



## **2016 City of Cincinnati Annual Action Plan**

### **Attachment A: Emergency Shelter Program, Operations, and Facility Accreditation Standards**



## Emergency Shelter Program, Operations, and Facility Accreditation Standards

### Background-

The Emergency Shelter Program, Operations, and Facility Accreditation Standards (a.k.a. Shelter Standards) are intended to serve as the standards for Emergency Shelters receiving public funding in the City of Cincinnati and Hamilton County, Ohio. These standards apply to facilities which are receiving public funding as an emergency shelter, but not to agencies funded as transitional or permanent housing. Emergency shelter facilities must agree to work toward and then adhere to these standards for receipt of public funding. Shelter facilities must complete the following Shelter Standards process at least every year.

The previous "Minimum Standards" for emergency shelters were updated in 2009 by the Greater Cincinnati Coalition for the Homeless (GCCH) and Strategies to End Homelessness, Inc. (STEH) by mandate of Cincinnati City Council, and as a part of the Homeless to Homes planning process. Recommendations for these updated standards were drawn and adapted from the Homeless to Homes plan itself, as set forward by the community process which created it. Some additional edits were made by City Council. Due to these facts, emergency shelters will have to be in alignment with the Homeless to Homes Plan and these standards in order to receive either HUD (i.e. ESG, HOPWA, CDBG, and Supportive Housing Program) funds allocated to the City of Cincinnati, or other City of Cincinnati funding.

The monitoring of these standards will be carried out by Strategies to End Homelessness, Inc.

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### Process-

The Shelter Standards process has four steps:

- I. The requested policies and procedures are assembled by the facility into a Shelter Standards Binder, to be appropriately updated and then provided to and reviewed by Strategies to End Homelessness, Inc.
- II. A Shelter Standards Report is written by the emergency shelter facility describing its efforts to meet the Shelter Standards requirements, and outlining steps being taken to achieve any requirement outlined in the standards which the facility is not yet able to meet. This report will be provided to Strategies to End Homelessness, Inc. with the Shelter Standards Binder in advance of the site visit
- III. A Shelter Standards Site Visit is conducted by Strategies to End Homelessness, the Cincinnati Health Department, and the Cincinnati Department of Community Development, and the facility inspected.
- IV. A Shelter Standards Evaluation Letter will be provided to the facility outlining what, if any, steps or improvements need to be taken prior to the agency's next Shelter Standards review for funding to continue.

## I. **Shelter Standards Binder:**

The following documents are to be included in the binder:

### A. **Shelter Administration Policies and Procedures**

- 501(c)3 documentation
- Mission Statement
- A Facility Description including:
  - i. Description of the population to be served
  - ii. Description of the services to be provided
  - iii. Number of employees
  - iv. Hours of operation
  - v. Number of clients to be served
- A Management Plan including:
  - i. Goal statement for the population
  - ii. Description of the operation and management of the facility
  - iii. Description of current collaborations and efforts to collaborate with other providers
  - iv. Behavioral standards for residents
  - v. Security plan for the facility, which should include monitoring any police runs/911 calls to the facility and related to its residents
  - vi. Policy prohibiting drug and alcohol use within the facility, including agency rules regarding when a client will be barred from the facility for violating these policies
  - vii. Commitment to work with police to measure 911 calls resulting from residents
  - viii. Policy on length of stay, consistent with the mission of providing temporary emergency shelter
- Program description(s)
- Non-discrimination policy
  - i. Policy of non-discrimination in the provision of client care based on the following: age, race, color, religion, sex, sexual orientation or gender identity and expression, marital status, geographical, national or ethnic origin, HIV status, disability, or veteran status (with consideration given to agency mission of organization, etc. )
- Include a policy of gender-specific programming matching the mission statement of the organization for the placement of clients within the shelter/agency based on self-reported gender identification. If not yet complete, what steps are being taken to meet this requirement?
- Sexual harassment policy pertaining to both staff and clients
- Policy compliant with Americans with Disabilities Act
- Tuberculosis policy, including the testing of staff and residents
- HIV/AIDS policy
- List of agency board members, including board participation by at least one current or formerly homeless person
- Conflict of interest policy for board and staff
- Current and relative ethics policy for personnel
- Policy pertaining to authorized/unauthorized search of clients' property by staff
- Staff emergency evacuation training
- Volunteer policy, including selection, training, and definition of tasks
- Hiring policy in compliance with EEO guidelines

- Hiring policy for new staff members, including any screening processes used by agency

#### **B. Grievance Procedures**

- Agency/Client grievance procedure, which includes:
  - i. Details regarding how and when each client is given a copy of the grievance procedure with a verbal explanation
  - ii. Describes the handling of grievances while in the program, and if client feels she/he has been wrongly terminated
  - iii. Policy of client readmission after discharge and later return to shelter

#### **C. Fiscal Management**

- Quarterly financial reports as reported to Board of Directors
- Copy of last annual Audit/financial review, agency has accounting system capable of audit/financial review
- Policy regarding management of client funds

#### **D. Client Confidentiality**

- Policy restricting computer access to client records to relative authorized staff
- HMIS confidentiality policy for emergency shelter

#### **E. Health and Safety**

- Housekeeping policy pertaining to inside the facility as well as the outside property
- Agency maintenance plan for inside the facility as well as the outside property
- Fire Safety:
  - i. Evacuation plan for ambulatory and non-ambulatory residents
  - ii. Fire detection system in compliance with fire code
  - iii. Adequate fire exits
  - iv. Adequate emergency lighting
- Documentation of at least quarterly fire drills
- Last annual fire inspection
- Staff certification(s) in emergency first aid procedures for at least one person on duty for each shift
- Policy regarding communicable illness

#### **F. Medical Care**

- Policy regarding the possession and use of controlled substances
- Policy regarding clients' use of prescription medications
- Policy regarding clients' use of over-the-counter medications
- Policy regarding clients' access to medical care

#### **G. Public Standards**

- Litter Control Policy that includes maintenance of facility-owned trash receptacles, litter pickups on facility-owned property and adjacent right-of-way, including sidewalks, gutters, tree lawns, the placing of trash receptacles, for client use, on facility grounds and in surrounding areas used by clients, and efforts to inform clients of the importance of not littering
- Safety and Security plans for clients, employees and physical facility both inside the facility and outside on facility-owned property

- i. Agency provides new clients with information about the surrounding area (including services, neighbors, businesses, parks, local laws relative to occupancy in the area, contact information for local liaison police officers, address of facility and other pertinent facilities, etc.)
- Policies regarding loitering and noise control on facility-owned property
- Policy discouraging the use of drugs and alcohol by residents, and description of how residents are discouraged from such use by shelter.
- Policy discouraging panhandling by residents, which includes:
  - i. Description of how residents are discouraged from panhandling by the shelter
  - ii. Description on how the shelter facility addresses shelter residents known to be panhandling in the community
  - iii. Outlines clear and consistent consequences to be enforced if a resident is known to be panhandling
  - iv. Describes how residents are discouraged from the purchase of drugs or alcohol with panhandling funds
- Description of restroom availability
- Communication plan that includes a point of access for the local community to be able to communicate with the Organization and a policy for how grievances from the local community will be addressed

STEH will not be monitoring this portion of the Shelter Standards, until provided with guidance on how to do so from the Cincinnati City Solicitor and/or City Manager

#### H. Food Safety

- Policy providing adequate provisions for meeting the nutritional needs of infants, children and/or pregnant women.
- Policy providing adequate provisions for meeting the nutritional needs of clients with specific medical conditions (HIV, Diabetes, etc.)
- Documentation that facility has met the Health Departments standards during previous inspections

#### I. Services and Case Management

- Intake procedure
- Criteria for admission
  - i. Agency has policy requiring that house rules, regulations and disciplinary procedures pertaining to activities inside the facility as well as on the outside facility-owned property are read to and signed by all clients upon entry
- Policy for referral if client cannot be served
- Client termination policy
- Current and relative client confidentiality policy
- Current organizational chart delineating all paid and unpaid positions
- Current and relative job descriptions for all paid and unpaid positions
- Case Manager job descriptions
  - i. Case managers required to focus their time and energy on engagement, program enrollment, needed referrals and connections (client-network building), fostering stabilization and facilitating movement into housing and needed services

## II. The Shelter Standards Report:

The following items are to be addressed in the report-

- A. Outcomes:
- Outcomes that have been achieved with population served:
    - i. % of shelter residents who exit to transitional or permanent housing:  
Last Inspection: \_\_\_\_; This Inspection: \_\_\_\_\_
    - ii. % of clients whose exit income was greater than their intake income:  
Last Inspection: \_\_\_\_; This Inspection: \_\_\_\_\_
    - iii. Was HMIS used to generate outcome data? If not, what method was used to generate outcome data?
  - Outcome goals for population served related to:
    - i. % of shelter residents who exit to transitional or permanent housing
    - ii. % of clients whose exit income was greater than their intake income
    - iii. Was HMIS used to generate outcome data? If not, what method was used to generate outcome data?
  - Does the agency have clearly defined and implemented intake and exit method to facilitate outcome measurements?
  - Identification of barriers to improved outcomes and efforts to improve
- B. Are spaces (in particular any spaces which have been renovated) designed to give people the smallest group sleeping rooms feasible, rather than large, dormitory-style sleeping rooms.
- C. Number of people sleeping in facility: \_\_\_\_.
- Is there enough space for this number of people? If not, how is the agency working to improve? Is the agency working to lower the number of people in group sleeping areas (Give examples of efforts)?
- D. Is the shelter readily accessible either directly or through public transportation to community amenities that the participant population normally requires, including grocery stores and recreation, medical services, training, mental health or substance abuse disorder treatment, and mainstream benefit/resource facilities and other programs needed to meet the goals of this program? (Provide any appropriate written documentation)
- E. Is everyone entering the shelter assigned to an individual case manager or case management team? If no, explain how improvement is being made.
- F. Do all residents receive the following as a part of case management services? If no, describe how improvement is being made.
1. Basic service: a bed, food and toiletries will be provided for each individual
  2. An assessment of the individual's situation initiated within 48 hours of admission into the shelter. If this is not happening, what are the barriers to this occurring?
  3. Agency is working to lower average client-time spent at agency before assessment is completed. Average time at last inspection: \_\_\_\_ Current average time: \_\_\_\_\_

4. At a minimum the assessment must include (Provide an anonymous example):
  - i. Current situation and reason for homelessness
  - ii. Information about personal/family support
  - iii. A housing history
  - iv. Income/economic situation
  - v. Education/training levels achieved
  - vi. Social service and health history
  - vii. Basic life skills inventory
  - viii. Veteran status, service in the Armed Forces, and eligibility for VA housing and services
  - ix. Special issues review (e.g. mental health, substance abuse, physical/cognitive/sensory disabilities, etc.)
  - x. Any justice system involvement, existing legal conditions (probation, parole, sex offense designation), and appropriate related contact persons (such as a probation officer).
5. Intensive case management will be provided to each individual within the shelter system, which includes-
  - i. Case Management Ratio:
    - a) What is the current number of case managers serving clients within the facility?
    - b) According to data from HMIS or other agency-used database system, what is the average number of residents in emergency shelter beds in the facility per night?
    - c) What is the current case management ratio? (a/b= Case Management Ratio)
    - d) If higher than 1:10, what steps are being taken to reduce the agency case management ratio? What was the ratio at last inspection? Can improvements be seen? If no, what is being done to improve this?
  - ii. Development of an individual client-centered case plan that at a minimum must include (Provide an anonymous example with each step included):
    - a) Focus on discharge planning
    - b) Obtainable housing plan (Exit Strategy)
    - c) Removal of or lessening of barriers to housing
    - d) Increasing income and/or accessing benefits that will lessen barriers in the way of the individual's sustainable success at independent living (if independent living is applicable)
    - e) Stabilization and development plan
    - f) All individual case plans will be securely and confidentially stored in HMIS or other proper electronic client-data storage system and a partnership agreement between appropriate shelters will be used to address case planning in recidivist cases
    - g) Discharge plans should be forwarded to the next housing placement and be inclusive of a summary of the elements of the ISP the person has completed, what is in progress and what is left to accomplish.
  - iii. Case managers serve as brokers of services for homeless households by: (display job description with each of these roles cited)
    - a) Focus on discharge into transitional or permanent housing:

- b) Helping homeless household identify and connect to the resources they need to carry out their Case Plan
  - c) Serving as advocates for homeless individuals within the housing, mainstream resource and service delivery systems so that clients can successfully access other systems and programs
  - d) Providing information, referral, and support to access housing and services are provided to meet the individual needs of the client.
  - e) Providing support, information and referral services to clients in need of substance abuse and mental health engagement.
6. How does the facility begin discharge planning upon client entrance into the emergency shelter system? How does this discharge plan include the following-
- i. Exit strategy
  - ii. Removal of or lessening of barriers to housing
  - iii. Increasing income and/or accessing services that will lessen barriers in the way of the individual's success at independent living
  - iv. Discharge plans should be forwarded to the next housing placement (from shelter to transitional housing to permanent supportive housing) and be inclusive of a summary of the elements of the ISP the person has completed, what is in progress and what is left to accomplish.
  - v. An identified appropriate time limit for length of stay before moving to transitional or permanent housing options.

### **III. The Shelter Standards Site Visit:**

The following will be reviewed during the Site Visit.

#### **A. Health and Safety**

- That your facility is clean and in good repair
- Fire Safety:
  - i. Evacuation plan for ambulatory and non-ambulatory residents
  - ii. Fire detection system in compliance with fire code
  - iii. Adequate fire exits
  - iv. Adequate emergency lighting

#### **B. Medical Care**

- A phone available to clients for medical emergency
- Adequate Red Cross compliant first aid equipment is available and easily accessible by staff
- Properly secured medications

#### **C. Clean and Safe**

- Facility-owned trash receptacles have lids that are properly closed to dispel rodents, etc.
- Outside facility-owned property is free of litter and trash that is not in receptacles
- Security plan in use; agency grounds, facility and client activity on-site are monitored to help prevent criminal activity
  - i. Since the last inspection how many times did staff make emergency calls for violent activity?



1. How many such calls since the last inspection?
  2. What is being done to decrease the number of such emergency calls?
- Loitering and Noise Control Program in use on agency-owned property.
  - Restroom availability for residents to use: Are there enough restrooms available for the number of people in the facility?
  - Public point of contact information is posted

#### **D. General Shelter**

- Grievance procedure is clearly posted where all can see it
- A crib, bed with linens, or mat for each client
- A separate toilet and shower facility for men and women
- Private space to meet with clients
- Laundry facilities for clients
- Any renovated spaces designed to give people the smallest groups sleeping space feasible, rather than large, dormitory-style sleeping rooms.
- Housing must be readily accessible to community amenities that the participant population normally requires, including grocery stores and recreation, medical services, training, mental health or substance abuse disorder treatment, and mainstream benefit/resource facilities.
- House rules, regulations and disciplinary procedures posted in a conspicuous place.
- Provisions for sanitary food storage and preparation

#### **E. Documentation**

- Maintained records of all residents in facility, including name, age, race, gender, and income level (provide an anonymous example).
- Maintained documentation of clients sheltered, served or referred elsewhere
- Trained personnel to adequately work with clients are on site during all hours that your facility is open to clients
- A written log of incidents and instructions for oncoming personnel (Provide example.)
- Secure computer location(s) at which HMIS or other client-data entry is completed



## **2016 City of Cincinnati Annual Action Plan**

### **Attachment B: Shelter Diversion Manual**



# Shelter Diversion Program

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## Policies and Procedures Manual

Prepared by:  
Strategies to End Homelessness, Inc



Department of  
Development



United Way  
of Greater Cincinnati



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# Overview

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The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney –Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD’s application process to assist homeless persons by providing greater coordination in responding to their needs.

The change from *Emergency Shelter Grant* to *Emergency Solutions Grants* reflects the change in the program’s focus from addressing the needs of homeless people in emergency shelter or transitional housing shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis.

Federal regulation allows ESG funding to be used for the following items:

1. **Street Outreach** – Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.
  - Engagement, case management; emergency health services; emergency mental health services; transportation; services to special populations
2. **Emergency Shelter** –Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.
3. **Homeless Prevention**- Short- and medium- term rental assistance, housing relocation, and stabilization services for individuals and families who are *at imminent risk or at risk of homelessness*. Staff salaries related to carrying out activities are also eligible.
4. **Rapid Re-Housing**- Short- and medium- term rental assistance, housing relocation, and stabilization services for individuals and families who are *literally homeless*. Staff salaries related to carrying out activities are also eligible.
5. **HMIS**- Hardware, equipment, software, training, and overhead

## Shelter Diversion

Strategies to End Homelessness has collaborated with the United Way of Greater Cincinnati (UW) and contracted with five UW funded Emergency Assistance Agencies to deliver the Homelessness Prevention component of the ESG Program, known locally as Shelter Diversion. The collaborative partners for the Shelter Diversion Program are: **Freestore Foodbank, Jewish Family Service, Mercy Health St. John, Society of Saint Vincent DePaul, and The Salvation Army**. UW funding within the agencies will be used for staffing while Shelter Diversion funds will provide direct financial assistance.

Additionally, a sub-grant arrangement with the Legal Aid Society of Greater Cincinnati has been executed to provide legal assistance as needed to prevent homelessness through the Shelter Diversion Program.

The Shelter Diversion Program has been designed as a short-term (3-month) program. All participants will be required to meet with a caseworker prior to receiving assistance to verify that they are “at-risk of homelessness” and entry into shelter is imminent without this assistance. The partner agencies will be required to provide on-going case services and support to clients for up to three months.

If a person is not stabilized after three months and are still at risk of homelessness, they can be approved for additional three months of services. This requires that the case manager discusses their case at a case management meeting to get approval for the recertification. If approved, the case manager recertifies the participant to verify they still meet the program requirements.

All potential program participants seeking assistance from the Shelter Diversion Program must be screened by a Central Access Point (CAP) Intake Specialist. Upon approval the individual or household will be electronically referred to a partner agency through the local HMIS system VESTA<sup>®</sup>.

## Definitions

*At Risk of Homelessness:* There are three categories under which an individual or family may qualify as “at risk of homelessness”. For an individual or household to qualify as “at risk of homelessness” under the first category of the definition, the individual or family must meet two threshold criteria, and must exhibit one or more of the specified risk factors.

- I. First category
  - a. The Two threshold criteria are:
    - i. The individual or family has income below 30% of AMI
    - ii. The individual or family has insufficient resources immediately available to attain housing stability. (*HUD further defines this as “the individual or family does not have sufficient resources or support networks, e.g. family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place” that meets the definition of homelessness*)
    - iii. And meets at least one of the pertinent risk factors below:
      1. Has moved frequently because of economic reasons (defined as 2 or more times during the 60 days immediately preceding the application for prevention assistance)
      2. Is living in the home of another because of economic hardship
      3. Has been notified that their right to occupy their current housing or living situation will be terminated (notice must be in writing and termination has to be within 21 days after the date of application for assistance)
      4. Lives in a hotel or motel (not paid for by a state, local, federal, or charitable organization funds)

5. Lives in severely overcrowded housing (efficiency with more than 2 persons or another type of housing in which there reside more than 1.5 persons per room)
  6. Otherwise lives in housing that have characteristics associated with instability and an increased risk of homelessness; for example, utility shut off notice or eviction notice.
- II. Second Category and Third Category
- a. All families with children and youth defined as homeless under *other* federal statutes.
  - b. Parent(s) or guardian(s) of the children or youth defined as “homeless” must be living with those children or youth to qualify as “at risk of homelessness”

\*Note- Locally, only people meeting the first criteria will be eligible for the shelter diversion program. Also, if a person is fleeing a domestic violence situation they need to be referred to the YWCA to address safety issues prior to being admitted into the shelter diversion program.

## Eligibility/Program Requirements

- I. Household would need proof of risk of homelessness
  - a. Notice to vacate issued within 21 days
  - b. Eviction notice issued within 21 days
  - c. Court-ordered eviction notice
  - d. “love eviction” for doubled-up households issued within 21 days
    1. Person at higher risk if living doubled up for less than 90 days
- II. Household must be at or below 30% of AMI
  - a. Verified by income documents dated within last 30 days
- III. Household must not have any other subsequent housing options
  - a. Verified through assessment with case manager
- IV. Household must not have any other financial resources
  - a. Verified through assessment with case manager
- V. Household must participate in case management
- VI. Household may receive assistance only 1 time in 12 months- no shelter stay, shelter diversion, homeless certificate, HPRP assistance, or previous shelter diversion assistance with in past 12 months
  - a. Verified via VESTA
- VII. Individual/ Household must be a Hamilton County resident

## Housing Relocation and Stabilization Services

- I. Financial assistance costs.  
ESG funds may be used to pay housing owners, utility companies, and other third parties for the following:
  1. Rental Application Fees (an application fee charged by owner to ALL applicants)
    - i. Our community will not pay rental application fees with ESG funds
  2. Security Deposits, not to exceed the equivalent of 2 months’ rent



- i. If the Shelter Diversion Program pays for a security deposit, at the end of the lease term, the security deposit may be utilized by the landlord for repair fees, etc or be returned to the client to rollover into a new unit.
3. Last Month's rent, not to exceed the equivalent of one month's rent, paid at the time of the security deposit and first month's rent. This rental payment must be used in calculating the program participant's total rental assistance.
4. Utility deposits
5. Utility payments, including arrears up to 3 months per service. Partial payments count as one month. If 6 months of arrears are needed, Shelter Diversion Coordinator can approve up to 6 months of arrears. No more than 6 months of arrears can be paid within a 3 year period.
  - i. Utilities are defined as gas, electric, water, and sewage
  - ii. Utilities can only be paid if the program participant or an adult member of his/her household, as indicated on the lease, has an account in his/her name with a utility company.
6. Moving costs, including movers, truck rental, and storage fees up to 3 months, or until the participant is in housing, whichever is shorter, provided that the fees are accrued after the date the participant begins receiving assistance. **ARREARS are not an eligible expense.** Reasonable moving expenses are to be determined by the Strategies to End Homelessness' Finance Assistant by comparing local competitor's pricing on an annual basis and ensuring the amount paid is in line with the local average amount. Proper documentation is required for financial assistance payments to be made including invoices or bills.

## II. Services Costs

1. Housing Search and placement (activities necessary to assist program participants in locating, obtaining and retaining suitable permanent housing):
  - i. Assessment of housing barriers, needs and preferences
  - ii. Development of an action plan for locating housing
  - iii. Housing search
  - iv. Outreach to and negotiations with property owners
  - v. Assistance submitting rental applications and understanding leases
  - vi. Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness
  - vii. Assistance with obtaining utilities and making moving arrangements
  - viii. Tenant counseling
2. Assistance cannot exceed 30 days during the period the participant is seeking permanent housing and cannot exceed 24 months during the period the participant is living in permanent housing.



### III. Housing Stability Case Management

1. Assessing, arranging, coordinating and monitoring the delivery of individualized services to facilitate housing stability for a program participant in permanent housing or assist with overcoming immediate barriers to obtaining housing.
2. Conducting the initial evaluation, including verifying and documenting eligibility
3. Developing, securing and coordinating services and obtaining Federal, State and local benefits
4. Monitoring and evaluating program participant progress
5. Providing information and referrals to other providers
6. Developing an individualized housing and service plan, including planning a path to permanent housing stability
7. Conducting re-evaluations

### IV. Mediation

1. Our community will not pay for mediation services. Clients may be referred to HOME for mediation services.

### V. Legal Services

1. Legal services related to landlord/tenant matters will be addressed by a subcontract with Legal Aid

### VI. Credit Repair

1. Our community will not pay for Credit Repair services. Clients may be referred to other community organizations for credit repair assistance.

## Short-term and Medium-term rental assistance

1. Short-term rental assistance is assistance for up to 3 months of rent
2. Medium-term rental assistance is for more than 3 months but not more than 24 months of rent.
3. Payment of rental arrears consists of a **one-time** payment for up to 6 months of rent in arrears, including any late fees on those arrears.

**Amount of rental assistance** – Participating Agencies have flexibility to determine the amount of rental assistance provided, including:

- Payment of an agreed on portion of the rent;
- Payment of 100 percent of the rent charged; or
- Graduated/declining assistance.

**Rent Arrears** – Rental assistance may also be used to pay for up to 3 months of rental arrears for eligible program participants in Shelter Diversion. Coordinator may allow exceptions to this rule on a case by case basis but never to exceed a onetime payment of 6 months of arrears payments within a 3 year period. Rental arrears may be paid if the payment is necessary for the participant to obtain housing. Rental arrears is determined to be any months prior to the month of intake into the program. Case managers must have a landlord verification form completed by the landlord in order to pay rental arrears.

### **Tenant Rent Share**

Agencies may require program participants to share in the costs of rent, utilities, security and utility deposits, moving, and other expenses as a condition of receiving Shelter Diversion financial assistance. For example, a program may require a program participant to pay a portion of the rent expense for an apartment. Diversion assistance should be "needs-based," meaning that Agencies should determine the amount of assistance based on the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near term. This will also help utilize program resources efficiently to serve as many households as possible.

### **Rent Reasonableness**

The rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness." "Rent reasonableness" means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable unassisted units.

Case managers and Housing Specialist will work together to ensure that rent reasonability is ensured for all housing units receiving financial assistance. It is the responsibility of the Housing Specialist to determine rent reasonability and document it in VESTA. To make this determination, the Program should reference the rent reasonability form and the Strategies to End Homelessness website for determining rent reasonableness. If rent charged for a unit exceeds the reasonability standard Shelter Diversion funds may not be used for costs associated with that unit.

Unit size should be taken into consideration when determining rent reasonability. A unit must be the appropriate size for the household residing there and when determining the rent reasonability, the unit size required by the household must be used for measuring the reasonability of the rent. (i.e. a single person residing in a 2 bedroom unit must have reasonability based on a 1 bedroom unit)

### **Maximum amounts and periods of assistance.**

Households may receive assistance 1 time per year, not to exceed 6 months in any 12 month period. Households must wait 12 months from exit date to be eligible for assistance again, regardless of how long they were in the program.

The total period for which a program participant may receive services must not exceed 24 months during any 3 year period. The limits on the assistance apply to the total assistance an individual receives, either as an individual or as part of a family. A participant must not exceed 6 months of utility arrears in a 3 year period. Rental arrears can be paid **one time** in any 3 year period for up to 6 months of arrears.

Financial assistance is not to exceed \$2,500 per case without Shelter Diversion Program Coordinator Approval. Any financial assistance request that will cause the lifetime total of the client's financial assistance to exceed \$2,500 will require written approval from the Shelter Diversion Coordinator. Program participants may not receive more than \$5,000 in financial assistance or 6 months of service during a twelve month period.

## **Recertification of Eligibility**

HUD requires grantees and/or sub grantees to evaluate and certify the eligibility of Shelter Diversion program participants at entry into the program and at least every three months for households receiving Shelter Diversion rental assistance or other Shelter Diversion Services (e.g. case management) lasting longer than 3 months. Re-certification must occur prior to the 4<sup>th</sup> month of assistance. The intent of the recertification rule is to ensure programs are fully evaluating households that are receiving ongoing assistance to ensure that the household remains eligible and needs continued assistance to prevent homelessness.

The process of re-certifying a client as eligible is similar to the initial determination of eligibility. The client must be at risk of homelessness; be below 30% AMI; lack subsequent housing options, support networks and financial resources to maintain their housing. All eligibility criteria must be met and documented in VESTA.

## **Use with other subsidies**

Financial assistance cannot be provided to a program participant who is receiving the same type of assistance during the same time period that are being provided through another federal, state or local housing subsidy program. For eligible participants living in subsidized housing (for example, Housing Choice Voucher and Public Housing Programs), Shelter Diversion funds can only be used for a one time rental arrears or for a deposit to move into subsidized housing.

## **Rent Restrictions**

Rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by CMHA. Rent cannot exceed the fair market rent established by HUD and has to comply with HUD's standards of rent reasonableness.

## **Rental Assistance agreement**

Rental assistance payments can only be made to an owner with whom the grantee has entered into a rental assistance agreement.

Rental agreement must set forth the terms under which rental assistance will be provided. The rental agreement must provide that, during the term of the agreement, the owner must give the grantee or sub grantee a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. Any late fees are the grantee or sub grantee's responsibility to pay with non ESG funds.

## Lease

Each program participant receiving rental assistance must have legally binding, written lease for the rental unit. The lease must be signed by both the landlord/property manager and the tenant. All members of the household must be included on the lease.

## Case Manager Responsibilities:

**Case Managers at the emergency assistance agencies are responsible for final eligibility determination and documentation. Documentation must be in the participant's VESTA file for both eligibility criteria and risk factors.**

Eligibility Criteria for program participants include:

- Individual/Household would be going into shelter without this assistance
- Household income is less than 30% Area Median Income
- Individual/household has no other financial resources or support networks to avoid going into shelter
- Individual/Household willing to participate in case management
- No active homeless certificate, shelter stay, HPRP assistance, or shelter diversion assistance in the 12 months
- Individual/household is a Hamilton County resident

Household must also exhibit at least one of the following risk factors:

- Has moved frequently because of economic reasons (defined as 2 or more times during the 60 days immediately preceding the application for prevention assistance)
- Is living in the home of another because of economic hardship
- Has been notified that their right to occupy their current housing or living situation will be terminated (notice must be in writing and termination has to be within 21 days after the date of application for assistance)
- Lives in a hotel or motel (not paid for by a state, local, federal, or charitable organization funds)
- Lives in severely overcrowded housing (efficiency with more than 2 persons or another type of housing in which there reside more than 1.5 persons per room)
- Otherwise lives in housing that have characteristics associated with instability and an increased risk of homelessness; for example, utility shut off notice or eviction notice.

Priority will be given to program applicants who:

- Have referral from partner agency (i.e. Legal Aid)

Case managers will work with households to create a plan to achieve housing stability and prevent future housing instability. This will include budgeting, utilizing mainstream benefits and case planning. The case manager needs to have **face to face contact with a client within 24 hours of the referral**. During intake, each **participant needs to be informed they have 2 weeks to find housing**. HUD will only allow payment for up to 30 days while a person is homeless and seeking permanent housing. Case

Managers will attend bi-monthly meetings where information and resources along with new opportunities/programs will be shared as well as any updates pertaining to HUD.

**All required documentation must be attached to the electronic case file in VESTA prior to receiving financial assistance. This documentation includes but is not limited to: Staff Affidavit, proof of risk of homelessness (i.e. love eviction, eviction notice), income verification, lease, and inspection verification.**

### **Intake Documentation:**

- Verification of *all* household members (ID, social security cards, etc)
- Income Verification for *all* household members- must be below 30% AMI
- "But For" Assistance Determination Form
- Love Eviction
- Client Agreement
- Staff certification
- Housing Search and Inspection Request- sent to Housing Specialist within 24 hours of intake

### **Documentation for payment in addition to above**

- Intent to rent
- Rental Agreement
- Lease
- Rent reasonableness checklist
- Inspection
- Copy of utility bills to be paid

### **Acceptable documentation**

- 1<sup>st</sup> choice- Source documents, i.e. notice of termination from employment, unemployment compensation statement, bank statement, health care bills showing arrears, utility bill showing arrears
- 2<sup>nd</sup> choice- written statement by relevant third party (former employer, public administrator, relative) or the written certification by the recipient's or sub recipient's intake staff of the oral verification by the relevant third party that the applicant meets the criteria for at risk of homelessness
- 3<sup>rd</sup> choice- if source documents and third-party verification are unobtainable, a self declaration from the participant along with a written statement by the recipient or sub recipient's intake staff describing the efforts taken to obtain required evidence



## **Recertification Documentation:**

- “But For” Assistance Determination Form
- Verification of Income- still must be below 30% AMI
- Supporting documents to support the need for additional services

## **Records**

Case managers are required to keep complete and accurate records in VESTA. This includes, but not limited to:

- All above documentation
- Service records of each contact
- Every payment made for security deposit, rental assistance, utility payment, etc
- Supporting documents for all payments
- Financial assistance will only be approved and checks issued if all needed documents are in VESTA. Checks need to be requested within 24 hours of unit passing the inspection.
- Checks will be issued within 24 business hours.
- Financial manager will notify case manager by IM and/or phone if a check request is denied in an attempt to remedy situation. If case manager is unavailable, the request will be denied and case manager must submit new request.

## **Strategies to End Homelessness (End Homelessness) Responsibilities:**

End Homelessness will facilitate bi-monthly Shelter Diversion Case Manager meetings. Information and resources along with new opportunities/programs will be shared with agency representatives as well as any updates pertaining to HUD regulations in these meetings.

End Homelessness will facilitate monthly Shelter Diversion Supervisor meetings. All updates pertaining to HUD regulations for Shelter Diversion will be shared with case manager supervisors in these meetings. Additionally, performance measures and outcomes along with improving or increasing community collaboration will also be discussed in these meetings.

End Homelessness will issue all eligible payments for direct financial assistance for Shelter Diversion Assistance as requested in VESTA.

A Housing Specialist is in place to assist clients with accessing affordable housing and completing inspections as required by the Notice.

- Any housing in which a child under the age of six will reside that was built prior to 1978 will require a visual lead inspection.
- Any new housing that a household moves into will require a Habitability Standards Inspection.

## **MONITORING:**

Monitoring of specific activities provided to participants through the Shelter Diversion program will be through the HMIS system. All direct service agencies will use the local HMIS system – VESTA software and will be required to enter complete demographic information on each participant served as well as specialized intake and exit information. Documentation of participant contact will be recorded in VESTA.

An annual on-site monitoring will occur where End Homelessness staff will review records of the source and use of contributions used as matching funds as required by sub-contract. The records must indicate the particular fiscal year grant for which each matching contribution is counted.

## **Termination procedure**

Case managers will follow the termination procedure when terminating financial assistance or case management services to program participants.

All program participants will sign a participation agreement form at point of initial enrollment into the Shelter Diversion Program. Those program participants who fail to comply with the agreement may be terminated from the program. In instances where a participant is to be terminated from the program the proper termination policy is to be followed.

### **Policy:**

A Program Participant receiving Shelter Diversion financial assistance and/or case management services may be terminated for the following reasons:

### **Violation of Program Requirements (including non-compliance)**

#### **Ineligibility at Recertification**

#### **Fraud or attempted Fraud**

### **Procedure:**

- If Agency case manager determines that Shelter Diversion assistance should be terminated for a participant enrolled in the Shelter Diversion Program due to violating program requirements; the Agency case manager will notify the participant of the plan to terminate via telephone or face to face contact if possible, or in writing at least five (5) business days prior to termination date with reason for termination. If reason for termination is non-compliance, the program participant may work with case manager to resolve compliance issue.
- Agency case manager will re-certify the eligibility of Shelter Diversion participants every three months. If it is determined during re-certification that the client no longer meets the eligibility criteria, the client will be immediately terminated from the Shelter Diversion Program.
- Participants who are suspected of committing fraud or attempting to commit fraud will be terminated immediately from the Shelter Diversion Program and reported to the appropriate authorities.

Dependent upon the circumstances under which participation in the Shelter Diversion Program was terminated, a participant may re-apply at a later date pending approval from Agency Case manager. If a program participant disagrees with the decision to terminate he/she may appeal the decision to terminate by following the grievance procedure.

## Grievance procedure

Each person receiving Shelter Diversion assistance shall have the right to express their grievance concerning the Policies and/or Procedures of the Shelter Diversion Program in an appropriate manner.

### Procedure:

- If the participant has a grievance with the Policies or Procedures of the Shelter Diversion Program, they should initially discuss the issue with the case manager at the Agency from which they are receiving services.
- If after speaking with the case manager regarding the grievance the participant is not satisfied with the result; or in cases where the case manager is a party to the grievance the participant should speak to the case manager's supervisor at the Agency from which the client is receiving services.
- In cases where the grievance cannot be resolved by the Agency supervisor and/or case manager, the Shelter Diversion Program Coordinator shall be involved in the resolution. Program Participants must contact the Shelter Diversion Program Coordinator in writing within ten (10) days of grievance to request a review conference. Upon written request for a conference, the program participant will be notified within five (5) business days of the date, time, and place of the conference. If a conference is held, a written summary of the conference discussion and written decision will be prepared within two (2) weeks; one copy shall be given to the participant and one copy will be retained in the participant's file.
- Written request for conference should be given to case manager.

## Client Confidentiality

It is the policy of Strategies to End Homelessness, Inc. that board members and employees of the Agency may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Agency to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Agency has authorized disclosure.

Board members and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for the Agency. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do



not pertain to information of a sensitive or confidential nature. This applies to conversations of any kind, including, but not limited to, emails, social networking websites, or any other contact with others who may not be authorized to receive confidential information. Board members and employees must also be careful not to discuss confidential information without identifiers in a way that an unauthorized recipient could nonetheless determine the subject involved. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with the Agency, he or she shall return, at the request of the Agency, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

### **Non-Discrimination and Equal Opportunity**

End Homelessness does not discriminate on the basis of age, color, disability, economic status, family responsibilities, gender, marital status, matriculation, place of residence or business, political affiliation, race, regional or national origin, religion, sexual orientation, gender identity, source of income, or any other protected class.



## **2016 City of Cincinnati Annual Action Plan**

**Attachment C: 2016 City of Cincinnati Entitlement Ordinances CDBG,  
HOME, ESG, and HOPWA**



EMERGENCY

City of Cincinnati

LDM / PDM /  
LRB

An Ordinance No. 104 - 2016

**AUTHORIZING** the appropriation to Fund 304, the Community Development Block Grant (“CDBG”) Fund, the sum of \$4,666,421 to new and existing project accounts according to the attached appropriation schedule, for the purpose of aligning the grant resources actually received from the U.S. Department of Housing and Urban Development with projected expense needs for the Calendar Year 2016 CDBG Program.

WHEREAS, on December 16, 2015, City Council approved Ordinance No. 0389-2015 to appropriate funding from the U.S. Department of Housing and Urban Development (“HUD”) to the CDBG Fund 304 for the Calendar Year 2016 CDBG Grant Program and authorized the filing of the 2016 Annual Action Plan to HUD; and

WHEREAS, appropriation levels were estimates because grant levels had not yet been released by HUD when Ordinance No. 0389-2015 was approved; and

WHEREAS, the 2016 Annual Action Plan was submitted with estimates to ensure that service contracts for City services, which needed to start by January 1st, would not be disrupted; and

WHEREAS, HUD announced the actual allocations in February 2016 and the City adjusted project amounts accordingly; and

WHEREAS, the City has 60 days from when HUD announces the actual allocations to submit a revised 2016 Annual Action Plan to HUD; and

WHEREAS, the CDBG program comports with the “Live” goal to “Support and stabilize our neighborhoods” as described on page 160 and with the “Compete” goal to “Be the pivotal economic force in the region” as described on page 101 of Plan Cincinnati (2012); now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That the appropriation of \$4,666,421 to new and existing project accounts of Community Development Block Grant (“CDBG”) Fund 304 is hereby authorized for the purpose of aligning grant resources actually received from the U.S. Department of Housing and Urban Development (“HUD”) with projected expense needs for the Calendar Year 2016 CDBG Program.

Section 2. That the sum of \$4,666,421 is hereby appropriated to CDBG Fund 304 project accounts according to the attached appropriation schedule for the purpose of aligning resources to projected expense needs.

Section 3. That the proper City officials are further authorized to use and expend the specific sum of \$4,666,421, according to the terms of Sections 1 and 2 hereof.

Section 4. That this ordinance shall be an emergency measure necessary for the preservation of public peace, health, safety and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is to ensure the submission of the 2016 Annual Action Plan to HUD by April 29, 2016.

Passed: April 27, 2016

Attest: [Signature]  
Clerk

[Signature]  
John Cranley, Mayor

HEREBY CERTIFY THAT ORDINANCE No. 104-2016  
WAS PUBLISHED IN THE CITY BULLETIN  
IN ACCORDANCE WITH THE CHARTER ON 5-10-2016  
[Signature]  
CLERK OF COUNCIL



**APPROPRIATION SCHEDULE**

INCREASE OF EXISTING COMMUNITY DEVELOPMENT BLOCK GRANT APPROPRIATIONS SCHEDULE

Grant Program	Fund	Agency	Project Account No.	Project Title	Original Authorization	Amount to be Increased	Revised Authorization
CDBG	304	162	61401	Affordable Multi Family Rental Program '16	100,000	-	100,000
CDBG	304	162	66212	Blueprint for Success '16	80,000	1,000	81,000
CDBG	304	212	61141	Code Enforcement Relocation '16	65,000	20,000	85,000
CDBG	304	164	63611	Commercial and Industrial Redevelopment '16	190,000	10,000	200,000
CDBG	304	162	66213	Compliance Assistance Repairs for the Elderly (CARE) '16	125,000	31,000	156,000
CDBG	304	212	61142	Concentrated Code Enforcement '16	535,000	41,000	576,000
CDBG	304	162	61431	Core 4 Strategic Housing Program '16	395,000	46,000	441,000
CDBG	304	161	62802	Corporation for Findlay Market '16	145,000	5,000	150,000
CDBG	304	161	66211	Earned Income Tax Credit Outreach '16	949	(949)	0
CDBG	304	162	61123	Emergency Mortgage Assistance '16	80,000	8,000	88,000
CDBG	304	162	61122	Fair Housing Services '16	125,000	5,000	130,000
CDBG	304	161	64511	Groundwork Cincinnati - Millcreek Restoration '16	14,000	11,822	25,822
CDBG	304	162	61124	Hand Up Initiative '16	1,300,000	81,000	1,381,000
CDBG	304	212	61136	Hazard Abatement Program '16	800,000	45,000	845,000
CDBG	304	212	61137	Historic Stabilization of Structures '16	155,000	35,000	190,000
CDBG	304	161	61018	Homeowner Rehab Loan Servicing '16	36,000	-	36,000
CDBG	304	162	61015	Housing Repair Services '16	1,605,000	91,000	1,696,000
CDBG	304	263	66411	Lead Hazard Testing Program '16	351,000	15,000	366,000
CDBG	304	164	62221	NBD Improvement Program '16	861,000	55,000	916,000
CDBG	304	162	61244	Operating Support for CDCs '16	265,000	50,000	315,000
CDBG	304	164	62201	Small Business Services '16	110,000	95,000	205,000
CDBG	304	161	63621	Summer Youth Employment Program '16	860,000	66,674	926,674
CDBG	304	162	61121	Tenant Representation '16	120,000	5,000	125,000
CDBG	304	162	61432	Urban Homesteading	-	30,000	30,000
CDBG	304	162	61433	Vacant Lot Reutilization and Management	-	30,000	30,000
CDBG	304	954	30416108	Section 108 Debt Service	-	1,183,000	1,183,000
CDBG	304	161	30416000	Administration and Planning - Other City Depts	-	991,237	991,237
CDBG	304	161	30416161	Administration and Planning - DCED Admin	-	1,114,921	1,114,921
CDBG	304	162	30416162	Administration and Planning - DCED Housing	-	374,997	374,997
CDBG	304	164	30416164	Administration and Planning - DCED Econ Dev	-	225,719	225,719
<b>TOTALS</b>					<b>8,317,949</b>	<b>4,666,421</b>	<b>12,984,370</b>



EMERGENCY

City of Cincinnati

JBP / PBM /  
CKB

An Ordinance No. 105 - 2016

**AUTHORIZING** the appropriation of the sum of \$355,884.00 to HOME Investment Partnerships Grant Fund 411 for the purpose of aligning resources with the actual grant amounts to be received from the United States Department of Housing and Urban Development for the Calendar Year 2016 HOME Investment Partnerships Grant Program.

WHEREAS, on December 16, 2015, City Council approved Ordinance No. 0388-2015 to appropriate funding from the United States Department of Housing and Urban Development (“HUD”) to the HOME Investment Partnerships Grant Fund 411 for the Calendar Year 2016 HOME Investment Partnerships Grant Program and authorized the filing of the 2016 Annual Action Plan to HUD; and

WHEREAS, appropriation levels in the 2016 Annual Action Plan were estimates because grant levels had not yet been released by HUD when Ordinance No. 0388-2015 was approved; and

WHEREAS, the 2016 Annual Action Plan was submitted with estimates to ensure that service contracts for City services, which needed to start by January 1st, would not be disrupted; and

WHEREAS, HUD announced the actual allocations in February 2016 and the City adjusted project amounts accordingly; and

WHEREAS, the City has 60 days from when HUD announces the actual allocations to submit a revised 2016 Annual Action Plan to HUD; and

WHEREAS, the HOME Investment Partnerships Grant program is in accordance with the “Live” goal to “Support and stabilize our neighborhoods” as described on page 160 in Plan Cincinnati; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That the appropriation of the sum of \$355,884.00 to HOME Investment Partnerships Grant Fund 411 for the purpose of aligning resources with the actual grant amounts to be received from the United States Department of Housing and Urban Development (“HUD”) for the Calendar Year 2016 HOME Investment Partnerships Grant Program is hereby authorized in accordance with the attached appropriation schedule.

Section 2. That the proper City officials are hereby authorized to do all things necessary and proper to carry out the terms of Section 1, hereof.

Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is to ensure the timely submission of the 2016 Annual Action Plan to HUD within the 60 day filing period.

Passed: April 27, 2016

Attest: [Signature]  
Clerk

[Signature]  
John Cranley, Mayor

HEREBY CERTIFY THAT ORDINANCE No. 105-2016  
WAS PUBLISHED IN THE CITY BULLETIN  
IN ACCORDANCE WITH THE CHARTER ON 5-10-2016

[Signature]  
CLERK OF COUNCIL

**APPROPRIATION SCHEDULE**

INCREASE OF EXISTING HOME INVESTMENT PARTNERSHIPS GRANT APPROPRIATIONS SCHEDULE

Grant Program	Fund	Agency	Project Account No.	Project Title	Original Authorization	Amount to be Increased	Revised Authorization
HOME	411	162	69010	Core 4 Strategic Housing '16	400,000	-	400,000
HOME	411	162	69050	Single Family Homeownership Development '16	220,000	-	220,000
HOME	411	162	69020	CHDO Development Projects '16	291,246	22,008	313,254
HOME	411	162	69009	Affordable Multi Family Rental Program '16	774,148	102,704	876,852
HOME	411	162	69200	Down Payment Assistance '16	100,000	-	100,000
HOME	411	162	69100	Operating Support for CHDOs '16	97,082	7,336	104,418
HOME	411	162	69001	HOME Admin '16		223,836	223,836
<b>TOTALS</b>					<b>1,882,476</b>	<b>355,884</b>	<b>2,238,360</b>





EMERGENCY

City of Cincinnati

ZDS *PBM*

An Ordinance No. 107

- 2016

**AUTHORIZING** the reduction of appropriations in the sum of \$5,979 from various Emergency Solutions Grant Fund 445 project accounts, according to the attached appropriation schedule, for the purpose of adjusting program appropriations to balance the amounts with actual grant amounts to be received from the United States Department of Housing and Urban Development for the Calendar Year 2016 Emergency Solutions Grant Program.

WHEREAS, on December 16, 2015, City Council approved Ordinance No. 0387-2015 to appropriate funding from the United States Department of Housing and Urban Development (“HUD”) to the Emergency Solutions Grant (“ESG”) Fund 445 for the Calendar Year 2016 ESG Grant Program and authorized the filing of the 2016 Annual Action Plan to HUD; and

WHEREAS, appropriation levels were estimates because grant levels had not yet been released by HUD when Ordinance No. 0387-2015 was approved; and

WHEREAS, the 2016 Annual Action Plan was submitted with estimates to ensure that service contracts for City services, which needed to start by January 1st, would not be disrupted; and

WHEREAS, HUD announced the actual allocations in February 2016 and the City adjusted project amounts accordingly; and

WHEREAS, the City has 60 days from when HUD announces the actual allocations to submit a revised 2016 Annual Action Plan to HUD; and

WHEREAS, the Emergency Solutions Grant Program is in accordance with the “Live” goal to “Support and stabilize our neighborhoods” as described on page 160 of Plan Cincinnati; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

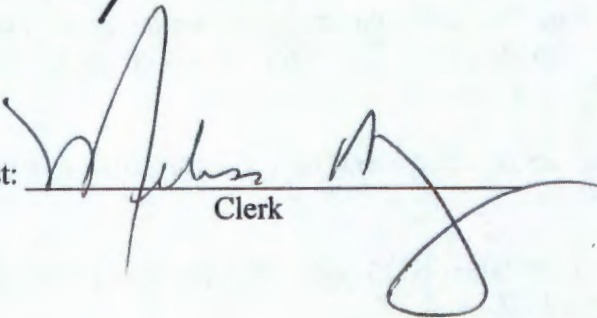
Section 1. That the reduction of appropriations in the sum of \$5,979 from various Emergency Solutions Grant Fund 445 project accounts is hereby authorized for the purpose of adjusting program appropriations to balance the amounts with actual grant amounts to be received from the United States Department of Housing and Urban Development (“HUD”) for

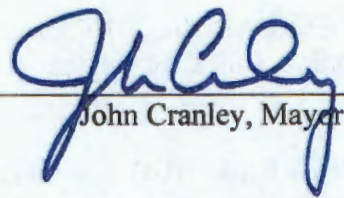
the Calendar Year 2016 Emergency Solutions Grant Program, in accordance with the appropriation schedule attached hereto and by this reference made a part hereof.

Section 2. That the proper City officials are authorized to do all things necessary and proper to comply with Section 1 hereof.

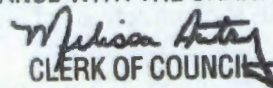
Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is the immediate need to ensure the submission of the 2016 Annual Action Plan to HUD by April 29, 2016.

Passed: April 27, 2016

Attest:   
Clerk

  
John Cranley, Mayor

HEREBY CERTIFY THAT ORDINANCE No. 107-2016  
WAS PUBLISHED IN THE CITY BULLETIN  
IN ACCORDANCE WITH THE CHARTER ON 5-10-2016

  
CLERK OF COUNCIL

**APPROPRIATION SCHEDULE**

DECREASE OF EXISTING EMERGENCY SOLUTIONS GRANT APPROPRIATIONS SCHEDULE

Grant Program	Fund	Agency	Project Account No.	Project Title	Original Authorization	Amount to be Decreased	Revised Authorization
ESG	445	162	65021	Homeless Shelters & Other Homeless Housing '16	550,000	-	550,000
ESG	445	162	65022	Homelessness Prevention '16	361,912	(5,531)	356,381
ESG	445	162	65023	ESG Admin Costs '16	73,938	(448)	73,490
<b>TOTALS</b>					<b>985,850</b>	<b>(5,979)</b>	<b>979,871</b>



EMERGENCY

City of Cincinnati

JBP / PBM /  
CBS

An Ordinance No. 106

- 2016

**AUTHORIZING** the appropriation of the sum of \$20,227 to Housing Opportunities for Persons with AIDS (“HOPWA”) Fund 465 in order to align resources with the actual grant amounts to be received from the United States Department of Housing and Urban Development for the Calendar Year 2016 HOPWA Grant Program.

WHEREAS, on December 16, 2015, City Council approved Ordinance No. 0386-2015 to appropriate funding from the United States Department of Housing and Urban Development (“HUD”) to the HOPWA Fund 465 for the Calendar Year 2016 HOPWA Grant Program and authorized the filing of the 2016 Annual Action Plan to HUD; and

WHEREAS, appropriation levels were estimates because grant levels had not yet been released by HUD when Ordinance No. 0386-2015 was approved; and

WHEREAS, the 2016 Annual Action Plan was submitted with estimates to ensure that service contracts for City services, which needed to start by January 1st, would not be disrupted; and

WHEREAS, HUD announced the actual allocations in February 2016 and the City adjusted project amounts accordingly; and

WHEREAS, the City has 60 days from when HUD announces the actual allocations to submit a revised 2016 Annual Action Plan to HUD; and

WHEREAS, the HOPWA Grant Program is in accordance with the “Live” goal to “Support and stabilize our neighborhoods” as described on page 160 in Plan Cincinnati; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That the appropriation of the sum of \$20,227 to Housing Opportunities for Persons with AIDS (“HOPWA”) Fund 465 in order to align resources with the actual grant amounts to be received from the United States Department of Housing and Urban Development (“HUD”) for the Calendar Year 2016 HOPWA Grant Program, is hereby authorized in accordance with the attached appropriation schedule.



Section 2. That the proper City officials are hereby authorized to do all things necessary and proper to carry out the terms of Section 1, hereof.

Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is to ensure the timely submission of the 2016 Annual Action Plan to HUD within the 60 day filing period.

Passed: April 27, 2016

Attest:

[Signature]

[Signature]  
John Cranley, Mayor

HEREBY CERTIFY THAT ORDINANCE No. 106-2016  
WAS PUBLISHED IN THE CITY BULLETIN  
IN ACCORDANCE WITH THE CHARTER ON 5-10-2016

[Signature]  
CLERK OF COUNCIL

**APPROPRIATION SCHEDULE**

INCREASE OF EXISITNG HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS GRANT APPROPRIATIONS SCHEDULE

Grant Program	Fund	Agency	Project Account No.	Project Title	Original Authorization	Amount to be Increased	Revised Authorization
HOPWA	465	162	67007	HOPWA Admin '16	20,236	607	20,843
HOPWA	465	162	67003	Operating Support for Housing Facilities '16	215,616	7,384	223,000
HOPWA	465	162	67010	Supportive Services for Persons with HIV/AIDS '16	102,103	8,828	110,931
HOPWA	465	162	67008	Housing Assistance for Persons with HIV/AIDS '16	336,592	3,408	340,000
<b>TOTALS</b>					<b>674,547</b>	<b>20,227</b>	<b>694,774</b>