

Ohio Department Of Development Supportive Housing Program Definitions (2008)

After Care Services -- supportive services that assist persons leaving transitional housing programs in maintaining independent permanent housing. Office of Housing & Community Partnership (OHCP) will only fund up to six months of after care.

Chronically Homeless Person -- an unaccompanied homeless person with a disabling condition who has either been continuously homeless for over a year or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, a person must have been on the streets or in an emergency shelter (i.e., not in transitional housing) during those stays.

Congregate Facility – a facility used to provide emergency shelter or transitional housing in which residents share common living space.

Continuum of Care – a planning process that helps communities plan for and provide a full range of homelessness prevention, emergency shelter, transitional housing, permanent supportive housing and supportive service resources to address the various needs of homeless persons.

Daytime Shelter -- a freestanding facility that provides daytime only services targeted to homeless persons. These services include but are not limited to meals, case management, permanent housing referrals, employment and educational counseling and facilities for bathing and health care. Emergency shelters providing overnight services are ineligible for this category.

Direct Housing -- a time-limited approach where program participants remain in the same housing at the completion of the services. It represents an alternative to the current system of emergency shelter and/or transitional housing for households experiencing homelessness, by moving them directly into permanent housing and providing individualized, home-based supportive services to help each household transition to stability and independence. The methodology is premised on the belief that homeless households are more responsive to interventions and supportive services support after they are in their own housing, rather than while living in temporary/transitional facilities or housing programs. Households served under this activity must be at or below 35% of Area Median Income at time of entry into the program.

Lease must be in the client's name (or client and agency's name).

Maximum length of housing assistance is the equivalent of six months.

Maximum length of supportive services is one year.

Agencies are required to complete three- and six-month follow-ups to ensure that households maintain their housing after housing and services have ended.

Disabling Condition – a diagnosable substance use disorder, serious mental illness, HIV/AIDS, developmental disability, or chronic physical illness or disability including the co-occurrence of two or more of those conditions.

Emergency Shelter -- any facility with the primary purpose to provide temporary accommodations and essential services for homeless individuals and/or families in general, or for specific populations of the homeless, that meet the conditions and requirements of Ohio's Basic Standards for Emergency Shelters. Emergency shelters have a maximum length of stay of 90 days or less. In addition, programs are expected to provide some level of essential services designed to move persons to appropriate permanent housing. For the purposes of this program, shelters that restrict admission to victims of domestic violence, runaway youth or alcohol or substance abusers shall not be considered emergency shelters for homeless persons.

Entitlement Communities -- those cities and counties that receive McKinney Emergency Shelter Program

funds directly from HUD. Entitlement areas in Ohio are: Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Lakewood, Springfield, Toledo, Youngstown, Cuyahoga County, Franklin County, Hamilton County and Montgomery County.

Essential Services (Emergency Shelter only) -- services designed to successfully move persons from emergency shelter to permanent housing. These services include, but are not limited to, assessment, limited case management/coordination, goal setting, service referrals, budgeting, and permanent housing placement. Essential Services costs cannot exceed 30% of the total Emergency Shelter request.

General Administration (Emergency Shelter only) -- the costs to administer the Emergency Shelter portion of the Homeless Program grant only. Eligible costs include activities necessary to comply with the Homeless Program, such as audit costs, costs of preparing reports and other necessary forms. These expenses do not include the administrative costs to operate the agency/program. General Administration request cannot exceed 5% of the total Emergency Shelter portion of the Homeless Program grant award.

Homeless Management Information System (HMIS) -- a computerized database that allows organizations that provide services to people experiencing homelessness to collect client information electronically and easily produce required reports.

Homeless Persons -- a person is considered homeless only when he/she resides in one of the three places listed below:

places not meant for human habitation, such as cars, parks, sidewalks and abandoned buildings;

an emergency shelter; or

transitional housing for homeless persons who originally came from the streets or emergency shelter.

If a person is in one of the three categories listed above, but most recently spent less than 30 days in a jail or institution, he/she qualifies as coming from one of these three categories.

Homelessness Prevention/Housing Placement -- This category includes two separate activities: homelessness prevention and housing placement. Homelessness Prevention is assistance (emergency rent, mortgage and utility payments) designed to prevent eviction, foreclosure, or utility shut-off. While mortgage assistance is part of the homelessness prevention activity, outcomes for mortgage assistance must be tracked separately. Homelessness prevention activities must be designed to assure that the assistance is necessary to avoid eviction or termination of utility services and there is a reasonable expectation that the household will be able to resume payments following provision of the assistance. Assistance under this category is limited to households at imminent risk of homelessness. Agencies are required to complete three- and six-month follow-ups to ensure that households maintain permanent housing.

Housing Placement is assistance (first month's rent, security deposits and utility payments) designed to help homeless persons establish permanent housing. While housing placement assistance is not limited exclusively to persons residing in emergency shelter, the placement of persons residing in emergency shelters into permanent housing is the priority under this category. Housing placement activities must be designed to assure that the assistance is necessary to place persons in permanent housing and there is a reasonable prospect that the household will be able to assume payments following provision of the assistance.

Assistance under this category is limited to homeless households.

Households exiting direct or transitional housing are not eligible to receive housing placement assistance.

Agencies are required to complete three- and six-month follow-ups to ensure that households maintain permanent housing.

In addition, agencies can apply for limited implementation costs including intake, budgeting, tenant-landlord mediation and limited case management. Implementation costs for housing placement projects targeting

persons leaving emergency shelters should be kept to a minimum since most housing search-related costs (other than the direct assistance) are eligible under the “emergency shelter” category. Contact OHCP staff if you need additional guidance.

Households provided mortgage assistance under this category must be at or below 50% of AMI at time of entry into the program. Households provided security deposits, rental assistance, utility payments, or other assistance under this activity must be at or below 35% of AMI at time of entry into the program.

Majority of funds are to be used for direct assistance (recommended maximum for implementation is 20% for homelessness prevention).

Assistance is limited to the equivalent of three-months of assistance.

Legal Aid Societies are not eligible Homeless Program award recipients.

Agencies participating in the Ohio Home Rescue Fund are not eligible to apply for Homeless Program homelessness assistance funds.

Housing Units -- the number of congregate facilities, apartments, or bedrooms within a single-family home to be provided by the program.

Imminent Risk of Homelessness -- to be considered at imminent risk of homelessness, the following conditions must be met:

1. eviction, foreclosure, or utility termination is imminent;
2. the household has an inability to make the required payments due to a sudden reduction in income; and the assistance is necessary to avoid eviction or termination of services;

Implementation (Homelessness Prevention/Housing Placement) – includes, intake, assessment, follow-up, limited case management/coordination and operating expenses associated with the provision of direct assistance including emergency rent, mortgage and utility assistance for homelessness prevention, mortgage assistance and housing placement activities. Implementation costs for housing placement projects targeting persons leaving emergency shelters should be kept to a minimum since most housing search-related costs (other than the direct assistance) are eligible under the “emergency shelter” category. Contact OHCP staff if you need additional guidance.

Key People -- those staff persons who are primarily responsible for supervising, managing or delivering the provider agency’s program(s) and reaching the proposed performance targets.

Mortgage Assistance (Homelessness Prevention/Housing Placement only) -- limited cash assistance to prevent foreclosure for families and individuals. The maximum length of mortgage assistance is three months. Households served under this activity must be at or below 50% of AMI at time of entry into the program.

Operating and Non-Staff Operating Costs (Emergency Shelter only) include costs of staff to operate the shelter. This includes the portion of administrators’ time associated with operating the program, cooks, and shelter personnel who do not perform essential services, shelter maintenance or security functions. Non-staff operating costs include rent, repair, security, fuels, equipment, insurance, utilities and furnishings. Staff costs for this activity cannot exceed 10% of the total Emergency Shelter portion of the Homeless Program request.

Operating Costs (Transitional Housing, Direct Housing, Permanent Supportive Housing) -- the recurring costs of operating a transitional housing, direct housing, or permanent supportive housing program. This includes staff costs to operate the program including the portion of administrators’ time associated with program oversight/operations, front desk, security, maintenance and overnight staff, cooks, and program personnel who do not perform supportive services. Non-staff operating costs include utilities, equipment, insurance, office supplies, and furnishings. Costs of staff who have shared duties (operating and supportive services) should be prorated accordingly. Households served under this activity must be at or below 35% of AMI at time of entry

into the program.

Other Costs (Emergency Shelter only) -- include those costs for staff directly associated with shelter maintenance and security operations including overnight and direct service staff (e.g., Residential Specialists). These costs are not associated with essential services and are excluded from the 10% cap on operating staff costs.

Permanent Housing -- safe, decent, sanitary housing that provides for long-term housing stability. The definition of permanent housing varies according to the needs of the program participant and program from which the participant is exiting (see definition for positive housing outcome).

Permanent Supportive Housing -- long-term housing targeted to homeless persons with disabilities including mental illness, chemical dependency, AIDS/HIV related diseases, or serious permanent physical disabilities. Housing provided by this activity must be permanent and not time limited. Programs must provide residents access to supportive services to help them maintain housing stability and successfully live in the community. Households served under this category must be at or below 35% of Area Median Income at time of entry into the program.