

448 – HOUSING PROGRAM

EFFECTIVE DATE: 07/01/16, 10/01/21

APPROVAL DATE: 07/01/16, 07/01/21

I. PURPOSE

This Policy applies to ACC, ALTCS E/PD, DES/DDD (DDD), and RBHA Contractors. This Policy specifies the scope of programs and activities included within AHCCCS Housing Program (AHP) services, duties of the Contractor, and the AHCCCS Housing Administrator related to coordination and delivery of supportive housing programs including AHP programs, and the process for development, implementation and management of housing programs and related funds for the eligible populations through the Arizona Serious Mental Illness Housing Trust Fund (SMI HTF).

II. DEFINITIONS**AHCCCS HOUSING ACQUISITION, CONSTRUCTION, AND/OR RENOVATION PROGRAMS**

A housing program that provides state funding (including the Serious Mental Illness (SMI) Housing Trust Fund as specified in A.R.S. § 41-3955.01) for the acquisition, construction and/or renovation of properties (house, condominium, duplex, apartment, new construction etc.) to provide permanent supportive housing for persons designated SMI. 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 (CC&Rs).

CONTINUUM OF CARE (COC)

Both a planning process and an application required for funding from U.S. Department of Housing and Urban Development (HUD). The Continuum of Care brings together service providers in a geographic area to plan for providing housing and services for people who are homeless. The Continuum of Care controls funding for programs that target people who are homeless, specifically, Shelter Plus Care (S+C), Supportive Housing Program (SHP), and Section 8 Single Room Occupancy governed by the McKinney-Vento Homeless Assistance Act as amended by the Homeless Emergency Assistance, Rapid Transition to Housing Act (HEARTH Act) as specified in 24 CFR 91, 576, 582, and 583 and administered through the U.S. Department of Housing and Urban Development (HUD).

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) U.S. government agency supporting community development and home ownership by improving affordable home ownership opportunities, increasing safe and affordable rental options, reducing chronic homelessness, and fighting housing discrimination by ensuring equal opportunity in the rental and purchase markets, and supporting vulnerable populations.

HOUSING REFERRAL A written authorization from the Contractor or a provider to the AHCCCS Housing Administrator verifying that an individual is eligible for AHCCCS Housing Program services and may be considered for AHP subsidies and programs. Form and format of housing referrals shall be determined by the AHCCCS Housing Administrator.

PERMANENT SUPPORTIVE HOUSING (PSH) Housing, as specified 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.

SERIOUS MENTAL ILLNESS (SMI) A designation as specified in A.R.S. § 36-550 and determined in an individual 18 years of age and older.

SMI HOUSING TRUST FUND (HTF) As specified in A.R.S. § 41-3955.01, the SMI Housing Trust Fund (HTF) is a trust fund solely dedicated to housing individuals determined SMI

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.

III. POLICY

This policy covers both the AHCCCS Housing Program (AHP) and the AHCCCS Acquisition, Construction, and/or Renovation Program that are funded through Non-Title XIX/XXI State General Fund allocations.

A. AHCCCS HOUSING PROGRAM

AHP program elements will be managed under the contracted AHCCCS Housing Administrator. Funded by Arizona State funding sources - Non-Title XIX/XXI Serious Mental Illness (SMI) Housing General Fund and Non-Title XIX/XXI Supported Housing General Fund (Refer also to AMPM Policy 320-T2), AHP includes the following program elements:

1. Scattered Site Program – AHP funds utilized to provide housing subsidy vouchers to allow members to identify and lease housing in community. The program serves individuals determined SMI as well as General Mental Health/Substance Use Disorder (GMH/SUD) members.
2. Community Living Program – AHP funds used to provide rental subsidies in fixed site or group leased facilities purchased with AHCCCS funds (e.g. SMI Housing Trust Fund (HTF) as specified in A.R.S. § 41-3955.01 to house individuals determined SMI). This includes some specific units dedicated to members also participating in intensive service programs (e.g. Assertive Care Teams [ACT]).
3. Bridge Housing Programs – AHP supports special collaborative programs with local Housing Authorities or other housing subsidy voucher programs to provide short term rental subsidy while the member applies for and secures permanent voucher for long term/permanent housing subsidy.
4. Eviction Prevention and Housing Support Activities – AHP funding can provide limited support for other housing related expenses beyond Permanent Supportive Housing (PSH) rental subsidies. Key activities may include emergency rent assistance or eviction prevention, housing move in kits (not to include furniture), reimbursement to landlords for member caused damages, landlord recruitment efforts, and move in and/or utility deposits.
5. Special Projects – AHP supports partnerships to provide operational support and/or administrative funding to support Continuum of Care (COC), Public Housing Authority partnerships, or other housing subsidy programs that may be managed by the AHCCCS Housing Administrator.

B. AHCCCS HOUSING ACQUISITION, CONSTRUCTION, AND/OR RENOVATION PROGRAM

The AHCCCS Housing Acquisition and/or Renovation Program is funded by AHCCCS SMI HTF funds and provides State funding for the purchase and/or renovation of properties (e.g. house, condominium, duplex, apartment, new construction). Eligible non-profit housing providers work with AHCCCS and the RBHA Contractor to locate properties, purchase, and/or renovate them for the use of individuals determined to have Serious Mental Illness following AHCCCS requirements, review, and approval. The property is held for use by AHCCCS members for an extended period of time through the use of filed Covenants, Conditions, and Restrictions. If AHCCCS elects to deploy SMI

HTF resources to support housing subsidies, SMI HTF funds shall be considered AHP funds and be administered through those processes.

1. The following conditions apply:
 - a. The RBHA Contractor shall administer the AHCCCS Housing Acquisition, Construction, and/or Renovation Program through subcontracts or partnerships with non-profit entities that have the capacity, experience, and knowledge of low-income housing programs, available funding streams and resources for PSH for adults determined to have SMI, and other eligible populations served by the Contractor (contingent upon available funding),
 - b. The RBHA Contractor shall have prior approval from AHCCCS if the property purchase and related approved costs are to be reimbursed with funds provided through AHCCCS, and for acquisition and/or renovation of real property purchased by the Contractor's subcontractors with funds provided by AHCCCS, excluding net profits earned under the contract, the Contractor shall complete the following:
 - i. The AHCCCS Housing Application for Acquisition and/or Renovation or New Construction,
 - ii. All required documents to identify the funding source(s) used and the financial viability and sustainability of the project, 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 the 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, and
 - 6) All other pertinent documents as required by AHCCCS.
 - iii. The Contractor or its subcontractors shall comply with AHCCCS program integrity requirements. The Contractor and/or its subcontractors shall not be or have:
 - 1) Sanctioned by Substance Abuse and Mental Health Services Administration (SAMHSA),
 - 2) Excluded by List of Excluded Individuals and Entities (LEIE),

- 3) Convictions, sanctions, debarments or other legal restrictions related to their provision of health care or housing services or ability to perform the project scope of work, or
 - 4) Have debt or owe funds to AHCCCS, the Contractor, or Medicaid due to prior performance issues.
- iv. AHCCCS requires that the Contractor adopt the 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 Contractor using State Funds.

Refer to AHCCCS Housing Program Guidebook and Operations Manual found on the AHCCCS website under Resources, AHCCCS Guides – Manuals – Policies for information related to requests, AHCCCS approvals, and use of SMI Housing Trust Funds for the acquisition, construction, and/or rehabilitation of housing for individuals designated SMI.

2. Limitations or Restrictions for AHP and the AHCCCS Housing Acquisition, Construction, and/or Renovation Program specified herein **do not** include or cover:
 - a. Any licensed behavioral health residential or other long-term care facilities or room and board charges in residential treatment settings, or
 - b. Grant funded housing programs, or housing funds provided directly to the TRBHAs. AHCCCS does receive grant funding that may provide housing subsidy or assistance, however, grant related housing funding standards are guided by, and subject to eligibility standards and processes included in the respective grant agreements. (Refer to AMPM Policy 320-T1), and
 - c. AHP funding shall not be used to acquire or provide furniture.

C. DUTY OF PARTIES

AHCCCS is responsible for the overall oversight, fund distribution, operation, and ensuring that AHP funds are utilized for their intended purposes and in compliance with all federal, state, and local laws and regulations. To achieve these goals, AHCCCS utilizes a statewide Housing Administrator to manage and operate the AHP. The Housing Administrator duties and obligations are defined in its contract terms and are outlined in the AHCCCS Housing Program Guidebook and Operations Manual.

D. CONTRACTOR RESPONSIBILITIES

1. The Contractor is responsible for assisting and supporting members to secure and maintain housing as part of overall physical and behavioral health service provision. This includes coordination with the AHCCCS Housing Administrator for AHP programs if eligible, as well as other community based housing and programs (e.g. Housing Choice Vouchers, Department of Housing and Urban Development (HUD) COC programs).

2. To adequately support members housing needs, the Contractor shall:
 - a. Ensure identification, assessment, screening, and documentation of individuals that have housing needs including homelessness, housing instability, or adequate and appropriate setting at discharge from residential, crisis or inpatient facility. It may also include administration of any AHCCCS approved standardized assessment tools that include housing evaluation,
 - b. Coordinate with the AHCCCS AHP Housing Administrator and contracted providers to identify and refer members identified with high need for housing (e.g. high needs/high cost, risk rosters),
 - c. Assist members in completing referrals and eligibility requirements and documentation for AHP and other community based housing programs including AHP subsidies and supports as well as other mainstream affordable and PSH programs (e.g. HUD Housing Choice Vouchers, HUD McKinney Vento COC grants), to ensure a range of housing settings and programs are available to individuals consistent with the individual's recovery goals, individual's service plan, choice and offer the least restrictive environment necessary to support the member. Shelters, hotels, and similar temporary living arrangements do not meet this expectation,
 - d. Require providers, including an individual's treatment team or care coordinator, to participate and support AHP and other mainstream housing processes including assistance in securing eligibility documentation, attending housing briefings to ensure tenant understand housing rights, duties and processes, assist in housing search and lease up process help with move in and ongoing requirements (e.g. lease renewal),
 - e. Ensure placement in an affordable appropriate living environment upon discharge from an institutional setting. If possible, not actively refer or place individuals in a Homeless shelter, licensed Supervisory Care Homes, unlicensed board and care homes, or other similar facilities,
 - f. For individuals enrolled in AHP housing, provide coordination between the housing provider, AHCCCS Housing Administrator, and clinical teams to ensure members receive appropriate wraparound supportive services to ensure housing stability and progress towards case plan goals. This may include delivery of services within the individual's housing placement as appropriate,
 - g. Ensure coordination of services and housing for all eligible members including those from other systems of care (e.g. Fee for Services) as appropriate to ensure members have access to housing programs and services,
 - h. Demonstrate that the Contractor's staff and provider housing program staff have received training, demonstrate competency and utilize evidence based practices to and coordinate housing based supportive services to assist individuals in attaining and maintaining permanent housing placement and retention,
 - i. Contractor and contracted providers shall demonstrate they can capably conduct and utilize any AHCCCS-required current or emerging standardized assessment tool for assessing and documenting housing needs such as the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) or other AHCCCS approved acuity tool,

- j. Maintain (and ensure its contracted providers maintain) a sufficient number of dedicated staff of housing professionals with knowledge, expertise, experience, and skills, to coordinate with the AHCCCS Housing Administrator and providers to expedite housing processes,
- k. Participate in the local HUD COC 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,
- l. Collaborate with State, County and local government agencies to support homeless and housing initiatives to resolve issues, develop new housing capacity, and address barriers to housing that affect members,
- m. Work with providers and community partners to identify potential housing projects and assist providers with submission of applications and process to secure AHCCCS Acquisition, Construction and Renovation grants to expand housing capacity for persons designated SMI,
- n. Monitor housing providers for compliance with federal requirements of the SAMHSA Fidelity Monitoring as required. Provision of required housing specific data will require coordination with AHCCCS Housing Administrator,
- o. Develop and make available to the providers policies and procedures regarding specific housing coordination and related requirements, and ensure all services including housing supports are provided in a culturally competent manner and do not intentionally or unintentionally discriminate, and
- p. Work with providers and community to identify new projects for possible SMI HTF application to AHCCCS to expand housing capacity for individuals determined SMI.

E. AHCCCS HOUSING PROGRAM ELIGIBILITY

It is the responsibility of the Contractor and its providers to be aware of AHP eligibility requirements and ensure that all members referred for AHP housing are eligible.

1. The Contractor shall verify eligibility upon issuance of housing support or renewal of the housing support.
2. The Contractor shall establish and publish processes verifying eligibility upon issuance of housing support or renewal of the housing support.
3. The AHCCCS Housing Administrator shall work with the Contractor and AHCCCS to establish processes and required documentation for establishing eligibility.
4. Eligibility Criteria:
 - a. AHP housing eligibility requirements shall be consistent with any requirements and restrictions established by the appropriation or allocation of the funding from the legislature or AHCCCS,
 - b. The Contractor shall ensure that members referred for AHP Housing Assistance

meet the eligibility criteria established as follows. The member applying for AHP housing shall:

- i. Be at least 18 years old and legally able to enter into a binding lease or housing contract at the time of application for AHP housing. A legally emancipated minor under the age of eighteen may qualify for AHP housing services or subsidy if they also met the other AHP criteria including mental health status,
- ii. Have lawful presence in the United States pursuant to A.R.S. § 1-502.
- iii. Be:
 - 1) Determined Seriously Mentally Ill (SMI), or
 - 2) Be identified with a GMH/SUD and be considered High Needs/High Cost (HNHC), and Title XIX eligible (Supported Housing Program Only).
- iv. Have an identified and documented housing need by a Contractor or provider. A “housing need” may include the following conditions:
 - 1) Actual Homelessness: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a) Has a primary nighttime residence that is a public or private place not meant for human habitation, and
 - b) 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).
 - 2) Institutional or Hospital Discharge – an individual exiting an institution who is likely to be homeless (per Eligibility Criteria section), or who does not have a safe residence to go to upon discharge. An institution may include physical or behavioral health inpatient or residential facilities, emergency rooms or other short term crisis facilities, Arizona State Hospital (ASH), jails, prisons, or other criminal justice settings, or recently transitioned out of Foster Care system. Institutional settings also include similar tribal settings or systems (e.g., tribal jails),
 - 3) Other Identified Housing Crisis or Instability – a “housing need” may also be established by the presence of the following indicators:
 - a) Fleeing domestic violence or other living situation that may result in physical harm or violence, and/or
 - b) Frequent physical or behavioral health inpatient hospitalization or treatment or Emergency Department or emergency department visits (three or more visits in past 12 months).
 - 4) Housing instability established and documented in at least two of the following indicators:
 - a) Appropriate Z Code of “homelessness” or “housing instability” in medical record,
 - b) Housing need assessed and identified in AHCCCS approved evidence based assessment tool that includes Housing assessment,
 - c) Inclusion on Contractor High Risk Roster/ High needs/High Cost List
 - d) Housing is needed to “prevent disease, disability or other adverse conditions of progression, or to prolong life”,

- e) Permanent Housing and subsidy Identified in an individual’s service plan,
- f) Member self-attestation of homelessness, or housing insecurity,
- g) Prior or repeated past history of homelessness, evictions or housing instability (three or more episodes in past 12 months or less) as documented to Contractor by individuals or entity with direct knowledge of housing condition or situation including peers, Community Based Organizations (e.g. homeless providers, CoC, coordinated entry system, outreach teams), and
- h) Not base housing eligibility criteria on the following:
 - i) Prior evictions or rental history,
 - ii) Income or Poverty level,
 - iii) Criminal Background,
 - iv) Substance Use Disorder including current substance abuse use or prior history,
 - v) Specific behavioral or physical health Diagnoses, and/or
 - vi) Treatment Compliance or Program Participation.

OPEN UNTIL 08/19/21

~~448 – HOUSING¹~~

~~EFFECTIVE DATE: 07/01/16~~

~~I. PURPOSE~~

~~This Policy applies to RBHA Contractors and provides guidelines for the delivery 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]~~

~~H. 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.~~

~~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.~~

¹ [ACOM Policy 448 has been restructured in its entirety; the current draft version of ACOM Policy 448 is above.](#)

**~~HOMELESS
(HUD DEFINITION)~~**

~~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.~~~~

**~~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 purchase 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 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.~~

~~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.~~

**~~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.~~

III. POLICY

~~A. GENERAL HOUSING CONTRACT REQUIREMENTS~~

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

~~The Contractor 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. 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. Submit plans describing the Contractor's housing programs and submit periodic reports on housing programs, as outlined in RBHA Contract, Exhibit 9, Deliverables.~~
- ~~3. Develop and submit an Annual Housing Needs Assessment for the Geographic Service Area under their responsibility as outlined in RBHA Contract, Exhibit 9, Deliverables that includes:
 - ~~a. A brief summary of the Contractor's Housing program history and/or current projects,~~
 - ~~b. The specific eligibility group for any proposed new program and/or use of funds (e.g. SMI, GMH/SA, High Cost/High Needs Members) to include:
 - ~~i. A Program description,~~
 - ~~ii. Barriers, trends and accomplishments in housing identified during the reporting period,~~
 - ~~iii. Basis for need including supporting data and justification,~~
 - ~~iv. Plan for identification of program candidates, and~~
 - ~~v. Collaborators.~~~~~~
- ~~4. Develop and submit for approval an Annual Housing Spending Plan for development, maintenance, use and acquisition of housing properties in a format specified by AHCCCS as outlined in RBHA Contract, Exhibit 9, Deliverables, and must at a 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;~~
- ~~c. Evidenced based best practices to be used improve housing capacity in responding to unmet housing needs and related issues; i.e. assessment scores;~~
- ~~d. All leveraged funds, their sources and collaborative efforts;~~
- ~~e. Project timeframes; and~~
- ~~f. Monitoring and tracking process for each program.~~
- ~~5. 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.~~
- ~~6. Require 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.~~
- ~~7. Comply with requirements in ACOM Policy 444 for appeals related to supportive housing services.~~
- ~~-~~
- ~~8. Comply with ACOM Policy 446 for Housing related grievances and requests for investigation for persons determined to have SMI.~~

~~B. AHCCCS REQUIREMENTS FOR STATE FUNDING SUPPORTIVE 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, and~~
 - ~~l. The provision of housing and the provision of support services are distinct.~~
- ~~2. The Contractor must comply with the following requirements to effectively manage limited housing funds in providing supportive housing services to eligible individuals. See the AHCCCS Covered Behavioral Health Services Guide for additional information on Supportive Housing. The Contractor shall:~~
- ~~a. Accept all persons determined to have a SMI into a State Funded Housing Program subject to funding availability,~~
 - ~~b. Utilize supportive housing allocations for eligible individuals 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 persons, while another allocation may require it be used for those persons with GMH/SA eligibility,~~
 - ~~Ensure safe and stable housing that 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,~~
 - ~~c. Not actively refer or place individuals in a Homeless shelter, licensed Supervisory Care Homes, unlicensed board and care homes, or other similar facilities,~~
 - ~~d. 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,~~
 - ~~e. Not use supportive housing allocations for room and board charges in Residential Treatment settings. However, the Contractor may allow Residential Treatment settings to establish policies which require that persons earning income contribute to the cost of room and board,~~
 - ~~f. Not use supportive housing allocations or other funding received from AHCCCS (including block grant funds) to purchase furniture. However, move in assistance and eviction prevention services may be provided to those members in permanent housing. When move in assistance is provided, assistance with deposits and payment for utilities must be prioritized over other methods of assistance, such as move in kits or items consisting of pots and pans, dishes, sheets, etc. Subcontract with a non-profit organization within the Contractor's Geographic Service Area(s) (GSA) that is eligible to serve as a grantee for HUD funded grant programs,~~
 - ~~g. 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,~~
- ~~h. 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,~~
 - ~~i. 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 populations served by the Contractor as funding permits,~~
 - ~~j. Collaborate with State, County and local government agencies to support housing initiatives and resolve housing issues, concerns and complaints that affect members,~~
 - ~~k. Develop new housing capacity, program initiatives and options when needed in collaboration with AHCCCS, ADOH and local HUD Continuum Of Care (COC),~~
 - ~~l. 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.~~
- ~~5. Contractor housing programs are required to include specialized housing units to meet the needs of persons 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 use disorders. Current specialized housing is housing specifically designed to provide and accommodate the following services or conditions 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,~~
 - ~~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 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, DES/DD program),~~
 - ~~h. Homes that specialize in dialectical behavioral therapy,~~
 - ~~i. Housing for persons with limited English proficiency, and~~
 - ~~j. Housing suited to meet medical needs of persons with diabetes and other chronic diseases.~~

- ~~6. The Contractor 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 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 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.~~
- ~~9. The Contractor 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 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, and~~
- ~~3. Conduct a Housing Inventory of housing providers and tenants as required by the 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,~~
 - ~~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:~~

~~**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:-~~

- ~~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, and~~
- ~~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 Index Service Prioritization Decision Assistance Tool (VI-SPDAT) by passing a post test conducted after Specialized Training program and thereafter during routine clinical supervision.~~

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

- ~~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 enacted to reauthorized 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 the following:~~
- ~~a. Significantly increased resources to prevent homelessness,~~
 - ~~b. Established incentives on the use of rapid re-housing programs, especially for homeless families,~~
 - ~~c. A revised definition of “Permanent Supportive Housing” for people experiencing chronic homelessness to establish an industry standard, and to add “families” to the definition of “chronically homeless”, and~~
 - ~~d. The option for rural communities to apply under a different set of guidelines that may offer increased flexibility and 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.~~

~~The HUD HEARTH COC became effective August 31, 2012 and include:~~

- ~~a. Codifying the COC process,~~
- ~~b. Expanding the definition of homelessness,~~
- ~~c. Focusing selection criteria more on performance,~~
- ~~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 COC program,~~
- ~~e. The COC 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. The Contractor is required to work in collaboration with the Arizona Department of Housing (ADOH), AHCCCS and all Arizona HUD COCs to ensure the revised requirements of the HEARTH Act are met, allowing Arizona to maximize the HUD COC Homeless Assistance Programs awarded throughout the State including but not limited to the HUD Housing Choice Voucher Program, and~~
- ~~g. Contractors who administer the federal HUD Housing Choice Voucher Program 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, and
vi. A Crime Free Drug Free Lease Addendum is required.~~

~~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 to locate properties, purchase and/or renovate them for the use of AHCCCS members in 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 Contractor (contingent upon available funding);~~
- ~~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, and~~
- ~~c. For Acquisition and/or renovation of real property purchased by the 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. All 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, and~~
- ~~6) All documents as required in Attachment B, AHCCCS Housing Acquisition/Renovation Checklist.~~
- ~~d. AHCCCS requires that the Contractor adopt Attachment D, 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 Contractor and Housing Contractors using State Funds.~~

OPEN UNTIL 08/16/21

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

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

OPEN UNTIL 08/16/21

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

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

OPEN UNTIL 08/16/21

~~ATTACHMENT C, AHCCCS DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS
(CC&Rs)~~

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

OPEN UNTIL 08/16/21

~~ATTACHMENT D, HOUSING ACQUISITION AND/OR RENOVATION OR NEW CONSTRUCTION
OPERATING AND FUNDING AGREEMENT~~

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

OPEN UNTIL 08/16/21