATIONS [24 CFR 982.516(b)] The HACFL will streamline the annual reexamination process by applying the verified COLA or interest rate to fixed-income sources. The HACFL will document in the file how the determination that a source of income was fixed was made. If a family member with a fixed source of income is added, the HACFL will use third-party verification of all income amounts for that family member. If verification of the COLA or rate of interest is not available, the HACFL will obtain third-party verification of income amounts. Third-party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.</p>	None
11-5	<p>11-I.D. CONDUCTING ANNUAL REEXAMINATIONS At the annual reexamination, the HACFL will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state. The HACFL will use the Dru Sjodin National Sex Offender database to verify the information provided by the tenant.</p>	None
12-20	<p>12-II.F. TERMINATION NOTICE Whenever the HACFL decides to terminate a family's assistance because of the family's action or failure to act, the PHA will include in its termination notice the VAWA information described in section 16-IX.C of this plan and a form HUD-5382. The PHA will request in writing that a family member wishing to claim protection under VAWA notify the PHA within 14 business days.</p>	<p>12-II.F. TERMINATION NOTICE Whenever the HACFL decides to terminate a family's assistance because of the family's action or failure to act, the HACFL will include in its termination notice the VAWA information described in section 16-IX.C of this plan and a form HUD-50066. The HACFL will request that a family member wishing to claim protection under VAWA notify the PHA within 10 business days.</p>
16-15	<p>Scheduling an Informal Hearing [24 CFR 982.555(d)] If the family does not appear within 20 minutes of the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the HACFL within 24 hours of the scheduled hearing date, excluding weekends and holidays. The HACFL will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.</p>	<p>Scheduling an Informal Hearing [24 CFR 982.555(d)] If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the HACFL within 24 hours of the scheduled hearing date, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can document good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities. Applicants who fail to attend two scheduled hearings will not be given another opportunity for a hearing, and the HACFL's original decision will stand.</p>

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16-18	<p>Pre-Hearing Right to Discovery [24 CFR 982.555(e)] The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of PHA documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date</p>	<p>Pre-Hearing Right to Discovery [24 CFR 982.555(e)] The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of HACFL documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date The HACFL must be given an opportunity to examine at the HACFL offices before the hearing any family documents that are directly relevant to the hearing. The participant must make the documents available no later than 12:00 pm on the business day prior to the scheduled hearing date.</p>
16-47	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)] The HACFL will post the following information regarding VAWA in its offices and on its website. It will also make the information readily available to anyone who requests it. A notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Exhibit 16-1) A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Exhibit 16-2) A copy of the PHA's emergency transfer plan (Exhibit 16-3) A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4) The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2) Contact information for local victim advocacy groups or service providers</p>	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)] The HACFL will post the following information regarding VAWA in its offices. It will also make the information readily available to anyone who requests it. A summary of the rights and protections provided by VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (see sample notices in Exhibits 16-1 and 16-2) The definitions of domestic violence, dating violence, sexual assault, and stalking provided in VAWA (included in Exhibits 16-1 and 16-2) An explanation of the documentation that the PHA may require from an individual who claims the protections provided by VAWA (included in Exhibits 16-1 and 16-2) A copy of form HUD-50066, Certification of Domestic Violence, Dating Violence, or Stalking A statement of the PHA's obligation to keep confidential any information that it receives from a victim unless (a) the PHA has the victim's written permission to release the information, (b) it needs to use the information in an eviction proceeding, or (c) it is compelled by law to release the information (included in Exhibits 16-1 and 16-2) The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2) Contact information for local victim advocacy groups or service providers</p>
17-3	<p>17-I.A. OVERVIEW [24 CFR 983.5] The PHA will operate a project-based voucher program using up to 20 percent of its authorized units for project-based assistance.</p>	<p>17-I.A. OVERVIEW [24 CFR 983.5] The HACFL will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.</p>
17-23	<p>Pre-HAP Contract Inspections [24 CFR 983.103(b); FR Notice 1/18/17] The HACFL will not enter into a PBV HAP contract until all units that will be under contract fully comply with HQS</p>	None

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17-34	<p>17-V.C. AMENDMENTS TO THE HAP CONTRACT - Addition of Contract Units [FR Notice 1/18/17] The HACFL will not add contract units to the HAP contract.</p>	<p>17-V.C. AMENDMENTS TO THE HAP CONTRACT - Addition of Contract Units [24 CFR 983.208(b)] The HACFL will consider adding contract units to the HAP contract when the PHA determines that additional housing is needed to serve eligible low-income families. Circumstances may include, but are not limited to: The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families); and Voucher holders are having difficulty finding units that meet program requirements.</p>
17-41	<p>17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)] - [24 CFR 983.251(b); FR Notice 1/18/17] The HACFL will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The HACFL will not offer any additional preferences for the PBV program or for particular PBV projects or units.</p>	<p>17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)] - Preferences [24 CFR 983.251(d), FR Notice 11/24/08] The HACFL will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for "excepted units," mobility impaired persons for accessible units). The PHA will not offer any additional preferences for the PBV program or for particular PBV projects or units except as required by any approved designation of the development i.e. if project site is designated as elderly.</p>
19- 1 - 46	<p>PROJECT BASED VOUCHERS (PBV) UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM Added Chapter</p>	<p>None</p>

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.				
A.1	PHA Name: <u>HOUSING AUTHORITY OF POMPANO BEACH</u> PHA Code: <u>FL028</u> PHA Type: <input type="checkbox"/> Small x <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>5</u> Number of Housing Choice Vouchers (HCVs) <u>1096</u> Total Combined <u>1101</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>					
<input type="checkbox"/> PHA Consortia (Check box if submitting a Joint PHA Plan and complete table below)					
Participating PHAs		PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
					PH HCV
Lead PHA:					

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> X Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p>X <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> X Financial Resources.</p> <p>X <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> X Homeownership Programs.</p> <p><input type="checkbox"/> X Safety and Crime Prevention.</p> <p>X <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> X Substantial Deviation.</p> <p><input type="checkbox"/> X Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: The HAPB approved an Admissions and Continued Occupancy Policy for its Public Housing units.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> X Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> X Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> X Demolition and/or Disposition.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> X Project Based Vouchers.</p> <p><input type="checkbox"/> X Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> X Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>The Housing Authority of the City of Pompano Beach is meeting the Mission and goals of the annual plan.</p> <p>The aim of the Housing Authority is to ensure safe, decent and affordable housing; create opportunities for residents' self-sufficiency and economic independence; and assure fiscal integrity in all programs.</p> <p>In 2017, the Housing Authority completed the construction of its Ben Turner Ridge apartments, which consists of (6) three-bedrooms and (4) four-bedrooms, which is a total of (10) units. It is a mixed finance property consisting of (5) units of Public Housing and (5) units of Affordable Housing. Leasing of the newly constructed units began in 2017. Additionally, the Housing Authority has achieved a score of 99% for SEMAP making it a continued high performer for Section 8.</p> <p>The Housing Authority has also partnered with PHAs and other community partners to participate in the HEART Program. The HEART program represents an innovative system of care that provides integrated subsidized housing and a supportive services network that advances family stability for 50 at risk families. The Housing Authority also administers the Tenant Based Rental Assistance Program, funded by Florida Housing Corporation, which provides temporary housing assistance to families who are homeless.</p> <p>The Housing Authority recognizes the resident as their ultimate customer. The Authority is continually trying to improve our management and service delivery efforts through oversight, assistance and selective intervention by highly skilled, diagnostic and result- oriented personnel. The Authority has created a problem solving partnership with our residents, the community, and government leadership.</p>

B.4.	<p>Most Recent Fiscal Year Audit</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
Other Document and/or Certification Requirements.	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
C.2	<p>Civil Rights Certification.</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><i>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>See HUD Form 50075.2 approved by HUD on 11/09/2015</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section:

- A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §905.234(e))

PHA Consortia Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §903.128(a))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(1) and 24 CFR §903.12(b)) Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(2)(i) and 24 CFR §903.12(b))

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(h)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(f)) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(e))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(v) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b))

Safety and Crime Prevention (VAWA). A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(ii))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list, b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan), or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: <http://www.hud.gov/offices/nph/programs/nph/hopecs/index.cfm>. (Notice PHH 1999-51) (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.2(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI, and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/nph/programs/nph/hopecs/index.cfm>. (Notice PHH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The

application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at <http://www.hud.gov/offices/pih/programs/pih/hopec/index.cfm>. (Notice PHJ 2010-40)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/demodispo/index.cfm>. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing buildings (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; (2) An analysis of the projects or buildings required to be converted; and (3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(i))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants)

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(i)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(j))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-IIP.

C.2 Civil Rights Certification. Form HUD-50077 SM-IIP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs, addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(k))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7(g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Hollywood Housing Authority

Streamlined Annual PHA Plan (High Performer PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
	<p>Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.</p> <p>Applicability. Form HUD-50075-HP is to be completed annually by High Performing PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA <u>do not</u> need to submit this form.</p> <p>Definitions.</p> <ol style="list-style-type: none"> (1) High-Performer PHA – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a higher performer on <u>both</u> of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing. (2) Small PHA – A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550. (3) Housing Choice Voucher (HCV) Only PHA – A PHA that administers more the 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing. (4) Standard PHA – A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments. (5) Troubled PHA – A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent (6) Qualified PHA – A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled. 	
A	PHA Information.	
A.1	<p>PHA Name: <u>Hollywood Housing Authority</u> PHA Code: <u>FL136</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning above) Number of Public Housing (PH) Units: <u>120</u> Number of Housing Choice Voucher (HCVs): <u>801 (included 40 SRO Units)</u> Total Combined Units/Vouchers: <u>921</u> PHA Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p>	

A.1 Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

The following are the specific locations where the public may obtain copies of the 2018 Annual PHA Plan:

- Administrative Office – 7350 N. Davie Road Extension, Hollywood, FL 33024

PHA Consortia: (Check box if submitting a joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead HA:					

B	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review (See attachment #136b01).</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p>Total Section 8 applications are approximately 207. Flipping properties has reappeared. Private investors have reduced single family homes in our jurisdiction. More rentals are being built but few would be defined as affordable housing. Our Public Housing for seniors has 50 applicants on the waiting list. Rental values are moving upward and will continue to do so as many residents are no longer looking to buy homes. Based on the foregoing the HHA is committed to building and attaining more affordable housing units and Section 8 Vouchers. The waiting list for Apollo Terrace – 35 (3 bedrooms).</p> <p><u>Waiting List for Public Housing: Apollo Terrace</u></p> <p>Total: 35 Extremely Low Income: 24-69% Very Low Income: 6/17% Low Income: 5/14% Families with children: 35-100% Families with Disabilities: 1-3% White: 1-3% Black/African American: 25-71% Hispanic: 9-26%</p>

B.1

Bedrooms:
3 BR: 35-100%

The waiting list has been closed for 46 months. The PHA expects to reopen the list in the PHA Plan year.

Waiting List for Public Housing: Driftwood Terrace

Total: 49
Extremely Low Income: 18-37%
Very Low Income: 9-18%
Low Income: 1-2%
Elderly Families: 49-100%
Families with Disabilities: 3-6%
White: 6-12%
Black/African American: 1-2%
Asian: 1-2%
Hispanic: 41-84%

The waiting list has been closed for 71 months. The PHA expects to reopen the list in the PHA Plan year.

Waiting List for Section 8

Total: 207
Extremely Low Income: 162-78%
Very Low Income: 37-18%
Low Income: 8-4%
Families with children: 162-78%
Elderly families: 16-8%
Families with Disabilities: 23-11%
White: 7-3%
Black/African American: 173-84%
American Indian/Alaska Native: 4-2%
Hispanic: 23-11%

The waiting has been closed for 41 months and the PHA does not expect to reopen in PHA Plan year.

B.1

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions:

Public Housing

Deconcentration:

The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:

The PHA does not have general occupancy public housing developments covered by the deconcentration rule.

Financial Resources:

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2018 grants)		
a) Public Housing Operating Fund	330,000.00	
b) Public Housing Capital Fund	121,303.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,000,000.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME (TBRA)	240,000.00	
Other Federal Grants (list below)		
Single-Room Occupancy (SRO)	175,000.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	363,000.00	Public housing operations
4. Other income (list below)		
Other Income	4,600.00	Public housing operations
Non-Dwelling Rent	50,000.00	Public housing operations
Portables Income	170,000.00	Section 8 tenant-based assistance
5. Non-federal sources (list below)		
Total resources	\$9,453,903.00	

Violence Against Women Act (VAWA)
(See attachment fl136c01)

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

- Y N
- Hope VI or Choice Neighborhoods.
 - Mixed Finance Modernization or Development.
 - Demolition and/or Disposition.
 - Conversion of Public Housing to Tenant-Based Assistance.
 - Conversion of Public Housing to Project-Based Assistance under RAD.
 - Project-Based Vouchers.
 - Units with Approved Vacancies for Modernization.
 - Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA

Mixed Finance Modernization or Development:

The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #1:

- Apply for additional rental vouchers
- Leverage private or other public funds to create additional housing opportunities

Progress Statement: Applied and received two separate grants for vouchers at \$175,000.00.

PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #2:

- Improve public housing management

B.3

- Improve voucher management
- Renovate or modernize public housing units
- Demolish or dispose of obsolete public housing

Progress Statement: PHA is high performer in both PHAS and SEMAP. PHA was denied Tax Credit project based on not being desolate.

PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES

The PHA established the following objectives to strive in meeting goal #3

- Provide voucher mobility counseling
- Continue outreach efforts to potential voucher landlords

Progress Statement: Progress reached.

PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT

The PHA established the following objectives to strive in meeting goal #4

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups (elderly, person with disabilities)

Progress Statement: Additional changes at Apollo Terrace.

PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS

The PHA established the following objectives to strive in meeting goal #5

- Utilize excess land to enable our affiliate to create a senior complex with low-income tax credits and other future projects.

Progress Statement: Tax Credit project at Apollo Terrace denied by HUD.

PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING

The PHA established the following objectives to strive in meeting goal #6

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability

Progress Statement: Progress reached through inspections and interviews.

B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe: <i>N/A</i></p>
C.	<p>Other Document and/or Certification Requirements.</p>
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan (See attachment fl136d01).</i></p>
C.2	<p>Civil Rights Certification.</p> <p><i>Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan (See 50077-ST-HCV-HP – attachment fl136d01).</i></p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. (See attachment fl136a01)</p>
C.4	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan (See attachment fl136d01).</i></p>
D.	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administers public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>See HUD Form 50075.2 approved by HUD on 06/13/2016</p>
	<p>Challenged Elements: No Challenged Elements</p>

Attachment: fl136a01
Hollywood Housing Authority
Resident Advisory Board Consultation Process and Comments – FYB 2018

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, posted notice to all residents/participants of opportunity to serve on Resident Advisory Board
June 29, 2017

2. Resident Advisory Board Selection

Selection made from resident/participant response **July 7, 2017**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan

Notify Resident Advisory Board of scheduled meeting

Hold Resident Advisory Board meeting **July 7, 2017**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **July 24, 2017**

Notify Resident Advisory Board **July 7, 2017**

Hold Public Hearing meeting **September 7, 2017**

5. Documentation of resident recommendations and PHA's response to recommendations

Friday, July 7, 2017
9:00 AM
Driftwood Community Room

RAB Meeting

Attendees: Maria Diaz, Carlos Morales, Frances Narucki, Sue Shagam and Lydia Bances, residents of Driftwood Terrace. Also, Tony Urrutia - Case Worker, Dinorah Torres – Public Housing Property Manager and Tim Schwartz - Executive Director of the Hollywood Housing Authority.

One of the good things that we have done this year which was very costly is the replacement of the generator fuel tank. The tank was replaced due to a fuel leak discovered by Allen (Head Maintenance Man) a few months ago.

We are in the process of finishing the Spalding in the common areas of Driftwood Terrace the work is being performed by maintenance due to the price since hiring a company to do the work was going to be costly.

In order to reduce the overflow of garbage being thrown in all three floors we are having Jesus (Junior Maintenance Man) and Allen come in on holidays to remove any garbage or furniture left on the floors of the garbage disposal rooms.

We have hired a company to cut the grass at Driftwood Terrace and Apollo Terrace so that we can release maintenance and have them work inside our Public Housing units. This will be a Section 8 company.

We are in the process of finishing painting the front entrance doors in Driftwood Terrace. Also, we started painting the stairs at Apollo Terrace. This should be completed within the next two weeks.

A complaint was brought up at the last meeting concerning a tree in the South wing of Driftwood Terrace due to the tree's branches dripping sap which has caused discoloration of the sidewalk and some residents are requesting for the tree to be removed. A petition will be brought to the H.H.A. signed by residents wishing to remove the tree.

A no smoking policy at Driftwood Terrace will take place once it receives board approval. The residents that don't comply will get three (3) warning notices. Once the policy is approved we will be amending the Lease.

An update to VAWA is that waiting list applicants will be able to be pulled from the waiting lists if they are victims of domestic violence. HUD guidelines require the notice to be sent by the end of year 2017.

Attachment: fl136b01
Hollywood Housing Authority
Deconcentration Policy

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

PHA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

PHA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

12-IV.E. DECONCENTRATION

PHA Policy

If subject to deconcentration requirements, the PHA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve the PHA's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.

12-IV.F. REEXAMINATION POLICIES FOR TRANSFERS

PHA Policy

The reexamination date will be changed to the first of the month in which the transfer took place.

Attachment: fl136c01
Hollywood Housing Authority
Violence Against Women
Reauthorization Act (VAWA) Policy and
Emergency Transfer Plan

HOLLYWOOD HOUSING AUTHORITY
Hollywood, Florida

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT
(VAWA) OF 2013 POLICY**

Adopted by PHA Board of Commissioners

Resolution No.: _____

Date of Adoption: _____

Effective Date of Implementation: _____

Authorized Use by Hollywood Housing Authority

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VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT 2013 (VAWA) POLICY

INTRODUCTION

The Violence Against Women Reauthorization Act of 2013 (VAWA) protects applicants, residents, participants and affiliated individuals who are victims of domestic violence, dating violence, sexual assault, and stalking (collectively VAWA crimes) from being denied housing assistance, evicted or terminated from housing assistance based on acts of such violence.

VAWA expands remedies for victims of VAWA crimes by requiring housing agencies (HAs) to have an emergency transfer plan and permit for bifurcation of a lease. This will allow reasonable time for tenants to establish eligibility for assistance under a VAWA-covered program or to find new housing when an assisted household must be divided as a result of the violence or abuse covered by VAWA.

This Policy is required by the Violence Against Women Reauthorization Act of 2013 and contains all the mandatory protections and remedies afforded to applicants, residents, participants, and affiliated individuals who are victims of domestic violence, dating violence, sexual assault, and stalking.

For the purposes of the Violence Against Women Reauthorization Act 2013 Policy, the term "tenant" shall refer to an assisted family and the members of the household on their lease, but does not include guests or unreported members of a household. In addition, a live-in aide or caregiver is not a tenant, unless otherwise provided by program regulations, and cannot invoke VAWA protections.

OBJECTIVES

The Hollywood Housing Authority (hereinafter referred to as PHA), in an effort to maintain a safe environment for applicants, tenants, PHA employees, PHA contractors, and others who may be affected by a VAWA crime, shall establish policies and procedures to implement the provisions of the Violence Against Women Reauthorization Act of 2013 in compliance with Fair Housing Act and Equal Opportunities (FHEO), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA), HUD regulations/notices, the PHA Plan, the Admission to and Occupancy of Public Housing (ACOP), the Section 8 HCVP Administrative Plan, and State and local housing laws.

The PHA will maintain compliance with all applicable requirements of VAWA and assist in reducing domestic violence, dating violence, sexual assault, stalking, and homelessness by:

- Providing and maintaining housing opportunities for victims of domestic violence, dating violence, sexual assault, or stalking,
 - Creating and maintaining collaborative partnerships between the PHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence,
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- sexual assault, or stalking (whether actual or imminent threat) who are assisted by the PHA;
 - Protecting the physical safety of victims of domestic violence, dating violence, sexual assault, or stalking (whether actual or imminent threat) who are assisted by the PHA;
 - Responding appropriately to incidents of domestic violence, dating violence, sexual assault, or stalking, affecting families or individuals assisted by the PHA.

APPLICABILITY

The VAWA Policy shall be applicable to the following HUD programs (hereinafter referred to as covered housing programs):

- Section 202 Supportive Housing for the Elderly (12 U.S.C. 1701q), with implementing regulations at 24 CFR part 891.
- Section 811 Supportive Housing for Persons with Disabilities (42 U.S.C. 8013), with implementing regulations at 24 CFR part 891.
- Housing Opportunities for Persons with AIDS (HOPWA) program (42 U.S.C. 12901 et seq.), with implementing regulations at 24 CFR part 574.
- HOME Investment Partnerships (HOME) program (42 U.S.C. 12741 et seq.), with implementing regulations at 24 CFR part 92.
- Homeless programs under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360 et seq.), including the Emergency Solutions Grants program (with implementing regulations at 24 CFR part 576), the Continuum of Care program (with implementing regulations at 24 CFR part 578), and the Rural Housing Stability Assistance program (with regulations forthcoming).
- Multifamily rental housing under section 221(d)(3) of the National Housing Act (12 U.S.C. 17151(d)) with a below-market interest rate (BMIR) pursuant to section 221(d)(5), with implementing regulations at 24 CFR part 221.
- Multifamily rental housing under section 236 of the National Housing Act (12 U.S.C. 1715z-1), with implementing regulations at 24 CFR part 236.
- HUD programs assisted under the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.); specifically, public housing under section 6 of the 1937 Act (42 U.S.C. 1437d) (with regulations at 24 CFR Chapter IX), tenant-based and project-based rental assistance under section 8 of the 1937 Act (42 U.S.C. 1437f) (with regulations at 24 CFR chapters VIII and IX), and the Section 8 Moderate Rehabilitation Single Room Occupancy (with implementing regulations at 24 CFR part 882, subpart H).
- The Housing Trust Fund (12 U.S.C. 4568) (with implementing regulations at 24 CFR part 93).

The regulations the 24 Code of Federal Regulations (CFR) Part 5, subpart L, are supplemented by the specific regulations for the HUD-covered housing programs. The program-specific regulations address how certain VAWA requirements are to be implemented and whether they can be implemented for the applicable covered housing program, given the statutory and regulatory framework for the program. When there is conflict between the regulations of 24 CFR Part 5, subpart L and the program-specific regulations, the program-specific regulations govern.

Where assistance is provided under more than one covered housing program and there is a conflict between VAWA protections or remedies under those programs, the individual seeking the VAWA protections or remedies may choose to use the protections or remedies under any or all of those programs, as long as the protections or remedies would be feasible and permissible under each of the program statutes.

VAWA POLICY PROVISIONS

A. VAWA Protections

Only tenants who are assisted by the PHA can invoke the VAWA protections that apply solely to tenants. However, an individual is entitled to VAWA protections if the individual is an applicant for PHA housing assistance.

Nondiscrimination and Equal Opportunity Requirements: VAWA protections are not limited to women but apply to all victims of domestic violence, dating violence, sexual assault and stalking regardless of sex, gender identity, or sexual orientation.

Consistent with the nondiscrimination and equal opportunities requirements, victims cannot be discriminated against on the basis of any protected class, including race, color, national origin, religion, sex, familial status, disability, or age.

Consistent with HUD's Equal Access Rule, HUD-assisted and HUD-insured housing are to be made available to all otherwise eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status.

VAWA protections also apply when the victim and perpetrator are of the same sex. VAWA protections are provided to victims regardless of citizenship or immigration eligibility.

Self-Petitioners: Section 214 of the Housing and Community Development Act of 1980 states that HUD may not allow financial assistance to ineligible non-citizens, but assistance must not be denied while verifying immigration status.

VAWA also provides protections for "self-petitioners" who are noncitizens and claim to be victims of "battery or extreme cruelty" by their spouse or parent who is a U.S. citizen or lawful permanent resident (LPR). VAWA covers the following types of battery or extreme cruelty: domestic violence, dating violence, sexual assault, and stalking.

Self-petitioners can indicate that they are in "satisfactory immigration status" when applying for assistance or continued assistance from a Section 214 covered housing provider. "Satisfactory immigration status" means an immigration status which does not make the individual ineligible for financial assistance. After the PHA verifies the

immigration status in the Department of Homeland Security (DHS) Systematic Alien Verification for Entitlements (SAVE) System, the PHA will make a final determination as to the self-petitioner's eligibility.

Housing assistance and all other VAWA protections will be granted to the self-petitioner throughout the verification process until a final determination of the LPR status is made.

If the final determination is to deny the VAWA self-petitioner or the LPR petition, the PHA will alert the petitioner and take actions to terminate the voucher assistance or evict the petitioner from public housing in accordance with existing PHA public housing requirements.

Live-In Aides: Live-in aides are entitled to VAWA protections if the live-in aid is an applicant for PHA housing assistance. Live-in aides could be an affiliated individual of a tenant and if the live-in aide as an affiliated individual is a victim of domestic violence, dating violence, sexual assault, or stalking. The tenant with whom the affiliated individual is associated cannot be evicted or have assistance terminated on the basis that the affiliated individual was a victim of a VAWA crime.

B. Notification of Occupancy Rights and Certification Form Requirements

The Notice of Occupancy Rights Under the Violence Against Women Act (Form HUD-5380) explains the VAWA protections including, the rights to confidentiality and any VAWA protection limitations to applicants, tenants, and affiliated individuals.

The Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternative Documentation (Form HUD-5382) is to be completed by the victim to document an incident of domestic violence, dating violence, sexual assault, or stalking that:

- States that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking;
- States that the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection meets the applicable definition for such incident; and
- Includes the name of the individual who committed the domestic violence, dating violence, sexual assault, or stalking, if the name is known and safe to provide.

The PHA will provide **each** applicant and tenant the Notice of Occupancy Rights and the Certification Form at each of the following times:

- At the time the applicant is denied assistance or admission;
- At the time the individual is provided assistance or admission;
- With any notification of eviction or notification of termination of assistance; and
- During the 12-month period following December 16, 2016, either during the annual recertification or lease renewal process, whichever is applicable, or, if there will be no recertification or lease renewal for a tenant during the first year

after December 16, 2016, through other means, including but not limited to assisted housing briefing materials, PHA notices/newsletters, and/or websites.

In accordance with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), the PHA shall make available The Notice of Occupancy Rights and the Certification Form in multiple languages.

The PHA will include a description of the VAWA protections afforded to victims of VAWA crimes in HUD-required leases, lease addendums, or tenancy addendums as applicable.

C. Denial of Admission, Termination of Assistance or Eviction

The PHA will not deny admission to, deny assistance under, terminate from participating in, or evict from housing on the basis or as direct result of the fact that an applicant or tenant is, or has been, a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.

Criminal Activity: The PHA will not deny tenancy or occupancy rights to a tenant solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking if:

- The criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant; and
- The tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking.

Incidents of Actual or Threatened VAWA Crimes: The PHA will not consider an incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking as:

- A serious or repeated violation of a lease executed by the victim or threatened victim of such incident; or
- Good cause for terminating the assistance, tenancy, or occupancy rights of the victim or threatened victim of such incident.

The PHA will deny admission or assistance to any member of the applicant household who is a perpetrator of domestic violence, dating violence, sexual assault, or stalking.

In adopting local standards, supportive of or in addition to the mandated reasons for denial of admission, the PHA will deny admission or assistance to an individual in the applicant family whose screening process provides relevant information reflecting a history of crimes involving domestic violence, dating violence, sexual assault, stalking, or other crimes of physical violence to persons or property.

D. Confidentiality

The PHA will retain in the strictest confidence all information pursuant to VAWA including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking.

The PHA will not allow any individual administering assistance on behalf of the PHA, in the employ of the PHA, or any persons contracted by the PHA to have access to confidential information unless it is explicitly necessary for these individuals to have access to the information under applicable Federal, State, or local law.

The PHA will not enter the VAWA confidential information into any shared database or disclose the information to any other entity or individual, except to the extent that the disclosure is:

- Requested or consented to in writing by the individual in a time-limited release;
- Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or
- Otherwise required by applicable law.

E. Certification of Claim of a VAWA Crime

If an applicant or tenant claims to be a victim of domestic violence, dating violence, sexual assault, or stalking and is entitled to the VAWA protections or remedies, the PHA may request, in writing, that the applicant or tenant submit any one of the following as documentation of domestic violence, dating violence, sexual assault, or stalking. It is at the discretion of the applicant or tenant as to which one of the following forms of documentation to submit:

- The Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternative Documentation (Form HUD-5382); or
- A document:
 - Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional or mental health professional (collectively "professional") from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;
 - Signed by the applicant or tenant; and
 - That specifies, under penalty of perjury, that the professional believes in the occurrence of an incident of domestic violence, dating violence, sexual assault, or stalking that is the grounds for protection and remedies and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking; or
- A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- At the discretion of the PHA, a statement or other evidence provided by the applicant or tenant.

If the PHA does not receive the documentation requested within 14 business days after the applicant or tenant received the request in writing for the documentation from the PHA, the PHA may

- Deny admission by the applicant or tenant;
- Deny assistance to the applicant or tenant;

- Terminate the participation of the tenant; or
- Evict the tenant or a lawful occupant that commits a violation of a lease.

The PHA at its discretion may extend the 14-business-day deadline.

If the PHA receives documentation that contains conflicting information (including certification forms from two or more members of a household with each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator), the PHA may require the applicant or tenant to submit third-party documentation within 30 calendar days of the date of the request for the third-party documentation.

Note: The PHA is not required to request that an individual submit documentation of the status of the individual as a victim of domestic violence, dating violence, sexual assault, or stalking.

F. Family Break-Ups and VAWA

The PHA will determine which family members continue to receive assistance if the family breaks up. If the family breaks up as a result of an occurrence of domestic violence, dating violence, sexual assault, or stalking, the PHA will ensure that the victim retains the assistance.

Other policies regarding family break-up are contained in the PHA's public housing Admissions and Continued Occupancy Policy (ACOP) and the Section 8 HCV Administrative Plan.

G. Limitations of VAWA Protections

The tenant may invoke VAWA protections on more than one occasion and the PHA will not subject additional conditions that would adversely affect the tenant's tenancy because they have invoked VAWA protections. There are no limitations on the number of occasions a victim can invoke VAWA protections.

The PHA will comply with a court order in respect to:

- The rights of access or control of property, including cooperating with law enforcement to enforce civil protection orders issued to protect the victim of domestic violence, dating violence, sexual assault, or stalking; or
- The distribution or possession of property among members of the household.

The PHA may evict or terminate assistance to a tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the tenant or an affiliated individual of the tenant. The PHA will not subject the tenant who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, or is affiliated with an individual who is or has been a victim of domestic violence, dating violence, sexual assault or stalking, to a more demanding standard than other tenants when determining whether to evict or terminate assistance.

The PHA may terminate assistance or evict a tenant if the PHA can demonstrate an actual and imminent threat to other tenants, PHA employees, or those employed at or providing services to the PHA would be present if that tenant or lawful occupant is not terminated from assistance or evicted. An actual and imminent threat refers to a physical danger that is real, would occur within an immediate time frame and could result in death or serious bodily harm. Words, gestures, actions or other indicators can be considered an actual and imminent threat. In determining whether an individual would pose an actual and imminent threat, the PHA will consider the following factors:

- The duration of the risk,
- The nature and severity of the potential harm,
- The likelihood that the potential harm will occur, and
- The length of time before the potential harm will occur.

The PHA will utilize termination of assistance or eviction only when there are no other actions the PHA can employ to reduce or eliminate the threat, including but not limited to transferring the victim to a different unit, barring the perpetrator from the property, and contacting law enforcement in order to keep the property safe to prevent the perpetrator from acting on a threat.

The PHA will terminate tenancy or assistance, or refuse to renew a lease or assistance, to any household member who is the perpetrator of domestic violence, dating violence, sexual assault, stalking, or who engages in criminal acts of physical violence against family members or others.

H. Removal of Perpetrator (Lease Bifurcation)

Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or Federal, State, or local law to the contrary, the PHA may bifurcate a lease, or remove a household member from a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to such a member who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual.

The PHA may bifurcate a lease without regard to whether a household member is a signatory to the lease and without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such criminal activity who is also a tenant or lawful occupant.

The PHA's dwelling lease shall contain provisions for eviction, removal, termination of occupancy rights, or termination of assistance in accordance with the procedures prescribed by Federal, State and local law applicable to terminations of tenancy and evictions. The Tenancy Addendum (Form HUD-52641-A) shall be attached to all leases for dwelling units occupied by PHA-assisted families in the HCV program.

The PHA retains all rights to add the name of the perpetrator to its "Banned and Criminal Trespass" list that is provided to the local law enforcement.

I. Reasonable Time to Establish Eligibility for Assistance or Find Alternative Housing Following Bifurcation of Lease

If the PHA exercises the option to bifurcate the lease and the individual who was evicted or for whom the assistance was terminated was the eligible tenant, the PHA shall provide to any remaining tenant or tenants that were not already eligible a period of 90 calendar days from the date of bifurcation of the lease to:

- Establish eligible immigration status; or
- Establish eligibility under another housing program; or
- Find alternative housing.

The 90-calendar-day period is the total period provided to the remaining tenants to establish eligible immigration status. The 90-calendar-day period will not be available to a remaining household member if prohibited by statutory requirements. The 90-day-calendar period will not apply beyond the expiration of the lease unless permitted by program regulation.

The PHA may extend the 90-calendar-day period up to an additional 60 calendar days unless the PHA is prohibited from doing so due to regulations or unless the time period would extend beyond the expiration of the lease.

J. Emergency Transfer Plan (ETP)

The PHA's Emergency Transfer Plan addresses situations that involve significant risk to tenants who are, have been, or reasonably believe they will be victims of domestic violence, dating violence, sexual assault, or stalking. The PHA may approve an emergency transfer for tenants, regardless of sex, gender identity or sexual orientation, to move from their current unit to a "safe unit." A safe unit is a unit the victim of domestic violence, dating violence, sexual assault, or stalking believes to be safe.

The ability of the PHA to honor the request for an emergency transfer depends upon a preliminary determination that:

- The tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and
- Whether the PHA has another unit that is available and is safe to offer the tenant for temporary or permanent occupancy.

The Emergency Transfer Plan provides that a tenant receiving rental assistance through or residing in a unit subsidized under the PHA who is a victim of domestic violence, dating violence, sexual assault, or stalking will qualify for an emergency transfer if:

- The tenant expressly requests the transfer (Form HUD-5383, Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking); and
- The tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or

- In the case of a tenant who is a victim of sexual assault, either the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

The tenant who is a victim of sexual assault may make an imminent harm request regardless of when or where the sexual assault occurred, and the PHA may permit more than 90 calendar days from the date of the sexual assault.

The PHA cannot guarantee that the emergency transfer request will be approved or how long it will take to process the request for an emergency transfer. The PHA will act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of the unit. If the tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit.

The tenant may qualify for either an internal emergency transfer or external transfer.

- An internal emergency transfer is the relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
- An external emergency transfer is the relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is the tenant must undergo an application process in order to reside in the new unit.

The tenant may seek an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available.

If a safe unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The PHA will not transfer the tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If the PHA does not have a safe and available unit for a tenant requesting an emergency transfer, the PHA will assist the tenant in identifying other housing providers who may have a safe and available unit to which the tenant could move. At the tenant's request, the PHA will assist the tenant in contacting local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

VAWA strict confidentiality measures are included in the Emergency Transfer Plan so as not to disclose the location of the new unit to the abuser.

The PHA will make the Emergency Transfer Plan available upon request and, when feasible, make the Plan publicly available.

The PHA will keep a record of all emergency transfers requested under its Emergency Transfer Plan and the outcome of the requests. The PHA shall retain these records for a period of three (3) years or for a period of time as specified by program regulations. The PHA must report the requests and outcomes to HUD annually. The PHA will provide reasonable accommodation for individuals with disabilities.

An emergency transfer request must not be construed to supersede any PHA eligibility or other occupancy requirements.

K. PHA Relationships with Service Providers

The PHA will seek and establish partnerships with private, governmental, and victim advocacy organizations which provide counseling, shelter, and/or services to victims of domestic violence, dating violence, sexual assault, or stalking.

In its efforts to maintain a safe environment for its tenants, the PHA will become familiar with other housing providers that provide both private market units or other government-assisted units, not solely HUD-assisted units, that can be used to assist victims of domestic violence, dating violence, sexual assault, or stalking to move quickly.

L. PHA's Safety and Crime Prevention Measures

The PHA will include in its 5-Year Plan a statement of the goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of victims of domestic violence, dating violence, sexual assault, or stalking.

The PHA will include in its Annual Plan a statement of any domestic violence, dating violence, sexual assault, and stalking prevention programs and descriptions of any activities, services, or programs provided or offered by the PHA, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking that:

- Help victims of domestic violence, dating violence, sexual assault, or stalking obtain or maintain housing;
- Prevent domestic violence, dating violence, sexual assault, or stalking; or
- Enhance victim safety in assisted housing.

M. Relationship with Other Applicable Laws

Neither the Violence Against Women Reauthorization Act of 2013 (VAWA) nor the VAWA Policy adopted by the PHA shall preempt or supersede any provision of Federal, State, or local law that provides greater protections than that provided under VAWA for victims of domestic violence, dating violence, sexual assault, or stalking.

N. Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with this Policy, automatically supersede this Policy.

The PHA will revise this Policy periodically as approved by the PHA Board of Commissioners.

DEFINITIONS

1937 Act

The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.).

Actual and Imminent Threat

Refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur.

Affiliated Individual

- A spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of that individual); or
- Any individual, tenant, or lawful occupant living in the household of that individual.

Applicant

A person or a family that has applied for housing assistance.

Available Unit

A unit that is not occupied and is available to tenants per program requirements, eligibility, unit restrictions, and term limitations.

Covered Housing Provider

Refers to the individual or entity under a covered housing program that has responsibility for the administration and/or oversight of VAWA protections and includes PHAs, sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities. The program-specific regulations for the covered housing programs identify the individual or entity that carries out the duties and responsibilities of the covered housing provider as set forth in part 5, subpart L. For any of the covered housing programs, it is possible that there may be more than one covered housing provider; that is, depending upon the VAWA duty or responsibility to be performed by a covered housing provider, the covered housing provider may not always be the same individual or entity.

Bifurcate

To divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable HUD-covered program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy of the remaining tenants and lawful occupants.

Covered Housing Programs

- Section 202 Supportive Housing for the Elderly (12 U.S.C. 1701q), with implementing regulations at 24 CFR part 891
- Section 811 Supportive Housing for Persons with Disabilities (42 U.S.C. 8013), with implementing regulations at 24 CFR part 891.

- Housing Opportunities for Persons With AIDS (HOPWA) program (42 U.S.C. 12901 et seq.), with implementing regulations at 24 CFR part 574.
- HOME Investment Partnerships (HOME) program (42 U.S.C. 12741 et seq.), with implementing regulations at 24 CFR part 92.
- Homeless programs under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360 et seq.), including the Emergency Solutions Grants program (with implementing regulations at 24 CFR part 576), the Continuum of Care program (with implementing regulations at 24 CFR part 578), and the Rural Housing Stability Assistance program (with regulations forthcoming).
- Multifamily rental housing under section 221(d)(3) of the National Housing Act (12 U.S.C. 17151(d)) with a below-market interest rate (BMIR) pursuant to section 221(d)(5), with implementing regulations at 24 CFR part 221.
- Multifamily rental housing under section 236 of the National Housing Act (12 U.S.C. 1715z-1), with implementing regulations at 24 CFR part 236.
- HUD programs assisted under the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.); specifically, public housing under section 6 of the 1937 Act (42 U.S.C. 1437d) (with regulations at 24 CFR Chapter IX), tenant-based and project-based rental assistance under section 8 of the 1937 Act (42 U.S.C. 1437f) (with regulations at 24 CFR chapters VIII and IX), and the Section 8 Moderate Rehabilitation Single Room Occupancy (with implementing regulations at 24 CFR part 882, subpart H).
- The Housing Trust Fund (12 U.S.C. 4568) (with implementing regulations at 24 CFR part 93).

Dating Violence

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. The term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

External Emergency Transfer

An emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.

Fair Housing Act

Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.).

Family

Includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or

A group of persons residing together, and such group includes, but is not limited to:

- A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
- An elderly family;
- A near-elderly family;
- A disabled family;
- A displaced family; and
- The remaining member of a tenant family.

Gender Identity

The gender with which a person identifies, regardless of the sex assigned to that person at birth and regardless of the person's perceived gender identity. Perceived gender identity means the gender with which a person is perceived to identify based on that person's appearance, behavior, expression, other gender-related characteristics, or sex assigned to the individual at birth or identified in documents.

Guest

A person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

Household

The family and PHA-approved live-in aide and/or foster children/adults.

HUD

The Department of Housing and Urban Development

Internal Emergency Transfer

An emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.

Live-In Aide

A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- Is determined to be essential to the care and well-being of the persons;
- Is not obligated for the support of the persons; and
- Would not be living in the unit except to provide the necessary supportive services.

Other Person under the Tenant's Control

The person, although not staying as a guest (as defined in this section) in the unit, is, or was at the time of the activity in question, on the premises (as premises is defined in this section) because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control.

Premises

The building or complex or development in which the public or assisted housing dwelling unit is located, including common areas and grounds.

Public Housing

Housing assisted under the 1937 Act, other than under Section 8. "Public housing" includes dwelling units in a mixed-finance project that are assisted by a PHA with capital or operating assistance.

Public Housing Agency (PHA)

Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

Perpetrator

Perpetrator means a person who commits an act of domestic violence, dating violence, sexual assault, or stalking against a victim.

Reasonable Belief of Imminent Harm

It does not matter when the initial act occurred if the current belief of the victim of a threat of imminent harm is reasonable.

Responsible Entity

For the public housing program and the Section 8 HCV (tenant-based assistance) program, responsible entity means the PHA administering the program under an Annual Contributions Contract with HUD.

Safe Unit

A unit that the victim of domestic violence, dating violence, sexual assault, or stalking believes is safe.

Satisfactory Immigration Status

An immigration status which does not make the individual ineligible for financial assistance.

Sexual Assault

Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's individual safety or the safety of others; or
- Suffer substantial emotional distress.

Sexual Orientation

One's emotional or physical attraction to the same and/or opposite sex (e.g., homosexuality, heterosexuality, or bisexuality).

Tenant

An assisted family and the members of the household on their lease, but does not include guests or unreported members of a household. A live-in aide or caregiver is not a tenant, unless otherwise provided by program regulations, and cannot invoke VAWA protections.

VAWA

The Violence Against Women Act of 1994, as amended (42 U.S.C. 13925 and 42 U.S.C. 14043e et seq.).

VAWA Crimes

Domestic violence, dating violence, sexual assault, or stalking.

NOTICE

The Nelrod Company has made its best efforts to comply with regulations, laws, and Federal/local policies. The Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that the Housing Authority's general counsel and/or attorney review this policy prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than The Nelrod Company.

**HOLLYWOOD HOUSING AUTHORITY
Hollywood, Florida**

**EMERGENCY TRANSFER PLAN
FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING**

<p>Adopted by PHA Board of Commissioners</p> <p>Resolution No.: _____</p> <p>Date of Adoption: _____</p> <p>Effective Date of Implementation: _____</p>
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HOLLYWOOD HOUSING AUTHORITY EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

EMERGENCY TRANSFERS

The Hollywood Housing Authority (hereinafter referred as PHA) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), the PHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit.

For the purposes of the Violence Against Women Reauthorization Act of 2013, the term "tenant" shall refer to an assisted family and the members of the household on their lease, but does not include guests or unreported members of a household.

The ability to request a transfer is available regardless of race, color, national origin, religion, familial status, marital status, disability, age, sex, actual or perceived sexual orientation, or gender identity.

The ability of the PHA to honor such requests for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and upon whether the PHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This Plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This Plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD).

ELGIBILITY FOR EMERGENCY TRANSFER

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L, is eligible for an emergency transfer if:

1. The tenant expressly requests the emergency transfer (Form HUD-5383, Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking); and
2. The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; or
3. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

EMERGENCY TRANSFER REQUEST DOCUMENTATION

To request an emergency transfer, the tenant shall notify the PHA's management office and submit a written request (Form HUD-5383, Emergency Transfer Request) for a transfer to a safe location.

The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the PHA's program; or
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

The PHA will request, in writing, that the tenant submit any one of the following as documentation of domestic violence, dating violence, sexual assault, or stalking. It is at the discretion of the tenant as to which one of the following forms of documentation to submit.:

- The Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternative Documentation (Form HUD-5382); or
- A document:
 - Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional or mental health professional (collectively "professional") from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;
 - Signed by the tenant; and
 - That specifies, under penalty of perjury, that the professional believes in the occurrence of an incident of domestic violence, dating violence, sexual assault, or stalking that is the grounds for protection and remedies and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking; or
- A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- At the discretion of the PHA a statement or other evidence provided by the tenant.

The PHA will provide reasonable accommodations to this Plan for individuals with disabilities.

CONFIDENTIALITY

The PHA will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families, unless the victim gives the PHA written permission to release the information on a time-limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from public housing or the Housing Choice Voucher program.

The PHA will not allow any individual administering assistance on behalf of the PHA, in the employ of the PHA, or any person contracted by the PHA to have access to confidential information unless it is explicitly necessary for these individuals to have access to the information under applicable Federal, State, or local law.

The PHA will not enter the VAWA confidential information into any shared database or disclose the information to any other entity or individual except to the extent that the disclosure is:

- Requested or consented to in writing by the individual in a time-limited release;
- Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or
- Otherwise required by applicable law.

This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant.

VAWA does not limit the PHA's duty to honor court orders about access to or control of the property. This includes orders when issued to protect a victim and orders dividing property among household members in cases when a family breaks up.

EMERGENCY TRANSFER TIMING AND AVAILABILITY

The PHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, the PHA will act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. A safe unit is a unit the victim of domestic violence, dating violence, sexual assault, or stalking believes to be safe. The PHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

The tenant may qualify for either an internal emergency transfer or external emergency transfer.

- **Internal Emergency Transfer:** Is the relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
 - The PHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available.
 - The PHA will take the following actions to assist a tenant in making an internal emergency transfer under VAWA when a safe unit is not immediately available:
 - **Public Housing to Tenant-Based:** If the victim is receiving low rent public housing assistance, and is eligible for tenant-based rental assistance, the tenant will be given priority to receive tenant-based rental assistance over individuals on the tenant-based rental assistance waiting list.
 - **Public Housing to Project-Based Voucher:** If the victim is receiving low rent public housing assistance, and is eligible for project-based voucher rental assistance, the tenant will be given priority to receive project-based voucher rental assistance over individuals on the project-based voucher rental assistance waiting list.

- Tenant-Based to Public Housing: If the victim is receiving tenant-based rental assistance, and is eligible for low rent public housing assistance, the tenant will be given priority to receive low rent public housing assistance over individuals on the low rent public housing assistance waiting list and over current public housing tenants seeking non-emergency transfers.
- Tenant-Based to Project-Based Voucher: If the victim is receiving tenant-based rental assistance, and is eligible for project-based voucher assistance, the tenant will be given priority to receive project-based voucher assistance over individuals on the project-based voucher assistance waiting list.
- Section 8/HCV: If the victim is receiving Section 8/HCV tenant-based rental assistance, the PHA will not deny the tenant's portability option to move to a safe unit located in another PHA's jurisdiction. The tenant may utilize his/her portability option as long as the tenant is in compliance with all other requirements under the tenant-based rental assistance program and has moved to the new jurisdiction to protect the health or safety of the tenant or tenant family members who has been a victim of domestic violence, dating violence, sexual assault, or stalking, and the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains in the same unit that the tenant is currently occupying.
- Project-Based Voucher: If the victim is receiving project-based voucher rental assistance, the PHA will not terminate assistance if the tenant, with or without prior notification to the PHA, moves out of a unit in violation of the lease, if the move occurs to protect the health or safety of the tenant or tenant family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, and the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains in the same unit that the tenant is occupying. The PHA will offer the tenant the opportunity for tenant-based rental assistance, if available, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance. The PHA may also offer the tenant low rent public housing assistance if the tenant is eligible and there is a unit available.
- External Emergency Transfer: Is the relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.
 - The PHA will take the following actions to assist a tenant in making an external emergency transfer under VAWA when a safe unit is not immediately available:
 - If the victim is receiving low rent public housing assistance, the PHA will enter into a Memoranda of Understanding (MOU) with another PHA to give priority to the eligible tenant to receive low rent public housing assistance over individuals on the other PHA's waiting list for low rent public housing assistance or over current public housing tenants seeking non-emergency transfers.
 - The PHA will seek and establish partnerships with private, governmental, and victim advocacy organizations which provide counseling, shelter, and/or services to victims of domestic violence, dating violence, sexual assault, or stalking.

- The PHA will become familiar with other housing providers that provide both private market units or other government-assisted units, not solely HUD-assisted units, that can be used to assist victims of domestic violence, dating violence, sexual assault, or stalking to move quickly under a VAWA emergency transfer.
- The tenant may seek an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available.

The PHA will give the highest priority to tenants requesting an emergency transfer under VAWA over the following categories of tenants seeking transfers due to:

- Emergency: Conditions in the tenant's unit, building, or at the site pose an immediate, verifiable threat to the life, health, or safety of the tenant or family members. Examples of such unit or building conditions include: a gas leak, no heat in the building during the winter, no water, toxic contamination, and serious water leaks.
- Reasonable Accommodation: These transfers are made when a tenant needs to move to a different unit as an accommodation to a tenant's disability. This kind of transfer may be requested for a variety of reasons, including but not limited to: the tenant needs to be moved to a ground floor unit because his/her disability prevents him/her from climbing stairs; the tenant needs a unit with certain physical features that cannot be provided in their current unit without undue financial and administrative burden to the PHA.
- Demolition, Disposition, Revitalization or Rehabilitation: These transfers permit the PHA to demolish, sell, or do major revitalization or rehabilitation work at a building or site.
- Occupancy Standards: These transfers are made when the tenant's family size has changed and it is now too large or too small for the unit occupied. The PHA is required to make this transfer.
- Tenant-initiated: A tenant requests a unit transfer that is not out of necessity. The PHA may establish a policy to exclude such transfers from its policy.
- Incentive: These transfers to new or rehabilitated units can be made for tenants with excellent residency histories. These transfers are not required.
- Split Family Transfers: Not all PHAs make these transfers, which permit very large families that have two adults to split into two households and be transferred to two units. A split family transfer is a type of Occupancy Standards transfer.

If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a safe unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred.

If the PHA has no safe and available units for which a tenant who needs an emergency transfer is eligible, the PHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.

At the tenant's request, the PHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this Plan.

If a tenant moved from the assisted unit during the lease term due to domestic violence, dating violence, sexual assault, or stalking, the tenant shall remain liable for the tenant rent until the PHA takes possession of the unit.

The PHA will not terminate the tenant's housing assistance if the tenant turns down a unit in which he/she believe to be unsafe. The PHA will not deny the tenant an emergency transfer if the perpetrator learned of the new unit location or another VAWA incident occurs.

SAFETY AND SECURITY OF TENANTS

During processing of the emergency transfer request and the actual transfer the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE (4673), or visit the online hotline at <https://ohi.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resoruce-center>.

ATTACHMENT

Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

DEFINITIONS

1937 Act

The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.).

Actual and Imminent Threat

Refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur.

Affiliated Individual

- A spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of that individual); or
- Any individual, tenant, or lawful occupant living in the household of that individual.

Applicant

A person or a family that has applied for housing assistance.

Available Unit

A unit that is not occupied and is available to tenants per program requirements, eligibility, unit restrictions, and term limitations.

Covered Housing Provider

Refers to the individual or entity under a covered housing program that has responsibility for the administration and/or oversight of VAWA protections and includes PHAs, sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities. The program-specific regulations for the covered housing programs identify the individual or entity that carries out the duties and responsibilities of the covered housing provider as set forth in part 5, subpart L. For any of the covered housing programs, it is possible that there may be more than one covered housing provider; that is, depending upon the VAWA duty or responsibility to be performed by a covered housing provider, the covered housing provider may not always be the same individual or entity.

Bifurcate

To divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable HUD-covered program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy of the remaining tenants and lawful occupants.

Covered Housing Programs

- Section 202 Supportive Housing for the Elderly (12 U.S.C. 1701q), with implementing regulations at 24 CFR part 891.
- Section 811 Supportive Housing for Persons with Disabilities (42 U.S.C. 8013), with implementing regulations at 24 CFR part 891.

- Housing Opportunities for Persons with AIDS (HOPWA) program (42 U.S.C. 12901 et seq.), with implementing regulations at 24 CFR part 574.
- HOME Investment Partnerships (HOME) program (42 U.S.C. 12741 et seq.), with implementing regulations at 24 CFR part 92.
- Homeless programs under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360 et seq.), including the Emergency Solutions Grants program (with implementing regulations at 24 CFR part 576), the Continuum of Care program (with implementing regulations at 24 CFR part 578), and the Rural Housing Stability Assistance program (with regulations forthcoming).
- Multifamily rental housing under section 221(d)(3) of the National Housing Act (12 U.S.C. 17151(d)) with a below-market interest rate (BMIR) pursuant to section 221(d)(5), with implementing regulations at 24 CFR part 221.
- Multifamily rental housing under section 236 of the National Housing Act (12 U.S.C. 1715z-1), with implementing regulations at 24 CFR part 236.
- HUD programs assisted under the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.); specifically, public housing under section 6 of the 1937 Act (42 U.S.C. 1437d) (with regulations at 24 CFR Chapter IX), tenant-based and project-based rental assistance under section 8 of the 1937 Act (42 U.S.C. 1437f) (with regulations at 24 CFR chapters VIII and IX), and the Section 8 Moderate Rehabilitation Single Room Occupancy (with implementing regulations at 24 CFR part 882, subpart H).
- The Housing Trust Fund (12 U.S.C. 4568) (with implementing regulations at 24 CFR part 93).

Dating Violence

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. The term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

External Emergency Transfer

An emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.

Fair Housing Act

Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.).

Family

Includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or

A group of persons residing together, and such group includes, but is not limited to:

- A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
- An elderly family;
- A near-elderly family;
- A disabled family;
- A displaced family; and
- The remaining member of a tenant family.

Gender Identity

The gender with which a person identifies, regardless of the sex assigned to that person at birth and regardless of the person's perceived gender identity. Perceived gender identity means the gender with which a person is perceived to identify based on that person's appearance, behavior, expression, other gender-related characteristics, or sex assigned to the individual at birth or identified in documents.

Guest

A person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

Household

The family and PHA-approved live-in aide and/or foster children/adults.

HUD

The Department of Housing and Urban Development

Internal Emergency Transfer

An emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.

Live-In Aide

A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- Is determined to be essential to the care and well-being of the persons;
- Is not obligated for the support of the persons; and
- Would not be living in the unit except to provide the necessary supportive services.

Other Person under the Tenant's Control

The person, although not staying as a guest (as defined in this section) in the unit, is, or was at the time of the activity in question, on the premises (as premises is defined in this section) because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control.

Premises

The building, complex, or development in which the public or assisted housing dwelling unit is located, including common areas and grounds.

Public Housing

Housing assisted under the 1937 Act, other than under Section 8. "Public housing" includes dwelling units in a mixed-finance project that are assisted by a PHA with capital or operating assistance.

Public Housing Agency (PHA)

Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

Perpetrator

Perpetrator means a person who commits an act of domestic violence, dating violence, sexual assault, or stalking against a victim.

Reasonable Belief of Imminent Harm

It does not matter when the initial act occurred if the current belief of the victim of a threat of imminent harm is reasonable.

Responsible Entity

For the public housing program and the Section 8 HCV (tenant-based assistance) program, responsible entity means the PHA administering the program under an Annual Contributions Contract with HUD.

Safe Unit

A unit that the victim of domestic violence, dating violence, sexual assault, or stalking believes is safe.

Satisfactory Immigration Status

An immigration status which does not make the individual ineligible for financial assistance.

Sexual Assault

Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's individual safety or the safety of others; or
- Suffer substantial emotional distress.

Sexual Orientation

One's emotional or physical attraction to the same and/or opposite sex (e.g., homosexuality, heterosexuality, or bisexuality).

Tenant

An assisted family and the members of the household on their lease, but does not include guests or unreported members of a household. A live-in aide or caregiver is not a tenant, unless otherwise provided by program regulations, and cannot invoke VAWA protections.

VAWA

The Violence Against Women Act of 1994, as amended (42 U.S.C. 13925 and 42 U.S.C. 14043e et seq.).

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The Nelrod Company is not responsible for any changes made to these policies by any party other than The Nelrod Company.

Attachment: fl136d01
Hollywood Housing Authority
Certifications for FYB 2018 Annual PHA Plan

**Form HUD-50077-ST-HCV-HP: PHA Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs) including Civil
Rights Certifications**

**Form HUD-50077-SL: Certification by State or Local Office of PHA
Consistency with the Consolidated Plan or State
Consolidated Plan**

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ^ Annual PHA Plan for the PHA fiscal year beginning 2018 ___, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

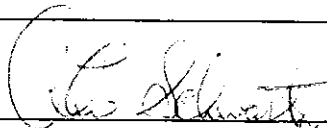
Hollywood Housing Authority
 PHA Name

FL136
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2018

5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official Tim Schwartz	Title Executive Director
Signature 	Date September 25, 2017

**Certification by State or Local
 Official of PHA Plans Consistency
 with the Consolidated Plan or
 State Consolidated Plan
 (All PHAs)**

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Dr. Wazir A. Ishmael, the City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the
Hollywood Housing Authority
PHA Name

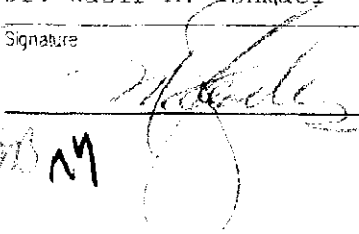
is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
 Impediments (AI) to Fair Housing Choice of the
City of Hollywood
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
 Consolidated Plan and the AI.

The Hollywood Housing Authority will provide rental assistance to meet the
Consolidated Plan Performance Framework (CPPF) objectives of: (1) Provide decent,
affordable housing and CPPF outcome; (2) Affordability. The objectives are
accomplished through the Authority's Housing Choice Voucher Public Housing
(Apollo and Driftwood Terrace Apts.), and Single-Room Occupancy (Lincoln Apts.)
programs.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will
 prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1961, 1962, 3, 4; 5 C.F.R. 2639, 3872)

Name of Authorized Official	Title
Dr. Wazir A. Ishmael	City Manager
Signature	Date
	8/16/17

WAM

Dania Beach Housing Authority

Mcguire, Rebecca

From: Brito, Odilanda
Sent: Friday, August 31, 2018 2:54 PM
To: Webster, Andrea
Subject: RE: Dania Beach Housing Authority

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon, Ms. Webster

As per your request, I contacted the city of Dania Beach Housing Authority and was able to speak with Ms. Carla Pierson. Here are some highlights of our conversation.

- There has been no new admission into the program since last year.
- Public Housing has been demolished and all clients were provided with a voucher for Section 8.
- She will provide information on the ACOP
- Last year the percentage of new admissions were homeless was 0% since the program were absorbing vouchers from other housing authorities. (same information as listed below)

Ms. Pierson stated she will respond via email.

Respectfully,

Odilanda Brito
Quality Assurance Specialist
Community Partnerships Division
Homeless Initiative Partnership Section
115 S. Andrews Ave., Rm A-370
Ft. Lauderdale, FL 33301
Tel: 954-357-5366

<http://www.broward.org/HumanServices/CommunityPartnerships/HomelessInitiativePartnership/Pages/Default.aspx>

<http://www.broward.org/HumanServices/CommunityPartnerships/CPDirectory/index.html>



From: Brito, Odilanda
Sent: Friday, August 31, 2018 2:24 PM
To: 'cpierson@daniabeachhousing.org'; 'acastro@daniabeachhousing.org'
Cc: Webster, Andrea ; Mcguire, Rebecca
Subject: Dania Beach Housing Authority

Good Afternoon, Ms. Carla Pierson

I hope this email finds you well, as per our conversation, could you please provide the following information requested below.

Broward County's, Homeless Initiative Partnership, is working on the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care Program Competition. Once again we are requesting the data so that we can have a successful application.

- a copy of Dania each's 2018 Annual PHA Plan;
- Administrative Plan (if updated since last year);
- ACOP (if updated since last year);
- indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program (the information should be for the Federal Fiscal Year 2017).
- **the % of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's last fiscal year that were homeless at the time of admission;**

Last year you informed me that the percentage of new admissions that were homeless was 0% since you were absorbing vouchers from other housing authorities. Is that the case this year as well?

[Dania Beach Housing Authority](#)
715 West Dania Beach Boulevard,
Dania Beach, FL 33004
(954) 920-9662
Website: Cl.Dania-Beach.fl.us

Ann Castro, Executive Director
acastro@daniabeachhousing.org
Carla Pierson
cpierson@daniabeachhousing.org

Can you please advise if your contact information including email address are accurate.

Please feel free to contact me if you have any questions or concerns.

Andrea Webster
Quality Assurance Coordinator
Community Partnerships Division
Homeless Initiative Partnership Section
115 S. Andrews Ave., Rm A-370
Ft. Lauderdale, FL 33301
Tel: 954-357-9704 Fax: 954-357-5521
<http://www.broward.org/HumanServices/CommunityPartnerships/HomelessInitiativePartnership/Pages/Default.aspx>
<http://www.broward.org/HumanServices/CommunityPartnerships/CPDirectory/index.html>



Respectfully,

Odilanda Brito
Quality Assurance Specialist
Community Partnerships Division
Homeless Initiative Partnership Section
115 S. Andrews Ave., Rm A-370

Deerfield Beach Housing Authority

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Super Preferences [Nan McKay PIH Alert, September 12, 2014]

PHA may establish an HCV preference for public housing families who are overcrowded and no larger unit is available. The PHA could establish a “super preference,” taking priority over any other preference.

PHA Policy

DBHA has a super preference to serve its Public Housing program resident families who are overcrowded and the PHA can no longer house the family based on its Public Housing occupancy standards. This applies only to families requiring four bedrooms or larger. Applications will be accepted for DBHA “referred” public housing families qualifying for the “super preference” even when the HCV waiting list is otherwise closed. The referred public housing family will receive the next available voucher.

The PHA is responsible for ensuring that every individual and family admitted to the HCV program meets all program eligibility requirements. The family must provide any information needed by the PHA to confirm eligibility and determine the level of the family’s assistance.

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

PHA has a local preference to serve families under HEART (Housing, Empowerment, Achievement, Recovery, & Triumph) Alliance for Sustainable Families.

HEART represents an innovative system of care that provides integrated subsidized housing and a supportive services network that advances family stability for 50 at-risk families. According to HEART, approximately 414 children are homeless. The majority of these children (94%), their siblings, and parents are part of Broward County’s population of homeless families.

Limiting Preferences to People Referred by a Partnering Organization

PHAs may create a preference or limited preference specifically for people who are referred by a partnering homeless service organization or consortia of organizations (for example, an organization that refers people transitioning out of a shelter, transitional housing program, or rapid re-housing program). The PHA may not limit the source of referrals to an agency, or consortia that denies its services to members of any federally protected class under fair housing law, *i.e.* race, color, religion, national origin, sex, disability, or familiar status.

PHA Policy

PHA limits the local preference for HEART Alliance by issuing vouchers to only five (5) for families who qualify for the program. DBHA may accept HEART Alliance referrals while the waiting list is closed.

Verifying Preference Eligibility

If a PHA adopts a preference or limited preference for people experiencing homelessness, or for a particular subset of this population, the PHA may require the individual or family to provide documentation to prove that they qualify for the preference, or may rely on a partnering homeless service organization (for example, the HEART Alliance or Continuum of Care designated collaborative applicant) to verify that the individual or family qualifies for the preference. When a PHA establishes a partnership for referrals from a homeless service organization, they may allow the partnering organization to verify the individual's or family's preference qualification, before the individual or family is referred to the PHA.

PHA Policy

PHA relies on HEART Alliance to verify that the family qualifies for our local preference.

Income Targeting Requirement [24 CFR 982.201(b) (2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b) (2) (v)].

PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

BROWARD COUNTY RAPID RE-HOUSING BARRIER ASSESMENT

Head of Household Name: _____ [Client ID No.]: _____		Score
Homelessness	<input type="checkbox"/> First time homeless (1pt) <input type="checkbox"/> Homeless once before (2pt) <input type="checkbox"/> Homeless several times in past (3pt) <input type="checkbox"/> Experienced chronic homelessness (4pt) <input type="checkbox"/> Is fleeing, or attempting to flee, domestic violence (4pt)	
Financial/Employment History	<input type="checkbox"/> Good employment history; no significant barriers except financial; insufficient emergency reserve. Credit history is good, except for a few late utility and credit card payments (1pt) <input type="checkbox"/> History of inconsistent or erratic employment, poor budgeting skills. Credit history shows pattern of late or missed payments (2pts) <input type="checkbox"/> Periods of unemployment, no emergency reserves, lacks or has poor budgeting skills. Credit history includes late payments and possible court judgments for debt, closed bank and/or credit accounts (3pts) <input type="checkbox"/> Multiple, extended periods of unemployment or inability to be employed due to disability. Credit history is poor, late payments, may include judgment for debt to a landlord, closed accounts (4pts)	
Disability Status	<input type="checkbox"/> No mental illness, alcohol/substance use dependency, physical or cognitive condition that affects housing retention (1pt) <input type="checkbox"/> No serious mental illness, alcohol/substance use dependency, physical or cognitive condition that affects housing retention. Has some level of impairment that warrants some service (2pts) <input type="checkbox"/> Problems with mental health or alcohol/substance use dependency, physical or cognitive condition that somewhat impacts ability to comply with tenancy requirements (3pts) <input type="checkbox"/> Active and serious mental illness, alcohol/substance use dependency, physical or cognitive condition that impacts ability to access housing and/or comply with tenancy requirements (4pts)	
Criminal History	<input type="checkbox"/> Household/Individual has no criminal history (1pt) <input type="checkbox"/> No serious criminal history, but may have a few minor (2pts) offenses such as moving violations or a misdemeanor <input type="checkbox"/> Household has some criminal history, but none involving drugs or serious crimes against persons or property (3pts) <input type="checkbox"/> Criminal history, violations include alcohol/drug offense or crime against persons or property (4pts) <input type="checkbox"/> Extensive criminal background (5pts)	

Tenant/Rental History	<input type="checkbox"/> An established local rental history. No evictions (1pt) <input type="checkbox"/> Rental history is limited or out-of-state. May have one or two explainable evictions (2pts) <input type="checkbox"/> Rental history includes up to three evictions (3pts) <input type="checkbox"/> Rental history includes up to five evictions and/or lease violations (4pts) <input type="checkbox"/> Extremely poor rental history, multiple evictions, serious damage to apartment, complaints (5pts)	
Family Abuse	<input type="checkbox"/> No abuse issues (1pt) <input type="checkbox"/> History of battery but abuser is not in the area (2pts) <input type="checkbox"/> Recent abuse in the family unit (3pts) <input type="checkbox"/> Current abuse in the family unit (4pts)	
Family Dynamics	<input type="checkbox"/> One Parent/Child household (1pt) <input type="checkbox"/> Large family (4+ members) (2pts) <input type="checkbox"/> Head of household under 18 (2pts) <input type="checkbox"/> History DCF/ChildNet (3pts) <input type="checkbox"/> Open Child Protection Case (DCF/ChildNet) (4pts)	
Misc. Housing Barriers	<input type="checkbox"/> No High School Diploma (1pt) <input type="checkbox"/> Non-English Speaking (1pt) <input type="checkbox"/> Immigration Status (2pts) <input type="checkbox"/> Pets (1pt)	
TOTAL SCORE		

RRH SERVICE ASSESSMENT SCORING

Score Up to 5 = Level 1 Assistance (Light Touch)

The RRH Assessment indicates that the Applicant requires minimal assistance to obtain and retain housing. The applicant will be referred to the County for one of the following RRH programs based on the final assessment score: RRH Light or RRH Heavy.

Scores 6-10 = Level 2 Assistance (Light Touch)

RRH assistance is appropriate. The Applicant's score will assist in housing stability planning under the RRH Program. The household will need routine assistance to obtain and retain housing.

Scores 11-15 = Level 3 Assistance (Heavy Touch)

RRH assistance is appropriate. The Applicant's score will assist in housing stability planning under the RRH Program. The household will need intensive and/or longer assistance to obtain and retain housing.

Scores 11-15 = Level 4 Assistance (Heavy Touch)

RRH assistance is appropriate. The Applicant's score will assist in housing stability planning under the RRH Program. The household will need more intensive and/or longer assistance to obtain and retain housing.

Score 21 or Higher = Level 5 – Not appropriate for RRH intervention

The Applicant's housing and support needs are not appropriate for RRH assistance. The Applicant will be referred back to the Homeless Coordinated Assessment Coordinator for referral to Permanent Supportive Housing placement or other appropriate housing placement.

VI-SPDAT v2.0

Start Date *

09 / 12 / 2017



A. HISTORY OF HOUSING AND HOMELESSNESS

1. Where do you sleep most frequently? (choose one)

-Select- **G**

If Other, please specify

G

2. How long has it been since you lived in permanent stable housing?

-Select- **G**

3. In the last three years, how many times have you been homeless?

-Select- **G**

B. RISKS

4. In the past six months, how many times have you...

4. a) Received health care at an emergency department/room?

-Select- **G**

4. b) Taken an ambulance to the hospital?

-Select- **G**

4. c) Been hospitalized as an inpatient?







-Select- **G**

4. d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?

-Select- **G**

4. e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or because the police told you that you must move along?

-Select- **G**

4. f) Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?	<input type="text" value="-Select-"/>  G
5. Have you been attacked or beaten up since you've become homeless?	<input type="text" value="-Select-"/>  G
6. Have you threatened to or tried to harm yourself or anyone else in the last year?	<input type="text" value="-Select-"/>  G
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?	<input type="text" value="-Select-"/>  G
8. Does anybody force or trick you to do things you do not want to do?	<input type="text" value="-Select-"/>  G
9. Do you ever do things that may be considered to be risky, like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	<input type="text" value="-Select-"/>  G

C. SOCIALIZATION & DAILY FUNCTIONING

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you owe them money?

-Select- ▼ G

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?

-Select- ▼ G

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?

-Select- ▼ G









13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?

-Select- ▼ G

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?

-Select- ▼ G

D. WELLNESS

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	<input type="text" value="-Select-"/>  G
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs, or heart?	<input type="text" value="-Select-"/>  G
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	<input type="text" value="-Select-"/>  G
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	<input type="text" value="-Select-"/>  G
19. When you are sick or not feeling well, do you avoid getting help?	<input type="text" value="-Select-"/>  G
20. FOR FEMALE RESPONDENTS ONLY: Are you currently pregnant?	<input type="text" value="-Select-"/>  G
21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	<input type="text" value="-Select-"/>  G
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?	<input type="text" value="-Select-"/>  G

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

23. a) A mental health issue or concern?	<input type="text" value="-Select-"/> G
23. b) A past head injury?	<input type="text" value="-Select-"/> G
23. c) A learning disability, developmental disability, or other impairment?	<input type="text" value="-Select-"/> G
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	<input type="text" value="-Select-"/> G
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	<input type="text" value="-Select-"/> G
26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	<input type="text" value="-Select-"/> G
27. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	<input type="text" value="-Select-"/> G
PRE-SURVEY	
A. HISTORY OF HOUSING AND HOMELESSNESS	
B. RISKS	
C. SOCIALIZATION & DAILY FUNCTIONS	
D. WELLNESS	
GRAND TOTAL	<input type="button" value="Calculate"/>
<input type="button" value="Save"/> <input type="button" value="Save and Add Another"/> <input type="button" value="Cancel"/>	

VI-FSPDAT v2.0

Start Date *

09 / 12 / 2017



BASIC INFORMATION

1. Is either head of household 60 years of age or older?

-Select- ▼ G

2. How many parents are included in this family?

-Select- ▼ G

CHILDREN

1. How many children under the age of 18 are currently with you?

-Select- ▼ G

2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?

-Select- ▼ G

3. IF HOUSEHOLD INCLUDES A FEMALE: Is any member of the family currently pregnant?

-Select- ▼ G

4. If your family includes children, are any of them...

4. a) ages 6 or younger?

-Select- ▼ G

4. b) ages 11 or younger?

-Select- ▼ G

4. c) You may use this area to provide a list of children's names and ages:

 G

A. HISTORY OF HOUSING AND HOMELESSNESS

5. Where do you and your family sleep most frequently? (choose one)

-Select- ▼ G

If Other, please specify	<input type="text"/>	G
6. How long has it been since you and your family lived in permanent stable housing?	-Select- ▼	G
7. In the last three years, how many times have you and your family been homeless?	-Select- ▼	G

B. RISKS

8. *In the past six months, how many times have you or anyone in your family...*

8. a) Received health care at an emergency department/room?	-Select- ▼	G
8. b) Taken an ambulance to the hospital?	-Select- ▼	G
8. c) Been hospitalized as an inpatient?	-Select- ▼	G
8. d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	-Select- ▼	G
8. e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or because the police told them that they must move along?	-Select- ▼	G
8. f) Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?	-Select- ▼	G







B. RISKS (continued)

9. Have you or anyone in your family been attacked or beaten up since they've become homeless?	<input type="text" value="-Select-"/> G
10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?	<input type="text" value="-Select-"/> G
11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?	<input type="text" value="-Select-"/> G
12. Does anybody force or trick you or anyone in your family to do things you do not want to do?	<input type="text" value="-Select-"/> G
13. Do you or anyone in your family ever do things that may be considered to be risky, like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?	<input type="text" value="-Select-"/> G

C. SOCIALIZATION & DAILY FUNCTIONING

<p>14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you or anyone in your family owe them money?</p>	<p>-Select- ▼ G</p>
<p>15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?</p>	<p>-Select- ▼ G</p>
<p>16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?</p>	<p>-Select- ▼ G</p>
<p>17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?</p>	<p>-Select- ▼ G</p>
<p>18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?</p>	<p>-Select- ▼ G</p>

D. WELLNESS

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?	<input type="text" value="-Select-"/>  G
20. Do you or anyone in your family have any chronic health issues with their liver, kidneys, stomach, lungs, or heart?	<input type="text" value="-Select-"/>  G
21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?	<input type="text" value="-Select-"/>  G
22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	<input type="text" value="-Select-"/>  G
23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?	<input type="text" value="-Select-"/>  G
24. Has drinking or drug use by anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?	<input type="text" value="-Select-"/>  G

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?

-Select- ▼ G

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

26. a) A mental health issue or concern?

-Select- ▼ G

26. b) A past head injury?

-Select- ▼ G

26. c) A learning disability, developmental disability, or other impairment?

-Select- ▼ G

D. WELLNESS (continued)

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?

-Select- ▼ G

28. If the family answered Yes to ANY Physical Health questions 19 through 23, AND Yes to ANY Substance Use questions 24 through 25, AND Yes to ANY Mental Health questions 26 through 27:

28. a) Does any single member of your household have a medical condition, mental health concern, and experience with problematic substance use?

-Select- ▼ G

D. WELLNESS (continued)

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?

-Select- ▼ G

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?

-Select- ▼ G

31. YES OR NO: Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?

-Select- ▼ G

E. FAMILY UNIT

32. Are there any children that have been removed from the family by a child protection service within the last 180 days?

-Select- ▼ G

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?

-Select- ▼ G

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?

-Select- ▼ G

35. Has any child in the family experienced abuse or trauma in the last 180 days?

-Select- ▼ G

36. IF THERE ARE SCHOOL-AGED CHILDREN: Do your children attend school more often than not each week?	-Select- ▼	G
37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?	-Select- ▼	G
38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?	-Select- ▼	G
39. Do you have two or more planned activities each week as a family, such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?	-Select- ▼	G
<i>40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...</i>		
40. a) 3 or more hours per day for children aged 13 or older?	-Select- ▼	G
40. b) 2 or more hours per day for children aged 12 or younger?	-Select- ▼	G

41. IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:

41. a) Do your older kids spend 2 or more hours on a typical day helping their younger siblings(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?

-Select-  [G](#)

SCORING SUMMARY

PRE-SURVEY
A. HISTORY OF HOUSING AND HOMELESSNESS
B. RISKS
C. SOCIALIZATION & DAILY FUNCTIONS
D. WELLNESS
E. FAMILY UNIT
GRAND TOTAL

Calculate

Save

Save and Add Another

Cancel

2018 Vulnerability Index & Service Prioritization Decision Assistance Tool and Consent Form

Consent for Interview

We are here today to talk to you about your housing and service needs. If you give us permission, we will ask you some questions today for about 10 minutes. These questions are about your health and housing and we will also ask for *the last 4 digits of your social security number*. By participating in the interview, you give permission to Community Solutions and *Broward County Homeless Initiative Partnership* to provide your information to authorized agencies for the purpose of furthering services and housing in this community. Some of the questions we ask might make you feel uncomfortable or be upsetting. If you feel uncomfortable or upset during the interview, you may ask the interviewer to take a break or to skip any of the questions. The information that you tell us during the interview will be stored in a secure database and also be shared with outreach workers and case managers who will follow up with you for services. All of your information will be kept secure and individuals who will see it have signed confidentiality waivers and will not share your information. You can skip any questions you do not want to answer *or end the interview at any point*. At any time you can request that your information be removed from the database. No one will be upset or angry if you decide not to be interviewed today.

SIGN BELOW IF AGREEING TO BE INTERVIEWED

Your signature (or mark) below indicates that you have read (or been read) the information provided above, have gotten answers to your questions, and have freely chosen to be interviewed. By agreeing to be interviewed, you are not giving up any of your legal rights.

Date

Signature (or Mark) of Participant

Printed Name of Participant

A. HISTORY OF HOUSING & HOMELESSNESS

	RESPONSE	REFUSED
1. Where do you sleep most frequently (check only one)?	<input type="checkbox"/> Shelters <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Safe Haven <input type="checkbox"/> Outdoors <input type="checkbox"/> Other (SPECIFY): _____	<input type="checkbox"/>
2. How long has it been since you lived in permanent stable housing?		<input type="checkbox"/>
3. In the past three years, how many times have you been housed and then homeless again?		<input type="checkbox"/>

B. RISKS

	RESPONSE		REFUSED
4. In the past six months, how many times have you . . .			
a. Received health care at an emergency department/room?			<input type="checkbox"/>
b. Taken an ambulance to the hospital?			
c. Been hospitalized as an in-patient?			<input type="checkbox"/>
d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence distress centers or suicide prevention hotlines?			<input type="checkbox"/>
e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or because the police told you that you must move along?			<input type="checkbox"/>
f. Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk tank, a longer stay for more serious offense or anything in between?			<input type="checkbox"/>
	YES	NO	REFUSED
5. Have you been attacked or beaten up since becoming homeless?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you threatened to or tried to harm yourself or anyone else in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	REFUSED
7. Do you have any legal stuff going on right now that may result in you being locked up or having to pay fines, or make it more difficult to rent a place to live?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	REFUSED
8. Does anybody force or trick you to do things that you do not want to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. SOCIALIZATION & DAILY FUNCTIONS

	YES	NO	REFUSED
10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	REFUSED
12. Do you have planned activities each day other than just surviving that make you feel happy and fulfilled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	REFUSED
13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. WELLNESS

	YES	NO	REFUSED
15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs, or heart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	REFUSED
19. When you are sick or not feeling well, do you avoid getting help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. FOR FEMALE RESPONDENTS ONLY: Are you currently pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	REFUSED
23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying because of. . .			
a. A mental health issue or concern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A past head injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A learning disability, developmental disability, or other impairment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	REFUSED
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Has your current period of homelessness been caused by an experience of emotional physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTACT INFORMATION

On a regular day, where is it easiest to find you and what time of day is easiest to do so?

Is there a phone number and/or email where someone can get in touch with you or leave you a message?

Broward County Coc - HUD 2018 Prioritization Ranking Tool

HUD SCORE	Ranking Score	Applicant Name	Project Name	Expiring Grant #	Project Type	Component Type	Amount Requested	Amount Ranked	Running Total	TIE BREAKER: HHS APR 6e Data Timeliness 7 Days or Greater (Entry & Exit)	TIE BREAKER: RANKING
0	1	Broward County Board of County Commissioners	FL-601 Dedicated HHS Project	FL0465L4D011604	Renewal	HMS	\$220,149	\$220,149	\$220,149		
180	2	Broward Partnership for the Homeless	Broward Partnership Housing III	FL0477L4D011603	Renewal	PH	\$339,376	\$339,376	\$559,525	17	1
180	3	Covenant House	Rites of Passage	FL0256L4D011609	Renewal	TH	\$179,418	\$179,418	\$738,943	23	2
180	4	Broward Housing Solutions	Samaritan 2008	FL0245L4D011607	Renewal	PH	\$269,119	\$269,119	\$1,008,062	29	3
175	5	Broward Partnership for the Homeless	Broward Partnership Housing IV	FL0668L4D011701	Renewal	PH	\$380,519	\$380,519	\$1,388,581	30	1
175	6	Broward County Board of County Commissioners	New Hart Project	FL0254L4D011609	Renewal	PH	\$383,962	\$383,962	\$1,772,543	34	2
175	7	Henderson Behavioral Health	Chalet Apartments	FL0249L4D011710	Renewal	PH	\$226,952	\$226,952	\$1,999,495	37	3
175	8	Volunteers of America	Broward I	FL0247L4D011710	Renewal	PH	\$395,231	\$395,231	\$2,394,726	41	4
170	9	Broward County Housing Authority	S + C Permanent Housing 29 Units	FL0257L4D011710	Renewal	PH	\$409,425	\$409,425	\$2,804,151	15	1
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155	16	Broward Housing Solutions	Broward IV (Samaritan Expansion)	FL0535L4D011602	Renewal	PH	\$332,685	\$332,685	\$7,140,563	13	1
155	17	Broward County Board of County Commissioners	HART & Home	FL0364L4D011708	Renewal	PH	\$265,839	\$265,839	\$7,406,402	33	2
145	18	Broward Housing Solutions	Broward II	FL0248L4D011710	Renewal	PH	\$983,170	\$983,170	\$8,389,572		
140	19	Hope South Florida	HOPEFamilies Rapid Re-Housing	FL0498L4D011603	Renewal	PH-RRH	\$289,797	\$289,797	\$8,679,369		
135	20	Broward County Housing Authority	S + C Permanent Housing 25 Unit	FL0534L4D011602	Renewal	PH	\$252,925	\$252,925	\$8,932,294		
130	21	Covenant House	Independent Living Program	FL0252L4D011710	Renewal	TH	\$2,491	\$2,491	\$8,934,785		
Tier - 2											
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0	22	Covenant House	ROP2-Rapid Re-Housing Leasing Assistance	FL0705L4D011700	Renewal	PH-RRH	\$206,555	\$206,555	\$9,505,090		
0	23	The Salvation Army	Bonus Project - The Salvation Army Rapid Re-Housing	N/A	New Bonus	PH-RRH	\$570,305	\$570,305	\$10,075,395		

Broward Continuum of Care 2018 NOFA Renewal Scoring Rubric

Criteria Category: Annual Performance Report (APR) (Weight = 40% of Total Score) Maximum 85 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	10/15/25 Full points	5/10/15 Partial Points	0 Points	Total
1a. TH & PSH Programs: Occupancy / Average Daily Unit Utilization*	APR Section Q2	Unit/Bed Utilization Rate*	90%	80-89%	<80%	10 Points
1b. RRH Programs: Occupancy / Average Daily Unit Utilization*	APR Section Q2	RRH Projects will be 100% Unit Utilization	100%	-	-	10 Points
2a. PSH Programs: Percentage of participants who gained or increased earned income from entry to exit	APR Section 19a2	%	20%	15-20%	<15%	10 Points
2b. TH Programs: Percentage of participants who gained or increased earned income from entry to exit	APR Section 19a2	%	40%	24-39%	<24%	10 Points
2c. RRH: Percentage of households who gained or increased earned income from entry to exit	APR Section 19a2	%	60%	16-59%	<15%	10 Points
3a. PSH Programs: Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR Section 17	%	30%	24-29%	<23%	15 Points
3b. TH Programs: Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR Section 17	%	10%	5-10%	<5%	15 Points
3c. RRH Programs: Percentage of households who gained or increased (non-employment) income from entry to exit	APR Section 17	%	70%	16-69%	<15%	15 Points
4a. PSH Programs: Percentage of all participants with earned income latest annual assessment	APR Section 19a1	%	20%	15-20%	<15%	10 Points
4b. TH Programs: Percentage of all participants with earned income latest annual assessment	APR Section 19a1	%	40%	24-39%	<24%	10 Points
4c. RRH Programs: Percentage of all participants with earned income latest annual assessment	APR Section 19a1	%	60%	30-59%	<29%	10 Points
5a. PSH Programs: Percentage of participants who remain in PSH or exited to permanent housing	APR Section 23a;23b	(Subtotal of Stayers and Permanent Destinations)/ (Total Number of Clients - Deceased)	90%	85-89%	<85%	25 Points
5b. TH Programs: Exits to Permanent Housing	APR Section 23a;23b	(Subtotal of Stayers and Permanent Destinations)/ (Total Number of Clients - Deceased)	80%	70-79%	<70%	25 Points
5c. RRH Programs: Exit to Permanent Housing	APR Section 23a;23b	(Subtotal of Stayers and Permanent Destinations)/ (Total Number of Clients - Deceased)	80%	70-79%	<70%	25 Points
6. Leavers who exit to shelter, streets or unknown	APR Section 23a;23b	(Subtotal of Temporary Destinations)/ (Total Leavers - Deceased)	<10%	11-15%	>15%	15 Points

Broward Continuum of Care 2018 NOFA Renewal Scoring Rubric

Criteria Category: Financials (Weight = 10% of Total Score) – Maximum 20 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 10 Points	For 0 Points	Total
7a. Audit Review	Audit Submitted by Agency	Based on Adult Results	Audit shows agency as a low risk auditee & no findings	Audit shows agency as low risk auditee or agency has no findings	Audit shows agency high risk auditee AND findings	10 Points
7b. Line of Credit Control Systems (LOCCS)	APR Section Q2	Expended Award Amount	Less than 10% or \$50,000 (whichever is less)	Less than 10% or \$50,000 (whichever is less)	>10% or > \$50,000	10 Points

Criteria Category: Coordinated Assessment & Entry ** (Weight = 10% of Total Score) – Maximum 20 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 5 or 10 Points	For 0 Points	Total
8a. Coordinated Assessment & Entry Enrollments***	Coordinated Assessment & Entry Report	Number of Enrollments through Coordinated Entry / Total Number of Enrollments	100%	Not Applicable	<100%	10 Points
8b. Program Denials	Coordinated Assessment & Entry Report	Number of Denied Referrals through CA / Number of Referrals through CA	0-25%	If agencies received less than 4 referrals and denied no more than 1	>25%	10 Points

Criteria Category: Homeless Management Information System and Data Quality (Weight = 20% of Total Score) – Maximum 35 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 5 or 10 Points	For 0 Points	Total
9a. HMIS Data Quality Standards	APR Section Q6a	Missing Data Column	No Sections with Missing Data	Not Applicable	Any Sections with Missing Data	15 Points
9b. Data Quality for Income and Housing Data Quality	Q6c	Income and Sources (4.2) at Annual Assessment	<6	6-9	>10	10 Points
9c. Data Quality Report Response	Data Quality Report Submittals	HMIS Data Quality Report Monthly Submittals	12/12 Months of Submittals	11-9 Months of Submittals	<9 Months of Submittals	10 Points

Broward Continuum of Care 2018 NOFA Renewal Scoring Rubric

Criteria Category: "The Way Home" Continuum of Care Participation (Weight = 20% of Total Score) – Maximum 40 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 10 Points	For 0 Points	Total
10. Point-in-Time Count Involvement	PIT Project Manager Signups		3 Days of Volunteers	2 Days of Volunteers	1 Day of Volunteers	20 Points
11. Provider Agency Attendance Permanent Housing, PONG, Provider Stakeholders, CoC Board, Coordinated Assessment, HMIS Data Committee; Homeless Youth and Families Committee Consumer Advocacy Committee	Calendar Year Prior to NOFA		>75%	Not Applicable	<75%	20 Points

Bonus Criteria Category: Coordinated Assessment & Entry

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 0 Points	Total
Length of Time from Referral to Move-In	Coordinated Assessment & Entry Report	Days from Referral to Move-In Date	<90 Days	>90 Days	15 Bonus Points

Penalty Criteria Category:

Renewal Evaluation Criteria	Total
No Representation at Mandatory Conference	-25 Points

Note: Full and Partial points awarded are based on Awarded Points Key below:

Total Possible Points	Full Points	Partial Points
10	10	5
15	15	10
20	20	10
25	25	15

* If agencies are not funded based on Units, the default will be Bed Utilization Rate

** If agencies fall under DV category, points automatically given, due to current planning for pending implementation.

*** Transitional Housing and Rapid Rehousing Programs will receive full points for Coordinated Assessment & Entry

**** Includes any due date throughout the competition.

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Homeless Initiative Partnership • Workflow Status: Approval

[Human Services](#) | [Administration](#) | [Broward Addiction Recovery](#) | [Community Partnerships](#) | [Elderly & Veterans](#) | [Family Success](#) | [Justice Services](#)

Workflow Information

Initiator: Dejesus, Luis
 Started: 9/14/2018 5:30 PM
 Last run: 9/14/2018 5:30 PM

Document: **2018 NoFA Application**
 Status: **In Progress**

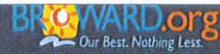
[Cancel this workflow](#)
[If an error occurs or this workflow stops responding, it can be terminated. Terminating the workflow will set its status to Canceled and will delete all tasks created by the workflow.](#)
[Terminate this workflow now.](#)

Tasks
 The following tasks have been assigned to the participants in the workflow. Click a task to edit it. You can also view these tasks in the list [Workflow Tasks](#).

Assigned To	Title	Due Date	Status	Link	Outcome
Community Partnerships Approvers	Please approve 2018 NoFA Application	9/14/2018	Not Started	2018 NoFA Application	Outcome

Workflow History
 View workflow reports
 The following events have occurred in this workflow.

Date Occurred	Event Type	User ID	Description
9/14/2018 5:30 PM	Workflow Initiated	Dejesus, Luis	Approval was started. Participants: Community Partnerships Approvers
9/14/2018 5:30 PM	Task Created	Dejesus, Luis	Task created for Community Partnerships Approvers. Due by: 9/14/2018 12:00:00 AM



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Community Partnerships
Homeless Initiative Partnership



Administration Broward Addiction Recovery Community Partnerships Elderly & Veterans Family Success Justice Services

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2018 Continuum of Care Competition

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Continuum of Care (CoC)

Continuum of Care Plans & Reports

2018 Continuum of Care Competition

2018 NoFA Application

2017 Continuum of Care Competition

2017 NoFA Application

Broward CoC HMIS

CoC Meeting Schedule and Minutes

CoC Standards of Care

Landlord Recruitment Initiative

Contact Us

The Fiscal Year (FY) 2018 Continuum of Care (CoC) Program Competition is Now Open. The Notice of Funding Availability (NoFA) for FY 2018 CoC Program Competition has been posted to the **FY 2018 CoC Program Competition: Funding Availability** page on the Housing and Urban Development (HUD) Exchange. This section addresses these key topics:

[NoFA Timeline](#)

[HUD FY 2018 CoC Ranking Spreadsheet](#)

[HUD FY 2018 CoC NoFA Application Scoring](#)

[Final HUD Ranking Tier 1 and Tier 2](#)

[CoC Rating and Review Procedures](#)



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Broward County CoC - HUD 2018 Prioritization Ranking Tool

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Criteria Category: Annual Performance Report (APR) (Weight = 40% of Total Score) Maximum 85 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	10/15/25 Full points	5/10/15 Partial Points	0 Points	Total
1a. TH & PSH Programs: Occupancy / Average Daily Unit Utilization*	APR Section Q2	Unit/Bed Utilization Rate*	90%	80-89%	<80%	10 Points
1b: RRH Programs: Occupancy / Average Daily Unit Utilization*	APR Section Q2	RRH Projects will be 100% Unit Utilization	100%	-	-	10 Points
2a. PSH Programs: Percentage of participants who gained or increased earned income from entry to exit	APR Section 19a2	%	20%	15-20%	<15%	10 Points
2b. TH Programs: Percentage of participants who gained or increased earned income from entry to exit	APR Section 19a2	%	40%	24-39%	<24%	10 Points
2c. RRH: Percentage of households who gained or increased earned income from entry to exit	APR Section 19a2	%	60%	16-59%	<15%	10 Points
3a. PSH Programs: Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR Section 17	%	30%	24-29%	<23%	15 Points
3b. TH Programs: Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR Section 17	%	10%	5-10%	<5%	15 Points
3c. RRH Programs: Percentage of households who gained or increased (non-employment) income from entry to exit	APR Section 17	%	70%	16-69%	<15%	15 Points
4a. PSH Programs: Percentage of all participants with earned income latest annual assessment	APR Section 19a1	%	20%	15-20%	<15%	10 Points
4b. TH Programs: Percentage of all participants with earned income latest annual assessment	APR Section 19a1	%	40%	24-39%	<24%	10 Points
4c. RRH Programs: Percentage of all participants with earned income latest annual assessment	APR Section 19a1	%	60%	30-59%	<29%	10 Points
5a. PSH Programs: Percentage of participants who remain in PSH or exited to permanent housing	APR Section 23a;23b	(Subtotal of Stayers and Permanent Destinations)/ (Total Number of Clients - Deceased)	90%	85-89%	<85%	25 Points
5b. TH Programs: Exits to Permanent Housing	APR Section 23a;23b	(Subtotal of Stayers and Permanent Destinations)/ (Total Number of Clients - Deceased)	80%	70-79%	<70%	25 Points
5c. RRH Programs: Exit to Permanent Housing	APR Section 23a;23b	(Subtotal of Stayers and Permanent Destinations)/ (Total Number of Clients - Deceased)	80%	70-79%	<70%	25 Points
6. Leavers who exit to shelter, streets or unknown	APR Section 23a;23b	(Subtotal of Temporary Destinations)/ (Total Leavers - Deceased)	<10%	11-15%	>15%	15 Points

Broward Continuum of Care 2018 NOFA Renewal Scoring Rubric

Criteria Category: Financials (Weight = 10% of Total Score) – Maximum 20 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 10 Points	For 0 Points	Total
7a. Audit Review	Audit Submitted by Agency	Based on Adult Results	Audit shows agency as a low risk auditee & no findings	Audit shows agency as low risk auditee or agency has no findings	Audit shows agency high risk auditee AND findings	10 Points
7b. Line of Credit Control Systems (LOCCS)	APR Section Q2	Expended Award Amount	Less than 10% or \$50,000 (whichever is less)	Less than 10% or \$50,000 (whichever is less)	>10% or > \$50,000	10 Points

Criteria Category: Coordinated Assessment & Entry ** (Weight = 10% of Total Score) – Maximum 20 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 5 or 10 Points	For 0 Points	Total
8a. Coordinated Assessment & Entry Enrollments***	Coordinated Assessment & Entry Report	Number of Enrollments through Coordinated Entry / Total Number of Enrollments	100%	Not Applicable	<100%	10 Points
8b. Program Denials	Coordinated Assessment & Entry Report	Number of Denied Referrals through CA / Number of Referrals through CA	0-25%	If agencies received less than 4 referrals and denied no more than 1	>25%	10 Points

Criteria Category: Homeless Management Information System and Data Quality (Weight = 20% of Total Score) – Maximum 35 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 5 or 10 Points	For 0 Points	Total
9a. HMIS Data Quality Standards	APR Section Q6a	Missing Data Column	No Sections with Missing Data	Not Applicable	Any Sections with Missing Data	15 Points
9b. Data Quality for Income and Housing Data Quality	Q6c	Income and Sources (4.2) at Annual Assessment	<6	6-9	>10	10 Points
9c. Data Quality Report Response	Data Quality Report Submittals	HMIS Data Quality Report Monthly Submittals	12/12 Months of Submittals	11-9 Months of Submittals	<9 Months of Submittals	10 Points

Broward Continuum of Care 2018 NOFA Renewal Scoring Rubric

Criteria Category: "The Way Home" Continuum of Care Participation (Weight = 20% of Total Score) – Maximum 40 Points

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 10 Points	For 0 Points	Total
10. Point-in-Time Count Involvement	PIT Project Manager Signups		3 Days of Volunteers	2 Days of Volunteers	1 Day of Volunteers	20 Points
11. Provider Agency Attendance Permanent Housing, PONG, Provider Stakeholders, CoC Board, Coordinated Assessment, HMIS Data Committee; Homeless Youth and Families Committee Consumer Advocacy Committee	Calendar Year Prior to NOFA		>75%	Not Applicable	<75%	20 Points

Bonus Criteria Category: Coordinated Assessment & Entry

Renewal Evaluation Criteria	Source of Criteria	Calculation	Full Points	For 0 Points	Total
Length of Time from Referral to Move-In	Coordinated Assessment & Entry Report	Days from Referral to Move-In Date	<90 Days	>90 Days	15 Bonus Points

Penalty Criteria Category:

Renewal Evaluation Criteria	Total
No Representation at Mandatory Conference	-25 Points

Note: Full and Partial points awarded are based on Awarded Points Key below:

Total Possible Points	Full Points	Partial Points
10	10	5
15	15	10
20	20	10
25	25	15

* If agencies are not funded based on Units, the default will be Bed Utilization Rate

** If agencies fall under DV category, points automatically given, due to current planning for pending implementation.

*** Transitional Housing and Rapid Rehousing Programs will receive full points for Coordinated Assessment & Entry

**** Includes any due date throughout the competition.

Attachment 1 E -4 - HUD CoC Program Reallocation Policy & Evidence

Broward County CoC Policy on Project Re-Allocation, Ranking and Tiering

Policy Objectives:

In developing our local policy governing project ranking, re-allocation, and tiering, Broward County CoC's annual reallocation objectives are to:

- Comply with all HUD requirements;
- Preserve funding for high performing projects;
- Shift investments from lower performing projects to new projects that help advance our community's goal of reducing homelessness

Since adoption of this policy and objectives in FY 2013, the CoC has reallocated \$1,801,381 to create a dedicated HMIS, CoC Planning, a Rapid Rehousing Project and 4 Permanent Supportive Housing Projects.

In the 2016 Competition, the CoC issued an RLI for a New Bonus Project and Substitute Project Sponsor for a low performing PSH project. The solicitation resulted in a new bonus project for the 2016 HUD CoC Competition. However, there were no applicants to reallocated sponsorship of the low-performing PSH project. The low-performing project sponsor is working with the CoC to improve performance and has made progress in this regard. The CoC Board approved the Bonus Project and has put the low performing project on notice that it may be a target for reallocation should performance not improve.

The CoC will be reallocating unspent PSH project funds in the 2017 competition to create new Family and/or Youth RRH projects.

General Project Review and Ranking Policy:

HUD requires Collaborative Applicants to rank all projects in two tiers. Tier 1 is defined by HUD in the NoFA as a percent of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 1 projects are traditionally protected from HUD cuts. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus as described in the HUD NOFA. Tier 2 projects have to compete nationally for funding.

Renewal projects are scored and ranked according to the Renewal Project Scoring Criteria with the exception of first time renewals or projects funded as part of the NoFA competition that have not been in operation for at least one year. Projects funded as part of the NoFA competition that have not been in operation for at least one year will be ranked ahead of first time renewals. First time renewal projects will be ranked after the renewal projects, projects funded as part of a previous NoFA that have not been in operations for one year, and ahead of the new project applications. New projects will be scored based on the New Project Scoring Criteria and ranked after renewal projects.

The Broward County CoC will invite submissions for new and renewal projects and will conduct a review and ranking following the procedures established in Section III and IV.

Attachment 1 E -4 - HUD CoC Program Reallocation Policy & Evidence

The general approach to rating and ranking will be to organize projects into five groups, following the priority order established by HUD:

1. Renewal PH;
2. Renewal RRH;
3. Renewal transitional housing;
4. Renewal HMIS; and
5. New PH and/or RRH

Within each type, projects will be scored using a scoring system specific to that program type and placed in their ranked order, with renewal PSH in the first group (ordered by score), RRH renewals in the second group, renewal transitional housing in the third, renewal HMIS in the fourth and new PSH and/or RRH in the fifth group (ordered by score).

Determination of any conditions to renewal will be made at least 45 days ahead of the NoFA due date. Any required Performance Improvement Plans or plan that demonstrates that the grant's expenditure will be improved as part of a reallocation appeal must be submitted for approval at least 30 days ahead of the NoFA due date, so that a final determination can be made as to whether the project goes forward for renewal.

Tiering Policy:

Once the rank order of projects has been determined the projects at the bottom of the list (up to an amount equal to 7% of ARD) will fall into Tier 2. Given policy articulated above, the Tier 2 projects will in general be the lowest performing projects, except for transitional housing projects that serve youth and/or families. The CoC reserves the option of re-ordering the project list to place projects into Tier 2 to best position Broward County to receive the maximum overall amount of funding.

HMIS is one of HUD's top mandated priorities, it lies in Tier 1 in order to ensure funding for this required activity.

Re-Allocation Policy:

In March 2015 the Broward CoC Board approved the HUD CoC Project Reallocation Process, which establishes the CoC's policy governing grant re-allocation for the 2016 HUD CoC funded projects and County Homeless General Fund funded projects. This document is the culmination of concerted CoC planning and evaluation work by the CoC Board, Committees, CA and Project Sponsors to identify low performing permanent and/or transitional housing projects that can be re-allocated in whole to create new PSH and RRH. The adopted policy is based on the results of the NAEH Recommendations and update to the CoC's "A Way Home" Plan approved by the Board of County Commissioners in August 2013. As a result of HUD funded Transitional Housing Projects serving priority youth and family populations, the CoC did not reallocate funds from any project in the 2015 or 2016 CoC Competition.

Attachment 1 E -4 - HUD CoC Program Reallocation Policy & Evidence

If applicable, funds re-allocated as part of recapturing unspent funds, voluntary or involuntary will be made available for reallocation to create new projects during the local solicitation process.

Unspent Funds: Projects that are not fully expending or underspending their grant awards are subject to the re-allocation process. Projects that have underspent their award by 10% may be reduced and those funds will go to reallocation for New Project(s). A one year grace period may be extended by HIP to providers who appeal proposed reallocation with a plan that demonstrates that the grant's expenditure will be improved in the current program year. Projects that have under-expended more than 10% of their award in two consecutive program years will have their funding reduced through reallocation in the next CoC NoFA competition.

Voluntary Re-Allocation: As part of the local solicitation for inclusion in the HUD CoC CA, programs are asked whether they wish to voluntarily re-allocate some or all of their funding. Such re-allocated funds are pooled for re-allocation to New Projects. The competitive process for New Projects provides bonus points as an incentive to providers offering to reallocate their entire Transitional Housing existing project funds to a new PH project addressing CoC priorities.

Involuntary Re-Allocation: Projects with poor performance and/or are not serving the intended population or with significant, unresolved findings are subject to re-allocation. Applicants may appeal the decision, and the appeal must be considered by the CoC Board.

In the 2015/2016 Competitions, the Broward CoC did not reallocate any funds, however low performing/low utilizing projects are on notice that they will be targeted for reallocation.

Bonus Project (determined annually by HUD)

Bonus funds, equaling up to 5% of the final pro-rata need amount can be used to apply for one more Permanent Supportive Housing projects serving 100% chronic household, or Rapid Rehousing serving households coming from the street or emergency shelter, domestic violence victims (stalking, human trafficking, etc.).



HUMAN SERVICES DEPARTMENT

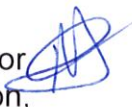
COMMUNITY PARTNERSHIPS DIVISION / Homeless Initiative Partnership Section

115 S Andrews Avenue, Room A-370 • Fort Lauderdale, Florida 33301 • 954-357-6101 • FAX 954-357-5521

MEMORANDUM

DATE: September 14, 2018

TO: U.S. Department of Housing and Urban Development
Notice of Funding Availability for Fiscal Year (FY)2018
Review Committee

FROM: Rebecca McGuire, Acting Administrator 
Homeless Initiative Partnership Section,
FL-601-CoC

SUBJECT: Project Rejections or Reallocations.

For the 2018 NoFA application not projects were rejected nor reallocated.

Community Partnerships

Homeless Initiative Partnership

Elderly & Veterans

Family Success

Justice Services

Administration

Broward Addiction Recovery

Community Partnerships

Justice Services

2018 Continuum of Care Competition

About Us:

- [Continuum of Care \(CoC\)](#)
- [Continuum of Care Plans & Reports](#)
- [2018 Continuum of Care Competition](#)
- [2018 NoFA Application](#)
- [2017 Continuum of Care Competition](#)
- [2017 NoFA Application](#)
- [Broward CoC IMIS](#)
- [CoC Meeting Schedule and Minutes](#)
- [CoC Standards of Care](#)
- [Landlord Recruitment Initiative](#)
- [Contact Us](#)

The Fiscal Year (FY) 2018 Continuum of Care (CoC) Program Competition is Now Open.
 The Notice of Funding Availability (NoFA) for FY 2018 CoC Program Competition has been posted to the [FY 2018 CoC Program Competition: Funding Availability page on the Housing and Urban Development \(HUD\) Exchange](#).
 This section addresses these key topics:

- [NoFA Timeline](#)
- [HUD FY 2018 CoC Ranking Spreadsheet](#)
- [HUD FY 2018 CoC NoFA Application Scoring](#)
- [Final HUD Ranking Tier 1 and Tier 2](#)
- [CoC Rating and Review Procedures](#)

- [Community Services Home](#)
- [Contact Us](#)
- [Site Map](#)

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA Notice of Rule Development and Proposed Rule

Policy/Rule No: 2304.1

Policy/Rule Title: Weapons

Purpose and Effect: To amend Policy 2304.1 in consideration of the Coach Aaron Feis Guardian Program

Summary: Policy 2304.1 must be revised in order to permit Guardians within the scope of the Guardian Program to have a weapon on campus.

Summary of Statement of Estimated Economic Impact and Regulatory Costs: None.

Any person who wishes to provide information regarding a statement of estimated regulatory costs, or provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

Subject Area to be Addressed: Specific Authority: F.S. 1001.32(2), 1001.41(1), (2) and (3), 1001.42(2) and 1001.43(6).

Law Implemented: F.S. 1001.41(1) and (2), 1001.42(2), 1001.43(6), 1003.01(14), 1003.4156, 1003.429(6), 1008.22, 1008.30, and 1011.18(10).

HEARINGS WILL BE HELD AT THE DATES, TIMES AND PLACE SHOWN BELOW:
DATE AND TIME: Tuesday, July 31, 2018, Rule Development Workshop 2, at 12:30 pm, and Tuesday, August 7, 2018, Final Adoption at 10:15 am.

PLACE FOR MEETINGS: Kathleen C. Wright Administration Building, School Board Meeting Room, 600 SE 3rd Avenue, Fort Lauderdale, FL

Two or more School Board Members may be present and participating during these meetings.

The School Board of Broward County, Florida prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department at (754) 321-2150 or Teletype Machine TTY (754) 321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call the Equal Educational Opportunities/ADA Compliance Department at (754) 321-2150 or Teletype Machine TTY (754) 321-2158. Telephone conferencing or other telecommunications technology may be used in the conduct of this public meeting to permit absent Board Members to participate in discussions, to be heard by other School Board Members and the public, and to hear discussions taking place during the meeting. Any person who decides to appeal any decision made at a meeting(s) announced in this notice with respect to any matter considered at such meeting(s) will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULEMAKING AND A COPY OF THE PRELIMINARY DRAFT AT NO CHARGE is: Office of the Chief of Staff, 600 SE 3rd Ave - 10th Floor, Ft. Lauderdale, FL 33301 (754) 321-2650.

Broward County Board of County Commissioners
Human Services Department, Community Partnerships Division

PUBLIC NOTICE

Homeless Initiative Partnership 2018 HUD Continuum of Care
Homeless Assistance Programs
Request for Letters of Interest (RLI)

In response to the U.S. Department of Housing and Urban Development (HUD) Annual Homeless Continuum of Care (CoC) Program Competition, the Broward County Human Services Department, in partnership with the Homeless Initiative Partnership (HIP) CoC and the Community Partnerships Division (CPD), is requesting Letters of Interest (RLIs) for 2018 HUD CoC Program Renewal opportunities.

ALL AGENCIES WITH EXISTING HUD PROJECTS (Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing and Homeless Management Information System) MUST SUBMIT A LETTER OF INTEREST (RLI) TO RENEW ITS PROJECT FOR THE HUD 2018 AWARD YEAR. Agencies must submit this letter to the County to be considered by the CoC for inclusion in the County's HUD 2018 application. ELIGIBLE APPLICANTS: Only Agencies with existing HUD Continuum of Care (CoC) Program under 24 CFR Part 578 are eligible to submit a Letter of Interest to Renew.

Letters of Interest for HUD CoC Program Renewal Projects are limited to two pages. Each letter must be printed on the submitting Agency's letterhead stationery and include all the following bulleted points to be eligible to participate in the next stage of the procurement.

- Applicant agency legal name;
- Name of contact person (who will be coordinating project application);
- Contact's telephone number, fax number and e-mail address;
- Identify eligible activity of interest (i.e. Permanent Supportive Housing, Transitional Housing, etc.);
- Brief project description of the Renewal Project(s) proposals. Description must include an explanation of the project, in addition to any other eligible proposed components and site information if applicable.

Letters of Interest either not containing all the mandatory points mentioned above, or emails or faxes of information not submitted in accordance with the above guidelines will be removed from further funding consideration.

A Renewal Projects Workshop will be held on Friday, July 6, 2018 at 2:00 P.M. located at 115 South Andrews, Room A337, Fort Lauderdale, Florida 33301.

Letters of Interest for Renewal Project(s) may be submitted starting Monday, July 9, 2018 at 8:30 A.M., but no later than Friday, July 13, 2018 at 5:00 p.m. to Community Partnerships Division, Attn: M. Wright, Room A370, Governmental Center Annex, 116 S. Andrews Avenue, Fort Lauderdale, Florida, 33301, via hand-delivery, mail, e-mail: mwright@broward.org or fax: (954) 357-5534. Late submittals will not be eligible for funding consideration. Failure to receive notification from HUD staff is not subject to appeal. Successful Applicant Agencies will be notified by email and/or fax regarding the next step in the application/proposal process.

The 2018 HUD Notice of Funding Availability (NOFA) has been released and is available at <https://www.hudexchange.info/programs/e-srassp/2018-coo-program-nofa-coo-program-competition/nofa-and-notices>, and may contain information that affects the funding opportunities described in this Notice. HIP reserves the right to change process instructions and timeline dates, with notice posted on the Human Services Department Community Partnerships Division website identified above if changes are required.

This Public Notice reflects the guidelines of the Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program Rules 24 CFR Part 578 as published in the Federal Register on July 31, 2012 and became effective August 30, 2012, and Homeless Emergency Assistance and Rapid Transition to Housing Defined "Chronically Homeless" as published in the Federal Register on December 4, 2015 and effective January 15, 2016. Applicants are further advised to refer to the HUD website for the most current information and guidelines at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants_fundings

INFANT

Continued from Page 1B

prison. "It's a gigantic break for you," Marx said.

A police report included statements from child witnesses inside the home in the 400 block of Southwest Fourth Street. They said Amster shook the boy hard and Christian's head hit a wall. They said she told the infant to stop crying.

The baby's parents immediately took him to a hospital after finding him "unresponsive with facial drooping and unaligned eyes," the report said.

Doctors declared Christian brain dead two days later. An autopsy noted cuts, bleeding, brain swelling, rib marks and bone fractures, leading the medical examiner to rule the death a homicide.

The boy's father told police the child was injured in his car on Aug. 11, three days before he was rushed to the hospital.

Dwayne Bent, 40, told investigators he put Christian in a bouncer on top of a coffee table about 19 inches above a tile floor. Bent said he went to grab a baby bottle from the kitchen, but heard a thump. He saw the child on the floor and the bouncer on top of him, according to the report.

Bent said he didn't think the boy was injured and the next morning he dropped off his son and 2-year-old daughter at Amster's home.

Amster reported to the dad that Christian had a nosebleed, and she allegedly said, "I don't want you to think I did anything to him."

The next day the boy returned to Amster's care. But he soiled himself, appeared to faint and stopped breathing, prompting Amster to give him CPR, she told police.

Amster reportedly told a friend at the house she was afraid about being blamed for the boy's condition.

WALLS

Continued from Page 1B

Country Club Village in Boca Raton will receive either an 8-foot retaining wall or a 4-foot wall, depending on the location.

Two Park and Natural Deerfield Beach each will have 22-foot walls.

Meanwhile, noise barriers already in southern Broward could be expanded or modified for an I-95 and I-595 express-lane project. One project at Hollywood Boulevard and Sheridan Street, is in the design phase. They still are being considered along I-95 between Hollywood and Hialeah boulevards and at the Broward Boulevard interchange.

Officers decide whether the walls are needed after they use devices to measure the noise. Officials consider building sound walls when the noise level meets a federal standard of at least 67 decibels. By contrast, a rock concert could reach as high as 100 or more decibels.

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FLORIDA'S LOTTERY

Selected Friday
Pick 2 (midday) 7-8
Pick 2 (evening) 2-0
Pick 3 (midday) 8-6-2
Pick 3 (evening) 3-9-0
Pick 4 (midday) 3-1-9-8
Pick 4 (evening) 3-3-3-5
Pick 5 (midday) 3-9-1-0-0
Pick 5 (evening) 6-9-2-4-1
For more results, call 1-800-921-7239

Selected Thursday
Fantasy 5 1-9-21-23-36

No.	Winners	Amount
1	1	\$50,000
2	233	\$500.00
3	4,465	\$50.00

Selected Thursday
Cash 4, 6, 16 2-28-31-44-4

Wager	Winners	Amount
5-0-0-0	1	\$2,500
4-0-0-0	172	\$500.00
3-0-0-0	4,465	\$50.00
2-0-0-0	137,111	\$10.00
1-0-0-0	1,248	\$5.00

To obtain winning numbers of payouts from other drawings, or for game information and data on how lottery draws are held, visit Florida Lottery Cap to Complex Tallahassee, FL 32399-4076 For an lottery.com

Important Notice For Coral Springs Water Customers

The City of Coral Springs Utility Division, Royal Utilities, Coral Springs Improvement District and the North Springs Improvement District will temporarily be changing its method of chlorinating its water to comply with the requirements of the Department of Environmental Protection. Water main flushing will begin on July 13 through July 28 between 7 a.m. and 4 p.m. As a result, within the two-week period, you may notice a chlorine taste or odor in the tap water. Be advised that temporary discoloration of the water and a reduction in pressure may also occur during this period of flushing.

These temporary conditions should not be harmful to your health. However, customers are cautioned to determine if the water is clear before washing clothes (or any other processing) as staining may occur. Customers are also advised to set aside water for drinking and cooking purposes, and after flushing in your area to check the water clarity before use. If you experience discolored water, run the cold water in all your faucets for approximately 5-10 minutes. If conditions persist, please contact your water provider at the number listed below. Additionally, if you are on kidney dialysis, please consult your physician for any special instructions concerning this matter. If you have tropical fish or aquatic animals, please contact your local pet store for advice. Customers with in-line filters may want to contact the equipment manufacturer for any precautions that may be required.

If you are especially sensitive to the taste and odor of chlorine, try keeping an open container of drinking water in your refrigerator. This will enable the chlorine to dissipate, thus reducing the chlorine taste. Remember, drinking water has a shelf life. Change out the water in your refrigerated container weekly. The flushing program serves two important functions. First, it minimizes the build-up of mineral and other sediments that over time can affect water quality and water flows through the pipes. Secondly, it allows the Water Department to verify the fire hydrants are working properly and available for fire protection.

We regret any inconvenience you may experience during this time, but this is necessary to maintain our high quality water standards throughout our system. If you have any questions, please call:
Coral Springs Improvement District at (954) 752-0300
Coral Springs Utility Division at (954) 345-2160
North Springs Improvement District at (954) 752-0403
Royal Utilities at (954) 344-9106

DENTISTRY OPEN SATURDAYS

- ALL PHASES OF DENTISTRY
- DENTAL IMPLANTS
- NO APPOINTMENT NECESSARY
- WALK INS WELCOME
- AFFORDABLE FEES

DR. THOMAS SCHOPLER
DR. CRAIG MESKIN
DR. JACK T. KRAUSER
DR. ILEANA RAMUDO-TOWNSEND
DR. BRUCE WEISBROT & ASSOCIATES
DR. N. PHAM
DR. HAROLD GOODMAN

ATLANTIC FLORIDA DENTAL

954-922-1947 • 954-920-2981

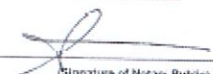
THE ABOVE ADVERTISED OFFER PROVIDES RESPONSIBLE PERIODONTICS AND PERIODONTAL THERAPY. PERIODONTAL THERAPY IS A SPECIALIZED PROCEDURE THAT REQUIRES THE PRESENCE OF A PERIODONTAL SPECIALIST. PERIODONTAL THERAPY IS NOT A SUBSTITUTE FOR REGULAR DENTAL CARE. PATIENTS WITH PERIODONTAL DISEASE SHOULD CONSULT WITH A PERIODONTAL SPECIALIST FOR A COMPREHENSIVE EVALUATION AND TREATMENT PLAN. PERIODONTAL THERAPY IS NOT COVERED BY MOST HEALTH INSURANCE PLANS. PATIENTS SHOULD CONSULT WITH THEIR INSURANCE PROVIDER FOR COVERAGE INFORMATION. PERIODONTAL THERAPY IS NOT COVERED BY MOST HEALTH INSURANCE PLANS. PATIENTS SHOULD CONSULT WITH THEIR INSURANCE PROVIDER FOR COVERAGE INFORMATION.

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Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF BROWARD/PALM BEACH/MIAMI-DADE
Before the undersigned authority personally appeared
MARK KUZNITZ who on oath says that he/she is a
duly authorized representative of the Classified
Department of the Sun-Sentinel, daily newspaper
published in Broward/Palm Beach/Miami-Dade County,
Florida, that the attached copy of advertisement, being
a **NOTICE OF PUBLIC HEARING** in the Matter of
**THE BROWARD COUNTY HUMAN SERVICES COMMUNITY
PARTNERSHIPS - HUD RENEWAL PUBLIC NOTICE**
appeared in the paper on **JULY 8, 2018 ADA 5098430**
Affiant further says that the said Sun-Sentinel said
newspaper has heretofore been continuously published
in said Broward/Palm Beach/Miami-Dade County,
Florida, each day, and has entered as second class
matter at the post office in Fort Lauderdale, in said
Broward County, Florida, for a period of one year next
preceding the first publication of the attached copy of
she has neither paid, nor promised any person, firm or
corporation any discount, rebate, commission or refund
for the purpose of securing this advertisement for
publication in said newspaper.


Mark Kuznitz, Affiant

Sworn to and subscribed before me on
JULY 9, 2018 A.D.


(Signature of Notary Public)

Name of Notary typed, printed or stamped:
Personally Known or Produced



Broward County Board of County Commissioners
Human Services Department, Community Partnerships Division

PUBLIC NOTICE

Homeless Initiative Partnership 2018 HUD Continuum of Care
Homeless Assistance Programs
Request for Letters of Interest (RLI)

In response to the U.S. Department of Housing and Urban Development (HUD) Annual Homeless Continuum of Care (CoC) Program Competition, the Broward County Human Services Department, in partnership with the Homeless Initiative Partnership (HIP) CoC and the Community Partnerships Division (CPD), is requesting Letters of Interest (RLIs) for 2018 HUD CoC Program Renewal opportunities:

ALL AGENCIES WITH EXISTING HUD PROJECTS (Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing and Homeless Management Information System) **MUST SUBMIT A LETTER OF INTEREST (RLI) TO RENEW ITS PROJECT FOR THE HUD 2018 AWARD YEAR.** Agencies must submit this letter to the County to be considered by the CoC for inclusion in the County's HUD 2018 application. **ELIGIBLE APPLICANTS:** Only Agencies with existing HUD Continuum of Care (CoC) Program under 24 CFR Part 578 are eligible to submit a Letter of Interest to Renew.

Letters of Interest for HUD CoC Program Renewal Projects are limited to two pages. Each letter must be printed on the submitting Agency's letterhead stationery and include all the following bulleted points to be eligible to participate in the next stage of the procurement:

- Applicant agency legal name;
- Name of contact person (who will be coordinating project application);
- Contact's telephone number, fax number and e-mail address;
- Identify eligible activity of interest (i.e. Permanent Supportive Housing, Transitional Housing, etc.);
- Brief project description of the Renewal Project(s) proposals. Description must include an explanation of the project, in addition to any other eligible proposed components and site information if applicable.

Letters of Interest either not containing all the mandatory points mentioned above, or emails or faxes of information not submitted in accordance with the above guidelines will be removed from further funding consideration.

A Renewal Projects Workshop will be held on Friday, July 8, 2018 at 2:00 P.M. located at 115 South Andrews, Room A337, Fort Lauderdale, Florida 33301.

Letters of Interest for Renewal Project(s) may be submitted starting Monday, July 8, 2018 at 9:30 A.M., but no later than Friday, July 13, 2018 at 5:00 p.m. to Community Partnerships Division, Attn: M. Wright, Room A370, Governmental Center Annex, 115 S. Andrews Avenue, Fort Lauderdale, Florida, 33301, via hand-delivery, mail, e-mail: mwright@broward.org or fax: (954) 357-5534. Late submittals will not be eligible for funding consideration. Failure to receive notification from HUD staff is not subject to appeal. Successful Applicant Agencies will be notified by email and/or fax regarding the next step in the application/proposal process.

The 2018 HUD Notice of Funding Availability (NoFA) has been released and is available at <https://www.hudexchange.info/programs/s-snaps/ly-2018-use-program-nota-coc-program-competition/lnofa-and-notices>, and may contain information that affects the funding opportunities described in this Notice. HIP reserves the right to change process instructions and timelines dates, with notice posted on the Human Services Department Community Partnerships Division website identified above if changes are required.

This Public Notice reflects the guidelines of the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program Rules 24 CFR Part 578 as published in the Federal Register on July 31, 2012 and became effective August 30, 2012; and Homeless Emergency Assistance and Rapid Transition to Housing: Defining "Chronically Homeless" as published in the Federal Register on December 4, 2015 and effective January 15, 2016. Applicants are further advised to reference the HUD website for the most current information and guidelines at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/funding.

Fiscal Year (FY) 2018 Housing and Urban Development (HUC) Notice of Funding Availability (NoFA)

The 2018 HUD NoFA has been released and is available at <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>, and may contain information that affects the funding opportunities described in this notice.

NoFA Highlights:

If you have questions pertaining to e-snaps technical issues, please submit your questions to the e-snaps “Ask A Question” (AAQ) portal on the HUD Exchange website.

If you have questions related to the Continuum of Care (CoC) Program Interim rule or a policy related question, please submit your questions to the CoC Program AAQ portal.

The AAQ portal access question submissions are 24/7.

[FY 2018 CoC NOFA Important Dates](#)

The 2018 HUD CoC Program New Project Letter of Intent was Publicly Noticed on June 15, 2018.

The 2018 HUD **Bonus** Project LOI deadline was on June 25, 2018 at 5:00 p.m.

HUD will post the FY 2018 Estimated Annual Renewal Demand (ADR) Report to the HUD Exchange on or after Thursday, June 28, 2018. That will include the amounts a CoC may apply for CoC Planning, bonus, and Domestic Violence (DV) Bonus.

Local Instructions for the Bonus Project

July 3, 2018 at 2:00 p.m. Applicant Workshop for the **Bonus Project** located at 115 S. Andrews Ave., Room A-337, Fort Lauderdale, FL 33301.

July 6, 2018 at 5:00 p.m. Applicant Written Questions are due to Camille Wallace via fax at (954) 357-8204 or email at cwallace@broward.org.

July 11, 2018 Responses to Written questions will be posted on the HIP website.

July 24, 2018 at 5:00 p.m. Applicant Proposals due. Proposal must be delivered to 115 S. Andrews Ave., Room A-370, Fort Lauderdale, FL 33301. **Late submissions will not be accepted.**

August 8, 2018 beginning at 9:00 a.m. Applicant Interviews.

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August 10, 2018 at 10:00 a.m. CoC Board meeting to address the recommendation from the PONG subcommittee regarding the Bonus Project and Ranking and Priority of Renewal Projects.

August 17, 2018 at 5:00 p.m. Bonus Applicant is due to the CoC in e-snaps.

Local Deadlines for Renewal Projects:

July 6, 2018 at 2:00 p.m. **Renewal Projects** Workshop at 115 S. Andrews Ave., Room A-337, Fort Lauderdale, FL 33301.

July 9, 2018 at 8:30 a.m. through July 13, 2018 at 5:00 p.m. Letters of Intent will be accepted at attention: Michael Wright, 115 S. Andrews Ave., Room A-370, Fort Lauderdale, FL 33301. Late submissions will not be reviewed.

July 24, 2018 CoC through the HIP Section, will notice the public of the list of projects and their allowable request amounts or (at least 15 days prior to the national deadline).

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September 11, 2018 CoC will post draft Application.

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September 14, 2018 the Collaborative Applicant will electronically submit the CoC Application and Priority Listing.

Get HUD Exchange Updates: Get critical deadlines, policy changes, and upcoming trainings in your inbox.

<http://icfi.us5.list-manage.com/subscribe?u=87d7c8afc03ba69ee70d865b9&id=f32b935a5f>

[Home \(/\)](#) > [News \(/news/\)](#) > The FY 2018 CoC Program Competition and *e-snaps* are Now Open

The FY 2018 CoC Program Competition and *e-snaps* are Now Open

June 28, 2018

Print

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The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care (CoC) Program Competition (<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>) has been posted to the FY 2018 CoC Program Competition: Funding Availability (<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notice>) page on the HUD Exchange. Additional resources are available on the *e-snaps* page (<https://www.hudexchange.info/programs/e-snaps/>) on the HUD Exchange.

Submission Deadline: Tuesday, September 18, 2018 at 8:00 PM EDT

The FY 2018 Continuum of Care (CoC) Consolidated Application (CoC Application and CoC Priority Listing) and project applications are now available in *e-snaps* (<https://esnaps.hud.gov/>). Collaborative Applicants and project applicants can now access the applications to review, update, and enter information that is required for the application process through the **FY 2018 CoC Program Competition NOFA** (<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>).

HUD will post the FY 2018 Estimated Annual Renewal Demand (ARD) Report to the HUD Exchange on or after Thursday, June 28, 2018 that will include the amounts a CoC may apply for: CoC planning, Bonus, and Domestic Violence (DV) Bonus. This report will also provide the Preliminary Pro Rata Need (PPRN) and the estimated ARD for each CoC.

What's New for the FY 2018 CoC Program Competition

The list below highlights some important information regarding new concepts CoCs should consider while planning for the FY 2018 CoC Program Competition. This list is not exhaustive and additional details are in the FY 2018 CoC Program Competition NOFA. A full list of **new, changed, and highlighted information** (<https://www.hudexchange.info/resource/5721/fy-2018-coc-program-competition-nofa-whats-new-changes-and-highlights/>) is on the HUD Exchange and can also be found on the **FY 2018 CoC Program Competition: Funding Availability** page (<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notice>).

- *Transition Grants.* Project applicants can transition their project(s) from one CoC Program Component to another during the CoC Program Competition using the funds to wind down the previous project while ramping up the new project. (Section II.B.2).

whichever is greater, or a maximum of \$5 million, whichever is less, to create up to three DV Bonus Projects to serve survivors of domestic violence, dating violence, and stalking. (Section II.B.3). CoCs may create up to one of each of the following project types:

- Permanent Housing-Rapid Rehousing (PH-RRH);
 - Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component project; and
 - Supportive Services Only-Coordinated Entry (SSO-CE).
- *Consolidated Project.* Eligible renewal project applicants will have the ability to consolidate two or more (limit of four) eligible renewal projects into one project application during the application process. (Section II.B.4).
 - *CoC Merger.* CoCs that merged between the FY 2016 CoC Program Registration and FY 2018 CoC Program Registration process are eligible for merger bonus points. (Section II.B.5).

Project Applicants

- Returning project applicants can choose to import the FY 2017 renewal project application responses; however, this must be requested during your registration of the Renewal Funding Opportunity in *e-snaps* and is only available if you submitted a renewal project application in the FY 2017 CoC Program Competition (last year). If you import last year's responses, be sure to carefully review them to ensure they are still accurate and representative of the project.
- If this is your organization's first time renewing your project, you will not be able to import information from FY 2017 and must, therefore, complete the entire renewal project application.
- All new project applications must complete the entire new project application.

Collaborative Applicants

- CoC Application and CoC Priority Listing are separate submissions in *e-snaps*. Collaborative Applicants must submit both parts of the CoC Consolidated Application by the application deadline for HUD to consider the CoC Consolidated Application to be complete.
- HUD released a new report in the HUD Homelessness Data Exchange (<http://www.hudhdx.info/>) (HDX) for each CoC called the "CoC Competition Report." This report includes the majority of the data reported in HDX needed to complete the FY 2018 CoC Application, including Housing Inventory Count (HIC), Point-in-Time (PIT) count, and System Performance Measures data, in a single report for CoCs to conveniently attach. The instructions on how to access the CoC Competition Report (<https://www.hudexchange.info/resources/documents/2018-CoC-Program-Competition-Report-Instructions-for-HDX.pdf>) are also posted to the HUD Exchange.

Detailed Instructions and Instructional Guides

We anticipate that the detailed instructions and navigational guides will begin appearing on the *e-snaps* Resources (<https://www.hudexchange.info/programs/e-snaps/>) page on the HUD Exchange the week of July 2, 2018:

- Project Applications
 - Renewal
 - New
 - UFA Costs
 - CoC Planning
- CoC Application
- CoC Priority Listing

We anticipate that all detailed instructions and instructional guides will be posted by July 10, 2018.

All information related to the FY 2018 CoC Program Competition is communicated via the **HUD Exchange Mailing List** (<http://icfi.us5.list-manage.com/subscribe?u=87d7c8afc03ba69ee70d865b9&id=f32b935a5f>). Join the mailing list to receive important updates and reminders.

If you are aware or suspect that the Collaborative Applicant, CoC members, or interested stakeholders are not currently receiving these listserv messages, please forward the following link, <https://www.hudexchange.info/maillinglist/> (<https://www.hudexchange.info/maillinglist/>), to them so that they may register for the listserv messages as this is the only form of communication used by HUD to the public.

If you have questions related to subscribing to the HUD Exchange mailing list or have issues receiving listserv messages in your inbox please contact info@hudexchange.info (<mailto:info@hudexchange.info>). Please be sure to add news@hudexchange.info (<mailto:news@hudexchange.info>) and info@hudexchange.info (<mailto:info@hudexchange.info>) to your contact list or safe senders list. This ensures that messages from the HUD Exchange go to your inbox and are not filtered to your spam or junk folder.

Questions

If you have questions pertaining to *e-snaps* technical issues, please submit your questions to the *e-snaps* Ask A Question (AAQ) portal (<https://www.hudexchange.info/program-support/my-question>) on the HUD Exchange website. To submit a question to the *e-snaps* AAQ portal, select "*e-snaps*" from the "My question is related to" drop down list on Step 2 of the question submission process.

If you have questions related to the CoC Program interim rule or a policy related question, please submit your questions to the CoC Program AAQ portal (<https://www.hudexchange.info/program-support/my-question>). To submit a question to the CoC Program AAQ portal, select "CoC Program" from the "My question is related to" drop down list on Step 2 of the question submission process.

The AAQ portal accepts question submissions 24/7. However, responses are usually provided between 8:00 AM and 5:00 PM Eastern Time, Monday through Friday, except for federal holidays. Additionally, per the FY 2017 CoC Program Competition NOFA, starting 2 days prior to the application deadline for FY 2018 funds, the AAQ will respond only to emergency technical support questions up to the deadline of Tuesday, September 18, 2018 at 8:00 PM EDT.

Tags: CoC *e-snaps* ESG

BROWARD COUNTY COMMUNITY PARTNERSHIPS

HOMELESS INITIATIVE PARTNERSHIP (HIP) SECTION

NoFA Workshop _____

SIGN IN SHEET

Date: 7/6/2018

Location: A377

Name	Agency	Phone	Email
Alyse Gossman	TSA	954, 712 2431	alys.gossman @ us.salvationarmy.org
Lilly Gallardo	TSA	954, 712-2524	lilly.gallardo @ us.salvationarmy.org
John Oeddem	BCFH	954, 739-1114	joeddem @ behaf1.org
Terese Patten	BCFH	954, 735-1114	TPatterson @ behaf1.org
Tom Campbell	BCFH	954, 739, 3950	tcampbell @ bphi.org
Renee Trincanello	Covenant House	954, 568 7929	rtrincanello @ covenanthousefla.org
Steve Westman	HOPE S. FL.	954, 670-7363	on file @
Mark Ferrante	HSD - OTEP	()	mferrante @ broward.org
Lina Silver	HLR	() on file	@
Sarah Curtis	TSAD	() on file	@

**Broward County Board of County Commissioners
Human Services Department, Community Partnerships Division**

PUBLIC NOTICE

**Request for Letters of Interest (RLI) - New Homeless Housing and Services Project(s)
Homeless Initiative Partnerships HUD Continuum of Care Homeless Assistance Programs
Fiscal Year 2018**

In anticipation of the US Department of Housing and Urban Development (HUD) annual Homeless Continuum of Care (CoC) Program competition, the Broward County Human Services Department and the Homeless Initiative Partnership (HIP) Section, is requesting **Letters of Interest (RLIs)** for a new Rapid Re-housing Project to provide permanent housing and supportive services to individuals experiencing homelessness ages 18 and older. Agencies eligible to apply for this funding opportunity are non-profit organizations, recognized tribes, public housing agencies, and units of state and/or local governments.

OPPORTUNITY: This Request for Letters of Interest (RLI) is seeking an Applicant Agency to collaborate with HIP in its Consolidated Application for a new Bonus **Rapid Re-housing (RRH)** Project. The funding amount anticipated for this new Bonus Project is estimated to be **\$475,000**. RRH is a community-based housing intervention for non-chronic and chronic individuals experiencing homelessness, ages 18 and older. An RRH project provides both tenant-based rental assistance services and supportive services to individuals experiencing homelessness under Categories 1 and 4 as defined by HUD. Please review additional information regarding these categories at: <https://www.hud.gov/sites/documents/PIH2013-15HOMELESSQAS.PDF>

The proposed new Bonus Project is designed to increase availability of permanent rapid re-housing beds. The RRH project must create new permanent rapid re-housing beds and provide supportive services for the population identified in the local priority within six (6) months of the notice of award. Rental assistance services may be offered for a short term (up to 3 months) or for a medium term (4 to 24 months).

LOCAL PRIORITY: In 2018, the local Continuum of Care (CoC) identified, assistance to non-chronic and chronic individuals ages 18 and older experiencing homelessness, as the Bonus Project local priority. Eligible individuals (Clients) in the population of focus are: a.) non-chronic and chronic individuals who come from the street or other locations not meant for human habitation; and b.) non-chronic and chronic individuals who come from emergency shelters, transitional housing and/or Safe Havens (as defined by HUD).

PROGRAM: Rapid Re-Housing (RRH) is defined as projects that provide supportive services that promote self-sufficiency in conjunction with short- and/or medium-term tenant-based rental assistance for individuals experiencing homelessness under Categories 1 and 4 as defined by HUD.

A new Rapid Rehousing Project period is 12 months with mandatory service provision within six (6) months of the award notice. Required match is twenty-five percent (25%) of the total amount requested in cash or in-kind services. Eligible program activities include: rental assistance, supportive services, Homeless Management Information System (HMIS) and administration. **No more than 30% of eligible program activities may be used for supportive services.**

The proposed project must be consistent with Congressional mandates, HUD guidelines for the use of HUD Homeless CoC funds and local data. Funds cannot be used to close a funding gap or replace lost funding in an existing housing project or service program.

Applicant Agencies must submit Letters of Interest to provide a New Rapid Rehousing Project starting Monday, June 18, 2018 at 8:30 A.M., but no later than Monday, June 25, 2018 at 5:00 P.M. to Camille Wallace, Administrative Officer, CPD, Room A370, in the Governmental Center Annex, 115 S. Andrews Avenue, Fort Lauderdale, Florida, 33301, via mail, e-mail or fax: e-mail: cwallace@broward.org, or fax: (954) 357-8204. *Late submittals will not be eligible for funding consideration.*

Letters of Interest are limited to two pages (excluding any attachments). Each letter must be printed on the submitting agency's letterhead stationery and include all the following bulleted points to be considered for funding and invited to the applicant workshop. Any bullet(s) not applicable should be identified as such.

- Applicant agency legal name;
- Name of contact person (who will be coordinating project application);
- Contact's telephone number, fax number and e-mail address;
- Local Priority addressed (above)
- Brief project description that must include an explanation of project concept and site information if applicable;
- New HUD-funded projects are required to fully participate in Broward County's Homelessness Management Information System (HMIS). If the Applicant Agency currently uses HMIS, provide the following agency-wide data: number of agency's staff trained in HMIS, along with the percentage of beds covered in HMIS. If not a current HMIS user, please indicate the feasibility of the Applicant Agency in participating in HMIS.
- New HUD-funded projects are required to fully participate in the Continuum of Care Coordinated Entry and Assessment Process. Please include a brief description of Applicant Agency's integration of CoC Coordinated Entry and Assessment.

Letters of Interest not containing all the mandatory points mentioned above will be removed from further funding consideration.

Successful Applicants will be notified by email and/or fax and are required to attend a workshop to be held on Friday, July 6, 2018, from 2:00 p.m. to 4:00 p.m. at the Governmental Center Annex, Room A337, located at 115 South Andrews Avenue, Ft. Lauderdale, FL. Applicants are solely responsible for contact availability. Failure to receive notification from HSD staff is not subject to appeal. At the workshop, Applicants will receive the RLI timeline, application materials, scoring criteria, local process instructions, and other relevant information. Questions to County staff regarding the application process will only be permitted during the Workshop or in writing for a specified period. Written questions to County staff about the application must be submitted by the deadline and process as specified in the local instructions that will be provided. Additionally, the Fiscal Year 2018 Notice of Funding Availability (NOFA) has not yet been released and may contain information that affects the funding opportunities described in this Notice. HIP reserves the right to change process instructions and timeline dates, with notice posted on the Human Services Department Community Partnerships Division website identified above.

This Public Notice reflects the guidelines of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: Continuum of Care Program Rules as published in the Federal Register on December 4, 2015 and effective January 15, 2016. Applicants are further advised to reference the HUD website for the most current information and guidelines at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

Silva, Lina

From: Dorcelus, Ebony
Sent: Monday, June 25, 2018 10:51 AM
To: Wright, Michael
Subject: FW: New Broward County FY2018 Human Services RLI Now Available (RE:LOI)

Importance: High

Good morning Continuum of Care,

Please see email below regarding a new funding opportunity.

Thank you

From: Wallace, Camille
Sent: Monday, June 18, 2018 12:49 PM
To: Wallace, Camille <CWALLACE@broward.org>
Cc: Krepel, Linda <LKREPEL@broward.org>
Subject: New Broward County FY2018 Human Services RLI Now Available

Good Afternoon,

The Broward County Human Services Department, Community Partnerships Division (CPD) is pleased to announce a new funding opportunity is now available: Fiscal Year 2018 Request for Letters of Interest (RLI) /New Homeless Housing and Services Project, Homeless Initiative Partnership/ US Department of Housing and Urban Development Continuum of Care Homeless Assistance Programs.

The RLI is available for download on the CPD website located at:
<https://webapps.broward.org/CommunityPartnershipsRFP/documents.aspx>.

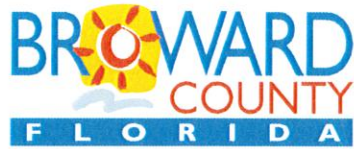
Log onto the CPD website link above to find out more about this opportunity including applicant eligibility, services advertised, the amount of funds available, submission guidelines, submission deadlines, in addition to the Applicant Workshop date, time and location.

Regards,

Camille Wallace, Esq.
Administrative Officer
Human Services Department, Community Partnerships Division
115 S. Andrews Avenue, Room A-300
Ft. Lauderdale, FL 33301
Tel: 954-357-5597, Fax: 954-357-5897



<https://access.broward.org/About.aspx>
<http://www.broward.org/HUMANSERVICES/COMMUNITYPARTNERSHIPS/Pages/Default.aspx>



HUMAN SERVICES DEPARTMENT

115 S Andrews Avenue, Room 303 • Fort Lauderdale, Florida 33301 • 954-357-6385 • FAX 954-468-3592

NOTICE OF LOCAL INSTRUCTION WORKSHOP CHANGE IN DATE, TIME AND LOCATION

The HUD Notice of Funding Availability (NOFA) has been released. As a result, the Broward County Local Applicant Workshop for the Fiscal Year 2018 U. S. Housing and Urban Development (HUD) Request for Letters of Interest (RLI) date, time and location published in the Fiscal Year 2018 Public Notice has been changed.

- **NEW DATE:** TUESDAY, JULY 3, 2018
- **NEW TIME:** 9:30 AM
- **NEW LOCATION:** GOVERNMENT CENTER, CONFERENCE ROOM 301, 115 S. Andrews Ave., Fort Lauderdale, FL 33301

At the Applicant Workshop, your Agency Representatives will have the opportunity to ask questions or clarify information necessary for completion of your Agency's proposal.

As reminder, attendance at the Applicant Workshop is mandatory for a submitted proposal to be considered for funding.

Fiscal Year (FY) 2018 Housing and Urban Development (HUC) Notice of Funding Availability (NoFA)

The 2018 HUD NoFA has been released and is available at <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>, and may contain information that affects the funding opportunities described in this notice.

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August 10, 2018 CoC Board votes on PONG subcommittee recommendations for the 2018 HUD Bonus Project and the Renewal Projects Ranking & Prioritization at 115 S. Andrews Ave., Room GC-302, Fort Lauderdale, FL 33301.

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HMIS GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL-601

A. PURPOSE

The purpose of this document is to serve as the governance charter for oversight of the Homeless Management Information System (heretofore referred to as “HMIS”) for Broward County Homeless Continuum of Care FL-601 (Broward CoC). This charter is designed to provide a framework for the CoC HMIS implementation, as presented in Section 508.7 of the Federal Register / Vol. 76, NO. 237 Homeless Management System Requirements and delineate the roles and responsibilities related to key aspects of the governance and operations of the Broward CoC’s HMIS.

The Broward CoC operates the HMIS to record and store client-level information with regard to numbers, characteristics and needs of persons who use shelter, housing and supportive services who are experiencing homelessness within Broward County. HMIS is used to aggregate data about the extent and nature of homelessness over time, produce an unduplicated count of homeless persons, understand patterns of service use, and assist the Broward CoC to measure the effectiveness of homeless assistance projects and programs.

B. BACKGROUND

HMIS is a secure, shared homeless and non-homeless client level database in Broward County, FL. HMIS focuses on recruiting members who provide shelter and other related services including basic needs and case management. A Contributing HMIS Organization, aka Covered Homeless Organization (CHO) enters and manages their client level data in HMIS. This data is critical to CHOs as they assist the client in navigating and exiting the social service system and the Broward CoC as it is responsible for tracking and reporting programmatic and system level data and outcomes.

The use of HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for projects funded by the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program, as well as by the U.S. Department of Veterans Affairs (VA) for projects funded by the Supportive Services for Veteran Families (SSVF) Program, and by the U.S. Department of Health & Human Services (HHS) for projects funded by the Runaway & Homeless Youth (RHY) and Projects for Assistance in Transition from Homelessness (PATH) Programs, or as required by federal, state or local government entities. In an effort to effectively coordinate homeless services, federal, state and local governments strongly encourage all homeless projects to participate in a CoC’s HMIS.

C. DESIGNATIONS

The Broward CoC:

1. Designates Broward County Human Services Department/Office of Evaluation and Planning (HSD/OEP) as the HMIS Lead Agency (Appendix B – MOU). In 2018, the HIP Advisory Board in its capacity as the Primary Decision-Making Body and Homeless Providers and Stakeholders Committee Broward CoC reaffirmed HSD/OEP as the Broward CoC's HMIS Lead Agency. The

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Broward Board of County Commissioners approved new HMIS End User, Privacy, Security and Data Standard Plans for Contributing Homeless Organizations on November 05, 2013.

2. Designated the ServicePoint software operated by Bowman Systems, LLC, subsequently acquired by Mediuware Information Systems, Inc. as the official HMIS vendor.

D. DURATION

This charter may be amended at any time, but it will minimally be updated and/or renewed annually. Annual renewal is intended to ensure continued consistency and compliance with HUD regulations.

E. RESPONSIBILITIES

The Broward CoC Collaborative Applicant, HMIS Lead Agency, CHOs, and the HMIS Data Committee responsibilities are discussed below.

The Broward CoC Collaborative Applicant shall:

1. Oversee the implementation and operation of the HMIS, including ensuring the consistent participation in HMIS of all Broward CoC funded projects;
2. Monitor the performance of the HMIS Lead Agency, including ensuring HMIS is administered in accordance with requirements prescribed by federal legislation and the CoC;
3. Review on an annual basis the HMIS needs of the Continuum of Care and approve any substantial changes to the HMIS system;
4. Review, revise, and approve all policies and procedures that must be developed by the HMIS Lead Agency, including: data quality, privacy, and security plans;
5. The Broward CoC shall carry out its responsibilities through the work of Broward County Homeless Initiative Partnership staff, with input from the Broward CoC Advisory Board and the HMIS Data Committee;
6. Define the annual participation fee per HMIS End User; and
7. Broward CoC Collaborative Applicant, who is the HMIS Grantee, has adopted a drug free workplace policy.

The HMIS Lead Agency shall:

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1. Establish and ensure the operation of a HMIS application; and provide oversight of participation by recipients of funds from the Continuum of Care Program, Emergency Solutions Grants Program, Supportive Services for Veteran Families (SSVF), Broward County Homeless Fund, U.S. Department of Health & Human Services (HHS) for projects funded by the Runaway & Homeless Youth (RHY) and Projects for Assistance in Transition from Homelessness (PATH) Programs and from the other programs authorized by Title IV of the McKinney-Vento Act or as required by federal, state or local government entities.

Duties include:

- a. Establishing the HMIS which includes the selection of the vendor and software;
- b. Conducting oversight of the HMIS;
- c. Taking corrective action, if needed, to ensure that HMIS is compliant with all HUD standards;
- d. Making recommendations for changes to the HMIS application in order to better support the data reporting needs and requirements of the Broward CoC and the HMIS participating agencies;
- e. Adopting written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, the HMIS Participating Agencies, and the Continuum of Care.
- f. Submitting reports to HUD as required;
- g. Developing a privacy policy that, at a minimum, includes: data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice. Every organization with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of this part, including enforcement of sanctions for noncompliance;
- h. Requiring the HMIS vendor and software to comply with HMIS standards issued by HUD as part of its contract; and
- i. Staff at least one local System Administrator and assure that each CHO has identified an Agency Administrator. The System Administrator(s) will:
 - Train local users on HUD and other prescribed workflows;
 - Support data organization and completion of Provider Pages for participating agencies;
 - Assign licenses to CHO Administrators and/or users;
 - Host local HMIS operations meeting(s) and assure that CHO Administrators are attending the local User Meetings;
 - Assure that all users are trained in privacy, security and system operation;

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- Participate in HUD mandated measurement including Point-in-Time (PIT), Housing Inventory Count (HIC), Annual Performance Reports (APRs); System Performance Measures (Sys PM) and the Longitudinal System Analysis (LSA);
 - Participating in the annual count process and support publication of local reports and
 - Support the CoC's Continuous Data Quality Improvement efforts.
2. Execute a written HMIS Participation (CHO) Agreement with each HMIS participating agency, which includes:
- a. Obligations and authority of HMIS Lead Agency and each HMIS participating agency;
 - b. Requirements of the security plan with which each HMIS participating agency must abide;
 - c. Requirements of the privacy policy with which each HMIS participating agency must abide;
 - d. Sanctions for violating the HMIS Participation Agreement (*e.g.*, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution);
 - e. Agreement that HMIS Lead Agency and HMIS participating agencies will process Protected Identifying Information consistent with the agreement; and
 - f. HMIS Participation Agreement will address other activities to meet local needs.
 - g. Serve as the applicant to HUD for grant funds to be used for HMIS activities for the Broward CoC, as directed by the Broward Board of County Commissioners and/or Collaborative Applicant, and enter into a grant agreement with HUD to carry out the HUD-approved activities;
 - h. Monitor and enforce compliance by all HMIS participating agencies with all HUD requirements and report on compliance to the Collaborative Applicant;
 - i. Monitor data quality and take necessary actions to maintain input of high-quality data from all HMIS Participating agencies;
 - j. Regularly runs and disseminates data quality reports to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards;
 - k. Submit a security plan, a data quality plan, and a privacy policy to the Broward Continuum of Care Collaborative Applicant and HMIS Data Committee for approval within 6 months of the effective date of the HMIS final rule and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead Agency must review and update the plans and policy at least annually. During this process, the HMIS Lead Agency must seek and incorporate feedback from the Broward Continuum of Care, Collaborative Applicant and from the HMIS participating agencies. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the Broward Continuum of Care Collaborative Applicant; and
 - l. Maintains a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work functions; and

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The Covered Homeless Organizations aka Contributing HMIS Organizations (CHOs) shall:

1. Comply with the U.S. Department of Housing and Urban Development's ("HUD") HMIS regulations as found in:
 - a. Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice");
 - b. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Homeless Management Information System (HMIS), Data Standards, Revised Notice, March 2010 ("HUD HMIS 2010 Revised Notice");
 - c. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Homeless Management Information System (HMIS), Data Standards Manual, April 2018 aligns with version 1.3 of the HMIS Data Dictionary; and
 - d. Any subsequent revisions to either notice.
2. Comply with the *"CHO End User License Agreement between Broward County for its Homeless Initiative Partnership and Covered Homeless Organization"*;
3. Comply with all policies and procedures that are developed by the HMIS Lead Agency, including: data quality, privacy, and security plans;
4. Participate in the Broward CoC Data Quality Monitoring efforts by implementing internal processes to reduce the percentage of client records containing null, don't know, and refused values and to ensure valid program entry and exit dates are entered into HMIS in a timely fashion;
5. Monitor program and agency level participation in HMIS via comparison of point-in-time census beds versus client served and report findings to Broward CoC on a quarterly basis;
6. Ensures and maintains written inter-agency agreements with other participating agencies who share client level data; and
7. Provide to the HMIS Lead End User feedback that includes impressions of operational milestones and progress, system functionality, and general HMIS operations.

The HMIS Data Committee will:

1. Annually review, and, as necessary, provide input for Broward CoC / Collaborative Applicant approval of a privacy plan, security plan, and data quality plan for HMIS, as well as any other HMIS policies and procedures required by HUD.
2. Review Broward CoC HMIS Lead Agency's plan for monitoring HMIS to ensure that:

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- a. All HMIS Participating Agencies consistently participate in HMIS;
 - b. HMIS is satisfying the requirements of all regulations and notices issued by HUD;
 - c. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the Broward CoC / Collaborative Applicant, including the obligation to enter into written participation agreements with each CHO.
3. Review HMIS production of the following reports and other report(s) as required by federal, state and local government funders:
- a. PIT;
 - b. HIC;
 - c. AHAR;
 - d. APRs;
 - e. CAPER;
 - f, Sys PM; and
 - f. Data Quality Monitoring Reports.
4. Shall meet at a minimum once every quarter.

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Appendix A HMIS Governance Definitions

Annual Performance Report (APR) – A report that tracks program progress and accomplishments in HUD’s competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee’s performance.

CHO – Covered Homeless Organizations aka Contributing HMIS Organization.

CAPER - Consolidated Annual Performance and Evaluation Report

Continuum of Care (CoC) – A community with a unified plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. HUD funds many homeless programs and HMIS implementations through Continuums of Care grants.

Coverage – A term commonly used by CoCs or homeless providers that refers to the number of beds represented in an HMIS divided by the total number of beds available.

Data Quality – The accuracy and completeness of all information collected and reported to the HMIS.

Data Standards – See the current HUD HMIS Data Standard.

Emergency Solutions Grant (ESG) – A federal grant program designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.

Housing Inventory Count (HIC) - The Housing Inventory Count collects information about the beds and units available for use in each Continuum of Care homeless system.

Homeless Management Information System (HMIS) – Computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness.

HMIS Data Standards – This document describes the Project Description Data Elements, Universal Data Elements, and Project-Specific Data Elements that are used in the HMIS electronic data collection system.

HMIS Grantee – Broward County Board of County Commissioners.

HMIS Lead Organization – An organization designated to operate the CoC’s HMIS on its behalf.

Current HMIS Data Standard Manual – This document provides information about the regulations issued by HUD via the Federal Register describing the requirements for implementing HMIS and contains rules about who needs to participate in HMIS, what data to collect, and how to protect client information.

The Longitudinal Systems Analysis (LSA) - A critical aspect of the McKinney-Vento Homeless Assistance Act, as amended, is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community.

The Longitudinal Systems Analysis (LSA) report formerly known as the Annual Homeless Assessment Report (AHAR), is produced from a CoC’s Homelessness Management Information System (HMIS) and submitted annually to HUD via the HDX 2.0, provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use their

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system of care. This page provides guidance for CoCs about how to use and interpret their LSAs as well as for HMIS software providers about how to program the report.

McKinney-Vento Act – The McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. The McKinney-Vento Act funds numerous programs providing a range of services to homeless people.

NOFA – Notice of Funding Availability (NOFA) establishes the funding criteria for the Continuum of Care (CoC) Programs.

Participating Agency – An agency that uses HMIS to collect data.

Point-in-Time (PIT) – A snapshot of the homeless population on a given day. Since 2005 HUD requires all CoC applicants to complete this count annually in the last week of January that provides a count of sheltered and unsheltered homeless persons.

Program Specific Data (PSD) Elements - PSD elements provide information about the characteristics of clients, the services that are provided, and client outcomes. The HMIS Federal Partners have cooperatively developed these elements. Some of the program specific data elements are collected across all federal partner programs. Others are limited to a single federal partner program or even further to a single component of one of the federal partner programs.

System Performance Measures (Sys PM) – HUD has developed seven (7) system-level performance to help communities gauge their progress in preventing and ending homelessness. The purpose of these measures is to provide a more complete picture of how well a community is preventing and ending homelessness.

Unduplicated Count – The number of people who are homeless within a specified location and time period. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated. Congress directed HUD to develop a strategy for data collection on homelessness so that an unduplicated count of the homeless at the local level could be produced.

Universal Data Elements (UDE) – Data required to be collected from all clients serviced by homeless assistance programs using an HMIS. These data elements include date of birth, gender, race, ethnicity, veteran`s status, and Social Security Number (SSN). These elements are needed for CoCs to understand the basic dynamics of homelessness in their community and for HUD to meet the Congressional mandate.



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Management Information Systems
Policies and Procedure Manual

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HMIS Policies and Procedure Manual

Introduction

The United States Department of Housing and Urban Development (HUD) requires all homeless services grantees and sub-grantees to participate in a localized Homeless Management Information System (HMIS). This policy is consistent with the Congressional Direction for communities to provide data to HUD on the extent and nature of homelessness and the effectiveness of its service delivery system in preventing and ending homelessness. The HMIS and its operating policies and procedures are structured to comply with the HUD's most current HMIS policy and standard manuals that allow for the collection of standardized client and program-level data on homeless service usage among programs within a community and across all communities. This ensures that every HMIS captures the information necessary to fulfill HUD reporting requirements while protecting the privacy and informational security of all persons experiencing homelessness.

The Broward County Continuum of Care (CoC) recommends that all homeless service providers take part in Broward County CoC HMIS System ("ServicePoint"), regardless of funding source. However, participation in HMIS is currently mandated for all County; HUD CoC Program, Emergency Solutions Grant (ESG); and other federal and state funded programs listed below. When agencies enter into an HMIS End User Agreement with Broward County, they are Covered Homeless Organizations aka Covered HMIS Organizations (CHOs). HMIS enables homeless service providers to collect uniform client information over time. This system is part of an essential effort to streamline client services, inform public policy decision makers while improve coordination of services among providers of housing and services to homeless clients, inform advocacy efforts, and assist the CoC in establishing policies that result in targeted services to reduce the time persons experience homelessness. Analysis of information gathered through HMIS is critical to accurately calculating the size, characteristics, and needs of homeless populations; the data is necessary to service and systems planning, and advocacy. CHOs share a common interest in serving the homeless population, those at risk of homelessness, with the ultimate goal of reducing and eventually ending homelessness in Broward County.

The Broward County CoC HMIS is a collaboration between the Homeless Initiative Partnership (HIP) and CHO's. This partnership and their respective roles and responsibilities are defined in the *Broward Homeless Continuum of Care-FL-601 Governance Charter* and the *HMIS Governance Charter of the Broward Homeless Continuum of Care FL-601*.

The use of HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for projects funded by the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program, as well as by the U.S. Department of Veterans Affairs (VA) for projects funded by the Supportive Services for Veteran Families (SSVF) Program, and by the U.S. Department of Health & Human Services (HHS) for projects funded by the Runaway & Homeless Youth (RHY) and Projects for Assistance in Transition from Homelessness (PATH) Programs, or as required by federal, state or local

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government entities. To effectively coordinate homeless services, federal, state and local governments strongly encourage all homeless projects to participate in a CoC's HMIS.

The *Broward Homeless Continuum of Care-FL-601 HMIS Policies and Procedure Manual* (HMIS Policies and Procedures) is structured to comply with the most recently released HUD Data and Technical Standards for HMIS. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State, and local laws may further regulate agencies, the CoC may negotiate its procedures and/or execute appropriate business agreements with CHOs in order for them to be in compliance with all applicable laws and regulations. The HMIS Policy and Procedures includes privacy, security, client consent, data entry requirements, and data quality that may be modified from time to time at the CoC discretion in order to be in compliance with applicable laws and regulations.

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Roles and Responsibilities:

HMIS Lead Agency

Policy: The HMIS Lead is responsible for the organization and management of CoC's HMIS. Additionally, the HMIS lead will provide training and technical support to all CHOs in the Continuum.

Responsibilities:

1. Ensure the operation of and consistent participation by recipients of funds from the Continuum of Care Program, Emergency Solutions Grants Program, Supportive Services for Veteran Families (SSVF), Broward County Homeless Fund, U.S. Department of Health & Human Services (HHS) for projects funded by the Runaway & Homeless Youth (RHY) and Projects for Assistance in Transition from Homelessness (PATH) Programs and from the other programs authorized by Title IV of the McKinney-Vento Act or as required by federal, state or local government entities. Duties include:
 - I. Establishing the HMIS which includes the selection of the vendor and software;
 - II. Conducting oversight of the HMIS;
 - III. Taking corrective action, if needed, to ensure that HMIS is compliant with all HUD standards;
 - IV. Making recommendations for changes to the HMIS in order to better support the data reporting needs and requirements of the Broward CoC and the HMIS participating agencies;
 - V. Adopting written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, the HMIS Participating Agencies, and the Continuum of Care.
 - VI. At least once annually or as required by HUD, submit to the Broward CoC an unduplicated count of clients served and an analysis of the unduplicated counts;
 - VII. Submitting reports to HUD as required;
 - VIII. Developing a privacy policy that, at a minimum, includes: data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice. Every organization with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of this part, including enforcement of sanctions for noncompliance;
 - IX. Requiring the HMIS vendor and software to comply with HMIS standards issued by HUD as part of its contract; and
 - X. Staff at least one local System Administrator and assure that each CHO has identified an Agency Administrator. The HMIS Lead will:

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- Train local users on HUD and other prescribed workflows;
 - Support data organization and completion of Provider Pages for participating agencies;
 - Assign licenses to CHO Administrators and/or users;
 - Host local HMIS operations meeting(s) and assure that CHO Administrators are attending the local User Meetings;
 - Assure that all users are trained in privacy, security and system operation;
 - Participate in HUD mandated measurement including Point-in-Time (PIT), Housing Inventory Count (HIC), Annual Performance Reports (APRs), Consolidated Annual Performance and Evaluation Report (CAPER) and the Annual Homeless Assessment Report (AHAR) as appropriate;
 - Participating in the annual count process and support publication of local reports and
 - Support the CoC's Continuous Data Quality Improvement efforts.
2. Require each HMIS participating agency to enter into a CHO End User License Agreement with Broward County; which includes:
 - I. Obligations and authority of HMIS Lead Agency and each CHO;
 - II. Requirements of the security plan with which each HMIS participating agency must abide;
 - III. Requirements of the privacy policy with which each HMIS participating agency must abide;
 - IV. Sanctions for violating the CHO End User License Agreement; and
 - V. Agreement that HMIS Lead Agency and HMIS participating agencies will process Protected Identifying Information consistent with the agreement;
 3. Serve as the applicant to HUD for HMIS grant funds to be used for HMIS activities for the Broward CoC, as approved by the Broward Board of County Commissioners and/or Collaborative Applicant, and enter into a grant agreement with County to carry out the HUD-approved activities;
 4. Monitor and enforce compliance by all HMIS participating agencies with all HUD requirements and report on compliance to the Broward Continuum of Care, Collaborative Applicant and HUD;
 5. Monitor data quality and take necessary actions to maintain input of high-quality data from all HMIS Participating agencies;
 6. Regularly run and disseminates data quality reports to participating programs that indicate level of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards;
 7. Submit a security plan, a data quality plan, and a privacy policy to the Broward Continuum of Care Collaborative Applicant and HMIS Data Committee for approval within 6 months of the effective date of the HMIS final rule and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead Agency must review and update the plans and policy at least annually. During this process, the HMIS Lead Agency must seek and incorporate feedback from the Broward Continuum of Care, Collaborative Applicant

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and from the HMIS participating agencies. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the Broward Continuum of Care Collaborative Applicant; and

8. Maintains a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work functions;

Procedure: The HMIS Lead is responsible for the HMIS management, oversight, and monitoring of HMIS Policy and Procedures.

Covered Homeless Organization aka Contributing Homeless Organizations (CHOs):

Policy: Each CHOs must designate an agency Security Officer and an Agency Administrator. The CHO's Security Officer is responsible for ensuring compliance with the security and privacy standards outlined in this document. CHO's Agency Administrator is responsible for the oversight of all agency End Users that generate or have access to HMIS client data, to ensure adherence to the Policies and Procedures described in this document.

Responsibilities:

1. Comply with the U.S. Department of Housing and Urban Development's ("HUD") HMIS regulations as found in:
 - I. Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice");
 - II. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Homeless Management Information System (HMIS), Data Standards, Revised Notice, March 2010 ("HUD HMIS 2010 Revised Notice");
 - III. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Homeless Management Information System (HMIS), Data Standards Manual, April 2018 which aligns with version 1.3 HMIS Data Dictionary; and
 - IV. Any subsequent revisions to either notice.
2. Comply with the HMIS Participation Agreement hereby known as the "CHO End User License Agreement" (Appendix A);
3. Comply with all policies and procedures that are developed by the HMIS Lead Agency, including: data quality, privacy, and security plans;
4. Participate in the Broward CoC Data Quality Monitoring efforts by implementing internal processes to reduce the percentage of client records containing null, don't know, and refused values and to ensure valid program entry and exit dates are entered into HMIS in a timely fashion;
5. Monitor program and agency level participation in HMIS via comparison of point-in-time census beds versus client served and report findings to Broward CoC on a quarterly basis;

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6. Ensures and maintains written inter-agency agreements with other participating agencies who share client level data; and
7. Provide to the HMIS Lead End User feedback that includes impressions of operational milestones and progress, system functionality, and general HMIS operations.

Procedure: Each CHO must designate an employee as the HMIS Security Officer and at minimum one (1) Agency Administrator. Any changes to the above-mentioned designees must be reported to the HMIS Lead within three (3) business days.

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Participation Requirements

Policy: All agencies that are funded to provide homeless services by HUD (pass through and non-pass through grants), Broward County, and/or the State must meet the minimum HMIS participation standards as defined by this Policy and Procedure manual pursuant to their respective funders' requirements. These Covered HMIS Organizations (CHOs) will be required to comply with all applicable operating procedures.

Procedure: Minimum Participation Requirements:

1. Each CHO must agree to execute and comply with the CHO End User License Agreement;
2. Each CHO must designate a HMIS Security Officer who serves as primary contact between the HMIS Lead and their CHO. Each CHO should choose its HMIS Security Officer and send that person's name, email address and contact information to the HMIS Lead. CHOs must conduct criminal background checks on the HMIS security officer and on all End Users. Unless otherwise required by HUD, background checks may be conducted once for End Users. Changes in the Security Officer or their contact information should be provided to the HMIS Lead, in writing, within five (5) business days;
3. Each CHO must designate at a minimum one (1) End User as an HMIS Agency Administrator. The Agency Administrator responsibilities include: act as the operating manager and liaison for the CHO's projects within ServicePoint; serve as the primary contact between their organization and the HMIS Lead; act as the first tier of support for their organization's HMIS End Users; enforce data collection, entry, and data quality for HMIS End Users; ensure that HMIS End Users are following the most current HMIS procedures and work flow(s); ensure client privacy, security, and confidentiality; notifies the HMIS Lead of any End User turnover within five (5) business days; attend all HMIS required meetings and conference calls; and assist with providing timely and accurate reports (AHAR, APR, PIT, HIC and CAPER) as needed;
4. Each CHO will designate End Users to access ServicePoint. The HMIS Lead's Project Supervisor will work with CHOs to determine the appropriate User Access Level designation for each End User. The maximum number of End Users each CHO may authorize are identified in the CHO End User License Agreement. Any modification to the number of assigned licenses would require an amendment to the CHO End User License Agreement;
5. All End Users, Agency Administrators, and Security Officers must complete required End User training and execute the User Access Agreement (Appendix A: Exhibit B -User Access Agreement) prior to being issued an End User Account;
6. CHOs must collect the universal and program specific data elements as defined by HUD and any other data elements as determined by the HMIS Data Committee for all clients served by programs that are participating in HMIS;
7. Each CHOs HMIS End User must enter client level data into the HMIS within five (5) business days of client interaction;

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8. Data may be shared with other agencies subject to appropriate client consent and data sharing agreements based on all applicable Federal, State and local laws and regulations;
9. Each CHO must ensure that their representative(s) regularly attend HMIS Lead mandated meetings and stay current with the HMIS Policies and Procedures Manual; and
10. CHOs must comply with all HUD regulations for HMIS participation.

Exception(s): Any CHO whose primary mission is to provide services to victims of domestic violence, dating violence or stalking are prohibited by the Violence Against Women ACT (VAWA) from disclosing Protected Personal Information (PPI) to the HMIS. Additionally, with County approval, Legal Services may be exempted from entry into HMIS based on Attorney Client privilege. They must use a comparable database to provide de-identified data to the CoC to meet HUD Data and Technical Standards.

Voluntary Participation: Although Broward County funded agencies through HIP are required to participate in the HMIS, the Broward County CoC strongly encourages all providers of services to persons experiencing homelessness, or at risk of homelessness, to participate in the HMIS. The HMIS Data Committee will work closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation to achieve a comprehensive and accurate understanding of homelessness in Broward County.

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Purpose and Use Limitations

Policy: The HMIS Lead and CHOs may only use or disclose PPI for activities described in the following procedure section.

Procedure: The HMIS Lead and CHOs may use or disclose PPI with prior approval from HMIS Lead from HMIS per HUD Data and Technical Standards for the following purposes:

1. To provide or coordinate services to an individual and or families;
2. For functions related to payment or reimbursement of services;
3. To carry out administrative functions that include but not limited to legal, audit, personnel, oversight and management functions;
4. Analytical purposes which includes: creating de-identified PPI; understanding trends in homelessness; and assessing the CoC's strategies and plans for eliminating homelessness;
5. All uses and disclosures as required by law;
6. Aversion of a serious health or safety threat to the individual or others;
7. Uses and disclosures for academic research purposes; and
8. Disclosures for law enforcement purposes in response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial office or a grand jury subpoena;

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HMIS Policies and Procedure Manual

Participation Fee

Policy: HIP reserves the right to charge a license fee for the use of ServicePoint.

Procedure: CHOs must consult with the HMIS Lead regarding fees.

1. Unless waived by HIP's Administrator in his or her reasonable discretion based upon the availability of federal or other funding, CHO shall pay County the total cost of license and maintenance fees to support each ServicePoint End User License granted to the CHO. NOTE: The cost for license and maintenance fees are based on the amount contracted between County and Bowman Systems, LLC, subsequently acquired by Medeware Information Systems, Inc. ("Mediware License Agreement").
2. Any waiver of the license fee shall only be applicable for the then-current year, and HIP may impose the license fee for any subsequent year.

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HMIS Policies and Procedure Manual

Security and Access

Policy: HMIS Security and Access provisions will apply to all systems where Personal Protected Information (PPI) is stored. Systems include HMIS Lead and CHOs networks, desktops, laptops, mini-computers, mainframes and servers.

Note: Various important aspects of ServicePoint are the contracted responsibility of Bowman Systems and are therefore not covered in the HMIS Policy and Procedure Manual. These involve data protection procedures that take place at the site of the central server include data backup, disaster recovery, data encryption, physical storage security, location authentication etc.

Procedures:

1. **End User Account and Password Access:** The HMIS Project Supervisor will provide an End User Account username and initial password to each authorized End User. Temporary/default passwords will be changed on first use. End User Accounts are assigned on a per-person basis, rather than to a particular position or role. End User Accounts are not to be exchanged, shared, or transferred between personnel at any time. Sharing of End User Accounts is a breach of these Policies and Procedures and a violation of the CHO End User License Agreement. Under no circumstances shall HMIS Lead and/or the CHO demand that an End User disclose his or her password. CHOs shall inform the HMIS Project Supervisor of any changes in personnel that require disabling of an End Users account or other requests to revoke or transfer accounts.
2. **Passwords:** Temporary/default passwords will be changed on first use. End User Account passwords must be changed every 45 days and the system will automatically prompt each End User to change his or her password. Passwords should never be written on any item left in their office, desk, or other workspace, and passwords should never be in view of any other person. End Users must not be able to log onto more than one workstation or location at a time. Passwords must meet reasonable industry standards. By following the guidelines below End Users will meet HUD and ServicePoint security standards:
 - I. Passwords must be 8 to 16 characters in length;
 - II. Passwords must contain at least two numerals;
 - III. Passwords cannot use or include: the user name; the HMIS vendor's name (ServicePoint, Bowman); and, contain a word found in the common dictionary or any of the above spelled backwards; and
 - IV. Never let your computer and/or internet browser store a login or password.
3. **End User Inactivity:** End Users who have not logged into the system in the previous 45 days will be flagged as inactive. Inactive End Users may have their HMIS accounts locked or removed to maintain the security, confidentiality, and integrity of the system. CHO HMIS Security Officer is responsible for reporting inactive HMIS End User accounts to the HMIS Project Supervisor within three (3) business days of the account becoming inactive. End User accounts that are not active for ninety (90) days will be deactivated by the HMIS Lead and the CHO Security Officer is responsible for contacting the HMIS Lead to provide an update on the status of the account and or providing confirmation that the account is

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no longer needed. Account inactivity in excess of 150 days will result in the account being deactivated and forfeiture of the license(s). NOTE: The HMIS Lead will inquire with the CHO HMIS Security Officer about inactive End User(s) account prior to any decision to disable account(s).

4. **Connectivity and Computer Systems:** CHOs will connect to HMIS independently via the internet and are responsible for providing their own internet connectivity and computer systems.
5. **Remote System Access:** CHO HMIS End Users and/or Security Officers must abide by the following Policies and Procedures and ensure the security and confidentiality of client data regardless of the computer used to log in to the system:
 - I. Remote laptops and desktops must meet the same security requirements as those of office HMIS workstations;
 - II. Remote access to ServicePoint should be limited to only those situations when it is imperative that the End Users access the system outside of the normal office setting; and
 - III. All HMIS End Users are prohibited from using a computer and/or workstation that is available to the public. In addition, accessing ServicePoint from a public location through an internet connect that is not secured is prohibited. Examples of non-secure internet connection are internet cafes, libraries, and airport Wi-Fi, etc.
6. **Workstation Security:** At a minimum, the primary workstation used by each End User to log in to HMIS should be configured to meet the following best practices:
 - I. Password-protected log on for the workstation itself;
 - II. Password-protected (aka locked) screensaver after five (5) minutes or more of inactivity;
 - III. Operating system updated with manufacturer's latest patches at least weekly;
 - IV. Workstations in public areas must be secured when they are not in use and End User is not present; and
 - V. End User must log off HMIS when leaving the workstation.
7. **Anti-Virus Protection Software and Firewalls:** At a minimum commercial anti-virus protection software must be maintained to protect the HMIS and virus definitions must be updated regularly. In addition, all workstations must be protected by a workstation firewall or server firewall.
8. **Local Electronic Data Storage, Transfer, and Disposal:** CHO HMIS End Users and/or Security Officers are responsible for maintaining the security and confidentiality of any client-level data extracted from the database and stored locally, including all data used in internal reporting. At a minimum, the following best practices must be followed for all HMIS data:
 - I. All data downloaded on to a data storage medium must be maintained and stored in a secure location;
 - II. Data storage medium must be password protected;
 - III. Data downloaded onto a data storage medium must be disposed of by reformatting as opposed to being erased or deleted;

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- IV. Data storage medium must be reformatted a second time before the medium is reused or disposed of;
 - V. Data downloaded for purposes of statistical analysis must exclude PPI whenever possible; and
 - VI. PPI data is not to be electronically transmitted unless it is properly protected.
9. **Hard Copy Security:** Any printed version containing PPI that is generated for or by ServicePoint will be secured and should not be left unattended.
10. **Security Violations:** End Users found to be in violation of security and access protocols will be sanctioned accordingly.
- I. All End Users must report potential violations of any security protocols and/or noncompliance to their CHO's Security Officer.
 - II. The CHO's Security Officer must report the potential violation to HMIS Lead.
 - III. The CHO's Security Officer and/or the HMIS Lead will investigate potential violations.
 - IV. In the event that HMIS Lead is aware that an End User is using (or has used) Broward County's HMIS for any purposes outside of the approved use and disclosure, HMIS Lead will immediately terminate access of the End User.

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HMIS Policies and Procedure Manual

Privacy

Policy: Broward County CoC, HMIS Lead, and CHOs will strive to ensure and safeguard the confidentiality of all client data. This ensures fair information practices pertaining to: openness; accountability; collection limitations and the purpose and use limitations; access and correction of data collected; and, data quality. CHO privacy and client confidentiality practices must comply with all applicable Federal, State, and local laws. Applicable standards include, but are not limited, to the following:

1. Federal Register vol. 69, No. 146 (HMIS FR 4848-N-02) – Federal statute governing HMIS information.
2. The Health Insurance Portability Act of 1996, as amended (HIPAA).
3. 42 CFR Part 2. – Federal statute governing drug and alcohol treatment.

The HUD Data and Technical Standards Notice requires that each CHO's privacy notice, at a minimum, should address the following:

1. All potential uses and disclosure of clients PPI;
2. Purpose for collecting the information;
3. The time period for which a client's PPI will be retained;
4. The method for disposing of client's PPI that is not in current use or seven (7) years after it was created or last changed;
5. The process and applicability of amendments, and documenting all privacy notice amendments and or revisions;
6. Provide reasonable accommodation for persons with disabilities and/or language barriers throughout the data collection process;
7. PPI will be used and disclosed only as specified in the privacy notice, and only for the purposes specified therein;
8. All clients have the right to inspect and obtain a copy of their client record; and
9. Specify a grievance procedure for accepting and considering questions or complaints about the privacy and security policies and practices.

Procedures: It is each CHO's responsibility to develop its own privacy policy and clearly indicate which standards mention above govern their organization. It is important to note that HIPAA statutes are more restrictive than HMIS FR 4848-N-02 standards and in cases where both apply, HIPAA overrides the HMIS FR 4848-N-02 standards. If a CHO has a confidentiality policy designed around the HIPAA standards, then that policy can be modified to include HMIS data collection, or can be amended to create one set standards for clients covered under HIPAA, and a second set of standards for those covered under HMIS FR 4848-N-02.

1. Each CHO must publish a privacy policy that incorporates the contents of HUD Data and Technical Standards Notice. Each CHO is required to publish the privacy policy and provide a copy of the privacy policy to any client upon request;

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2. If a CHO maintains a public web page then the CHO must post its current privacy notice on its web page; and
3. A written notice of the assumed functions of the HMIS will be posted at all locations where PPI is collected. This sign will be explained in cases where the client is unable to read and/or understand it. A sample sign ([Appendix C](#)) is available for CHOs to use.

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HMIS Policies and Procedure Manual

Client Confidentiality

Policy:

CHOs must obtain informed, signed consent prior to entering any client PPI in the HMIS. Services will not be denied if client chooses not to include PPI. A client acknowledgment for electronic data collection in HMIS that all CHOs must use is available in ([Appendix B](#)).

Procedure:

1. Collection and Notification:

All client information will be collected only by fair and lawful means with the knowledge and consent of the client. CHOs will collect and retain signed acknowledgment forms (ROI) before any client data will be entered into the HMIS.

- I. Executed client acknowledgment forms are only valid for a period of three (3) years.
- II. CHO staff will thoroughly explain the acknowledgment form to each client.
- III. CHOs must store signed client acknowledgement for auditing purposes.
- IV. Any agency whose primary mission is not to provide services to victims of domestic violence, dating violence or stalking that is serving a victim of domestic violence, dating violence, sexual assault or stalking must explain the potential safety risks for victims and the client's specific options to protect his/her data, such designating his/her record as hidden/closed to other agencies.
- V. If client acknowledgment is not obtained, the CHO will not be permitted to share that client record with other agencies in the HMIS. Client data must still be entered into ServicePoint but only that CHO has the authority to view or edit the client(s) data. Clients who choose not to authorize sharing of information cannot be denied services for which they would be otherwise eligible.
- VI. Clients may, at any time, revoke their consent for release of information. In such cases, the CHO remains responsible to ensure that client's PPI is unavailable to all other CHOs.

Exception(s): In instances where a client gives verbal acknowledgment via the Homeless Helpline, CHO staff will complete the form accordingly. Homeless Helpline staff will not be required to obtain written consent to share primary and general client information that is collected via telephonic or electronic means. In this case, clients will be read the call center's verbal intake consent to release information. Callers who do not want their information shared in HMIS will have their records closed and/or may be limited in their ability to obtain an agency referral.

Client Record Access and Data Correction: All CHOs must have written policies that address provisions for client(s) to have access to their records and correction to their records. Any client will have access to view, or keep a printed copy of, his or her own records contained in the Broward County HMIS. The client will also have access to a logged audit trail of changes to those records. The following provisions will be maintained for the access to and correction of client records:

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- I. Client(s) must be allowed to review their records within three (3) business days of a request;
- II. Each request must be documented by the CHO;
- III. A CHO staff member must be available to explain any entries the client does not understand during the review process;
- IV. A client may request to have their record corrected so that information is up-to-date and accurate;
- V. If the correction request is valid then the End User will make a corrective entry;
- VI. Client(s) may be denied access to their information for any of the following reasons:
 - a. The request is made with reasonable anticipation of litigation or a comparable procedure;
 - b. If information about another individual other than the CHO staff would be disclosed;
 - c. The disclosure of information would be reasonably likely to endanger the life or physical safety of any individual; and/or
 - d. Client(s) may be denied access to their records in case of repeated or harassing requests for access or correction. However, if a client is denied access to their records, documentation must be provided regarding the request and reason(s) for denial. This too must be made part of the client(s) record.

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Client Grievances

Policy: All CHOs are responsible for setting up an internal grievance process to handle client complaints related to HMIS. Clients have a right to file a grievance with the CHO and may be initiated by client(s) if they feel:

1. That their confidentiality rights have been violated;
2. If access has been denied to their personal records; and/or
3. If they have been put at personal risk or harmed.

Procedure:

1. CHOs will provide a copy of the Broward County HMIS Policies and Procedures Manual upon request, and respond to the client issues.
2. CHOs will send written notice to the HMIS Project Supervisor of any HMIS-related client grievance.
3. The HMIS Project Supervisor will record all grievances and will report these complaints to the CoC Lead for review.

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Data Requirements

Policy: All CHOs must meet all data standards. CHO End Users and Agency Administrators will be responsible for the quality of their data entry. Data quality refers to the timeliness, completeness, and accuracy of information collected and reported in the HMIS.

Procedure:

1. HUD Universal Data Element: A CHO is responsible for ensuring that a minimum set of data elements, referred to as the HUD Universal Data Elements (UDEs) as defined by the most current HUD HMIS Data Standard Manual will be collected from all clients and entered into ServicePoint. The most current version is available at: <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>
2. Program-Specific Data Elements: CHOs are also responsible for ensuring that the Program-Specific Data Elements (PDE), as defined by the most current HUD HMIS Data Standard Manual will be collected and entered into ServicePoint for all clients that are served by their applicable projects. The most current versions are available at:
 - I. CoC Program HMIS Manual
<https://www.hudexchange.info/resources/documents/CoC-Program-HMIS-Manual.pdf>
 - II. ESG Program HMIS Manual
<https://www.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf>
 - III. HOPWA Program HMIS Manual
<https://www.hudexchange.info/resources/documents/HOPWA-Program-HMIS-Manual.pdf>
 - IV. PATH Program HMIS Manual
<https://www.hudexchange.info/resources/documents/PATH-Program-HMIS-Manual.pdf>
 - V. Runaway and Homeless Youth Program HMIS Manual
<https://www.hudexchange.info/resources/documents/RHY-Program-HMIS-Manual.pdf>
 - VI. Veterans Affairs Programs HMIS Manual
 - VII. <https://www.hudexchange.info/resources/documents/VA-Programs-HMIS-Manual.pdf>
3. Data Elements for De-duplication: The primary way of achieving de-duplication of client records is the responsibility of End Users at their respective CHOs. This is achieved by an End User mediated search of client data prior to creating a new client record. The following elements will be used to query for unduplicated client records:
 - I. Name (first, middle, last, suffix). Aliases or nicknames should be avoided;

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- II. Social Security Number;
- III. Date of Birth;
- IV. Gender; and
- V. Race and Ethnicity.

Based on the results, the End User will be asked to select a matching record if identifying elements match correctly. If the End User is unsure of a match, due to differential or missing data elements then, the End User should query the client for more information and continue evaluating possible matches or create a new client record.

4. Data Quality Standards: All data entered in ServicePoint must meet data quality standards based on HUD Data and Technical Standards and CoC data requirements.
 - I. Data entered in to ServicePoint will be entered in an accurate and timely manner;
 - II. Per current HUD data standards, blank entries in required UDEs and Program Specific Elements will not exceed 3% per month excluding client destination;
 - III. Data entry, including program Entry and Exit, must be completed within three (3) business days of data collection; and
 - IV. Data entered shall be collected and entered in a common and consistent manner across all programs.
 - V. Annual assessments will be conducted 30 days prior to or after the anniversary of the Entry date.
5. Data Reports: To ensure data quality for HUD reporting, CHOs are required to submit the following reports to the HMIS Lead each month:
 - I. 0260 Data Quality Report Card;
 - II. Dashboard HUD CoC APR
 - III. All other data report(s) mandated by their HUD and/or County contracts;
 - IV. Notify the HMIS Lead of findings and timelines for correction;
 - V. Rerun reports to confirm data correction and submit to HMIS Lead for approval;
 - VI. The HMIS Lead will perform regular data integrity checks on the HMIS data based on each program at a CHO level; and
 - VII. Patterns of error will be reported to the CHO Agency Administrator and End Users will be required to correct data entry techniques and will be monitored for compliance.
 - VI. HMIS Program Entry and Exit: End Users must record the Program Entry Date and Program Exit Date of client(s) into HMIS no later than three (3) business days of program enrollment and program exit. For Street Outreach and Night by Night projects, any client that has not had contact within 90 days will be closed with an exit date that matches the last date of contact.
6. Data Element Customization: Data element customization will be considered as special projects. HMIS data customization requests must will be only approved by the HMIS Lead.

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NOTE: Fees may be required for extensive or specialized programmatic changes. If fees are necessary, no work will be performed without prior written authorization from the requesting agency.

7. Data Collection Guidance by Project Type

I. Street Outreach (SO)

- a. **Contacts:** Most street outreach projects are expected to record every contact made with each client in the HMIS. A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts include activities such as a conversation between the street outreach worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service. A *Contact* (4.12) must be recorded anytime a client is met, including when a *Date of Engagement* (4.13) or *Project Start Date* (3.10) is recorded on the same day.
- b. **Engagements:** Most street outreach projects are expected to record the *Date of Engagement* (4.13) with each client in the HMIS. Per the HMIS Data Standards and by agreement across all federal partners, an engagement date is the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The *Date of Engagement* should be entered into HMIS at the point that the client has been engaged by the outreach worker. This date may be on or after the *Project Start Date* (3.10) and must be prior to the *Project Exit Date* (3.11). If the client exits without becoming engaged, the *Date of Engagement* should be left blank. If the client was contacted on the date of engagement, a *Contact* (4.12) must also be entered for that date.
- c. **Data Quality:** Reporting on data quality for street outreach projects is limited to clients with a *Date of Engagement* (4.13). Therefore, it is important that outreach workers record the *Date of Engagement* and also review all Universal Data Elements and applicable Program Specific Data Elements for completeness and accuracy. The *Date of Engagement* coincides with the requirement for HMIS data quality, therefore all Universal Data Elements should be entered into HMIS on or before the *Date of Engagement*.
- d. **Project Exit:** Project exit represents the end of a client's participation with a project. The exit date should coincide with the date that the client is no longer considered to be participating in the project. This standard should be applied consistently across all Street Outreach projects. Reasons to exit a client include:
 - i. The client has entered another project type (e.g., TH, PSH) or otherwise found housing
 - ii. The client is engaged with another outreach worker or project
 - iii. The client is deceased

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- iv. The outreach worker has been unable to locate the client for an extended period of time (e.g., 90 days from last contact) and there are no recorded contacts

2. Night-by-Night Emergency Shelters

- I. Night-by-night (nbn) shelters should be set up to collect all data required for Emergency Shelters. However, HUD understands that often nbn shelters are not able to collect exit data. Persons who leave/disappear without completing an exit interview are to be recorded with *Destination* (3.12) of 'No Exit Interview Completed.'
- II. Contacts: Most nbn shelters must record *Contacts* (4.12) they have with each person served. A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts may include activities such as a conversation between the shelter worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service. A *Contact* must be recorded anytime a client is met, including when a *Date of Engagement* (4.13) or *Project Start Date* (3.10) is recorded on the same day.
- III. Engagements: Most nbn shelters are required to record a client's *Date of Engagement* (4.13). Per the HMIS Data Standards and by agreement across all federal partners, an engagement date is the date when an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The *Date of Engagement* should be entered into HMIS at the point when the client has been engaged by the shelter worker. This date may be on or after the project entry date and must be on or prior to project exit. If the client exits without becoming engaged, the *Date of Engagement* should be left blank. If the client was contacted on the date of engagement, a contact must also be entered for that date.

3. Day Shelter

- I. Follow the requirements for Entry/Exit Shelters when collecting data for Day Shelters.

4. Permanent Housing: PSH and RRH, TH

- I. With the changes to the HMIS Data Standards, all types of Permanent Housing projects are now able to collect data on assistance provided to the client prior to the client entering housing.
- II. For these project types, the *Project Start Date* (3.10) is the date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:
 - a. Information provided by the client or from the referral indicates they meet the criteria for admission
 - b. The client has indicated they want to be housed in this project and

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- c. The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, or scattered-site subsidy) or expects to have one in a reasonably short amount of time.
- III. At project start, record the Universal Data Elements and any other information required at the project start
- IV. For Permanent Housing, including Rapid Re-Housing, the Project Start Date is: Date following application that the client was admitted into the project. To be admitted indicates the following factors have been met: 1) Information provided by the client or from the referral indicates they meet the criteria for admission; 2) The client has indicated they want to be housed in this project; 3) The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, or scattered-site subsidy) or expects to have one in a reasonably short amount of time.
- V. When the client or household moves into any type of permanent housing, regardless of funding source or whether the project is providing the rental assistance, enter the date in *Housing Move-In Date* (3.20).

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HMIS Policies and Procedure Manual

Data Corrections and/or Inconsistencies

Policy: Corrections and/or updates to client information is limited to the CHO which entered the data. However, HMIS Lead Agency will make correction(s) should the CHO which entered the data is no longer active.

Procedure: No agency shall change and/or modify client data of another agency. When duplicate information or erroneous data is found, the Agencies involved will notify the HMIS Project Supervisor via an e-mail to HMIS-ProjectMgmt@broward.org so client data can be corrected. Data can be corrected only by the most current agency or by the HMIS Project Supervisor.

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HMIS Policies and Procedure Manual

Technical Support

Policy: The HMIS Lead will provide a reasonable level of support to CHOs via telephone, email, and/or remote trouble shooting.

Procedure:

1. HMIS users should first seek technical support from their Agency Administrator.
2. If additional expertise is required to troubleshoot the issue then the Agency Administrator should submit a request to the following email address:
HMIS-ProjectMgmt@broward.org.
3. Agency Administrators and/or End Users must provide all information, screenshots, reports etc. so that the HMIS Lead staff can recreate problem if required.
4. The HMIS Lead will respond to all email inquiries within five (5) business days, but support load and/or other events may affect response time.
5. Technical support hours are Monday through Friday (excluding holidays) from 8:30 AM to 5:00 PM.
6. If the issue cannot be resolved by the HMIS Lead, a Case (helpdesk ticket) with the software vendor will be submitted.
7. The HMIS Lead staff are the only authorized personnel that can communicate and issue a trouble ticket with the software vendor.

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HMIS Policies and Procedure Manual

Training

Policy: End User must complete all new user training prior to gaining access to ServicePoint.

Procedure:

1. The HMIS Lead will coordinate adequate and timely HMIS and Privacy & Security training for all End Users.
2. All End Users must be trained by the HMIS Lead and/or Bowman Systems and sign an End User Agreement prior to receiving a login to the HMIS.
3. The HMIS Lead will establish a website to post training aids, reference material, and other support.
4. The HMIS Data Committee will assist in the development and distribution of End User aids, reference material, and other supports, including “train the trainer” curricula.

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HMIS Policies and Procedure Manual

Communication

Policy: The HMIS Lead is responsible to communicate any system-related and contractual information to CHOs in a timely manner. CHOs are responsible for communicating needs and question regarding the ServicePoint to the HMIS Lead in a timely manner.

Procedure:

1. General communications from the HMIS Lead Project Supervisor will be directed toward a CHO's HMIS Security Officer and/or Agency Administrator.
2. Agency Administrators are responsible for distributing information and ensuring that their agency End Users are informed of appropriate HMIS related communications.
3. Specific communications will be addressed to the person or people involved.
4. The HMIS Lead will be available via email, phone, and U.S. mail.
5. The HMIS Data Committee will also distribute HMIS information to members of the CoC Board.

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System Availability

Policy: The Broward County CoC will provide a highly reliable database environment and will inform HMIS Security Officers/Agency Administrators and End Users in advance of any planned interruption in service.

Procedure:

1. If the database server is unavailable due to disaster or routine maintenance, HMIS Lead will inform Security Officers/Agency Administrators and End Users of the cause and duration of the interruption in service.
2. The HMIS Lead will send email communications to the Security Officers and/or Agency Administrators within two (2) hours of problem awareness.
3. The HMIS Lead Project Supervisor will log all downtime for purposes of system evaluation.

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HMIS Policies and Procedure Manual

Monitoring and Sanctions

Policy: Monitoring: The HMIS Lead will conduct annual site visits and remote monitoring to ensure compliance with the HMIS policies and procedures.

Procedure: The HMIS Leads will conduct annual site visits to monitor compliance with the HMIS policies and procedures. Monitoring will include but not be limited to:

1. HMIS CHO End User License Agreement;
2. HMIS Notice of Privacy Practices and Privacy Policies;
3. HMIS Agency Partnership Agreement(s), if applicable;
4. Agency Data Sharing Agreement(s), if applicable; and
5. HMIS Security Protocols.

Policy: Sanctions: The HMIS lead will investigate all potential violations of any HMIS Security and Privacy protocols.

Procedure: Any End User found to be in violation of the security and privacy protocols will be sanctioned. Sanctions include, but are not limited to:

1. A formal letter of reprimand;
2. Suspension of ServicePoint privileges;
3. Revocation of system privileges; and
4. A CHO may also be suspended or have its ServicePoint license(s) revoked if serious or repeat violation(s) of the HMIS Policies and Procedures occur by its End User(s).

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CHO Termination

Policy: CHO End User License Agreement may be terminated by the County for cause based on any breach by CHO that is not cured within ten (10) days after written notice identifying the breach. It may also be terminated for convenience by either party upon providing written notice to the other party of the termination date, which shall be not less than forty-five (45) days after the date such written notice is provided. The County Administrator may exercise this option on behalf of the County.

Procedure: In the event that the relationship between the CoC and the CHO is terminated, the CHO will no longer have access to the HMIS. The HMIS Lead and the HMIS Data Committee will make reasonable accommodation to assist the CHO to export its data into a format that is usable in its alternative database. Any cost associated with exporting the data will be the sole responsibility of the CHO.

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Terms and Definitions

Agency Administrator: The person responsible for System administration at the agency level. Responsibilities include informing HMIS Lead of the need to create and disable End Users, basic ServicePoint troubles shooting, and escalating of issues to the HMIS Lead.

Annual Homeless Assessment Report (AHAR): A report to the U.S. Congress on the extent and nature of homelessness in America. The report is prepared by the Department of Housing and Urban Development (HUD) and provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based primarily on Homeless Management Information Systems (HMIS) data about persons who experience homelessness during a 12-month period.

Annual Performance Report (APR): A report that tracks program progress and accomplishments in HUD's competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee's performance.

Anti-Virus Protection Software: software programs to detect and remove computer viruses. The anti-virus protection software should always include a regular update services allowing it to keep up with the latest viruses as they are released.

Client: A living individual about whom a Contributory HMIS Organization aka Covered Homeless Organization(CHO) collects or maintains protected personal information: (1) because the individual is receiving, has received, may receive, or has inquired about assistance from a CHO; or (2) in order to identify needs, or to plan or develop appropriate assistance within the Continuum of Care (CoC).

Continuum of Care (CoC): The primary decision making entity defined in the funding application to HUD as the official body representing a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency.

CoC Program: A program identified by the CoC as part of its service system, whose primary purpose is to meet the specific needs of people who are experiencing a housing crisis.

Contributory HMIS Organization aka Covered Homeless Organization (CHO): An organization that operates a contributory homeless assistance program or homelessness prevention program or contributory non-homeless assistance program.

Data Quality – The accuracy and completeness of all information collected and reported to the HMIS.

End User: An employee, volunteer, affiliate, associate, and any other individual acting on behalf of a CHO or HMIS Lead Agency who uses or enters data in the HMIS or another administrative database from which data are periodically uploaded to the HMIS.

Firewall: A method of controlling access to a private network, to provide security of data.

Homeless Management Information System (HMIS): The information system designated by a CoC to process Protected Personal Information (PPI) and other data in order to create an unduplicated accounting of homelessness within the CoC. An HMIS may provide other functions beyond unduplicated accounting.

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Housing Move In Date - Housing move-in must be completed for all clients who have moved into housing. Move-in means a lease arrangement has been made, the client has a key or entry ability to the unit and that the client has physically slept in the unit. Beginning October 1, 2017, projects must discontinue the pre-entry method of housing and use the project start date and housing move in date together instead.

HUD strongly recommends HMIS administrators and PH projects monitor data entry accuracy and use of the housing move-in date. Housing move-in timeliness and accuracy will impact project and system performance outcomes for the point-in-time information for the Housing Inventory Chart, project Annual Performance Reports (APR); System Performance Measures and other federally mandated reports that collect project outcomes.

Clients without a housing move-in date are still considered and should be counted as homeless (living on the streets, in-shelter, etc.).

HMIS Lead: An organization designated by a CoC to operate the CoC's HMIS on its behalf.

McKinney-Vento Act: The McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. The McKinney-Vento Act funds numerous programs providing a range of services to homeless people.

NOFA: Notice of Funding Availability (NOFA) establishes the funding criteria for the Continuum of Care (CoC) Programs.

Program Data Elements (PDE): Program specific elements provided about the characteristics of clients, the services that are provided, and clients outcomes. These data elements must be collected from all clients served by programs that are required to report this information to HUD.

Project Exit Date: Project exit represents the end of a client's participation with a project. The project exit date should coincide with the date that the client is no longer considered to be participating in the project. This standard should be applied consistently across all Street Outreach projects. Reasons to exit a client include any of the following:

- The client has entered another project type (e.g., TH, PSH) or otherwise found housing;
- The client is engaged with another outreach worker or project;
- The client is deceased; or
 - o The outreach worker has been unable to locate the client for an extended period of time and there are no recorded contacts.
 - o If this situation arises, and the client is to be exited from the project due to a lack of regular contact the project exit (3.12) should be listed as "No Exit Interview Completed."

The possibility that the client may not be seen again is not a reason to exit a client from a project, and project exit should only be recorded once project participation has ended, or after the locally-determined period of time has passed without a contact with the client.

Project Start Date replaces Project Entry Date: A new definition of the point of entry for some PH projects. HMIS administrators should provide end users in the affected PH project types with additional information on when each project type is expected to enter a Project Start Date. The following rules apply to Project Start Date for non-PH projects:

- o Street Outreach projects – Date of first contact with the client.
- o Emergency Shelters – Night the client first stayed in the shelter for the consecutive shelter period from entry to exit. Night by night shelters, which use a bed-night tracking

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method, will have a project start date for the night the client first stayed and will allow clients to re-enter as necessary without “exiting and restarting” for each stay for a specified period.

- o Safe Havens and Transitional Housing – Date the client moves into the residential project (i.e. first night in residence).

- o All Permanent Housing project types, including Rapid Re-Housing – Date that the client was admitted into the project. See the Special Data Collection Instructions for Rapid re-Housing and Permanent Supportive Housing for additional information on Project Start Date for PH projects.

- o All other types of Service projects (including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment, health care) - Date the client first began working with the project and generally received the first provision of service.

Protected Personal Information (PPI): Information about a client: (1) whose identity is apparent from the information or can reasonably be ascertained from the information; or (2) whose identity can, taking into account any methods reasonably likely to be used, be learned by linking the information with other available information or by otherwise manipulating the information.

Point-in-Time (PIT): A snapshot of the homeless population on a given day. Since 2005 HUD requires all CoC applicants to complete this count annually in the last week of January that provides a count of sheltered and unsheltered homeless persons.

ServicePoint: The HMIS software that is currently being used by the Broward County Continuum of Care. It is a web-based HMIS that is licensed from Bowman Systems, LLC, a Medware Information Systems, Inc. acquisition.

HMIS Project Supervisor – Role within the HMIS Lead. This position is responsible for the oversight of the HMIS Team and all required deliverables.

Unduplicated Count: The number of people who are homeless within a specified location and time period. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated. Congress directed HUD to develop a strategy for data collection on homelessness so that an unduplicated count of the homeless at the local level could be produced.

Universal Data Elements (UDEs): Data required to be collected from all clients serviced by homeless assistance programs using an HMIS. These data elements include date of birth, gender, race, ethnicity, veteran’s status, and Social Security Number (SSN). These elements are needed for CoC’s to understand the basic dynamics of homelessness in their community and for HUD to meet the Congressional mandate.

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VERSION CONTROL

This section tracks significant changes made to this document:

Revised Section Name	Page #	Revised Date	Revised By	Comments, If any
Cover Page	1	05/11/2016	Grewal, et al.	Change from Version 1.1 to Version 1.2
Table of Contents	2	05/11/2016	Grewal, et al.	Inserted Version Control section in Table of Contents.
Participation Fee	12	06/09/2016	Grewal, et. al.	Removed fee amount of \$125 to eliminate need for future changes to HMIS Policies and Procedure Manual if and when the fee amount changes.
Client Confidentiality	18	0727/2016	Grewal, et al.	New version of client acknowledgment forms effective August 1 st , 2016. The new forms are now valid for a period of three (3) years.
Data Requirements	22	05/11/2016	Grewal, et al.	Data Reports: 0623 changed to 0625; and 0631 CoC APR Detail deleted.
Data Corrections and/or Inconsistencies	23	6/28/2016	Grewal et al.	Section added.
Technical Support	24	05/11/2016	Grewal, et al.	Added email as additional support.
Appendix B				Client Acknowledgment for Electronic Data collection in Homeless Management Information System- Version 2.0 replaces previous version and was made effective CoC wide on August 1, 2016.
Version Control	32	05/11/2016	Grewal, et al.	Section added to track significant changes to the HMIS Policy and Procedures.
Document Review	NA	07/17/2017	J. Ellis	Manual reviewed. No Changes Made.
Version 1.3	All	08/01/18	Ellis, et al.	Manual reviewed and revised in its entirety to reflect changes in HUD guidelines and HMIS operations.

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Appendices

Appendix	Document Title
Appendix A	HMIS CHO End User License Agreement
Appendix B	BC CoC Client Acknowledgement for Electronic Data Collection
2	HMIS Privacy Notice
Exhibit A	Participating Agencies and/or Organizations
Exhibit B	HMIS End User Agreement
	HMIS Data Sharing Policy and Release of Information (ROI)



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CHO END USER LICENSE AGREEMENT BETWEEN BROWARD COUNTY FOR ITS HOMELESS INITIATIVE PARTNERSHIP AND COVERED HOMELESS ORGANIZATION

This CHO End User License Agreement (the “Agreement”) is made and entered into by and between Broward County, a political subdivision of the State of Florida (“County”), on behalf of its Homeless Initiative Partnership (“HIP”) and _____ an active Florida Not for Profit Corporation that records, uses, or processes protected personal information of homeless clients in and for Broward County (“CHO”).

A. This Agreement addresses the joint responsibilities of HIP and the CHO for ongoing Homeless Management Information Systems (“HMIS”) activities. As the County’s Continuum of Care (“CoC”) HMIS Lead Agency, HIP is responsible for administering the HMIS on behalf of the COC, including the implementation, project management, training, maintenance, help desk support, and enhancement and upgrading of the software.

B. The U. S. Department of Housing and Urban Development (“HUD”) requires all homeless services grantees and sub-grantees to participate in a localized HMIS. The County’s CoC HMIS: a) provides a comprehensive system for collecting and disseminating information about persons experiencing homelessness or at risk of homelessness; and b) is the homeless service system in support of the CoC’s goal to prevent, reduce and ultimately eliminate homelessness. This is accomplished by assisting homeless service providers in generating required reports, as well as streamlining and consolidating the CoC’s HMIS data sharing, tracking and recordkeeping requirements.

C. On or about May 7, 2013, the County entered into an Agreement Adopting the Miami-Dade County Professional Services, Software License, Maintenance and Support Agreement, Social Services Information System, with Bowman Systems, LLC, subsequently acquired by Mediware Information Systems, Inc. (“Mediware License Agreement”), which permits County to extend to third party end users certain license rights to use the ServicePoint software (the “Software”).

D. County through its HIP and CHO desire to enter into this Agreement to provide for CHO use and access to the HMIS system and Software and to establish the terms of such use and access.

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

ARTICLE 1. END USER LICENSE AND RESPONSIBILITIES

1.1 End User License. CHO is allocated a total of ____ (____) ServicePoint™ End User Licenses pursuant to the terms of the Mediware License Agreement to use the Software solely

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for CHO internal use in accordance with the Terms of Use set forth on Exhibit A hereto. CHO's right to use of the Software is subject to strict compliance with the terms of this Agreement and Exhibit A. Each CHO user of the Software must obtain a unique End User License and execute the User Agreement Form attached as Exhibit B prior to accessing or using the Software. CHO shall not reproduce, publish, or license the Software to others. CHO shall not modify, reverse engineer, disassemble, or decompile the Software or any portion thereof.

1.2 Consent to License Agreement. By entering into this Agreement, CHO expressly agrees to the terms of the Mediware License Agreement and agrees and affirms that the Mediware License Agreement (including as may be amended from time to time) governs CHO's use of the Software as an End User.

1.3 HMIS Policies and Procedures. CHO shall strictly adhere to all policies and procedures adopted in the HMIS Policies and Procedures Manual, including all modifications and amendments to the HMIS Policies and Procedures Manual as decided upon by the HMIS Data Committee and approved by the CoC. CHO shall ensure that a CHO representative participates in HMIS Data Committee. CHO shall enforce HIP network policies and procedures through agency level policies and procedures. CHO shall collect and maintain records of all required documentation in accordance with the HMIS Policies and Procedures. HIP may, in its sole discretion as it determines appropriate, audit CHO's use of the HMIS system and user accounts to confirm compliance with this Agreement and the HMIS Policies and Procedures Manual, including that the HMIS system is accessed only from secure computers, that the allocation of user accounts is appropriate to the CHO, and that user accounts are utilized only by authorized users.

1.4 Client Confidential Information. CHO shall comply with all applicable federal and state laws regarding protection of client privacy and protected personal information, including, to the extent applicable, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act ("HITECH"). For any client regarding whom data is entered into the HMIS system, CHO should obtain an applicable "Client Acknowledgement and Release" in substantially the form attached to the HMIS Policies and Procedures Manual. CHO shall ensure that it maintains a valid Client Acknowledgment and Release for each client for whom protected health information data is entered by that CHO into the HMIS system. CHO shall further ensure that as to any client who has not provided a signed and current Client Acknowledgement and Release, no protected health information data shall be entered into the HMIS system as to that client by CHO.

1.5 Compliance. CHO shall abide by all federal and state laws and regulations and with all HMIS Policies and Procedures in using the Software and relating to the collection, storage, retrieval, and dissemination of Client information, including without limitation the HUD HMIS Standards. HUD HMIS Data Standards will supersede should a conflict arise between the HMIS Policies and Procedures and HUD HMIS Data Standards. CHO shall abide by all HMIS sharing restrictions as defined by the Client. In accordance with the HMIS Policies and

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Procedures Manual and other applicable regulations, CHO shall not deny services to any Client solely because the Client declines to give authorization for their information to be shared with other CHOs or entered into the integrated HMIS database.

1.6 Necessary Equipment. CHO shall be solely responsible for obtaining, licensing, maintaining, and ensuring the sufficiency and compatibility of any hardware, equipment, or third-party software, and all associated fees and costs, required to operate the Software.

ARTICLE 2. COUNTY RESPONSIBILITIES

2.1 Program Coordination. In consultation with the HMIS Data Committee, HIP will use good faith efforts to define the program, implement its standards, promote awareness of the program to all interested parties, and monitor the program's successes and failures to validate its effectiveness. HIP is the sole liaison with the software vendor, and CHO shall direct any questions concerning the Software only to the CoC HMIS Project Manager.

2.2 Network Operations. HIP will use good faith efforts to develop, implement and maintain all components of operations of the web-based system including the data security program (with the assistance of the County's Enterprise Technology Services (ETS) if requested), including providing reasonable training and technical support to the CHO and taking reasonable precautions to prevent any destructive or malicious program (virus) from being introduced to the system and promptly remedy any infection that may occur. HIP will notify CHOs of system failure, errors, or problems within a timely manner.

2.3 Security. HIP will use good faith efforts to provide appropriate safeguards to maintain the integrity and confidentiality of system data, including Client-identifying information, including maintaining central and backup server operations and regular backups, security procedures including monitoring access to the HMIS systems to the extent appropriate to reveal a violation of information security protocols, maintaining and auditing logs of all changes made to the information contained within the database, and encrypting any Client-identifiable information stored on the HMIS system. HIP will be solely responsible for issuing user IDs and passwords for HMIS users, and user IDs and passwords shall only be issued to end users who have executed the CHO User Agreement form attached hereto as Exhibit B. HIP may deny access to HMIS for the purpose of investigating any suspicion of breached confidentiality. HIP will not release data to any person, agency, or organization that is not a CHO without the Client's prior written authorization and in accordance with the HMIS Policies and Procedures Manual for the release of data.

2.4 Training. HIP will provide and maintain ongoing training for new CHO users of the HMIS Software on a regular basis as determined by HIP.

2.5 Warranties. HIP and County make no warranties, express or implied, as to the operation, functionality, availability or otherwise as to the HMIS data or the HMIS system.

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ARTICLE 3. TERM AND TERMINATION

3.1 Term. The Agreement shall become effective on the date it is fully executed by the parties (the “Effective Date”). The initial term of the Agreement shall be one (1) year and may be renewed annually for up to four (4) additional one-year renewal terms upon the written agreement of the parties. The Contract Administrator is authorized to exercise this renewal option on behalf of the County.

3.2 Fiscal Year. The continuation of this Agreement beyond the end of any County fiscal year shall be subject to both the appropriation and the availability of funds, in accordance with Chapter 129, Florida Statutes.

3.3 Termination for Cause. This Agreement may be terminated by the County for cause based on any breach by CHO that is not cured within ten (10) days after written notice identifying the breach.

3.4 Termination for Convenience. This Agreement may also be terminated for convenience by either party upon providing written notice to the other party of the termination date, which shall be not less than forty-five (45) days after the date such written notice is provided. The County Administrator may exercise this option on behalf of the County.

ARTICLE 4. COMPENSATION

4.1 License Fee. Unless waived by HIP’s Administrator in his or her reasonable discretion based upon the availability of federal or other funding, CHO shall pay County the total amount of \$125.00 per ServicePoint End User License per year for the number of End User Licenses granted to CHO under this Agreement. Any waiver of the license fee shall only be applicable for the then-current year, and HIP may impose the license fee for any subsequent year in accordance with this Article.

4.2 Invoices. County shall invoice CHO for any applicable charges on an annual basis commencing upon the Effective Date of this Agreement and thereafter on the anniversary of the Effective Date. Invoices must be paid timely in full by the CHO within thirty (30) days of the date of the invoice. Without limiting any other remedies available, failure of the CHO to timely pay any invoice may result in the immediate termination of this Agreement or suspension of all license rights of CHO.

4.3 Changes in License Fee. If and to the extent the annual fee for an End User License increases or is otherwise modified in connection with the Mediware License Agreement, the amount due under Section 4.1 shall be adjusted such that CHO shall pay in full the annual End User License fee for each End User License under this Agreement as charged to County by Bowman Systems, LLC, subsequently acquired by Mediware Information Systems, Inc.

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("Mediware").

ARTICLE 5.

PROPRIETARY RIGHTS AND CONFIDENTIALITY

5.1 County Data Rights. CHO acknowledges and agrees that County owns full right, title and interest in and to all data, including related documentation and reports generated using the data inputted or otherwise furnished by CHO or any entity to County or otherwise maintained in the HMIS system ("HMIS Data").

5.1.1 Subject to any applicable restriction(s) requested by the Client and any applicable laws or regulations, County may use the HMIS Data for any non-commercial purpose, including without limitation purposes relating to research, education, grants or other funding, demographics, or any other County purpose.

5.1.2 Except for data that the CHO independently obtains apart from the HMIS system, CHO may use the HMIS Data only for the following purposes: (1) to provide or coordinate services to an individual; (2) for functions related to payment or reimbursement for services; (3) to carry out administrative functions; or (4) for creating de-identified protected personal information. Notwithstanding the foregoing, for any protected health information that is subject to HIPAA or HITECH, any use of the data by CHO shall comply with all applicable provisions of HIPAA and/or HITECH.

5.1.3 CHO will not share any HMIS data with any third party other than as expressly stated in Section 5.1.2 without the prior written informed consent of the applicable Client(s). This Agreement does not authorize sharing of any HMIS data with any third party except as expressly stated herein.

5.1.4 The parties agree that in the event of termination of this Agreement, County, the HMIS Data Committee, and any third party with rights to use the County's HMIS system shall have the right to use any client data previously entered by the CHO in the HMIS system, subject to any applicable restriction(s) requested by the Client and any applicable law(s) or regulation(s).

5.2 Software Ownership. CHO acknowledges that all copies of the Software (in any form) provided are the sole property of Mediware. CHO shall not have any right, title, or interest to any such Software or copies and shall take all reasonable steps to secure and protect all Software and related documentation consistent with maintenance of Mediware's proprietary rights therein.

5.3 Public Records. As a political subdivision of the State of Florida, County is subject to Florida's Public Records Law, Chapter 119 of the Florida Statutes. Notwithstanding anything else in this Agreement, any action taken by County in compliance with, or in a good faith attempt to comply with, the requirements of Chapter 119 shall not constitute a breach of this

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Agreement.

5.4 Confidential Information. All Client information, financial information, and personally identifiable information for individuals or entities interacting with County or any CHO (including, without limitation, social security numbers, applicable birth dates, and banking and financial information and other information deemed exempt or confidential under state or federal law) constitutes “Confidential Information.” Confidential Information may not, without the prior written consent of County or as otherwise required by law, be used by CHO or its employees, agents, subconsultants or suppliers for any purpose other than for the regular business activity of the CHO and pursuant to the terms of the HMIS Policies and Procedures Manual. Neither CHO nor its employees, agents, subconsultants or suppliers may sell, transfer, publish, disclose, display, license or otherwise make available to any other person or entity any Confidential Information without the prior written consent of County.

5.5 Injunctive Relief. The parties represent and agree that neither damages nor any other legal remedy is adequate to remedy any breach of this Article, and that the injured party shall therefore be entitled to injunctive relief to restrain or remedy any breach or threatened breach.

5.6 Survival. The obligations under this Article 5 shall survive the expiration or earlier termination of this Agreement or of any license granted under this Agreement.

ARTICLE 6.

INDEMNIFICATION AND LIMITATION OF LIABILITY

6.1 Indemnification. CHO shall be fully liable for the actions of its current and former officers, employees, subcontractors and other agents under this Agreement. CHO shall indemnify and hold harmless and defend County and all of County’s current and former officers, employees or other agents (collectively, “Indemnified Party”) from and against any lawsuits, causes of action, demands, claims, losses, fines, penalties, damages, judgments, liabilities, and expenditures of any kind, including attorneys’ fees, litigation expenses, and court costs (collectively, “Claim”), raised or asserted by any person not a party to this Agreement that is caused or alleged to be caused, in whole or in part, by any intentional, reckless, or negligent act or omission of CHO or any current or former officer, employee, subcontractor, or other agent of CHO, arising from, relating to, or in connection with this Agreement or CHO’s use of the Software contrary to or in breach of any of the terms and conditions of this Agreement or the Medware License Agreement. In the event any Claim is brought against an Indemnified Party, CHO shall, upon written notice from County, defend each Indemnified Party against each such Claim through counsel satisfactory to County or, at County’s option, pay for an attorney selected by the County Attorney to defend the Indemnified Party. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement.

6.2 Governmental Immunity. Nothing herein is intended to serve as a waiver of sovereign immunity by any party nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. County is a

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state agency or political subdivision as defined in Chapter 768.28, Florida Statutes (as amended), and agrees to be fully responsible for the acts and omissions of its agents or employees to the extent permitted by law.

6.3 Limitation of Liability. Except as expressly set forth herein, HIP and County have no responsibility or liability for the operation, functionality, or integrity of the HMIS system, the HMIS data, or the CHO's use or access of the HMIS system. CHO, at all times, will indemnify and hold HIP and County harmless from any damages, liabilities, claims, and expenses that may be claimed against HIP or County in any way relating to CHO's use or access to the HMIS system or this Agreement, including without limitation for any loss or damage resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption relating to the HMIS system or software.

ARTICLE 7. MISCELLANEOUS

7.1 Independent Contractor. CHO is an independent contractor under this Agreement. CHO shall not have the right to bind County to any obligation not expressly undertaken by County under this Agreement.

7.2 Third Party Beneficiaries. The parties acknowledge that there are no third-party beneficiaries under this Agreement.

7.3 Notices. In order for a notice to a party to be effective under this Agreement, notice must be sent via U.S. first-class mail with a contemporaneous copy via e-mail to the addresses listed below and shall be effective upon mailing. The addresses for notice shall remain as set forth herein unless and until changed by providing notice of such change.

NOTICE TO COUNTY:

Broward County Homeless Initiative Partnership

Attn: _____

115 S. Andrews Ave., Suite A370

Ft. Lauderdale, Florida 33301

Email: _____

NOTICE TO CHO:

Email: _____

7.4 Assignment And Performance. Neither this Agreement nor any right or interest herein may be assigned, transferred, subcontracted, or encumbered by CHO without the prior written consent of County.

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7.5 Waiver Of Breach. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach under this Agreement shall not be deemed a waiver of any subsequent breach.

7.6 Severability. In the event any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

7.7 Construction. This Agreement has been jointly prepared by the parties hereto, and shall not be construed more strictly against either party. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as “herein,” “hereof,” “hereunder,” and “hereinafter,” refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires.

7.8 Governing Law, Venue And Waiver Of Jury Trial. This Agreement shall be interpreted and construed in accordance with, and governed by, the laws of the State of Florida. The parties agree that the exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the parties agree that the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS AGREEMENT, CHO AND COUNTY HEREBY EXPRESSLY WAIVE ANY AND ALL RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CAUSE OF ACTION OR CLAIM ARISING FROM, RELATED TO, OR IN CONNECTION WITH THIS AGREEMENT.**

7.9 Amendments. No modification or amendment to this Agreement shall be effective unless it is in writing and executed by authorized representatives of each party. This Agreement represents the final and complete understanding of the parties regarding the subject matter hereof and supersedes all prior and contemporaneous negotiations and discussions regarding that subject matter. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document.

7.10 HIPAA Compliance. CHO will have access to protected health information (hereinafter known as “PHI”) that may be subject to the requirements of 45 C.F.R. § 160, 162, and 164 and related statutory and regulatory provisions, and therefore may be required to comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). CHO shall fully protect individually identifiable health information to the extent required by HIPAA and, if requested by County, shall execute a Business Associate Agreement.

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7.11 Incorporation By Reference. Any and all Recital clauses stated above are true and correct and are incorporated herein by reference.

7.12 Representation Of Authority. Each individual executing this Agreement on behalf of a party hereto represents and warrants that he or she is, on the date of execution, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

7.13 Force Majeure. If the performance of this Agreement, or any obligation hereunder, is prevented by reason of hurricane, earthquake, or other casualty caused by nature, or by labor strike, war, or by a law, order, proclamation, regulation, or ordinance of any governmental agency, the party so affected, upon giving prompt notice to the other party, shall be excused from such performance to the extent of such prevention, provided that the party so affected shall first have taken reasonable steps to avoid and remove such cause of non-performance and shall continue to take reasonable steps to avoid and remove such cause, and shall promptly notify the other party in writing and resume performance hereunder whenever and to the full extent such causes are removed. However, if such non-performance exceeds sixty (60) days, the party that is not prevented from performance by the force majeure event shall have the right to immediately terminate this Agreement upon written notice to the party so affected. This section shall not supersede or prevent the exercise of any right the parties may otherwise have to terminate this Agreement.

7.14 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. Signatures provided by facsimile or by e-mail delivery of a .pdf-format file shall have the same force and effect as an original signature.

(The remainder of this page is intentionally left blank.)

**Broward Homeless Continuum of Care-FL-601
HMIS Policies and Procedure Manual**

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: BROWARD COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its County Administrator, authorized to execute same by Board action on the 5th day of November 2013, and CHO _____, signing by and through its _____, duly authorized to execute same.

WITNESS:

BROWARD COUNTY, by and through
its County Administrator

(Signature)

By _____
County Administrator

(Print Name of Witness)

____ day of _____, 2018

(Signature)

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600
Telecopier: (954) 357-7641

(Print Name of Witness)

Insurance requirements
approved by Broward County
Risk Management Division

By _____
Andrea Froome (Date)
Deputy County Attorney

By _____
Signature (Date)

Print Name and Title above

Broward Homeless Continuum of Care-FL-601
HMIS Policies and Procedure Manual

**CHO END USER LICENSE AGREEMENT BETWEEN BROWARD COUNTY FOR ITS HOMELESS
INITIATIVE PARTNERSHIP AND COVERED HOMELESS ORGANIZATION**

CHO: _____

WITNESSES:

CHO: _____

Signature

By: _____

Authorized Signor

Print Name of Witness above

Print Name and Title

Signature

____ day of _____, 20__

Print Name of Witness above

ATTEST:

Corporate Secretary or other person authorized to attest

(CORPORATE SEAL)

Broward Homeless Continuum of Care-FL-601

HMIS Policies and Procedure Manual

Exhibit A – Terms of Use

County and CHO agree that CHO's use of the Software shall be subject to the Terms of Use as set forth herein. Failure of CHO to fully comply with these Terms of Use shall constitute a breach of the Agreement and entitle County to terminate the Agreement immediately and retain any and all funds paid under the Agreement.

1. CHO Responsibilities

For the duration of this Agreement, CHO shall ensure CHO and any of its agents or employees shall:

A. General:

1. Strictly adhere to all policies and procedures adopted in the HMIS Policies and Procedures Manual and all applicable federal and state laws. CHO will be responsible for oversight of its own operations and compliance with applicable law.
2. Ensure that a CHO representative participates in HMIS Data Committee.
3. Promptly and accurately respond to any inquiries by Mediware relating to the Software or use thereof. CHO shall not refuse to provide any requested information to Mediware without the advance written consent of County.

B. Confidentiality

1. Enforce network policies and procedures through agency level policies and procedures.
2. Collect and maintain records of all required documentation in accordance with the HMIS Policies and Procedures established by the HMIS Data Committee.
3. Abide by all modifications and amendments to the HMIS Policies and Procedures Manual as decided upon by the HMIS Data Committee and approved by the CoC.
4. Abide by all federal and state laws, regulations, and with all HMIS Policies and Procedures relating to the collection, storage, retrieval, dissemination of client information, and in particular HUD HMIS Standards.
5. Abide by all HMIS sharing restrictions as defined by the client.
6. In accordance with the HMIS Policies and Procedures Manual and other applicable regulations, not deny services to any client solely because he or she declines to give authorization for his or her information to be shared with other CHOs or entered into the integrated HMIS database.

C. Network Operations

1. Maintain agency Internet connectivity and computer equipment in such a manner as not to disrupt continuation of project participation.

Broward Homeless Continuum of Care-FL-601

HMIS Policies and Procedure Manual

2. Notify the HMIS Project Manager promptly of any difficulty with system software, access to database or related problems; at no time will the CHO contact the software vendor directly.
3. Take all necessary precautions to prevent any destructive or malicious program (virus) from being introduced to the system. Employ appropriate measures to detect virus infection and employ all appropriate resources to efficiently remedy any affected systems as quickly as possible.

D. Data Entry

1. Collect all HUD mandatory data for consenting clients, and strive to collect all mandatory data elements and any other data essential to provide services or conduct evaluation or research for all clients.
2. Enter data into the system as outlined in the HMIS Data Quality Standards.
3. Ensure the accuracy of information entered into the system. Any information updates, errors, or inaccuracies that come to the attention of the CHO will be corrected by the CHO. If applicable, HIP must be notified within five (5) business days of any corrections that cannot be made by the CHO.
4. Develop program specific interview guidelines that are HMIS compliant, and collect any additional elements the agency wishes to collect.
5. CHO Executive Director accepts responsibility for the validity of all records entered by their agency. HIP reserves the right to deactivate any User ID if the user breaches confidentiality or security.
6. Ensure that CHO personnel do not knowingly enter erroneous information into the HMIS.
7. Not include any profanity, offensive language, malicious information or discriminatory comments based on race, ethnicity, religion, marital or familial status, national origin, disability, age, gender, gender identity or expression, or sexual orientation into the database.
8. Not transmit material in violation of any federal or state regulations, this includes but is not limited to: copyrighted material, threatening or obscene material, and material considered protected by trade secret.

E. Security

1. Limit HMIS access to authorized users and follow all protocols of monitoring those users. Prohibit sharing of access information (e.g., user IDs and password information) between users.
2. Provide HIP with the roles of all staff members who have access to HMIS and provide notice to HIP of any change in staff members who have access to HMIS. HIP may deny access to the system for the purpose of investigation of any suspicion of

Broward Homeless Continuum of Care-FL-601

HMIS Policies and Procedure Manual

breached confidentiality.

3. Ensure that each user executes a User Access Agreement and obtains a unique User ID. Ensure that user names and passwords are not shared between users. CHO will ensure that all staff and other persons issued a User ID and Password sign and abide by CHO User Agreement.
4. Not transmit security information and network policies to non-members of the HMIS in any manner.
5. Not release data to any person, agency, or organization that is not a CHO without the client's written authorization unless required by applicable law, and following procedures adopted by the HMIS Data Committee referred to in the HMIS Policies and Procedures Manual for release of data.
6. Develop an internal process for reporting to HIP the violation of any of the HMIS information security protocols by any user.
7. Secure access to physical areas containing equipment, data, and software, and ensure that the HMIS system is accessed only through secure equipment in compliance with the HMIS Policies and Procedures Manual.

F. Training

1. Ensure all CHO HMIS users are properly trained in HMIS system, have received confidentiality training, and are authorized to use the system in accordance with the HMIS Policies and Procedures Manual.
2. Ensure that assigned CHO representative(s) regularly attend(s) HIP periodic updated software and confidentiality trainings, and stay(s) current with the HMIS Policies and Procedures Manual.

2. Security Officer

CHO will designate an HMIS Security Officer ("HMIS Security Officer"), who is knowledgeable of all day-to-day case management operations and procedures and will be responsible for ensuring compliance with applicable security standards. CHO will provide written notice to HIP of any personnel change in this role. The individual appointed as HMIS Security Officer may also serve in other assigned roles. The HMIS Security Officer is the primary contact for all communication regarding the HMIS at the CHO, and will be responsible for:

- a) Ensuring compliance with applicable security standards.
- b) Providing a point-of-communication between the end users and the HMIS Lead Agency and staff regarding all HMIS-related issues.
- c) Maintaining a reliable Internet connection for the HMIS and general communication with other technical professionals.

**Broward Homeless Continuum of Care-FL-601
HMIS Policies and Procedure Manual**

- d) Disseminating information regarding HMIS updates and providing the requisite training to agency users.
- e) Providing support and information as may be requested by HIP on agency reports generated in HMIS Managing agency level HMIS user licenses.
- f) Monitoring compliance with standards of client confidentiality and ethical data collection, entry, and retrieval.

CHO'S DESIGNATED HMIS SECURITY OFFICER:

Name: _____

Telephone: _____

Email: _____

The designated HMIS Security Officer accepts this appointment and the responsibilities set forth above.

HMIS Security Officer Signature

Date

CHO Director/CEO Signature

Date

This form must be completed, fully executed, and returned to HIP on or before the Effective Date. CHO may substitute the person designated as CHO's HMIS Security Officer by providing an updated and executed version of this form to HIP.

Exhibit B – User Access Agreement

HMIS is a collaborative project with participating homeless shelter and service providers in the Broward County CoC. HMIS will enable homeless service providers to collect uniform client information over time. This system is essential to efforts to streamline client services and inform public policy. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population; these data are necessary to service and systems planning.

The HMIS project recognizes the diverse needs and vulnerability of the homeless community. HMIS' goal is to improve the coordination of care for individuals and families in Broward County. It is important that client confidentiality is vigilantly maintained, treating the personal data of our most vulnerable populations with respect and care.

As the holders of this personal data, Broward County CoC HMIS users have an ethical and legal obligation to ensure that data is being collected, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used for the purposes as outlined in the HMIS Policies and Procedures Manual.

Your unique username and password provides you access to the HMIS system. Initial each item below to indicate your understanding of the proper use of your username and password, and sign to indicate your agreement with this User Access Agreement.

(Each item must be initialed)

_____ I have received training on how to use the HMIS either through attending a Broward County CoC HMIS End-User training or completing equivalent on-line or user training.

_____ I understand that my username and password are for my use only and must not be shared with anyone or stored on any computer for automatic log in. I must take all reasonable means to keep my password secure.

_____ I understand that only authorized users and the specific client to whom the information pertains may view HMIS information.

_____ I understand that I may only use, view, obtain, or disclose the information in the HMIS database that is necessary to perform my job.

_____ I agree to only access the HMIS system through secure computers in compliance with the HMIS Policies and Procedures Manual. I must log off the HMIS system before leaving the area where the work station is located. Failure to do so may result in a breach in client confidentiality and system security.

_____ I understand that these rules apply to all users of HMIS whatever their work role or position.

_____ I understand that all HMIS information (hard copies and soft copies) must be kept secure and confidential at all times. When no longer needed, any documents or data containing HMIS information must be properly destroyed to maintain confidentiality.

_____ I understand that if I notice or suspect a security breach within the HMIS, I must immediately notify my HMIS Security Officer.

_____ I will not knowingly enter malicious or erroneous information into the HMIS.

_____ Any questions or disputes about the data entered by another agency should be directed to the Broward County CoC HMIS Project Manager.

_____ I understand that my username and password will terminate should I change employment and will not be passed on to a new staff member.

_____ I agree to maintain strict confidentiality of information obtained through the Broward County CoC HMIS. This information will be used only for the legitimate client service and administration of the agency. Any breach of confidentiality will result in immediate termination of participation in HMIS.

_____ I understand and agree to comply with all the statements listed above.

Employee/User Signature

Date

CHO Administrator Signature

Date

Appendix B
BROWARD COUNTY CONTINUUM OF CARE (CoC)
CLIENT ACKNOWLEDGEMENT FOR ELECTRONIC DATA COLLECTION
IN HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

[AGENCY NAME]

IMPORTANT: Do not enter personally identifying information into Homeless Management Information System (HMIS) for clients who are: 1) in Domestic Violence agencies or; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking.

It is up to you whether you want to sign this form. The information you allow us to disclose could later be re-disclosed by the recipient and if that person or organization is not a health plan or health care provider, the information may no longer be protected by Federal privacy regulations. Your decision whether to complete this form will not affect your eligibility for benefits, treatment, payment, or enrollment in other services.

This agency is a partner in the Broward County FL-601 Continuum of Care (CoC) HMIS. Broward CoC HMIS partner agencies work together to provide services to persons and families who are experiencing homelessness. When you request or receive services, we may collect data about you and your household that may be shared with other Broward CoC HMIS partner agencies. Sharing your data allows service providers to see if they have housing services that fit your needs and for the purpose of ensuring effective coordination of services. It does not guarantee that you will receive housing.

Who can have access to your information?

Agencies and/or organizations that participate in the HMIS Database can have access to your data. These agencies and/or organizations may include homeless service funders/providers, housing providers, healthcare providers, and governmental agencies. Additional agencies and/or organizations may join the Broward CoC HMIS at any time and will also have access to your data. The current list of agencies and/or organizations are listed in the attached Exhibit – A.

How will my data be protected?

Your information is protected by the federal HMIS Privacy Standards, is secured by passwords and encryption technology and the HMIS application incorporates industry standard security protocols, and is updated regularly to meet these security standards. In addition, each participating organization has signed a Contributing HMIS Organization (CHO) agreement to maintain the security and confidentiality of the information. In some instances, when the participating organization is a health care organization, your information may be protected by the privacy standards of the Health Insurance Portability and Accountability Act (HIPAA).

How do I benefit by providing the requested information and sharing it with other agencies?

By sharing your information with other agencies, you may be able to avoid being screened again, get services faster, and minimize how many times you have to tell your “story.” You also help agencies document the need for services and funding.

When you sign this form, it shows that you understand the following:

Appendix B
BROWARD COUNTY CONTINUUM OF CARE (CoC)
CLIENT ACKNOWLEDGEMENT FOR ELECTRONIC DATA COLLECTION
IN HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

[AGENCY NAME]

- We collect personal information about the people we serve in a computer system called ServicePoint (“SP”). SP is used by agencies which provide homeless prevention, shelter and housing related services in Broward County. Agencies using SP comply with all the requirements related to keeping your personal information private and secure.
- We use the personal information to run our programs and help us improve our services. Also, we are required to collect some personal information by organizations that fund our program.
- Your information will help us in getting the appropriate services for you through our program(s) offered by other agencies.
- You agree to share Protected Personal information and general information obtained during your intake and assessment, which may include but is not limited to: name, date of birth, social security number, demographic information such as gender and ethnicity/race, veteran status, residence information (history of homelessness and housing), marital status, household relationships, disability status, self-reporting medical history including any medical health and substance abuse issues, assessment date(s), income sources and amounts, non-cash benefits, case notes, services needed and provided, outcomes of services provided, emergency contact information, and your photo.
- This consent form expires in three (3) years from the date of signature.
- You have the right to revoke this consent at any time by writing to this agency. However, the revocation will not be retroactive to any information that has already been released.
- You have a right to review the information that we have about you. If you find mistakes, you can ask us to correct them.
- You have the right to file a complaint if you feel that your privacy rights have been violated.
- This consent is voluntary. You will not be denied services if you refuse to sign this consent form.

If you would like a copy of our privacy policy, our agency staff will provide one.

Please sign below to show that you have read and understand the rules above.

SIGNATURE OF CLIENT OR GUARDIAN

DATE

PRINT NAME

DATE

SIGNATURE OF AGENCY WITNESS

DATE

PRINT NAME

DATE

Appendix C

BROWARD COUNTY CONTINUUM OF CARE (CoC) CLIENT ACKNOWLEDGEMENT FOR ELECTRONIC DATA COLLECTION IN HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

[AGENCY NAME]

Exhibit - A

Participating Agencies and/or Organizations

- Archways, Inc.
- Broward Behavioral Health Coalition, Inc.
- Broward County Department of Human Services
- Broward County Elderly and Veterans Division
- Broward County Family Success Division
- Broward County Office of Public Communication
- Broward County Housing Authority
- Broward County Community Development Corporation, Inc. d/b/a Broward Housing Solutions
- Broward House, Inc.
- Broward Partnership for the Homeless, Inc.
- Broward Regional Health Planning Council, Inc.
- Broward Sheriff's Office, Department of Community Services
- Catholic Charities of the Archdiocese of Miami, Inc.
- Chrysalis Health, Inc.
- City of Fort Lauderdale
- Cooperative Feeding Program, Inc. d/b/a LifeNet 4 Families
- Covenant House Florida, Inc.
- Episcopal Mental Health Ministries d/b/a St. Laurence Chapel
- First Call for Help of Broward, Inc.
- Henderson Behavioral Health, Inc.
- Hope South Florida, Inc.
- Keystone Halls, Inc.
- Lutheran Services Florida, Inc.
- North Broward Hospital District d/b/a Broward Health
- South Broward Hospital District d/b/a Memorial Healthcare Systems
- Miami Rescue Mission, Inc. d/b/a Broward Outreach Center
- TaskForce Fore Ending Homelessness, Inc.
- The Salvation Army
- United Way of Broward County, Inc.
- U.S. Department of Veterans Affairs
- Urban League of Broward County
- Volunteers of America, Inc.

Client initials: _____

Date: _____

SAMPLE

**Broward Continuum of Care
Homeless Management Information System
MANDATORY COLLECTION NOTICE**

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the need of homeless persons. We only collect information that we consider to be appropriate.

We appreciate your corporation with this process and a Privacy Notice is available upon request.

2018 HDX Competition Report

PIT Count Data for FL-601 - Ft Lauderdale/Broward County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	2302	2450	2318
Emergency Shelter Total	813	886	886
Safe Haven Total	34	35	31
Transitional Housing Total	673	572	532
Total Sheltered Count	1520	1493	1449
Total Unsheltered Count	782	957	869

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	430	581	439
Sheltered Count of Chronically Homeless Persons	150	169	207
Unsheltered Count of Chronically Homeless Persons	280	412	232

2018 HDX Competition Report

PIT Count Data for FL-601 - Ft Lauderdale/Broward County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	148	137	131
Sheltered Count of Homeless Households with Children	139	130	123
Unsheltered Count of Homeless Households with Children	9	7	8

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	393	210	197	189
Sheltered Count of Homeless Veterans	172	129	92	116
Unsheltered Count of Homeless Veterans	221	81	105	73

2018 HDX Competition Report
HIC Data for FL-601 - Ft Lauderdale/Broward County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	875	115	694	91.32%
Safe Haven (SH) Beds	35	0	35	100.00%
Transitional Housing (TH) Beds	729	0	500	68.59%
Rapid Re-Housing (RRH) Beds	899	0	888	98.78%
Permanent Supportive Housing (PSH) Beds	2207	0	1727	78.25%
Other Permanent Housing (OPH) Beds	107	0	82	76.64%
Total Beds	4,852	115	3926	82.88%

2018 HDX Competition Report

HIC Data for FL-601 - Ft Lauderdale/Broward County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	589	734	643

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	71	117	200

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	458	580	899

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for FL-601 - Ft Lauderdale/Broward County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	3837	4102	71	67	-4	52	51	-1
1.2 Persons in ES, SH, and TH	4538	4779	108	93	-15	60	59	-1

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	3862	4162	234	287	53	93	119	26
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	4558	4852	265	318	53	118	150	32

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	86	32	37%	4	5%	2	2%	38	44%
Exit was from ES	1002	197	20%	69	7%	91	9%	357	36%
Exit was from TH	404	41	10%	27	7%	25	6%	93	23%
Exit was from SH	21	3	14%	0	0%	2	10%	5	24%
Exit was from PH	610	50	8%	36	6%	48	8%	134	22%
TOTAL Returns to Homelessness	2123	323	15%	136	6%	168	8%	627	30%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2302	2450	148
Emergency Shelter Total	813	886	73
Safe Haven Total	34	35	1
Transitional Housing Total	673	572	-101
Total Sheltered Count	1520	1493	-27
Unsheltered Count	782	957	175

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	4562	4789	227
Emergency Shelter Total	3751	4022	271
Safe Haven Total	69	68	-1
Transitional Housing Total	1118	1102	-16

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	549	244	-305
Number of adults with increased earned income	9	16	7
Percentage of adults who increased earned income	2%	7%	5%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	549	244	-305
Number of adults with increased non-employment cash income	33	35	2
Percentage of adults who increased non-employment cash income	6%	14%	8%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	549	244	-305
Number of adults with increased total income	40	51	11
Percentage of adults who increased total income	7%	21%	14%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	235	204	-31
Number of adults who exited with increased earned income	37	35	-2
Percentage of adults who increased earned income	16%	17%	1%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	235	204	-31
Number of adults who exited with increased non-employment cash income	43	17	-26
Percentage of adults who increased non-employment cash income	18%	8%	-10%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	235	204	-31
Number of adults who exited with increased total income	79	50	-29
Percentage of adults who increased total income	34%	25%	-9%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	3943	4209	266
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	964	988	24
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	2979	3221	242

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	4562	5264	702
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1194	1315	121
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	3368	3949	581

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	1818	3323	1505
Of persons above, those who exited to temporary & some institutional destinations	1736	2595	859
Of the persons above, those who exited to permanent housing destinations	70	81	11
% Successful exits	99%	81%	-18%

Metric 7b.1 – Change in exits to permanent housing destinations

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	3853	4178	325
Of the persons above, those who exited to permanent housing destinations	1705	1889	184
% Successful exits	44%	45%	1%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	943	916	-27
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	914	893	-21
% Successful exits/retention	97%	97%	0%

2018 HDX Competition Report FY2017 - SysPM Data Quality

FL-601 - Ft Lauderdale/Broward County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	678	723	709	777	1216	1101	868	786	1560	2200	1815	1830	161	432	458	580				
2. Number of HMIS Beds	601	683	663	719	795	770	594	444	975	1452	1056	911	126	432	341	546				
3. HMIS Participation Rate from HIC (%)	88.64	94.47	93.51	92.54	65.38	69.94	68.43	56.49	62.50	66.00	58.18	49.78	78.26	100.00	74.45	94.14				
4. Unduplicated Persons Served (HMIS)	2975	3564	3642	3785	857	1006	972	956	926	932	980	994	961	1369	1597	2199	0	0	27	576
5. Total Leavers (HMIS)	2439	2959	3058	3119	442	655	636	638	114	124	104	138	547	927	1059	1288	0	0	13	274
6. Destination of Don't Know, Refused, or Missing (HMIS)	710	988	916	925	18	58	90	31	3	1	8	12	36	17	24	44	0	0	0	1
7. Destination Error Rate (%)	29.11	33.39	29.95	29.66	4.07	8.85	14.15	4.86	2.63	0.81	7.69	8.70	6.58	1.83	2.27	3.42			0.00	0.36

2018 HDX Competition Report

Submission and Count Dates for FL-601 - Ft Lauderdale/Broward County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/23/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/30/2018	Yes

**BROWARD HOMELESS CONTINUUM OF CARE FL-601
COORDINATED ASSESSMENT AND HOUSING PLACEMENT
PRIORITIZATION WRITTEN STANDARDS**

Approval Date: September 8, 2016

Version: 1.2

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

Introduction:

The Coordinated Assessment and Housing Placement (CAHP) system is intended to increase and streamline access to housing and services for households experiencing homelessness, match appropriate levels of housing and services based on their needs, prioritize persons with severe service needs for the most intensive interventions, and provides for a centralized referral process for Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH) Transitional Housing (TH), and Shelter plus Care (S+C) programs. The CAHP system is modeled after a housing first approach, and will thus work to connect households with the appropriate housing opportunity, as well as any necessary supportive services as quickly as possible. The Homeless Management Information System (HMIS) is used to manage all data and information used in these processes.

The CoC Interim Rule establishes these coordinated assessment responsibilities and establishes basis minimum requirements for a CoC coordinated assessment in (578.7 (a) (8)). In addition, HUD Notice CPD-14-012 issued on July 28, 2014 provides provisions and requirements for Broward CoC to adopt as the baseline written standards for operations for the prioritization of persons experiencing chronic homelessness and other vulnerable homeless persons in Permanent Supportive Housing (PSH) and record keeping requirements for documenting chronic homeless status.

The purpose of the Broward CoC CAHP is to achieve the following goals:

- 1) To assist in assessing individuals and families (collectively referred as “clients”) consistently to determine program eligibility;
- 2) To create a more streamlined process for accessing and providing assistance to clients who are currently or at imminent risk of experiencing homelessness;
- 3) To decrease the time housing providers spend processing requests for assistance; and
- 4) To improve data collection and quality that supports data-driven decision-making based on client level needs.
- 5) To provide housing through the Broward CoC to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).

Broward CoC currently has various agencies that work together as part of the CAHP system to facilitate multiple points for access and appropriate assessment for subpopulations, while maintaining standardized processes and intervention tools. The entire system uses a “no wrong door’ approach, while doing so through a standardized process from initial engagement to successful housing placement. The major advantages of this decentralized model is that it increases the capacity to handle large number of clients over a vast geographic area. All sites are coordinated as they use the same assessment forms, HMIS system, referral process, and have

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

equal access to the same set of resources. The CAHP system is broken down in two distinctive stages:

1. Multipoint Coordinated Intake and Assessment Process; and
2. Housing Placement.

Multipoint Coordinated Intake and Assessment Process:

Intake: Broward County CoC uses a hybrid centralized and decentralized intake model as the first point of entry to screen clients and then refers them to select agencies for further assessment and referrals. Intake into the system includes: a homeless hotline (First Call for Help of Broward); a domestic violence help line (Women in Distress of Broward County); a street outreach team (Taskforce Fore Ending Homelessness); three very large county-funded emergency shelters, collectively known as the Homeless Assistance Shelters (HACs); Safe Haven, and an interfaith community-based shelter network (Salvation Army). These organizations represent the most common and well-known ways that individual and households can access homeless assistance services and housing opportunities to reduce homelessness.

Standardized Assessment: Broward County CoC uses a phased assessment processes to determine the appropriate housing intervention needed that include the Level 1 Assessment and the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) tool that helps determine client(s) acuity level.

The first phase in the process involves asking the client a set of questions to determine which programs or services are most appropriate to meet their needs and prioritize them for various services. Level 1 Assessment determines client(s) eligibility for services based on HUD's Criteria of Defining Homeless (Category 1, Category 2, Category 3, and Category 4). Category 4 clients (victim(s) of domestic violence) are referred immediately to Women in Distress of Broward County. Please see [Appendix A](#) for details on the Criteria for Defining Homelessness.

The intervention tool is used to determine each household's housing and service needs. Households that are housed, and in need of resources, may receive information and referral to resources, including affordable housing. In addition, they may also receive prevention and diversion assistance to help resolve any issues related to housing. Housing assisted by HUD and made available through the Broward CoC will be available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).

Those clients that are found to be in Category 1 (Literally Homeless) or Category 2 (Imminent Risk of Homelessness) are referred to one of the three (3) HACs, Taskforce Fore Ending Homelessness, Safe have and Salvation Army for a VI-SPDAT assessment.

The second phase uses the VI-SPDAT tool. The VI-SPDAT is designed to quickly assess the health and social needs of those experiencing homelessness and helps identify the best type of support

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

and housing intervention that is appropriate for the client(s). The tool is not only used to determine each household's housing and service needs, but also to provide a common approach to prioritizing households for various housing program referrals. Referrals to additional services are made based on the following factors:

- I. Results of the assessment tool process;
- II. Bed availability and number of people on intervention priority lists;
- III. Established system-wide priority populations; and
- IV. Program eligibility admission criteria, including populations served and services offered.

After the VI-SPDAT is administered to a literally homeless client, the following happens:

- I. The case worker who completes the VI-SPDAT places the household on the housing prioritization for referral to the identified RRH, TH, PSH, or S+C programs;
- II. As housing program openings become available, the Broward CoC lead prioritizes households for referral to various programs based on the Housing Placement Prioritization process. This detailed process is explained below;
- III. The Broward CoC lead sends the referral via HMIS to the identified agency. Agency case managers begins to work with the client to find housing and appropriate support services; and
- IV. After appropriate housing is identified, agency staff administer ongoing assessment and case management as appropriate.

The CAHP System uses the criteria mentioned Appendix C (Housing Prioritization tool) as well as Appendix D (Prioritization Standards) to accurately match client needs to resources.

HMIS and Housing Placement Prioritization List(s): The housing eligibility assessment and referral process is built into the Broward CoC HMIS System to promote accuracy and transparency across service providers. All assessment and VI-SPDAT are recorded in the HMIS within 48 hours of when the information was first collected. The primary purposes of using HMIS for CAHP is to store client data and enable case management personnel to use HMIS as a referral platform for housing and services providers. Additionally, HMIS is also used in this process to provide data on client outcomes to case management personnel, housing service providers, and shelter staff to monitor homeless prevention and housing. Finally, HMIS serves as a communication platform for coordinated entry sites to view client assignments and share information on the households they serve and reduce unnecessary duplication.

The HMIS lead staff then produces a HMIS generated single housing placement prioritization waiting list which is then reviewed by the Broward CoC Lead. Clients are subsequently referred to the appropriate housing programs. Broward CoC NOFA, County funded, and ESG funded PSH, RRH, and TH programs can only accept referrals through the single, prioritized PSH, RRH and TH waiting list that are created through Broward CoC CAHP system. In addition, no agency other than the Broward CoC Lead will operate PSH, RRH, or TH project waiting list(s) outside of the CAHP system.

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

Housing Placement Prioritization:

Broward CoC will ensure that

Broward CoC will ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability. This also applies to the ESG Projects that are within the Broward CoC as established in 24 CFR 576.400(e). Broward CoC has adopted the provisions and requirements set out in HUD Notice CPD-14-012 and CPD-17-01 for prioritizing housing placement for persons experiencing chronic homelessness and other vulnerable homeless persons in its PSH program. The following link provides the definitions and more details that are used to prioritize the placement of chronically homeless clients: <https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf>. (Please see attached pdf file in Appendix E)

Agencies within the Broward CoC have agreed to prioritize clients who are chronically homeless for the PSH beds not already dedicated to chronically homeless within the CoC that become available through turnover, such that:

1. Agencies will hold turnover beds open for a period of 14 calendar days while searching for clients who are chronically homeless
2. Search methods can include consulting existing waiting lists and coordinated assessment information.
3. Agencies will make efforts to help clients who are chronically homeless address program requirement barriers that might otherwise exclude them from qualifying
4. If a chronically homeless client cannot be found within the 15-day time period, the turnover bed will be filled by the normal agency process

Broward CoC will prioritize clients who are referred to the centralized PSH wait list through its coordinated intake and assessment process as follows (Please see Appendix E Notice: CPD-14-012 for additional details):

1. Prioritizing PSH Beds Dedicated to Serve Chronically Homeless Clients:
 - I. First Priority – Chronically Homeless clients with the longest history of homelessness and with the most severe service needs
 - i. Continual twelve (12) month or on at least four (4) separate occasions in the last three (3) years where the cumulative total length is at least twelve (12) month
 - ii. Streets, safe haven or shelter
- CH + Longest History + Highest Acuity**
- II. Second Priority – Chronically Homeless clients with the longest history of homelessness

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

CH + Longest History

- III. Third Priority – Chronically Homeless Clients with most severe service needs

CH + Highest Acuity Score

- IV. Forth Priority – All Other Chronically Homeless Clients
- i. Four (4) separate occasions in the last three (3) years where the cumulative length is less than 12 months
 - ii. Streets, safe haven or shelter

CH

Veterans who are determined ineligible for housing services provided through the US Department of Veterans Affairs (VA) will be prioritized respectively in every category (I-IV) that is listed above. Veterans who are eligible for VA housing services will be referred to VA first and will not receive priority outside of the categories mentioned above.

If no chronically homeless clients can be identified to prioritize for the PSH beds dedicated for the chronically homeless population, then the Broward County prioritization list based on clients VI-SPDAT scores will follow the categories for Prioritizing PSH Beds that are not for Dedicated

2. Prioritizing PSH Beds that are not for Dedicated Chronic Homeless Clients

- I. First Priority – Homeless clients with a disability and most severe service needs
- i. Streets, safe havens, shelter for any period including
 - ii. Clients exiting an institution where they have resided for less than ninety (90) days and were on the streets, safe have, shelter immediately before the institution

Homeless + Disability + Highest Acuity

- II. Second Priority –Homeless clients with a disability with a long period(s) of continuous or episodic homelessness
- i. Streets, safe have, shelter for continuously for at least six (6) months or on at least three (3) separate occasions in the last three (3) years where the cumulative total is at least six (6) months including
 - ii. Clients exiting an institution where they have resided for ninety (90) days or less and were on the streets, safe have, shelter immediately before the institution and were there continuously for at least six (6) months or on at least three (3) separate occasions in the last three (3) years where the cumulative total in at least six (6) months

Homeless +Disability + Longest/Longest Episodic

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- III. Third Priority – Homeless clients with disabilities coming from places not meant for human habitation, safe havens, or emergency shelters (Note: Clients from transitional housing are excluded from the third priority)

Homeless + Disability

- IV. Fourth Priority – Homeless clients with a disability coming from transitional housing
- i. Must have been on streets or in an emergency shelter or safe haven prior to moving into transitional housing, except
 - ii. If the homeless individual or if family is a domestic violence household and currently in transitional housing – they did not have to be on streets, shelter or safe haven prior to be in the transitional housing

TH + Disability or DV victim

Prioritization of Tie Breaker: If there are two (2) or more homeless clients that have the same VI-SPDAT score, then the following criteria will apply:

1. Veteran Status
2. Unsheltered Sleeping Location
3. Medical Vulnerability (Those with severe medical needs who are at a greater risk of death)
4. Overall Wellness (Behavior health, mental health, history of substance use, or other behavioral health conditions that mark or exacerbate medical condition)
5. Length of Time of Homelessness (Prioritize those experiencing homelessness the longest)
6. Date of VI-SPDAT (Prioritize those experiencing homelessness the longest)

Housing Navigators: Clients will be referred to the two (2) Housing Navigators located at the North and Central HACs, who in turn will assist individuals and families to locate and obtain permanent housing. Eligible clients will have incomes of 30% to 50% or below Area Median Income. Typically the point of entry will be those clients that come from the emergency or transitional shelters, places not meant for human habitation and youth exiting transitional housing into permanent housing. The role of the Housing Navigators is to achieve the following goals:

1. Prioritize which clients should receive what type of housing assistance intervention, and assist in determining the intensity of case management services more efficiently;
2. Prioritize the sequence of clients receiving those services;
3. Help prioritize the time and resources of provider case managers;
4. Allow Team Leaders and program supervisors to better match client needs to the available inventory;
5. Assist Team Leaders and program supervisors to support Frontline Workers and establish service priorities across their teams;
6. Provide assistance with case planning and encourage reflection on the prioritization of different elements within a case plan; and

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7. Improved data management: Track the depth of need and service responses to clients over time.

Housing Prioritization for Rapid Rehousing: Clients as well as those veterans who are not eligible for Supportive Services for Veteran Families (SSVF) can be referred to RRH program if they express an interest in the program. Client(s) interest in the program is gauged through a standard script (Appendix C, Page 15). Based on the quantity of available units, RRH placement will use the following prioritization process:

1. RRH will be targeted through an equal distribution of VI-SPDAT scores. For example, if 20 RRH openings are available, 4 clients scoring 9, 4 clients scoring 8, 4 clients scoring 7, 4 clients scoring 6, and 4 clients scoring 5 would be referred for placement.
2. For clients with the same VI-SPDAT score prioritization will be based on the following tiebreaker criteria. Please only go down to the next level as needed to break a tie between two or more clients:
 - I. Unsheltered Sleeping Location: Priority given to unsheltered client over sheltered client;
 - II. Length of Time Homeless: Priority given to client that has experienced homelessness the longest;
 - III. Date of VI-SPDAT Assessment: Priority given to the most recent date of assessment;
 - IV. Overall Wellness: Priority given to client with medical needs when they have behavior health conditions or histories of substance use, which may either mask or exacerbate medical conditions; and
 - V. Medical Vulnerability: Priority given to client with severe medical needs who are at greater risk of death.

Housing Providers: All agencies in Broward CoC that provide housing to those clients experiencing homelessness must:

1. Identify if the housing intervention is PSH, RRH, or TH;
2. Housing Providers must notify the Broward CoC Lead when they have open and current housing inventory;
3. Housing Providers must follow the Housing Prioritization process for PSH, RRH and TH;
4. Matches will be made via the HMIS and email;
5. Housing Providers will receive five (5) referrals for every one opening/vacancy they have. This helps promote choice on behalf of client referred and the Housing Provider;
6. Upon receiving the referrals, the Housing Provider will first contact the Housing Navigator(s) to coordinate contact with client and set up intake appointments;

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7. Housing Providers must communicate to the Broward CoC Lead when each match does not lead to successful program entry and provide the reasons why they were not housed so that client(s) can be un-assigned from the HMIS Provider in the HMIS;
8. Housing Providers must communicate to the Broward CoC Lead when each match leads to a successful program entry and provides the date the client moves into housing; and
9. Update the client status in HMIS.
10. Affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities in accordance with 24 CFR 578.93(c)

Record and Financial Recordkeeping Requirements:

Agencies that are required by Federal, State, and County regulations and/or statutes participate in Broward CoC must adhere to the following requirements:

1. Recordkeeping Requirements:

- I. All records containing personally identifying information must be kept secure and confidential;
- II. Programs must have written confidentiality/privacy notice a copy of which should be made available to participants if requested;
- III. Documentation of homelessness ((following HUDs guidelines as mentioned in 24 CFR 576.500 (b)). Documentation of Homelessness must follow HUD's guidance, listed below in order of preference below and also explained in Appendix D:
 - a. Literally Homeless (Category 1): third party verification; written observation by an outreach worker; or certification by the individual or head of household seeking assistance stating he/she was living on the streets or in a shelter.
 - b. Imminent Risk of Homelessness (Category 2): a court order resulting from an eviction action notifying the individual or family they must leave within 14 days; OR for an individual or family leaving a hotel or motel evidence they lack the financial resources to stay; OR a documented written or oral statement that the individual or family will be literally homeless within 14 days AND self-certification or other written documentation that the individual lacks the financial resources and support needed to obtain permanent housing.
 - c. Chronically Homeless Individuals and Families with the most Service Needs (Category 3): third party verification; written observation by an outreach worker; or certification by the individual or head of household seeking assistance stating he/she was living on the streets or in a shelter.
 - d. Fleeing or Attempting to Flee Domestic Violence (Category 4): For Victim Service Providers: An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no

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subsequent residence and they lack resources. Statement must be documented by a self-certification or certification by the intake worker.

For Non-Victim Service Providers: Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and Certification by the individual or head of household that no subsequent residence has been identified; and Self-certification or other written documentation that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

- IV. A record of services and assistance provided to each participant;
- V. Documentation of any applicable requirements for providing services/assistance;
- VI. Documentation of use of coordinated assessment system;
- VII. Documentation of use of HMIS; and
- VIII. Records must be retained for the appropriate amount of time as prescribed by HUD.

Please see Appendix B for details on Recordkeeping Requirements based on Homeless Category.

2. Financial Recordkeeping Requirements:

- i. Documentation for all costs charged to the grant;
- ii. Documentation that funds were spent on allowable costs;
- iii. Documentation of the receipt and use of program income;
- iv. Documentation of compliance with expenditure limits and deadlines;
- v. Retain copies of all procurement contracts as applicable; and
- vi. Documentation of amount, source and use of resources for each match contribution.

Nondiscrimination Requirements: All recipients and sub-recipients that participate in the Broward CoC regardless of their funding source and the type of service/housing that they provide must comply with the nondiscrimination provisions of Federal civil right laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Title II of the Americans with Disabilities Act, as applicable.

Appendix A

Criteria for Defining Homeless



Homeless Definition


CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing

Appendix B

Recordkeeping Requirements



Homeless Definition

RECORDKEEPING REQUIREMENTS 	Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Appendix C

Housing Prioritizing Tool

Housing Prioritization Tool

A - Transitional Housing/Transitional Living Program

B - Light Rapid Re-housing

C - Heavy Rapid Re-housing

D- Permanent Supportive Housing

Instructions: A trained case manager or other clinician should ask the questions in italics. Additional italicized instructions within each question are meant for the staff member administering the tool. If the household's answer has a letter next to it, the staff member should place that letter on the score line in the question and prepare to tally the number of each letter at the end. If an answer has multiple letters next to it, both of those letters should be entered onto the score line. If no letter is associated with their answer, leave the score line blank.

PREVIOUS HOMELESS EPISODES

1. Is this your first episode of literal homelessness in the past five years?

(Explain definition of literal homelessness - staying in emergency shelter, transitional housing, and other place not fit for human habitation, etc.).

Yes (B) No

Score (letter):_____

IF YES, SKIP TO END OF QUESTIONNAIRE (SCORING SECTION).

2. Does household meet HUD definition of chronic homelessness?

Ask household:

- Do you (if an individual) or the head of household (if a family) have a disability?
- Have you been homeless for longer than a year?
- Have you been homeless four times in the past three years?

Explain any documentation that will be necessary.

If household answers yes to questions 1 and 2 or 1 or 3, answer to question is "yes."

Yes (C, D) No

Score (letter):_____

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

IF YES, SKIP TO END OF QUESTIONNAIRE (SCORING SECTION). Apply vulnerability index and use score to help determine eligibility. Offer choice between permanent supportive housing and heavy rapid re-housing. See additional directions at the end of questionnaire.

3. How many episodes of homelessness have you experienced?

Two (C) Three or more (A, D)

Score (letter): _____

4. How long was the longest of your previous episodes of homelessness?

Less than six months Six months - less than a year (A, C)

A year or more (D)

Score (letter): _____

5. Have you ever become homeless after being served by a rapid re-housing program?

Yes, once (C) Yes, more than once (D) No

Score (letter): _____

HOUSEHOLD CHARACTERISTICS

1. For youth 24 or younger: What is preventing you from being able to reunite with your family/legal guardian?

Case manager or other trained staff should engage the youth and make the final judgment if youth truly appears to be unreunifiable with family, then answer the question below.

Can the youth be safely reunified with their family or other guardian?

Yes No (A)

Score (letter): _____

2. For staff to answer for youth 24 or younger: Is the youth too young to legally sign their own lease?

Yes (A) No

Score (letter): _____

3. For families: Are you currently working with Child/ Welfare/Children's Services/Family and Children's Services?

Yes (A) No

Score (letter): _____

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

4. Are you currently recovering from substance abuse issues and seeking a sober environment to recover in?

Yes (A) No

Score (letter): _____

5. Are you re-entering society from prison or jail?

Yes (A) No

Score (letter): _____

6. Does you have any safety concerns (e.g., related to domestic violence)?

Explanation of different program types and program set-ups may be necessary. Information about data or information required, data sharing, etc. should also be shared with the client.

Yes No

List concerns here:

Call the police if necessary. Refer to domestic violence provider if applicable.

SCORING

1. Enter Total Score:

Take any question weights into account.

Number of (A) s: _____

Number of (B) s: _____

Number of (C) s: _____

Number of (D) s: _____

Scored For (Choose intervention that matches the letter that showed up the most):

If the household scores for "D", apply vulnerability index to determine their place on the vulnerability list. For families, prioritize according to score, then prior number of episodes of homelessness.

2. Look at List of Programs and Criteria

Use individual program criteria list (separate - should be created by community) to determine which program within the scored-for intervention the household should be referred to.

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

Decisions should be made based on population served, services offered, bed availability, and proximity.

3. Incorporate Consumer Choice

Read the following script (modify as necessary):

Based on your answers, I would recommend (insert program) for you. This program offers these services (e.g., case management, rental subsidies, employment training, etc.). Current average length of stay in the program is _____. ____ % of people exit this program for permanent housing. Right now, the current wait list is _____ many people long, which means you might have to wait ___ days before you are admitted. Are you interested in this program? (If no data is available, use national data.)

If no, move to second choice program.

If the consumer not interested in intervention at all, go back to #1, choose second-choice intervention, then choose best program within that.

Placed In: _____

Appendix D

Prioritization Standards

Intervention	Key Elements of Program	Prioritization Criteria
Transitional Housing	<ul style="list-style-type: none"> • Intensive services and housing, usually including employment/education focus • Last for up to two years • Housing in in unit owned or otherwise controlled by the program • May offer a completely sober or “dry” living environment 	<p>For families and individuals: multiple previous episodes of homelessness in a transitional stage of life (e.g., recent dramatic life changes) and at least one of the following characteristics:</p> <p>For Individuals:</p> <ul style="list-style-type: none"> • In recovery seeking a supportive or sober living environment • A young adult under the age of 18 that cannot be reunified with family <p>For Families:</p> <ul style="list-style-type: none"> • Child welfare involvement
Light Rapid re-housing	<ul style="list-style-type: none"> • Rapid movement from state of housing crisis into an apartment where they are on the lease (or have all the rights and responsibilities of a tenant) • One-time financial assistance or up to subsidy three months • Sample assistance program " Deposit and first months' rent if on their own lease, first months' rent if moving in with someone else; for families, more money or a longer subsidy upfront may be necessary • Households should receive a shallow subsidy 	<ul style="list-style-type: none"> • Any first-time homeless individuals or families

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

	<p>(approximately \$300-\$500 per month) and be reassessed for need at 3 months; if they are falling behind, subsidy should be extended.</p> <ul style="list-style-type: none"> • Follow-up case management services tailored to household need • Linkages to mainstream resources and services 	
<p>Heavy Rapid re-housing</p>	<ul style="list-style-type: none"> • Rapid movement from state of housing into an apartment where they are on the lease (or have the rights and responsibility of a tenant) • Sample assistance program: “Deposit and first month’s rent if on their own lease, first month’s rent if moving in with someone else; for families, more money or a longer subsidy upfront may be necessary. • Households should receive a rental subsidy and be reassessed for need at 3 months; will most likely need subsidy for a total of 6-12 months, and possibly for up to 24 months • Average cost of approximately \$3000-\$5000 per household • Follow-up case management services tailored to household need, likely to last around 	<p>For Individuals and families: Previous episodes of homelessness that lasted six months or more</p> <p>Or</p> <p>Previously unsuccessful with “light” rapid re-housing once.</p>

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

	<p>a year (possibly up to 24 months)</p> <ul style="list-style-type: none"> • Linkages to main stream resources and services 	
<p>Permanent Supportive Housing</p>	<ul style="list-style-type: none"> • Wraparound services, often including a focus addressing on mental health, substance abuse, and behavioral needs • Subsidizing housing available for the entire lifetime of household, usually through provision of a permanent subsidy 	<p>For individuals and families: Scores high on VI-SPDAT And: <u>For individuals:</u> (if chronic homelessness is effectively nonexistent in the community) return to homelessness from rapid re-housing more than once. <u>For families:</u> prioritize according to number of episodes of prior homelessness.</p>

Appendix E

Notice: CPD-14-012

Please open the attached pdf file for details to Notice on prioritizing persons experiencing chronic homelessness and other homeless persons in permanent supportive housing and recordkeeping requirements for documenting chronic homeless status.



CPD-14-012.pdf

**CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS
CONTINUUM OF CARE FL- 601**

Broward County, Florida

Update 1.3 Approved by the CoC Board on: September 19, 2017

Original Approved by the CoC Board on May 27th, 2015

Version 1.2

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

Overview

The name of this Continuum of Care (CoC) shall be the **Broward County Continuum of Care** and the name of this CoC board shall be the **Broward County Homeless Continuum of Care Advisory Board**, herein referred to, respectively, as “the CoC” and “CoC Board.”

In accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, the CoC Board was reconstituted in March 2014 and its duties and responsibilities are set forth in the Chapter 12, Part XV of the Broward County Administrative Code. In Broward County, the responsibilities of the CoC roles are fulfilled by the Broward County Board of County Commissioners, Homeless Continuum of Care (CoC) Board, and the Community Partnership Division, Homeless Initiative Partnership (HIP) of Broward County, Florida as Collaborative Applicant and Designated HMIS Lead Agency.

HIP is the state of Florida designated Lead Agency for the Broward County Homeless Continuum of Care, Homeless Management Information System Lead Agency, HUD CoC Program Collaborative Applicant, CoC Board Coordinator, and performs the administrative functions of the State Designated Local Homeless Coalition. HIP coordinates an array of funding to implement innovative, effective, outcome-based approaches to alleviate homelessness and its causes in Broward County through the Continuum of Care and the HEARTH Act.

This charter outlines the structure and work of the Broward County Continuum of Care (CoC) and is outlined as follows:

1. Terms and definitions
2. Background
3. Values
4. HIP Collaborative Applicant CoC Purpose
5. CoC Responsibilities
6. CoC Membership/Structure
7. CoC Advisory Board
8. Committees/Sub-Committees
9. HMIS

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

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CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

1) **Terms and Definitions**

Broward County Board of County Commissioners (BOCC):

The Board of County Commissioners of Broward County, Florida

Collaborative Applicant:

HIP has been designated by the BOCC and Continuum of Care (CoC) to apply for a grant for Continuum of Care planning funds (i.e. Homeless Initiative Partnership Section).

Continuum of Care (CoC):

The group organized to carry out the responsibilities required by the HUD CoC program and that is comprised of representatives of organizations, including non-profit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

Homeless Continuum of Care Board (CoC Board):

The advisory board created by the BOCC which is broadly based with representation from all sectors of the community, including but not limited to: individuals experiencing homelessness, homeless service providers, business community, funders, and representatives of government. The CoC Board membership is representative of the relevant organizations and projects serving homeless subpopulations, and is representative of the geographic area served by the CoC. Broward County's CoC Board is created in Chapter 12, Part XV of the Broward County Administrative Code.

Homeless Management Information System (HMIS):

The information system designated by the CoC to comply with the HMIS requirements prescribed by United States Department of Housing and Urban Development (HUD)

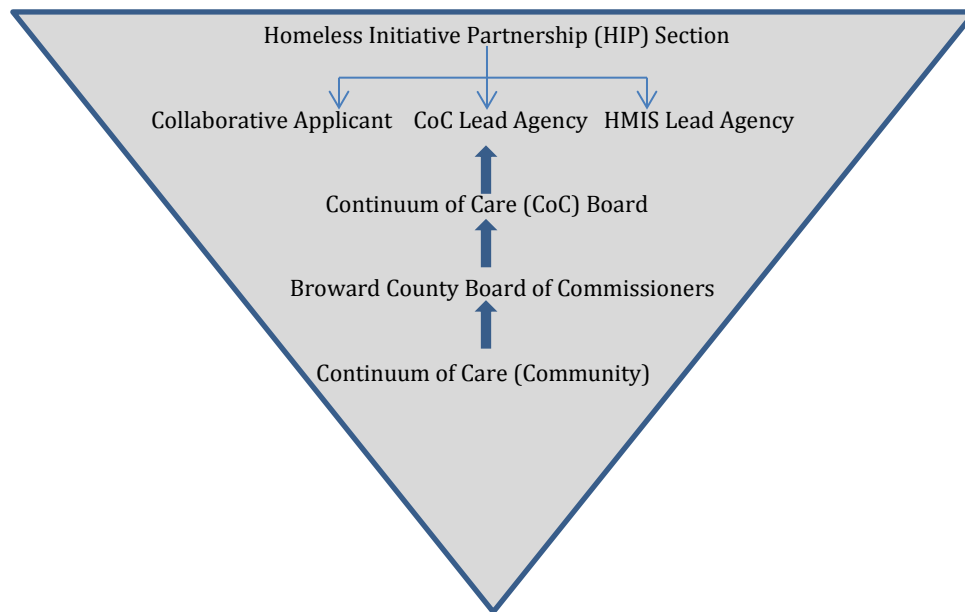
HMIS Lead:

Broward County Office of Evaluation and Planning (OEP) has been designated by the CoC to operate the HMIS on behalf of the CoC.

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

2) Background

Broward County’s “A Way Home” Plan to End Homelessness is implemented through CoC programs with the primary goal of ending homelessness in all areas of Broward County. The CoC is Broward County’s local planning group that is working to end homelessness. The CoC is a network which includes organizations, advocates, persons experiencing or who have experienced homelessness, non-profit organizations, faith-based organizations, universities, governmental entities, hospitals, community residents, businesses. CoC membership includes representatives from relevant organizations and individuals located within Broward County tasked with the duties of a Continuum of Care; The BOCC appoints the CoC Board Members. HIP is the CoC Lead Agency, Collaborative Applicant, and HMIS Lead for the Broward County Homeless CoC.



This multi-tiered approach helps to create integrated community wide planning, development, and implementation of strategies to reduce and end homelessness as quickly as possible for all persons.

3) Values

The CoC carries out its mission through a set of core values that guide its governance:

- **Clear and logical** governance processes, structures and lines of accountability
- **Transparent** decision making that makes the greatest possible use of data
- **Open, accessible, inclusive** Continuum of Care that includes all stakeholders and allies needed to achieve the goals of the “A Way Home” Plan to end homelessness
- **Compliance** with federal requirements for Continuums of Care

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

- **Communication** between all members, committees, and bodies that make up the Continuum of Care
- **Flexibility** to respond to emerging ideas and challenges

The core values are incorporated into the goals of the Broward Continuum of Care. The goals include:

- Provide funding for efforts by nonprofit, for-profit, faith-based providers, as well as state and local governments to prevent homelessness when possible and quickly end homelessness by quickly rehousing homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness
- Promote access to and effective utilization of mainstream programs and resources by homeless individuals and families
- Optimize self-sufficiency among individuals and families experiencing homelessness
- Incorporate a Housing First programmatic and systems approach that centers on housing clients quickly and then provide services as needed using a low barrier approach that emphasized community integration, stable tenancy, recovery, and individual choice

The Continuum's goals are achieved through the implementation of proven and best-practice programs funded by private, philanthropic, foundation, and government sources. Programs are operated by a dedicated group of service providers that include, but is not limited to, persons who are or have experienced homelessness, nonprofit homeless assistance providers, employment providers, domestic violence and sexual assault providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, substance use treatment providers, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, small non-profit and faith-based providers including many that do not receive HUD ESG or CoC funding, and individual community members.

4) **HIP Collaborative Applicant- CoC Purpose**

The purpose of the CoC is to:

- 1) Promote community-wide commitment to the goal of ending homelessness;
- 2) Provide funding for efforts by nonprofit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness;
- 3) Promote access to, and effective utilization of, mainstream programs; and
- 4) Optimize self-sufficiency among individuals and families experiencing homelessness.

The purpose of Broward's CoC is to address all aspects of homelessness which includes: coordinated assessment prevention, outreach, emergency shelter, transitional, permanent rapid re-housing, permanent supportive affordable housing, and supportive services. This work includes:

- Facilitation of community, business and governmental involvement in the homeless continuum of care through local implementation of the 2009 Federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act;
- Direct oversight of the County's three regional Homeless Assistance Centers;
- Creation of new and innovative programs to serve Broward's homeless population (such as the County's first homeless medical respite care facility & in 2017 Rapid Rehousing for Youth;

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

- Participation in the creation of applications and procurement of services;
- Coordination in conjunction with community partners and stakeholders, Broward County has been awarded a number of grants from state and federal agencies, and U.S. Department of HUD Homeless Continuum of Care applications have scored among the top in the nation;
- Facilitation of collaboration in the creation of linkages between emergency shelter operators, transitional housing providers, and other service providers within the Continuum of Care. HIP and the homeless services providers continue to work toward the implementation and expansion of the ServicePoint Homeless Management Information System (HMIS); and
- The CoC maintains its efforts to lessen the impact of homelessness in our community and to one day achieve its eradication. This will be accomplished by: research and the incorporation of appropriate best practices models to improve service delivery; expansion of supportive housing capacity for the mentally ill, those in recovery, and others with disabilities; development and implementation of strategies to better deal with institutional discharge and access to mainstream resources; expansion and enhancement of mentoring opportunities for homeless persons; and research of methods to expand the stock of affordable housing in Broward County.

Broward County CoC shall align its mission, “A Way Home Plan”, to End Homelessness and goals with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, the Federal Strategic Plan to End Homelessness, and the United States Interagency Council on Homelessness *Opening Doors* Plan to End Homelessness. Broward CoC shall set a path to ending homelessness in Broward County by focusing its resource needs on the provision of quality best practice housing focused programs and services located in strong sustainable communities.

5) CoC Responsibilities

The CoC shall perform the following functions: *Operation of the CoC*

- i. Hold meetings of the full membership, with published agendas, at least semi-annually;
- ii. Make an invitation for new members to join publicly available within the geographic area at least annually;
- iii. Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- iv. Appoint additional committees, subcommittees, or workgroups;
- v. In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;
- vi. Consult with recipients and sub-recipients to establish targets;
- vii. Evaluate outcomes and projects funded under the Emergency Solutions Grants (ESG) program and the CoC program and report to HUD;
- viii. In consultation with the recipients of ESG grants program funds, establish and operate either a centralized or coordinated assessment system;
- ix. In consultation with the recipients of ESG program funds establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

1. Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
 2. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 3. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 4. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 5. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 6. Where the continuum is designated a high-performing community, policies and procedures for determining and prioritizing which eligible individuals and families will receive Homelessness Prevention Assistance.
2. *Designate and operate an HMIS. The CoC must:*
- i. Designate a single Homeless Management Information System (HMIS) for the geographic area;
 - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
 - iii. Review, revise and approve a privacy plan, security plan, and data quality plan for the HMIS;
 - iv. Ensure consistent participation of recipients and sub-recipients in the HMIS; and
 - v. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
3. *CoC Planning. The Continuum must develop a plan that includes:*
- i. Coordination of the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
 1. Outreach, engagement, and assessment;
 2. Shelter, housing, and supportive services;
 3. Prevention strategies.
 - ii. Plan for and conduct an annual sheltered and unsheltered point-in-time count of homeless persons within the geographic area that meets the following requirements:
 1. Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons;
 2. Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons;
 3. Youth experiencing homelessness
 4. Other requirements established by HUD by Notice.
 - iii. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area;
 - iv. Provide information required to complete the Consolidated plan(s) within the Continuum's geographic area;

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- v. Consult with state and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

6) CoC Membership/Structure

In accordance with the HEARTH Act, the membership of the CoC shall consist of interested individuals and organizations participating in the work of the CoC who are committed to activities and efforts aimed at ending homelessness. Ongoing efforts will be made to solicit open membership from relevant organizations including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

- The CoC semi-annual meetings shall occur at a location and time determined by the Homeless Initiative Partnership/Collaborative Applicant
- The Homeless CoC Board shall select a location that is accessible to potential homeless participants and is ADA compliant
- The meetings shall be open to any interested person
- Agendas will be disseminated in advance of the meeting
- A majority of the Continuum of Care Board members shall constitute a quorum for the transaction of business at CoC meetings

7) CoC Advisory Board (Michael update)

The Broward Board of County Commissioners created and empowered the Broward County Homeless Continuum of Care Board. All members of the CoC Board are designated and appointed CoC stakeholders and by the Broward County Board of County Commissioners (Board). The CoC Board is composed of twenty-nine (29) members, of which twenty-seven (27) are voting members and two (2) non-voting ex-officio members. The membership of the CoC Board is as follows:

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

Number of voting seats	Representative
4	Advocates for the homeless
1	Broward Behavioral Health Coalition representative
1	Broward County Commissioner
1	Broward County Housing Council representative
1	CareerSource Broward or successor entity representative
1	Chamber of Commerce representative from Hollywood, Ft. Lauderdale or Pompano Beach. This seat shall rotate annually to ensure full representation
3	Corrections or law enforcement representatives: one (1) from Broward Sheriff's Office, one (1) from the City of Ft. Lauderdale Police Department, and one (1) from the City of Hollywood Police Department
1	Domestic violence services representative
3	Elected officials or designees from one of the municipalities that receive Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds. This seat shall rotate between the fifteen (15) different entitlement communities annually to ensure full representation
1	Faith-based organization representative
1	Hospital District Representative. This seat shall rotate between the North and South Hospital Districts annually to ensure full representation
1	HUD Emergency Solutions Grant Recipient
2	Officials, the Chairperson and the Vice Chairperson, from the Homeless Providers and Stakeholders' Council
2	Persons who are currently homeless or have formerly experienced homelessness
1	Public Housing Authority representative from one of the following: Broward County Housing Authority, Ft. Lauderdale Housing Authority, or Hollywood Housing Authority. This seat shall rotate between the three (3) housing authorities annually to ensure full representation
1	School Board of Broward County representative
1	United Way representative
1	U.S. Department of Veterans Affairs representative

The non-voting members: two (2) representatives from the operators of the Homeless Assistance Centers: one (1) from the Central Homeless Assistance Center, and one (1) from either the North or the South Homeless Assistance Centers.

Individuals from the community who are not appointed to the Homeless CoC Board may serve on task forces and subcommittees as established by the Homeless CoC Board. Appointments to fill taskforces and subcommittees shall be at the discretion of the Homeless CoC Board.

A. Term of Appointee

Members of the CoC Board whose seats rotate on a recurring basis shall serve in such rotating category for one (1) year. All other members of the Homeless CoC shall serve in accordance with Section 1-233, Broward County Code of Ordinances and are specifically exempt from the

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requirements set forth in Subsection (c) (2) of Section 1-233 which provides that members may only serve on one (1) County board.

Any appointed member may be removed by the Broward County Board of County Commissioners for misconduct, incompetency, or neglect of duty on its own motion or upon recommendation of the CoC Board.

The Homeless CoC Board shall elect a chair, vice-chair and such other officers as are deemed necessary for purposes of managing its activities and bringing direction and leadership to the Homeless CoC Board, each of whom shall serve for one (1) year and until his or her successor is chosen.

The Homeless CoC Board shall, by majority vote of the entire membership, adopt rules of procedure for the transaction of business; keep a written record of meetings, resolutions, finding, and determinations.

Members of the Homeless CoC Board are public officers and are therefore subject to the applicable standards of conduct and voting conflicts requirements of the Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes and HEARTH Act, Section 578.95 Conflicts of Interest.

Conflict of Interest:

Any individual participating in or influencing decisions must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of the all applicable laws, regulations, and this policy. No CoC Board member may participate in or influence discussion or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. **Continuum of Care, 24C.F.R. §578.95:** Appointed CoC board members are public officers and are subject to the applicable standards of conduct and voting conflict requirements of the Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes. A conflict of interest exists if the matter of being voted on inures to the CoC member's special private gain or loss or to the special private gain or loss of any principal by whom the CoC member has been retained or to the parent organization or subsidiary of a corporate principal by which the CoC member is retained, or to the special private gain or loss of a relative or business associated to a relative or business associate. Disclosure of a conflict of interest should occur at the earliest possible time and prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict and shall file the conflict of interest form with the CoC Board clerk. An individual with a conflict who is the CoC Board chair or CoC Board Committee chair shall yield that position during discussion and abstain from voting on the item. Decisions by the CoC Board must be justifiable as being in the best interests of the CoC. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.

B. Functions, Powers, and Duties

(a) The powers and duties of the Homeless CoC board shall be as follows:

- i. Serve in an advisory capacity to the Board of County Commissioners on matters relating to the homeless issue in Broward County.
- ii. Recommend funding priorities to the Board through the Homeless Initiative Partnership (HIP) Section for homeless services in the CoC, including federal and state grants and county, municipal, and private funds.

CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

- iii. Review the *A Way Home: Broward County, Florida's Plan to End Homelessness* ("Action Plan") at least annually to ensure the Action Plan continues to meet the needs of the homeless and the community at large in Broward County.
 - iv. Submit to the Board on an annual basis, a final report summarizing and evaluating all programs and activities undertaken by the Homeless CoC Board.
 - v. Recommend processes to the Board necessary to implement the Action Plan including: soliciting municipal, private, and non-profit participation in the Homeless CoC; raising funds from the private sector and other funding streams; and encouraging additional financial support from entitlement communities.
 - vi. Recommend any additional actions deemed necessary by the Homeless CoC Board to advance the Action Plan and otherwise assist the homeless in Broward County.
- (b) The Homeless CoC Board shall serve as the local homeless coalition board as defined in Section 420.623, Florida Statutes, and shall provide the following functions:
- i. Develop or assist with the development of a plan for the CoC as described in Section 420.624, Florida Statutes.
 - ii. Discuss local issues related to homelessness and the needs of the homeless.
 - iii. Inventory all local resources for the homeless, including, but not limited to, food assistance, clothing, emergency shelter, low-cost housing, emergency medical care, counseling, training, and employment.
 - iv. Review and assess all services and programs in support of the homeless and identify unmet needs of the homeless.
 - v. Facilitate the delivery of multi-agency services for the homeless to eliminate duplication of services and to maximize the use of limited existing resources for the homeless.
 - vi. Identify potential new programs and services to fill critical service gaps, if necessary, through reallocation of existing resources for the homeless.
 - vii. Develop a community resource directory of services available to the homeless for use by agencies, volunteers, information, and referral systems, and homeless persons.
 - viii. Develop public education and outreach initiatives to make homeless persons aware of the services available to them through community agencies and organizations.
 - ix. Identify and explore new approaches to shelter care for the homeless.
 - x. Evaluate local homeless initiatives to assess their impact to determine the adequacy of services available through such initiatives, and to identify additional unmet needs of homeless persons.
 - xi. Collect and compile information relating to the homeless population served, and report on a regular basis, but at least annually, such information to the Florida Department of Children and Families (DCF) as directed by DCF.
 - xii. Develop an annual report detailing the Homeless CoC Board's goals and activities.
 - xiii. Review spending plans developed by the HIP Section pursuant to the grant-in-aid program created under Section 420.625, Florida Statutes. Spending plans shall include a competitive ranking of applications from local agencies eligible for funding pursuant to the provision of Section 420.625, Florida Statutes.
 - xiv. Develop a strategy for increasing support and participation from local businesses in the Homeless CoC Board's programs and activities.

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C. **Review Process**

The Homeless Continuum of Care Board shall be reviewed once every two (2) years by the Board of County Commissioners to ensure that the Homeless CoC Board is meeting the objectives set out in the Action Plan.

D. **Decision Making**

A majority of the Continuum of Care Board members shall constitute a quorum. The CoC Board meeting can continue without quorum, however, in the event that a quorum has not been established, the CoC Board may not take any official action. Robert's Rules of Order will be followed and a majority vote is necessary for any resolution of the committee to be passed.

8) **Committees/Subcommittees**

While the business of CoC and votes occur at meetings of full Homeless CoC Board, the work of the CoC will generally be carried out by Committees and Subcommittees. All recommendations of the CoC Board are communicated to the Broward County Board of County Commissioners through the HIP Section.

Appointees to the CoC Board are expected to actively participate in CoC planning activities through membership on various CoC Board committees, sub-committees and ad hoc Committees. Consistent with federal regulations, the CoC Board includes representation of major homeless stakeholders and advocates for the purpose of implementing Broward's "A Way Home" Plan's goals and objectives through collective impact.

All CoC Board committees shall have a CoC Board member as its chair and membership is open to non-CoC Board members, except for the Performance, Outcomes, Needs and Gaps (PONG) Committee which committee membership is limited to CoC members. Members of CoC committees are public officers subject to the applicable standards of conduct and voting conflict requirements of the Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes, the Broward County, and Continuum of Care, 24 C.F.R. §578.95.

CoC Board Committees:

a) **Performance, Outcomes, Needs and Gaps (PONG)** is comprised of un-conflicted non-provider CoC Board Members and Collaborative Applicant (non-voting) and HMIS Project Manager. The PONG committee reviews the CoC's CoC funded contractual performance/outcome measures (PMs), works with all CoC funded agencies to modify current measures to focus outcomes and PMs towards attainment of CoC system goals. The PONG also performs CoC Application review and selection, review and recommends approval to the CoC Board for Point In Time(PIT)/Housing Inventory Chart (HIC), CoC program, ESG and County homeless priority setting and budget recommendations, serves as Quality Rater Committee in Request for Proposal (RFP)/Request for Letter of Intent (RLI) processes. This committee meets monthly.

i. **Sub-Committees of PONG**

i. **Point-in-Time (PIT) Count Sub-Committee:** The PIT count is an annual count of sheltered and unsheltered homeless persons on a single night the last ten

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(10) days in January. The sub-committee oversees the planning, coordination and implementation of the count.

This sub-committee is also responsible for reporting findings and recommendations to the HIP CoC Board and Collaborative Applicant.

- ii. HMIS Data Sub-committee: The HMIS Data Sub-committee is tasked with communicating HMIS Data Standards, Common Data Element definitions, Data Quality Report Cards, Annual Homeless Assessment Report (AHAR), Annual Performance Report (APR) and Point In Time (PIT) Count / Housing Inventory Chart (HIC) results to the HIP CoC Board, CoC Committees, County, State, Department of Veteran Affairs, Housing and Urban Development CoC Performance Measurement Reports, Emergency Solutions Grant and Housing Opportunities for Persons With Aids (HOPWA) funded agencies and other report(s) as required by funder(s) and/or regulation(s). This committee is comprised of the HMIS Lead Agency and Covered Homeless Organization's HMIS Agency Administrators. Responsibilities include: increasing HMIS utilization/participation/data quality in AHARs (increasing the number of AHAR reporting categories); Coordinated Assessment Housing Placement (CAHP) system; PIT Count; Zero:2016 VI-SPDAT Referrals; number of HMIS covered beds in the HIC and assisting with communicating HMIS Data to decision makers.

b) Local Coalition Committee is tasked with ensuring the CoC Board is serving as the Local Coalition board as defined in Section 420.623, Florida Statutes.

c) Permanent Housing Committee is tasked with converting 75% of existing Supportive Housing Program (SHP) beds to Chronic beds, identifying additional non-HUD Supportive Services, expanding Medicaid Eligible Supportive Services, fidelity to 100,000 Homes Prioritization Placement methodology, conversion of the Transition Home Program to Rapid Re-Housing, and creation of new non-HUD funded Permanent Supportive housing units. Membership on the Permanent Housing Committee and Sub-committees is open to CoC Board and non-CoC Board Members.

- i. Rapid Re-Housing Sub-committee: The RRH committee reviews performance of projects that provide supportive services and short and/or medium housing assistance to individuals and families who are experiencing homelessness.
- ii. Homeless Youth and Families Sub-committee: The mission of the Homeless Youth and Families Sub-committee is to align local agencies and government entities to eliminate homeless youth and families in Broward County by utilizing and maximizing the effectiveness of existing initiatives, spotlighting gaps in services and exploring ways to fill those gaps within the current framework of services offered by agencies in Broward County, and recommend funding to specific areas of need.
- iii. Coordinated Assessment and Housing Placement Sub-committee: The mission of the committee is to assist in the deployment, implementation, and further development of the CoC's Coordinated Assessment and Housing Placement (CAHP) system. The committee's mandate includes an assessment of adherence to the CoC's CAHP system, identification of deficiencies and challenges, recommendation of updates,

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review of HEARTH Act regulations, homeless literature and strategies employed by High Performing CoC's; review of recommended CoC process modifications, and coordination with the HMIS Data Committee to establish benchmarks to measure efficacy of the process.

9) Homeless Management Information System (HMIS) Lead Agency

HIP provides management and oversight of HMIS system used to collect client level data. Broward County's HMIS has been implemented county-wide. HIP, in its role as Lead HMIS, ensures consistent agreements through contractual agreements by the community.

Operations:

- (1) Oversight of end user licensures
- (2) Review security, data quality and data timeliness
- (3) Ensure HMIS compliance per HUD requirements
- (4) Provide tech support and end user training
- (5) Production of local data for CHO funding requests
- (6) Program performance evaluation
- (7) Run annual mandated reports
 - a. Annual Homeless Assistance Report (AHAR)
 - b. Annual Performance Report (APR)
 - c. System Performance Measures (Sys PM)
- (8) Manage the collection of Point In Time (PIT) related data collection
- (9) Coordinate all Housing Inventory Count (HIC) data

**BROWARD HOMELESS CONTINUUM OF CARE FL-601
COORDINATED ASSESSMENT AND HOUSING PLACEMENT
PRIORITIZATION WRITTEN STANDARDS**

Approval Date: September 8, 2016

Version: 1.2

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

Introduction:

The Coordinated Assessment and Housing Placement (CAHP) system is intended to increase and streamline access to housing and services for households experiencing homelessness, match appropriate levels of housing and services based on their needs, prioritize persons with severe service needs for the most intensive interventions, and provides for a centralized referral process for Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH) Transitional Housing (TH), and Shelter plus Care (S+C) programs. The CAHP system is modeled after a housing first approach, and will thus work to connect households with the appropriate housing opportunity, as well as any necessary supportive services as quickly as possible. The Homeless Management Information System (HMIS) is used to manage all data and information used in these processes.

The CoC Interim Rule establishes these coordinated assessment responsibilities and establishes basis minimum requirements for a CoC coordinated assessment in (578.7 (a) (8)). In addition, HUD Notice CPD-14-012 issued on July 28, 2014 provides provisions and requirements for Broward CoC to adopt as the baseline written standards for operations for the prioritization of persons experiencing chronic homelessness and other vulnerable homeless persons in Permanent Supportive Housing (PSH) and record keeping requirements for documenting chronic homeless status.

The purpose of the Broward CoC CAHP is to achieve the following goals:

- 1) To assist in assessing individuals and families (collectively referred as “clients”) consistently to determine program eligibility;
- 2) To create a more streamlined process for accessing and providing assistance to clients who are currently or at imminent risk of experiencing homelessness;
- 3) To decrease the time housing providers spend processing requests for assistance; and
- 4) To improve data collection and quality that supports data-driven decision-making based on client level needs.
- 5) To provide housing through the Broward CoC to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).

Broward CoC currently has various agencies that work together as part of the CAHP system to facilitate multiple points for access and appropriate assessment for subpopulations, while maintaining standardized processes and intervention tools. The entire system uses a “no wrong door’ approach, while doing so through a standardized process from initial engagement to successful housing placement. The major advantages of this decentralized model is that it increases the capacity to handle large number of clients over a vast geographic area. All sites are coordinated as they use the same assessment forms, HMIS system, referral process, and have

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equal access to the same set of resources. The CAHP system is broken down in two distinctive stages:

1. Multipoint Coordinated Intake and Assessment Process; and
2. Housing Placement.

Multipoint Coordinated Intake and Assessment Process:

Intake: Broward County CoC uses a hybrid centralized and decentralized intake model as the first point of entry to screen clients and then refers them to select agencies for further assessment and referrals. Intake into the system includes: a homeless hotline (First Call for Help of Broward); a domestic violence help line (Women in Distress of Broward County); a street outreach team (Taskforce Fore Ending Homelessness); three very large county-funded emergency shelters, collectively known as the Homeless Assistance Shelters (HACs); Safe Haven, and an interfaith community-based shelter network (Salvation Army). These organizations represent the most common and well-known ways that individual and households can access homeless assistance services and housing opportunities to reduce homelessness.

Standardized Assessment: Broward County CoC uses a phased assessment processes to determine the appropriate housing intervention needed that include the Level 1 Assessment and the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) tool that helps determine client(s) acuity level.

The first phase in the process involves asking the client a set of questions to determine which programs or services are most appropriate to meet their needs and prioritize them for various services. Level 1 Assessment determines client(s) eligibility for services based on HUD's Criteria of Defining Homeless (Category 1, Category 2, Category 3, and Category 4). Category 4 clients (victim(s) of domestic violence) are referred immediately to Women in Distress of Broward County. Please see [Appendix A](#) for details on the Criteria for Defining Homelessness.

The intervention tool is used to determine each household's housing and service needs. Households that are housed, and in need of resources, may receive information and referral to resources, including affordable housing. In addition, they may also receive prevention and diversion assistance to help resolve any issues related to housing. Housing assisted by HUD and made available through the Broward CoC will be available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).

Those clients that are found to be in Category 1 (Literally Homeless) or Category 2 (Imminent Risk of Homelessness) are referred to one of the three (3) HACs, Taskforce Fore Ending Homelessness, Safe have and Salvation Army for a VI-SPDAT assessment.

The second phase uses the VI-SPDAT tool. The VI-SPDAT is designed to quickly assess the health and social needs of those experiencing homelessness and helps identify the best type of support

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and housing intervention that is appropriate for the client(s). The tool is not only used to determine each household's housing and service needs, but also to provide a common approach to prioritizing households for various housing program referrals. Referrals to additional services are made based on the following factors:

- I. Results of the assessment tool process;
- II. Bed availability and number of people on intervention priority lists;
- III. Established system-wide priority populations; and
- IV. Program eligibility admission criteria, including populations served and services offered.

After the VI-SPDAT is administered to a literally homeless client, the following happens:

- I. The case worker who completes the VI-SPDAT places the household on the housing prioritization for referral to the identified RRH, TH, PSH, or S+C programs;
- II. As housing program openings become available, the Broward CoC lead prioritizes households for referral to various programs based on the Housing Placement Prioritization process. This detailed process is explained below;
- III. The Broward CoC lead sends the referral via HMIS to the identified agency. Agency case managers begins to work with the client to find housing and appropriate support services; and
- IV. After appropriate housing is identified, agency staff administer ongoing assessment and case management as appropriate.

The CAHP System uses the criteria mentioned Appendix C (Housing Prioritization tool) as well as Appendix D (Prioritization Standards) to accurately match client needs to resources.

HMIS and Housing Placement Prioritization List(s): The housing eligibility assessment and referral process is built into the Broward CoC HMIS System to promote accuracy and transparency across service providers. All assessment and VI-SPDAT are recorded in the HMIS within 48 hours of when the information was first collected. The primary purposes of using HMIS for CAHP is to store client data and enable case management personnel to use HMIS as a referral platform for housing and services providers. Additionally, HMIS is also used in this process to provide data on client outcomes to case management personnel, housing service providers, and shelter staff to monitor homeless prevention and housing. Finally, HMIS serves as a communication platform for coordinated entry sites to view client assignments and share information on the households they serve and reduce unnecessary duplication.

The HMIS lead staff then produces a HMIS generated single housing placement prioritization waiting list which is then reviewed by the Broward CoC Lead. Clients are subsequently referred to the appropriate housing programs. Broward CoC NOFA, County funded, and ESG funded PSH, RRH, and TH programs can only accept referrals through the single, prioritized PSH, RRH and TH waiting list that are created through Broward CoC CAHP system. In addition, no agency other than the Broward CoC Lead will operate PSH, RRH, or TH project waiting list(s) outside of the CAHP system.

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Housing Placement Prioritization:

Broward CoC will ensure that

Broward CoC will ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability. This also applies to the ESG Projects that are within the Broward CoC as established in 24 CFR 576.400(e). Broward CoC has adopted the provisions and requirements set out in HUD Notice CPD-14-012 and CPD-17-01 for prioritizing housing placement for persons experiencing chronic homelessness and other vulnerable homeless persons in its PSH program. The following link provides the definitions and more details that are used to prioritize the placement of chronically homeless clients: <https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf>. (Please see attached pdf file in Appendix E)

Agencies within the Broward CoC have agreed to prioritize clients who are chronically homeless for the PSH beds not already dedicated to chronically homeless within the CoC that become available through turnover, such that:

1. Agencies will hold turnover beds open for a period of 14 calendar days while searching for clients who are chronically homeless
2. Search methods can include consulting existing waiting lists and coordinated assessment information.
3. Agencies will make efforts to help clients who are chronically homeless address program requirement barriers that might otherwise exclude them from qualifying
4. If a chronically homeless client cannot be found within the 15-day time period, the turnover bed will be filled by the normal agency process

Broward CoC will prioritize clients who are referred to the centralized PSH wait list through its coordinated intake and assessment process as follows (Please see Appendix E Notice: CPD-14-012 for additional details):

1. Prioritizing PSH Beds Dedicated to Serve Chronically Homeless Clients:
 - I. First Priority – Chronically Homeless clients with the longest history of homelessness and with the most severe service needs
 - i. Continual twelve (12) month or on at least four (4) separate occasions in the last three (3) years where the cumulative total length is at least twelve (12) month
 - ii. Streets, safe haven or shelter
- CH + Longest History + Highest Acuity**
- II. Second Priority – Chronically Homeless clients with the longest history of homelessness

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CH + Longest History

- III. Third Priority – Chronically Homeless Clients with most severe service needs

CH + Highest Acuity Score

- IV. Forth Priority – All Other Chronically Homeless Clients
- i. Four (4) separate occasions in the last three (3) years where the cumulative length is less than 12 months
 - ii. Streets, safe haven or shelter

CH

Veterans who are determined ineligible for housing services provided through the US Department of Veterans Affairs (VA) will be prioritized respectively in every category (I-IV) that is listed above. Veterans who are eligible for VA housing services will be referred to VA first and will not receive priority outside of the categories mentioned above.

If no chronically homeless clients can be identified to prioritize for the PSH beds dedicated for the chronically homeless population, then the Broward County prioritization list based on clients VI-SPDAT scores will follow the categories for Prioritizing PSH Beds that are not for Dedicated

2. Prioritizing PSH Beds that are not for Dedicated Chronic Homeless Clients

- I. First Priority – Homeless clients with a disability and most severe service needs
- i. Streets, safe havens, shelter for any period including
 - ii. Clients exiting an institution where they have resided for less than ninety (90) days and were on the streets, safe have, shelter immediately before the institution

Homeless + Disability + Highest Acuity

- II. Second Priority –Homeless clients with a disability with a long period(s) of continuous or episodic homelessness
- i. Streets, safe have, shelter for continuously for at least six (6) months or on at least three (3) separate occasions in the last three (3) years where the cumulative total is at least six (6) months including
 - ii. Clients exiting an institution where they have resided for ninety (90) days or less and were on the streets, safe have, shelter immediately before the institution and were there continuously for at least six (6) months or on at least three (3) separate occasions in the last three (3) years where the cumulative total in at least six (6) months

Homeless +Disability + Longest/Longest Episodic

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- III. Third Priority – Homeless clients with disabilities coming from places not meant for human habitation, safe havens, or emergency shelters (Note: Clients from transitional housing are excluded from the third priority)

Homeless + Disability

- IV. Fourth Priority – Homeless clients with a disability coming from transitional housing
- i. Must have been on streets or in an emergency shelter or safe haven prior to moving into transitional housing, except
 - ii. If the homeless individual or if family is a domestic violence household and currently in transitional housing – they did not have to be on streets, shelter or safe haven prior to be in the transitional housing

TH + Disability or DV victim

Prioritization of Tie Breaker: If there are two (2) or more homeless clients that have the same VI-SPDAT score, then the following criteria will apply:

1. Veteran Status
2. Unsheltered Sleeping Location
3. Medical Vulnerability (Those with severe medical needs who are at a greater risk of death)
4. Overall Wellness (Behavior health, mental health, history of substance use, or other behavioral health conditions that mark or exacerbate medical condition)
5. Length of Time of Homelessness (Prioritize those experiencing homelessness the longest)
6. Date of VI-SPDAT (Prioritize those experiencing homelessness the longest)

Housing Navigators: Clients will be referred to the two (2) Housing Navigators located at the North and Central HACs, who in turn will assist individuals and families to locate and obtain permanent housing. Eligible clients will have incomes of 30% to 50% or below Area Median Income. Typically the point of entry will be those clients that come from the emergency or transitional shelters, places not meant for human habitation and youth exiting transitional housing into permanent housing. The role of the Housing Navigators is to achieve the following goals:

1. Prioritize which clients should receive what type of housing assistance intervention, and assist in determining the intensity of case management services more efficiently;
2. Prioritize the sequence of clients receiving those services;
3. Help prioritize the time and resources of provider case managers;
4. Allow Team Leaders and program supervisors to better match client needs to the available inventory;
5. Assist Team Leaders and program supervisors to support Frontline Workers and establish service priorities across their teams;
6. Provide assistance with case planning and encourage reflection on the prioritization of different elements within a case plan; and

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7. Improved data management: Track the depth of need and service responses to clients over time.

Housing Prioritization for Rapid Rehousing: Clients as well as those veterans who are not eligible for Supportive Services for Veteran Families (SSVF) can be referred to RRH program if they express an interest in the program. Client(s) interest in the program is gauged through a standard script (Appendix C, Page 15). Based on the quantity of available units, RRH placement will use the following prioritization process:

1. RRH will be targeted through an equal distribution of VI-SPDAT scores. For example, if 20 RRH openings are available, 4 clients scoring 9, 4 clients scoring 8, 4 clients scoring 7, 4 clients scoring 6, and 4 clients scoring 5 would be referred for placement.
2. For clients with the same VI-SPDAT score prioritization will be based on the following tiebreaker criteria. Please only go down to the next level as needed to break a tie between two or more clients:
 - I. Unsheltered Sleeping Location: Priority given to unsheltered client over sheltered client;
 - II. Length of Time Homeless: Priority given to client that has experienced homelessness the longest;
 - III. Date of VI-SPDAT Assessment: Priority given to the most recent date of assessment;
 - IV. Overall Wellness: Priority given to client with medical needs when they have behavior health conditions or histories of substance use, which may either mask or exacerbate medical conditions; and
 - V. Medical Vulnerability: Priority given to client with severe medical needs who are at greater risk of death.

Housing Providers: All agencies in Broward CoC that provide housing to those clients experiencing homelessness must:

1. Identify if the housing intervention is PSH, RRH, or TH;
2. Housing Providers must notify the Broward CoC Lead when they have open and current housing inventory;
3. Housing Providers must follow the Housing Prioritization process for PSH, RRH and TH;
4. Matches will be made via the HMIS and email;
5. Housing Providers will receive five (5) referrals for every one opening/vacancy they have. This helps promote choice on behalf of client referred and the Housing Provider;
6. Upon receiving the referrals, the Housing Provider will first contact the Housing Navigator(s) to coordinate contact with client and set up intake appointments;

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7. Housing Providers must communicate to the Broward CoC Lead when each match does not lead to successful program entry and provide the reasons why they were not housed so that client(s) can be un-assigned from the HMIS Provider in the HMIS;
8. Housing Providers must communicate to the Broward CoC Lead when each match leads to a successful program entry and provides the date the client moves into housing; and
9. Update the client status in HMIS.
10. Affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities in accordance with 24 CFR 578.93(c)

Record and Financial Recordkeeping Requirements:

Agencies that are required by Federal, State, and County regulations and/or statutes participate in Broward CoC must adhere to the following requirements:

1. Recordkeeping Requirements:

- I. All records containing personally identifying information must be kept secure and confidential;
- II. Programs must have written confidentiality/privacy notice a copy of which should be made available to participants if requested;
- III. Documentation of homelessness ((following HUDs guidelines as mentioned in 24 CFR 576.500 (b)). Documentation of Homelessness must follow HUD's guidance, listed below in order of preference below and also explained in Appendix D:
 - a. Literally Homeless (Category 1): third party verification; written observation by an outreach worker; or certification by the individual or head of household seeking assistance stating he/she was living on the streets or in a shelter.
 - b. Imminent Risk of Homelessness (Category 2): a court order resulting from an eviction action notifying the individual or family they must leave within 14 days; OR for an individual or family leaving a hotel or motel evidence they lack the financial resources to stay; OR a documented written or oral statement that the individual or family will be literally homeless within 14 days AND self-certification or other written documentation that the individual lacks the financial resources and support needed to obtain permanent housing.
 - c. Chronically Homeless Individuals and Families with the most Service Needs (Category 3): third party verification; written observation by an outreach worker; or certification by the individual or head of household seeking assistance stating he/she was living on the streets or in a shelter.
 - d. Fleeing or Attempting to Flee Domestic Violence (Category 4): For Victim Service Providers: An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no

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subsequent residence and they lack resources. Statement must be documented by a self-certification or certification by the intake worker.

For Non-Victim Service Providers: Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and Certification by the individual or head of household that no subsequent residence has been identified; and Self-certification or other written documentation that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

- IV. A record of services and assistance provided to each participant;
- V. Documentation of any applicable requirements for providing services/assistance;
- VI. Documentation of use of coordinated assessment system;
- VII. Documentation of use of HMIS; and
- VIII. Records must be retained for the appropriate amount of time as prescribed by HUD.

Please see Appendix B for details on Recordkeeping Requirements based on Homeless Category.

2. Financial Recordkeeping Requirements:

- i. Documentation for all costs charged to the grant;
- ii. Documentation that funds were spent on allowable costs;
- iii. Documentation of the receipt and use of program income;
- iv. Documentation of compliance with expenditure limits and deadlines;
- v. Retain copies of all procurement contracts as applicable; and
- vi. Documentation of amount, source and use of resources for each match contribution.

Nondiscrimination Requirements: All recipients and sub-recipients that participate in the Broward CoC regardless of their funding source and the type of service/housing that they provide must comply with the nondiscrimination provisions of Federal civil right laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Title II of the Americans with Disabilities Act, as applicable.

Appendix A

Criteria for Defining Homeless



Homeless Definition


CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing

Appendix B

Recordkeeping Requirements



Homeless Definition

RECORDKEEPING REQUIREMENTS 	Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Appendix C

Housing Prioritizing Tool

Housing Prioritization Tool

A - Transitional Housing/Transitional Living Program

B - Light Rapid Re-housing

C - Heavy Rapid Re-housing

D- Permanent Supportive Housing

Instructions: A trained case manager or other clinician should ask the questions in italics. Additional italicized instructions within each question are meant for the staff member administering the tool. If the household's answer has a letter next to it, the staff member should place that letter on the score line in the question and prepare to tally the number of each letter at the end. If an answer has multiple letters next to it, both of those letters should be entered onto the score line. If no letter is associated with their answer, leave the score line blank.

PREVIOUS HOMELESS EPISODES

1. Is this your first episode of literal homelessness in the past five years?

(Explain definition of literal homelessness - staying in emergency shelter, transitional housing, and other place not fit for human habitation, etc.).

Yes (B) No

Score (letter): _____

IF YES, SKIP TO END OF QUESTIONNAIRE (SCORING SECTION).

2. Does household meet HUD definition of chronic homelessness?

Ask household:

- Do you (if an individual) or the head of household (if a family) have a disability?
- Have you been homeless for longer than a year?
- Have you been homeless four times in the past three years?

Explain any documentation that will be necessary.

If household answers yes to questions 1 and 2 or 1 or 3, answer to question is "yes."

Yes (C, D) No

Score (letter): _____

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IF YES, SKIP TO END OF QUESTIONNAIRE (SCORING SECTION). Apply vulnerability index and use score to help determine eligibility. Offer choice between permanent supportive housing and heavy rapid re-housing. See additional directions at the end of questionnaire.

3. How many episodes of homelessness have you experienced?

Two (C) Three or more (A, D)

Score (letter): _____

4. How long was the longest of your previous episodes of homelessness?

Less than six months Six months - less than a year (A, C)

A year or more (D)

Score (letter): _____

5. Have you ever become homeless after being served by a rapid re-housing program?

Yes, once (C) Yes, more than once (D) No

Score (letter): _____

HOUSEHOLD CHARACTERISTICS

1. For youth 24 or younger: What is preventing you from being able to reunite with your family/legal guardian?

Case manager or other trained staff should engage the youth and make the final judgment if youth truly appears to be unreunifiable with family, then answer the question below.

Can the youth be safely reunified with their family or other guardian?

Yes No (A)

Score (letter): _____

2. For staff to answer for youth 24 or younger: Is the youth too young to legally sign their own lease?

Yes (A) No

Score (letter): _____

3. For families: Are you currently working with Child/ Welfare/Children's Services/Family and Children's Services?

Yes (A) No

Score (letter): _____

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4. Are you currently recovering from substance abuse issues and seeking a sober environment to recover in?

Yes (A) No

Score (letter): _____

5. Are you re-entering society from prison or jail?

Yes (A) No

Score (letter): _____

6. Does you have any safety concerns (e.g., related to domestic violence)?

Explanation of different program types and program set-ups may be necessary. Information about data or information required, data sharing, etc. should also be shared with the client.

Yes No

List concerns here:

Call the police if necessary. Refer to domestic violence provider if applicable.

SCORING

1. Enter Total Score:

Take any question weights into account.

Number of (A) s: _____

Number of (B) s: _____

Number of (C) s: _____

Number of (D) s: _____

Scored For (Choose intervention that matches the letter that showed up the most):

If the household scores for "D", apply vulnerability index to determine their place on the vulnerability list. For families, prioritize according to score, then prior number of episodes of homelessness.

2. Look at List of Programs and Criteria

Use individual program criteria list (separate - should be created by community) to determine which program within the scored-for intervention the household should be referred to.

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Decisions should be made based on population served, services offered, bed availability, and proximity.

3. Incorporate Consumer Choice

Read the following script (modify as necessary):

Based on your answers, I would recommend (insert program) for you. This program offers these services (e.g., case management, rental subsidies, employment training, etc.). Current average length of stay in the program is _____. ____ % of people exit this program for permanent housing. Right now, the current wait list is _____ many people long, which means you might have to wait ___ days before you are admitted. Are you interested in this program? (If no data is available, use national data.)

If no, move to second choice program.

If the consumer not interested in intervention at all, go back to #1, choose second-choice intervention, then choose best program within that.

Placed In: _____

Appendix D

Prioritization Standards

Intervention	Key Elements of Program	Prioritization Criteria
Transitional Housing	<ul style="list-style-type: none"> • Intensive services and housing, usually including employment/education focus • Last for up to two years • Housing in in unit owned or otherwise controlled by the program • May offer a completely sober or “dry” living environment 	<p>For families and individuals: multiple previous episodes of homelessness in a transitional stage of life (e.g., recent dramatic life changes) and at least one of the following characteristics:</p> <p>For Individuals:</p> <ul style="list-style-type: none"> • In recovery seeking a supportive or sober living environment • A young adult under the age of 18 that cannot be reunified with family <p>For Families:</p> <ul style="list-style-type: none"> • Child welfare involvement
Light Rapid re-housing	<ul style="list-style-type: none"> • Rapid movement from state of housing crisis into an apartment where they are on the lease (or have all the rights and responsibilities of a tenant) • One-time financial assistance or up to subsidy three months • Sample assistance program " Deposit and first months' rent if on their own lease, first months' rent if moving in with someone else; for families, more money or a longer subsidy upfront may be necessary • Households should receive a shallow subsidy 	<ul style="list-style-type: none"> • Any first-time homeless individuals or families

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	<p>(approximately \$300-\$500 per month) and be reassessed for need at 3 months; if they are falling behind, subsidy should be extended.</p> <ul style="list-style-type: none"> • Follow-up case management services tailored to household need • Linkages to mainstream resources and services 	
<p>Heavy Rapid re-housing</p>	<ul style="list-style-type: none"> • Rapid movement from state of housing into an apartment where they are on the lease (or have the rights and responsibility of a tenant) • Sample assistance program: “Deposit and first month’s rent if on their own lease, first month’s rent if moving in with someone else; for families, more money or a longer subsidy upfront may be necessary. • Households should receive a rental subsidy and be reassessed for need at 3 months; will most likely need subsidy for a total of 6-12 months, and possibly for up to 24 months • Average cost of approximately \$3000-\$5000 per household • Follow-up case management services tailored to household need, likely to last around 	<p>For Individuals and families: Previous episodes of homelessness that lasted six months or more</p> <p>Or</p> <p>Previously unsuccessful with “light” rapid re-housing once.</p>

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	<p>a year (possibly up to 24 months)</p> <ul style="list-style-type: none"> • Linkages to main stream resources and services 	
<p>Permanent Supportive Housing</p>	<ul style="list-style-type: none"> • Wraparound services, often including a focus addressing on mental health, substance abuse, and behavioral needs • Subsidizing housing available for the entire lifetime of household, usually through provision of a permanent subsidy 	<p>For individuals and families: Scores high on VI-SPDAT And: <u>For individuals:</u> (if chronic homelessness is effectively nonexistent in the community) return to homelessness from rapid re-housing more than once. <u>For families:</u> prioritize according to number of episodes of prior homelessness.</p>

Appendix E

Notice: CPD-14-012

Please open the attached pdf file for details to Notice on prioritizing persons experiencing chronic homelessness and other homeless persons in permanent supportive housing and recordkeeping requirements for documenting chronic homeless status.



CPD-14-012.pdf