

# **BROWARD COUNTY, FLORIDA**

## **ANNUAL ACTION PLAN FY 2023- 2024**



**PREPARED BY:**

**THE BROWARD COUNTY HOUSING FINANCE AND COMMUNITY REDEVELOPMENT  
DIVISION**

**BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS**

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# Executive Summary

## AP-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

The Fiscal Year 2023/2024 Annual Action Plan (Action Plan) represents the fourth (4th) year of the City's Consolidated Plan (Con Plan) for the Fiscal Years 2020 -2024 (Con Plan) and any subsequent amendments. The Broward County Housing Finance Division (HFD) is committed to improving the quality of life for all residents in the County and its neighborhoods. The County strives to provide safe, decent and affordable housing and a suitable living environment for low to moderate income individuals and the special needs population living in the community. The Annual Action Plan for Broward County outlines the uses of grants released by the U.S. Department of Housing and Urban Development (HUD) for three programs: Community Development Block Grants (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grants (ESG).

The Housing Finance Division works closely with partner municipalities, the local housing authority, the Continuum of Care and its members, stakeholder organizations as well as citizens through the Citizen Participation Process to identify the priority needs and form the goals of the Annual Action Plan. Through the fulfillment of the goals outlined in this Plan, the County will improve the quality of life for low to moderate income and special needs citizens in the County.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Broward County has developed its strategic plan based on an analysis of the data presented in the Consolidated Plan and an extensive community participation and consultation process. Through these efforts, the County has identified five priority needs with associated goals to address those needs. The priority needs with associated goals include:

**Priority Need:** Preserve & Develop Affordable Housing  
Provide for Owner-Occupied Housing Rehab Increase Homeownership Opportunities  
Increase Affordable Rental Housing Opportunity

**Priority Need:** Expand & Improve Public Infrastructure/Facilities

Expand & Improve Public Infrastructure  
Improve Access to Public Facilities

**Priority Need:** Public Services & Quality of Life Improvements

Provide Supportive Services for Special Needs  
Provide Vital Services for LMI Households

**Priority Need:** Homelessness Housing and Support Services

Provide Homeless Rapid Re-Housing Assistance  
Provide for Homeless Supportive Services

**3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Broward County, with member Consortium municipalities, nonprofit community service agencies and other housing service providers have made significant contributions to provide safe, decent and affordable housing and a suitable living environment for low to moderate income individuals in the community. However, affordable housing remains one of the most prolific needs facing the County, as documented by the current Consolidated Plan, the County’s previous Consolidated Plan, and the 2021 Consolidated Annual Performance and Evaluation Report (CAPER).

As identified in the FY2020-2024 Consolidated Plan, CDBG funds particularly address affordable housing (housing rehabilitation and purchase/down payment assistance), public service and public facilities/infrastructure. Broward County allocates funds and reassesses the utilization of federal funding during the Consolidated Plan and Annual Action Plan timeframes to maximize the use of federal funding as other funding opportunities become available. This has allowed the County to not only meet goals, priorities and objectives, particularly for CDBG, but to exceed them.

**4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The County held a NOFA Workshop/Section 3 Workshop/Fair Housing Workshop Public Hearing, notice of which was published in the South Florida Sun-Sentinel and posted on the County's Housing website. The County published Notice of the availability of its 2023-2024 Annual Action Plan for Review and Comments on Saturday, July 15, 2023 and again on Sunday, July 16, 2023. The County held a Pre-

adoption Public Hearing on Tuesday, August 15, 2023 at 10:00AM, there were no comments received during the Public Comment Period.

As part of the County's outreach efforts a 4 Factor Analysis was completed to assist those with Limited English Proficiency (LEP). The associated LEP Plan is publicized on the Broward County Housing Finance Division website. Additionally, all advertisements include language indicating that assistance will be provided to those with limited English proficiency.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Full details of the County's citizen participation outreach efforts are available in AP-12 Participation of this plan. No comments were received, however, all comments and suggestions received are accepted and taken into consideration when formulating the Action Plan.

As well, citizen participation outreach efforts are also recorded and attached as a PDF in the appendices in AD-26 of this Plan.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

No comments were received, however, all comments and suggestions received are accepted and taken into consideration when formulating the Action Plan.

## **7. Summary**

Broward County is committed to soliciting public comment for its Annual Action Plans. In formulating its Goals and Projects, the County held several workshops, public hearings, a public comment period and posted a draft of the Annual Action Plan on the BCHFD website to gather input. The primary Goal of this plan is for the increase of homeownership opportunities and to provide for owner-occupied housing rehabilitation both of which further the County's efforts to promote and retain decent, safe and sanitary affordable housing primarily for its low-to moderate-income residents.



**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	BROWARD COUNTY	
CDBG Administrator	BROWARD COUNTY	Housing Finance Division
HOPWA Administrator		
HOME Administrator	BROWARD COUNTY	Housing Finance Division
ESG Administrator	BROWARD COUNTY	Housing Finance Division
HOPWA-C Administrator	BROWARD COUNTY	

**Table 1 – Responsible Agencies**

**Narrative**

Broward County's Housing Finance Division (HFD) which is part of the Resilient Environment Department (RED), serves as the lead agency for administration and oversight of the programs and activities outlined in the 2020-2024 Consolidated Plan and the FY 2023 AAP. As the lead agency of Broward County HOME Consortium, Broward County is the Responsible Entity for completing associated Environmental Reviews. As such, to expedite and submit reviews in a timely manner, the Broward County Administrator has designated the Director of Housing Finance Division, or their designee, to certify all required Environmental Review Records and Request for Release of Funds documentation.

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

Broward County consulted with various public and private entities in developing the 2023 Annual Action Plan. To ensure success of its community revitalization efforts and quality of services being provided in the community, the County routinely solicits input from neighborhood and community organizations by attending various community meetings. Furthermore, staff from the County's Housing Finance Division (HFD) works closely with other County Departments and Divisions to make sure that services for low-income and homeless individuals are provided in a consistent and efficient manner. As the lead of the Broward HOME Consortium, the County works closely with Consortium members to provide for affordable housing in the area.

As part of the County's outreach efforts a 4 Factor Analysis was completed to assist those with Limited English Proficiency (LEP). The associated LEP Plan is publicized on the Broward County Housing Finance Division website. Additionally, all advertisements include language indicating that assistance will be provided to those with limited English proficiency.

As the lead agency of Broward County HOME Consortium, Broward County is the Responsible Entity for completing associated Environmental Reviews. As such, to expedite and submit reviews in a timely manner, the Broward County Administrator has designated the Director of Housing Finance Division, or their designee, to certify all required Environmental Review Records and Request for Release of Funds documentation.

Broward County Housing Finance Division consulted with local agencies during the planning process for the Consolidated Plan on general housing related topics; however, Lead Based Paint (LBP) consultation at the Annual Action Plan level occurs as a broad review. Once a property is identified, all homes built before 1978 follow the procedures listed below:

Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, M and R of this title

Sellers of any pre-1978 properties will be required to provide proper disclosures to the buyer.

Inspections will be conducted on pre-1978 properties, depending on the level of review and work required. As necessary, inspections will be conducted by a licensed lead-based paint inspector.

If lead-based paint is found, then a licensed firm must perform the lead-based paint abatement.

All properties that receive lead-based paint abatement must pass clearance testing by a licensed firm. The firm that performs the abatement cannot perform the clearance testing.

During the planning process for the Consolidated Plan and Annual Action Plan, no agencies were excluded from providing input. The following section provides a summary of the consultation process, including identification of the agencies that participated in the process. Broward County's efforts to enhance coordination between public and private agencies are also specified below.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The 2023 Annual Action Plan was developed with the input of representatives from Consortium municipalities, members of the Continuum of Care (CoC), the Broward County Homeless Initiatives Partnership/Housing Options, Solutions and Supports (HIP/HOSS), the Broward County Housing Authority (BCHA), affordable housing stakeholders, and residents that participated in the citizen participation process. These groups also provided input in the development of the Homeless strategy and resources to address the needs of the Homeless as called for in Section 24 CFR Part 91.100 (a)(2) of the HUD Consolidated Plan Regulations. Other local governments collaborated on metropolitan wide planning responsibilities that transcended municipal boundaries.

The Broward County Homeless Initiative Partnership (HIP) section of the Community Partnership Division (CPD) has scheduled meetings to create a process for quarterly meetings with all 6 Housing authorities in Broward County. The goal is to create a formal "moving up" program to move individuals from CoC funded Permanent Supportive Housing to Vouchers. The CoC board engages as many of the 31 municipalities in Broward to help end homelessness in our community. During the prior Point in Time (PIT) count, two sites were located in the West areas of the County. The CoC has continued to concentrate efforts in the west. Additionally, the surveys throughout the County were plotted so that each municipality has an idea of the number of surveys that were completed in their area. This begins to provide a clearer picture as to where individuals experiencing homelessness are either going to receive services or sleeping.

The monthly Local Stakeholder and Provider's Counsel is now hosting a variety of presentations for providers to introduce them to providers who may have not worked with individuals experiencing homelessness but who have valuable services to offer. This has brought awareness to the layers of needs for those we serve. New organizations are added and participate in our coordinated entry process in the Homeless Management Information System (HMIS).

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Broward County is a member of the Broward County Homeless Initiative Partnership, which is the lead agency for the regional Continuum of Care (CoC). The County supports the Initiative and its efforts to

end homelessness. Through regular meetings and reports provided by the CoC, the County is kept up to date with Broward's homeless population.

Broward County Housing Finance Division's Manager, Yvette Lopez, is a board member of the CoC and is part of the year-round local planning effort and network to alleviate homelessness in Broward County. The County participates in monthly meetings which include participants from the CoC, subrecipients, homeless shelters, community representatives and homeless representatives.

Broward's Continuum of Care addresses all aspects of homelessness including prevention, outreach, emergency shelter, transitional and permanent affordable housing, and supportive services.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Broward County is a member of the Broward County Homeless Initiative Partnership, which is the lead agency for the regional Continuum of Care (CoC). The County supports the Initiative and its efforts to end homelessness. Through regular meetings and reports provided by the CoC, the County is kept up to date with Broward's homeless population. The Housing Finance Division, however, allocates ESG, develops performance standards for and evaluation of outcomes of projects and activities and develops funding, policies and procedures and the operation and administration of HMIS. The HFCD and the County's Human Services Division coordinate the administration of HMIS.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Broward County Housing Finance and Community Redevelopment Division
	<b>Agency/Group/Organization Type</b>	PHA Services - Housing Other government - County Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Broward County is the lead agency responsible for the Consolidated Plan.
2	<b>Agency/Group/Organization</b>	Broward County Homeless Initiative Partnership
	<b>Agency/Group/Organization Type</b>	Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Broward County Homeless Initiative Partnership is the local Continuum of Care
3	<b>Agency/Group/Organization</b>	COCONUT CREEK
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
4	<b>Agency/Group/Organization</b>	CORAL SPRINGS
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
5	<b>Agency/Group/Organization</b>	DAVIE
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
6	<b>Agency/Group/Organization</b>	DEERFIELD BEACH
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
7	<b>Agency/Group/Organization</b>	City of Lauderdale
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
8	<b>Agency/Group/Organization</b>	MARGATE
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
9	<b>Agency/Group/Organization</b>	MIRAMAR
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
10	<b>Agency/Group/Organization</b>	PEMBROKE PINES
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
11	<b>Agency/Group/Organization</b>	PLANTATION
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
12	<b>Agency/Group/Organization</b>	SUNRISE
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.
13	<b>Agency/Group/Organization</b>	TAMARAC
	<b>Agency/Group/Organization Type</b>	Services - Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted as a member of the HOME Consortium.

14	<b>Agency/Group/Organization</b>	Broward County Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	
15	<b>Agency/Group/Organization</b>	Broward County Emergency Management
	<b>Agency/Group/Organization Type</b>	Agency - Emergency Management Other government - County Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the MA-65 Hazard Mitigation section of the Consolidated Plan
16	<b>Agency/Group/Organization</b>	Florida Division of Emergency Management
	<b>Agency/Group/Organization Type</b>	Agency - Emergency Management Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the MA-65 Hazard Mitigation section of the Consolidated Plan

17	<b>Agency/Group/Organization</b>	Florida Voluntary Organizations Active in Disasters
	<b>Agency/Group/Organization Type</b>	Agency - Emergency Management
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the MA-65 Hazard Mitigation section of the Consolidated Plan

**Identify any Agency Types not consulted and provide rationale for not consulting**

The Broward County Housing Authority is the local PHA in the area and consults with the housing needs assessment and public housing needs in the plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Broward County Homeless Initiative Partnership	Broward County selects annual goals based upon ongoing consultation with the Broward County Continuum of Care and the Broward County Housing Authority. Both agencies provide annual input on homeless needs and public housing needs in Broward County. Annual Action Plan projects are selected in accordance with these ongoing consultations and common-goal partnerships.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**

N/A

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Broward County is engaged in ongoing efforts to increase coordination among its network of member Consortium municipalities, for-profit and nonprofit organizations that deliver housing and social services to the community. Open lines of communication are also maintained between the County and stakeholder nonprofit organizations, the housing authorities and the members of the Continuum of Care and are given opportunities to participate in the Action Planning process. These community stakeholders help provide input that shapes the priority needs identified in the Strategic Plan.

County staff attempt on an ongoing basis to encourage participation by all citizens with special emphasis on persons of low- to moderate-incomes and those with special needs to participate in the Action Planning process. The County held a public hearing and public review period for the Plan to obtain insight from the public into community development needs and priorities. A Universal Request for Proposals, Public Hearing and Fair Housing Workshop to communicate information and receive input was held on January 27, 2023 at 10:00 AM. An advertisement for the event was published in the Sun-Sentinel on January 8, 2023. The County published a notification of a draft of the Action Plan on July 15, 2023, additionally, the County published the same notification on July 16, 2023, allowing for further access and opportunity to comment on the Annual Action Plan draft, the public comment period began on July 16, 2023, allowing 30 days for review, after which a public hearing was held in person and virtually via Webex on August 15, 2023 to receive further comment on the plan. A draft of the Action Plan was posted on the County's website at [www.broward.org/housing](http://www.broward.org/housing). The public hearing was available via Webex at <https://broward.webex.com/broward/j.php?MTID=mbc5b205ef6b728a5c089fc955c824fb1>

Below is a summary of details of the citizen participation outreach efforts made by the County. Additional comments are attached in the citizen participation attachments in AD-26.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community  Community Organizations	A Universal Request for Proposals, Public Hearing and Fair Housing Workshop to communicate information and receive input was held on January 27, 2023. An advertisement for the event was published in the Sun-Sentinel on January 8, 2023.	The County communicated information about the program and input was received.	There were no comments rejected or not accepted.	<a href="http://www.broward.org/Housing/Pages/default.aspx">http://www.broward.org/Housing/Pages/default.aspx</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Comment Period	Non-targeted/broad community	The County held a public comment review period from July 16, 2023 to August 15, 2023 to allow for the public to review and make comments on the draft Annual Action Plan.	There were no comments received.	There were no comments rejected or not accepted.	

3	Public Hearing	Non-targeted/broad community	A public hearing was held in person on August 15, 2023 at 10:00 AM to receive further comment on the plan. The County provided an opportunity to respond via email and by having an in person meeting. The public hearing was held in person and virtually via Webex, allowing for additional access	There were no comments received.	There were no comments rejected or not accepted.	<a href="https://broward.webex.com/broward/j.php?MTID=mbc5b205ef6b728a5c089fc955c824fb1">https://broward.webex.com/broward/j.php?MTID=mbc5b205ef6b728a5c089fc955c824fb1</a>
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			and opportunity to comment on the plan.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Stakeholder Meeting	Small Cities	An application workshop and fair housing workshop was held for representatives of the Urban County small cities. The workshop was held on March 9, 2023 at 10:00 AM and emphasized eligible activities. Cities choose activities based on their needs.	The County communicated information about the program and input was received.	There were questions about the programs eligibility, jurisdictional needs, TA, etc. No comments were rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Newspaper Ad	Non-targeted/broad community	An advertisement soliciting public comment for a public hearing was published in the Sun-Sentinel on January 8, 2023	There were no comments received.	There were no comments rejected or not accepted.	
6	Newspaper Ad	Non-targeted/broad community	A classified line advertisement was published on July 15, 2023 soliciting public comment on the County's Draft Annual Action Plan.	There were no comments received.	There were no comments rejected or not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Newspaper Ad	Non-targeted/broad community	A classified display advertisement was published on July 16, 2023 soliciting public comment on the County's Draft Annual Action Plan.	There were no comments received.	There were no comments rejected or not accepted.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

Federal resources are critical to addressing local housing and community development needs. All strategies and activities planned under the Consolidated Plan contribute to promoting Housing (by adding affordable housing to the existing housing stock and/or preserving the existing housing stock), infrastructure Improvements, Public Services and economic opportunities in Broward County by providing many low- to moderate-income persons and households with access to services and opportunities, financial stabilization, and affordable housing. These funds also result in collective efforts that include partnerships with many local nonprofit organizations, other municipalities, and businesses. Many of these strategies and activities cannot be implemented without the anticipated resources listed in this section.

Through a combination of statistical analysis and public input, the County has developed a 5-year Plan and subsequent Annual Action Plans that builds on local assets and coordinates a response to the needs of the community. The County has determined that in order to maximize the production of affordable housing, economic development, and the provision of services to its residents, it must commit to a variety of public/private initiatives and work towards integrative goals that focus on housing in general, purchase assistance and rehabilitation, but specifically the creation of permanent affordable housing (affordable rental housing due to change in market needs) and as well as public facility/public improvements to include barrier free (ADA) and public services. The projects found in AP-35 of the Action Plan were included as a

direct response to address the assessed needs previously mentioned.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	4,394,630	351,680	0	4,746,310	4,746,328	Expected Amount Available Remainder of Con Plan is 1 year left in the Plan. This will include the actual program income received.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	4,555,641	1,275,259	0	5,830,900	5,830,900	Expected Amount Available Remainder of Con Plan is 1 year left in the Plan. This will include the actual program income received.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	246,167	0	0	246,167	0	

**Table 2 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

HOME funds are matched by housing finance bonds and State Housing Initiatives Partnership (SHIP) funds. Thousands in multi-family apartment complex development resources are leveraged by SHIP and/or HOME funds when used as local match to 9% Low Income Housing Tax Credit funds.

The millions generated as leverage amount to many times over the match required for HOME funds. The County contributes an additional \$125,000 annually.

The ability to leverage state and local funds will facilitate the County's efforts in addressing the highest priority needs; affordable housing, infrastructure and public services. CDBG, HOME and ESG funds are used as a part of local government strategies to attract funds from State agencies, the U.S. Department of Transportation, revenues from bonds and Community Redevelopment Agencies, local funds and grants,

partnerships with non-profits, and public/private collaborations. These funds are leveraged with millions of dollars in local, local in-kind contributions, state and federal funds and private donations to non-profits. This alliance allows the County to undertake a variety of projects making significant long-term impact.

During this timeframe, Broward County's commitment to affordable housing was solidified by providing other non-federal funding sources such as an affordable housing trust fund in the amount of \$20,000,000.



**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Whenever possible, Broward County uses publicly owned land in the Broward Municipal Services District (BMSD) to leverage with bond financing, SHIP, Disaster Recovery Initiative CDBG funds, HOME, public/private partnerships, non-profits and general revenue to develop affordable housing units.

On occasion the County donates land to small cities for the development of affordable housing.

**Discussion**

The 2023-2024 program year grants include \$4,394,630 in CDBG funding, \$4,555,641 in HOME funding, and \$246,167 in ESG funding. Including Program Income CDBG totals \$351,679.56 and HOME totals \$1,275,259 .

Through CDBG, HOME and ESG funds, additional funds from State agencies, the U.S. Department of Transportation, revenues from bonds and Community Redevelopment Agencies, local funds and grants, partnerships with non-profits, and public/private collaborations are leveraged with millions of dollars in local, local in-kind contributions, state and federal funds and private donations to non-profits. Together, these funds facilitate the County's efforts in addressing the highest priority needs; affordable housing, infrastructure and public services, allowing the County to undertake a variety of projects making significant long-term impact.

In addition, whenever possible, Broward County uses publicly owned land in the Broward Municipal Services District (BMSD) to leverage with bond financing, SHIP, Disaster Recovery Initiative CDBG funds, HOME, public/private partnerships, non-profits and general revenue to develop affordable housing units.

On occasion the County donates land to small cities for the development of affordable housing.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase Homeownership Opportunities	2020	2024	Affordable Housing	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Preserve & Develop Affordable Housing	CDBG: \$478,780 HOME: \$4,019,571	Direct Financial Assistance to Homebuyers: 52 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Provide for Owner-Occupied Housing Rehab	2020	2024	Affordable Housing	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Preserve & Develop Affordable Housing	CDBG: \$1,661,503 HOME: \$307,525	Homeowner Housing Rehabilitated: 30 Household Housing Unit
3	Expand & Improve Public Infrastructure	2020	2024	Non-Housing Community Development	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Expand & Improve Public Infrastructure/Facilities	CDBG: \$425,812	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 9140 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Improve Access to Public Facilities	2020	2024	Non-Housing Community Development	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Expand & Improve Public Infrastructure/Facilities	CDBG: \$840,516	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 8300 Persons Assisted
5	Provide Vital Services for LMI Households	2020	2024	Non-Housing Community Development	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Public Services & Quality of Life Improvements	CDBG: \$173,289	Public service activities other than Low/Moderate Income Housing Benefit: 176 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 200 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Increase Affordable Rental Housing Opportunity	2020	2024	Affordable Housing	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Preserve & Develop Affordable Housing	HOME: \$976,851	Rental units rehabilitated: 18 Household Housing Unit
7	Provide Supportive Services for Special Needs	2020	2024	Non-Homeless Special Needs	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Public Services & Quality of Life Improvements	CDBG: \$217,144	Public service activities other than Low/Moderate Income Housing Benefit: 1685 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Provide Homeless Rapid Re-Housing Assistance	2020	2024	Homeless	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Homelessness Housing and Support Services	ESG: \$142,889	Tenant-based rental assistance / Rapid Rehousing: 15 Households Assisted
9	Provide for Homeless Supportive Services	2020	2024	Homeless	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide	Homelessness Housing and Support Services	ESG: \$84,816	Homeless Person Overnight Shelter: 750 Persons Assisted

**Table 3 – Goals Summary**

**Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Increase Homeownership Opportunities
	<b>Goal Description</b>	<p>Increase homeownership opportunities for LMI households through homeowner housing added and direct financial assistance to homebuyers to include principal write-downs, subsidize interest rates, provide reasonable closing costs and up to 50% of the down payment assistance.</p> <p>CDBG The CDBG total is \$478,780 is for program and delivery costs (6 Purchase Assistance)</p> <p>HOME The HOME total of \$4,019,571.08 is for program costs and delivery and also includes \$1,136,146.08 in program Income (PI), which is not inclusive of administrative costs. (46 Purchase Assistance)</p> <p>Countywide (based on individual income qualification)</p>
<b>2</b>	<b>Goal Name</b>	Provide for Owner-Occupied Housing Rehab
	<b>Goal Description</b>	<p>Provide for owner occupied housing rehabilitation in target areas of the jurisdiction. These activities will benefit LMI households. The CDBG total \$1,661,502.95 includes \$237,343.65 of Program Income, and grant funds for program and delivery costs and is not inclusive of administrative costs. (27 Rehabilitation)</p> <p>The County's HOME total \$307,525 includes \$31,175 of Program Income, program and delivery costs and is not inclusive of administrative costs. (based on individual income qualification) (3 Rehabilitation)</p>
<b>3</b>	<b>Goal Name</b>	Expand & Improve Public Infrastructure
	<b>Goal Description</b>	<p>Expand and improve access to public infrastructure through development activities for LMI persons and households. Public infrastructure activities include improvements to infrastructure in the jurisdiction such as roadway resurfacing and improvements to curbs and ramps on sidewalks for ADA compliance. The total includes \$425,812 in grant funds and is not inclusive of administrative costs</p>

4	<b>Goal Name</b>	Improve Access to Public Facilities
	<b>Goal Description</b>	Expand and improve access to public facilities through development activities for LMI persons and households and for special needs population (elderly, persons with a disability, victims of domestic abuse, etc.). Public facilities may include neighborhood facilities, community centers and parks and recreation facilities. The total includes \$840,516 in grant funds and is not inclusive of administrative costs, but includes an additional \$44,000 in Program Income was allocated toward this goal.  Countywide (ADA based on individuals)
5	<b>Goal Name</b>	Provide Vital Services for LMI Households
	<b>Goal Description</b>	Provide supportive services for low- to moderate-income households in the jurisdiction. Public services will include: fair housing awareness, housing counseling, meal and transportation services for the elderly, case management for emergency assistance, employment programs, youth services and health programs. The total includes \$ 173,289 in grant funds and is not inclusive of administrative costs
6	<b>Goal Name</b>	Increase Affordable Rental Housing Opportunity
	<b>Goal Description</b>	Increase affordable rental housing opportunities for LMI households through rental units constructed and rental units rehabilitated. The total includes \$976,851.39 in grant funds and is not inclusive of administrative costs, but includes a total of \$36,549.39 of Program Income.  Countywide (based on individual income qualification)
7	<b>Goal Name</b>	Provide Supportive Services for Special Needs
	<b>Goal Description</b>	Provide supportive services for special needs populations in the jurisdiction. Public services will target special needs groups and may include services to address persons with physical and mental health disabilities, the elderly, and the youth. The total includes \$217,144 in grant funds and is not inclusive of administrative costs.



<b>8</b>	<b>Goal Name</b>	Provide Homeless Rapid Re-Housing Assistance
	<b>Goal Description</b>	Provide for rapid re-housing (RRH) assistance for the homeless population in the jurisdiction. The total includes \$142,889 in grant funds. and is not inclusive of administrative costs.  Countywide (based on individual income qualification)
<b>9</b>	<b>Goal Name</b>	Provide for Homeless Supportive Services
	<b>Goal Description</b>	Provide for homeless supportive services such as shelter operations, street outreach services and homeless prevention programs. The total includes \$84,816 in grant funds and is not inclusive of administrative costs.  Countywide (based on individual income qualification)

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The following section outlines the proposed projects and activities to be accomplished in FY 2023. Each project includes Consolidated Plan goals to be supported and priority needs to be addressed by the proposed project and associated activities, as well as its funding source, target completion date, and estimated number of persons or households to benefit from the proposed activities. All proposed projects and associated activities will be implemented on a county-wide geographic distribution basis. Broward County and its Consortium Cities cap is \$80,000 (with the exception of Miramar), each City depending on its own needs, at its own discretion, may increase or decrease this amount, as long as it doesn't exceed the \$80,000 cap.

#	Project Name
1	BROWARD COUNTY HOUSING CDBG ELIGIBLE HOUSING ACTIVITIES
2	CAPITAL IMPROVEMENTS
3	BC - CDBG - PUBLIC SERVICES 15%
4	BC - HFD CDBG PLANNING AND ADMINISTRATION
5	HESG23-BROWARD COUNTY
6	CHDO
7	CITY OF COCONUT CREEK - HOMEBUYER/PURCHASE ASSISTANCE
8	CITY OF CORAL SPRINGS - HOMEBUYER/PURCHASE ASSISTANCE
9	TOWN OF DAVIE - HOMEBUYER/PURCHASE ASSISTANCE
10	CITY OF DEERFIELD BEACH - HOMEBUYER/PURCHASE ASSISTANCE
11	CITY OF DEERFIELD BEACH - HOUSING REHABILITATION
12	CITY OF LAUDERHILL - TBRA
13	CITY OF MARGATE - HOMEBUYER/PURCHASE ASSISTANCE
14	CITY OF MIRAMAR - HOMEBUYER/PURCHASE ASSISTANCE
15	CITY OF PEMBROKE PINES - HOMEBUYER/PURCHASE ASSISTANCE
16	CITY OF PLANTATION - HOMEBUYER/PURCHASE ASSISTANCE
17	CITY OF SUNRISE - HOMEBUYER/PURCHASE ASSISTANCE
18	CITY OF TAMARAC - HOUSING REHABILITATION
19	BC - HFD HOME PLANNING AND ADMINISTRATION
20	BROWARD COUNTY HOUSING HOME ELIGIBLE HOUSING ACTIVITIES

**Table 4 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Through a combination of statistical analysis and public input, Broward County has developed a Plan that builds on local assets and coordinates a response to the needs of the community. The County has determined that in order to maximize the production of affordable housing, economic development,

and the provision of services to its residents, it must commit to a variety of public/private initiatives and work towards integrative goals that focus on housing in general, specifically purchase assistance and rehabilitation, as well as public facility improvements and public services.

As indicated throughout this plan, Broward County intends to undertake multiple projects, which facilitate the development and sustainability of affordable housing. Obstacles to these projects may include limited availability of units (housing stock) to be acquired or rehabilitated, increase and availability of materials and labor, and limited resources available to complete projects. Broward County will ensure that identified units are suitable for affordable housing development through underwriting, and coordination with community partners and other county departments, as required.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	BROWARD COUNTY HOUSING CDBG ELIGIBLE HOUSING ACTIVITIES
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Increase Homeownership Opportunities Provide for Owner-Occupied Housing Rehab
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$2,140,287
	<b>Description</b>	Eligible activities including but not limited to Homebuyer/Purchase Assistance, Housing Rehabilitation and/or Acquisition. The total, \$2,140,286.65 includes Program Income of \$237,343.65, which will be used to assist 33 households of which 6 will be for purchase assistance, and 27 will be for Rehabilitation.* Broward County and its Small Cities cap is \$80,000 for purchase assistance and \$60,000 for rehabilitation, each City depending on its own market needs, at its own discretion, may increase or decrease this amount, as long as it doesn't exceed the \$80,000 and \$60,000 respective caps.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A total of 33 people will be assisted, 27 with rehabilitation and 6 with purchase assistance
	<b>Location Description</b>	Countywide

<p><b>Planned Activities</b></p>	<ul style="list-style-type: none"> <li>• Broward County//Rehabilitation//\$651,650//The County's Rehabilitation Program will assist a minimum of nine (9) households with funding including direct program delivery costs. The County's Housing Finance Division's terms and maximum assistance amounts are detailed within the Division's Housing Rehabilitation Assistance Policies and Procedures.</li> <li>• Broward County//Rehabilitation Program Income//\$169,109.78//The County's Program Income will assist a minimum of two (2) households with funding including direct program delivery costs. The County's Housing Finance Division's terms and maximum assistance amounts are detailed within the Division's Housing Purchase/Downpayment Assistance Policies and Procedures</li> <li>• Cooper City//Housing Rehabilitation//\$61,656//The housing rehabilitation program will benefit low to moderate income households in the City of Cooper City. A minimum of one (1) income eligible applicant will be awarded approximately \$50,000 in grant funds for housing rehabilitation.</li> <li>• Lauderdale Lakes//Housing Rehabilitation//\$264,079//The housing rehabilitation program will benefit low to moderate income households in the City of Lauderdale Lakes. A minimum of six (6) applicants will be awarded approximately \$42,000 in grant funds for rehabilitation and service delivery costs. The total includes Program Income of \$32,000.</li> <li>• Margate//Rehabilitation//\$205,280.87//The City will assist a minimum of four (4) homeowners, with housing rehabilitation, not to exceed \$40,000 per homeowner. The total includes \$36,233.87 of Program Income.</li> <li>• Margate//Purchase Assistance//\$189,047//The City will assist a minimum of three (3) households with funding, not to exceed \$50,000 per homebuyer. The total includes \$20,000 of Program Income.</li> <li>• Plantation//Purchase Assistance//\$185,100//The City will assist a minimum of three (3) households with funding, not to exceed \$50,000 per homebuyer</li> <li>• Plantation//Rehabilitation//\$185,100//The City will assist a minimum of three (3) households with funding, not to exceed \$50,000 per homeowner</li> </ul>
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		<ul style="list-style-type: none"> <li>• Weston//Purchase Assistance//\$124,632//The City will assist a minimum of one (1) household with funding, not to exceed \$80,000 per homebuyer</li> <li>• Weston//Rehabilitation//\$124,632//The City will assist a minimum of two (2) homeowners with housing rehabilitation not to exceed \$50,000 per homeowner.</li> </ul> <p>* Broward County and its Small Cities cap is \$80,000 for purchase assistance and \$60,000 for rehabilitation, each City depending on its own market needs, at its own discretion, may increase or decrease this amount, as long as it doesn't exceed the \$80,000 and \$60,000 respective caps.</p>
2	<b>Project Name</b>	CAPITAL IMPROVEMENTS
	<b>Target Area</b>	Oakland Park CRA Dania Beach CRA Hallandale Beach CRA Central County CRA Low-Mod Block Group Tracts Countywide
	<b>Goals Supported</b>	Expand & Improve Public Infrastructure Improve Access to Public Facilities
	<b>Needs Addressed</b>	Expand & Improve Public Infrastructure/Facilities
	<b>Funding</b>	CDBG: \$1,266,328
	<b>Description</b>	Various infrastructure and public facilities projects in seven (7) Urban County cities, totaling \$1,266,328 which includes \$44,000 of Program Income.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	17,440 people will be assisted through these capital improvements
	<b>Location Description</b>	Countywide

	<p><b>Planned Activities</b></p>	<ul style="list-style-type: none"> <li>• CITY OF COCONUT CREEK//Recreation Complex Playground // \$283,984//Census Tract 106.10 Block Group 3. The total includes \$24,000 of Program Income.</li> <li>• CITY OF DANIA BEACH//Northwest Oasis Neighborhood Improvement Project Phase XVI// \$177,374 - The project will include up to 400 feet of sidewalk, 6 ADA ramps, 13,000 feet of pavers, and new signage in public right-of-ways in Census Tract 805 Block Group 2</li> <li>• CITY OF HALLANDALE BEACH//NW 7th Street Drainage Improvement Project// \$146,602 - The project includes retrofitting/upgrade of existing gravity storm drainage system, 132 square yards of concrete including new sidewalks, 1,595 square yards of asphalt pavement and landscape improvements and 200 square yards of sodding. This project will serve residents in the low and moderate income eligible Census Tract 1004.00, Block Group 1.</li> <li>• CITY OF NORTH LAUDERDALE//Carl Fusco Park Enhancement Program// \$288,858 - The project includes but is not limited to architectural design and installation of a passive art garden, an ADA compliant walking trail, fencing, park signage, benches and landscaping for a park located in Census Tract 204.04 Block Group 3. The total includes \$20,000 of Program Income.</li> <li>• CITY OF OAKLAND PARK//Richard E. Giusti Park Improvements Phase II// \$191,018 - The project includes upgrading the existing trail exercise equipment and trail improvements to the one mile trail. It also includes the installation of shade pergolas and picnic tables throughout the park along with new benches, trash receptacles, and water fountains for the park located in Census Tract 507.02 Block Group 2</li> <li>• CITY OF WILTON MANORS//Hagen Park Energy Efficient Lighting Phase II// \$76,656 - The project consists of the installation of Total Light Control (TLC) LED energy efficient lighting at the existing tennis courts at Hagen Park. New fixtures will be installed on all existing light poles surrounding the court which is located in Census Tract 510.01 Block Group 2</li> <li>• CITY OF WEST PARK//Sidewalk Restoration and ADA Compliance Phase II// \$101,836 - The project will restore damaged and deteriorated concrete side walk to comply with barrier free requirements and ADA ramps (with tree root barriers and associated</li> </ul>
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		swale restoration where applicable) for various segments. These segments shall include SW 22nd Street, SW 23rd Street and SW 24th Street, in addition to SW 54th Avenue from SW 36th Street to SW 38th Court. This project will be implemented to retrofit existing sidewalks and ADA ramps to meet ADA compliance requirements. The sidewalks are located in Census Tract 1007 Block Groups 1, 2, 3, 4 & 5 and Census Tract 1008.02 Block Group 3
<b>3</b>	<b>Project Name</b>	BC - CDBG - PUBLIC SERVICES 15%
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Vital Services for LMI Households Provide Supportive Services for Special Needs
	<b>Needs Addressed</b>	Public Services & Quality of Life Improvements
	<b>Funding</b>	CDBG: \$390,433
	<b>Description</b>	Program Year 2023 - 2024 Public Service Activities including but not limited to Senior Transportation, After School Tutorial, Senior Center, Indigent Medical Care, Victims of Domestic Violence, Outreach and Counseling Programs, totaling \$390,433
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,061
	<b>Location Description</b>	Countywide

<p><b>Planned Activities</b></p>	<p><b><u>SUPPORTIVE SERVICES</u></b></p> <ul style="list-style-type: none"> <li>• CITY OF COOPER CITY // Senior Transportation Services // \$15,000 // 40 unduplicated Senior Citizens</li> <li>• CITY OF LAUDERDALE LAKES // Quality of Life Program // \$15,000 // 40 unduplicated Senior Citizens</li> <li>• CITY OF LAUDERDALE LAKES // Senior Transportation Program // \$45,000 // 60 unduplicated Senior Citizens</li> <li>• CITY OF LIGHTHOUSE POINT // Lighthouse Point Senior Center – Senior Services and Outreach Program // \$28,536 // 65 unduplicated Senior Citizens</li> <li>• CITY OF OAKLAND PARK // Women in Distress of Broward County, Inc.// \$15,000// Emergency supportive services for 40 victims of domestic violence</li> <li>• CITY OF OAKLAND PARK// CLINICA LUZ DEL MUNDO // Indigent Health Care and Prevention Outreach Program // \$15,000 // 200 unduplicated patients</li> <li>• CITY OF PARKLAND // City of Parkland Senior Recreation Program // \$38,608 // 115 unduplicated Senior Citizens</li> <li>• CITY OF PLANTATION // 211 Broward // \$15,000 //1,000 unduplicated Plantation residents</li> <li>• CITY OF PLANTATION // Lighthouse of Broward // \$15,000//50 unduplicated Plantation Senior Citizens</li> <li>• CITY OF PLANTATION // Women in Distress // \$15,000//Emergency supportive services for 75 victims of domestic violence</li> </ul> <p><b><u>VITAL SERVICES</u></b></p> <ul style="list-style-type: none"> <li>• BROWARD COUNTY HOUSING AUTHORITY // Comprehensive Housing Counseling Program // \$64,289 // 100 unduplicated First Time Homebuyers and 100 unduplicated Homeowners with Foreclosure Counseling</li> <li>• CITY OF HALLANDALE BEACH: FRIENDS OF THE HEPBURN CENTER // After School Tutorial Enrichment Program // \$94,000 // 166 unduplicated eligible students</li> <li>• CITY OF PLANTATION // Take Stock in Children // \$15,000 //10 unduplicated youths</li> </ul>
<p><b>Project Name</b></p>	<p>BC - HFD CDBG PLANNING AND ADMINISTRATION</p>

4	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$949,262
	<b>Description</b>	The total of \$949,261.91 includes \$70,335.91 of program income. The total also includes \$10,000 of administrative funds above will be used to fund HOPE to undertake Fair Housing activities.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administration and Fair Housing
5	<b>Project Name</b>	HESG23-BROWARD COUNTY
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Homeless Rapid Re-Housing Assistance Provide for Homeless Supportive Services
	<b>Needs Addressed</b>	Homelessness Housing and Support Services
	<b>Funding</b>	ESG: \$246,167
	<b>Description</b>	\$246,167 is FY 2023/2024 Annual Allocation. These funds will be used for Homeless Prevention/Rapid Re-housing and Essential Services. \$142,889 is going to Rapid Rehousing to Broward County Family Success and \$84,816 to Broward Partnership for Emergency Shelter
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	765 homeless families

	<b>Location Description</b>	Countywide including the Urban County Participating cities of Cooper City, North Lauderdale, Lauderdale Lakes, Lauderdale by-the-Sea, Oakland Park, Wilton Manors, Parkland, Lighthouse Point, Dania Beach, Hallandale Beach, Hillsboro, Pembroke Park and West Park. The unincorporated areas of central Broward County are also served. They include neighborhoods such as Boulevard Gardens, Washington Park, Franklin Park, and Roosevelt Gardens. Additionally, the City of Pompano Beach is also included in the areas served with ESG funds. Whenever possible, the City of Pompano Beach who does not receive ESG funds may also be assisted.
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• BROWARD PARTNERSHIP//Emergency Shelter//\$84,816 for emergency shelter at the Central Homeless Assistance Center</li> <li>• BROWARD COUNTY FAMILY SERVICES//Rapid Rehousing//\$142,889 for Rapid Rehousing</li> <li>• ADMINISTRATION//\$18,462</li> </ul>
6	<b>Project Name</b>	CHDO
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Increase Affordable Rental Housing Opportunity
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$683,347
	<b>Description</b>	Acquisition/rehabilitation of a minimum of six (6) rental apartment units within eligible areas. They will be permanently affordable to households earning under 60% or below of area median income, dependent on program guidelines.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6 LMI households
	<b>Location Description</b>	Countywide
<b>Planned Activities</b>	BHP Community Land Trust acquisition/rehabilitation of six rental apartment units within eligible areas.	
	<b>Project Name</b>	CITY OF COCONUT CREEK - HOMEBUYER/PURCHASE ASSISTANCE

7	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$130,034
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$130,034 and direct program service delivery costs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 LMI household
	<b>Location Description</b>	City of Coconut Creek
<b>Planned Activities</b>	Down Payment/Purchase Assistance	
8	<b>Project Name</b>	CITY OF CORAL SPRINGS - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$279,311
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$279,311 and direct program service delivery costs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4 LMI Households
	<b>Location Description</b>	City of Coral Springs

	<b>Planned Activities</b>	Homebuyer/purchase assistance
<b>9</b>	<b>Project Name</b>	TOWN OF DAVIE - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$227,624
	<b>Description</b>	Homebuyer/Down payment and closing cost assistance of \$227,624 and Direct program service delivery costs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 LMI households
	<b>Location Description</b>	Town of Davie
<b>Planned Activities</b>	Homebuyer/purchase assistance	
<b>10</b>	<b>Project Name</b>	CITY OF DEERFIELD BEACH - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$122,225
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$122,225 and direct program service delivery costs.
	<b>Target Date</b>	9/30/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 LMI household
	<b>Location Description</b>	City of Deerfield Beach
	<b>Planned Activities</b>	Down payment/purchase assistance
<b>11</b>	<b>Project Name</b>	CITY OF DEERFIELD BEACH - HOUSING REHABILITATION
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide for Owner-Occupied Housing Rehab
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$153,400
	<b>Description</b>	Single Family housing rehabilitation assistance of \$153,400 and direct program service delivery costs. The total includes \$31,175 of Program Income
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 LMI household
	<b>Location Description</b>	City of Deerfield Beach
	<b>Planned Activities</b>	Housing Rehabilitation
<b>12</b>	<b>Project Name</b>	CITY OF LAUDERHILL - TBRA
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Affordable Rental Housing Opportunity
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$293,504

	<b>Description</b>	Tenant based rental assistance of \$293,504.39 for direct program service and delivery service costs. The total includes \$36,549.39 of Program Income.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12 LMI families
	<b>Location Description</b>	City of Lauderdale
	<b>Planned Activities</b>	Tenant Based Rental Assistance
<b>13</b>	<b>Project Name</b>	CITY OF MARGATE - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$139,649
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$139,649 and direct program service delivery costs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 LMI households
	<b>Location Description</b>	City of Margate
<b>Planned Activities</b>	Down payment/purchase assistance	
<b>14</b>	<b>Project Name</b>	CITY OF MIRAMAR - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	



	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$269,664
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$269,664 and direct program service delivery costs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 LMI households
	<b>Location Description</b>	City of Miramar
	<b>Planned Activities</b>	Homebuyer/purchase assistance
15	<b>Project Name</b>	CITY OF PEMBROKE PINES - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$330,914
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$330,914 and direct program service delivery costs. The total includes \$22,536 in Program Income.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 LMI households
	<b>Location Description</b>	City of Pembroke Pines

	<b>Planned Activities</b>	Homebuyer/purchase assistance
<b>16</b>	<b>Project Name</b>	CITY OF PLANTATION - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$218,365
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$218,365 and direct program service delivery costs. The total includes \$6,056 of Program Income.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 LMI households
	<b>Location Description</b>	City of Plantation
	<b>Planned Activities</b>	Down payment/purchase assistance
<b>17</b>	<b>Project Name</b>	CITY OF SUNRISE - HOMEBUYER/PURCHASE ASSISTANCE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase Homeownership Opportunities
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$220,486
	<b>Description</b>	Homebuyer/down payment and closing cost assistance of \$220,485.67 and direct program service delivery costs. The total includes \$2,327.67 of Program Income.
	<b>Target Date</b>	9/30/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 LMI households
	<b>Location Description</b>	City of Sunrise
	<b>Planned Activities</b>	Down payment/purchase assistance
<b>18</b>	<b>Project Name</b>	CITY OF TAMARAC - HOUSING REHABILITATION
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide for Owner-Occupied Housing Rehab
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$154,125
	<b>Description</b>	Single Family housing rehabilitation assistance of \$154,125 and direct program service delivery costs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 LMI households
	<b>Location Description</b>	City of Tamarac
<b>Planned Activities</b>	Housing Rehabilitation	
<b>19</b>	<b>Project Name</b>	BC - HFD HOME PLANNING AND ADMINISTRATION
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$526,953

	<b>Description</b>	The total is \$526,953, of which \$71,389 is program income. This is for the overall program administration of the HOME Program
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Planning and Administration
<b>20</b>	<b>Project Name</b>	BROWARD COUNTY HOUSING HOME ELIGIBLE HOUSING ACTIVITIES
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Increase Homeownership Opportunities Provide for Owner-Occupied Housing Rehab
	<b>Needs Addressed</b>	Preserve & Develop Affordable Housing
	<b>Funding</b>	HOME: \$2,081,299
	<b>Description</b>	Eligible activities including but not limited to Homebuyer/Purchase Assistance, Housing Rehabilitation or Acquisition including direct service delivery costs. The total, \$2,081,299.41, includes Program Income of approximately \$1,105,226.41 from Coral Springs, Davie, Deerfield Beach, Lauderhill, Miramar, Pembroke Pines, Plantation, Sunrise and Broward County.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	21 LMI households
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	Homebuyer/purchase assistance, housing rehabilitation or acquisition including direct service delivery costs

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The HOME Program operates under a consortium which includes eleven entitlement jurisdictions; Coconut Creek, Coral Springs, Deerfield Beach, Margate, Tamarac, Sunrise, Plantation, Lauderdale, Davie, Pembroke Pines and Miramar. Under certain circumstances, Broward County may fund projects within its jurisdiction that are not part of the Consortium but are eligible Countywide projects.

The geographic areas served under CDBG are the Urban County Participating cities of Cooper City, North Lauderdale, Lauderdale Lakes, Lauderdale by-the-Sea, Oakland Park, Wilton Manors, Parkland, Lighthouse Point, Dania Beach, Hallandale Beach, Hillsboro, Pembroke Park and West Park. The unincorporated areas of central Broward County are also served. They include neighborhoods such as Boulevard Gardens, Washington Park, Franklin Park, and Roosevelt Gardens.

The geographic areas served under ESG are the Urban County Participating cities of Cooper City, North Lauderdale, Lauderdale Lakes, Lauderdale by-the-Sea, Oakland Park, Wilton Manors, Parkland, Lighthouse Point, Dania Beach, Hallandale Beach, Hillsboro, Pembroke Park and West Park. The unincorporated areas of central Broward County are also served. They include neighborhoods such as Boulevard Gardens, Washington Park, Franklin Park, and Roosevelt Gardens. Additionally, the City of Pompano Beach is also included in the areas served with ESG funds.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Oakland Park CRA	
Dania Beach CRA	
Hallandale Beach CRA	
Central County CRA	
Low-Mod Block Group Tracts	
Countywide	100

**Table 5 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Broward County targets resources in low-to moderate-income census block groups to meet regulatory requirements for CDBG grant funds and to target areas with the highest level of needs. These areas are considered “target areas” for use of HUD grant funds for area improvements, such as public infrastructure or facility improvements. Broward County, however, does not use LMI target areas for housing activities to promote fair housing, alleviate concentration of poverty and increase economic opportunity. HUD funds may also be spent outside of these targeted areas, as long as they provide

services, improvements, affordable housing, or other benefits for low- and moderate-income households or special needs populations.

### **Discussion**

Broward County provides funding county wide through CDBG to Urban County Participating cities and unincorporated areas of central Broward County and HOME funding to entitlement cities participating in the HOME Consortium. Actual funding amounts are allocated to Urban County participating cities are generated by their population, socio-economic and demographic data qualifiers.

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

Broward County proposes to address affordable housing needs by prioritizing and leveraging limited resources. The FY 2020-2024 Consolidated Plan identifies affordable housing as one of the priority needs for the County; and provision of affordable housing for low to moderate income households is one of the Consolidated Plan goals for the five-year period. Objectives listed under this goal are related to preservation of the existing supply of affordable housing units, and continued housing rehabilitation efforts. The need for affordable rental and homeownership housing was a common theme heard during the Consolidated Plan development process. The greatest need is among renters with very low incomes, large families, elderly population, and residents with disabilities. Housing for people who are homeless and homelessness prevention was also identified as a priority need. To address these needs, the County will use HOME, CDBG, and ESG funds to support the development of new affordable units, provide rental assistance, and support existing homeless shelters through facility improvements and operations assistance. The County will also continue to offer its rapid re-housing and homelessness prevention for homeless families or those at risk of homelessness. Due to the increase in costs for materials, supplies, labor and the rental market, the number of households assisted will be significantly less as a result.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	15
Non-Homeless	100
Special-Needs	0
Total	115

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	27
The Production of New Units	0
Rehab of Existing Units	30
Acquisition of Existing Units	58
Total	115

**Table 7 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Based on the goals provided in the AP-20, Broward County estimates the number and type of

households assisted with affordable housing in PY2023 will be:

**CDBG & HOME**

Direct Financial Assistance to Homebuyers: 52 Households Assisted

Homeowner Housing Rehabilitated: 30 Households

CHDO Acquisition/Rehabilitation: 6 Housing Units

Tenant-based rental assistance: 12 Housing Units

**ESG**

Rapid Rehousing: 15 Households Assisted



## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

Public housing residents are invited to attend Public Hearings for the Plan in order to provide their input and comment on needs and priorities. The Broward County Housing Authority (BCHA) is a partner in the implementation of Broward County's Consolidated Plan. CDBG funds are set aside annually for BCHA to operate their Housing Counseling/Foreclosure Prevention Program under CDBG. In addition, Broward County HOME funds are allocated annually for BCHA to leverage in the Tenant Based Rental Assistance Program.

### **Actions planned during the next year to address the needs to public housing**

During the FY 2023 Program year, Broward County will continue to work in partnership with BCHA in order to implement common community goals. In addition, Broward County will continue to provide funding to BCHA's Housing Counseling/Foreclosure Prevention Program through its FY 2023 CDBG funding allocation. BCHA will also continue to be a part of the County's consultation process. The County will try to provide assistance to BCHA for the creation of additional housing units.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The County encourages the BCHA to participate in the annual Notice of Funding Available (NOFA) process. The Housing Counseling Program funded by Broward County also assists public housing tenants in knowing and understanding their rights as tenants. Further, public housing residents are encouraged to attend both the Pre-Development and Pre-Adoption Hearings of the Annual Action Plan.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Broward County Housing Authority is not designated as troubled.

### **Discussion**

Public housing residents are invited to attend both the Pre-Development and Pre-Adoption Hearings for the Annual Action Plan in order to provide their input and comment on needs and priorities. The Broward County Housing Authority (BCHA) is a partner in the implementation of Broward County's Consolidated Plan. CDBG funds are set aside annually for BCHA to operate their Housing Counseling/Foreclosure Prevention Program under CDBG.



## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

The Homeless Continuum of Care Board (CoC) was established by the Broward County Commission in 1993. The Board is made up of providers, community leaders, government administration, business members, advocates and local stakeholder. The purpose of the Board is to coordinate all efforts throughout the community to assist in ending homelessness in Broward County. The CoC Board together with the Homeless Initiative Partnership staff supports and coordinates providers throughout the continuum. These include street outreach, shelter and housing providers as well as, supportive services of all types assisting with mental health, behavioral health and other legal services.

Broward County's HOSS/HIP Division established The Homeless Provider and Stakeholders' Council (HPSC), a community-based organization, in part to provide input and guidance to the CoC Board, through its large membership and representatives, concerning all homeless issues and priorities in Broward County.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

##### **Coordinated Entry into Shelter for Individuals**

Since October of 2018, Broward County CoC streamlined access points for access into emergency shelters, to the street outreach provider TaskForce Fore Ending Homelessness, Inc. In October 2021, HOPE South Florida, Inc. initiated a family outreach service for Broward County. There are multicentral access points that "feed" into Street Outreach, the single point of access into the emergency shelter system is through the Street Outreach providers. Referrals to shelter are entered into HMIS exclusively by TaskForce Fore Ending Homelessness, Inc. for individuals and HOPE South Florida, Inc. for families. The four shelters, include The Salvation Army and the South, Central and North Homeless Assistance Centers. CE system administrators monitor the status of referrals, the reason for declining a referral and other system barriers that may need to be addressed. Other sources that feed into Street Outreach include but are not limited to: the Homeless Helpline (helpline); a domestic violence help line (Women in Distress of Broward County); the Broward Behavioral Health Coalition; municipal police departments; three (3) Homeless Assistance Centers (HACs); a Safe Haven; and an interfaith community-based shelter

network (Salvation Army and HOPE South Florida).

**Referral Process:** Referrals for individuals to the four shelter providers are made by our Street Outreach provider TaskForce Fore Ending Homelessness, Inc. for individuals and HOPE South Florida, Inc. for families.

- Individuals experiencing homelessness can contact the homeless helpline (954.563.4357), to receive TaskForce Fore Ending Homelessness Street Outreach and HOPE South Florida locations or meet at their designated daily locations within the community.
- The three Homeless Assistance Centers (HACs) are strategically placed in North, Central, and South Broward County to provide services to families, single men & women and families who are experiencing homelessness.
- The Salvation Army provides low barrier shelter beds for individuals and families.
- Hope South Florida provides shelter to families only.

Admission into shelters is not guaranteed, as there is a waitlist and admission are based on prioritization as outlined in the Shelter Written Standards of Care.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Broward County HCoC provides a coordinated entry process through the HOSS/HIP staff that offers multiple access points that are well marketed. All access points are accessible by individuals experiencing homelessness through designated providers. The coordinated entry process may, but is not required, to include separate access points for HUD determined sub populations to the extent necessary to meet the needs of specific subpopulations.

Broward's Coordinated Entry and Assessment (CEA) has multiple designated access points to help direct both individuals and families experiencing homelessness to all access points to assist with the appropriate level of housing, a standardized decision-making process, and does not deny services to victims of domestic violence, date violence, sexual assault or stalking services. The CEA system is modeled after a Housing First approach and has migrated from a housing readiness system of care. Additionally, the system is person centered and strengths based.

The Coordinated Entry Assessment for Housing (CEA) system is intended to increase and streamline access to housing and services for individuals and families experiencing homelessness. The Coordinated Entry Assessment for Broward County is designed utilizing the four main tenets as recommended by the Housing and Urban Development (HUD): Access, Assessment, Prioritization, and Referral.

Coordinated Entry utilizes a standardized assessment tool, Housing Barrier Assessment, the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT, VI-F-SPDAT, TAY-VI-SPDAT) or other approved assessment. These tools assist the provider in consistently evaluating the level of need of individuals and families accessing services. The assessments should only be updated every 6 months if the client is not housed, or situation changes.

These separate assessment tools will be used to prioritize homeless households for entry into Permanent Supportive Housing or Rapid Re-Housing programs. The assessment tools target youth, families, and single adults. All tools focus on length of literal homelessness and residential instability, number of children, trauma history, substance abuse history, and employment history.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Housing Options Solutions and Supports ("HOSS") Homeless Initiative Partnership ("HIP") refers all HUD categories 2 and 3 categories (those at risk of homelessness) to the Family Success Administration Division. The HCoC funds are restricted to those HUD categories of literally homeless 1 and 4.

The diversion has a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. According to the National Alliance to End Homelessness (NAEH), diversion targets people as they are applying for entry into shelter, while prevention targets people at imminent risk of homelessness and rapid-rehousing targets people who are already in shelter. Broward County Diversion Services are provided by community resource agencies within FL-601-CoC

## **Discussion**

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

Broward County updated its Analysis of Impediments in 2020. The County found these impediments to fair housing and affordable housing.

### **Fair Housing Related Impediments**

Impediment 1: Displacement of Minorities Due to Gentrification

Impediment 2: Income Inequality Between Race or Ethnicity

### **Affordable Housing Related Impediments**

Impediment 3: Decline in Household Purchasing Power

Impediment 4: High Percentage of Renters are Cost Burdened

Impediment 5: Increased Rate of Poverty

Impediment 6: Funding Shortage for New and Existing Affordable Housing

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In 2022, the State Housing Initiative Partnership's Affordable Housing Advisory Committee (AHAC) made several recommendations to the Broward County Board of County Commissioners to help eliminate some of the barriers to affordable housing. The recommendations are as follows:

- Establish a dedicated revenue source for affordable housing. Broward County now has an Affordable Housing Trust Fund approved by a County Charter Referendum. Subsequent to that the Board of County Commissioners approved a policy that dedicates one half of all expiring Community Redevelopment Agencies Tax Increment Financing (TIF). In FY 2022 the amount totaled \$14,002,000. In FY 2023 it's estimated the County will set aside \$20,000,000.
- Preserve Tax Exemption for Affordable Housing.
- Review State's formula for distribution of documentary stamps.
- Mandate legislative action to prohibit the raiding of the Sadowski Housing Trust Fund.
- Support changes to the Florida Housing Finance Corporation rules governing the Low-Income

- Housing Tax Credit Program to increase Broward County’s potential tax credit allocations
- Improve the Bonus Density Program in Broward County Land Use Plan to increase its effectiveness and generate additional affordable units. The Broward County Commission adopted revised density bonus formulas for very-low, low, and moderate affordable dwelling units that are restricted for a period of no less than 30 years. The updated bonus formulas were effective in April 2021. There is no updated data.
  - Encourage Broward County municipalities to expedite affordable housing projects through their land development regulations (for example through zoning, bonus densities, more flexible units, further parking reductions, impact fee waivers, and expediting permit review) to further affordable housing. The Broward County Board of County Commission adopted a new policy to encourage housing opportunities by right on lands designated Commerce on the County Land Use Plan, so long as there is an affordable housing component for a period of no less than 30 years. The Policy was effective in April 2021. This policy has not been used and is under review by the Broward County Planning Council.
  - Supported the Legislative revisions to Sec.420.9075(5)(d), F.S. to increase the current mandated twenty percent (20%) set-aside of SHIP Program funds for persons with special needs to a minimum set-aside of thirty percent (30%). Based on the current Countywide FY2021 SHIP budget of \$12,768,885 the 20% mandate equals \$2,553,777. An additional 10% would total \$3,830,665. Broward County current strategies funded by the SHIP Program are purchase assistance, minor home repair, special needs/barrier free and multifamily rental new construction. The projected 2023-2024 distribution estimate for Broward County is \$3,988,613.
  - Support Broward County Affordable Housing Trust Fund Account funding of Multifamily Rental New Construction programs to ensure there are additional units set-aside for households with disabled persons in addition to adhering to existing ADA requirements. Staff is evaluating this incentive using the FHFC requirements in conjunction with the County’s gap financing program which is funded by the Affordable Housing Trust Fund.
  - Support changes to the Florida Housing Finance Corporation rules governing the Low-Income Housing Tax Credit Program (LIHTC) and State Apartment Incentive Loan Program (SAIL) to increase set-asides in the Multifamily Rental New Construction Program for disabled individuals. This set-aside would be in addition to the ADA requirements of five percent (5%), and to adopt a Universal Design for accessibility units which fosters “age-in-place” concept. Broward County Board of County Commissioners Legislative Policy Program would correspond with FHFC for the implementation of this re commendation.

## Discussion

None of the Broward County housing programs give preference to a particular segment of the low-income population. All Broward County housing programs are open to all low to moderate income residents, the County does not plan to limit the beneficiaries or give preferences to a segment of the low-income population. Specific activities are provided on a first come, first-qualified, first-served basis, there is no preference given. Broward County, however, does not use LMI target areas for housing

activities to promote fair housing, alleviate concentration of poverty and increase economic opportunity.



## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

As the Lead Agency in the Broward County HOME Consortium, the HFD will continue collaboration with community partners to provide affordable housing, reduce the number of families at poverty-level, and enhance coordination with public housing, other local jurisdictions, and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

Broward County has identified the following factors as obstacles to meeting the needs of its underserved population: insufficient funding resources, lack of jobs, lack of suitable land, lack of affordable housing stock, inability of low-income families to afford home ownership; and a need for a more cohesive service delivery system which promotes partnership between service providers.

With limited funding and available land, the County must rely on community partners to leverage resources to address priority needs. The County will continue to identify additional funding resources and community partners to assist with prioritized needs. In addition, the County will continue the collaborative efforts with other jurisdictions to improve services to residents.

As an entitlement recipient of CDBG and HOME funds, Broward County is required to provide business opportunities to County Business Enterprise, Small Business Enterprise, and Disadvantage Business Enterprises (CBE/SBE/DBE) in connection with the activities funded through the CDBG and HOME grants. These requirements are applicable to contractors and subcontractors who are funded in whole or in part with CDBG and HOME funding. To comply with these requirements, the County proactively encourages Section 3 businesses to participate in county capital improvement projects. The County encourages minority owned businesses. Section 3 requires companies, who are receiving federal funding to work on projects, to make every attempt to hire low-to-moderate income residents from the community where the federally funded project is being implemented. The purpose of this is to give low-to-moderate income residents an opportunity to make a living wage and increase their work experience, with the intent that this will help those residents leave the cycle of poverty.

### **Actions planned to foster and maintain affordable housing**

Broward County will continue its Home Repair program to maintain the housing stock. It will also continue the Purchase Assistance program to increase the availability of affordable housing to low to moderate income residents. CDBG and HOME funds are used for housing projects included in the AAP. Program Income generated by these programs is used to assist additional homeowners and home buyers. Broward County will continue to strive to partner with non-profits and for profits, municipalities to create new affordable housing units.

The County's and Consortium Cities' Purchase Assistance and Minor Home Repair programs operate on

a first come, first-qualified, first-served basis. Application packages are available at the County's HFCRD office and the offices of participating cities. Applications and information regarding the programs are also available on the County Housing web page [www.broward.org/housing](http://www.broward.org/housing) and the web pages of participating cities.

### **Actions planned to reduce lead-based paint hazards**

Broward County implements and evaluates Lead-Based Paint regulation through its application process. Each applicant is screened through the application process by determining whether the house was built prior to 1978. All homes built prior to 1978 are inspected either by the County's Department of Natural Resources Protection or by a consultant. Homes were evaluated through Visual Assessment, Paint Testing, or Risk Assessment (or Lead Hazard Screen). If incidents are reported, the County will fund lead testing through the County's CDBG Housing Rehabilitation programs.

The Residential Lead-Based Paint Hazard Reduction Act of 1992, also known as Title X of the Housing and Community Development Act of 1992, amended the Lead-Based Paint Poisoning Prevention Act of 1971 (Lead Act), which established the current Federal Lead-based paint requirements. This lead-based paint regulation requirement implements sections 1012 and 1013 of the Act. This regulation is found under title 24 of the Code of Federal Regulations as part 35 (24 CFR 35.105). HUD issued this regulation to protect young children from the poisoning hazards of lead-based paint in housing that is either financially assisted or sold utilizing federal government resources. The regulation, which took effect September 15, 2000, increased the requirements in current lead-based paint regulations. It does not apply to housing built after January 1, 1978, when lead-based paint was banned from residential use. A pamphlet, "Protect Your Family from Lead in Your Home" is provided to each applicant, explaining to them, the effects of lead poisoning on children and adults. All homes receiving CDBG funds that meet the criteria for Lead-Based Paint are being tested.

More attention is placed on eliminating lead dust and the regulation outlines clean-up and final clearance procedures. Occupants must receive notification of lead-based paint hazards. In general, for homes built prior to January 1, 1978, all lead-based paint must be either stabilized or removed; and dust testing must be performed after the paint has been disturbed to ensure that a house is lead-safe.

Broward County Housing Finance and Redevelopment Division consulted with local agencies during the planning process for the Consolidated Plan on general housing related topics; however, Lead Based Paint (LBP) consultation at the Annual Action Plan level occurs once an eligible property is identified. Eligible properties will be reviewed for proper LBP procedures. All homes built prior to 1978 are inspected by a licensed and lead-certified Environmental Housing Inspector. Lead Based Paint testing is conducted and abated as identified. During the planning process for the Consolidated Plan and Annual Action Plan, no agencies were excluded from providing input. The following section provides a summary of the consultation process, including identification of the agencies that participated in the process. Broward County's efforts to enhance coordination between public and private agencies are also

specified below.

### **Actions planned to reduce the number of poverty-level families**

Broward County HFD will continue inter-departmental coordination with Broward County Health and Human Services Division and inter-agency coordination with area non-profit agencies to foster and encourage services to prevent homelessness, as well as promote job growth and economic development in an effort to reduce the number of poverty level families within its jurisdiction.

### **Actions planned to develop institutional structure**

Broward County plans to continue to stay abreast of local socio-economic and market trends so that actions can be coordinated with established partners to ensure that there is always a pathway present to meet the changing needs and priorities.

The County also coordinates with the CoC and Broward County Housing Authority (the local PHA). As the lead agency in the HOME Consortium and the entity that allocates pivotal resources, the County works diligently within this local network of institutions to ensure that resources are coordinated for delivery in the most equitable and leveraged manner possible.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The County will continue to stay abreast of local socio-economic and market trends so that actions can be coordinated with established partners to ensure that there is always a pathway present to meet changing needs and priorities.

### **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

In AP-90, Broward County provides information required by regulations governing the Community Development Block Grant (CDBG) program, the HOME Investment Partnership (HOME) program, and the Emergency Solutions Grant (ESG) program.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	351,680
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>351,680</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is	
Annual Action Plan	72
2023	

as follows:

Broward County uses State Housing Initiatives Partnership (SHIP) program funds (when available from the State of Florida's Housing Trust Fund) for similar purposes as it uses HOME. The County also utilizes Bond Financing revenues for affordable multi-family developments. Guidelines for resale and recapture are stated as required in 92.254. Broward County will not be engaging in forms of investment other than those described in 92.205. Additionally, Broward County invests general revenue, whenever possible, for multi-family housing. In the last two years, the County has allocated \$10,000,000 for multi-family affordable housing. Whenever possible, the County utilizes in-fill lots for construction and or donates land to other municipalities within the County for affordable housing.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The Broward County Housing Finance and Community Redevelopment Division requires recapture provisions that conform to HOME Regulations found in the CFR 92.254 for affordable housing, homeownership activities. The method is to recapture the entire amount of HOME investment through a second mortgage and note instrument, except that CDBG and HOME rehabilitation investment amount may be reduced based on the time the homeowner has owned and occupied the unit for a portion of the required affordability period. These provisions are imposed for the duration of the period of affordability on all HOME-assisted homebuyer projects and enforced via lien. The resale or recapture provisions are triggered by any transfer of title, either voluntary or involuntary, during the established HOME period of affordability. Proration will be determined by the individual Broward County HOME Consortium participating jurisdiction. Please see Grantee Specific Appendices for a summary of all HOME Participating Jurisdictions. Broward County will not be using the prorated method in its Purchase Assistance activity. Broward County recapture provisions will limit the amount to be recaptured to the net proceeds available from the sale. The amount subject to recapture is the direct subsidy received by the homebuyer, including all directly related soft costs.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The Broward County Housing Finance and Community Redevelopment Division requires recapture provisions that conform to HOME Regulations found in the CFR 92.254 for affordable housing, homeownership activities. The method is to recapture the entire amount of HOME rehabilitation investment through a second mortgage and note instrument, except that the HOME rehabilitation investment amount may be reduced based on the time the homeowner has owned and occupied the unit for a portion of the required affordability period. Proration will be determined by the

individual Broward County HOME Consortium participating jurisdiction. Please see Grantee Specific Appendices for a summary of all HOME Participating Jurisdictions. Broward County will not be using the prorated method in its Purchase Assistance activity. Broward County recapture provisions will limit the amount to be recaptured to the net proceeds available from the sale. The amount subject to recapture is the direct subsidy received by the homebuyer, including all directly related soft costs.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable. Broward County has no plans to use HOME funds to refinance existing debt secured by multifamily housing rehabilitated with HOME funds.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

No preference will be used.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

No preference will be used.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

No preference will be used.

### **Emergency Solutions Grant (ESG)**

1. Include written standards for providing ESG assistance (may include as attachment)

ESG funds are awarded to non-profit agencies engaged in the provision of services to the homeless. These agencies are required to be members of the Broward County Continuum of Care (CoC). Upon entry into the CoC system, case management activities are conducted, and the

required information is entered into the Homeless Management Information System (HMIS). Once the client has been certified as having met the necessary requirements, that client is referred to the eligible type of service necessary to address that person's needs. HUD has copies of the County's Policies, Procedures and CoC/ESG Written Standards.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Broward County coordinates homeless services with both entitlement and non-entitlement cities through its Human Services Department/Community Partnerships Division/Homeless Initiative Partnership Section. This office is the designated administrative authority, or Lead Agency, over the County's Continuum of Care (CoC) System. The referrals process is as follows: referrals for families to the four shelter providers are made by our Homeless Helpline (954.563.4357). The Homeless Helpline only submits Shelter Referrals for Families, for entry into our emergency shelters.

1. Families experiencing homelessness can contact the Homeless Helpline (954.563.4357).
2. The Homeless Helpline will conduct a brief assessment over the phone and make a referral to one of the three HACs for a formal initial assessment for shelter.
3. The Homeless Helpline can also make referrals for immediate services directly linking homeless individuals and families to Preventative/ Diversion Services, if appropriate.
4. The HACs will monitor their referral lists regularly and will contact all families within 5 calendar days of the referral.
5. The HACs will conduct the (F-SPDAT) assessment for the head of household, and to the extent practicable will refer the family to an appropriate intervention, including to the Family Crisis Shelter Wait List.
6. Upon availability of family bed vacancies at one of the HACs, a HAC staff will contact clients on the wait list for placement into emergency shelter. Priority will be assigned according to Policy 16.

The Broward County Housing Finance Division oversees ESG grant distribution for its Service Area, which encompasses all unincorporated areas along with 15 non-entitlement cities and four (4) Entitlement Cities (Coconut Creek, Margate, Plantation and Weston) within the county. Whenever possible, the City of Pompano Beach who does not receive ESG funds may also be assisted. County ESG grant sub-recipients are required to coordinate with and report their homeless services data to the Homeless Management Information System (HMIS) for use by the County and its CoC. The HMIS maintains exceptions for victim service providers as set forth under 24 CFR 576.400(d).

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The HOSS/HIP Section completed an RFP process this year for DCF. One funding stream was the ESG funds administered through the state. A formal procurement process was completed, applications were rated by subject matter experts and then panel interviews held for the applicants prior to the

decision of inclusion into the County's collaborative application to the state.

ESG grants are awarded according to the same citizen participation and consultation process as HOME and CDBG as previously identified. The availability of funds is advertised. Prospective providers submit applications for funding. Broward County staff and knowledgeable Urban County and Entitlement city staff reviews and evaluates the applications and the agencies that score the highest are awarded funds subject to availability of resources and relevant allocation requirements.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The Continuum of Care Board (Primary Advisory Body to the County Commission) refers consumers to the designated Commission for appointment to the CoC Advisory Board. Additionally, the Consumer Advisory Committee meets monthly, and members attend an ad hoc group at the Main Library made up primarily of individuals experiencing homelessness to hear issues and concerns and then bring them back to the Consumer Advocacy Committee for discussion and possible resolution. Broward County Housing Finance Division's Manager, Yvette Lopez, is a board member of the CoC and is part of the year-round local planning effort and network to alleviate homelessness in Broward County. The County participates in monthly meetings which include participants from the CoC, subrecipients, homeless shelters, community representatives and homeless representatives.

5. Describe performance standards for evaluating ESG.

Performance Standards for the ESG grant are included in the County's "ESG Rapid Re-housing Performance Standards". As previous performance accounting was based upon the Homeless Prevention and Rapid-Re-Housing (HPRP) program, which operated under a different set of regulations, these performance standards will be refined as the program progresses.

#### FOR BROWARD COUNTY HOME FUNDED PURCHASE ASSISTANCE PROJECTS:

- Applicant eligibility will be determined by income category based upon the most current available HOME income guidelines. For Home Repair and Purchase Assistance activities, households may not exceed 80% of the area median income to qualify for assistance.
- Applicants will be assisted on a first come, first-qualified, first-served basis.
- Solicitation will be completed in an equal opportunity method such as a public notice in a paper of general circulation. Additional solicitation methods may be used to enhance awareness of the County's programs.



- Information on all Broward County programs can be obtained by calling (954) 357-4900 or by visiting <http://www.broward.org/housing>.
- Application Packages can be obtained Monday through Friday at 110 NE 3rd St, Fort Lauderdale, FL 33301, Suite 300 between the hours of 8:30 AM - 5:00 PM EST.
- **Methodology used for maximum purchase price and after rehabilitation values.** The County will not be using the HOME affordable homeownership limits for the area provided by HUD using HOME funds for homebuyer assistance or for rehabilitation of owner-occupied single-family housing. The maximum sales price or just/market value for Broward County's ongoing Homebuyer Purchase Assistance (HPA) and Home Rehabilitation programs is \$568,557. On July 18, 2023, Florida Housing Finance Corporation (FHFC) published this maximum amount, based on 90% of the U.S. Treasury limit and are adjusted for each MSA. This computation is per the IRS Rev. Proc. 2023-22, according to Florida Statutes 420.9075 (5)(f), in the amount of \$568,577. Local established units can also be used when necessary. There are certain municipalities, for example, the City of Weston, traditionally is a community of higher priced and valued residences. Therefore, when utilizing federal HOME or CDBG funds for these higher valued and priced areas, the maximum sales price or just/market value is calculated as detailed in 24 CFR 92.254 (a) (2) (iii) cited below. The Weston maximum value for single family, townhome, or villas is \$817,000; for a Weston condominium, the maximum value is \$314,050. These Weston maximum values represent 95% of the median sales price of Weston residences that closed in the prior 3 month reporting period, March 2023 through May 2023. The Weston sales data was provided from the Broward County Property Appraiser's office. "Sales must cover the requisite number of months based on volume: For 500 or more sales per month, a one-month reporting period; for 250 through 499 sales per month, a two-month reporting period; for less than 250 sales per month, at least a three-month reporting period. The data must be listed in ascending order of sales price. The address of the listed properties must include the location within the participating jurisdiction. Lot, square and subdivision data may be substituted for the street address. The housing sales data must reflect all, or nearly all, of the one-family house sales in the entire participating jurisdiction. To determine the median, take the middle sale on the list if an odd number of sales and if an even number, take the higher of the middle numbers and consider it the median. After identifying the median sales price, the amount should be multiplied by .95 to determine the 95 percent of the median area purchase price. This information must be submitted to the HUD Field Office for review." The County will guide itself by 92.254(a)(2)(iii)

## Attachments

## Citizen Participation Comments

### SUN-SENTINEL

**Sold To:**

Broward County Housing Finance & Community Redevelopment Div - CU00117401  
110 NE 3rd St Ste 300  
FORT LAUDERDALE,FL 33301-1034

**Bill To:**

Broward County Housing Finance & Community Redevelopment Div - CU00117401  
110 NE 3rd St Ste 300  
FORT LAUDERDALE,FL 33301-1034

**Published Daily**

Fort Lauderdale, Broward County, Florida  
Boca Raton, Palm Beach County, Florida  
Miami, Miami-Dade County, Florida

**State Of Florida**

**County Of Orange**

Before the undersigned authority personally appeared  
Rose Williams, who on oath says that he or she is a duly authorized representative of the SUN- SENTINEL,  
a DAILY newspaper published in BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the  
attached copy of advertisement, being a Legal Notice in:

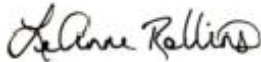
The matter of 11745-Other Legal Notices ,  
Was published in said newspaper by print in the issues of, or by publication on the  
newspaper's website, if authorized on Jan 08, 2023

Affiant further says that the newspaper complies with all legal requirements for  
publication in Chapter 50, Florida Statutes.



Signature of Affiant

Sworn to and subscribed before me this: August 01, 2023.



Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped  
Personally Known (X) or Produced Identification ( )

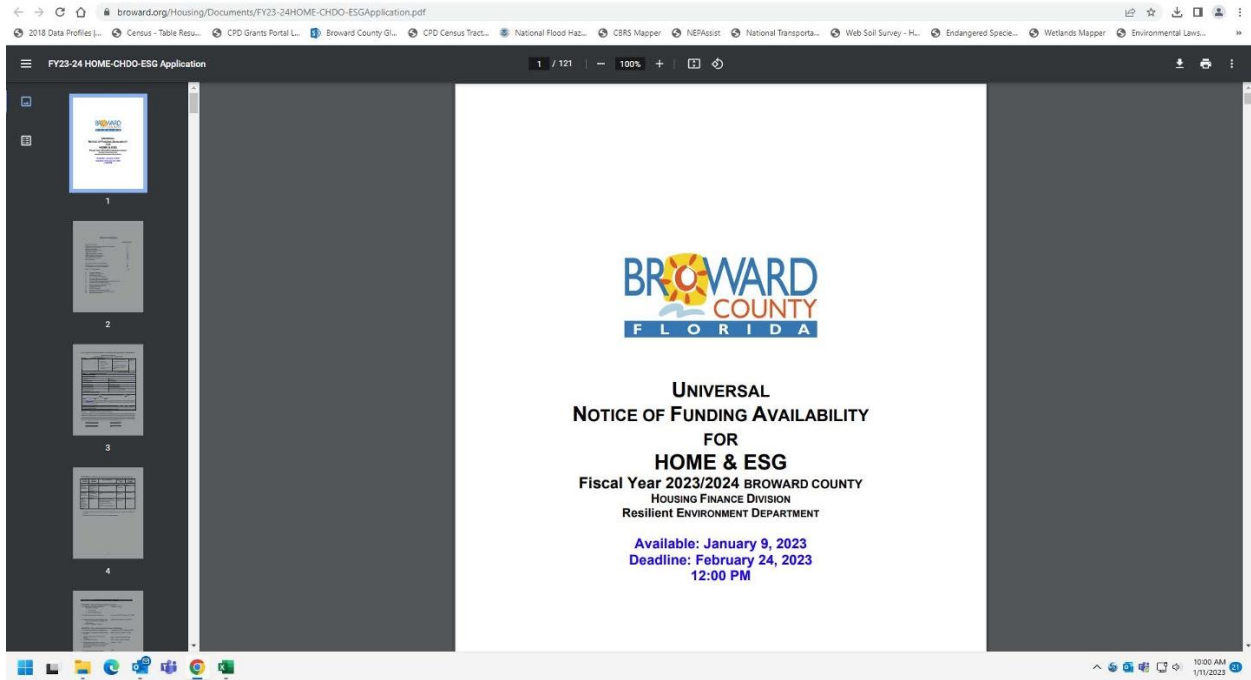
**Affidavit Delivery Method:** U.S. Mail

**Affidavit Email Address:**

7355721









SUN-SENTINEL

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County Of Orange**

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a DAILY newspaper published in BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the  
attached copy of advertisement, being a Legal Notice in:

The matter of 11720-Notice of Public Meeting .  
Was published in said newspaper by print in the issues of, or by publication on the  
newspaper's website, if authorized on Jul 15, 2023

Affiant further says that the newspaper complies with all legal requirements for  
publication in Chapter 50, Florida Statutes.



Signature of Affiant

Sworn to and subscribed before me this: July 17, 2023.



Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped  
Personally Known (X) or Produced Identification ( )

**Affidavit Delivery Method:** E-Mail  
**Affidavit Email Address:** PHAGGERTY@broward.org  
7465739

SUN-SENTINEL

**PUBLIC NOTICE  
BROWARD COUNTY HOUSING FINANCE  
DIVISION  
ANNUAL ACTION PLAN FY 2023-  
2024/49TH YEAR  
PRE-ADOPTION PUBLIC HEARING  
U.S. DEPARTMENT OF HOUSING &  
URBAN DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK  
GRANT (CDBG), HOME INVESTMENT  
PARTNERSHIPS (HOME), AND  
EMERGENCY SOLUTIONS GRANT (ESG)  
PROGRAMS  
JULY 15, 2023**

Broward County is an entitlement recipient of federal funds from the U.S. Department of Housing and Urban Development (HUD) under the CDBG, HOME and ESG programs. In the 2023-2024 Program Year, Broward County anticipates receiving \$4,394,630 in Community Development Block Grant (CDBG) funds, \$4,555,641 in Home Investment Partnerships (HOME) funds, and \$246,167 in Emergency Solutions Grant (ESG) funds. In addition, Broward County received CDBG program income in the amount of \$351,697.56 as well as \$1,275,259 in HOME program income for Fiscal Year 2022-2023. These funds will be used to address community development and housing needs in Broward County.

Citizens are encouraged to review the 2023-2024 Annual Action Plan (AAP) draft and provide written comments. Copies of the document are available on the Broward County Housing Finance Division (HFD) website at [www.broward.org/housing](http://www.broward.org/housing), for review and comment during a 30-day period commencing July 16, 2023 and ending August 15, 2023. Prior to adoption, the HFD will hold a Public Hearing on Tuesday, August 15, 2023 at 10:00 AM at the HFD offices located at 110 NE 3rd Street, Fort Lauderdale, FL 33301. Additionally, the public hearing will also be available virtually. Citizens are encouraged to comment on the proposed Plan. For further information regarding access to the public hearing, please visit the HFD website at [www.broward.org/housing](http://www.broward.org/housing). Interested parties are encouraged to attend and participate. For written public comments and additional information on this hearing and the Action Plan, please contact Patrick Haggerty (954) 357-4938 or [phaggerty@broward.org](mailto:phaggerty@broward.org) or Yvette Lopez at (954) 357-4930 or [ylopez@broward.org](mailto:ylopez@broward.org).

CDBG amounts above include funds for the following cities: Coconut Creek, Cooper City, Dania Beach, Hallandale Beach, Hillsboro Beach, Lauderdale-by-the-Sea, Lauderdale Lakes, Lighthouse Point, Margate, North Lauderdale, Oakland Park, Parkland, Pembroke Park, Plantation, West Park, Weston and Wilton Manors.

HOME amounts above include funds for the following Broward County HOME



**SUN-SENTINEL**

Consortium cities: Coconut Creek, Coral Springs, Davie, Deerfield Beach, Lauderdale Hill, Margate, Miramar, Pembroke Pines, Plantation, Sunrise and Tamarac.

In accordance with the Americans with Disabilities Act and Florida Statutes Section 286.26, persons with disabilities needing special accommodation to participate in this hearing should contact the above phone number at least 48 hours prior to the hearing.

Translation and/or interpretation services available upon request. If you have Limited English Proficiency (LEP), please notify the HFD. The County's Four Factor Analysis for LEP can be viewed at: at <https://www.broward.org/Housing/Documents/Four%20Factor%20Analysis%20and%20LAP-ADA.pdf>

Para obtener información adicional, visite el sitio web de HFD mencionado anteriormente. Servicios de traducción pueden ser disponibles bajo petición.  
7/15/23 7465739

Order # - 7465739

SUN-SENTINEL

BROWARD COUNTY  
CIVIL DIVISION  
RECEIVED

2023 JUL 24 PM 2:14

**Sold To:**  
Broward County Housing Finance & Community Redevelopment Div - CU00117401  
110 NE 3rd St Ste 300  
FORT LAUDERDALE, FL 33301-1034

**Bill To:**  
Broward County Housing Finance & Community Redevelopment Div - CU00117401  
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State Of Florida  
County Of Broward

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The matter of 11745 Other Legal Notices,  
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Affiant further says that the newspaper complies with all legal requirements for  
publication in Chapter 50, Florida Statutes.

Signature of Affiant

Sworn to and subscribed before me this: July 19, 2023.

Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped  
Personally Known (X) or Produced Identification ( )

7465745





## Public Notices

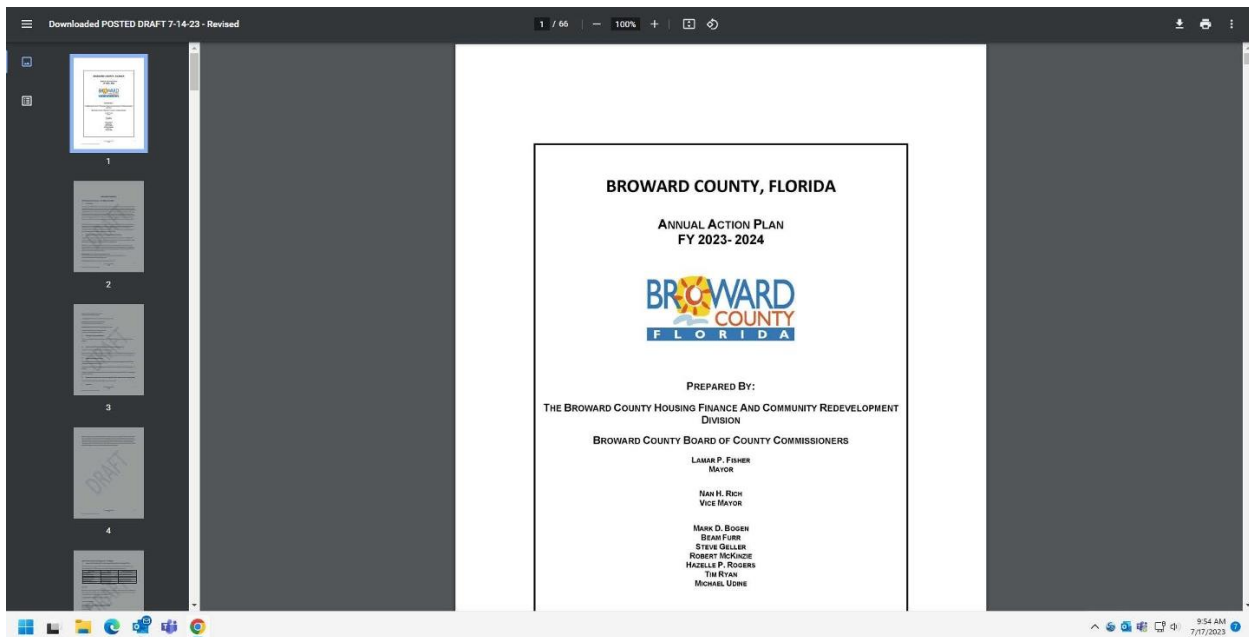
### Broward County Annual Action Plan Fiscal Year (FY) 2023-2024 (Draft)

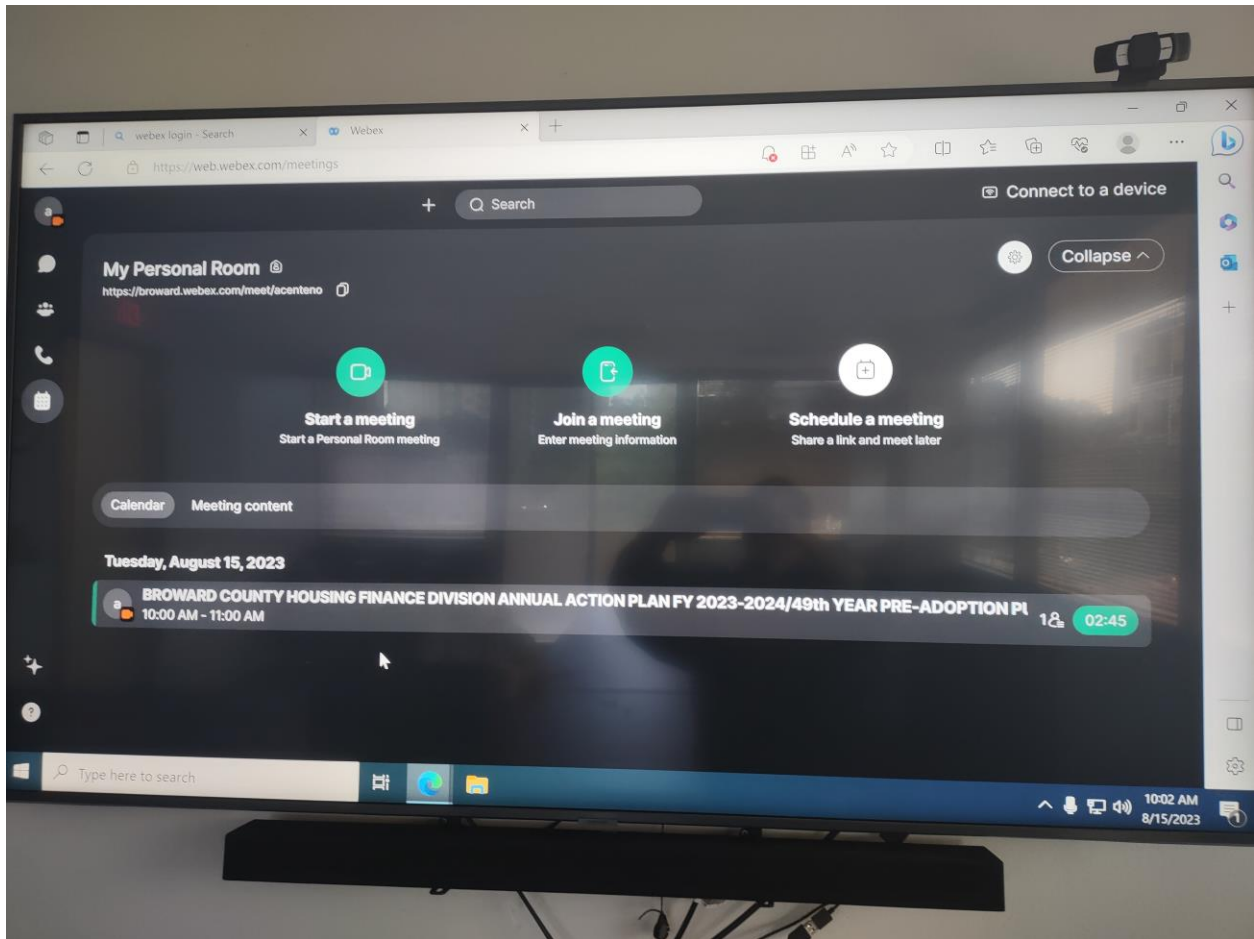
To download the Annual Action Plan FY 2023 - 2024 (draft), click [here](#).

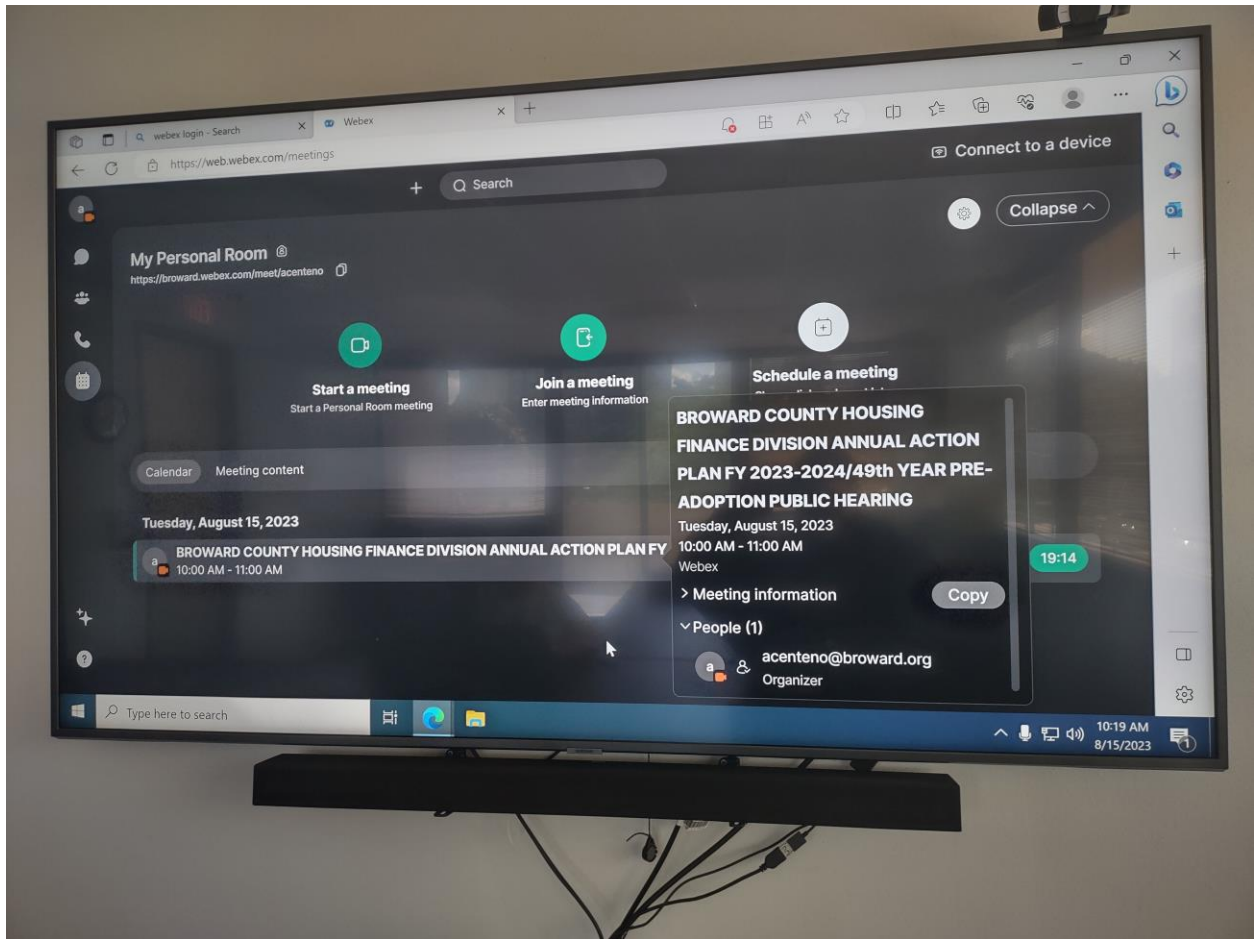
### March 2023 Substantial Changes to Fiscal Years 2015-2019 and 2020-2024 HUD Consolidated Plans and Associated Annual Action Plans (AAP)

Broward County hereby announces that it will be submitting a Substantial Change Amendment Request to the U.S. Department of Housing and Urban Development (HUD) to amend Broward County's Five Year Strategic Consolidated Plan (CP) for Fiscal Years 2015-2019 and 2020-2024 and the accompanying Annual Action Plans (AAP) for the U.S. Department of Housing and Urban Development ("HUD") Community Planning and Development Grants; reprogramming Community Development Block Grant (CDBG) funds, Community Development Block Grant Disaster Recovery funds, Emergency Solutions Grant (ESG) funds, HOME Investment Partnerships Program (HOME) funds, Neighborhood Stabilization Program (NSP) funds, HOME Investment Partnerships Program (HOME) Program Income (PI) funds, Community Development Block Grant (CDBG) Program Income (PI) funds, Neighborhood Stabilization Program (NSP) Program Income (PI) funds and CARES Act CDBG-CV funds. The County will make the necessary changes to the CP and associated AAP's, to include programmatic changes, reallocation of funding, and the award of funds to the recommended organization(s).

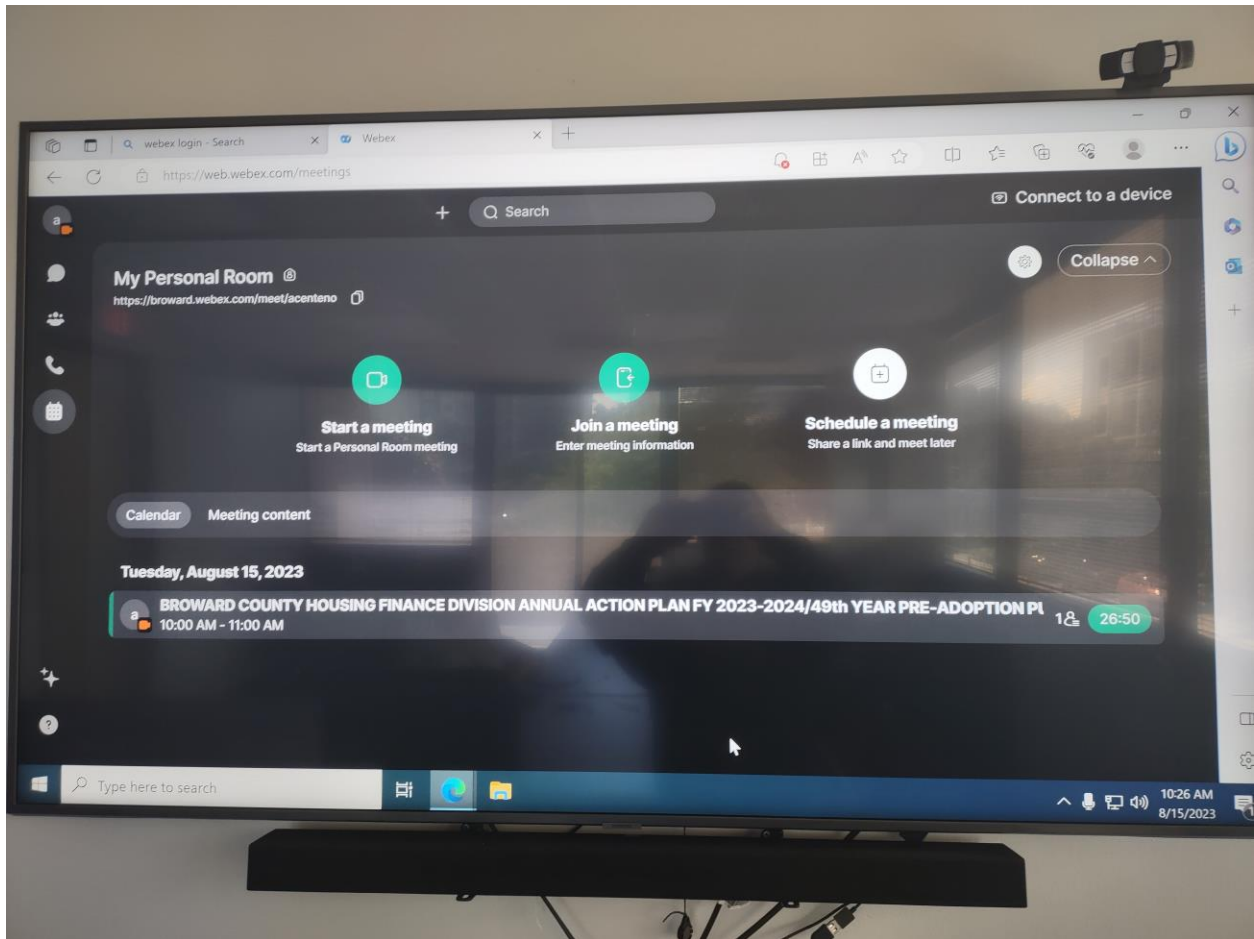
Citizens are encouraged to review the draft substantial amendment information and provide written comments. Copies of the documents are available for review and comments commencing Monday, March 27, 2023, and ending Tuesday, April 11, 2023. Please provide comments to Yvette Lopez, Manager, Housing











# Grantee Unique Appendices

Broward County HOME Consortium Assistance Terms and Conditions FY 2023-2024					
Participating Jurisdiction	Program Title	Form of Assistance	Maximum Assistance	Terms of Assistance	Period of Affordability
Broward County	Purchase Assistance	Deferred Payment Loan	\$80,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	15 Years
Coconut Creek	Purchase Assistance	Deferred Payment Loan	\$50,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	15 Years
Coral Springs	Purchase Assistance	Deferred Payment Loan	\$50,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	15 Years
Davie	Purchase Assistance	Deferred Payment Loan	\$50,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	15 Years
Deerfield Beach	Purchase Assistance	Deferred Payment Loan	Very Low \$70,000 Low \$40,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	Under \$15,000 - 5 Years \$15,000-\$40,000 - 10 Years Over \$40,000 - 15 Years
Deerfield Beach	Minor Home Repair	Deferred Payment Loan	Very Low \$70,000 Low \$40,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	Under \$15,000 - 5 Years \$15,000-\$40,000 - 10 Years Over \$40,000 - 15 Years
Lauderhill	Tenant Based Rental Assistance	Rental Assistance	Dependent on market rent and program guidelines	A minimum of 90% of families assisted will be at or below 60% AMI	12 Months
Margate	Purchase Assistance	Deferred Payment Loan	\$50,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	15 Years
Miramar	Purchase Assistance	Deferred Payment Loan	\$90,000	1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note. 2. Interest Rate: 0% 3. Forgiveness: The loan is forgivable in its entirety at the end of fifteen (15) years from the recordation date of mortgage and note. There will be no yearly forgiveness of the loan.	Under \$15,000 - 5 Years \$15,000-\$40,000 - 10 Years Over \$40,000 - 15 Years
Pembroke Pines	Purchase Assistance	Deferred Payment Loan	Very Low: \$50,000 Low: \$40,000	1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note. 2. Interest Rate: 0% 3. Forgiveness: The loan is forgivable in its entirety at the end of fifteen (15) years from the recordation date of mortgage and note. There will be no yearly forgiveness of the loan.	15 Years
Plantation	Purchase Assistance	Deferred Payment Loan	\$50,000	Recapture/default deferred loan, 0% interest, no annual write-down, forgivable at the end of the term (provided that all terms have been met).	15 Years
Sunrise	Purchase Assistance	Deferred Payment Loan	\$60,000	A portion of the deferred loan will be forgiven upon the anniversary date of each full year of the mortgage. The forgivable portion will be equivalent to 1/5th, 1/10th, or 1/15th of the mortgage, depending on the term.	Under \$15,000 - 5 Years \$15,000 to \$40,000 - 10 Years Over \$40,000 - 15 Years
Tamarac	Minor Home Repair	Deferred Payment Loan	\$60,000	Recapture/default deferred loan, 0% interest, no annual write-down through year 14, principal reduction of 50% beginning in year 14. At the end of the fifteenth year, the loan is forgiven.	15 Years

\* Broward County and its Consortium Cities cap is \$80,000 (with the exception of Miramar), each City depending on its own needs, at its own discretion, may increase or decrease this amount, as long as it doesn't exceed the \$80,000 cap.

09/14/23



**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


<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(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></li> <li>(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</li> </ul>
	<b>Category 2</b>	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"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; and</li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	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"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

**Appendix B**

**Recordkeeping Requirements**



# Homeless Definition

<b>RECORDKEEPING REQUIREMENTS</b>  	<b>Category 1</b>	Literally Homeless	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li>   <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>:                         <ul style="list-style-type: none"> <li>○ discharge paperwork <u>or</u> written/oral referral; <u>or</u></li> <li>○ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>
	<b>Category 2</b>	Imminent Risk of Homelessness	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li>   <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	<b>Category 3</b>	Homeless under other Federal statutes	<ul style="list-style-type: none"> <li>• 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></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• 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></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> <li>• For victim service providers:                         <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• For non-victim service providers:                         <ul style="list-style-type: none"> <li>○ 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></li> <li>○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>

**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: \_\_\_\_\_

COORDINATED ASSESSMENT AND HOUSING PLACEMENT PRIORITIZATION

**Appendix D**

**Prioritization Standards**

Intervention	Key Elements of Program	Prioritization Criteria
Transitional Housing	<ul style="list-style-type: none"> <li>• Intensive services and housing, usually including employment/education focus</li> <li>• Last for up to two years</li> <li>• Housing in in unit owned or otherwise controlled by the program</li> <li>• May offer a completely sober or “dry” living environment</li> </ul>	<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"> <li>• In recovery seeking a supportive or sober living environment</li> <li>• A young adult under the age of 18 that cannot be reunified with family</li> </ul> <p>For Families:</p> <ul style="list-style-type: none"> <li>• Child welfare involvement</li> </ul>
Light Rapid re-housing	<ul style="list-style-type: none"> <li>• 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)</li> <li>• One-time financial assistance or up to subsidy three months</li> <li>• 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</li> <li>• Households should receive a shallow subsidy</li> </ul>	<ul style="list-style-type: none"> <li>• Any first-time homeless individuals or families</li> </ul>

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"> <li>• Follow-up case management services tailored to household need</li> <li>• Linkages to mainstream resources and services</li> </ul>	
<p>Heavy Rapid re-housing</p>	<ul style="list-style-type: none"> <li>• Rapid movement from state of housing into an apartment where they are on the lease (or have the rights and responsibility of a tenant)</li> <li>• 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.</li> <li>• 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</li> <li>• Average cost of approximately \$3000-\$5000 per household</li> <li>• Follow-up case management services tailored to household need, likely to last around</li> </ul>	<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"> <li>• Linkages to main stream resources and services</li> </ul>	
Permanent Supportive Housing	<ul style="list-style-type: none"> <li>• Wraparound services, often including a focus addressing on mental health, substance abuse, and behavioral needs</li> <li>• Subsidizing housing available for the entire lifetime of household, usually through provision of a permanent subsidy</li> </ul>	<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



# COORDINATED ENTRY WRITTEN STANDARDS OF CARE



Broward County Homeless  
Continuum of Care FL-601

October 2020

## Version of Document

<b>Version</b>	<b>Date Released</b>	<b>Noted Changes</b>
<b>1.0</b>	<b>September 8, 2016</b>	<b>Created</b>
<b>2.0</b>	<b>August 5, 2020</b>	<b>Updated for HUD guidance on CEA requirements. Added complete CEA section and timeframes.</b>
<b>3.0</b>	<b>January 27, 2021</b>	<b>Approved by the Homeless Continuum of Care Advisory (“HCoC”) Board Meeting</b>
<b>4.0</b>	<b>May 26, 2021</b>	<b>Policy 19A Amendment approved by the Homeless Continuum of Care Advisory (“HCoC”) Board Meeting</b>

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**Resources:**

The U.S. Department of Housing and Urban Development (HUD) requires all Continuums of Care (HCoCs) to adopt “written policies and procedures” to guide the general operations and day-to-day activities of their coordinated entry (CEA) systems. HUD detailed these requirements in its 2017 Notice Establishing Additional Requirements for a Homeless Continuum of Care Centralized or Coordinated Assessment System:

*Each HCoC must incorporate additional requirements into their written policies and procedures to ensure that its coordinated entry implementation includes each of the requirements described in [Section II.B].*

In the Written Standards the HUD document is referred to as HUD’s “Coordinated Entry (CEA) Notice.”

HUD intends this Outline to be used by HCoC’s as a foundation in drafting a CEA “policies and procedures” (P&P) document that documents additional requirements and operational practices that each HCoC adopts for its CEA process.

**Disclaimer:** The Broward Coordinated Access system uses a two-step process to first triage for the best housing intervention (Permanent Supportive [PSH] or Rapid Re-housing [RRH]), and then determines prioritization based on multiple needs which includes vulnerability. Housing programs are extremely limited, and there is no guarantee that the individual/family will meet the final eligibility requirements for – or receive a referral to- a particular housing option. A housing referral is submitted to coordinated entry is also not a guarantee for housing placement, placement is dependent upon funding and vacancy availability.

The Written Standards have been developed for the Broward FL 601 Continuum of Care, which geographically includes all of Broward County Florida and are not all evidence based. The Standards are reviewed annually and updated according to changing community needs and the HUD regulations.

Terms and Definitions

Chronically Homeless	<p><u>HUD's definition:</u></p> <p><i>Chronically homeless</i> means: (1) A "homeless individual with a disability," as defined in Section 401(9) of the McKinney-Vento Homeless Assistance Act, who:</p> <p>Lives in a place not meant for human habitation, or an emergency shelter.</p> <p>AND</p> <p>Has been homeless continuously for at least twelve (12) months or on at least four separate occasions in the last three (3) years, as long as the combined occasions equal at least twelve (12) months and each break in homelessness separating the occasions included at least</p> <p>Seven (7) consecutive nights of not living as described in (i) above.</p>
Case Conferencing	<p>Local process for CEA staff to coordinate and discuss ongoing work with persons experiencing homelessness in the community, including the prioritization or active list. The goal of case conferencing is to provide holistic, coordinated, and integrated services across providers, and to reduce duplication.</p>
Homeless Continuum of Care (HCoC)	<p>Group responsible for the implementation of the requirements of <a href="#">HUD's HCoC Program interim rule</a>. The HCoC is composed of representatives of 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.</p>
Homeless Continuum of Care (HCoC) Program	<p>HUD funding source to (1) promote communitywide 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 homeless individuals, families, and communities by homelessness; (3) promote access to and effect utilization of mainstream programs by homeless individuals and families; and (4) optimize self-sufficiency among individuals and families experiencing homelessness.</p>
Emergency Shelter	<p>Short-term emergency housing available to persons experiencing homelessness.</p>
Emergency Solutions Grant (ESG) Program	<p>HUD funding source to (1) engage homeless individuals and families living on the street; (2) improve the quantity and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly rehouse homeless individuals and families; and (6) prevent families and individuals from becoming homeless.</p>

Homeless Initiative Partnership (HIP)	HIP is collaborative applicant for the Broward FL 601 HCoC. as designed in ordinance by the Broward County Board of County Commissioners and is the HCoC Board Coordinator. HIP coordinates an array of funding to implement innovative, effective, performance-based approaches to alleviate homelessness and its causes in Broward County through the Homeless Continuum of Care in concert with the HEARTH Act.
Homeless Management Information System (HMIS)	Local information technology system used by a HCoC to collect participant-level data and data on the provision of housing and services to homeless individuals and families and to persons at risk of homelessness. Each HCoC is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.
Projects for Assistance in Transition from Homelessness (PATH)	Substance Abuse and Mental Health Services Administration (SAMHSA)-funded program to provide outreach and services to people with serious mental illness (SMI) who are homeless, in shelter or on the street, or at imminent risk of homelessness.
Public Housing Authority (PHA)	Local entity that administers public housing and Housing Choice Vouchers (HCV) (aka Section 8 vouchers).
Permanent Supportive Housing (PSH)	Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.
Rapid Re-housing (RRH)	Program emphasizing housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
Release of Information (ROI)	Written documentation signed by a participant to release his/her personal information to authorized partners.
Transitional Housing (TH)	Program providing homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing funds may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.

## System Overview

### *Homeless Continuum of Care Purpose*

The purpose of the Homeless Continuum of Care (HCoC) is to create a collaborative, inclusive, community-based process and approach to effectively and efficiently planning and managing homeless assistance resources and programs with the ultimate goal of ending homelessness in Broward County. Broward County's HCoC is specified by the Department of Housing and Urban Development as FL-601-HCoC, in accordance with 24, CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act).

The Broward County HCoC aligns its three (3) (year plan, "A Way Home Plan" updated December 2018), to End Homelessness and the goals with the HEARTH Act, the Federal Strategic Plan to End Homelessness, and the United States Interagency Council on Homelessness *Opening Doors* Plan to End Homelessness. Broward HCoC has set a path to end homelessness in Broward County by focusing its resource needs on the provision of quality best practice housing focused programs, supportive services and employment services located in strong sustainable communities.

### *Broward County HCoC Homeless Initiative Partnership Points of Contact:*

The Broward HCoC oversees a network of housing and service agencies that work together as part of the Coordinated Entry and Assessment (CEA) system to facilitate access to services through designated coordinated entry points. Below are the identified points of contact for Coordinated Entry FL-601-HCoC.

Role	Name	Phone	Email
<b>Human Services Administrator</b>	Rebecca McGuire, Ph.D.	954-357-5686	<a href="mailto:RMCGUIRE@BROWARD.ORG">RMCGUIRE@BROWARD.ORG</a>
<b>Human Service Manager</b>	Kavaja Sarduy, M.S.	954-357-5392	<a href="mailto:KSARDUY@BROWARD.ORG">KSARDUY@BROWARD.ORG</a>
<b>Senior Contract Grant Administrator</b>	Tracie Bostick	954-357-7845	<a href="mailto:TBOSTICK@BROWARD.ORG">TBOSTICK@BROWARD.ORG</a>
<b>Program Project Coordinator</b>	Brittany Odom, M.P.A.	954-357-7096	<a href="mailto:BODOM@BROWARD.ORG">BODOM@BROWARD.ORG</a>
<b>Senior Program Project Coordinator</b>	Vacant	954-357-9704	
<b>HMIS Program Manager</b>	Ricardo Moore	954-357-5882	<a href="mailto:RPMOORE@BROARD.ORG">RPMOORE@BROARD.ORG</a>
<b>Program Project Coordinator</b>	Kenisha Bryant, Ed.D.	954-357-8078	<a href="mailto:KBRYANT@BROWARD.ORG">KBRYANT@BROWARD.ORG</a>
<b>Administrative Officer</b>	Charlesy Nance	954-357-9589	<a href="mailto:CSNANCE@BROWARD.ORG">CSNANCE@BROWARD.ORG</a>



**Target Population / Defining Homelessness**

Broward County HCoC's target population includes individuals and families (family as defined by HUD) experiencing literal homelessness (categories 1 and 4 as defined by HUD). Potential clients should be homeless in Broward County at least 90 days and will be served based on availability of resources and at the discretion of the service provider. Additionally, potential clients' current living situations must meet the definition of homelessness according to the HEARTH Act. Youth under the age of 21 who are literally homeless will meet the homeless definition for programs funded to serve this population, currently provided by Covenant House. Special consideration may be given to victims of domestic violence.

HUD's homeless definitions and recordkeeping requirements can be accessed online at:

[https://www.hudexchange.info/resources/documents/HomelessDefinition\\_RecordkeepingRequirementandCriteria.pdf](https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementandCriteria.pdf)

The chart below is a tool that provides a quick and simple category determination. Additional information is included in Appendix F.

CRITERIA FOR DEFINING HOMELESS			
Category 1 (LITERALLY HOMELESS)	Category 2 (IMMINENT RISK OF HOMELESSNESS)	Category 3 (HOMELESS UNDER OTHER FEDERAL STATUTES)	Category 4 (FLEEING OR ATTEMPT TO FLEE DOMESTIC VIOLENCE)
<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ol style="list-style-type: none"> <li>Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>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); or</li> <li>Is exiting an institution where (s)he has resided for ninety (90) days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ol>	<p>Individual or family who will imminently lose their primary nighttime residence, if:</p> <ol style="list-style-type: none"> <li>Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>No subsequent residence has been identified; and</li> <li>The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ol>	<p>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> <ol style="list-style-type: none"> <li>Are defined as homeless under the other listed federal statutes;</li> <li>Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>Have experienced persistent instability as measured by two or more moves during in the preceding sixty (60) days; and</li> <li>Can be expected to continue in such status for an extended period due to special needs or barriers</li> </ol>	<p>Households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking)</p> <ol style="list-style-type: none"> <li>Fleeing, or is attempting to flee, domestic violence</li> <li>Has no other residence</li> <li>Lacks the resources or support networks to obtain other permanent housing</li> </ol>

There may be occasions that certain programs serve categories 2 and 3 as defined by HUD. Those instances will be outlined in the individual contracts and will follow the same Coordinated Entry and Assessment process.

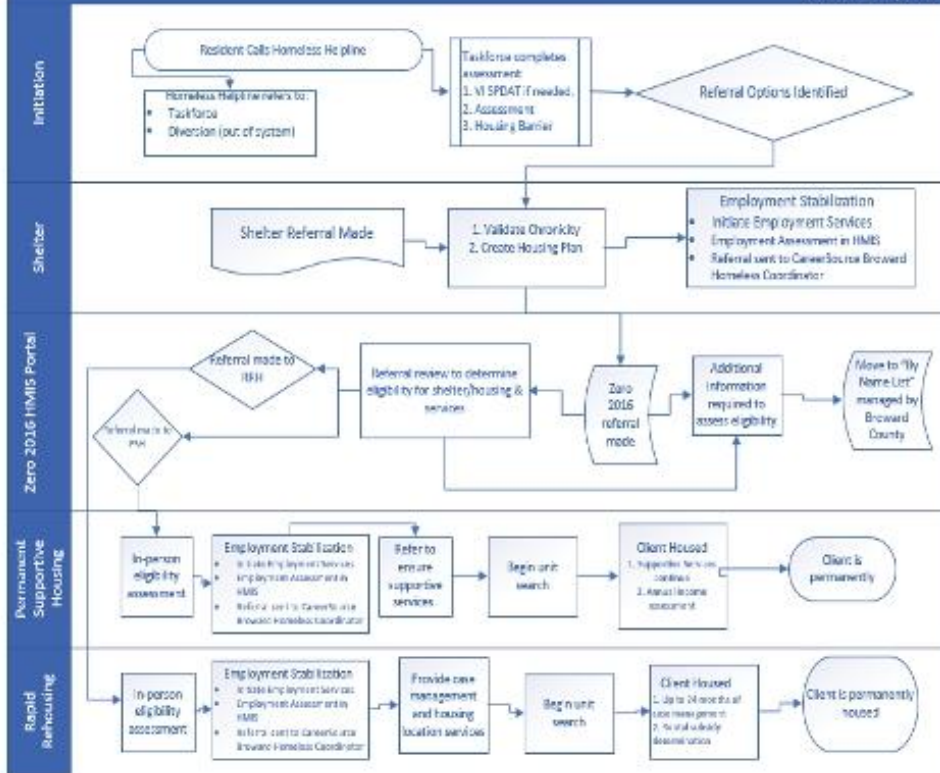
#### *Homeless Homeless Continuum of Care Placement Process*

Broward County HCoC provides a coordinated entry process and offers multiple access points that are well marketed. All access points are accessible by individuals experiencing homelessness through designated providers. The coordinated entry process may, but is not required, to include separate access points for HUD determined sub populations to the extent necessary to meet the needs of specific subpopulations. The infographic below demonstrates the process flow through the system.

Broward's CEA has multiple designated access points to help direct both individuals and families experiencing homelessness to the access point best able to meet their needs and to assist with the appropriate level of housing, a standardized decision-making process, and does not deny services to victims of domestic violence, date violence, sexual assault or stalking services. The CEA system is modeled after a Housing First approach. Housing First is an evidence- base model **that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness; and the ability to focus on personal goals and improve their quality of life.** This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. and has migrated from a housing readiness system of care. Additionally, the system is person centered and strengths based.

# Homeless Continuum of Care Placement Process

As of October 1, 2018



## Diversion

Client's Housing Situation	Intervention Used	Services Provided (In All Interventions)
<b>AT IMMINENT RISK OF LOSING HOUSING</b> (precariously housed and not yet homeless)	<b>PREVENTION</b>	Housing Search Rental Subsidy Other Financial Assistance
<b>REQUESTING SHELTER</b> (at the "front door" or another program/system entry point seeking a place to stay)	<b>DIVERSION</b>	Utility Assistance Case Management Mediation Connection to Mainstream Resources
<b>IN SHELTER</b> (homeless/in the homeless assistance system)	<b>RAPID RE-HOUSING</b>	Legal Services

According to *Closing the Front Door: Creating a Successful Diversion Program for Homeless Families*, published by the NAEH and the Center for Capacity Building, interventions include:

Diversion is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. According to the National Alliance to End Homelessness (NAEH), diversion targets people as they are applying for entry into shelter, while prevention targets people at imminent risk of homelessness and rapid-rehousing targets people who are already in shelter. *Broward County Diversion Services are provided by community resource agencies within FL-601-HCoC.*

### Coordinated Entry into Shelter for Individuals

In October of 2018, Broward County HCoC streamlined access points for entry into emergency shelters. The Street Outreach provider coordinates entry into all HCoC funded shelter beds. Although there are multicentral access points that "feed" into Street Outreach, the single point of access into the emergency shelter system is through Street Outreach. Referrals to shelter are entered into HMIS exclusively by TaskForce Fore Ending Homelessness, Inc. to the four HCoC funded shelters, including The Salvation Army and the South, Central and North Homeless Assistance Centers. The CEA system of care monitors the status of referrals, the reason for declining a referral, and other system barriers that may need to be addressed. Other sources that feed into Street Outreach include, but are not limited to: the Homeless Helpline (helpline); a domestic violence help line (Women in Distress of Broward County); the Broward Behavioral Health Coalition; municipal police departments; three (3) Homeless Assistance Centers (HACs); a Safe Haven; and an interfaith community-based shelter network (Salvation Army and HOPE South Florida).



**Referral Process:** Referrals for individuals to the four HCoC shelter providers are made by the Street Outreach provider TaskForce Fore Ending Homelessness, Inc. TaskForce Outreach only submits Shelter Referrals for Individuals, for entry into emergency shelters. As of October 2, 2018, the Homeless Help Line no longer assigns beds for individuals in need of emergency shelter.

- Individuals experiencing homelessness can contact the Homeless Helpline (954.563.4357), to receive direction to TaskForce Fore Ending Homelessness (TaskForce) Street Outreach locations or meet at their designated daily locations within the community. Meeting with TaskForce ensure the Client Profile is updated, assessments that may be necessary to access shelter or to make permanent housing referrals.
- The three Homeless Assistance Centers (HACs) are strategically placed in North, Central, and South Broward County to provide services to families, single men & women who are experiencing homelessness.
- The Salvation Army provides low barrier shelter beds for individuals and families experiencing homelessness.
- Hope South Florida provides shelter to families only.

Admission into shelters is not guaranteed, as there is a waitlist and admissions are based on a prioritization matrix. Included in this matrix are the length of time homeless, physical, and mental disabilities, age, and vulnerability measured by the VI-SPDAT.

#### **Coordinated Entry into Emergency Shelter for Families**

The Administrative Officer from HIP monitors the need and process for families to create a more effective Coordinated Entry into Emergency Shelters and immediate referrals to Housing. Additionally, the Administrative Officer will ensure families have an updated profile in HMIS service point and VI-SPDAT in HMIS completed.

**Referral Process:** Referrals for families to the three shelter providers are made by our Homeless Helpline (954.563.4357) to the designated HIP Administrative Officer through HMIS.

1. All referrals for a family's intake into a CoC Emergency Shelter must be referred to Coordinated Entry at the Homeless Initiative Partnership (HIP). All referrals should be sent via **Family Prioritization through HMIS service point**.
2. The Coordinated Entry, HIP Administrative Officer will review and accept the referral(s) and contact the family within 3 calendar days.
3. If the Family reports they are no longer in need of Emergency shelter, their referral for Emergency Shelter Prioritization will be closed.
4. The HIP Coordinated Entry, Administrative Officer will (if necessary) complete:
  - i. The Client Profile (HMIS)
  - ii. The VI- SPDAT (screening tool in HMIS)
5. Families will be prioritized based on their VI-SPDAT score, length of time homeless, other assessed vulnerability needs.
6. Upon the next shelter vacancy (based off prioritization), the family will be referred to a CoC Emergency Shelter. The Administrative will manage the wait list, and once notified by the providers regarding shelter vacancies, the Administrative Officer will send the referral by

*entering the client number on service point; under the client's profile, add the ROI, select the service transaction tab and add the referral for emergency shelter to the appropriate shelter (code).*

7. Once the referral has been sent in HMIS system, the CoC Emergency Shelter staff will review and accept the referral in HMIS within (2 calendar days). The Emergency Shelter provider will attempt to contact the family at least once per day for three days after the referral has been accepted to schedule an intake with the family at their facility. The CoC Emergency Shelter provider must document every attempt to contact the family in the Notes section of the client's profile in HMIS. When a family is not able to be contacted within the three-day period, the CoC Emergency Shelter provider will decline the referral in HMIS (dropdown: client unable to be located) and will notify the CEA Administrative Officer by email.
8. Once contacted by the CoC Emergency shelter, the family will have 24 hours to arrive at the CoC Emergency Shelter to complete the intake.
9. The CoC Emergency Shelter provider will make contact (via e-mal) to alert Coordinated Entry (Administrative Officer) of a family's arrival/non- arrival. Within (2 calendar days) of the referral to the shelter. If the client is a NO SHOW, the shelter must notify the Administrative Officer via at [coordinatedentry@broward.org](mailto:coordinatedentry@broward.org) . The Administrative Officer will review and adjust the family's wait on the shelter list.
10. If the Family does not arrive at the CoC Emergency Shelter, as instructed within the agreed upon time frame, their referral will go back onto the CoC Emergency Shelter Prioritization Wait List for Families.

The Coordinated Entry and Assessment assigned Administrative Officer will set up a system that operationalizes both families into emergency shelter and also permanent housing. Families can have referrals to both types of services simultaneously.

#### Special Population and/or other housing options

- Covenant House: (954) 561-5559 or walk-in (Serves youth experiencing homelessness)
- Safe Haven (Henderson): Referrals are made through the HMIS (Zero 2016 virtual portal). Serves individuals who are diagnosed with severe mental illness and who are also experiencing homelessness
- Women in Distress: 24-hour crisis line (954) 761-1133 – (Serves individuals and children fleeing domestic violence)

#### Coordinated Entry into Housing Programs

The Coordinated Entry Assessment for Housing (CEA) system is intended to increase and streamline access to housing and services for individuals and families experiencing homelessness. The Coordinated Entry Assessment for Broward County is designed utilizing the four main tenets as recommended by the Housing and Urban Development (HUD): Access, Assessment, Prioritization, and Referral.

Coordinated Entry and Assessment utilizes a standardized assessment tools, Housing Barrier Assessment, the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT, VI-F-SPDAT, Y-VI-SPDAT). These tools assist the provider in consistently evaluating the level of need of individuals and families accessing services. The assessments should only be updated every 6 months if the client is not housed, or situation changes.

These separate assessment tools are used to prioritize homeless households for entry into Permanent Supportive Housing or Rapid Re-Housing programs. The assessment tools target youth, families, and single adults. All tools focus on length of literal homelessness and residential instability, number of children, trauma history, substance abuse history, and employment history.

After the assessments are administered to a literally homeless client, the following happens:

1. The staff person who completes the assessments refers the client to the Coordinated Entry and Assessment for the appropriate housing intervention (RRH, TH, PSH) and when a shelter placement is available and appropriate the client is referred through HMIS Service Point.
  2. As housing program openings become available, Coordinated Entry prioritizes households through the CEA process, for referral to various programs based on the Housing Placement Prioritization process.
  3. Coordinated Entry and Assessment team sends the referral via HMIS to the identified housing agency. The agency is chosen based on availability and the provider who can best meet the needs of the individual.
  4. The housing agency staff begins to work with the client to find housing and appropriate support services.
  5. After appropriate housing is identified, the housing agency staff administer ongoing assessments, housing placement services and case management as appropriate.
- Housing providers must record move-in dates for the assigned program into HMIS within two calendar days of acceptance into housing program. Below are the definitions of the various dates that are tracked by the CEA team monthly in HMIS system to ensure referral timeframes to move in timeframes improve. The physical location in the assigned unit can take 60-90 days based on housing inventory. **ALL DATES MUST BE ENTERED INTO HMIS WITH THREE (3) CALENDAR DATES OF THE ACTION HAPPENING.**

**Referral Date:**

- Date the housing agency received the referral.

**Acceptance of Referral Date:**

- This is the date the housing agency accepted the referral.

**Intake Date:**

- This is the date the housing agency completed the initial assessment and intake.

**Housing Navigation Date:**

This is the date housing Search began.

**Move-In Date:**

- This is the date the tenant has keys and moved into the unit.

**Exit Date:**

- Exit date from the program is the date the individual either exited from the unit or became self-sufficient and is no longer in need of services or subsidy or has been discharged from the

program. All City and zip codes must be entered into HMIS upon the Client moving into the units.



## Housing Interventions

### Permanent Supportive Housing

Permanent housing that is an intervention coupled with supportive services that are appropriate to the needs and preferences of residents. Individuals have leases, must abide by rights and responsibilities, and may remain with no program-imposed time limits. Housing may include various combinations of subsidy resources and services.

Program Description	Essential Program Elements	Time Frame	Population	Desired/Expected Outcome
Rental assistance with supportive services for persons who are coming from the street or shelter/interim housing. Majority of programs serve households with a household member who has a disabled, but disability requirement will be based on subsidy source requirements.	<p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>Assistance with lease process</li> <li>Provision of or linkage to: Assessment, intervention, link to mainstream resources, community building peer to peer and all other services that assist a person in remaining stably housed</li> <li>Services are voluntary to the clients and are not a condition of the lease</li> <li>Employment assessment and assistance</li> <li>Employment training</li> </ul> <p><b>Rental Subsidy</b></p> <ul style="list-style-type: none"> <li>Provides a rental subsidy to make the unit affordable</li> <li>Provide assistance in accessing housing relocation resources/supports (security deposits, utilities, furnishings, etc.)</li> <li>Ensure coordination between property manager or landlord</li> </ul> <p><b>Health Care Access</b></p> <ul style="list-style-type: none"> <li>Wellness services</li> <li>Physical and mental health services</li> </ul>	No time frames	<ul style="list-style-type: none"> <li>Any high needs individuals with multiple barriers to housing that is literally homeless (lease-based program)</li> <li>Specialized eligibility requirements for subsidies including veterans, disable, long term homeless, or domestic violence</li> </ul> <p><b>Prioritizing:</b></p> <ul style="list-style-type: none"> <li>Disabling condition and long-term, multiple episodes of homelessness.</li> <li>Highest Vulnerability Index Score</li> <li>Unique Populations: <ul style="list-style-type: none"> <li>Families with Children</li> <li>Elderly</li> <li>Veterans</li> </ul> </li> </ul>	<p><b>Outcome: Clients will remain in permanent housing.</b></p> <p>80% of Clients will remain in permanent housing.</p> <p><b>Client will increase earned income.</b></p> <p><b>Indicators:</b></p> <p>Threshold (increasing): 56% of all participants have non-employment income.</p> <p>Threshold (increasing): 56% of participants obtain mainstream benefits.</p> <p>Threshold</p> <p>35% of participants will increase earned income.</p>

**Rapid Re-Housing**

This program is to provide stabilization and assessment and subsidy assistance and case management, with an express focus securing stable housing as quickly as possible, regardless of disability or background. Although this is targeted to be a short term intervention, housing agencies may provide rental subsidy and case management for up to 24 months.

Program Description	Essential Program Elements	Time Frame	Population	Desired/Expected Outcome
Rental assistance and supportive services programs that rapidly re-houses and stabilizes persons who are homeless into appropriate permanent housing.	<p><b>Case Management/Housing Navigation</b></p> <ul style="list-style-type: none"> <li>Housing Location</li> <li>Housing stabilization planning using common tools</li> <li>Employment assistance</li> <li>Employment training</li> <li>Linkage to mainstream resources</li> <li>Linkage to mental health services as appropriate</li> <li>Linkage to medical services as needed</li> <li>Linkage to substance use treatment services as appropriate</li> <li>Transportation assistance</li> <li>Financial management</li> <li>Domestic designate Specific Consideration</li> <li>Access to crisis intervention services</li> <li>Safety planning</li> <li>Legal advocacy</li> </ul> <p><b>Temporary Financial Assistance</b></p> <ul style="list-style-type: none"> <li>Rental assistance based on lease and housing stabilization plan</li> <li>Need based rental assistance</li> <li>Utility assistance</li> <li>Childcare</li> <li>Employment assessment and Referral and Job Training</li> </ul> <p><b>Housing Relocation</b></p> <ul style="list-style-type: none"> <li>Provision of or formalized partnership to housing referrals and placement services</li> <li>Linkage to community supports and/or wraparound system of services in relation to housing placement</li> </ul>	<p>Up to 24 months of rent subsidy and supportive services, during which households are stabilized</p> <p>Supportive and Employment Services although voluntary may be provided indefinitely.</p>	<p>Literally homeless households or those residing in shelters. Households that show the ability to become self-sufficient in a short period of time as evidence by having income potential, and do not need intense services to remain housed; recently became homeless; no serious known disabilities</p> <p>May be used as a bridge to PSH</p> <p>Priority populations: Households with children residing on streets or in emergency shelters who are not eligible for VA-funded RRH.</p>	<p><b>Outcome:</b> Households will secure and maintain appropriate, affordable permanent housing</p> <p>Households will increase earned income.</p> <p><b>Indicators:</b></p> <p>Threshold: 80% of households will exit to permanent housing.</p> <p>Threshold: 70% of households remain housed 6 months after exit.</p> <p>Threshold: 70% of households increase income during program enrollment.</p> <p>Threshold: 70% of eligible participants obtain mainstream benefits</p> <p>Threshold: 45% of eligible participants will increase earned income</p>

	<ul style="list-style-type: none"> <li>• Temporary financial assistance (security deposits, utility deposits, furniture, household supplies)</li> </ul> <p><b>Harm Reduction and Housing First</b></p> <ul style="list-style-type: none"> <li>• All supportive housing embraces and practices Harm Reduction and Housing First</li> <li>• Incorporate proven best practices and evidence-based practices</li> <li>• Programs do not require sobriety or medication/treatment compliance as a condition of housing attainment or retention</li> </ul>			
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**Transitional Housing (TH)**

Transitional housing provides interim stability and support to successfully move to maintain permanent housing. Transitional housing covers up to 24 months of housing with accompanying supportive services. Upon completion of any transitional housing program, consumers must only be referred to Rapid Re-Housing and non-chronic PSH.

Program Description	Essential Program Elements	Time Frame	Population	Desired/Expected Outcome
<p>Short-term housing and supportive, wrap around services (up to 1 yr.) to prepare individuals that are homeless to secure and maintain permanent housing at exit.</p> <p>Intended to rapidly house and stabilize without barriers to enrollment (i.e., eligibility requirements such as income, sobriety, childcare, rental history)</p>	<p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>• Housing Focused</li> <li>• Linkage mainstream resources and other supports as needed</li> <li>• Not mandatory for continued housing</li> <li>• Tailored to participant needs not to program and does not prescribe a standard "program" for every household.</li> <li>• Employment screening and assessment</li> <li>• Employment Training</li> </ul> <p>Domestic Violence Specific Considerations:</p> <ul style="list-style-type: none"> <li>• Access to crisis intervention services</li> <li>• Safety Planning</li> <li>• Legal Advocacy</li> </ul> <p><b>Housing</b></p> <ul style="list-style-type: none"> <li>• Provision of or formalized partnership to housing referrals and placement services</li> <li>• Primary responsibility of program is to locate permanent housing</li> <li>• Must be licensed or have licensed overnight if substance use, mental or physical health oriented.</li> </ul> <p><b>Harm Reduction and Housing First</b></p> <ul style="list-style-type: none"> <li>• Incorporate proven best practices and evidence-based practices</li> <li>• Program agreement does not include "zero tolerance" policies (except for physical violence or threats) for attainment or retention of housing.</li> <li>• Comply with Fair Housing Laws (no-single-gender programs or arbitrary caps on ages, numbers or genders of children)</li> <li>• Comply with HUD Equal Access Rule</li> </ul>	<p>Up to 24 months of housing subsidy and case management</p> <p>Up to 6 months of follow-up services provided after exit</p>	<p>Youth who cannot sign a lease (under 18 years), those fleeing domestic violence, those interested in substance use treatment and/or recovery support, and recently released from institutions, those seeking licensed medical or mental health housing</p> <p>May be used as a bridge to RRR for enrolled clients awaiting housing location or approval</p>	<p><b>Outcome: Exiting households will secure and maintain permanent housing.</b></p> <p><b>Households will increase earned income.</b></p> <p><b>Indicators:</b></p> <p>Threshold: 80% of households will exit to permanent housing.</p> <p>Threshold: 40% of participants will have (earned)employment income.</p> <p>Threshold: 10% of all participants have non-employment income</p> <p>Threshold: 35% of participants will increase earned income.</p>



### *Employment Initiative*

During admission in to shelter, employment and income is assessed and discussed as an immediate goal in order to ensure that the client's housing placement is sustainable. Shelter providers must complete an employment assessment with in the first two engagements with the client. The employment assessment will help gain an understanding of the client's employment history, skills, competencies, and needs. Clients who are deemed unemployable should be screened for disability status and referred to a SOAR Specialist for SSI/SSDI Outreach Assessment & Recovery application assistance upon that determination being made.

The goal is from initial engagement to ensure individuals are being assessed to determine the best course of action to assist with employment stabilization. Shelter providers complete the employment assessment in HMIS and create a short-term plan and long-term service plan to address the employment needs. When completed the assessment should be forwarded to the designated CareerSource Broward Homeless Coordinator after information releases have been signed by the individual.

## Coordinated Entry and Assessment (CEA) Policies and Procedures

The HCoC establishes the following guiding principles for its CEA:

- The CEA team will operate with a person-centered approach, and with person-centered outcomes.
- The CEA team will ensure that participants quickly receive access to the most appropriate services and housing resources available.
- The CEA team will reduce the stress of the experience of being homeless by limiting assessments and interviews to only the most pertinent information necessary to resolve the participant's immediate housing crisis.
- The CEA team will incorporate cultural and linguistic competencies in all engagement, assessment, and referral coordination activities.
- The CEA team will implement standard assessment tools and practices and will capture only the limited information necessary to determine the severity of the participant's needs and the best referral strategy for him or her.
- The CEA team will integrate mainstream service providers into the system, including local Public Housing Authorities and VA medical centers.
- The CEA team will utilize HMIS for the purposes of managing participant information and facilitating quick access to available HCoC resources.
- The CEA team will monitor the wait list monthly, to ensure referrals on the wait list are being referred to housing providers upon availability.

### *Policy 1: Coordinated Entry Expectations*

All HCoC Program- and ESG Program funded projects are required to participate in the Broward CEA. The HCoC still aims to have all homeless assistance projects participating in its CEA process and will work with all local projects and funders in its geographic area to facilitate their participation in the CEA process. Source: HCoC Program interim rule: 24 CFR 578.7(a) (9); ESG interim rule: 24 CFR 576.400 (d) and (e).

As part of the annual HCoC and ESG application processes, each project must submit a report that identifies the number of participants its project referred, accepted, rejected, and /or served from the CEA process.

### *Policy 2: HCoC and ESG Coordination*

The HCoC is committed to aligning and coordinating CEA policies and procedures governing assessment, eligibility determinations, and prioritization with its written standards for administering HCoC and ESG Programs funds. The Coordinated Entry process covers the geographical area of Broward County and is mandatory for all funded providers by the County.

At least annually the HCoC Coordinated Entry will convene to identify any changes to their written standards and present to the Homeless Continuum of Care Board for approval.

### *Policy 3: Geographic Coverage*

The HCoC's CEA process covers the HCoC's geographic area which is the entire Broward County Florida. HUD Coordinated Entry Notice, Section II. B. 1

#### ***Policy 4: Non-Discrimination***

The CEA system must adhere to all jurisdictionally relevant civil rights and fair housing laws and regulations. *HUD Coordinated Entry Notice: Section I.D*

Housing funded by Broward's HCoC will be available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" [24 CFR 5.105 \(a\)\(2\)](#). All recipients and sub-recipients that participate in the Broward HCoC 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.

The HCoC is committed to ensuring that no information is used to discriminate or prioritize households for housing and services on a protected basis such as race, color, religion, national origin, sex, age, familial status, disability, actual or perceived sexual orientation, gender identify, or marital status. *HUD Coordinated Entry Notice: Section II.B.2.g.*

The HCoC has designated the Broward County HIP CEA staff, as the entity responsible for monitoring agencies on compliance with all CEA requirements, including adherence to civil rights and fair housing laws and regulations.

- Failure to comply with these laws and regulations will result in a monitoring finding on the project, which may affect its position in the local HCoC rating and ranking process.
- Fair Housing Act – prohibits discriminatory housing practices based on race, color, religion, sex, national origin, disability, or familial status.
- Section 504 of the Rehabilitation Act – prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance.
- Title VI of the Civil Rights Act – prohibits discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.
- Title II of the Americans with Disabilities Act – prohibits public entities, which include state and local governments and special purpose districts, from discriminating against individuals with disabilities in all their services, programs, and activities, which include housing and housing-related services such as housing search and referral assistance.
- Title III of the Americans with Disabilities Act – prohibits private entities that own, lease, and operate places of public accommodation, which include shelters, social service establishments, and other public accommodations providing housing, from discriminating on the basis of disability.

#### ***Policy 5: Affirmative Marketing and Outreach***

In accordance with the Non-Discrimination Policy all persons participating in any aspect of CEA such as access, assessment, prioritization, or referral shall be afforded equal access to CEA services and resources.

- Each project participating in CEA is required to post or otherwise make publicly available a notice (provided by the HCoC) that describes coordinated entry.

- This notice should be posted in the agency waiting areas, as well as any areas where participants may congregate or receive services (e.g., dining hall). All staff at each agency are required to know which personnel within their agency can discuss and explain CEA to a participant who seeks more information.
- This information must also be provided in the intake processes to each Client regardless of acceptance into the program.

***Policy 6: Privacy Protection and Disclosure of Disability or Diagnostic Information***

All CEA participating agencies are required to notify and obtain participant consent for the collection, use, and disclosure of participants' personally identifiable information (PII) and must have policies and procedures that specifically address participant confidentiality. *HUD Coordinated Entry Notice: Section II.B. 12.a.*

All participant information collected, stored, or shared in the operation of CEA functions, regardless of whether or not those data are stored in HMIS, shall be considered personal and sensitive information worthy of the full force of protection and security associated with data collected, stored, or shared in HMIS. *HUD Coordinated entry Notice: Section II.B.12.a.*

Throughout the assessment process, participants must not be pressured or forced to provide CEA staff with information that they do not wish to disclose, including specific disability or medical diagnosis information. *HUD Coordinated Entry Notice: Section II.B. 12.F.*

***Policy 7: Safety Planning and Risk Assessment:***

All persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking shall have immediate and confidential access to available crisis services within the defined CEA geographic area. *HUD Coordinated Entry Notice: Section II.B 10*

The CEA system must include a local domestic violence hotline, which is staffed 24 hours a day, seven days a week, to ensure that all persons who are fleeing or attempting to flee domestic violence or sexual assault have immediate access to crisis response services. All persons will have access to this hotline regardless of which access point they initially contact for services and assistance through Broward's CE. (Broward County DV Hotline – 954-761-1133).

The County has the Victims Against Women Act Transfer Plan that must be adhere to by all HCoC Funded projects funded by the County.

***Policy 8: Approved Access Points for Broward County***

The HCoC has adopted a "no-wrong door" approach to CEA. In doing so, participants are able to access CEA by appearing at any homeless assistance agency within the community. A list and map of all access points in the community is shown below. *HUD Coordinated Entry Notice: Section I.C. 3.*

The HCoC, recognizing that a growing number of families with very young children are seeking assistance through its CEA process, has designed a separate access point for families to better address the unique needs of households with dependent children. This access point through various providers listed below and monitored at the County's CEA. However, the CEA team will have a designated person to coordinate the Family Shelter process with referrals coming the multiple access points.



The Broward County HCoC has multiple access points through the continuum. Referrals are submitted and accepted through those HIP approved access points listed below:

Broward Behavioral Health Coalition
Broward County Housing Authority
Broward Housing Solutions
Broward Partnership (CHAC and NHAC)
Care Resource Community Health Center
CareerSource Broward
ChildNet
Covenant House
FLITE Center
Henderson Safe Haven
Hope South Florida
Homeless Helpline
Miami Rescue Mission/ South Homeless Assistance Center (SHAC)
North Hospital District
South Hospital District
Taskforce Fore Ending Homelessness
The Salvation Army
Volunteers of America

***Policy 9: Access Coverage for Individuals and Shelters***

The HCoC’s entire geographic area is accessible to CEA for Shelters processes through defined location-specific access points for TaskForce Outreach or through the Homeless Helpline community information and referral hotline that is accessible throughout the entire HCoC geography. TaskForce Outreach is accessible in public geographic regions in the county, where individuals experiencing homelessness gather and congregate. TaskForce Outreach hours of operations are Monday-Sunday from 6:30am-9:30pm. For locations individuals must call the Homeless Helpline (954-563-4357) to obtain daily information regarding emergency shelter services.

The HCoC will ensure that CEA services are physically accessible to persons with mobility barriers. All CEA providers must have policies and procedures in place to ensure that communications and documentation will be accessible to persons with limited ability to read, write, and communicate in English.

The HCoC designates the CEA coordinating entity to serve as the primary point of contact for ensuring that all CEA materials are available in English, Spanish, and Creole. In addition, CEA participating agencies will, to the greatest extent practicable, provide communication accommodation through translation services to effectively and clearly communicate with persons who have disabilities, as well as

with any person with limited English proficiency. The CEA coordinating entity (Broward County) will provide visually and audibly accessible CEA materials when requested by agencies or participants in CEA.

#### ***Policy 10: Emergency Services***

CEA initial screening and assessment services for emergency shelters for individuals are only available through Broward's Street Outreach provided by TaskForce Fore Ending Homelessness. TaskForce Outreach hours of operations are Monday-Sunday from 6:30am-9:30pm. For location individuals must call the Homeless Helpline (954-563-4357) to obtain daily information regarding emergency shelter services. The Homeless Helpline hours of operations are, Monday- Friday, from 8am-6pm, and Saturday-Sunday 8am-12pm.

For Families, the CEA Team will have a designated position that will coordinate the intake of families into Emergency Shelter and ensure they have an updated Client Profile and FVI-SPDAT.

#### ***Policy 11: Prevention / Diversion Services***

The CEA system will ensure that all potentially eligible Homeless Prevention participants will be screened for homelessness prevention assistance, regardless of the access point at which they initially seek assistance. *HUD Coordinated Entry Notice: Section II.B. 8.*

Screening will be completed at all access point, the Homeless Helpline and on some occasions during intake with TaskForce Fore Ending Homelessness.

#### ***Policy 12: Street Outreach***

Street outreach teams (TaskForce for Ending Homelessness) will function as access points to the CEA process for Shelter for Individuals. Additionally, street outreach teams will seek to engage persons who may be served through CEA but who are not seeking assistance or are unable to seek assistance via projects that offer crisis housing or emergency shelter. Referrals will be made through the virtual portal Zero 2016. *HUD Coordinated Entry Notice: Section II.B.6.*

#### ***Policy 13: Standardized Assessment Approach***

The HCoC's CEA process will provide a standardized assessment process to all CEA participants, ensuring uniform decision-making and coordination of care for persons experiencing a housing crisis. The HCoC is committed to ensuring that all staff who assist with CEA operations receive sufficient training to implement the CEA system in a manner consistent with the vision and framework of CEA, as well as in accordance with the policies and procedures of its CEA system. *HUD Coordinated Entry Notice: Section II.B. 14*

The HCoC will provide an annual training for persons who will manage access point processes and conduct assessments for CEA. Training will be offered at no cost to the agency or staff and will be delivered by an experienced and professional trainer who is identified by the HCoC. Topics for training will include the following:

- Review of HCoC's written CEA policies and procedures, including variations adopted for specific subpopulations;
- Requirements for use of assessment information to determine prioritization;
- Intensive training on the use of the CEA assessment tool; and
- Criteria for uniform decision - making and referrals.

All persons served by CEA will be assessed using the coordinated assessments. All access points must use these tools to ensure that all persons served are assessed in a consistent manner, using the same process. The coordinated assessments will document a set of participant conditions, attributes, need level, and vulnerability, allowing the access point and/or assessment staff to identify a service strategy to the CEA staffer who manages the HCoC's prioritization list. Please see *Appendix H: CPD 14-012 Federal Notice on Prioritization*

#### ***Policy 14: Participant Autonomy***

It is crucial that persons served by the HCoC's CEA system have the autonomy to identify whether they are uncomfortable or unable to answer any questions during the assessment process, or to refuse a referral that has been made to them. In both instances, the refusal of the participant to respond to assessment questions or to accept a referral shall not adversely affect his or her position on the CEA's prioritization list.

Note that some funders require collection and documentation of a participant's disability or other characteristics or attributes as a condition for determining eligibility. Participants who choose not to provide information in these instances could be limiting potential referral options. *HUD Coordinated Entry Notice: Section II.B. 11*

#### ***Policy 15: Updating the Assessment:***

Participant assessment information should be updated at least once a year, if the participant is served by CEA for more than 12 months. Additionally, staff should update participant records with new information as new or updated information becomes known by staff. *HUD Coordinated Entry Notice: Section II.B.12.f.*

Individuals who choose not to participate in data collection upon initial assessment or project entry may later decide that their information can be collected and entered into HMIS. Participant data in HMIS can be updated after an initial CEA data collection period and throughout project enrollment to reflect emergence of new information, corrections to previously collected information, or additions of previously unanswered questions. The Broward County HCoC will continuously work to improve participant engagement strategies to achieve completion rates of required HMIS data elements that are as high as possible.

#### ***Housing Assessment Process***

The CEA utilizes a **standardized assessment for housing needs**. Assessments are based on a participant's strengths, goals, risks, and protective factors. The assessments and tools used are easily understood and sensitive to the participant's lived experiences. Broward County's HCoC uses a phased assessment process to determine the appropriate housing intervention needed that includes: Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT/ Y-SPDAT/ Youth SPDAT) that helps determine client(s) acuity level, Taskforce Assessment and Rapid Re-housing Barrier Assessment and Verification. Tools utilized are tested, calibrated annually and appropriate, as well as reliable, comprehensive, and culturally and linguistically competent.

For employment needs, HMIS has a screening assessment to begin to build a profile on the individuals to determine if they need technical or vocational training, basic resume and interviewing skills, and/or a referral to CareerSource Broward (CSBD) for additional employment – related services. Agencies referring customers to CSBD must complete a referral form, completed assessment and a signed release



of information form. Agencies that elect to utilize a customized employment assessment tool must include all of the elements included in the CEA's employment assessment.

Please See Appendix A for all Standardized Assessments

There are special assessments that can be utilized for the HUD-designated subpopulations. These include:

- Adults without children;
- Adults accompanied by children;
- Unaccompanied Youth;
- Households fleeing domestic violence, dating violence, sexual assault stalking or other dangerous conditions (human trafficking);
- Persons at imminent risk of literal homelessness. **Applicant Rights:** Applicants have the right to complete a Coordinated Entry standardized housing assessment and have the right to request a Skilled Assessor who speaks their native language or translation services.

As needed, applicants have the right to update their Coordinated Entry Assessment either with the Skilled Assessor who originally completed the assessment with the individual or household or with any other Skilled Assessor. Applicants may call the Homeless Helpline at (954)563-4357 or visit <http://www.broward.org/Homeless/Pages/Default.aspx> to inquire about Coordinated Entry Access Points

**Applicant Responsibility:** As part of this process applicants will be asked to sign a Homeless Management Information System (HMIS) Release of Information that will ask what level of sharing, if any, they approve of. This consent will be explained, and the applicant has the right to ask questions related to how their data will be used or shared so that they can make an informed decision.

While completing a variety of assessments, applicants are responsible for sharing information as accurately as possible. When providers are interacting with applicants, they should always inquire about the need to update their information such as contact information, new hospitalizations or the diagnosis of a disabling condition, change in family composition, and change in income. These updates allow for a more accurate understanding of eligibility for housing programs and when matched to housing, updated contact information allows the housing agency to reach the household.

**Refusals of Housing Assessment:** Individuals who do not sign the Release of Information and who do not complete the assessment may delay or negatively impact their ability to access housing. When assessors encounter individuals, who do not provide a response to any of the first questions, they should stop and acknowledge that the assessment will not provide useful information. The assessor should inform the individual that referrals are not permitted to be sent to service providers without the participant's consent.

Individuals who are not able to complete either a VI-SPDAT, FSPDAT or Y-VI-SPDAT can request reasonable accommodations which may include the use of TTY: (954)831-3940. If additional assistance is needed, then they may contact the Homeless Helpline through TTY.

Applicants are responsible for responding to service providers' calls and should inform the provider if they are in need of any additional supports. Extra support may include scheduling a housing intake appointment, accessing documents, or resources within the community, and etc. The service provider must attempt to contact the applicants within five (5) calendar days of the referral and should attempt



to contact the applicants a minimum of five (5) times. All attempts should be documented in the Client Notes section in the client's HMIS record.

The assessments determine the client's service needs based on HUD's Criteria of Defining Homeless (Categories 1 and 4). Category 4 clients (victims of domestic violence) must be referred immediately to Women in Distress of Broward County.

#### **Policy 16: Assessor Training**

The HCoC is committed to ensuring that all staff who assist with CEA operations receive sufficient training to implement the CEA system in a manner consistent with the vision and framework of CEA. Training will be offered monthly by the County through both HIP staff and HMIS staff. Additionally, if training is needed for specific assessments, this will be offered semi-annually by the County. *HUD Coordinated Entry Notice: Section II.B.14*

The HCoC will provide at quarterly and/or monthly trainings for providers who manage access point processes and conduct assessments for CEA. Training will be offered at no cost to the agency and will be delivered by an experienced and professional trainer at Broward County who is identified by the HCoC. Topics for training will include the following:

- Review of HCoC's written CEA policies and procedures, including variations adopted for specific subpopulations;
- Requirements for use of assessment information to determine prioritization;
- Intensive training on the use of the CEA assessment tools; and
- Criteria for uniform decision-making and referrals.

#### **Policy 17: Housing Prioritization**

HCoC will use data collected through the CEA process to prioritize homeless persons within the HCoC's geography. Prioritization is used for all housing intervention including PSH, RRH, Transition and shelters. *HUD Coordinated Entry Notice: Section II.B.3.*

**Prioritization** is the process of determining a household's priority for housing and support services. Broward utilizes several need factors to prioritize individuals experiencing homelessness. These include but are not limited to; the VI-SPDAT, the Housing Barrier Assessment, length of time homeless, number of episodes of homelessness and severity of service needs. Severity of service needs may not necessarily be based on a specific diagnosis or disability type, but only on the severity of needs of the individual or family, considering history of high utilization of crisis services e.g. emergency rooms, jails, and psychiatric facilities); significant health or behavioral health challenges, age and substance use disorder or functional impairment that require a significant level of support to maintain permanent housing. These may also include the presence of a child under the age of two (2) or two or more children under the age of five (5) who are currently living in a place not met for human habitation, and/or the presence of a pregnant woman in the household.

The housing assessments and referral process is built into the Broward HCoC Homeless Management Information System (HMIS) to promote accuracy and transparency across service providers. A Release of Information (ROI) is required from all service providers to ensure all providers have access to the individual's information and can provide a consistent level of care. The ROI must be entered into HMIS the SAME DAY the service is rendered. The ROI enforces coordination of services and is required before inputting client's information into the HMIS. **The ROI must be completed and dated the same day as the client's entry into the program, otherwise no other providers can view any information about the**

**client.** It is critical that the ROI is properly dated and documented in HMIS in order to avoid duplicate entries and to ensure that clients receive the correct services.

All assessments and VI-SPDAT must be recorded in the HMIS within three (3) calendar days.

Per Section 578.57 (a)(3) of the HCoC Program Interim Rule, the primary purposes of using HMIS for CEA is to store client data and enable case management direct service 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 activities, housing service providers activities, and shelter staff service providers to monitor homeless prevention and housing.

Finally, HMIS serves as a communication platform for coordinated entry sites to view client placements, share information on the households they serve and reduce duplication. Critical documents are uploaded in the system to assist with the Clients housing process.

This also applies to the ESG Projects that are within the Broward HCoC. Broward HCoC has adopted the provisions and requirements set out in HUD Notice CPD-16-11 and CPD-17-01 for prioritizing housing placement for persons experiencing chronic homelessness and other vulnerable homeless persons in its PSH program.

#### **A. Order of Prioritization**

Broward County HCoC has adopted the order of priority prescribed in HUD's Notice CPD-16-011: "Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing"

<https://www.hudexchange.info/resource/5108/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh/>

Recipients of HCoC program funded PSH should follow the order of priority below while also considering the goals and any identified target populations served by the project. All referrals to PSH will be through Coordinated Entry based on the following prioritization:

#### **A. Order of Priority for HCoC-Program funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

1. Chronically Homeless Individuals and Families with the Longest Histories Residing in Places not meant for Human Habitation, in Emergency Shelters, and in Safe Havens and with the Most Severe Service Needs.
2. Chronically Homeless Individuals and Families with the Longest Histories Residing in Places not meant for Human Habitation, in Emergency Shelters, and in Safe Havens
3. Chronically Homeless Individuals and Families with the Most Severe Service Needs.
4. All Other Chronically Homeless Individuals and Families.

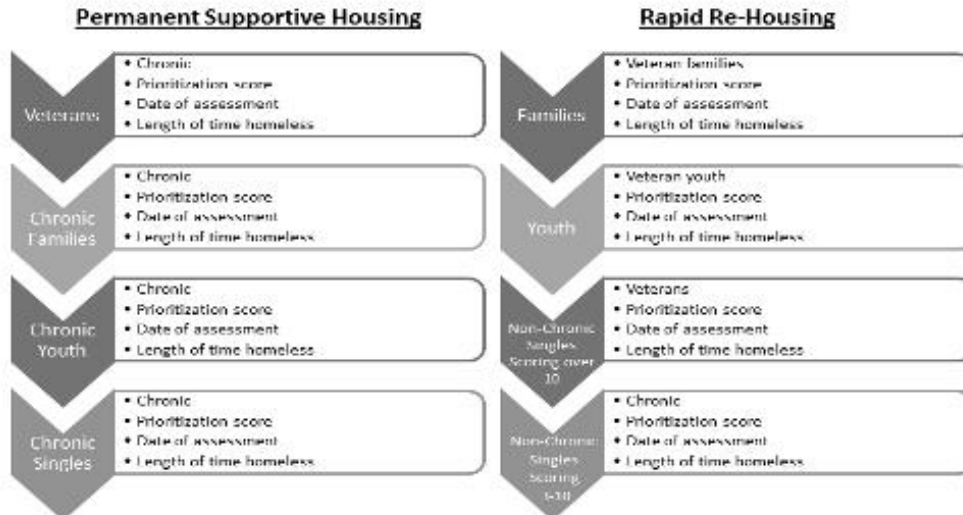
#### **B. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness**

1. Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs

2. Homeless Individuals and Families with a Disability with Severe Service Needs
3. Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelter without Severe Service Needs
4. Homeless Individuals and Families with a Disability Coming from Transitional Housing

Persons are prioritized for PSH based on their length of time homeless and the severity of their needs following the order of priority described above. HUD and the HCoC recognize that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant indefinitely while waiting for an identified eligible individual or family to accept an offer of PSH.

- Recipients of HCoC Program-funded PSH are encouraged to follow a Housing First approach to the maximum extent practicable. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH and these individuals and families must continue to be prioritized until they are housed.
- The Priority List will be maintained via the HMIS system managed by Coordinated Entry.
- Any agency representative trained to conduct the VISPDAT may assess a client to be placed on the list.
- Under no circumstances shall the order of priority be based upon diagnosis or disability type, but instead on the length of time an individual or family has been experiencing homelessness and the severity of needs of the individual or family.



**Prioritization Process for all Clients eligible for PSH and RRH:**

The following criteria and timeframes will be followed by all agencies providing PSH services to all Clients eligible for any PSH program (HUD or General Funds):

- Referrals from the approved Access Point to Broward County’s CEA staff must be processed by the housing provider within three (3) calendar days.
- The Housing Provider has three (3) calendar days to note in HMIS the disposition of the referral. If a referral (individual) is declined, the case must be staffed by CEA to decide the direction on next steps for the individual/family.
- Housing agencies will hold an open unit for a period of (5) five calendar days while searching for the Client. The Housing Provider will make 5(five) attempts to contact clients and document these efforts in the Client Notes section in the client’s HMIS record.
- Search methods can include consulting existing waiting lists, contacting client’s emergency contacts listed in HMIS, contacting Street Outreach, researching last contact in HMIS, contacting local law enforcement Homeless Outreach Teams (HOT), BBHC and coordinated entry information.
- Agencies will make efforts to help clients address program requirement barriers that might otherwise exclude them from qualifying, such as, verification of Chronicity (if applicable), obtaining an ID, and documentation of disabling conditions (if applicable).
- If the Individual experiencing homelessness cannot be found within the 5 (five) calendar day timeframe, the agency needs to contact the Homeless Initiative Partnership (HIP) agency and notify the efforts made to locate. The CEA staff will verify the efforts in HMIS and place the referral back onto the respective By -Name List for the next meeting. CEA staff will then send 2 referrals to assist with filling that slot. Referrals will be sent by the County within 3 (three) calendar days of the provider’s request.
- During housing intake, the agency will ensure that an employment assessment has been completed and documented in HMIS. If the Client has not done so, the agency will include this in the intake process.
- The Broward County CEA staff will send two (2) referrals for every open slot the Housing Provider is reporting within 3 (three) calendar days of noting the opening.
- If a Housing Provider declines a referral, they must notify the County CEA staff and review efforts to locate.

**CH + Longest History + Highest Level of Need**

Broward HCoC will prioritize clients who are referred to the centralized PSH wait list through its coordinated intake and assessment process as follows:

1. Prioritizing PSH Beds Dedicated to Serve Chronically Homeless Clients:
  - a. Priority – Chronically Homeless clients, with the longest history of homelessness, the most severe service needs and acuity as determined by the VI-SPDAT.

- b. The type of Permanent and Supportive Housing that is available.

**Homeless + Longest History + Disability + Highest Level of Need**

If there are PSH beds targeted towards non-chronic and/or no chronically homeless clients that can be identified for placement, then the HCoC lead agency prioritization list will follow the process for assigning PSH Beds. Prioritizing PSH Beds that are not for Dedicated Chronic Homeless Clients

1. Priority – Homeless clients with a disability and most severe service needs (consider age) who are not Chronic,
  - a. Streets, safe havens, shelter for any period including
  - b. 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.

**Prioritization of Matrix for Clients with the same VI-SPDAT Score:** If there are two (2) or more homeless clients that have the same VI-SPDAT score, then the following criteria will apply:

- Veteran Status
- Unsheltered Sleeping Location
- Medical Vulnerability (Those with severe medical needs who are at a greater risk of death)
- Overall Wellness (Behavior health, mental health, history of substance use, or other behavioral health conditions that mark or exacerbate medical condition)
- Length of Time of Homeless (Prioritize those experiencing homelessness the longest)
- Date of VI-SPDAT (Prioritize those experiencing homelessness the longest)
- Elderly

**Housing Navigators:** Clients will be referred to the HCoC Housing Navigators through BPHI, who in turn will assist individuals and families to locate and obtain permanent housing. Referrals will be made to the Housing Navigators through HMIS. The role of the Housing Navigators is:

- Provide assistance with housing search
- Maintain an ongoing and updated list of available units
- Work collaboratively with the Housing Case Manager
- Provide resources for housing units

Clients, as well as veterans who are not eligible for Supportive Services for Veteran Families (SSVF), Transition in Place (TIP), and Government Pension Offset (GPO) can be referred to RRH program if they express an interest in the program. Based on the quantity of available units, RRH placement will use the following prioritization process:

- Unsheltered Sleeping Location: Priority given to unsheltered client over sheltered client.
- Length of Time Homeless: Priority given to client that has experienced homelessness the longest.

- Date of VI-SPDAT Assessment: Priority given to the oldest date of assessment and the longest time on the By Name Lists.
- Overall Wellness: Priority given to client with medical needs when they have behavioral health conditions or histories of substance use, which may either mask or exacerbate medical conditions.
- Medical Vulnerability: Priority given to client with severe medical needs who are at greater risk of death.

HIP generates the HMIS housing placement prioritization wait lists which are reviewed by an assigned HCoC By Name workgroup to determine appropriate housing placements.

*Policy 18: By Name List Process*

Broward County has 5 (five) sub populations for PSH and RRH housing interventions. Each category will convene a meeting as noted below and provide updates and prioritization for each sub population. The intention of a prioritization list is to have a single, centralized list for each sub population for the entire HCoC, that includes all relevant participant-level information to identify which persons are most vulnerable and therefore most likely to be in the most immediate need for HCoC assistance prioritized through CEA. The use of a prioritization list ensures that HCoCs do not serve persons on a “first come, first served basis,” but rather according to each participant’s level of need, vulnerability, and risk of greater harm should the household not receive accelerated access to HCoC assistance.

The purpose of the By Name Lists meetings is to ensure transparency in the prioritization of five (5) sub populations for PSH and RRH Housing. These five sub populations are:

- Chronically Homeless Households
- Veterans
- Families (adult plus minor child(s))
- Youth (18-24 years)
- Adult only Households with non-chronic disability

Additionally, this process is designed to expedite referrals to housing providers and decrease the amount of time referrals are in queue and not being processed. The maximum amount of time a referral should be in queue is 5 (five) calendar days.

These meetings are held quarterly and cannot be **cancelled without the written approval of the Homeless Initiative Administrator approval**. Requests for cancellation must be made in writing at least 10 calendar days prior to the meeting and the justification for the cancellation by HIP Administrator clearly documented.

The goal of the By Name Lists meetings is to expedite the housing process and decrease the time from referral to move in for individuals experiencing homelessness from 120 days to 60 days (50%) decrease.

Broward County has five (5) By Name Lists that managed monthly by Coordinated Entry and Assessment and staffed quarterly with providers and partners. These lists include:

1. **Youth:** – review monthly youth ages 18-24 who are experiencing homelessness (literally homeless - HUD categories 1 and 4). This is a quarterly face to face meeting to discuss and prioritize the youth. During the COVID 19 pandemic these meetings are held virtually. Attendees should include:

- Covenant House
  - BBHC
  - ChildNet
  - Sun Serve
  - BCHA
  - BPHI – Housing
  - VOA
  - BHS
  - Hope South Florida
  - The Salvation Army
  - School Board (person who targets 1 and 4 categories)
  - Lippman Shelter
  - Handy
  - Flite Center
  - South Florida Wellness
  - CareerSource Broward
  - FSAD
  - Camelot
  - Gulf Coast
  - Henderson
  - CareerSource Broward
2. **Families:** This list is managed monthly by Coordinated Entry and Assessment and staffed quarterly with providers and partners to review those families identified as experiencing homeless. Family is defined as an adult with minor (under age 18) children. This is a face to face meeting to discuss and prioritize. During the COVID-19 pandemic these meetings will be held virtually. Families must be literally homeless (HUD categories 1 and 4). Attendees:
- Broward School Board
  - ChildNet
  - BPHI North and Central HAC
  - BOC – South HAC
  - BPHI Housing
  - The Salvation Army
  - Hope South Florida
  - BCHA
  - BHS
  - VOA
  - Flite Center
  - CareerSource Broward
  - FSAD
  - TaskForce
  - BBHC
  - Camelot
  - Gulf Coast
  - Henderson



3. **Chronic:** This list is managed monthly by Coordinated Entry and Assessment and staffed quarterly with providers and partners discuss those individuals who are identified as chronically homeless. During the COVID-19 pandemic this meeting is held virtually This meeting will review their status and prioritize placement. Attendees:

- North Hospital District
- South Hospital District
- TaskForce
- BSO
- BCHA
- BHS
- VOA Housing
- BPHI Housing
- Fort Lauderdale PD
- Hollywood PD
- City of Pompano
- BBHC
- FSAD
- Henderson
- The Salvation Army
- BOC
- VOA Supportive Services
- ChildNet

4. **Individuals (not Chronic):** This list is managed monthly by Coordinated Entry and Assessment and staffed quarterly with providers and partners to review those individuals who are not chronic but are high multi-system users. This meeting reviews their status and prioritize them for placement. This meeting is a monthly face to face meeting, however during the COVID-19 Pandemic it is held virtually. These may at time be inclusive of encampments. Attendees:

- South Hospital District
- North Hospital District
- BBHC
- BSO
- BPHI Housing
- BPHI shelter (north and south)
- BHS
- BCHA
- BOC
- Hope South Florida
- The Salvation Army
- City of Pompano
- City of Hollywood
- Henderson
- CareerSource Broward
- FSAD
- TaskForce



5. **Veterans:** This list is managed monthly by Coordinated Entry and Assessment and staffed quarterly with providers and partners. This is to review the status of each person on the list and ensure action is being taken to house them.
- Veterans Administration (VA)
  - Operation Sacred Trust (OST)
  - Keystone Halls
  - Mission United/ United Way
  - Urban League of Broward County (SSVF)
  - TaskForce
  - Broward County Housing Authority (HUD-VASH)
  - HOPE South Florida (HOPE 4 Vets)
  - Miami Rescue Mission

*Policy 19: Referral*

All CEA participating providers enroll new participants only from the HCoC's CEA referral process. To facilitate prompt referrals and to reduce vacancy rates, participating providers must notify the CEA coordinating entity of any known and anticipated upcoming vacancies.

When a Emergency Shelter, TH, RRH, or PSH vacancy occurs or is expected to occur in the immediate future, the provider agency with the vacancy must alert the CEA Coordinator via email within three (3) calendar days of the vacancy becoming aware of the vacancy. The notification could include specific details of the vacancy, including the project name, unit size, location, and any funder-defined eligibility requirements who will work to identify a prioritized household to fill the vacancy during the next regularly scheduled housing referral coordination meeting.

**Referrals on Active List**

**Emergency Shelter:** Participants who have been referred for **emergency shelter** will be listed on the active wait list through Coordinated Entry and Assessment for **"families"**.

The emergency shelter (excluding Safe Haven) that has vacancies alert the Outreach Team via email Monday through Friday by 10:00 am for **"individuals"**.

**Permanent Housing:** Participants who have been referred for permanent housing will be listed on the active wait list through Coordinated Entry and Assessment.

1. Participants shall remain on the active waitlist for (90) calendar days.
2. Homelessness Initiative households will remain active as long as they have a minimum of one update through the HCoC every 90 days.

Participants on the **active list** will be matched to emergency shelter services and housing providers. This practice allows our community to connect participants experiencing homelessness to emergency shelter services and housing providers while accounting for the inconsistency of updates regarding participants who may no longer face homelessness or live within Broward County. A minimum of one update through the HCoC every 90 days, must be outlined within the HCoC system. Contact with Coordinated Entry Access Providers, contact with Emergency Shelter's, verifiable contact information for participants (email, telephone numbers, point of contact, and or location for contact).

### ***Referrals on Inactive List***

**Emergency Shelter:** Participants who have been referred for **emergency shelter** and or **permanent housing** will be listed on the inactive wait list through Coordinated Entry and Assessment and Taskforce Outreach.

1. Refusal to complete intake at an available emergency shelter as scheduled.
2. Failure to connect with any homeless program providers within (90) calendar days, will be moved to the inactive.

Participants only enrolled in the Coordinated Entry System are moved to the **inactive list** due to no contact with any HCoC providers reporting agencies and no updates to their assessment in (90) calendar days. Participants must re-engage with any part of the HCoC providers to submit a new referral to be moved back onto the active list.

Participants are removed from the wait list once they have obtained permanent housing such as TH, RRH, and PSH.

### ***Policy 19A: Referral Amendment***

The Homeless Management Information System (HMIS) is the system implemented by the Continuum of Care (CoC) in accordance with the [CoC program interim rule 24 CFR 578](#). First published by HUD in 2004, the HMIS written standards served as the foundation for software developers. HUD and other federal partners have continuously updated the standards. Broward's HCoC will implement the [FY 2020 HMIS Data Standard Version 1.7](#), as it pertains to Coordinated Entry.

### **Coordinated Entry (CE) Project Setup:**

Coordinated entry (CE), a process that is supported by multiple agencies, will be set up a CE 'project' in HMIS that all relevant agencies can access.

CE is a system-level project, meaning that as households are triaged and identified as experiencing homelessness, they are enrolled in the CE project with the appropriate start date, and then data can be collected by different agencies, at different points in time, to populate their single enrollment record in the project.

A participant's CE project enrollment will overlap with other providers' project enrollments and the information will be supplemented by other project types. Agencies that provide CE functions along with other services (Emergency Shelter, Outreach, Supportive Services) would have HMIS access to their existing project and the CE project so they can enroll participants in one or the other and/or both.

Broward's HCoC has multiple front-doors to CE, the HMIS set-up will include one CE project. Creating a CE 'project' is simply what allows for a boundary to be drawn around the CE segment of the homeless system for reporting purposes.

**CE Assessments:** In addition to the Universal Data Elements, providers are expected to record in HMIS the *CE Assessments* conducted with each client. The CE assessment consist of , an

assessment date, location, and assessment results. Following the completion of the CE assessment, providers must also conduct additional assessments utilizing assessment tools that determine the client's risk, barriers, and prioritization for homeless and housing services. The current assessment tools used by the HCoC for these purposes are the housing barrier assessment (all participants), the VI-SPDAT 2.0 (for individuals), Youth VI-SPDAT 2.0 (Young Adults ages 18-24) and the Family VI-SPDAT 2.0 (for heads-of-household). All participants should be assessed utilizing the housing barrier assessment and the appropriate VI-SPDAT (either VI-SPDAT 2.0, Youth VI-SPDAT 2.0 or Family VI-SPDAT 2.0, respective to the participants household composition). The results of these assessments must be recorded at the time of enrollment in the CE project.

**CE Events:** Interactions in CE systems are expected to be captured using the CE Event data element. This data element is designed to be used solely by CE projects and to capture access and referral events, as well as the results of those events.

**Contacts:** CE projects are expected to record every direct contact made with each participant in the HMIS via data element, Current Living Situation. A contact is defined as an interaction between a worker and a participant. Contacts include activities such as a conversation between the street outreach worker and the participant.

**A Current Living Situation** must be recorded anytime a participant is met, including when an assessment or CE Event is recorded on the same day. On occasion, a provider, who is not funded by the County, but has a CHO agreement with the County and inputs data in HMIS by collecting and entering participant information will be a source for information about the whereabouts of a participant. The **Current Living Situation** data element will be one factor in reporting to determine whether a CE participant is still actively seeking assistance (active). As a result, the CE project will collect data from non-funded providers.

**Chronicity Documentation:** Eligibility for certain housing programs, like Permanent Supportive Housing, is limited to individuals and households defined by HUD as "chronically homeless". An individual is defined by HUD as "Chronically Homeless" if they have a disability and have lived in a shelter, safe haven, or place not meant for human habitation for 12 continuous months or for 4 separate occasions in the last three years (must total 12 months). Breaks in homelessness, while the individual is residing in an institutional care facility will not count as a break in homelessness. Additionally, an individual who is currently residing in an institutional care facility for less than 90 days and meets the above criteria for chronic homelessness may also be considered chronically homeless. Lastly, a family with an adult/minor head of household who meets the above-mentioned criteria may also be considered chronically homeless, despite changes in family composition (unless the chronically homeless head of household leaves the family).

Providers enrolling chronically homeless participants into the CE project must complete and upload a "chronicity packet" into HMIS. The chronicity packet consists of the Homeless Certification form and Homeless Documentation Checklist form, as well as 3<sup>rd</sup> party documentation such as entry/exit data from HMIS, written observation by an outreach worker or written referral from a housing or homeless services provider, and documentation from institutions like hospitals and correctional facilities. While it is the participants responsibility to obtain 3<sup>rd</sup> party documentation from providers and institutions, providers are expected to make

an exhaustive effort to assist participants with gathering all pertinent documents required for the completion of the chronicity packet.

**A fully completed chronicity packet must be uploaded into HMIS, by the provider, in order for the participant to be prioritized for PSH. Participants without a fully completed chronicity packet in HMIS, will remain on the By-Name list until a complete packet uploaded.**

A copy of the chronicity packet is available as an appendix to this addendum.

**Project Exit:** Project exit represents the end of a client's participation with the CE system. The exit date should coincide with the date that the client is no longer considered to be experiencing homelessness in Broward County.

Reasons to exit a client include:

- The participant has entered into a permanent housing project type (e.g., PSH and/ or RRH) or is otherwise known to have found permanent housing on their own
- The participant is known to have left Broward County to pursue other assistance or resources
- The participant is deceased
- No staff or provider in the Continuum (via appropriate case conferencing) has been able to locate the participant for an extended length of time (90 days from last contact) and there are no Current Living Situation records.

#### *Policy 20: Participant Declined Referrals*

One of the guiding principles of CEA is participant choice. This principle must be evident throughout the CEA process, including the referral phase. Participants in CEA are allowed to reject service strategies and housing options offered to them, without repercussion.

Individuals and families will be given information about the programs available to them by the referring provider and provided choices whenever feasible based on assessment information, vulnerability and need scores, preliminary eligibility pre-determinations, and available resources. Of the options available, participants will be afforded their choice of which project to be referred to. If an individual or family declines a referral to a housing program, they remain on the *prioritization list* until the next housing opportunity is available.

#### *Policy 21: Provider Declined Referrals*

There may be instances when agencies decide not to accept a referral from the CEA system. When a housing agency declines to accept a referred prioritized household into its project, the agency must notify the CEA Coordinator of the denial and the reason for the denial within (3) calendar days. The CEA team member must then notify in writing the Human Service Manager or Administrator and if deemed necessary at staffing will be convened to address the declined referral. The reason for the decline must be documented in HMIS.

Refusals by projects are acceptable only in certain situations, including these:

- The person does not meet the project's eligibility criteria as set forth by the funding stream.

- The person would be a danger to self or others if allowed to stay at this particular project.
- The services available through the project are not sufficient to address the intensity and scope of participant need.
- The project is at capacity and is not available to accept referrals at this time.
- Other justifications as specified by the “referred to” project.

**\*\*\* referrals can not be rejected based on income \*\*\***

The agency must communicate the rejected referral to the CEA Coordinator within (3) calendar days of rejecting the referral. The agency must notify the CEA Coordinator as to why the referral was rejected, how the referred participant was informed, what alternative resources were made available to the participant, and whether the project staff foresee additional, similar refusals occurring in the future. This information will then be shared by the CEA Coordinator with the Human Service Manager and Administrator, which will be discussed to decide on the most appropriate next steps for both the project and the participant.

**Policy 22: Evaluation of the CEA System**

Regular and ongoing evaluation of the CEA system will be conducted to ensure that improvement opportunities are identified that results are shared and understood, and that the CEA system is held accountable.

The CEA will evaluate the housing agency using HMIS data on a quarterly basis. Results will be published on the County’s website, after they have been reviewed by the CEA Committee and the housing agency. The CEA Committee has selected the following as key outcomes for CEA:

1. Reduction in the length of time homeless (system and project level).
2. Reduction in the number of persons experiencing first-time homelessness (system and project level).
3. Increase in the number of placements into permanent housing (system and project level).
4. Reduction in the length of time from intake to move in date.

The Homeless Initiative Partnership will evaluate the effectiveness of its CEA System (through County, housing agency and Client feedback) using feedback gathered via a web-based survey. The housing agency requests the Clients feedback at the time of entry and exit from the project. Indicators measured via the survey will include:

- appropriateness of questions asked on assessment
- effectiveness of process to find and secure referrals; and
- satisfaction with placement.

**Policy 23: Recordkeeping Requirements:**

Agencies that are required by Federal, State, and County regulations and/or statutes participate in Broward HCoC must adhere to the following requirements:

- All records containing personally identifying information must be kept secure and confidential.
- Programs must have a written confidentiality/privacy policy and notice a copy of which should be made available to participants if requested.

- Documentation of homelessness (following HUDs guidelines as mentioned in CPD-16-11. Documentation of Homelessness must follow HUD's guidance, listed below in order of preference below and explained in Appendix D:
  - 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.
  - 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.
  - 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.
  - 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 subsequent residence and they lack resources. Statement must be documented by a self-certification or certification by the intake worker.

**For -Victim Service Providers**

For Victim Service Providers an oral statement is obtain 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.

- A record of services and assistance provided to each participant.
- Documentation of any applicable requirements for providing services/assistance.
- Documentation of use of Coordinated Entry Assessment system.
- Documentation of use of HMIS.
- Records must be retained for the appropriate amount of time as prescribed by HUD.

Please see Appendix D for full details on Recordkeeping Requirements based on Homeless Category.

***Policy 24: Financial Recordkeeping Requirements***

- Documentation for all costs charged to the grant;
- Documentation that funds were spent on allowable costs;
- Documentation of the receipt and use of program income;
- Documentation of compliance with expenditure limits and deadlines;

- Retain copies of all procurement contracts as applicable; and
- Documentation of amount, source and use of resources for each match contribution.

## **Appendices**

Appendix A VI-SPDAT

Appendix B VI-FSPDAT

Appendix C Y-SPDAT for Youth

Appendix D Taskforce Assessment

Appendix E Rapid Rehousing Barrier Assessment

Appendix F Homeless Definition

Appendix G HMIS Release of Information

Appendix H CPD 14-012 Federal Notice on Prioritization

Appendix I Employment Assessment

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**Vulnerability Index -  
Service Prioritization Decision Assistance Tool  
(VI-SPDAT)**

**Prescreen Triage Tool for Single Adults**

AMERICAN VERSION 2.01

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1 (800) 365-0420 [info@orgcode.com](mailto:info@orgcode.com) [www.orgcode.com](http://www.orgcode.com)

**COMMUNITY  
SOLUTIONS**



## Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

### VI-SPDAT Series

The Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

#### Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

[www.orgcode.com/products/vi-spdatt/](http://www.orgcode.com/products/vi-spdatt/)

### SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

#### Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

[www.orgcode.com/products/spdat/](http://www.orgcode.com/products/spdat/)

## SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

### Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
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- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>



### Administration

<b>Interviewer's Name</b>	<b>Agency</b>	<input type="checkbox"/> Team
		<input type="checkbox"/> Staff
		<input type="checkbox"/> Volunteer
<b>Survey Date</b>	<b>Survey Time</b>	<b>Survey Location</b>
DD/MM/YYYY ___/___/___	___:___	_____

### Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

### Basic Information

<b>First Name</b>	<b>Nickname</b>	<b>Last Name</b>
_____	_____	_____
<b>In what language do you feel best able to express yourself?</b> _____		
<b>Date of Birth</b>	<b>Age</b>	<b>Social Security Number</b>
DD/MM/YYYY ___/___/___	_____	_____
		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.</b>	<b>SCORE:</b>
	_____

### A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors**
- Other (specify):** \_\_\_\_\_
- Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. SCORE:

2. How long has it been since you lived in permanent stable housing? \_\_\_\_\_  Refused
3. In the last three years, how many times have you been homeless? \_\_\_\_\_  Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. SCORE:

### B. Risks

4. In the past six months, how many times have you...

- a) Received health care at an emergency department/room? \_\_\_\_\_  Refused
- b) Taken an ambulance to the hospital? \_\_\_\_\_  Refused
- c) Been hospitalized as an inpatient? \_\_\_\_\_  Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? \_\_\_\_\_  Refused
- 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? \_\_\_\_\_  Refused
- 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 offence, or anything in between? \_\_\_\_\_  Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE. SCORE:

5. Have you been attacked or beaten up since you've become homeless?  Y  N  Refused
6. Have you threatened to or tried to harm yourself or anyone else in the last year?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM. SCORE:

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?  Y  N  Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

8. Does anybody force or trick you to do things that you do not want to do?  Y  N  Refused

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?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

### 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?  Y  N  Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  Y  N  Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.

SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?  Y  N  Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.

SCORE:

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?  Y  N  Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE.

SCORE:

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?  Y  N  Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.01

**D. Wellness**

- 15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?  Y  N  Refused
- 16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?  Y  N  Refused
- 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?  Y  N  Refused
- 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?  Y  N  Refused
- 19. When you are sick or not feeling well, do you avoid getting help?  Y  N  Refused
- 20. FOR FEMALE RESPONDENTS ONLY: Are you currently pregnant?  Y  N  N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH. SCORE:

- 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?  Y  N  Refused
- 22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE. SCORE:

- 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?  Y  N  Refused
  - b) A past head injury?  Y  N  Refused
  - c) A learning disability, developmental disability, or other impairment?  Y  N  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?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH. SCORE:

IF THE RESPONENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY. SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.01

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?  Y  N  Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS. SCORE:

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?  Y  N  Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA. SCORE:

### Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	<b>Score: Recommendation:</b> 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
<b>GRAND TOTAL:</b>	<b>/17</b>	

### Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____: ____ or _____
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- legal status in country
- children that may reside with the adult at some point in the future
- ageing out of care
- income and source of it
- safety planning
- mobility issues
- current restrictions on where a person can legally reside



## Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

### The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

### Version 2

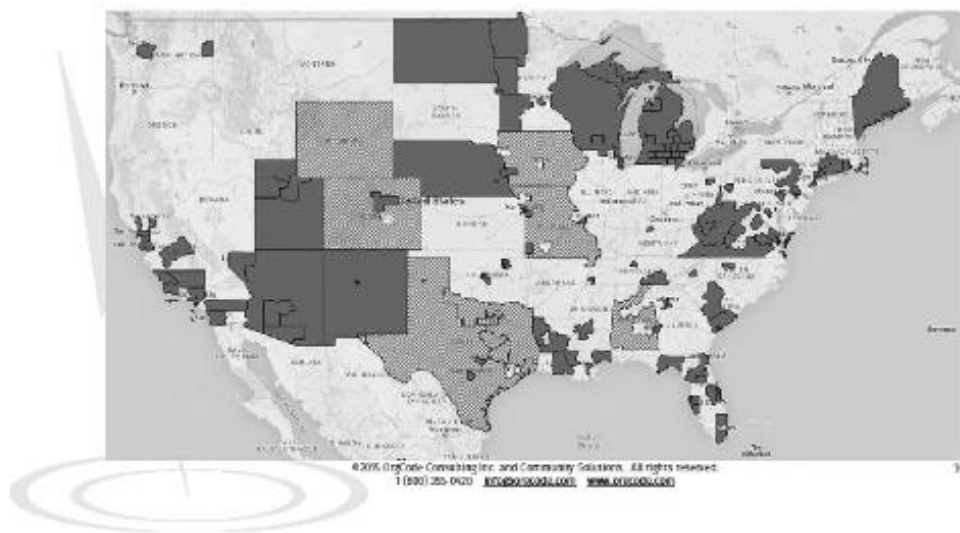
Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

### Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.01

A partial list of counties in the US where we know the VI-SPDAT is being used includes:

- Alabama**
  - Parts of Alabama Balance of State
- Arizona**
  - Statewide
- California**
  - San Jose/Santa Clara City & County
  - San Francisco
  - Oakland/Acramento County
  - Sacramento City & County
  - Richmond/Contra Costa County
  - Watsonville/Santa Cruz City & County
  - Fresno/Madera County
  - Napa City & County
  - Los Angeles City & County
  - San Diego
  - Salina/Rialto/Santa Barbara County
  - Bakersfield/Kern County
  - Pasadena
  - Riverside City & County
  - Glendale
  - San Luis Obispo County
- Colorado**
  - Metropolitan Denver Homeless Initiative
  - Parts of Colorado Balance of State
- Connecticut**
  - Hartford
  - Bridgeport/Sterling/Hartford
  - Connecticut Balance of State
  - Municipal Fairfield County
  - Stamford/Greenwich
  - City of Waterbury
- District of Columbia**
  - District of Columbia
- Florida**
  - Sarasota/Bradenton
  - Manatee/Sarasota Counties
  - Tampa/Hillsborough County
  - St. Petersburg/Clearwater/Largo/Pinellas County
  - Tallahassee/Leon County
  - Orlando/Orange, Osceola, Seminole Counties
  - Gainesville/Nashua, Putnam Counties
  - Jacksonville-Duval, Clay Counties
  - Palm Bay/Wabowitchee/Brevard County
  - Ocala/North County
  - Miami/Dade County
  - West Palm Beach/Palm Beach County
- Georgia**
  - Atlanta County
  - Fulton County
  - Columbus/Muscogee/Emanuel County
  - Marietta/Cobb County
  - DeKalb County
- Illinois**
  - Honolulu
  - Woodford/Windsorago, Boone Counties
  - Washington/North Chicago/Lake County
  - Chicago
  - Cook County
- Iowa**
  - Parts of Iowa Balance of State
- Kansas**
  - Topeka City/Wyandotte County
- Kentucky**
  - Louisville/Jefferson County
- Louisiana**
  - Lafayette/Cadillac
  - Shreveport/Bossier
  - Northwest
  - New Orleans/Person Parish
  - Baton Rouge
  - Metairie/Central Louisiana CoC
- Massachusetts**
  - Cape Cod Islands
  - Springfield/Holyoke/Chicopee/Westfield/Hampden County
- Maryland**
  - Baltimore City
  - Montgomery County
- Mississippi**
  - Statewide
- Michigan**
  - Statewide
- Minnesota**
  - Minneapolis/ Hennepin County
  - Northwest Minnesota
  - Woodcock/West Central Minnesota
  - Southeast Minnesota
- Missouri**
  - St. Louis County
  - St. Louis City
  - Joplin/Jasper, Newton Counties
  - Kansas City/Independence/Lee's Summit/Jackson County
  - Parts of Missouri Balance of State
- Mississippi**
  - Jackson/Harris, Madison Counties
  - Gulf Breeze/Gulf Coast Regional
- North Carolina**
  - Winston Salem/Forsyth County
  - Asheville/Swain County
  - Greensboro/High Point
- North Dakota**
  - Statewide
- Nebraska**
  - Statewide
- New Mexico**
  - Statewide
- Nevada**
  - Las Vegas/Clark County
- New York**
  - New York City
  - Nonew York/Vermont/West Rockville/Washington County
- Ohio**
  - Toledo/Lucas County
  - Canton/Muscular/Adairco/ Stark County
- Oklahoma**
  - Tulsa City & County/ Broken Arrow
  - Oklahoma City
  - Norman/Cleveland County
- Pennsylvania**
  - Philadelphia
  - Lower Merion/Morrisown/ Abington/Montgomery County
  - Allentown/Morrisown/Perth Amboy
  - Lancaster City & County
  - Schuylkill/Lehigh/ Berks County
  - Pittsburgh/McLeopson/Perth Hills/Allegheny County
- Rhode Island**
  - Statewide
- South Carolina**
  - Charleston/Low Country
  - Columbia/ Midlands
- Tennessee**
  - Chattanooga/Southeast Tennessee
  - Memphis/Shelby County
  - Nashville/Davidson County
- Texas**
  - San Antonio/Bexar County
  - Austin/Texas County
  - Dallas City & County/ Irving
  - Fort Worth/Arlington/ Tarrant County
  - El Paso City and County
  - Waco/Wichitan County
  - Texas Balance of State
  - Amarillo
  - Wichita Falls/Wise, Palo Pinto, Winkler, Archer Counties
  - Brown College Station/ Brazos Valley
  - Beaumont/Port Arthur/South East Texas
- Utah**
  - Statewide
- Virginia**
  - Richmond/Henrico, Chesterfield, Hanover Counties
  - Roanoke City & County/ Salem
  - Virginia Beach
  - Portsmouth
  - Virginia Balance of State
  - Arlington County
- Washington**
  - Snohomish County
  - Spokane City & County
- Wisconsin**
  - Statewide
- West Virginia**
  - Statewide
- Wyoming**
  - Wyoming Statewide is in the process of implementing

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11

**Vulnerability Index -  
Service Prioritization Decision Assistance Tool  
(VI-SPDAT)**

**Prescreen Triage Tool for Families**

AMERICAN VERSION 2.0

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T (800) 255-0420 [info@orgcode.com](mailto:info@orgcode.com) [www.orgcode.com](http://www.orgcode.com)

**COMMUNITY  
SOLUTIONS**



## Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

### VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

#### Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 2.0 for Youth

All versions are available online at

[www.orgcode.com/products/vi-spdatt/](http://www.orgcode.com/products/vi-spdatt/)

### SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

#### Current versions available:

- SPDAT V 4.0 for Individuals
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### Administration

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<b>Survey Date</b> DD/MM/YYYY ___/___/___	<b>Survey Time</b> ___:___	<b>Survey Location</b>

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- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

### Basic Information

<b>PARENT 1</b>	<b>First Name</b>	<b>Nickname</b>	<b>Last Name</b>
	In what language do you feel best able to express yourself? _____		
	<b>Date of Birth</b> DD/MM/YYYY ___/___/___	<b>Age</b>	<b>Social Security Number</b>
			<b>Consent to participate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PARENT 2</b>	<input type="checkbox"/> No second parent currently part of the household		
	<b>First Name</b>	<b>Nickname</b>	<b>Last Name</b>
	In what language do you feel best able to express yourself? _____		
<b>Date of Birth</b> DD/MM/YYYY ___/___/___	<b>Age</b>	<b>Social Security Number</b>	<b>Consent to participate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1			<b>SCORE:</b> _____

**Children**

1. How many children under the age of 18 are currently with you? \_\_\_\_\_  Refused
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? \_\_\_\_\_  Refused
3. IF HOUSEHOLD INCLUDES A FEMALE: Is any member of the family currently pregnant?  Y  N  Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE. **SCORE:**

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE.

**A. History of Housing and Homelessness**

5. Where do you and your family sleep most frequently? (check one)
  - Shelters
  - Transitional Housing
  - Safe Haven
  - Outdoors**
  - Other (specify):** \_\_\_\_\_
  - Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

6. How long has it been since you and your family lived in permanent stable housing? \_\_\_\_\_  Refused
7. In the last three years, how many times have you and your family been homeless? \_\_\_\_\_  Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**



**B. Risks**

8. In the past six months, how many times have you or anyone in your family...

- a) Received health care at an emergency department/room?  Refused
- b) Taken an ambulance to the hospital?  Refused
- c) Been hospitalized as an inpatient?  Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?  Refused
- 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?  Refused
- 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 offence, or anything in between?  Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE. SCORE:

- 9. Have you or anyone in your family been attacked or beaten up since they've become homeless?  Y  N  Refused
- 10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM. SCORE:

- 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?  Y  N  Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES. SCORE:

- 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do?  Y  N  Refused
- 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?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION. SCORE:

### C. Socialization & Daily Functioning

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?  Y  N  Refused

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?  Y  N  Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT. SCORE:

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?  Y  N  Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY. SCORE:

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?  Y  N  Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE. SCORE:

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?  Y  N  Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS. SCORE:

### 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?  Y  N  Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?  Y  N  Refused

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?  Y  N  Refused

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?  Y  N  Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH. SCORE:

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FAMILIES

AMERICAN VERSION 2.0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?  Y  N  Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE. SCORE:

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:

a) A mental health issue or concern?  Y  N  Refused

b) A past head injury?  Y  N  Refused

c) A learning disability, developmental disability, or other impairment?  Y  N  Refused

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?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH. SCORE:

28. IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH: Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use?  Y  N  N/A or Refused

IF "YES", SCORE 1 FOR TRI-MORBIDITY. SCORE:

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?  Y  N  Refused

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?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS. SCORE:

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?  Y  N  Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA. SCORE:

### 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?  Y  N  Refused
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?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES. SCORE:

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?  Y  N  Refused
35. Has any child in the family experienced abuse or trauma in the last 180 days?  Y  N  Refused
36. IF THERE ARE SCHOOL-AGED CHILDREN: Do your children attend school more often than not each week?  Y  N  N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN. SCORE:

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?  Y  N  Refused
38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY. SCORE:

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?  Y  N  Refused
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...
- a) 3 or more hours per day for children aged 13 or older?  Y  N  Refused
- b) 2 or more hours per day for children aged 12 or younger?  Y  N  Refused
41. IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER: Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?  Y  N  N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT. SCORE:

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### Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	<b>Score: Recommendation:</b> 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/ Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
<b>GRAND TOTAL:</b>	<b>/22</b>	

### Follow-Up Questions

<b>On a regular day, where is it easiest to find you and what time of day is easiest to do so?</b>	place: _____ time: ____: ____ or _____
<b>Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?</b>	phone: (____) _____ - _____ email: _____
<b>Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

**Youth  
Service Prioritization Decision Assistance Tool  
(Y-SPDAT)**

**Assessment Tool for Single Youth**

VERSION 1.0

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SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE YOUTH

VERSION 1.0

**A. Mental Health & Wellness & Cognitive Functioning**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• Have you ever had a conversation with a psychiatrist, psychologist, or school counselor? When was that?</li> <li>• Do you feel you are getting all the help you might need with whatever mental health stress you might have?</li> <li>• Have you ever hurt your brain or head?</li> <li>• Do you have trouble learning or paying attention?</li> <li>• Has anyone ever told you you might have ADD or ADHD?</li> <li>• Was there ever any special testing done to identify learning disabilities?</li> <li>• Has any doctor ever prescribed you pills for anxiety, depression, or anything like that?</li> <li>• Do you know if, when pregnant with you, your mother did anything that we now know can have negative effects on the baby?</li> <li>• Are there any professionals we could speak with that have knowledge of your mental health?</li> </ul>	<p style="text-align: center; margin: 0;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
<b>4</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Serious and persistent mental illness (2+ hospitalizations in a mental health facility or psychiatric ward in the past 2 years) <b>and</b> not in a heightened state of recovery currently</li> <li><input type="checkbox"/> Major barriers to performing tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability</li> </ul>
<b>3</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Heightened concerns about state of mental health, but fewer than 2 hospitalizations, and/or without knowledge of presence of a diagnosable mental health condition</li> <li><input type="checkbox"/> Diminished ability to perform tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability</li> </ul>
<b>2</b>	<p>While there may be concern for overall mental health or mild impairments to performing tasks and functions of daily living or communicating intent, <b>all</b> of the following are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No major concerns about safety or ability to be housed without intensive supports to assist with mental health or cognitive functioning</li> <li><input type="checkbox"/> No major concerns for the health and safety of others because of mental health or cognitive functioning ability</li> <li><input type="checkbox"/> No compelling reason for screening by an expert in mental health or cognitive functioning prior to housing to fully understand capacity</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> in a heightened state of recovery, has a Wellness Recovery Action Plan (WRAP) or similar plan for promoting wellness, understands symptoms and strategies for coping with them, <b>and</b> is engaged with mental health supports as necessary.</li> </ul>
<b>0</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Age 24+ <b>and</b> no mental health or cognitive functioning issues disclosed, suspected or observed</li> </ul>
	<p><b>FOR YOUTH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Age 16 or under and would not otherwise score higher</li> <li><input type="checkbox"/> Age 17-23 and would not otherwise score higher</li> </ul>

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**B. Physical Health & Wellness**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• How is your health?</li> <li>• Do you feel you are getting all the care you need for your health? When was the last time you saw a doctor? What was that for?</li> <li>• Do you have a clinic or doctor that you usually go to?</li> <li>• Any illness like diabetes, HIV, Hep C or anything else that going on?</li> <li>• Do you have any reason to suspect you might be pregnant? Is that impacting your health in any way? Have you talked with a doctor about your pregnancy? Are you following the doctor's advice?</li> <li>• Anything going on right now with your health that you think would prevent you from living a full, healthy, happy life?</li> <li>• Are there other professionals we could speak with that have knowledge of your health?</li> </ul>	<p style="text-align: center; margin: 0;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

**Note: In this section, a current pregnancy can be considered a health issue.**

SCORING	
<b>4</b>	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Co-occurring chronic health conditions</li> <li><input type="checkbox"/> Attempting a treatment protocol for a chronic health condition, but the treatment is not improving health</li> <li><input type="checkbox"/> Palliative health condition</li> </ul>
<b>3</b>	<p>Presence of a health issue with <b>any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not connected with professional resources to assist with a real or perceived serious health issue, by choice</li> <li><input type="checkbox"/> Single chronic or serious health concern but does not connect with professional resources because of insufficient community resources (e.g. lack of availability or affordability)</li> <li><input type="checkbox"/> Unable to follow the treatment plan as a direct result of homeless status</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Presence of a relatively minor physical health issue, which is managed and/or cared for with appropriate professional resources or through informed self-care</li> <li><input type="checkbox"/> Presence of a physical health issue, for which appropriate treatment protocols are followed, but there is still a moderate impact on their daily living</li> </ul>
<b>1</b>	<p>Single chronic or serious health condition, but <b>all</b> of the following are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Able to manage the health issue and live a relatively active and healthy life</li> <li><input type="checkbox"/> Connected to appropriate health supports</li> <li><input type="checkbox"/> Educated and informed on how to manage the health issue, take medication as necessary related to the condition, and consistently follow these requirements.</li> </ul>
<b>0</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No serious or chronic health condition</li> <li><input type="checkbox"/> If any minor health condition, they are managed appropriately</li> </ul>

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**C. Medication**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• Have you recently been prescribed any medications by a health care professional?</li> <li>• Do you take any medications prescribed to you by a doctor?</li> <li>• Have you ever sold some or all of your prescription?</li> <li>• Have you ever had a doctor prescribe you medication that you didn't have filled at a pharmacy or didn't take?</li> <li>• Were any of your medications changed in the last month? If yes: How did that make you feel?</li> <li>• Do other people ever steal your medications?</li> <li>• Do you ever share your medications with other people?</li> <li>• How do you store your medications and make sure you take the right medication at the right time each day?</li> <li>• What do you do if you realize you've forgotten to take your medications?</li> <li>• Do you have any papers or documents about the medications you take?</li> </ul>	<p style="text-align: center; margin: 0;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
<b>4</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 30 days, started taking a prescription which <b>is</b> having any negative impact on day to day living, socialization or mood</li> <li><input type="checkbox"/> Shares or sells prescription, but keeps <b>less</b> than is sold or shared</li> <li><input type="checkbox"/> Regularly misuses medication (e.g. frequently forgets; often takes the wrong dosage; uses some or all of medication to get high)</li> <li><input type="checkbox"/> Has had a medication prescribed in the last 90 days that remains unfilled, for any reason</li> </ul>
<b>3</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 30 days, started taking a prescription which is <b>not</b> having any negative impact on day to day living, socialization or mood</li> <li><input type="checkbox"/> Shares or sells prescription, but keeps <b>more</b> than is sold or shared</li> <li><input type="checkbox"/> Requires intensive assistance to manage or take medication (e.g., assistance organizing in a pillbox; working with pharmacist to blister pack; adapting the living environment to be more conducive to taking medications at the right time for the right purpose, like keeping night-time medications on the bedside table and morning medications by the coffeemaker)</li> <li><input type="checkbox"/> Medications are stored and distributed by a third party</li> </ul>
<b>2</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fails to take medication at the appropriate time or appropriate dosage, 1-2 times per week</li> <li><input type="checkbox"/> Self-manages medications except for requiring reminders or assistance for refills</li> <li><input type="checkbox"/> Successfully self-managing medication for fewer than 30 consecutive days</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Successfully self-managing medications for more than 30, but less than 180, consecutive days</li> </ul>
<b>0</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No medication prescribed to them</li> <li><input type="checkbox"/> Successfully self-managing medication for 181+ consecutive days</li> </ul>

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**D. Substance Use**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• When was the last time you had a drink or used drugs?</li> <li>• Is there anything we should keep in mind related to drugs or alcohol?</li> <li>• (If they disclose use of drugs and/or alcohol) How frequently would you say you use (specific substance) in a week?</li> <li>• Ever get into fights, fall down and bang your head, or pass out when drinking or using other drugs?</li> <li>• Have you ever used alcohol or other drugs in a way that may be considered less than safe?</li> <li>• Do you ever end up doing things you later regret after you have gotten really hammered?</li> <li>• Do you ever drink mouthwash or coating wine or hand sanitizer or anything like that?</li> <li>• Have you engaged with anyone professionally related to your substance use that we could speak with?</li> </ul>	<p style="text-align: center; margin: 0;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

**Note: Consumption thresholds: 2 drinks per day or 14 total drinks in any one week period for men; 2 drinks per day or 9 total drinks in any one week period for women. "Under legal age" refers to under the age at which it is legal to purchase and consume the substance in question.**

SCORING		FOR YOUTH
<b>4</b>	<input type="checkbox"/> In a life-threatening health situation as a direct result of substance use, <b>or</b> , in the past 30 days, <b>any</b> of the following are true... <input type="checkbox"/> Substance use is almost daily (21+ times) <b>and</b> often to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use 4+ times <input type="checkbox"/> Substance use resulting in passing out 2+ times	<input type="checkbox"/> First used drugs before age 12 <input type="checkbox"/> Scores a 2-3 and is under age 15 <input type="checkbox"/> Scores a 3 and is under legal age
<b>3</b>	<input type="checkbox"/> Experiencing serious health impacts as a direct result of substance use, though not (yet) in a life-threatening position as a result, <b>or</b> , in the past 30 days, <b>any</b> of the following are true... <input type="checkbox"/> Drug use reached the point of complete inebriation 12+ times <input type="checkbox"/> Alcohol use usually exceeded the consumption thresholds (at least 5+ times), but usually not to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use occurred 1-3 times	<input type="checkbox"/> First used drugs aged 12-15 <input type="checkbox"/> Scores a 1 and is under age 15 <input type="checkbox"/> Scores a 2 and is under legal age
<b>2</b>	in the past 30 days, <b>any</b> of the following are true... <input type="checkbox"/> Drug use reached the point of complete inebriation fewer than 12 times <input type="checkbox"/> Alcohol use exceeded the consumption thresholds fewer than 5 times	<input type="checkbox"/> Scores a 1 and is under legal age
<b>1</b>	<input type="checkbox"/> In the past 365 days, no alcohol use beyond consumption thresholds, <b>or</b> , <input type="checkbox"/> If making claims to sobriety, no substance use in the past 30 days	
<b>0</b>	<input type="checkbox"/> In the past 365 days, no substance use	

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

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**E. Experience of Abuse & Trauma**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<p><b>*To avoid re-traumatizing the individual, ask selected approved questions as written. Do not probe for details of the trauma/abuse. This section is entirely self-reported.</b></p> <ul style="list-style-type: none"> <li>• "I don't need you to go into any details, but has there been any point in your life where you experienced emotional, physical, sexual or psychological abuse?"</li> <li>• "Are you currently or have you ever received professional assistance to address that abuse?"</li> <li>• "Does the experience of abuse or trauma impact your day to day living in any way?"</li> <li>• "Does the experience of abuse or trauma impact your ability to hold down a job, maintain housing or engage in meaningful relationships with friends or family?"</li> <li>• "Have you ever found yourself feeling or acting in a certain way that you think is caused by a history of abuse or trauma?"</li> <li>• "Have you ever become homeless as a direct result of experiencing abuse or trauma?"</li> </ul>	<p style="text-align: center;"><b>NOTES</b></p>

SCORING	
4	<input type="checkbox"/> A reported experience of abuse or trauma, believed to be a direct cause of their homelessness
3	<input type="checkbox"/> The experience of abuse or trauma is <b>not</b> believed to be a direct cause of homelessness, but abuse or trauma (experienced before, during, or after homelessness) <b>is</b> impacting daily functioning and/or ability to get out of homelessness.
<b>Any of the following:</b>	
2	<input type="checkbox"/> A reported experience of abuse or trauma, but is not believed to impact daily functioning and/or ability to get out of homelessness
	<input type="checkbox"/> Engaged in therapeutic attempts at recovery, but does not consider self to be recovered
1	<input type="checkbox"/> A reported experience of abuse or trauma, and considers self to be recovered
0	<input type="checkbox"/> No reported experience of abuse or trauma



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**F. Risk of Harm to Self or Others**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>		
<ul style="list-style-type: none"> <li>• Do you have thoughts about hurting yourself or anyone else? Have you ever acted on these thoughts? When was the last time?</li> <li>• What was occurring when you had these feelings or took these actions?</li> <li>• Have you ever received professional help – including maybe a stay at hospital – as a result of thinking about or attempting to hurt yourself or others? How long ago was that? Does that happen often?</li> <li>• Have you recently left a situation you felt was abusive or unsafe? How long ago was that?</li> <li>• Have you been in any fights recently – whether you started it or someone else did? How long ago was that? How often do you get into fights?</li> </ul>	<table border="1" style="width: 100%; height: 150px;"> <thead> <tr> <th style="background-color: #333; color: white;">NOTES</th> </tr> </thead> <tbody> <tr> <td style="height: 140px;"></td> </tr> </tbody> </table>	NOTES	
NOTES			

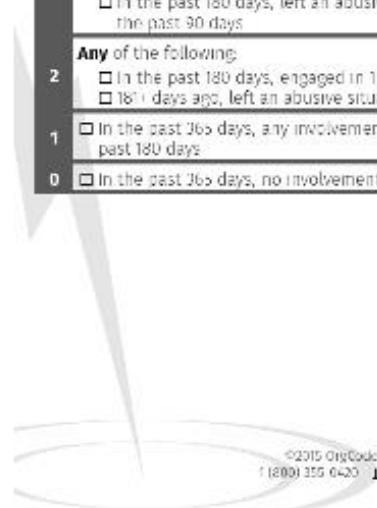
SCORING	
<b>4</b>	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 90 days, left an abusive situation</li> <li><input type="checkbox"/> In the past 30 days, attempted, threatened, or actually harmed self or others</li> <li><input type="checkbox"/> In the past 30 days, involved in a physical altercation (instigator or participant)</li> </ul>
<b>3</b>	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 180 days, left an abusive situation, but no exposure to abuse in the past 90 days</li> <li><input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 180 days, but not in the past 30 days</li> <li><input type="checkbox"/> In the past 365 days, involved in a physical altercation (instigator or participant), but not in the past 30 days</li> </ul>
<b>2</b>	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 365 days, left an abusive situation, but no exposure to abuse in the past 180 days</li> <li><input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 365 days, but not in the past 180 days</li> <li><input type="checkbox"/> 366+ days ago, 1+ involvements in physical altercations</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 366+ days ago, 1-3 involvements in physical altercations</li> </ul>
<b>0</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reports no instance of harming self, being harmed, or harming others</li> </ul>



**G. Involvement in High Risk and/or Exploitive Situations**

<p style="text-align: center;"><b>PROMPTS</b></p> <ul style="list-style-type: none"> <li>- [Observe, don't ask] Any abscesses or track marks from injection substance use?</li> <li>- Does anybody force or trick you to do something that you don't want to do?</li> <li>- Do you ever do stuff that could be considered dangerous like drinking until you pass out outside, or delivering drugs for someone, having sex without a condom with a casual partner, or anything like that?</li> <li>- Do you ever find yourself in situations that may be considered at a high risk for violence?</li> <li>- Do you ever sleep outside? How do you dress and prepare for that? Where do you tend to sleep?</li> </ul>	<p style="text-align: center;"><b>CLIENT SCORE:</b> <input style="width: 50px;" type="text"/></p> <p style="text-align: center;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px;"></div>
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SCORING		YOUTH PREGNANCY
4	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 180 days, engaged in 10+ higher risk and/or exploitive events</li> <li><input type="checkbox"/> In the past 90 days, left an abusive situation</li> </ul>	<p><input type="checkbox"/> Under the age of 24, and has ever become pregnant</p>
3	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 180 days, engaged in 4-9 higher risk and/or exploitive events</li> <li><input type="checkbox"/> In the past 180 days, left an abusive situation, but not in the past 90 days</li> </ul>	<p><input type="checkbox"/> Under the age of 24, and has ever gotten someone else pregnant; and wouldn't otherwise score a 4</p>
2	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 180 days, engaged in 1-3 higher risk and/or exploitive events</li> <li><input type="checkbox"/> 180+ days ago, left an abusive situation</li> </ul>	
1	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 365 days, any involvement in higher risk and/or exploitive events, but not in the past 180 days</li> </ul>	
0	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 365 days, no involvement in higher risk and/or exploitive events</li> </ul>	



**H. Interaction with Emergency Services**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• How often do you go to emergency rooms?</li> <li>• How many times have you had the police speak to you over the past 180 days?</li> <li>• Have you used an ambulance or needed the fire department at any time in the past 180 days?</li> <li>• How many times have you called or visited a crisis team or a crisis counselor in the last 180 days?</li> <li>• How many times have you been admitted to hospital in the last 180 days? How long did you stay?</li> </ul>	<div style="background-color: #333; color: white; padding: 2px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

**Note: Emergency service use includes: admittance to emergency room/department; hospitalizations; trips to a hospital in an ambulance; crisis service, distress centers, suicide prevention service, sexual assault crisis service, sex worker crisis service, or similar service; interactions with police for the purpose of law enforcement; interactions with fire service in emergency situations.**

SCORING	
4	<input type="checkbox"/> In the past 180 days, cumulative total of 10+ interactions with emergency services.
3	<input type="checkbox"/> In the past 180 days, cumulative total of 4-9 interactions with emergency services.
2	<input type="checkbox"/> In the past 180 days, cumulative total of 1-3 interactions with emergency services.
1	<input type="checkbox"/> Any interaction with emergency services occurred more than 180 days ago but less than 365 days ago.
0	<input type="checkbox"/> In the past 365 days, no interaction with emergency services.



SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE YOUTH

VERSION 1.0

**I. Legal**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• Do you have any "legal stuff" going on?</li> <li>• Have you had a lawyer assigned to you by a court?</li> <li>• Do you have any upcoming court dates? Do you think there's a chance you will do time?</li> <li>• Any involvement with family court or child custody matters?</li> <li>• Any outstanding fines?</li> <li>• Have you paid any fines in the last 12 months for anything?</li> <li>• Have you done any community service in the last 12 months?</li> <li>• Is anybody expecting you to do community service for any thing right now?</li> <li>• Did you have any legal stuff in the last year that got dismissed?</li> <li>• Is your housing at risk in any way right now because of legal issues?</li> </ul>	<p style="text-align: center; margin: 0;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING			
4	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #333; color: white;"> <b>Any of the following:</b>  <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+  <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand                 </td> <td style="background-color: #333; color: white;"> <b>JUVENILE DELINQUENCY</b>  <input type="checkbox"/> The youth is under the age of 18 and has current outstanding legal issue(s) that are likely to result in incarceration                 </td> </tr> </table>	<b>Any of the following:</b> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+ <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand	<b>JUVENILE DELINQUENCY</b> <input type="checkbox"/> The youth is under the age of 18 and has current outstanding legal issue(s) that are likely to result in incarceration
<b>Any of the following:</b> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+ <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand	<b>JUVENILE DELINQUENCY</b> <input type="checkbox"/> The youth is under the age of 18 and has current outstanding legal issue(s) that are likely to result in incarceration		
3	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #333; color: white;"> <b>Any of the following:</b>  <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500  <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand                 </td> <td style="background-color: #333; color: white;"> <input type="checkbox"/> The youth is under the age of 21 and was ever incarcerated while still a minor, and would not otherwise score a 4                 </td> </tr> </table>	<b>Any of the following:</b> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500 <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand	<input type="checkbox"/> The youth is under the age of 21 and was ever incarcerated while still a minor, and would not otherwise score a 4
<b>Any of the following:</b> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500 <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand	<input type="checkbox"/> The youth is under the age of 21 and was ever incarcerated while still a minor, and would not otherwise score a 4		
2	<b>Any of the following:</b> <input type="checkbox"/> In the past 365 days, relatively minor legal issue has occurred and was resolved through community service or payment of fine(s) <input type="checkbox"/> Currently outstanding relatively minor legal issue that is unlikely to result in incarceration (but may result in community service)		
1	<input type="checkbox"/> There are no current legal issues, <b>and</b> any legal issues that have historically occurred have been resolved without community service, payment of fine, or incarceration		
0	<input type="checkbox"/> Has not had any legal issues within the past 365 days, <b>and</b> currently no conditions of release		

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE YOUTH

VERSION 1.0

**J. Managing Tenancy**

<b>PROMPTS</b>	<b>CLIENT SCORE:</b> <input type="text"/>
<ul style="list-style-type: none"> <li>• Are you currently homeless?</li> <li>• Have you ever signed a lease? How did that go?</li> <li>• [If the person is housed] Do you have an eviction notice?</li> <li>• [If the person is housed] Do you think that your housing is at risk?</li> <li>• How is your relationship with your neighbors?</li> <li>• How do you normally get along with landlords for your parents/guardian(s)?</li> <li>• How have you been doing with taking care of your place?</li> </ul>	<b>NOTES</b>

**Note: Housing matters include: conflict with landlord and/or neighbors, damages to the unit, payment of rent on time and in full. Payment of rent through a third party is not considered to be a short-coming or deficiency in the ability to pay rent.**

SCORING		RUNAWAYS
<b>4</b>	<b>Any</b> of the following: <input type="checkbox"/> Currently homeless <input type="checkbox"/> In the next 30 days, will be re-housed or return to homelessness <input type="checkbox"/> In the past 365 days, was re-housed 6+ times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 10+ times with housing matters	<input type="checkbox"/> In the past 90 days, ran away from foster home, group home, or parent's home
<b>3</b>	<b>Any</b> of the following: <input type="checkbox"/> In the next 60 days, will be re-housed or return to homelessness, but not in next 30 days <input type="checkbox"/> In the past 365 days, was re-housed 3-5 times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 4-9 times with housing matters	<input type="checkbox"/> In the past 365 days, ran away from foster home, group home, or parent's home, but not in the past 90 days
<b>2</b>	<b>Any</b> of the following: <input type="checkbox"/> In the past 365 days, was re-housed 2 times <input type="checkbox"/> In the past 180 days, was re-housed 1+ times, but not in the past 60 days <input type="checkbox"/> For the past 90 days, was continuously housed, but not for more than 180 days <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 1-3 times with housing matters	<input type="checkbox"/> Ran away from foster home, group home, or parent's home, but not in the past 365 days
<b>1</b>	<b>Any</b> of the following: <input type="checkbox"/> In the past 365 days, was re-housed 1 time <input type="checkbox"/> In the past 180 days, was continuously housed, with no assistance with housing matters, but not for more than 365 days	
<b>0</b>	<input type="checkbox"/> For the past 365+ days, was continuously housed in same unit, with no assistance with housing matters	

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**K. Personal Administration & Money Management**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>		
<ul style="list-style-type: none"> <li>• How are you with taking care of money?</li> <li>• How are you with paying bills on time and taking care of other financial stuff?</li> <li>• Do you have any street debts?</li> <li>• Do you have any drug or gambling debts?</li> <li>• Is there anybody that thinks you owe them money?</li> <li>• Do you budget every single month for every single thing you need? Including cigarettes? Binge? Drugs?</li> <li>• Do you try to pay your rent before paying for anything else?</li> <li>• Are you behind in any payments like child support or student loans or anything like that?</li> </ul>	<table border="1" style="width: 100%; height: 100%;"> <thead> <tr> <th style="background-color: #333; color: white;">NOTES</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> </tr> </tbody> </table>	NOTES	
NOTES			

SCORING	
<b>4</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cannot create or follow a budget, regardless of supports provided</li> <li><input type="checkbox"/> Does not comprehend financial obligations</li> <li><input type="checkbox"/> Does not have an income (including formal and informal sources)</li> <li><input type="checkbox"/> Not aware of the full amount spent on substances, if they use substances</li> <li><input type="checkbox"/> Substantial real or perceived debts of \$1,000+, past due or requiring monthly payments</li> </ul>
<b>3</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Requires intensive assistance to create and manage a budget (including any legally mandated guardian/trustee that provides assistance or manages access to money)</li> <li><input type="checkbox"/> Only understands their financial obligations with the assistance of a 2nd party</li> <li><input type="checkbox"/> Not budgeting for substance use, if they are a substance user</li> <li><input type="checkbox"/> Real or perceived debts of \$999 or less, past due or requiring monthly payments</li> </ul>
<b>2</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 365 days, source of income has changed 2+ times</li> <li><input type="checkbox"/> Budgeting to the best of ability (including formal and informal sources), but still short of money every month for essential needs</li> <li><input type="checkbox"/> Voluntarily receives assistance creating and managing a budget or restricts access to their own money (e.g. guardian/trusteeship)</li> <li><input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for less than 90 days</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 90 days, but for less than 180 days</li> </ul>
<b>0</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 180 days</li> </ul>

**L. Social Relationships & Networks**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• Tell me about your friends, family and other people in your life. How often do you get together or chat?</li> <li>• How do you get along with teachers, doctors, police officers, case workers, and other professionals?</li> <li>• Are there any people in your life that you feel are just using you?</li> <li>• Are there any of your closer friends that you feel are always asking you for money, smokes, drugs, food or anything like that?</li> <li>• Have you ever had people crash at your place that you did not want staying there?</li> <li>• Have you ever been kicked out of where you were living because of something that friends or family did at your place?</li> <li>• Have you ever been concerned about not following your lease agreement because of your friends or family?</li> </ul>	<p style="text-align: center; margin: 0;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
<b>4</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 90 days, left an exploitive, abusive or dependent relationship, <b>or</b> left home due to family violence or conflict over religious or moral differences, including sexual orientation</li> <li><input type="checkbox"/> Friends, family or other people are placing security of housing at imminent risk, <b>or</b> impacting life, wellness, or safety</li> <li><input type="checkbox"/> No friends or family and demonstrates no ability to follow social norms</li> <li><input type="checkbox"/> Currently homeless and would classify most of friends and family as homeless</li> </ul>
<b>3</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 90-180 days, left an exploitive, abusive or dependent relationship, <b>or</b> left home due to family violence or conflict over religious or moral differences</li> <li><input type="checkbox"/> Friends, family or other people are having some negative consequences on wellness or housing stability</li> <li><input type="checkbox"/> No friends or family but demonstrating ability to follow social norms</li> <li><input type="checkbox"/> Meeting new people with an intention of forming friendships, <b>or</b> reconnecting with previous friends or family members, but experiencing difficulty advancing the relationship</li> <li><input type="checkbox"/> Currently homeless, and would classify some of friends and family as being housed, while others are homeless</li> </ul>
<b>2</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> More than 180 days ago, left an exploitive, abusive or dependent relationship, <b>or</b> left home due to family violence or conflict over religious or moral differences</li> <li><input type="checkbox"/> Developing relationships with new people but not yet fully trusting them</li> <li><input type="checkbox"/> Currently homeless, and would classify friends and family as being housed</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has been housed for less than 180 days, <b>and</b> is engaged with friends or family, who are having no negative consequences on the individual's housing stability</li> </ul>
<b>0</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has been housed for at least 180 days, <b>and</b> is engaged with friends or family, who are having no negative consequences on the individual's housing stability</li> </ul>

**M. Self Care & Daily Living Skills**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• Do you have any worries about taking care of yourself?</li> <li>• Do you have any concerns about cooking, cleaning, laundry or anything like that?</li> <li>• Do you ever need reminders to do things like shower or clean up?</li> <li>• Describe your last apartment.</li> <li>• Do you know how to shop for nutritious food on a budget?</li> <li>• Do you know how to make low cost meals that can result in leftovers to freeze or save for another day?</li> <li>• Do you tend to keep all of your clothes clean?</li> <li>• Have you ever had a problem with mice or other bugs like cockroaches as a result of a dirty apartment?</li> <li>• When you have had a place where you have made a meal, do you tend to clean up dishes and the like before they get crusty?</li> </ul>	<p style="text-align: center; margin: 0;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
<b>4</b>	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No insight into how to care for themselves, their apartment or their surroundings.</li> <li><input type="checkbox"/> Currently homeless and relies upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing) on an almost daily basis.</li> <li><input type="checkbox"/> Engaged in hoarding or collecting behavior and is not aware that it is an issue in her/his life.</li> </ul>
<b>3</b>	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has insight into some areas of how to care for themselves, their apartment or their surroundings, but misses other areas because of lack of insight.</li> <li><input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), 7+ days in any 30-day period.</li> <li><input type="checkbox"/> Engaged in hoarding or collecting behavior and is aware that it is an issue in her/his life.</li> </ul>
<b>2</b>	<p><b>Any</b> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fully aware and has insight in all that is required to take care of themselves, their apartment and their surroundings, but has not yet mastered the skills or time management to fully execute this on a regular basis.</li> <li><input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), fewer than 14 days in every 30-day period.</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the past 365 days, accessed community resources 4 or fewer times, <b>and</b> is fully taking care of all their daily needs.</li> </ul>
<b>0</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For the past 365+ days, fully taking care of all their daily needs independently.</li> </ul>

**N. Meaningful Daily Activity**

PROMPTS	CLIENT SCORE: <input style="width: 50px;" type="text"/>
<ul style="list-style-type: none"> <li>• How do you spend your day?</li> <li>• How do you spend your free time?</li> <li>• Does that make you feel happy/fulfilled?</li> <li>• How many days a week would you say you have things to do that make you feel happy/fulfilled?</li> <li>• How much time in a week would you say you are totally bored?</li> <li>• When you wake up in the morning, do you tend to have an idea of what you plan to do that day?</li> <li>• How much time in a week would you say you spend doing stuff to fill up the time rather than doing things that you love?</li> <li>• Are there any things that get in the way of you doing the sorts of activities you would like to be doing?</li> </ul>	<div style="background-color: #333; color: white; padding: 2px; text-align: center;"><b>NOTES</b></div> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
<b>4</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> No planned, legal activities described as providing fulfillment or happiness                 </div> <div style="width: 45%; background-color: #333; color: white; padding: 2px;"> <b>SCHOOL-AGED YOUTH</b> </div> </div>
<b>3</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Discussing, exploring, signing up for and/or preparing for new activities or to re-engage with planned, legal activities that used to provide fulfillment or happiness.                 </div> <div style="width: 45%; background-color: #333; color: white; padding: 2px;"> <input type="checkbox"/> Not enrolled in school <b>and</b> with no planned, legal activities described as providing fulfillment or happiness.                 </div> </div>
<b>2</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Attempting new or re-engaging with planned, legal activities that used to provide fulfillment or happiness, but uncertain that activities selected are currently providing fulfillment or happiness, <b>or</b> the individual is not fully committed to continuing the activities.                 </div> <div style="width: 45%; background-color: #333; color: white; padding: 2px;"> <input type="checkbox"/> Enrolled in school, but attending class fewer than 3 days per week.                 </div> </div>
<b>1</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> 1-3 days per week, has planned, legal activities described as providing fulfillment or happiness.                 </div> <div style="width: 45%; background-color: #333; color: white; padding: 2px;"> <input type="checkbox"/> Enrolled in school, and attending class 3 days per week.                 </div> </div>
<b>0</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> 4+ days per week, has planned, legal activities described as providing fulfillment or happiness.                 </div> <div style="width: 45%; background-color: #333; color: white; padding: 2px;"> <input type="checkbox"/> Enrolled in school and attending class 4 days per week.                 </div> </div>
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> 4+ days per week, has planned, legal activities described as providing fulfillment or happiness.                 </div> <div style="width: 45%; background-color: #333; color: white; padding: 2px;"> <input type="checkbox"/> Enrolled in school and maintaining regular attendance.                 </div> </div>

**O. History of Homelessness & Housing**

<p style="text-align: center;"><b>PROMPTS</b></p> <ul style="list-style-type: none"> <li>• How long have they been homeless?</li> <li>• How many times have they been homeless in their life other than this most recent time?</li> <li>• Have they spent any time sleeping on a friend's couch or floor? And if so, during those times did they consider that to be their permanent address?</li> <li>• Have they ever spent time sleeping in a car or alleyway or garage or barn or bus shelter or anything like that?</li> <li>• Have they ever spent time sleeping in an abandoned building?</li> <li>• Were they ever in hospital or jail for a period of time when they didn't have a permanent address to go to when they got out?</li> </ul>	<p style="text-align: center;"><b>CLIENT SCORE:</b> <input style="width: 50px;" type="text"/></p> <p style="text-align: center;"><b>NOTES</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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SCORING	
4	<input type="checkbox"/> Over the past 10 years, cumulative total of 5+ years of homelessness
3	<input type="checkbox"/> Over the past 10 years, cumulative total of 2+ years but fewer than 5 years of homelessness
2	<input type="checkbox"/> Over the past 4 years, cumulative total of 30+ days but fewer than 2 years of homelessness
1	<input type="checkbox"/> Over the past 4 years, cumulative total of 7+ days but fewer than 30 days of homelessness
0	<input type="checkbox"/> Over the past 4 years, cumulative total of 7 or fewer days of homelessness



Appendix D: Taskforce Assessment

Wills Law Enforcement

Taskforce Assessment 2021/202

City Code of Law, Appendix A follows: \_\_\_\_\_

Time in Resident County (yrs) \_\_\_\_\_

Residence Prior to Project Entry? \_\_\_\_\_

If Other Type of Residence, specify: \_\_\_\_\_

Length of stay in previous place: \_\_\_\_\_

Total Monthly Income: \_\_\_\_\_

Income from Reg Source: \_\_\_\_\_

SP22 - completes the (P)RIS Income sub assessment table

Monthly Income HUD Verification

Payment Source	Start Date*	End Date	Monthly Amount	Monthly Source Reason*
✓ Spouse Monthly Income (HFI)	02/01/2018		54	54
✓ Rental Income (HFI)	02/01/2018		54	54
✓ Child support (HFI)	02/01/2018		70	70
✓ Rental Income (HFI)	02/01/2018		54	54
✓ Spouse's Compensation (HFI)	02/01/2018		70	70

More sub-totals from reg source: \_\_\_\_\_

SP22 - completes the (P)RIS Non-Cash Benefits sub assessment table

Non-Cash Benefits HUD Verification

Source of Non-Cash Benefit*	Start Date*	End Date
✓ Temporary rental assistance (HFI)	32/03/2018	
✓ Public Housing Rental Assistance (HFI)	01/04/2018	
✓ Section 8, Public Housing, or other ongoing rental assistance (LD)	32/03/2018	
✓ Other Rental (HFI)	01/04/2018	
✓ Other Transportation (HFI)	32/03/2018	

Covered by Health Insurance: \_\_\_\_\_

Health Insurance HUD Verification

Start Date*	Health Insurance Type	Covered?	End Date
02/01/2018	Private For Profit Insurance	No	
02/01/2018	Health Insurance obtained through COBRA	No	
02/01/2018	State Health Insurance for Adults	No	
02/01/2018	Employer - Provided Health Insurance	No	
02/01/2018	Veterans Administration (VA) Medical Services	No	

Does the client have a disabling condition? \_\_\_\_\_

Disabling HUD Verification

Disabling Type	Start Date*	End Date
ADD		

Go back to top of report: \_\_\_\_\_

Does client indicate violence/abuse? \_\_\_\_\_

If yes for Domestic violence victimization, what experience occurred? \_\_\_\_\_

If yes for Domestic violence victimization, are you currently fleeing? \_\_\_\_\_

Client location (Cat: ID Number)

Relationship to Head of Household

Approximate date homelessness started:

Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today

Total number of months homeless on the street, in ES or SH in the past three years

Identified as CHRONIC

Medical Diagnosis (ch)

Survival Kit (ch)

Wash Kit (ch)

Water Zone (ch)

County Zone

City of Current Contact

Zip Code of Current Contact

Type of location

Location address & description of current contact

Previous Shelter (ch)

Previous Shelter - 2 (ch)

Previous Shelter - 3 (ch)

Placement

Chac PTR

Wash PTR

Chac PTR

Non-confidential notes

Date of Initial Contact?

Max Months Award

Number of Contacts Made With This Client

**Outreach**

Date of Contact	Start Date*	Start on street, ES, or SH	End Date
<input type="text" value="Add"/>			

Date of Disposition

Monthly Months Total

**Contact Information**

Client's Phone Number

Client's Email Address

**Emergency Contacts**

Contact's Name	Phone Number	Second Phone Number	Contact's Email Address	Client's and Family's Contact?	Relationship to Client
<input type="text" value="Add"/>					

**VT ORCAAT v3.0**

Start Date*	PRE-DUARY	A. REPORT TO HOUSING AND HOMELESSNESS	B. RISK	C. HOUSING UNIT IN DAILY RISK 2016	D. AT-RISK	GRAND TOTAL
<input type="text" value="Add"/>						

Appendix E: Rapid Re-Housing Barrier Assessment

<b>Head of Household Name:</b> _____ [Client ID No.]: _____		<b>Score</b>
<b>Homelessness</b>	<input type="checkbox"/> First time homeless <input type="checkbox"/> Homeless once before <input type="checkbox"/> Homeless several times in past <input type="checkbox"/> Experienced chronic homelessness <input type="checkbox"/> Is fleeing, or attempting to flee, domestic violence	
<b>Financial/Employment History</b>	<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 <input type="checkbox"/> History of inconsistent or erratic employment, poor budgeting skills. Credit history shows pattern of late or missed payments <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 <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	



<b>Disability Status</b>	<ul style="list-style-type: none"> <li>❑ No mental illness, alcohol/substance use dependency, physical or cognitive condition that affects housing retention</li> <li>❑ 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</li> <li>❑ Problems with mental health or alcohol/substance use dependency, physical or cognitive condition that somewhat impacts ability to comply with tenancy requirements</li> <li>❑ 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</li> </ul>	
<b>Criminal History</b>	<ul style="list-style-type: none"> <li>❑ Household/Individual has no criminal history</li> <li>❑ No serious criminal history, but may have a few minor offenses such as moving violations or a misdemeanor</li> <li>❑ Household has some criminal history, but none involving drugs or serious crimes against persons or property</li> <li>❑ Criminal history, violations include alcohol/drug offense or crime against persons or property</li> <li>❑ Extensive criminal background</li> </ul>	
<b>Tenant/Rental History</b>	<ul style="list-style-type: none"> <li>❑ An established local rental history. No evictions</li> <li>❑ Rental history is limited or out-of-state. May have one or two explainable evictions</li> <li>❑ Rental history includes up to three evictions</li> <li>❑ Rental history includes up to five evictions and/or lease violations</li> <li>❑ Extremely poor rental history, multiple evictions, serious damage to apartment, complaints</li> </ul>	

<b>Family Abuse</b>	<input type="checkbox"/> No abuse issues <input type="checkbox"/> History of battery but abuser is not in the area <input type="checkbox"/> Recent abuse in the family unit <input type="checkbox"/> Current abuse in the family unit	
<b>Family Dynamics</b>	<input type="checkbox"/> One Parent/Child household <input type="checkbox"/> Large family (4+ members) <input type="checkbox"/> Head of household under 18 <input type="checkbox"/> History DCF/ChildNet <input type="checkbox"/> Open Child Protection Case (DCF/ChildNet)	
<b>Misc. Housing Barriers</b>	<input type="checkbox"/> No High School Diploma <input type="checkbox"/> Non-English Speaking <input type="checkbox"/> Immigration Status <input type="checkbox"/> Pets	
<b>TOTAL SCORE</b>		

**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 Entry Assessment Coordinator for referral to Permanent Supportive Housing placement or other appropriate housing placement.



# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	<b>Literally Homeless</b>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(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></li> <li>(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.</li> </ul>
	<b>Category 2</b>	<b>Imminent Risk of Homelessness</b>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>
	<b>Category 3</b>	<b>Homeless under other Federal statutes</b>	<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"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>
	<b>Category 4</b>	<b>Fleeing/ Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; and</li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing.</li> </ul>

*Appendix G: HMIS Release of Information*

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.

**Client Informed Consent/Authorization for Release of Information (ROI)**

When you sign this form, it shows that you understand the following:

- 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 CONTINUUM OF CARE (CoC)  
CLIENT ACKNOWLEDGEMENT FOR ELECTRONIC DATA COLLECTION  
IN HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

[AGENCY NAME]

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 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

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
- Broward County Department of Human Services
- Broward County Elderly and Veterans Division
- Broward County Family Success Division
- 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
- Care Resources
- ChildNet
- Chrysalis Health, Inc.
- City of Fort Lauderdale
- Cooperative Feeding Program, Inc. d/b/a LifeNet 4 Families
- Covenant House Florida, Inc.
- First Call for Help of Broward, Inc.
- FLITE Center
- Henderson Behavioral Health, Inc.
- Hope South Florida, Inc.
- Keystone Halls, Inc.
- Lutheran Services Florida, Inc.
- Miami Rescue Mission, Inc. d/b/a Broward Outreach Center
- North Broward Hospital District d/b/a Broward Health
- Purpose Built Families Foundation, Inc. d/b/a Operations Sacred Trust
- South Broward Hospital District d/b/a Memorial Healthcare Systems
- TaskForce Fore Ending Homelessness, Inc.
- The Salvation Army
- United Way of Broward County, Inc.
- U.S. Department of Veterans Affairs
- Volunteers of America, Inc.

Client initials: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix H: CPD 14-012 Federal Notice on Prioritization



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

<b>Special Attention of:</b> All Secretary's Representatives All Regional Directors for CPD All CPD Division Directors Continuums of Care (CoC) Recipients of the Continuum of Care (CoC) Program	<b>Notice: CPD-14-012</b> <b>Issued: July 28, 2014</b> <b>Expires:</b> This Notice is effective until it is amended, superseded, or rescinded  <b>Cross Reference:</b> 24 CFR Parts 578 and 42 U.S.C. 11381, <i>et seq.</i>
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**Subject: Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status**

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## I. Purpose

This Notice provides guidance to Continuums of Care (CoC) and recipients of Continuum of Care (CoC) Program (24 CFR part 578) funding for permanent supportive housing (PSH) regarding the order in which eligible households should be served in all CoC Program-funded PSH. This Notice also establishes recordkeeping requirements for all recipients of CoC Program-funded PSH that includes beds that are required to serve persons experiencing chronic homelessness as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.

### A. Background

In June 2010, the Obama Administration released *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (Opening Doors)*, in which HUD and its federal partners set goals to end Veteran and chronic homelessness by 2015, and end family and youth homelessness by 2020. Ending chronic homelessness is the first goal of *Opening Doors* and is a top priority for HUD. Although progress has been made there is still a long way to go. In 2013, there were still 109,132 people identified as chronically homeless in the United States. In order to meet the first goal of *Opening Doors*—ending chronic homelessness—it is critical that CoCs ensure that limited resources awarded through the CoC Program Competition are being used in the most effective manner and that households that are most in need of assistance are being prioritized.

Since 2005, HUD has encouraged CoCs to create new PSH dedicated for use by persons experiencing chronic homelessness (herein referred to as dedicated PSH). As a result, the number of dedicated PSH beds for persons experiencing chronic homelessness has increased from 24,760 in 2007 to 51,142 in 2013. This increase has contributed to a 25 percent decrease in the number of chronically homeless persons reported in the Point-in-Time Count between 2007 and 2013. Despite the overall increase in the number of dedicated PSH beds, this only represents 30 percent of all CoC Program-funded PSH beds.

To ensure that all PSH beds funded through the CoC Program are used as strategically and effectively as possible, PSH needs to be targeted to serve persons with the highest needs and greatest barriers towards obtaining and maintaining housing on their own—persons experiencing chronic homelessness. HUD's experience has shown that many communities and recipients of CoC Program-funded PSH continue to serve persons on a "first-come, first-serve" basis and/or based on tenant selection processes that screen-in those who are most likely to succeed. These approaches to tenant selection have not been effective in reducing chronic homelessness, despite the increase in the number of PSH beds nationally.

### B. Goal of this Notice

The overarching goal of this Notice is to ensure that the homeless individuals and families with the most severe service needs within a community are prioritized in PSH, which will also increase progress towards the Obama Administration's goal of ending chronic homelessness. In order to guide CoCs in ensuring that all CoC Program-funded PSH beds are used most effectively, this Notice establishes an order of priority which CoCs are strongly encouraged to adopt and incorporate into the CoC's written standards and

coordinated assessment system. With adoption by CoCs and incorporation into the CoC's written standards, all recipients of CoC Program-funded PSH must then follow this order of priority, consistent with their current grant agreement, which will result in this intervention being targeted to the persons who need it the most. Such adoption and incorporation will ensure that persons are housed appropriately and in the order provided in this Notice.

HUD seeks to achieve three goals through this Notice:

1. Establish an order of priority for dedicated and prioritized PSH beds which CoCs are encouraged to adopt in order to ensure that those persons with the most severe service needs are given first priority.
2. Inform the selection process for PSH assistance not dedicated or prioritized for chronic homelessness to prioritize persons who do not yet meet the definition of chronic homelessness but are most at risk of becoming chronically homeless.
3. Provide uniform recordkeeping requirements for all recipients of CoC Program-funded PSH for documenting chronically homeless status of program participants when required to do so as well as provide guidance on recommended documentation standards that CoCs may require of its recipients of CoC Program-funded PSH if the priorities included in the Notice are adopted by the CoC.

#### C. Applicability

The guidance in this Notice is provided to all CoCs and all recipients and subrecipients—the latter two groups referred to collectively as recipients of CoC Program-funded PSH. CoCs are encouraged to incorporate the order of priority described in this Notice into their written standards, in accordance with the CoC Program interim rule at 24 CFR 578.7(a)(9) and 24 CFR 578.93, for CoC Program-funded PSH. Upon incorporation of the order of priority into written standards CoCs may then require recipients of CoC Program-funded PSH to follow the order of priority in accordance with the CoC's revised written standards and this Notice and in a manner consistent with their current grant agreement.

#### D. Key Terms

1. **Housing First.** Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals. PSH projects that use a Housing First approach promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable. Any recipient that indicated that they would follow a Housing First approach in the FY 2013 CoC Project Application must do so for both the FY 2013 and FY 2014 operating year(s), as the CoC score for the FY 2013–FY 2014 CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient's FY 2013 and FY 2014 grant agreement.

HUD recognizes that this approach may not be applicable for all program designs, particularly for those projects formerly awarded under the SHP or SPC programs which were permitted to target persons with specific disabilities (e.g., “sober housing”).

2. **Chronically Homeless.** The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:
  - (a) An individual who:
    - i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
    - ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and
    - iii. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
  - (b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice], before entering that facility; or
  - (c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice], including a family whose composition has fluctuated while the head of household has been homeless.
3. **Severity of Service Needs.** This Notice refers to persons who have been identified as having the most severe service needs.
  - (a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:
    - i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
    - ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraphs i. and ii. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

- (b) In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoCs and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs i. and ii. above. However, such determination must not be based on a specific diagnosis or disability type.

## **II. Dedication and Prioritization of Permanent Supportive Housing Strategies to Increase Number of PSH Beds Available for Chronically Homeless Persons**

There are two significant ways in which CoCs can increase progress towards ending chronic homelessness in their communities using only their existing CoC Program-funded PSH:

### **A. Increase the number of CoC Program-funded PSH beds that are dedicated to persons experiencing chronic homelessness.**

Dedicated PSH beds are required through the project's grant agreement to only be used to house persons experiencing chronic homelessness unless there are no persons within the CoC that meet that criteria. If this occurs, the recipient may then follow the order of priority in this Notice if it is adopted by the CoC. The bed will continue to be a dedicated bed, however, so when that bed becomes vacant again it must be used to house a chronically homeless person unless there are still no persons who meet that criterion within the CoC's geographic area. These PSH beds are reported as "CH Beds" on a CoC's Housing Inventory Count (HIC). A CoC may increase the number of CoC Program-funded PSH beds that are dedicated to persons experiencing chronic homelessness when it's recipients of non-dedicated CoC Program-funded PSH request a grant amendment to dedicate one or more of its beds for this purpose. A recipient of CoC Program-funded PSH is prohibited from changing the designation of the bed from dedicated to non-dedicated without a grant agreement amendment. Similarly, if a recipient of non-dedicated PSH intends to dedicate one or more of its beds to the chronically homeless it may do so through a grant agreement amendment.

### **B. Prioritize non-dedicated PSH beds for use by persons experiencing chronic homelessness.**

Prioritization means implementing an admissions preference for chronically homeless persons for CoC Program-funded PSH beds. In the FY 2013-FY 2014 CoC Program Competition, CoCs were scored on the extent to which they were willing to commit to prioritizing chronically homeless persons in a percentage of their non-dedicated PSH beds with the highest points going to CoCs that committed to prioritize the chronically homeless

in 85 percent or more of their non-dedicated CoC Program-funded PSH. Further, project applicants for CoC Program-funded PSH had to indicate the number of non-dedicated beds that would be prioritized for use by persons experiencing chronic homelessness. These projects are now required to prioritize chronically homeless persons in their non-dedicated CoC Program-funded PSH beds for FY 2013 and FY 2014, as the project application is incorporated into the grant agreement. PSH beds that were included in the calculation for the CoCs commitment in the CoC Application cannot revise their FY 2014 application to reduce the number of prioritized beds; however, recipients of PSH that are currently not dedicated to the chronically homeless may choose to prioritize additional beds in the FY 2014 CoC Project Application. All recipients of CoC Program-funded PSH are encouraged to prioritize the chronically homeless as beds become vacant to the maximum extent practicable. CoCs will be expected to meet or exceed the goals established in the FY 2013/FY 2014 CoC Application and should continue to prioritize persons experiencing chronic homelessness in their CoC Program-funded PSH until there are no persons within the CoC's geographic area who meet that criteria. Further, to the extent that CoCs incorporate this order of priority into the CoCs written standards, recipients of CoC Program-funded PSH will also be required to follow this criterion included in those standards.

### III. Order of Priority in CoC Program-funded Permanent Supportive Housing

#### A. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

1. As of the date of this Notice, CoCs are encouraged to revise their written standards to include the following order of priority for CoC Program-funded PSH that is either dedicated or prioritized for use by the chronically homeless. If adopted into the CoCs written standards, recipients of CoC Program-funded PSH would then be required to follow the order of priority when selecting participants for housing in accordance with the CoC's revised written standards in accordance with this Notice and in a manner consistent with their current grant agreement. For CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness, the following order of priority is strongly encouraged:

- (a) **First Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.**

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and

- ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs (see Section I D 3 of this Notice for definition of severe service needs).
- (b) **Second Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness.** A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:
  - i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
  - ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.
- (c) **Third Priority Chronically Homeless Individuals and Families with the Most Severe Service Needs.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and
  - ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.
- (d) **Fourth Priority—All Other Chronically Homeless Individuals and Families.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length the four

occasions is less than 12 months; and

- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.
2. Where a CoC or a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families as defined in 24 CFR 578.3 within the CoC, the order of priority in Section III.B. of this Notice, as adopted by the CoC, may be followed.
  3. Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness that has been identified as a project that will prioritize a portion or all of its turnover beds to persons experiencing chronic homelessness should follow the order of priority under Section III.A.1. of this Notice to the extent in which persons with serious mental illness meet the criteria.
  4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that persons are served in the order of priority in this Notice. HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units remain vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts to engage those persons and the CoC and CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable and for those projects that indicated in the FY 2013 CoC Project Application that they would follow a Housing First approach will be required to do so for both the FY 2013 and FY 2014 operating year(s), as the CoC score for the FY 2013 – FY 2014 CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient's FY 2013 and FY 2014 grant agreement. For eligibility in dedicated or prioritized PSH serving chronically homeless households, the individual or head of household must meet all of the applicable criteria to be considered chronically homeless per 24 CFR 578.3.
- D. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness**
1. As of the date of this Notice, CoCs are encouraged to revise their written standards to include the following priorities for non-dedicated and non-prioritized PSH beds. If adopted into the CoCs written standards, recipients of CoC Program-funded PSH would then be required to follow the order of priority when selecting participants for housing in accordance with the CoC's revised written standards included in this Notice and in a



manner consistent with their current grant agreement. CoCs that adopt this order of priority are encouraged to include in the written standards a policy that would allow for recipients of non-dedicated and non-prioritized PSH to offer housing to chronically homeless individuals and families first, but minimally would be required to place otherwise eligible households in an order that prioritizes, in a nondiscriminatory manner, those who would benefit the most from this type of housing, beginning with those most at risk of becoming chronically homeless. For eligibility in non-dedicated and non-prioritized PSH serving non-chronically homeless households, any household member with a disability may qualify the family for PSH.

**(a) First Priority–Homeless Individuals and Families with a Disability with the Most Severe Service Needs.**

An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time, including persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and has been identified as having the most severe service needs.

**(b) Second Priority–Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.** An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.

**(c) Third Priority–Homeless Individuals and Families with Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.** An individual or family that is eligible for CoC Program-funded PSH who has been living in a place not meant for human habitation, a safe haven, or an emergency shelter. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.

**(d) Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing.** An individual or family that is eligible for CoC Program-funded PSH who is coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or



safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing—all are eligible for PSH even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.

2. Recipients of CoC Program-funded PSH should follow the order of priority above, as adopted by the CoC, while also considering the goals and any identified target populations served by the project. For example, in CoC Program funded PSH where the beds are not dedicated or prioritized and which is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section III.B.1. of this Notice, as adopted by the CoC, to the extent in which persons with serious mental illness meet the criteria.
3. Due diligence should be exercised when conducting outreach and assessment to ensure that persons are served in the order of priority in this Notice, and as adopted by the CoC. HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts with those persons using a Housing First approach to place as few conditions on a person's housing as possible.

#### **IV. Using a Coordinated Assessment and a Standardized Assessment Tool or Process to Determine Eligibility and Establish a Prioritized Waiting List**

##### **A. Coordinated Assessment Requirement**

Provisions at 24 CFR 578.7(a)(8) requires that each CoC, in consultation with recipients of Emergency Solutions Grants (ESG) program funds within the CoC's geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. CoCs that adopt the order of priority in Section III of this Notice into the CoC's written standards are strongly encouraged to use their coordinated assessment system in order to ensure that there is a single prioritized waiting list for all CoC Program funded PSH within the CoC. Under no circumstances shall the order of priority be based upon diagnosis or disability type, but instead on the severity of needs of an individual or family.

##### **B. Written Standards for Creation of a Single Prioritized Waiting List for PSH**

CoCs are also encouraged to include in their policies and procedures governing their coordinated assessment system, a requirement that all CoC Program-funded PSH accept referrals only through a single prioritized waiting list that is created through the CoC's coordinated assessment process. Adopting this into the CoC's policies and procedures for coordinated assessment would further ensure that CoC Program-funded PSH is being used most effectively, which is one of the goals in this Notice. This would also allow for

recipients of CoC Program funds for PSH to maintain their own waiting lists, but all households would be referred to each of those project-level waiting lists based on where they fall on the prioritized list and not on the date in which they first applied for housing assistance.

#### C. Standardized Assessment Tool Requirement

CoCs must utilize a standardized assessment tool, in accordance with 24 CFR 578.3, or process. Appendix A of this Notice—*Coordinated Assessment Tool and Implementation: Key Considerations*—provides recommended criteria for a quality coordinated assessment process and standardized assessment tool.

#### D. Nondiscrimination Requirements

CoCs and recipients of CoC Program-funded PSH must continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable.

#### V. Recordkeeping Requirements

This Notice establishes recordkeeping requirements for all recipients of CoC Program-funded PSH that are required to document a program participant's status as chronically homeless as defined in 24 CFR 578.3 and in accordance with 24 CFR 578.103. Further, HUD expects that where CoCs have adopted the orders of priority in Section III. of this Notice into their written standards, the CoC as well as recipients of CoC Program-funded PSH, will maintain evidence of implementing these priorities.

##### A. CoC Records

In addition to the records required in 24 CFR 578.103, it is recommended that the CoC should supplement such records with the following:

1. **Evidence of written standards that incorporate the priorities in Section III. of this Notice, as adopted by the CoC.** A CoC adopting the priorities in Section III of this Notice, may be evidenced by written CoC, or subcommittee, meeting minutes where written standards were adopted that incorporate the prioritization standards in this Notice, or an updated, approved, governance charter where the written standards have been updated to incorporate the prioritization standards set forth in this Notice.
2. **Evidence of a standardized assessment tool.** Use of a standardized assessment tool may be evidenced by written policies and procedures referencing a single standardized assessment tool that is used by all CoC Program-funded PSH recipients within the CoC's geographic area.
3. **Evidence that the written standards were incorporated into the coordinated assessment policies and procedures.** Incorporating standards into the coordinated assessment policies and procedures may be evidenced by updated policies and

procedures—that incorporate the updated written standards for CoC Program-funded PSH developed and approved by the CoC.

#### **B. Recipient Recordkeeping Requirements**

In addition to the records required in 24 CFR 578.103, recipients of CoC Program-funded PSH that is required by grant agreement to document chronically homeless status of program participants in some or all of its PSH beds must maintain the following records:

1. **Written Intake Procedures.** Recipients must maintain and follow written intake procedures to ensure compliance with the definition of chronically homeless per 24 CFR 578.3. These procedures must establish the order of priority for obtaining evidence as: (1) third-party documentation, (2) intake worker observations, and (3) certification from the person seeking assistance. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates entries are made.
2. **Evidence of Chronically Homeless Status.** Recipients of CoC Program-funded PSH whose current grant agreement includes beds that are dedicated or prioritized to the chronically homeless must maintain records evidencing that the individuals or families receiving the assistance in those beds meets the definition for chronically homeless at 24 CFR 578.3. Such records must include evidence of the homeless status of the individual or family (paragraphs (1)(i) and (1)(ii) of the definition), the duration of homelessness (paragraph (1)(ii) of the definition), and the disabling condition (paragraph (1)(iii) of the definition). When applicable, recipients must also keep records demonstrating compliance with paragraphs (2) and (3) of the definition.
  - (a) **Evidence of homeless status.** Evidence of an individual or head of household's current living situation may be documented by a written observation by an outreach worker, a written referral by housing or service provider, or a certification by the household seeking assistance that demonstrates that the individual or head of household is currently homeless and living in a place not meant for human habitation, in an emergency shelter, or a safe haven. For paragraph (2) of the definition for chronically homeless at 24 CFR 578.3, for individuals currently residing in an institution, acceptable evidence includes:
    - i. Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution that demonstrate the person resided there for less than 90 days. All oral statements must be recorded by the intake worker; or
    - ii. Where the evidence above is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in the paragraph i. above and a certification by the individual seeking

assistance that states that they are exiting or have just exited an institution where they resided for less than 90 days; and

- iii. Evidence that the individual was homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter, and met the criteria in paragraph (1) of the definition for chronically homeless in 24 CFR 578.3, immediately prior to entry into the institutional care facility.

- (b) **Evidence of the duration of the homelessness.** Recipients documenting chronically homeless status must also maintain the evidence described in paragraph i. or in paragraph ii. below, and the evidence described in paragraph iii. below:

- i. **Evidence that the homeless occasion was continuous, for at least one year.**

Using any combination of allowable documentation described in Section V.B.2.(a) of this Notice, recipients must provide evidence that the homeless occasion was continuous, for a year period, without a break in living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter. For the purposes of this Notice, a break is considered at least seven or more consecutive nights not residing in a place not meant for human habitation, in shelter, or in a safe haven.

At least 9 months of the 1-year period must be documented by one of the following: (1) HMIS data, (2) a written referral, or (3) a written observation by an outreach worker. In only rare and the most extreme cases, HUD would allow a certification from the individual or head of household seeking assistance in place of third-party documentation for up to the entire period of homelessness. Where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and evidence of the efforts made to obtain third-party evidence as well as documentation of the severity of the situation in which the individual or head of household has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than 1 year and has not had any contact with anyone during that entire period.

**Note:** A single encounter with a homeless service provider on a single day within 1 month that is documented through third-party documentation is sufficient to consider an individual or family as homeless for the entire month unless there is any evidence that the household has had a break in homeless status during that month (e.g., evidence in HMIS of a stay in transitional housing).

**ii. Evidence that the household experienced at least four separate homeless occasions over 3 years.**

Using any combination of allowable documentation described in Section V.B.2.(a) of this Notice, the recipient must provide evidence that the head of household experienced at least four, separate, occasions of homelessness in the past 3 years.

Generally, at least three occasions must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation. Any other occasion may be documented by a self-certification with no other supporting documentation.

In only rare and the most extreme cases, HUD will permit a certification from the individual or head of household seeking assistance in place of third-party documentation for the three occasions that must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation. Where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and must document efforts made to obtain third-party evidence, and document of the severity of the situation in which the individual has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than one occasion of homelessness and has not had any contact with anyone during that period.

**iii. Evidence of diagnosis with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. Evidence of this criterion must include one of the following:**

- (1) Written verification of the condition from a professional licensed by the state to diagnose and treat the condition;
- (2) Written verification from the Social Security Administration;
- (3) Copies of a disability check (e.g., Social Security Disability Insurance check or Veterans Disability Compensation);
- (4) Intake staff (or referral staff) observation that is confirmed by written verification of the condition from a professional licensed by the state to diagnose and treat the condition that is confirmed no later than 45 days of the application for assistance and accompanied with one of the types of evidence above; or

(5) Other documentation approved by HUD.

**C. Recordkeeping Recommendations for CoCs that have Adopted the Order of Priority in this Notice.**

Where CoCs have incorporated the order of priority in this Notice into their written standards, recipients of CoC Program-funded PSH may demonstrate that they are following the CoC-established requirement by maintaining the following evidence:

1. **Evidence of Cumulative Length of Occasions.** For recipients providing assistance to households using the selection priority in Sections III.A.1.(a) and (b) of this Notice, the recipient must maintain the evidence of each occasion of homelessness as required in Section V.B.2.(b)(2) of this Notice, which establishes how evidence of each occasion of homelessness, when determining whether an individual or family is chronically homeless, may be documented. However, to properly document the length of time homeless, it is important to document the start and end date of each occasion of homelessness and these occasions must cumulatively total a period of 12-months. In order to properly document the cumulative period of time homeless, at least 9 months of the 12-month period must be documented through third-party documentation unless it is one of the rare and extreme cases described in Section V.B.2.b.ii. of this Notice. For purposes of this selection priority, a single encounter with a homeless service provider on a single day within one month that is documented through third-party documentation is sufficient to consider an individual or family as homeless for the entire month unless there is any evidence that the household has had a break in homeless status during that month (e.g., evidence in HMIS of a stay in transitional housing).
2. **Evidence of Severe Service Needs.** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of this Notice using data-driven methods such as an administrative data match or through the use of a standardized assessment conducted by a qualified professional.
3. **Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance.** Recipients must follow the CoC's written standards for prioritizing assistance, as adopted by the CoC. In accordance with the CoC's adoption of written standards for prioritizing assistance, recipients must in turn document that the CoC's revised written standards have been incorporated into the recipient's intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

**VI. Questions Regarding this Notice**

Questions regarding this notice should be submitted to HUD's Ask A Question at: [www.onecpd.info/get-assistance/my-question](http://www.onecpd.info/get-assistance/my-question).

## Appendix A

### Coordinated Assessment Process and Standardized Assessment Tool: Key Considerations

A coordinated assessment process is intended to increase and streamline access to housing and services for households experiencing homelessness, matches appropriate levels of housing and services based on their needs, and prioritizes persons with severe service needs for the most intensive interventions. HUD will be issuing guidance regarding the minimum requirements for establishing and operating a coordinated assessment system, as required by 24 CFR 578.7(a)(8), separately. Meanwhile, this Appendix is intended to help inform CoC efforts to implement an effective coordinated assessment process and qualities of an effective standardized assessment tool. As stated in Section III of this Notice, the use of both a coordinated assessment process and assessment tool(s) are critical to effectively implement the order of priority described in Section III.A. and III.B., if adopted by the CoC and incorporated into the CoCs written standards.

### Recommendations for Effective Implementation of a Coordinated Assessment Process

The coordinated assessment process must incorporate and defer to any funding requirements established under the CoC Program interim rule, ESG Program interim rule, or a Notice of Funding Availability under which a project is awarded. In addition, the following are recommended as the minimum criteria for the effective implementation of a coordinated assessment process.

1. **Standardized**—The assessment process should rely upon a standardized method and criteria to determine the appropriate type of intervention for individuals or families. This standardized process could encompass the CoC-wide use of a standardized assessment tool, as well as data driven methods.
2. **Improves data management**—Individual tracking, resource allocation and planning, system monitoring, and reporting to the community and to funders is improved by use of a common, coordinated assessment tool.
3. **Non-directive**—The recommendations of the tool can be overridden by the judgment of qualified professionals, especially in where there are extenuating circumstances that are not assessed by the tool are relevant to choosing appropriate interventions. Discretion must be exercised in a nondiscriminatory manner consistent with fair housing and civil rights laws and should be subject to appropriate review and documentation (see Section V. of this Notice for the recordkeeping requirements), to ensure it is applied judiciously.
4. **Mainstream resources**—Effective coordinated assessment facilitates meaningful coordination between the homeless response system and the intake processes for mainstream systems. Connections should be made to public housing authorities, multifamily housing, health and mental health care, the workforce development system, and with other mainstream income and benefits as appropriate and applicable.
5. **Align Interventions**—The various types of interventions that are available are aligned and used strategically.



6. **Leverage local attributes and capacity**—The physical and political geography, including the capacity of partners in a community, and the opportunities unique to the community's context, should inform local coordinated assessment implementation.
7. **Assess program capacity**—Assess the variety and capacity of programs in the community to identify and fill critical gaps in housing and service resources and to ensure that there is a range of options needed for a coordinated assessment system to work well.
8. **Outreach**—The coordinated assessment system should ensure that connections and ongoing engagement occurs with those not accessing services and housing on their own. Often, these are the highest need and most at-risk people in communities.
9. **Privacy protections**—Protections should be in place to ensure proper use of the information with consent from the client. Assessment should also be conducted in a private location.
10. **Fair Housing and Civil Rights**—Protections should be in place to ensure compliance with all civil rights requirements, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. The assessment tool should not seek disability-related information that is unnecessary for determining the need for housing-related services. The coordinated assessment process should ensure that program participants are informed of rights and remedies available under applicable federal, state, and local fair housing and civil rights laws, in accordance with the requirement at 24 CFR 578.93(c)(3).
11. **Training**—Initial and ongoing training on the use of the assessment tool should be provided to those parties that will be administering the assessment.
12. **Accessible and well-advertised**—The assessment must be well advertised and easily accessed by people seeking services or housing. This can happen in a variety of ways: access to services can be centralized, a one-stop shop approach. Access can be coordinated, leveraging outreach capacity and linking or integrating with mainstream systems. The assessment must be conducted in a manner that is accessible for individuals with disabilities, ensures meaningful program access for persons with Limited English Proficiency, and is affirmatively marketed in order to reach eligible persons who are least likely to seek assistance in the absence of special outreach, in accordance with 24 CFR 578.93(c)(1).
13. **Prioritization**—When resources are scarce, the coordinated assessment process should prioritize who will receive assistance based on their needs. Coordinated assessment should never result in long waiting lists for assistance. Instead, when there are many more people who are assessed to receive an intervention than there are available openings, the process should refer only individuals with the greatest needs.
14. **Inform system change efforts**—Information gathered during the coordinated assessment process should identify what types of programs are most needed in the community and be used by the CoC and other community leaders to allocate resources.



### Recommended Qualities of a Good Standardized Assessment Tool

While HUD requires that CoCs use a standardized assessment tool, it does not endorse any specific tool or approach, there are universal qualities that any tool used by a CoC for their coordinated assessment process should include.

1. **Valid**—Tools should be evidence-informed, criteria-driven, tested to ensure that they are appropriately matching people to the right interventions and levels of assistance, responsive to the needs presented by the individual or family being assessed, and should make meaningful recommendations for housing and services.
2. **Reliable**—The tool should produce consistent results, even when different staff members conduct the assessment or the assessment is done in different locations.
3. **Inclusive**—The tool should encompass the full range of housing and services interventions needed to end homelessness, and where possible, facilitate referrals to the existing inventory of housing and services.
4. **Person-centered**—Common assessment tools put people—not programs—at the center of offering the interventions that work best. Assessments should provide options and recommendations that guide and inform client choices, as opposed to rigid decisions about what individuals or families need. High value and weight should be given to clients' goals and preferences.
5. **User-friendly**—The tool should be brief, easily administered by non-clinical staff including outreach workers and volunteers, worded in a way that is easily understood by those being assessed, and minimize the time required to utilize.
6. **Strengths-based**—The tool should assess both barriers and strengths to permanent housing attainment, incorporating a risk and protective factors perspective into understanding the diverse needs of people.
7. **Housing First orientation**—The tool should use a Housing First frame. The tool should not be used to determine "housing readiness" or screen people out for housing assistance, and therefore should not encompass an in-depth clinical assessment. A more in-depth clinical assessment can be administered once the individual or family has obtained housing to determine and offer an appropriate service package.
8. **Sensitive to lived experiences**—Providers should recognize that assessment, both the kinds of questions asked and the context in which the assessment is administered, can cause harm and risk to individuals or families, especially if they require people to relive difficult experiences. The tool's questions should be worded and asked in a manner that is sensitive to the lived and sometimes traumatic experiences of people experiencing homelessness. The tool should minimize risk and harm, and allow individuals or families to refuse to answer questions. Agencies administering the assessment should have and follow protocols to address any psychological impacts caused by the assessment and should administer the assessment in a private space, preferably a room with a door, or, if outside, away from others' earshot. Those administering the tool should be trained to recognize signs of trauma or anxiety.

Additionally, the tool should link people to services that are culturally sensitive and appropriate and are accessible to them in view of their disabilities, e.g., deaf or hard of hearing, blind or low vision, mobility impairments

9. **Transparent**—The relationship between particular assessment questions and the recommended options should be easy to discern. The tool should not be a “black box” such that it is unclear why a question is asked and how it relates to the recommendations or options provided.

*Appendix I: Employment Assessment*

**Homelessness Assessment Survey For Employment – BC**

Name of Person Conducting the interview	
Individual's Name	
Address/Shelter or PO Box Number	
Client's Phone Number	
Client's Email Address	
What is the best way to contact you?	
Do you have a caseworker?	YES / NO
If yes, what is their name and where do they work?	
<b>U.S. Military Veteran? (Answered in Profile tab)</b>	
Are you currently working?	YES / NO
Do you want to work?	YES / NO
If yes, what KIND of job are you looking for?	Temporary
	Permanent
	Seasonal
	Full Time
	Part Time
	Volunteer
	Seasonal To Permanent
What TYPE of job are you looking for?	

Tell me a little bit about your qualifications:	
Highest Level of Education Attained	10 <sup>th</sup> Grade (HUD) 11 <sup>th</sup> Grade (HUD) 12 <sup>th</sup> Grade, no diploma (HUD) 5 <sup>th</sup> or 6 <sup>th</sup> Grade (HUD) 7 <sup>th</sup> or 8 <sup>th</sup> Grade (HUD) 9 <sup>th</sup> Grade (HUD) Client doesn't know (HUD) Client refused (HUD) College Degree GED (HUD) Graduate Degree High School Diploma (HUD) Less than High School No Schooling Completed (HUD) Nursery school to 4th grade (HUD) Post-secondary school (HUD) Some College Some High School Some Technical School Technical School Certification
What did you do on some of your previous jobs?	
Do you have any licenses or certifications?	YES / NO
If yes, tell me about them:	
Can you type?	YES / NO
Are you familiar with any computer software like Microsoft Office?	YES / NO

If yes, which ones?	
Do you have a resume?	YES / NO
Are you comfortable filling out an application?	YES / NO
Do you need clothes for a job interview?	YES / NO
Do you have reliable transportation?	YES / NO
What is your mode of transportation?	
How far would you be willing to travel to work?	
Do you have any income now?	YES / NO
If yes, what is the source of income?	SSI Employment Income SSIP Pension SSDI Child Support Veteran Benefits Unemployment Benefits Medicare Food Stamps Social Security GA TANF None Other
Total Household Monthly Income (from all sources)?	
Taking into account all forms of income, what wage would you be willing to accept?	

Do you have any of the following in your belongings (with you):	Social Security Card Driver's License Birth Certificate Permanent Residency Card Military ID Military Discharge Papers (DD214)
Besides housing, what do you need help with to find and keep a job? (Check all that apply)	Childcare Training Transportation Housing Getting along with others Interview Skills Substance Abuse Education Felony Work History Legal Status Language
Do you have any health or other issues that may affect what jobs you can do?	YES / NO
Health Issues, please describe:	
Mental health issues, please describe:	
Other, please describe:	



Broward County Housing Finance and Community Redevelopment Division  
Emergency Solutions Grants (ESG) Procedures Manual/Program Design

Broward County Housing Finance and Community Redevelopment ESG Procedures manual/Program Design  
YL Rev. 01/2021

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## I. ESG PROGRAM OBJECTIVES AND SCOPE OVERVIEW

### The McKinney-Vento Homeless Assistance Act, as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009

#### a) Citations

**Statute:** Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, Subtitle B, as amended (42 U.S.C. 11371 *et seq.*) **Regulations:** 24 CFR part 576, as amended by 76 FR 75974 (Dec. 5, 2011) and 80 FR 75939 (Dec. 7, 2015)

#### b) Program Objectives

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. The second allocation of FY 2011 ESG funding and future years are all subject to the ESG regulations. The first allocation of FY 2011 ESG funding and prior years are subject to the Emergency Shelter Grants Program regulations. The objectives of the Emergency Solutions Grants (ESG) program are to increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness and re-house homeless individuals and families.

The ESG program provides funding to:

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families;
3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families; and
6. Prevent families and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities (up to 7.5% of a recipient's allocation can be used for administrative activities).

The Emergency Solutions Grants (ESG) program is designed to be the first step in a continuum of assistance to prevent homelessness and to enable homeless individuals and families to move toward independent living.

ESG funds can be used to both assist people who are homeless as well as help prevent new individuals and families from becoming homeless. Thus, the standards for determining (and documenting) eligibility for an ESG-funded program vary depending on whether the program provides homeless prevention services or assistance for individuals and families who are currently homeless. ESG program regulations are (24 CFR Part 576) and Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, Subtitle B, as amended (42 U.S.C. 11371 *et seq.*) and is funded by the U.S. Department of Housing and Urban Development.

### c) Guidelines for Allocation

Broward County is designated by the U.S. Department of housing and Urban Development (HUD) as an "Urban County". Broward County has the authority to undertake Community development and housing activities in its unincorporated areas and its included units of local government. As recipient of grant funds, the County is the designated Grantee and those entities approved to receive funds, from the County are designated sub-grantees or sub recipients.

The Emergency Solutions Grants program is a formula grant program that uses data from the Community Development Block Grants (CDBG) program as the basis for allocating funds to eligible jurisdictions. The CDBG formula uses several objective measures of community need: poverty, population, housing overcrowding, age of housing and growth lag.

HUD notifies each ESG-eligible State, metropolitan city, urban county, and territory of the amount of its allocation. To receive ESG funds, a jurisdiction needs to submit its Consolidated Plan at least 45 days before the start of its program year (24 CFR 91.15(a)).

**Match:** ESG recipients/subrecipients must match grant funds with an equal amount of cash and/or noncash contributions, which may include donated buildings, materials and volunteer services. 24 CFR 576.201; 24 CFR 576.500(o) and (v)(3)

### d) Consolidated Plan

The Consolidated Plan serves as the application for ESG funds (as well as for three other formula-funded programs - CDBG, HOME, and HOPWA). The formula grant program statutes describe three basic goals against which HUD will evaluate the Consolidated Plan and the jurisdiction's performance under the plan. Each jurisdiction's Consolidated Plan must state how it will pursue these goals for all community development and housing programs. The goals are:

- decent housing;
- a suitable living environment; and
- expanded economic opportunities.

Federal regulations regarding the submission of a Consolidated Plan are as follows:

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### **Application Requirements 24 CFR 576.31**

To receive funds from the Emergency Solutions Grants program, the Broward County Housing Finance and Community Redevelopment Division submits and obtains approval of a Consolidated Plan. This 3- to 5-year Plan provides the framework for a process used by States and local areas to identify housing, homeless, community and economic development needs and resources and to develop a strategic plan to meet those needs. During this planning process, citizens have an opportunity to provide input and to help shape the community's priorities.

The ESG grantee (Broward County) is the direct recipient of the HUD award. A grantee administers projects through "sub-grantees" or "sub recipients". A local government grantee also may implement projects itself. Broward County implements eligible projects through sub-grantees.

ESG is a formula-funded program that uses the Community Development Block Grant (CBDG) formula as the basis for allocating funds to eligible jurisdictions, States, territories, and qualified metropolitan cities and urban counties.

### **e) ESG and the Broward County Continuum of Care**

The ESG program is designed as the first step in a continuum of assistance to prevent homelessness and to enable the homeless population to move steadily toward independent living. The Continuum of Care model is based on the understanding that homelessness is not caused by simply a lack of shelter but involves a variety of underlying needs. HUD believes the best approach for alleviating homelessness is through a community-based process that provides a comprehensive response to the diverse needs of homeless persons. The fundamental components of a Continuum of Care system are:

- Outreach and assessment to identify a homeless person's needs;
- Immediate (emergency) shelter as a safe, decent alternative to the streets;
- Transitional housing with appropriate supportive services to help people reach independent living; and
- Permanent housing or permanent supportive housing for the disabled homeless.
- Re-house homeless families or individuals

Broward County's Housing Finance and Community Redevelopment Division (HF&CD) works in partnership with the County's Homeless Initiatives Partnerships Division (HIP) to efficiently allocate Emergency Solutions Grant Program funds. HF&CD staff consults with HIP prior to each new program year to determine what the ESG funding priorities should be. HF&CD consults with the **Continuum(s) of Care** operating within the jurisdiction in determining how to allocate ESG funds. HIP is the lead agency charged with the responsibility of coordinating the County's Homeless Continuum of Care (CoC). Their input is essential in that limited ESG funds are allocated in an effective and coordinated manner so that they fill gaps in essential CoC services.

## II. ESG PROGRAM ELIGIBLE ACTIVITIES and LIMITATIONS

The ESG program aims to supplement State, local, and private efforts to improve the quality and number of emergency shelters and transitional facilities for homeless people. More specifically, States and local governments use ESG funds to help operate these facilities, to provide essential support services to residents, and to help prevent at-risk families or individuals from becoming homeless and re-house homeless families or individuals.

Used as a first step in the continuum of care plan of assistance, the ESG program strives to address the immediate needs of persons residing on the street and needing emergency shelter and transitional housing, as well as assisting their movement to independent living.

ESG serves a variety of homeless persons and families, with no restrictions or further targeting. Any targeting of ESG funds results from local service and shelter providers design of programs to address the specific needs of various homeless subpopulations, such as victims of domestic violence, youth, mentally ill, veterans, families with children, or others. A portion of ESG funds may be used to serve persons at imminent risk of losing their permanent housing and becoming homeless.

While flexible in terms of serving all homeless subpopulations and preventing persons from becoming homeless, the regulations do limit the types of activities and amounts of funds that can be spent on different activities. There are eligible components.:

### (a) ESG Grant Activities

#### Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations. See 24 CFR 576.101.

Note: The total amount of the recipient's fiscal year grant that may be used for street outreach and emergency shelter activities cannot exceed the greater of: 1) 60% of the fiscal year grant; or 2) the amount of FY 2010 grant funds committed for homeless assistance activities.

#### Emergency Shelter

Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building.

Note: Property acquisition and new construction are ineligible ESG activities.

Essential Services, including case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental

health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

See 24 CFR 576.102.

Eligible program participants: Individuals and families meeting the criteria of the "homeless" definition under 24 CFR 576.2.

Note: Property acquisition and new construction are not eligible ESG activities. The total amount of the recipient's fiscal year grant that may be used for street outreach and emergency shelter activities cannot exceed the greater of: 1) 60% of the fiscal year grant; or 2) the amount of FY 2010 grant funds committed for homeless assistance activities.

### **Homelessness Prevention**

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in **paragraph (1)** of the homeless definition.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.103.

Eligible program participants: Individuals and families who meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

### **Rapid Re-Housing**

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs include:

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- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.104, 576.105, and 576.106.

Eligible program participants: Individuals and families who meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

#### **Data Collection (HMIS)**

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area. More information about using an HMIS is available on the HMIS page.

See 24 CFR 576.107

#### **Administration**

Up to 7.5 percent of a recipient's allocation can be used for Administrative activities. These include general management, oversight, and coordination; reporting on the program; the costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings; the costs of preparing and amending the ESG and homelessness-related sections of the Consolidated Plan, Annual Action Plan, and CAPER; and the costs of carrying out environmental review responsibilities.

State recipients must share administrative funds with their subrecipients that are local governments and may share administrative funds with their subrecipients that are nonprofit organizations.

#### **Summary of Eligible ESG-Funded Activities and Limits on Use**

Attachment 1 – HUD ESG Program Components Quick Reference

#### **(b) Obligation and Expenditure Deadlines**

**Metropolitan cities, urban counties and territories** must obligate all funds, except funds for administrative costs, within 180 days after HUD signs the grant agreement.

All grant funds must be expended within 24 months after HUD signs the grant agreement with the recipient.

Further obligation and expenditure requirements are specified at 24 CFR 576.203.

**(c) Grant Limitations/Restrictions**

*Restrictions on Renovation, Major Rehabilitation, Conversion and Certification:*

*The statute and regulation require certain continued use standards for shelters receiving ESG funds for improvement (restrictions on renovation, major rehabilitation and conversion) based upon the amount of the improvement...*

(c) CERTIFICATIONS ON USE OF ASSISTANCE. - Each recipient shall certify to the Secretary that—

(1) it will—

(A) in the case of assistance involving major rehabilitation or conversion, maintain any building for which assistance is used under this subtitle as a shelter for homeless individuals and families for not less than a 10-year period;

(B) in the case of assistance involving rehabilitation (other than major rehabilitation or conversion), maintain any building for which assistance is used under this subtitle as a shelter for homeless individuals and families for not less than a 3-year period; or

(C) in the case of assistance involving solely activities described in paragraphs (2) and (3) of section 414(a), provide services or shelter to homeless individuals and families for the period during which such assistance is provided, without regard to a particular site or structure as long as the same general population is served;

(2) any renovation carried out with assistance under this subtitle shall be sufficient to ensure that the building involved is safe and sanitary;

(3) it will assist homeless individuals in obtaining—

(A) appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living; and

(B) other Federal, State, local, and private assistance available for such individuals;

***The regulation 24 CFR 24 CFR 576.500(y) specifies the dates for determining when the 3- and 10-year use requirements begin and recordkeeping requirements.*** For either the 3- or 10-year period of use, the use requirement starts on the date of initial occupancy for a building that had not previously been operated as a shelter. The date the ESG funds are obligated to a shelter starts the applicable use requirement where the building was previously operated as a shelter.

***Limitations on Funding Essential Services***

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The legislation and the regulations both limit the amount of ESG funds that may be spent on essential services (30 percent subject to waiver) and restrict funding to new services or a quantifiable increase in services above the level previously funded **24 CFR 576.21 (b)**.

Grantees may use only thirty (30) percent of the entire ESG grant for essential services. The 30 percent limitation applies to the grant as a whole. Thus, individual recipients of ESG funds for essential services are each not limited to 30 percent of their grant, just as long as the overall 30 percent limit is not exceeded.

➤ **Waiver of Statutory 30 Percent Essential Services Limitation**

*Waiver Authority 42 U.S.C. 11374 (b)*. The legislation provides for a waiver of the statutory 30 percent limitation. The 30 percent limitation on the use of assistance for essential services may be waived if the local government receiving the assistance demonstrates that the other eligible activities under the program are already being carried out in the locality with other resources. The jurisdiction requesting a waiver of the 30 percent limitation must document to the satisfaction of HUD that other ESG-eligible activities (renovation, major rehabilitation, conversion, operational costs, and homeless prevention) are being carried out in the locality with other resources or there is no demand for those activities.

**Limitations on Funding Operational Costs**

Staff salaries (including fringe benefits) paid under the operating costs category is limited to 10 percent of the grant. Maintenance and security salary costs are not subject to the 10 percent standard **24 CFR 576.21 (a) (3)**.

Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings. Not more than 10 percent of the grant amount may be used for costs of staff.

**Limitations on Funding Homeless Prevention Activities**

The grantee may not use more than thirty (30) percent of their grant amount for homeless prevention activities. The statutory limitation is not waivable. The limitation is based on the overall grant to the jurisdiction. An individual recipient's homeless prevention activities are not limited, as long as the total of all recipients' homeless prevention activities does not exceed the 30 percent standard **24 CFR 576.21**.

**Limitations on Administrative Costs**

The legislation and regulations provide that up to seven and a half (7.5) percent of a grantee's funds may be spent for administering the grant in accordance with **42 U.S.C. 11378**.

Eligible administrative costs include staff to operate the program, preparation of progress reports, audits, and monitoring of recipients **24 CFR 576.21 (a) (5)**.



**(d) Ineligible Activities**

***Ineligible Rehabilitation or Renovation***

Ineligible rehabilitation or renovation costs include:

- Acquisition of real property
- New construction
- Property clearance or demolition
- Rehabilitation administration
- Staff training or fund-raising activities associated with rehabilitation
- Building maintenance and repairs (See Operations)

***Ineligible Essential Services Activities***

Ineligible essential services costs include:

- Existing services and staff (services must be new or provided to more persons)
- Salary of case management supervisor when not working directly on participant issues
- Advocacy, planning, and organizational capacity building
- Staff recruitment/training
- Transportation costs not directly associated with service delivery

***Ineligible Operational Costs Activities***

Ineligible operating or maintenance costs include:

- Recruitment or on-going training of staff
- Depreciation
- Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc.)
- Staff training, entertainment, conferences, or retreats
- Public relations or fund raising
- Bad debts/late fees
- Mortgage payments

***Ineligible Homeless Prevention Costs Activities***

Ineligible homeless prevention costs include:

- Housing/services to homeless persons
- Direct payments to individuals
- Long-term assistance beyond several months
- Application for Federal Funds or Unprogrammed Funds

***Ineligible Administrative Costs Activities***

Ineligible administrative costs include:

- Preparation of Consolidated Plan and other application submissions
- Conferences or training in professional fields such as accounting and financial management
- Salary of organization's executive director (except to the extent involved in carrying out eligible administrative functions)

### III. APPLYING FOR ESG FUNDS

#### a) Eligible Applicants

Eligible applicants are n-non-profit organizations and public agencies that are involved in/administer homeless activities.

#### b) Application Process

Broward County allocates ESG funds to recipients through a formal RFP process.

This competitive process includes the review of proposals and recommendations for funding by a diverse group of stakeholders. This group could include:

- Grantee staff;
- Other State and/or local government representatives;
- Continuum of Care groups;
- Homeless service providers;
- Other service providers;
- Community members.

The application process occurs once a year. The period usually runs between October 15 to December 15 of each year and they run between 45 and 60 days. The process is advertised and program priorities and projected dollar amounts are included in the advertisement. Technical assistance is available for proposal applicants up until the December 15 submission date. ESG regulations are explained to prospective applicants. They are advised of the regulatory caps. In addition, it is explained to them that there is a 10% cap on salaries for Operational Costs unless those costs are for security or maintenance. Once applications for ESG funds are submitted to HF&CD, an application review team is selected from practitioners in the Homeless Services field to review these applications according to HIP and Consolidated Plan priorities as well as ESG regulations. The review team is also trained in the intricacies of ESG regulations and evaluates the application utilizing the ESG Evaluation tool. This evaluation tool correlates with the actual questions in the ESG proposal application. Scores are weighted according to the significance of the application question. Applications that score the highest are recommended to the Board of County Commissioners for funding.

HFCRD also ensures that Operational Costs do not exceed 10% for staff costs not associated with security or maintenance

**c) Selection Committee**

The selection committee is comprised of the industry professionals that are not HIP Advisory Committee. Staff presents the results of the evaluation process to this committee and they determine which of the applications meeting the minimum program priority requirements are recommended for funding. They do not look at eligibility because that has already been determined during the application process. The HIP Advisory Committee and/or the CoC Board establishes program priorities based on overall homeless program needs and gaps in services according to resources and availability of Continuum of Care program services. The applications that the committee feels best addresses these gaps are recommended for funding by majority vote of the Committee. HFCRD staff incorporates the funding recommendations into the proposed Annual Action Plan, which is presented to the Broward County Board of County commissioners each year. Once the Board approves these recommendations, staff begins the contract preparation process that culminates the development and implementation of executed sub-recipient agreements by the start of the new fiscal year on October 1 of each year.

**IV. BROWARD COUNTY HOUSING FINANCE AND COMMUNITY REDEVELOPMENT STAFF**

**a) Housing Finance and Community Redevelopment Division Staff**

The County Division responsible for the all the Requirements established by HUD that are necessary for the application, development and implementation of this grant, is the Housing Finance and Community Redevelopment Division.

The Program Development Section:

This section is responsible for preparing the HUD required Five Year Consolidated Plan and the One Year Annual Action Plan. A by-product of the Annual Action Plan is the RFP process utilized to secure proposal applications for CDBG, HOME and ESG funding sources. This section also determines program eligibility, implements the I.D.I.S. system for management and fiscal control of CDBG, HOME and ESG program funds. This section coordinates the Environmental Review Process and prepares the Comprehensive Annual Performance Evaluation Report (CAPER) as well.

The Contract Administration and Project Management Section:

This section assists with the implementation of the grant. This includes, parts of the program development, assistance with the contract exhibits completion, assembly of contract, liability Insurance requirements, execution of contract, requests for reimbursements, request for budget changes, program reporting requirements, amendments etc... This section assists the Planning and Administration Section with their functions, meets with agency representatives and provides all technical assistance. This Section will be your primary contact for all requests.

The Fiscal Management Section:

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This section carries out Budget Preparations, fiscal systems evaluations, auditing request for reimbursements and processing these requests, reviews mandatory audit reports, budget transfers and all accounting and fiscal matters. In addition, this section is also responsible for monitoring the ESG projects.

#### V. SUB-GRANTEE/SUBRECIPIENT AGREEMENT

The process for funding new proposals for the grant year culminates in a public hearing by the Broward County Board of County Commissioners between June and August each year. A lot of detailed work is involved in the conversion of an approved proposal into an accurate and complete sub-grantee agreement. Broward County signs separate grant agreements with each sub-grantee/recipient of ESG funding. Even though HUD does not prescribe the specific content of these contracts or agreements, it states that grant funds cannot be expended by a sub-grantee/sub recipient unless there is a written agreement between the grantee and sub-grantee. In general, these agreements define:

- key program components or activities (including benchmarks for success);
- the level of ESG funding;
- the anticipated source and amount of matching funds contributed by the agency/organization; and
- documentation or reporting requirements.

Broward County has developed a "Standard Form Agreement". This agreement incorporates ALL current ESG requirements and applicable Broward County ordinances and requirements. By executing the agreement and accepting federal grant funds, the sub-grantee/sub recipient accepts responsibility and accountability for all terms, conditions, regulations and documents that accompany the agreement and grant award. Grants are awarded to Organizations not individuals, therefore, the organization as a whole accepts full legal responsibility for the program and the granting agency requirements.

The sub-grantee/sub recipient is held responsible for satisfying all the requirements of the agreement and must be familiar with ALL the terms and provisions of the Agreement.

The sub-grantee/sub recipient agreement has additional provisions these are the "Exhibits" and "Program Design". The exhibits and the program design are a part of the agreement. The agreement will not be fully accepted or executed without properly completed exhibits and program design.

**The exhibits are as follows:**

EXHIBIT "A"	PROJECT DESCRIPTION
EXHIBIT "B"	COSTS/BUDGET FOR PROJECT, ALLOWABLE COST FOR H.U.D.; SHARE OF BUDGET <b>(Match Required)</b> See Section

**(b) Guidelines for Allocation**

EXHIBIT "C"	TIMETABLE/SCHEDULE FOR PROJECT (ALL Projects will have a 12 month (1 year) term)
EXHIBIT "D"	MONTHLY PROGRESS REPORT; DIRECT BENEFIT REPORT FORM (Approved form/reporting method for HMIS requirements)
EXHIBIT "E"	SUBGRANTEE REQUEST FOR PAYMENT ( <b>Reimbursement</b> )
EXHIBIT "F"	BUSINESS ASSOCIATE ADDENDUM [IF APPLICABLE]
EXHIBIT "G"	SUBRECIPIENT WRITTEN STANDARDS
EXHIBIT "H"	DECLARATION OF RESTRICTIVE COVENANTS [IF APPLICABLE]

**The program Design:**

Program Designs are highly integrated with the organization's mission, strategic planning goals and needs of clients. The resulting program design also serves as a basis for funders to be able to conduct program evaluations. The program should be aligned with Organization's Mission, strategies, goals, objectives and involved members. The program design should define each service in the program (Through some market analysis or data) and should include a detailed description of each of your services or proposed services. The program design should also include what groups of clientele are being served, the number of clients that will be served and the needs it meets. It should include program reviews, program evaluations, resources and budgeting, matching funds and collaborators or partnerships. Make sure the purpose of the grant will be met and that the regulations will be followed. The design must indicate that the activity will ensure continued services and it should contain information on how to contact program administrators, case workers etc. so that citizens and other eligible interested parties know who to contact for assistance, referrals and how to access the program. All program Designs must comply with ESG Regulations, Agreement Requirements and Broward Homeless CoC Coordinated Assessment and Housing Placement Prioritization Written Standards.

**a) Term of the Agreement**

Article Three \_\_\_ Section \_\_\_\_\_ and Article \_\_\_\_\_ of the ESG agreement provides the term of the agreement. The term of the agreement shall be **One (1) year** unless otherwise noted, extended or terminated earlier as provided for in the agreement. The agreement, notwithstanding its expiration, shall survive and remain in effect for purposes of enforcing the Restrictive Covenant executed by SUBGRANTEE restricting the time period for use of the property as an emergency shelter as per the regulations.

**b) Reprogramming of Funds**

Upon expiration or termination of an agreement, all unexpended funds remain/revert to Broward County. These funds are subject to reallocation. Upon staff determination that a project is not feasible or cannot be completed in a timely manner, or cause (referenced in the ESG agreement) is grounds for reprogramming by COUNTY of all uncommitted and unexpended funds under this Agreement, consistent with the Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, Subtitle B, as amended (42 U.S.C. 11371 *et seq.*)  
**Regulations:** 24 CFR Part 576.

**c) Amendments**

Article \_\_\_\_ Section \_\_\_\_\_ of the ESG agreement states COUNTY may, in its discretion, amend this Agreement to conform to changes in federal, state, local, COUNTY and/or ESG guidelines, directives, objectives and substantial Division form changes. Such amendments shall be incorporated by written amendment as a part of this Agreement and shall be subject to approval of the Board of County Commissioners, ***except that the County Administrator shall have the authority to execute amendments which change the term of this Agreement or which change the Project so long as the new/ revised project consists of eligible activities.*** No modification, amendment, or alteration in the terms or conditions of the agreement shall be effective unless contained in a written document prepared with the same or similar formality as in the agreement and executed by proper parties. The Division Director shall be authorized to approve line item changes to the budget information set out in Exhibit "B" provided such changes do not result in an increase in the funding amount set forth in this Agreement. No requests for amendments shall be honored if submitted less than 90 days of termination of agreement

\* Minor reporting or form changes to improve the reporting method or include essential information and forms in general, are not considered substantial and does not require a formal amendment.

**d) Termination**

Article \_\_\_ of the ESG agreement provides the reasons for termination. The agreement is subject to the availability of funds. Should funds no longer be available, the agreement shall terminate upon no less than twenty-four (24) hours notice in writing to SUBGRANTEE. If, for any reason, SUBGRANTEE fails to commence work on the Project described in Exhibit "A," within three (3) months from the date of execution of the agreement, or fails to fulfill in a timely and proper manner its obligation under the agreement, or if SUBGRANTEE shall violate any of the covenants, agreements, or stipulations of the agreement, COUNTY, at the discretion of and through the County Administrator, shall thereupon have the right to terminate the agreement or suspend payment in whole or part by giving written notice to SUBGRANTEE.

## VI. FINANCIAL MANAGEMENT

Article \_\_\_\_ funding method of payment and provisions relating to the use of funds, of the ESG agreement, provides guidance and regulations that must be complied with.

If SUBGRANTEE receives Five Thousand Dollars (\$5,000.00) or more from COUNTY, it agrees to provide to COUNTY organization-wide annual financial statements prepared in accordance with generally accepted accounting principles and audited by an Independent Certified Public Accountant licensed by the State of Florida. SUBGRANTEE agrees to comply with the audit requirements set forth in 2 CFR Part 200, Subpart F, "Audit Requirements," Chapter 10.650 and 10.700 Rules of the Auditor General, State of Florida, as applicable, and the Statement of Financial Accounting Standards (SFAS) 116 and 117, and any revisions, as applicable. And 2 CFR Part 200, "Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards."

The financial statements shall include a statement of financial position, a statement of activities and a statement of cash flows. All grant funds from COUNTY should be shown via explicit disclosure in the annual financial statements and/or the accompanying notes to the financial statements. The cash match and in-kind contributions should also be shown. Such financial disclosure information and management letters, if any, shall be filed with COUNTY within one hundred and twenty (120) days after the close of SUBGRANTEE's fiscal year or expiration or termination of this Agreement. SUBGRANTEE is responsible for costs associated with the above-mentioned audit. Late submission of financial statements or management letters or submittal of incorrect or incomplete reports in any material respect shall result in suspension of payment. Any corrections to the financial statements requested by COUNTY shall be made and submitted to COUNTY within sixty (60) days.

### (a) Registers, Ledgers and Records

Some of the books of account and records required for recording transactions relating to the program are:

#### General Ledger

A general ledger shall be maintained in which to record a summarization of all accounting transactions relating to the program and to classify such transactions

#### Cash Receipts Register

Cash receipts register shall be maintained for the recording of (cash, checks, money orders, etc...) received in connection with the program. Deposit slips shall contain sufficient information so that the required entities may be made in the cash reports register or general ledger.

#### Cash Disbursement Register



Cash disbursement register shall be maintained for recording checks issued for the withdrawal of funds in relation to the program. All disbursements shall be made by pre-numbered checks used in numerical sequence and must be supported by appropriate documentation; such as payrolls, invoices, contracts, travel vouchers, etc., evidencing the nature and propriety of each payment and showing approval of project director or other designated authorized official.

#### Cost Control Ledger

A separate cost (expenditure) ledger shall be maintained having separate subsidiary ledgers for accounts in accord with line items in accord with contract/agreement. Cost controls shall be established for each executed contract.

It may be a separate ledger sheet for each of subsidiary cost account, or columnar ledger sheet with a separate column for each subsidiary account.

#### Payroll records

Basic payroll records shall be maintained, with respect to each employee. Records such as gross earnings, federal income tax withheld, state or local tax withheld, FICA withholdings, etc. These are used to accumulate payroll data required by Federal, state or local law.

#### Property Inventory Records

A record shall be maintained for each item of nonexpendable property acquired for the program. Nonexpendable property is property that will not be consumed or lose its identity by being incorporated into another item or property, which cost \$100 or more per unit and is expected to have a useful life for one year or more. The record shall indicate i) a description of the item of property and vendor, including model and serial number, if applicable; ii) date of acquisition; iii) the acquisition cost or assigned value to the program and iv) location of the property. It shall also include information as to whether the item of property was new or used at the time of acquisition. The aggregate of the individual costs shown on the record cards shall equal the balance in the subsidiary cost account for nonexpendable property.

#### **A physical inventory must be taken and reconciled with the record card annually.**

*At the conclusion of the project, or activity, all nonexpendable property acquired for the program with grant funds, shall revert to the County unless otherwise provided in the contract.*

All allowable costs are described in the **OMB Circular A-122 2 CFR Part 230 "Cost Principles for Non-profit organizations"** applies to non-profit sub-grantees/sub recipients.

All costs must be reasonable and of nature which clearly relates to the specific purposes of the program and agreement under which the services are being performed. Care must be exercised by all involved in incurring costs to assure expenditures conform to these general standards and follow the criteria for eligibility of costs. Where there is a question of allowable costs or eligibility is not clear, inquiry should be made to the primary staff contact.



In accordance with Article 7 and Article 12 of the ESG Agreement, SUBGRANTEE shall keep all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the minimum required retention period set forth in 24 CFR Part 576.500(y), of five (5) years after expiration or earlier termination of this Agreement or until resolution of any audit findings, whichever is longer.

In addition to the audit rights, and retention of records requirements, Subgrantee shall provide for project services under this Agreement, which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. The rights of access granted under this Article 7 shall not be limited to the required retention of records period set forth in Article 12 and shall remain in effect for as long as the records are retained.

**b) Request for Payment/Reimbursement**

Article related to funding method of payment and provisions relating to the use of funds, of the ESG agreement, provides guidance on Request for Payment/reimbursement Requests.

SUBGRANTEE shall provide the associated deliverable and shall submit an invoice for payment. COUNTY agrees to reimburse SUBGRANTEE for the Project expenses incurred monthly as provided for in Composite Exhibit "B," attached as part of the agreement. To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions

Payment may be withheld for failure of SUBGRANTEE to comply with a term, condition, or requirement of this Agreement.

*Unless otherwise noted, all ESG agreements are on a **Reimbursement basis**.*

**VII. MONITORING**

The ESG agreement states that the SUBGRANTEE agrees that the Division will carry out periodic monitoring and evaluation activities as determined necessary by the Division. The continuation of this Agreement is dependent upon satisfactory evaluation conclusions. Upon request, SUBGRANTEE agrees to furnish to the Division Director, COUNTY or their designees, such records and information, including copies and/or transcriptions, as is determined necessary by the Division or COUNTY. SUBGRANTEE shall submit information and status reports required by the Division, COUNTY, or H.U.D. on forms approved by the Division Director on a monthly and quarterly basis, and at other times upon the request of the Division Director.

***Broward County will follow its "Monitoring Plan" procedures manual.***

Monitoring progress of recipients under the ESG program is an important function of the grantee to ensure that the basic ESG program goals are met.

Monitoring can take a number of forms and can include review of progress reports, telephone consultation, and performance of on-site assessments. The three basic goals for oversight and monitoring of the progress and performance of ESG Sub-grantees/Sub recipients include:

- Ensure that ESG funds are used effectively to assist homeless individuals and families and that the basic ESG program goals are met;
- Ensure compliance with ESG regulations and program requirements in the usage of funds and in carrying out program activities; and
- Enhance and develop the management capacity of grantees/recipients.

In addition to reviewing regular reports submitted by grantees and recipient organizations, Monitoring might include on-site visits, review of records such as client files, financial records, and interviews with staff and project participants. On-site visits and review of grantee and recipient organization records can provide the HUD Field Office with a full picture of how the grantee and its recipient organizations are complying with ESG program requirements and goals.

The documents or reports that the designated monitor may review (either in a visit or off-site) may include the following:

- Award notifications, grant agreements, or contracts.
- Correspondence concerning questions about eligible costs, substantial changes in the uses of ESG funds or any other issues;
- Financial reports or audits that sub-grantees or sub recipients submit;
- Reports requested from grantees concerning activities undertaken with ESG funds; and
- Records related to monitoring reviews.

On-site monitoring involves:

- Formal and advance notification of the visit;
- Pre-visit preparation based on review of existing information;
- Coverage of the areas outlined below; and
- Clear conclusions and recommendations provided to the grantee following the visit.
- 

#### **a) Areas for Monitoring**

The areas for monitoring and oversight include the following:

- Eligible Activities Requirements - Ensure that grantees and recipients are using ESG funds as originally planned and for eligible activities. The reviewer should determine if costs are properly classified and if spending limits on certain activities have been properly adhered to. The reviewer should ensure that the activities funded by ESG benefit homeless persons and that they are provided at a reasonable cost.
- Financial Regulations - Ensure that grantees and recipients are appropriately following financial management requirements (see Section Seven for more information).
- Program Disbursements - Ensure that grantees and recipients draw down funds in compliance with requirements (see Section Seven for more information).

- Procurement and Audits - Ensure that grantees and recipients comply with such requirements (see Section Seven for more information).
- Conflict of Interest, Environmental Compliance, and Other Federal Requirements - Ensure that grantees and recipients comply with these requirements (see Section Eight for more information on these requirements).

**b) Reporting Requirements**

Article 3 Project, 6 and 4 of the ESG agreement gives guidance on reporting requirements. SUBGRANTEE shall provide COUNTY with Monthly or quarterly Progress Reports as provided in Exhibit "D," attached and made a part of the Agreement. As the contractually responsible entity, ESG grantees need to gather from sub-grantee/sub recipient organizations various pieces of program and financial information on a regular basis. This not only serves to assist the County monitor the progress of ESG recipient organizations funded by County, but also to report on these activities to HUD. Reports to HUD are completed through use of the Integrated Disbursement and Information System (IDIS), Homeless Management Information System (HMIS) and through annual reporting with the Consolidated Annual Performance and Evaluation Report (CAPER).

The CAPER is an annual report on progress in meeting the County's goals set out in the Consolidated Plan. The CAPER reports on programs funded by the Community Planning and Development formula grants (Community Development Block Grant (CDBG), HOME, and Emergency Solutions Grants). In the annual CAPER the County should report on the number of homeless persons provided with services through the ESG program during the year, and the types of activities which were funded by the program.

The IDIS system is designed to be an integrated database and serves not only as a reporting mechanism to HUD, but also as a program and financial management tool to assist grantees to track recipient progress. The Emergency Solutions Grants (ESG) Program HMIS Manual is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and subrecipients. This manual provides information on HMIS program setup and data collection guidance specific to the ESG Program.

The guidance provided in this document aligns with requirements around using HMIS as stated in the *Emergency Solutions Grants (ESG) Program interim rule* and refers to the data elements required in an HMIS as established in the *2017 HMIS Data Standards*. This document is not intended to replace the HMIS Data Dictionary or the HMIS Data Manual, but to complement them and relate ESG Program-specific requirements. This document is not a replacement for any specific program guidance, requirements, regulations, notices, and training materials on the ESG Program. This manual only addresses the use of HMIS for ESG.

The HMIS system reports on Universal Data Elements such as Name, Social Security Number, Race, Date of Birth, Gender, Disabling Condition etc., Program Specific Data Elements such as Income Sources, Non-Cash Benefits, Health Insurance, Chronic Health Condition, HIV/AIDS, Substance Abuse, Domestic Violence, Bed-Night Date, etc., Individual Program Partner Elements and Metadata Elements such as Date Created, Information Date, Household/Personal/Enrollment ID's, etc., and Funding Component Elements.

HMIS Program Specific Manuals are available on the HUD Exchange for each of the HMIS Federal Partner Programs:

- HUD CoC Program
- HUD ESG Program
- HUD HOPWA Program
- HHS RHY Program
- HHS PATH Program
- VA Programs

The Emergency Solutions Grants Program (ESG) HMIS Manual is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and subrecipients.

<https://www.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf>

Assessing recipient progress through these periodic IDIS/HMIS reports allows the HUD and the County understand if the sub-grantee/sub recipient is meeting program requirements, carrying out eligible activities and expending funds in a timely manner.

In order to obtain the information that is required in IDIS, the County require regular **(Exhibit "D", Monthly/Quarterly Progress Reports)**, detailed reporting by the recipient. Reporting often occurs in conjunction with a sub-grantees/sub recipient's request for reimbursement of ESG costs. The County may request additional material to include the HMIS Monthly Report.

All ESG grantees and recipients are required to document that those individuals and families assisted by ESG-funded activities meet ESG established eligibility criteria.

### VIII. OTHER FEDERAL REQUIREMENTS

There are several additional federal requirements with which ESG-funded grantees and sub-grantees/sub recipients must comply. These requirements include:

- Non-discrimination and Equal Opportunity.
- Violence Against Women Reauthorization Act of 2013:
- Lead-based Paint; *following key regulations;*  
**24 CFR Part 35**
- [Lead Disclosure Rule](#) (24 CFR 35 Subpart A)
- [Lead Safe Housing Rule](#) (24 CFR Part 35)
- [EPA's Renovation, Repair, and Painting Rule](#) (40 CFR Part 745)

## Lead Based Paint Resources

Understanding the Lead-based Paint Requirements: Guidance for ESG Grantees/Recipients  
Enclosed as "**Attachment A**"

Lead Safe Housing Rule Definitions

<https://files.hudexchange.info/resources/documents/LSHR-Lead-Definitions-Handout.pdf>

The Lead Disclosure Rule

[https://www.hud.gov/program\\_offices/healthy\\_homes/enforcement/disclosure](https://www.hud.gov/program_offices/healthy_homes/enforcement/disclosure)

HUD's Lead Safe Housing Rule and EPA's RRP

<https://files.hudexchange.info/resources/documents/LSHR-RRP-Handout.pdf>

Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing

[https://www.hud.gov/program\\_offices/healthy\\_homes/lbp/hudguidelines](https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines)

- Property Management Standards; including **24 CFR 85.32**, "Equipment"
- Relocation and Displacement; *Uniform Relocation Act* **24 CFR 576.59**, **49 CFR Part 24, subpart B** and **24 CFR 576.59 (f)**
- Conflict of Interest; **24 CFR 576.57 (d)**
- Environmental Review and Compliance; and **24 CFR 576.57 (e)**
- Limits on Funding to Primarily Religious Organizations **24 CFR 576.23**.
- Consistent with recordkeeping requirements established in Notice CPD-14-012
- 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements

## Definitions

The terms **Grantee** and **HUD** are defined in 24 CFR part 5. "*Grantee means the person or legal entity to which a grant is awarded and that is accountable for the use of the funds provided. HUD means the same as Department.*" (24 CFR 1.100)

**Administrative costs** means as the term is defined in 24 CFR 583.135(b) of this part, except that the exclusion relates to the costs of carrying out eligible activities under 24 CFR 576.21(a). "Administrative costs include the costs associated with accounting for the use of grant funds, preparing reports for submission to HUD, obtaining program audits, and similar costs related to administering the grant after the award. This does not include the costs of carrying out eligible activities under 24 CFR 583.105 through 583.125." (24 CFR 583.135(b))

## Chronically Homeless Means

(1) A "homeless individual with a disability," as defined in the Act, who:

- Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- Has been homeless (as described above) continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months
- Occasions separated by a break of at least seven nights
- Stays in institution of fewer than 90 days do not constitute a break

(2) An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

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(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**Consolidated plan** means the plan prepared in accordance with part 91 of Title 24 of the CFR, which describes needs, resources, priorities and proposed activities to be undertaken with respect to HUD programs, including the ESG program. An approved consolidated plan means a consolidated plan that has been approved by HUD in accordance with part 91 of this title.

**Conversion** means a change in the use of a building to an emergency shelter for the homeless under 24 CFR 576, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building after conversion. If such costs do not exceed 75 percent of the value of the building before conversion, they are to be considered rehabilitation and the three-year use requirement under 24 CFR 576.53 applies. The conversion of any building to an emergency shelter that is assisted under this part must meet local government safety and sanitation standards under 24 CFR 576.55. For projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a).

**Displaced person** means a person (family, individual, business, nonprofit organization, or farm) that moves from real property or moves personal property from real property, permanently and involuntarily, as a direct result of acquisition, rehabilitation, or demolition. Permanent, involuntary moves for an assisted project include: A) A permanent move from the real property (building or complex) following notice by the grantee, recipient or property owner to move permanently from the property, if the move occurs on or after the date that the grantee submits to HUD an application for assistance that is later approved and funded; B) A permanent move from the real property that occurs before the submission of the application to HUD, if the grantee, recipient or HUD determines that the displacement resulted directly from acquisition, rehabilitation, or demolition for the project; or C) A permanent move from the real property by a tenant-occupant of a dwelling unit that occurs after the execution of the agreement between the recipient and HUD if:

- The tenant has not been provided a reasonable opportunity to lease and occupy a suitable, decent, safe and sanitary dwelling in the same building/complex following the completion of the project at a rent, including estimated average utility costs, that does not exceed the greater of the tenant's rent and estimated average utility costs before the initiation of negotiations, or 30 percent of gross household income; or
- The tenant was required to move to another unit in the same building/complex but is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation or other conditions of the temporary relocation are not reasonable, and the tenant does not return to the building/complex; or
- The tenant is required to move to another unit in the same building/complex but is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move.

A person is not considered a displaced person if: A) the person has been evicted for cause based on a serious or repeated violation of material terms of the lease or occupancy agreement and HUD determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance; B) the person moved into the property after the submission of the application and, before commencing occupancy, received written notice of the expected displacement; C) the

person is ineligible under 49 CFR 24.2(g)(2); or D) HUD determines that the person was not displaced as a direct result of acquisition, rehabilitation, or demolition for the project.

The grantee/recipient may, at any time, request a HUD determination of whether a displacement if or would be covered under this section.

**Emergency shelter** means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

**ESG** means Emergency Solutions Grants.

**Essential services** include services concerned with employment, health, drug abuse, and education and may include (but are not limited to):

- a. Assistance in obtaining permanent housing.
- b. Medical and psychological counseling and supervision.
- c. Employment counseling.
- d. Nutritional counseling.
- e. Substance abuse treatment and counseling.
- f. Assistance in obtaining other Federal, State, and local assistance including mental health benefits; employment counseling; medical assistance; Veteran's benefits; and income support assistance such as Supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;
- g. Other services such as childcare, transportation, job placement and job training; and
- h. Staff salaries necessary to provide the above services. Formula city or county means a metropolitan city or urban county that is eligible to receive an allocation of grant amounts under 24 CFR 576.5.

**Homeless** means as the term is defined in 42 U.S.C. 11302. "

- a. IN GENERAL. - For purposes of this Act, the term "homeless" or "homeless individual or homeless person" includes-- (1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is: A) supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); B) a institution that provides a temporary residence for individuals intended to be institutionalized; or C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings.
- b. INCOME ELIGIBILITY. - (1) IN GENERAL. -A homeless individual shall be eligible for assistance under any program provided by this Act, only if the individual complies with the income eligibility requirements otherwise applicable to such program
- c. EXCLUSION. - For purposes of this Act, the term "homeless" or "homeless individuals" does not include any individual imprisoned or otherwise detained under an Act of the Congress or a State law." (42 U.S.C. 11302)

**Homeless prevention** means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):



- a. Short-term subsidies to defray rent and utility arrearages for families who have received eviction or utility termination notices;
- b. Security deposits or first month's rent to permit a homeless family to move into its own apartment;
- c. Mediation programs for landlord-tenant disputes;
- d. Legal services programs for the representation of indigent tenants in eviction proceedings;
- e. Payments to prevent foreclosure on a home; and
- f. Other innovative programs and activities designed to prevent the incidence of homelessness.

**H.U.D.** means the United States Department of Housing and Urban Development.

**Indian tribe** means as the term is defined in 42 U.S.C. 5302(a). NOTE: Indian Tribes and Alaskan Native Villages now receive homeless assistance under a block grant as a result of the Native American Housing Assistance and Self-Determination Act of 1996 (P.L. 104-330). For information about this program, please consult HUD's Office of Native American Programs or contact the national ONAP office in Denver at (303) 675-1600.

**Major rehabilitation** means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation.

**Metropolitan city** means a city that was classified as a metropolitan city under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which emergency shelter grant amounts are made available. "The term "metropolitan city" means (A) a city within a metropolitan area which is the central city of such area, as defined and used by the Office of Management and Budget, or (b) any other city, within a metropolitan area, which has a population of fifty thousand or more . . ." (42 U.S.C. 5302(a))

**Private nonprofit organization** is an eligible recipient of ESG funds from all grantees. The term private nonprofit organization "means a secular or religious organization described in section 501(c) of title 26 that is exempt from taxation under subtitle A of title 26, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance." (42 U.S.C. 11371)

**Rehabilitation** means the labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs. The term includes where the use of a building is changed to an emergency shelter and the cost of this change and any rehabilitation costs does not exceed 75 percent of the value of the building before the change in use.

**Renovation** means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation.

**Responsible entity** means as the term is defined in 24 CFR 58.2 of this title, as applied though 24 CFR 58.1(b)(3) of this title and 24 CFR 576.57(e). "(b) Applicability. This part applies to activities and projects where specific statutory authority exists for recipients or other responsible entities to assume environmental responsibilities. Programs and activities subject to this part include: . . . (3) Grants to States and units of general local government under the Emergency Solutions Grant Program. ." (24 CFR 58.1)



**Territory** means each of the following: the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, and any other territory or possession of the United States.

**Transitional Housing** is one type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. Basically, it is housing in which homeless persons live for up to 24 months and receive supportive services that enable them to live more independently. The supportive services may be provided by the organization managing the housing or coordinated by them and provided by other public or private agencies.

**Unit of general local government** means any city, county, town, township, parish, village, or other general-purpose political subdivision of a State. (42 U.S.C. 5302(a))

**Urban county** means a county that was classified as an urban county under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which emergency shelter grant amounts are made available. "(6)(A) The term "urban county" means any county within which- (i) is authorized under State law to undertake essential community development and housing assistance activities in its unincorporated areas, if any, which are not units of general local government; and (ii) either-- (I) has a population of 200,000 or more (excluding the population of metropolitan cities therein) and has a combined population of 100,000 or more (excluding the population of metropolitan cities therein) in such unincorporated areas and in its included units of general local government ... " (42 U.S.C. 5302(a))

**Value of the building** means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the grantee or recipient.

## EXHIBIT "G"

### Subrecipient Written Standards

(Must Comply with Broward Homeless CoC Coordinated Assessment and Housing Placement Prioritization Written Standards)

**Written Standards:** subrecipients must have and consistently apply, written standards for providing ESG assistance.

At a minimum these written standards must include:

- Standard policies and procedures for evaluating eligibility for ESG assistance;
- Standards for targeting and providing essential services related to street outreach;
- Policies and procedures for: admission, diversion, referral, and discharge by emergency shelters, including standards on length of stay, and safeguards to meet the safety and shelter needs of special populations, and those with the highest barriers to housing;
- assessing, prioritizing, and reassessing needs for essential services related to emergency shelter;
- coordination among providers of emergency shelter, essential services, homelessness prevention, rapid rehousing assistance; other homeless assistance; and mainstream service and housing providers
- determining and prioritizing provision of homelessness prevention assistance and rapid rehousing assistance;

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- How long a participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- Type, amount, and duration of housing stabilization and/or relocation services to provide, including limits on the homelessness prevention or rapid rehousing assistance each participant may receive, such as:
  - maximum amount of assistance;
  - maximum number of months the participant receives assistance; or
  - maximum number of times the program participant may receive assistance.

## **Emergency Solutions Grants (ESG) Program Components Quick Reference**

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Grantee SF-424's and Certification(s)

# Community Development Block Grant (CDBG)

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
* 3. Date Received: 09-20-2023		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
4. Applicant Identifier: 9-23-LC-12-0001			
5a. Federal Entity Identifier: 9-23-00-12-0001		5b. Federal Award Identifier: 9-23-00-12-0001	
State Use Only:			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
<b>APPLICANT INFORMATION:</b>			
* a. Legal Name: Howard County			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-5000331		* c. DUNS 902FF2307029	
d. Address:			
* Street:	117 NW 2nd Street		
* City:	Gardnere, Florida		
* County/Parish:	Broward		
* State:	FL		
* Country:	USA: UNITED STATES		
* Zip / Postal Code:	33101-0634		
e. Organizational Unit:			
Department Name: Real Estate Development Dept.		Division Name: Housing Expense Division	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	Mr.	* First Name:	Joseph
Middle Name:			
* Last Name:	Stone		
Suffix:			
Title:	Director		
Organizational Address: <input type="text"/>			
* Telephone Number:	(954) 357-5300	Fax Number:	(954) 357-0221
* Email:	jstone@howard.org		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="text" value="B: County Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="United States Department of Housing and Urban Development"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14.218"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grant (CDBG) Program"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value="B-23-DC-L2-0001-CDBG"/> <p>* Title:</p> <input type="text" value="Community Development Block Grant (CDBG) Program"/>	
<p>13. Competition Identification Number:</p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="FY 2023-2024 Annual Action Plan"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

**Application for Federal Assistance SF-424**

16. Congressional Districts Of:

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:  \* b. End Date:

18. Estimated Funding (\$):

* a. Federal	4,394,630.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	351,698.00
* g. TOTAL	4,746,328.00

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review

c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes," provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement's specific instructions.

Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**


**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 800, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 89-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1685, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11890; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470; EO 11593 (identification and protection of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-346 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000 as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Administrator
APPLICANT ORGANIZATION Broward County	DATE SUBMITTED 8/7/23

Standard Form 424B (Rev. 7-97) Back





ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0346-C042), Washington, DC 20503.

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**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration 15 C.F.R. 900, Supp. F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4601 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Offense and Treatment Act of 1972 (P.L. 92-265), as amended relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§801 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Statistical Form 421D (Rev. 7-97)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-199) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955 as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973 as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in ensuring compliance with Section 105 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§459a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 108(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Administrator
APPLICANT ORGANIZATION Broward County	DATE SUBMITTED 8/7/23

57-424U (Rev. 7-97) Back



## Specific Community Development Block Grant Certifications

The Eligible Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.103.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 970.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2023, 2024, 2025, \_\_\_\_\_ a period specified by the grantee of one, two, or three specific consecutive program years, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee or charge or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual's engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or use of a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint, will comply with the requirements of 24 CFR Part 35, Subparts A, B, C, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
for Signature of Authorized Official

8/7/23  
Date

COUNTY ADMINISTRATOR

Title



**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(a):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

for *Lynne Campbell*  
Signature of Authorized Official  
**COUNTY ADMINISTRATOR**

8/17/23  
Date

\_\_\_\_\_  
Title



# HOME Investment Partnership Program

**(HOME)**



Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Change/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate title(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 04/16/2022	4. Applicant Identifier: H-22-00-12-000	
5a. Federal Entity Identifier: H-22-00-12-000	5b. Federal Award Identifier: H-22-00-12-000	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: Broward County		
* b. Employer/Transportation Identification Number (EIN/TIN): 00-9009501	* c. UEI: 062R62800290	
d. Address:		
* Street: Street 1: City NE 7th Street Street 2: <input type="text"/>	* City: Boynton Beach, FL	
* County/Parish: Broward	* State: FL - Florida	
* Province: <input type="text"/>	* Country: USA - UNITED STATES	
* Zip / Postal Code: 33301-1924		
e. Organizational Unit:		
Department Name: Resilient Environment Dept.	Division Name: Housing Finance Division	
f. Name and contact information of person to be contacted on matters involving this application:		
* First Name: Helen	* Last Name: Kaplun	
* Middle Name: <input type="text"/>	* Email: Helen.Kaplun@broward.org	
* Title: Director	* Organization: <input type="text"/>	
* Telephone Number: (954) 357-3300	* Fax Number: (954) 357-8221	
* Email: hskaplun@broward.org		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="County Government"/> Type of Applicant 2: Select Applicant Type <input type="text"/> Type of Applicant 3: Select Applicant Type <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="United States Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="4.233"/> CFDA Title: <input type="text" value="HOME Investment Partnership Program (HOME)"/>	
* 12. Funding Opportunity Number: <input type="text" value="H-21-DC-12-000 HOME"/> * Title: <input type="text" value="HOME Investment Partnership Program (HOME)"/>	
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="FY 2023-2024 Annual Action Plan"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	



**Application for Federal Assistance SF-424**

16. Congressional Districts Of:  
 \* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:  
 \* a. Start Date:  \* b. End Date:

18. Estimated Funding (\$):

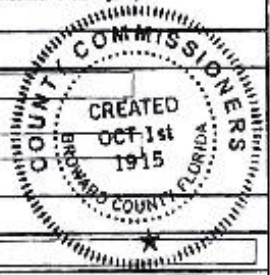
* a. Federal	<input type="text" value="6,555,861.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="1,275,299.00"/>
* g. TOTAL	<input type="text" value="5,830,900.00"/>

19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
 a. This application was made available to the State under the Executive Order 12372 Process for review on   
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
 Yes  No  
 If "Yes", provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms. If I accept an award, I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:  
 Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:   
 \* Title:   
 \* Telephone Number:  Fax Number:   
 \* Email:   
 \* Signature of Authorized Representative:   
 \* Date Signed:



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

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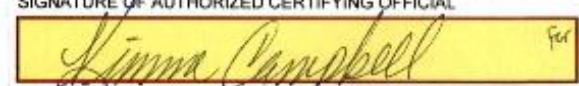
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |   |   |
|---|---|
| <p>1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.</p> <p>2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</p> <p>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</p> <p>4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</p> <p>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4783) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 90C, Subpart F).</p> <p>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1581-1583, and 1585-1586), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation</p> | <p>Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§230 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</p> <p>7. Will comply or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</p> <p>8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</p> |
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- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Administrator
APPLICANT ORGANIZATION Broward County	DATE SUBMITTED 8/17/23

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ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4840-0009  
Expiration Date: 02/28/2025

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| <p>1. Has the legal authority to apply for Federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.</p> <p>2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State the right to examine all records, books, papers, or documents related to the assistance and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</p> <p>3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.</p> <p>4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.</p> <p>5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.</p> <p>6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</p> <p>7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</p> | <p>8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4-26-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of DPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).</p> <p>9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1944 (42 U.S.C. §§290 dd-3 and 290 ee 3) as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</p> |
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Standard Form 424-L (Rev. 7-87)  
Prescribed by GMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
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18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1998 and OMB Circular No. A 133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Administrator
APPLICANT ORGANIZATION Broward County	DATE SUBMITTED 8/7/23

SF-424D (Rev. 7-97) Back



**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other federal assistance than is necessary to provide affordable housing.

*Kimi Campbell*  
for Signature of Authorized Official

*8/7/23*  
Date

COUNTY ADMINISTRATOR

Title



# Emergency Solutions Grant

**(ESG)**

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, enter appropriate KIC(s): _____ * Other (Specify): _____
* 3. Date Received: 6/15/2021	4. Application Identifier: E-23-00-12-001	
5a. Federal Entity Identifier: E-23-00-12-001	5b. Federal Award Identifier: E-23-00-12-001	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: Board County		
* b. Employer/Owner/Service Provider Number (EIN/TIN): 97-800001	* c. UCI: E522E2303707	
* d. Address:		
* Street: 119 NE 3rd Street	Street: _____	
* City: Fort Lauderdale	City: _____	
* County/Parish: Inverness	County/Parish: _____	
* State: FL Florida	State: _____	
* Province: _____	Province: _____	
* Country: USA: UNITED STATES	Country: _____	
* Zip/Postal Code: 33301-1021	Zip/Postal Code: _____	
* e. Organizational Unit:		
Department Name: Municipal Environmental Dept.	Division Name: Housing Finance Division	
* f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: Ralph	
Middle Name: _____	Middle Name: _____	
Last Name: Stone	Last Name: _____	
Suffix: _____	Suffix: _____	
Title: Director	Title: _____	
Organizational Affiliation: _____		
* Telephone Number: (561) 397-5370	Fax Number: (561) 357-8321	
* Email: BStone@BoardCo.org		



Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="County Government"/>	
<b>Type of Applicant 2: Select Applicant Type</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type</b> <input type="text"/>	
<b>* Other (specify)</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="United States Department of Housing and Urban Development"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.221"/>	
<b>CFDA Title</b> <input type="text" value="Emergency Supplemental Grant (ESG)"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="2-23-HC-12-0001-ESG"/>	
<b>Title:</b> <input type="text" value="Emergency Supplemental Grant (ESG)"/>	
<b>13. Competition Identification Number:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Add Attachment</span> <span>Delete Attachments</span> <span>View Attachment</span> </div>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="FY 2023-2024 Annual Action Plan"/>	
Attach supporting documents as specified in agency instructions. <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>	

**Application for Federal Assistance SF-424**

16. Congressional Districts Of:  
 \* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:  
 \* a. Start Date:  \* b. End Date:

18. Estimated Funding (\$):


* a. Federal	<input type="text" value="246,167.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="246,167.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
 a. This application was made available to the State under the Executive Order 12372 Process for review on   
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
 Yes  No  
 If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:   
 \* Title:   
 \* Telephone Number:  Fax Number:   
 \* Email:   
 \* Signature of Authorized Representative:  \* Date Signed:

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

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APPLICANT ORGANIZATION Broward County	DATE SUBMITTED 8/1/23

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ASSURANCES - CONSTRUCTION PROGRAMS

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Expiration Date: 02/28/2025

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As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the limits of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
5. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§527 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§2903d-3 and 2903e-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §974), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§409a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Producing a commercial sex act during the period of time that the award is in effect; or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	County Administrator
APPLICANT ORGANIZATION	DATE SUBMITTED
Broward County	8/1/23

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## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to case, outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long as the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and procedures for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

for *Kim Campbell*  
Signature of Authorized Official  
COUNTY ADMINISTRATOR

8/7/23  
Date

Title \_\_\_\_\_





**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24.1, that is in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 5** -- It will comply with section 5 of the Housing and Urban Development Act of 1965 (42 U.S.C. 1701g) and implementing regulations at 24 CFR Part 75.

for   
Signature of Authorized Official

8/7/23  
Date

COUNTY ADMINISTRATOR  
Title



## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION.

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1357, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.