

448 - HOUSING¹
FOR PERSONS

EFFECTIVE DATE: xx/xx/xxxx07/01/16

STAFF RESPONSIBLE FOR POLICY: OPERATIONS

I. PURPOSE

This Policy applies to RBHA Contractors and provides guidelines for the seopedelivery of housing services, the development, implementation and management of housing programs and related funds for the eligible populations. - [24 CFR Part 582 and 24 CFR Part 583]For the populations of persons determined to have an SMI or other eligible populations and other AHCCCS eligibility categories served by the RBHA Contractor (depending on contingent upon available funding) and who are able to live independently, T/RBHAthe Contractor havehas a number of programs to support independent living , such as rent subsidy programs, and, supported housing programs and other transitional housing programs, bridge subsidy housing assistance while obtaining federal funding . Independent living is also supported with and provider owned or leased homes and apartment complexes that combine housing services with other covered behavioral health services. Similarly, T/RBHAthe Contractor's housing programs include rent subsidy programs, owner occupied home repairs, move in assistance and eviction prevention programs coupled with needed supported housing services to maintain independent living.]^{2 3}

II. DEFINITIONS

ARIZONA DEPARTMENT OF HOUSING (ADOH)

A department established for state government in Arizona to assist in addressing needs for homes for working families. ADOH administers programs for Housing Partners who apply to the department for funding. The majority of the agency's programs are federally funded. The agency is also home to the Arizona Housing Finance Authority and the Arizona Home Foreclosure Prevention Funding Corporation.

CONTINUUM OF CARE

A regional or local planning body that coordinates housing and services funding for homeless families and individuals as required by the U.S. Housing and Urban Development (HUD) Agency.

¹ DBHS Policy 112, Housing for Individuals Determined to have Serious Mental Illness has been converted into a stand -alone policy.

² Arizona Laws 2015, Chapter 19, Section 9 (SB 1480) enacts that from and after June 30, 2016, the provision of behavioral health services under DBHS in the Department of Health Services is transferred to and shall be administered by the AHCCCS.

³ Removed references to DBHS and TRBHA throughout the entire Policy

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
(HUD)**

A U.S. government agency created in 1965 to support community development and home ownership. HUD does this by improving affordable home ownership opportunities, increasing safe and affordable rental options, reducing chronic homelessness, fighting housing discrimination by ensuring equal opportunity in the rental and purchase markets, and supporting vulnerable populations.

**HOMELESS
(HUD DEFINITION)⁴**

A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street);
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and lacks resources and support networks needed to obtain housing;
- Is being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing:
 - For example, a person being discharged from prison after more than 30 days is eligible ONLY IF no subsequent residence has been identified and the person does not have money, family or friends to provide housing.
 - Is fleeing a domestic violence housing situation and no subsequent residence has been identified and lacks the resources and support networks needed to obtain housing.

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⁴ Use of the HUD definition of Homeless for all programs because our contractors use HUD funding.

HOMELESS:
(PERSONS IN THESE SITUATIONS ARE NOT INCLUDED IN THE HUD DEFINITION OF OR FUNDING PURPOSES)

- Persons living in housing, even though they are paying an excessive amount for their housing, the housing is substandard and in need of repair, or the housing is Crowded;
- Persons living with relatives or friends;
- Persons staying in a motel, including a pay-by-the-week motels;
- Persons living in a Board and Care, Adult Congregate Living Facility, or similar place;
- Persons being discharged from an institution that is required to provide or arrange housing upon release; or
- Wards of the State, although youth in foster care may receive needed supportive services which supplements, but does not substitute for, the state's assistance.

HOUSING ACQUISITION AND/OR RENOVATION PROGRAMS

A housing program that provides State funding for the purchase⁵ and/or renovation of properties (house, condominium, duplex, apartment, new construction etc.). Eligible non-profit Housing providers work with the RBHA Contractor to locate properties, purchase and/or renovate them for the use of persons determined to have Serious Mental Illness AHCCCS members following AHCCCS requirements, review and approval. The property is held for use of AHCCCS eligible members for an extended period of time through the use of filed Covenants, Conditions and Restrictions.

HOUSING FIRST

A Housing approach that works to quickly and successfully to connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

⁵ POST APC: On 9-20-16 I verified that the current AZ Bill that provides funding for this purpose, SB1616, requires recipients of housing acquired or renovated using these funds must be SMI – it does not require that they are AHCCCS members or Medicaid eligible.

HOUSING REFERRAL

A written authorization from the RBHA Contractor for the provision of covered services to an eligible member. The Housing Referral will constitute the agreement of the provider to provide services identified in the tenant's Individual Service Plan. Housing Referrals will be in such form and format determined by the RBHA.

HUD Housing Choice Voucher Program

the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Individuals free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

Housing choice vouchers are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program.

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INDEPENDENT COMMUNITY HOUSING:

A setting where a person can live either alone or with a roommate in a home or apartment without on-going daily supervision from behavioral health providers. Options include:

- HUD Section 8 programs through local Public Housing Authorities;
- Low-income subsidized housing through local non-profit organizations;
- Supportive Housing Programs funded with federal grants and administered by RBHA contracted housing providers;
- State subsidized rental units; and
- Permanent Houses and apartments purchased with state funding.

**PUBLIC HOUSING
AUTHORITY (PHA):**

HUD funded unit of local government that provides independent housing for low-income individuals and families. Program includes Section 8, Housing Choice Vouchers, and low rent units.

RAPID REHOUSING

An intervention, informed by a Housing First approach that is a critical part of a community's effective homeless crisis response system. Rapid re-housing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid re-housing programs help families and individuals living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term. Rapid re-housing is an important component of a community's response to homelessness. A fundamental goal of rapid rehousing is to reduce the amount of time a person is homeless.

SECTION 8:

Section 8 is the more common name for the Housing Choice Voucher Program which is sponsored by HUD. Qualified applicants receive vouchers which are used to subsidize the cost of housing. These vouchers are awarded to individuals who meet certain income requirements. The goal of these programs is to provide affordable low cost housing to low income occupants.

**SERIOUS MENTAL ILLNESS
(SMI):**

A condition as defined in A.R.S. §36-550 diagnosed in persons 18 years and older.

**SPONSOR-BASED RENTAL
ASSISTANCE**

Sponsor-based rental assistance provides a subsidy for rental assistance through contracts between the grantee and contracted sponsor organization. A sponsor may be a private nonprofit organization or a community mental health agency established as a public nonprofit organization. Participants reside in housing owned or leased by the sponsor.

SUPPORTIVE HOUSING SERVICES

Services, as defined in the AHCCCS Behavioral Health Services Guide, that are provided to assist individuals or families to obtain and maintain housing in an independent community setting including the person's own home or apartments and homes that are owned or leased by a subcontracted provider. These services may include:

- Utility subsidies,
- Relocation services to a person or family for the purpose of securing and maintaining housing,
- Employment services,
- Budget and finance counseling, and
- Eviction prevention.

SUPPORTIVE HOUSING

Housing, as defined in 24 CFR Part 583, in conjunction with supportive services are provided for tenants if the housing is safe and sanitary and meets any applicable State and local housing codes and licensing requirements in the jurisdiction in which the housing is located and the requirements of this part; and the housing is transitional housing; safe haven; permanent housing for homeless persons with disabilities; or is a part of, a particularly innovative project for, or alternative method of, meeting the immediate and long-term needs of homeless persons and families.

TENANT-BASED HOUSING

A scattered-site program in which the tenant holds the lease and is directly responsible to the owner of the property. This program is comparable to the HUD Section 8 Housing Choice Voucher Program, but with modifications to meet the needs of adults determined to have a Serious Mental Illness.

TRANSITIONAL HOUSING

Housing services that facilitate the movement of homeless individuals and families to permanent housing. A homeless individual may stay in transitional housing for a period not to exceed 24 months.

I.III. POLICY

A. GENERAL HOUSING CONTRACT REQUIREMENTS

H. POLICY

III.

- ~~—ADHS/DBHSAHCCCS believes supports permanent supportive housing and has adopted the Substance Abuse and Mental Health Services Administration (SAMHSA) model for permanent supportive housing programs.~~
 - ~~—The 12 Key Elements of the SAMHSA Permanent Supportive Housing Program are:~~
 - ~~—Tenants have a lease in their name, and, therefore, they have full rights of tenancy under landlord tenant law, including control over living space and protection against eviction.~~
 - ~~—Leases do not have any provisions that would not be found in leases held by someone who does not have a psychiatric disability.~~
 - ~~—Participation in services is voluntary and tenants cannot be evicted for rejecting services.~~
 - ~~—House rules, if any, are similar to those found in housing for people who do not have psychiatric disabilities and do not restrict visitors or otherwise interfere with a life in the community.~~
 - ~~—Housing is not time-limited, and the lease is renewable at tenants' and owners' option.~~
 - ~~—Before moving into Permanent Supportive Housing, tenants are asked about their housing preferences and are offered the same range of choices as are available to others at their income level in the same housing market.~~
 - ~~—Housing is affordable, with tenants paying no more than 30 percent of their income toward rent and utilities, with the balance available for discretionary spending.~~
 - ~~—Housing is integrated. Tenants have the opportunity to interact with neighbors who do not have psychiatric disabilities.~~
 - ~~—Tenants have choices in the support services that they receive. TheyTenants are asked about their choices and can choose from a range of services., and d Different tenants receive different types of services based on their needs and preferences.~~
 - ~~—As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.~~
 - ~~—Support services promote recovery and are designed to help tenants choose, get, and keep housing.~~
- ~~The provision of housing and the provision of support services are distinct.~~⁶

~~For the populations of persons determined to have a SMI or other eligible populations served by the Contractor (-contingent upon available funding) and who are able to live independently, the Contractor shall provide a number of programs to support independent living, such as rent subsidy programs, supportived⁷ housing programs and other transitional housing programs.; -Independent living shall be supported with provider owned or leased homes and apartment complexes that combine housing services with other covered behavioral health services. Housing programs shall include rent subsidy~~

⁶ ~~Moving 12 key elements below~~

⁷ ~~POST APC- On 9-20-16. For consistency, the word supported in reference to housing was replaced with supportive for consistency throughout the document. Supported Housing Services is only mentioned in the BH Covered Services Guide and should be considered for update.~~

programs, owner occupied home repairs, move-in assistance and eviction prevention programs coupled with needed supportive housing services to maintain independent living.

The Contractor ~~must~~ shall maintain a sufficient number of dedicated staff of housing professionals with knowledge, expertise, experience and skills and require housing subcontractors to employ a sufficient number of staff with knowledge, expertise and experience to participate in and administer a variety of affordable housing programs for members. ~~∴~~The Contractor shall:

1. ~~The Contractor must also,~~ Require housing subcontractors to employ a sufficient number of staff with financial management, screening and referral skills, knowledge of federal wait lists, grant writing knowledge for applying for new funds, and supportive services as required by HUD to maintain current HUD grants as they come up for renewal, and to fund future grants.
 2. ~~The Contractor must su~~Submit plans describing the Contractor's housing programs and submit periodic reports on housing programs, as outlined in RBHA Contract, Exhibit-9, Deliverables.
 3. ~~The Contractor must d~~Develop and submit an Annual Housing Needs Assessment⁸ for their for the Geographic Service Area under their responsibility as outlined in RBHA Contract, Exhibit-9, Deliverables that includes:
 - a. A brief summary of RBHAthe Contractor's Housing program history and/or current projects;
 - b. For Proposed use of funds for new Programs the The specific eligibility group for any proposed new program and/or use of funds (e.g. ie. SMI, GMH/SA, High Cost/High Needs Members) to include:
 - ~~For each proposed program include:~~
 - i. A program description and proposed roll out activities
 - i. A Program description;
 - ii. Barriers, trends and accomplishments in housing identified during the reporting period
 - iii. Basis for need including supporting data or evidence used and justification;
 - iv. Plan for identification of program candidates
 - ~~Implementation plan~~A plan for identifying potential program candidates
 - v. Collaborators
2. ~~The Contractor must also d~~Develop and submit for approval an Annual Housing Spending Plan for development, maintenance, use and acquisition of housing

⁸ POST APC - On 9-20-16 descriptions of requirements for both deliverables, Annual Housing Needs Assessment and Annual Housing Spending Plan were revised to clarify their purpose.

properties in a format specified by —AHCCCS as outlined in RBHA Contract, Exhibit-9, Deliverables,- The plan is subject to approval by AHCCCS and must at a ~~minimum contain~~ minimum include:

- a. Project descriptions separated by population and funding source,
- b. For each project the estimated number of new housing units and members housed and possible barriers;

Results of a community needs assessment of housing providers, stakeholders, tenant and community input,

- c. Evidenced based best practices to be used improve housing capacity in responding to unmet housing needs and related issues; i.e. assessment scores

Evidenced based best practices to improve housing capacity in responding to unmet housing needs and related issues by completing a community needs assessment with housing providers, stakeholders, tenant and community input,

- d. All leveraged funds, ~~and~~ their sources and collaborative efforts, and
- e. Expected length of time for each projectProject timeframes.
- f. Monitoring and tracking process for each program

3. The Contractor must eEnsure that providers identify and screen individuals determined to have SMI that satisfy- Section 8 criteria and refer the prospective tenant to contracted Public Housing Authority.

4. The Contractor must rRequire providers to participate with the individual's treatment team in order to identify available housing units and to place the individual in an affordable appropriate living environment upon discharge from an institutional setting.

5. Comply withFor appeals related to supported housing services, the Contractor must follow requirements in ACOM PoliciesPolicy 444 and 445. for appeals related to supportiveed housing services.

Comply with Housing related grievances and requests for investigation for persons determined to have SMI must be addressed in accordance with ACOM Policy 446 for .—Housing related grievances and requests for investigation for persons determined to have SMI. ⁹

6.

⁹ Provide better flow of what is required by the Contractors

~~B.~~ **AHCCCS HOUSING REQUIREMENTS FOR STATE FUNDING SUPPORTIVE HOUSING PROGRAMS**

~~A.~~

State Funded Supported Housing Programs

AHCCCS supports permanent supportive housing and has adopted the Substance Abuse and Mental Health Services Administration (SAMHSA) model for permanent supportive housing programs.

1. The 12 Key Elements of the SAMHSA Permanent Supportive Housing Program are:

- a. Tenants have a lease in their name, and, therefore, they have full rights of tenancy under landlord-tenant law, including control over living space and protection against eviction.
- b. Leases do not have any provisions that would not be found in leases held by someone who does not have a psychiatric disability.
- c. Participation in services is voluntary and tenants cannot be evicted for rejecting services.
- d. House rules, if any, are similar to those found in housing for people who do not have psychiatric disabilities and do not restrict visitors or otherwise interfere with a life in the community.
- e. Housing is not time-limited, and the lease is renewable at tenants' and owners' option.
- f. Before moving into Permanent Supportive Housing, tenants are asked about their housing preferences and are offered the same range of choices as are available to others at their income level in the same housing market.
- g. Housing is affordable, with tenants paying no more than 30 percent of their income toward rent and utilities, with the balance available for discretionary spending.
- h. Housing is integrated. Tenants have the opportunity to interact with neighbors who do not have psychiatric disabilities.
- i. Tenants have choices in the support services that they receive. Tenants are asked about their choices and can choose from a range of services, and different tenants receive different types of services based on their needs and preferences.
- j. As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.
- k. Support services promote recovery and are designed to help tenants choose, get, and keep housing.
- l. The provision of housing and the provision of support services are distinct.¹⁰

~~1.~~ **T/RBHAs** The Contractor must comply with ~~the following requirements to effectively manage limited housing funds in providing supportived housing services to eligible individuals.~~ ~~(s See the ADHS/DBHS Covered Behavioral Health Services~~

¹⁰ 12 Elements was moved from above

GuideADHS/DBHS—AHCCCS Covered Behavioral Health Services Guide for additional information on Supportiveed Housing). The Contractor shall:

2. ÷

- a. ~~The Contractor must~~ Accept all persons determined to have a SMI into a State Funded Housing Program subject to funding availability.
- b. ~~T/RBHAsThe Contractor must use~~ Utilize supportiveed housing allocations for eligible individuals ~~with a SMI~~ and according to any restrictions pertaining to the funding source. For example, a particular allocation may require it be used for persons determined Title XIX/Non-Title XIX SMI/XXI persons, while another allocation may require it be used for those persons with GMH/SA eligibility~~Non-TXIX persons~~.
- c. ~~Ensure Housing must be safe , stableand stable housing that, and~~ is consistent with the member's recovery goals and be the least restrictive environment necessary to support the member. Shelters, hotels, and similar temporary living arrangements do not meet this expectation.
- d. ~~T/RBHAsThe Contractor and T/RBHA providers must~~ ~~Notnot~~ actively refer or place individuals ~~determined to have SMI~~ in a Homeless shelter, licensed Supervisory Care Homes, unlicensed board and care homes, or other similar facilities.
- e. ~~T/RBHAs~~ Provide the tenant with a 30 day notice at the time of the tenant's annual recertification, if a rent payment is increased in state funded housing programs, ~~The Contractor may charge up to, but not greater than, 30% of a tenant's income towards rent. If a rent payment is increased in state funded housing programs, the T/RBHA~~ Contractor must provide the tenant with a 30 day notice at the time of the tenant's annual recertification.
- f. ~~T/RBHAsThe Contractor must~~ ~~Not not~~ use supportiveed housing allocations for room and board charges in ~~Rresidential Ttreatment settings. (Level II and Level III facilities).~~ However, the Contractor~~T/RBHAs~~ may allow ~~Rresidential Ttreatment settings to establish policies which require that persons earning income contribute to the cost of room and board.~~

~~—Not use supportiveed housing allocations or other funding received from AHCCCS (including block grant funds) to purchase furniture. However, The Contractor T/RBHAs may provide move-in assistance and eviction prevention services may be provided to those members in permanent housing. When move-in assistance is provided, the ContractorT/RBHAs must prioritize assistance with deposits and payment for utilities must be prioritized over other methods of assistance, such as move-in kits or itemsfurnishings consisting of pots and pans, dishes, sheets, etc. The Contractor is T/RBHAs are encouraged to seek donations for necessary move in/home furnishing items whenever possibleThe Contractor T/RBHAs must not use supported housing allocations or other funding received from AHCCCS ADHS/DBHS (including block grant funds) to purchase furniture.~~
- g. ~~The Contractor must~~ sSubcontract with a non-profit organization within the Contractor's ~~gGeographic sService aArea(s) (GSA) that is eligible to serve as a grantee for HUD funded grant programs.~~

- h. Contractors must ensure that their subcontracted providers doing business with agencies that have HUD grants, report data to the local Homeless Management Information System (HMIS) project manager on contract, to administer the HMIS data collection for that GSA.
 - i. Ensure that contracted providers deliver a range of housing services and present available options for housing to persons determined to have SMI consistent with the individual's goals and needs in the Individual Service Plan.
 - j. Ensure that providers maintain all housing units currently in use in the GSA(s), including units acquired through the State of Arizona housing funds specifically for members determined to have a SMI or other eligible persons/populations served by the Contractor as funding permits.
 - k. Collaborate with State, County and local government agencies to support housing initiatives and resolve housing issues, concerns and complaints that affect members.
 - l. Develop new housing capacity, program initiatives and options when needed in collaboration with AHCCCS, ADOH and local HUD Continuum of Care (COC).
 - m. Participate in the AHCCCS Quarterly Housing Meetings.
3. Contractors awarded HUD funding are required to participate in the Homeless Management Information System (HMIS), a software application designed to record and store client-level information on the characteristics and service needs of homeless persons. The HMIS is used to coordinate care, manage program operations, and better serve clients.
4. The Contractor must develop and make available to providers the Contractor's contact information to receive additional guidance and requirements regarding these programs.

~~2.~~

~~FOR APPEALS RELATED TO SUPPORTED HOUSING SERVICES, THE CONTRACTOR/T/RBHAs AND PROVIDERS MUST FOLLOW REQUIREMENTS IN POLICY 1804, NOTICE AND APPEAL REQUIREMENTS (SMI AND NON-SMI/NON-TITLE XIX/XXI) ACOM POLICIES 444 AND 445.~~

~~HOUSING RELATED GRIEVANCES AND REQUESTS FOR INVESTIGATION FOR PERSONS DETERMINED TO HAVE SMI MUST BE ADDRESSED IN ACCORDANCE WITH POLICY 1803, CONDUCT OF INVESTIGATIONS FOR PERSONS WITH SERIOUS MENTAL ILLNESS ACOM POLICY 446.~~

~~**2. OTHER ADHS/DBHS AHCCCS HOUSING REQUIREMENTS**~~

~~The The a.~~

~~The Contractor T/RBHAs must additionally submit T/RBHA plans describing the Contractor's T/RBHA housing programs and submit periodic reports on housing programs, as outlined in the ADHS/RBHA cContract, Exhibit 9, Deliverables s and~~

- ~~ADHS/TRBHA intergovernmental agreements. The Contractor must comply with the Contractor must comply with the~~
- ~~3. Contractor T/RBHA Housing Programs and Requirements:~~
5. ~~Contractor T/RBHA housing programs are required to~~ include specialized housing units to meet the needs of persons ~~determined to have SMI~~ who are difficult to place in the community partly due to crime free/drug free ordinances and specific behavioral health related service need ~~including substance abuse disorders.~~¹¹ Current specialized housing ~~includes~~ housing that is specifically designed to provide and accommodate the following ~~list includes but is not limited to~~ services or conditions ~~for persons determined to have SMI, including, but not limited to:~~
- a. ~~Housing for females with co-occurring disorders who are homeless,~~
 - b. ~~Apartment complexes for persons determined to have SMI with criminal backgrounds released from jail with a major biological disorder,~~
 - c. ~~Housing for persons determined to have SMI who are Deaf or hard of hearing, hearing impaired or deaf,~~
 - d. ~~Housing for persons determined to have SMI who have sexualized behaviors and are in need of on-site support,~~
 - e. ~~Gender based house model living for older females determined to have SMI,~~
 - f. ~~Apartment complex housing and services to for 18-25 year old adults transitioning from the children's behavioral health system to the adult behavioral health system,~~
 - g. ~~Respite homes for persons with developmental disabilities who are determined to have SMI (joint AHCCCS/DHS/DBHS, DES/DD program),~~
 - ~~Specialized homes for polydipsia,~~
 - h. ~~Homes that specialize in dialectical behavioral therapy,~~
 - i. ~~Housing for persons determined to have SMI with limited English proficiency, and~~
 - j. ~~Housing suited to meet medical needs of persons determined to have SMI with diabetes and other chronic diseases.~~
6. ~~The Contractor T/RBHAs must~~ shall provide persons determined to have SMI who are discharged from the Arizona State Hospital, supervisory care homes or unlicensed board and care homes, with housing options that promote independent living.
7. ~~The Contractor T/RBHAs must~~ shall advocate for persons determined to have SMI who are homeless and those released from Residential Treatment and Board and Care facilities to obtain housing units.
8. ~~The Contractor T/RBHAs must~~ shall require providers to participate with the member's treatment team in order to identify available housing units and to place the member in an affordable appropriate living environment upon discharge from an institutional setting.

¹¹ POST APC Change - Nomenclature change - Change from substance abuse

~~The Contractor T/RBHAs must r~~

4.9. The Contractor T/RBHAs ~~must~~ shall develop and make available to the providers policies and procedures regarding specific housing programs/funding and related requirements.

C. -CONTRACTOR MONITORING REQUIREMENTS OF SUBCONTRACTORS

The Contractor ~~must~~ shall monitor Housing subcontractors through the following activities:

1. Monitor providers for compliance with federal requirements of the SAMHSA Permanent Supportive Housing Fidelity Monitoring and HUD homeless grants
2. Conduct regular inspections of housing units including tenant living situations to determine whether the individual has access to basic needs and whether the living environment is safe, secure and the least restrictive environment consistent with the treatment goals in the Individual Service Plan. Ensure contracted housing providers conduct these inspections also
3. Conduct a Housing Inventory of housing providers and tenants as required by the ~~AHCCCS-RBHA~~ Contract, Exhibit-9, Deliverables. This inventory shall be submitted in the format and time required by AHCCCS and shall include:
 - a. The number and types of housing programs,
 - b. Number of units,
 - ~~a.c.~~ Fund source for those units, and
 - d. Populations served for each unit
4. Develop and maintain an accounting system of all individuals in its housing program and of its housing and support service providers, and when requested or by AHCCCS Contract requirements, submit the data in a format approved by AHCCCS.
5. Demonstrate that the Contractor's staff- and provider housing program staff have received training and can demonstrate competency in the following:¹²

Clinical & Administrative Managers will demonstrate:

Knowledge of the basic concepts found in the Federal Fair Housing Law and the Arizona Landlord Tenant Act as they apply to members and their contracted providers -by passing a post test conducted after an orientation session.

BHP's, BHT's & BHPP's will demonstrate competency, by passing a post test after training, -in the following areas:

¹² POST APC – ON 10-20-16 Training competency requirements added as requested.

1. Knowledge of basic concepts found in the Arizona Landlord Tenant Act and Federal Fair Housing Laws describing the rights of tenants and landlords.
2. The general rights of members afforded by these laws, and
3. The principles and availability of Housing support services

Case Managers will demonstrate that they capably:

Understand the basic concepts found in the Arizona Landlord Tenant Act and Federal Fair Housing Laws describing the rights of tenants and landlords.

1. Explain lease requirements and rights of tenancy to Members in language they understand and can act upon.
2. Visit members and schedule service appointments at their homes consistent with the law.
3. Determine eviction risk and arrange for skill and or support service assistance to Members in coordination with Housing Providers.
4. Document and involve the Member in investigating complaints originated by the Member or Landlord.
5. Pass a post test conducted after training and thereafter during routine clinical supervision.

Housing Specialists and Case Managers will also demonstrate that they can capably conduct -and use the current and emerging tools and best practices such as the ~~Vulnerability~~ Vulnerability Index-Service Prioritization Decision ~~Assistance~~ Assistance Tool (VI-SPDAT) by passing a post test conducted after Specialized Training program and thereafter during routine clinical supervision.

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—F

—T,

—₁

— including but not limited to:

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~~—N~~
~~—A,~~

~~—D.~~

~~E.D.~~ **REQUIREMENTS FOR COLLABORATION AND PARTNERSHIPS WITH FEDERAL HOUSING PROGRAMS AND ASSISTANCE**

1. The US Department of Housing and Urban Development (HUD) provides funding for adults who are homeless and disabled. On May 20, 2009, a law was passed enacted to reauthorized President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance Programs which in part outlined assistance programs for the homeless. The bill, known as the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, made numerous changes to HUD's homeless assistance programs to include include the following:

- a. Significantly increaseds resources to prevent homelessness
- b. EstablishedNew incentives on the use ofwill place more emphasis on rapid re-housing programs, especially for homeless families
- c. The existing emphasis on creating A revised The definition of "Ppermanent Ssupportive Hhousing" for people experiencing chronic homelessness was revised to establish an industry standard will continue, and to add "families" has have been added to the definition of "chronically homeless"
- d. Rural communities were givenill have The option of for rural communities to applying under a different set of guidelines that may offer more increased flexibility and more assistance with capacity building

2. The purpose of the COC Homeless Assistance Program is to reduce the incidence of homelessness in COC communities, by assisting homeless individuals and families in quickly transitioning to self-sufficiency and permanent housing, as authorized under Title IV of the McKinney-Vento Homeless Assistance Act.

1. e. The HUD published the HEARTH COC ontinuum of Care (CoC) Program interim rule on July 31, 2012 and it became effective August 31, 2012 and include:.- Changes made include:

Codifying the COContinuum of Care process;

- a. Codifying the COC process,
- b. Expanding the definition of homelessness, and
- c. Focusing selection criteria more on performance.

—The purpose of the CoC Homeless Assistance Program is to reduce the incidence of homelessness in CoC communities, by assisting homeless individuals and families in quickly transitioning to self sufficiency and permanent housing, as

- authorized under Title IV of the McKinney-Vento Homeless Assistance Act.
- d. The HEARTH Act consolidates the programs formerly known as the Supportive Housing Program (SHP), the Shelter Plus Care (S+C) Program, and the Section 8 Moderate Rehabilitation for Single Room Occupancy (SRO) Program into one grant program: the COContinuum of Care program.
 - e. The ~~Continuum of Care (COoC)~~¹³ Program is designed to promote communitywide commitment to the goal of ending homelessness; 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; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness
 - ~~f.~~
 - ~~f. RBH~~The Contractorss are is required to work in collaboration with the Arizona Department of Housing (ADOH), and ADHS/DBHSAHCCCS and all Arizona HUD the three Continuums of CareCOCs to ensure the revised requirements of the HEARTH Act are met, allowing Arizona to maximize the HUD COContinuum of Care Homeless Assistance Programs awarded throughout the State including but not limited to the HUD Housing Choice Voucher Program.:
- The Contractor must e
- g. Contractors who administer the federal HUD Housing Choice Voucher Program must shall ensure the following :
 - i. Tenants pay 30% of their adjusted income towards rent.
 - ii. Vouchers are portable throughout the entire country after one year.
 - iii. Permanent housing is obtainable for individuals following program rules.
 - iv. The program is accessed through local Public Housing Authorities through a waiting list.
 - v. Initial screening is conducted by the Public Housing Authority; however, the final decision is the responsibility of the landlord.
 - vi. A Crime Free - Drug Free Lease Addendum is required.
 - ~~ContractorsRBHAs and Providers awarded HUD funding are required to participate in the Homeless Management Information System (HMIS), a software application designed to record and store client level information on the characteristics and service needs of homeless persons. The HMIS is used to coordinate care, manage program operations, and better serve clients.~~

Federal HUD Housing Choice Voucher Program:

¹³ POST APC change Reason behind acronym already provided.

Tenants pay 30% of their adjusted income towards rent.

Vouchers are portable throughout the entire country after one year.

Permanent housing is obtainable for individuals following program rules.

The program is accessed through local Public Housing Authorities through a waiting list.

Initial screening is conducted by the Public Housing Authority; however, the final decision is the responsibility of the landlord.

A Crime Free – Drug Free Lease Addendum is required.

The Contractor T/RBHA s must develop and make available to providers T/RBHA Contractor contact information to receive additional guidance and requirements regarding these programs.

F.E. AHCCCS REQUIREMENTS FOR STATE HOUSING ACQUISITION AND/OR RENOVATION PROGRAMS

The AHCCCS Housing Acquisition and/or Renovation program provides State funding for the purchase and/or renovation of properties (house, condominium, duplex, apartment, new construction etc). The Contactor subcontracts with eligible non-profit Housing providers t-inteo locate properties, purchase and/or renovate them for the use of AHCCCS members followingin accordance with AHCCCS requirements, review and approval. The property is held for use of AHCCCS eligible members for an extended period of time through the use of filed Covenants, Conditions and Restrictions.

The following conditions apply:

- a. The Contractor must administer the AHCCCS Property Acquisition and Renovation Program through subcontracts with or partnerships with non-profit entities that have the capacity, experience, and knowledge of low-income housing programs, available funding streams and resources for supportive housing for adults determined to have SMI, and– other eligible populations served by the RBHA–Contractor (contingent upon available funding)other–AHCCCS eligibilities as funding permits.
- b. The Contractor must have prior approval from AHCCCS if the property purchase and related approved costs are to be reimbursed with funds provided through AHCCCS.
- c. For Acquisition and/or renovation of real property purchased by RBHAtthe Contractor’s subcontractors with funds provided by AHCCCS, excluding net profits earned under the Contract, the Contractor must complete the following:
 - i. Attachment A, the AHCCCS Housing Application for Acquisition and/or Renovation or New Construction,
 - ii. Fall required documents to include the funding source used, prior to the purchase of any new property leveraged with funds provided through

AHCCCS, and when applicable, a Notice of Real Property Transaction, which shall include the following:

- 1) Copies of Attachment C, AHCCCS Declaration of —Covenants, Conditions, and Restrictions (CC&Rs) recorded with the County Recorder’s Office. The CC&Rs will cover a period of extended as indicated in the CC&R table based on use and costs.
- 2) The funding source(s) used to purchase the property, specifically whether the purchase is to be made with funds provided through AHCCCS and/or other matched funds.
- 3) The financing arrangements made prior to purchase the property.
- 4) Prior approval from AHCCCS if the property purchase and related approved costs are to be reimbursed with funds provided through AHCCCS
- 5) A deed containing the use restrictions and covenants, conditions, or restrictions that ensures the property is used solely for the benefit of members and that failure to comply with the use restrictions allows the State to take title to the property or otherwise enforce the restrictions.
- 6) All documents as required in Attachment B, AHCCCS Housing Acquisition/Renovation Check-list.

d. AHCCCS requires that the Contractor all Contracted RBHAs use adopt Attachment D, ~~[CONTRACTED RBHA NAME]~~ AHCCCS Housing Acquisition and/or Renovation, or— New Construction Operating and Funding Agreement as minimum requirements for all agreements for Housing Acquisition and/or Remodel or New Construction made between the ~~Contracted RBHA~~ Contractor and Housing Contractors using State Funds.

IV. REFERENCES

- ~~• Acute Care Contract, Section D~~
- ~~• ALTCS/EPD Contract, Section D~~
- ~~• CRS Contract, Section D~~
- RBHA Contract, Exhibit-9, Deliverables
- 24 CFR Part 582-24
- ~~• CFR 582.1-24~~
- 24 CFR Part 583

~~9 A.A.C. 20~~¹⁴

~~9 A.A.C. 21~~

• A.R.S. §36-550

• ACOM Policy 444

• ACOM Policy 446¹⁵

• Current ISA with ADOH

• HUD website <http://portal.hud.gov/hudportal/HUD>

• SAMHSA PSH Requirements website: <http://store.samhsa.gov/product/Permanent-Supportive-Housing-Evidence-Based-Practices-EBP-KIT/SMA10-4510>

• McKinney Vento Homeless Assistance Act as revised by HEARTH <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf><https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

• Attachment A, AHCCCS Housing Application for Acquisition and/or Renovation or New Construction

• Attachment B, AHCCCS Housing Acquisition/Renovation Checklist

• Attachment C, AHCCCS Declaration of -Covenants, Conditions, and Restrictions (CC&Rs)

• Attachment D, AHCCCS Housing Acquisition and/or Renovation or new Construction Operating and Funding Agreement

¹⁴ Removed rule references, refer to ACOM 444 and 446 and rules cited within these policies for G&A rights for members with SMI.

¹⁵ Added references included in policy

ATTACHMENT A, ~~NAME OF ATTACHMENT, THE AHCCCS HOUSING APPLICATION FOR ACQUISITION AND/OR RENOVATION OR NEW CONSTRUCTION~~

SEE THE ACOM WEBPAGE FOR ATTACHMENT A OF THIS POLICY~~EE THE ACOM WEBPAGE FOR ATTACHMENT A OF THIS POLICY~~

PUBLIC COMMENT UNTIL 10/19/2016

ATTACHMENT B, ~~NAME OF ATTACHMENT~~ AHCCCS HOUSING ACQUISITION/RENOVATION CHECKLIST

SEE THE ACOM WEBPAGE FOR ATTACHMENT B OF THIS POLICY ~~EE THE ACOM WEBPAGE FOR ATTACHMENT BA OF THIS POLICY~~

PUBLIC COMMENT UNTIL 10/19/2016

ATTACHMENT C, ~~NAME OF ATTACHMENT~~ AHCCCS DECLARATION OF –COVENANTS, CONDITIONS, AND RESTRICTIONS (CC&RS)

SEE THE ACOM WEBPAGE FOR ATTACHMENT C OF THIS POLICY ~~SEE THE ACOM WEBPAGE FOR ATTACHMENT CA OF THIS POLICY~~

PUBLIC COMMENT UNTIL 10/19/2016

~~ATTACHMENT D, NAME OF ATTACHMENT HOUSING ACQUISITION ACQUISITION~~
~~AND/OR RENO/ OR - RENOVATION OR NEW CONSTRUCTION~~
~~OPERATING AND FUNDING AGREEMENT RENOVATION OR NEW~~
~~CONSTRUCTION OPERATING AND FUNDING AGREEMENT~~

SEE THE ACOM WEBPAGE FOR ATTACHMENT D OF THIS POLICY SEE THE ACOM
WEBPAGE FOR ATTACHMENT D OF THIS POLICY

PUBLIC COMMENT UNTIL 10/19/2018