

# Executive Summary

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

### 1. Introduction

Marion County, Florida is an entitlement community under the U.S. Department of Housing & Urban Development (HUD) for the following Federal programs:

- Community Development Block Grant (CDBG),
- HOME Investment Partnerships (HOME), and
- Emergency Solutions Grant (ESG).

Marion County receives CDBG and ESG funds directly from HUD as an entitlement county. Marion County administers HOME funds as a HOME Participating Jurisdiction (PJ) on behalf of the Marion County Consortium, a partnership between Marion County as the lead entity, and the City of Ocala as a participating member.

To receive these funds from HUD, Marion County must create a yearly plan called an Annual Action Plan (AAP) as required by 24 Code of Federal Regulations (CFR) Part 91. The plan identifies goals for the program year, the County's anticipated resources, and the specific projects and activities that the County will carry out over the program year to achieve these goals. This plan is updated annually, in accordance with federal regulations, and serves as a basis for assessing performance. The Marion County 2023-2024 AAP plans for the period from October 1, 2023, to September 30, 2024, and is approved by the Marion County Board of County Commissioners.

Each AAP is part of a larger 5-year plan called the Consolidated Plan that identifies the County's housing goals and priorities, special populations, and community development needs. Each AAP identifies specific projects and activities and outlines anticipated resources in accordance with the goals of the Consolidated Plan. The Marion County 2023-2024 AAP plans for the fifth and final year within the approved 2019-2023 Consolidated Plan for Marion County.

The lead entity responsible for the preparation of the AAP is the Marion County Community Services Department. Additional information was provided by the Marion County Consortium.

The lead entity responsible for the preparation of the AAP is the Marion County Community Services Department.

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

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

The current 2019-2024 Consolidated Plan indicates that funds should be expended to achieve the following priority needs and goals for low- to moderate-income households and/or predominantly low-income areas: Essential Housing, Homelessness, and Community Development.

### **Priority Need 1 - Essential Housing- HOME and CDBG**

Objective - maintain the existing and increase the availability of essential, affordable units for rent and homeownership

Outcome - Affordability and Sustainability

Specific Outcome Indicator – HOME will provide Housing Rehab for ten (10) families, New Construction of 10 homes, and Acquisition and Rehab of 10 units for rental.

### **Priority Need 2 - Homelessness- ESG**

Objective - Prevent further instances of homelessness and reduce the number of those currently experiencing literal homelessness

Outcome - Affordability and Sustainability

Specific Outcome Indicator – ESG Homeless Rapid Rehousing to assist 15 families/individuals and ESG Homeless Prevention to assist 660 families/individuals.

### **Priority Need 3 - Community Development- CDBG (projects may include public service, public infrastructure, and non-profit facilities)**

Objective - Provide assistance to non- and for- profit businesses to increase capacity, create/retain jobs, and improve neighborhoods.

Outcome - Sustainability

Specific Outcome Indicator – Public Service to serve 22 people; Public Infrastructure to serve 450 families; improvement to a non-profit facility will benefit 3,500 people.

## **3. Evaluation of past performance**

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

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects. Marion County is approaching the completion of its fourth year of the 2019-2024 Five-Year Consolidated Plan.

During the 2022-2023 grant year to date, the following activities were initiated or accomplished toward the goals outlined in the 2019-2024 Consolidated Plan:

- Economic Development
- Owner-Occupied Residential Rehab
- Public Facility New Construction
- Public Facility Renovations
- Public Infrastructure
- Public Service
- Purchase Assistance

Marion County consistently reaches its expected outcomes for public service, while the costs within the housing market have been an obstacle in reaching the expected outcomes in rehabilitation, construction, and purchase assistance goals. The County will continue to allocate annual CDBG and HOME entitlement funds to the categories of activities outlined in the list above, while also reprogramming unspent prior year funds to supplement expected funds in order to make the most impact. This is especially true for those rehabilitation, construction, and infrastructure projects that are often more costly and require more funding streams outside of HUD CPD funding.

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

Summary from citizen participation section of the plan.

The Community Services Department hosted and participated in many meetings with the public and stakeholders leading up to the development of the 2023-2024 Annual Action Plan (AAP). The Department explored needs, as well as provided technical assistance to those organizations that may be interested in pursuing a CDBG, HOME, or ESG application for funding.

Community Services staff participated in numerous meetings that informed the development of this 2023-2024 AAP. Those meetings explored the needs of the community and provided technical assistance to some organizations interested in pursuing funds described in the Marion County Notice of Funding Availability.

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

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

Marion County committed to a 30-day public comment period, which began as advertised in the local media, social media, and the Community Services webpage. Documents were posted online on July 1, 2023, and completed with an open public comment period at the properly advertised and commenced Commission Hearing on August 1, 2023. Marion County did not receive any public comment concerning the Annual Action Plan.

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

Not applicable as our office did not receive any public comment(s).

**7. Summary**

In January 2023, the Community Services Department posted a Notice of Funding Availability (NOFA) through the Ocala Star Banner and online social platforms. The NOFA informs the public that the Community Services Department is accepting applications for funding based on priorities established in the five-year Consolidated Plan. Projects are selected through a scoring committee, after which the County will close the application process. If a selected project is unable to move forward, the application process may be reopened. The grant scoring and award process allows staff to review funding proposals for eligibility and to educate interested applicants on the grant funding process to ensure their success. Projects that meet the eligibility criteria but are not funded may be placed on a waitlist maintained by the County.

DRAFT

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

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

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

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	MARION COUNTY	Community Services Department
HOME Administrator	MARION COUNTY	Community Services Department
ESG Administrator	MARION COUNTY	Community Services Department

**Table 1 – Responsible Agencies**

**Narrative**

Marion County Community Services is an entitlement recipient of CDBG, HOME, and ESG funds. Community Services is also the lead agency in the HOME Consortium with the City of Ocala, the largest incorporated city in Marion County.

**Consolidated Plan Public Contact Information**

Marion County Community Services 2710 E. Silver Springs Blvd.

Ocala, FL 34470

352-671-8770

[www.marionfl.org/communityservices](http://www.marionfl.org/communityservices)

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

### **1. Introduction**

In preparation for the 2023 Annual Action Plan, the County consulted with other public and private agencies that provide housing, health, and social services, including those focusing on services to homeless persons, children, elderly persons, and people with disabilities. The public and private agencies contacted include, but are not limited to: Marion County Continuum of Care (CoC), United Way, Ocala Housing Authority, Housing Finance Authority of Marion County, and City and County staff.

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

Marion County's Community Services Department consults with the Ocala Housing Authority (OHA) concerning public housing needs and any planned grant program activities. This ongoing consultation ensures and provides a basis for the certification, by Marion County's Board of County Commissioners, that the current Annual Action Plan is consistent with Marion County's assessment of low-income housing needs. It also helps ensure that any proposed activities that are directed towards neighborhood improvement and/or any resident programs and/or services funded under or by the Ocala Housing Authority, and those funded under any programs covered by the Consolidated Plan, are fully coordinated to achieve comprehensive community development goals.

Similarly, the County works closely with other government agencies as well as service provider networks to readily understand needs and develop reliable infrastructure to program funds based on those needs.

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

In partnership with the City of Ocala, Marion County manages the Continuum of Care as the lead agency for the FL-514 region through the "Ocala/Marion County Joint Office on Homelessness". Marion County oversees all administrative aspects of the local HUD CoC program and network, and the Community Services Department in which it is housed has been structured in a way that separates entitlement funding management from CoC management between three division managers who work together for enhanced collaboration and alignment between entitlement CDBG, HOME, ESG, SHIP, and all CoC-based funding sources and local allocation procedures.

Marion County is involved in all CoC strategic planning and coordination events to cater to the local policy that guides rapid rehousing and homeless prevention of individuals, families, families with children, veterans, and unaccompanied youth. This includes funding alignment with the network's needs and CoC-

identified assistance gaps for low-income and homeless aid. Marion County works with the CoC Board of Governors to gain insight into the local program needs to ensure HUD and/or State NOFA priorities include the housing-related requirements identified by the CoC network. The Ocala/Marion County Joint Office on Homelessness develops and leads the regional Coordinated Entry program to prioritize clients based on vulnerability level for timely assignment to case management and wrap-around services funded by ESG and CoC-based grants.

It is anticipated that there will be an increase in opportunities to collaborate with the CoC and homeless-serving agencies with the implementation of HOME-ARP funds.

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

County staff attends all CoC membership and Board of Governors (BOG) meetings for monthly insight into the successes and challenges of the CoC network. Funding alignment is monitored by the County in partnership with the CoC in a way that allows for an all-inclusive view into the local resources available between Entitlement ESG, CoC ESG, CoC TANF, CoC CHALLENGE, and CoC NOFO grant funding awarded within the region. As CoC lead agency, performance standards are developed by Ocala/Marion County Joint Office of Homelessness through CoC Board of Governors and CoC Membership consultation on an annual basis to ensure alignment in local performance standard setting and program intent between all ESG-based funding sources available within the community. Marion County Community Development Department also contributes HUD CPD-based insight as a reoccurring CoC Strategic Planning Committee member to guide CoC policy and procedure development based on the resources available within Marion County and CoC-driven data collection relevant to affordable housing needs, shelter needs, programmatic needs, and policy/ordinance needs at both the city and county level.

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

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

1	<b>Agency/Group/Organization</b>	Heart of Florida Health Center, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Services-Education Publicly Funded Institution/System of Care Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Anticipated outcomes of this consultation are to expand their existing services to the rural portions of our county and align them with the county's and the community's priorities, as well as the county's strategic plan.
2	<b>Agency/Group/Organization</b>	Marion County Hospital District
	<b>Agency/Group/Organization Type</b>	Services-Health Services-Education Health Agency Publicly Funded Institution/System of Care Regional organization Planning organization Business and Civic Leaders Foundation



	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Anticipated outcomes of this consultation are to expand their existing services to the rural portions of our county and align them with the county's and the community's priorities, as well as the county's strategic plan.
3	<b>Agency/Group/Organization</b>	Florida Department of Health-Marion County
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Services-Education Health Agency Child Welfare Agency Publicly Funded Institution/System of Care
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy HOPWA Strategy Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Anticipated outcomes of this consultation are to expand their existing services to the rural portions of our county and continue providing data on Lead-based paint hazards in our County. In addition, the Health Department administers HOPWA on behalf of Marion County.

4	<b>Agency/Group/Organization</b>	Ocala/Marion County Chamber & Economic Partnership
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Anticipated outcomes of this consultation are to expand their existing services to the rural portions of our county and align them with the county's and the community's priorities, as well as the county's strategic plan.

5	<b>Agency/Group/Organization</b>	UNITED WAY OF MARION COUNTY
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Regional organization Business and Civic Leaders Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Anticipated outcomes of this consultation are to expand their existing services to the rural portions of our county and align them with the county's and the community's priorities, as well as the county's strategic plan.

6	<b>Agency/Group/Organization</b>	Vets Helping Vets of America
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Services-Employment Business and Civic Leaders Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Anticipated outcomes of this consultation are to expand their existing services to the rural portions of our county and align them with the county's and the community's priorities, as well as the county's strategic plan.

7	<b>Agency/Group/Organization</b>	City of Ocala
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Service-Fair Housing Other government - Local Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County partners with the City of Ocala through its HOME program and the Continuum of Care. Consultation occurs on projects inside and outside the City to ensure needs are being met particularly with housing and homeless services.
8	<b>Agency/Group/Organization</b>	OCALA HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-homeless Service-Fair Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Ocala Housing Authority provides the County with a Housing needs analysis based on its current waiting list and housing supply. The CEO of OHA is a board member of the CoC to which the Ocala/Marion Joint Office on Homelessness reports to. It is anticipated to increase partnership with OHA to expand the housing supply in Marion County through vouchers and the creation of new affordable housing.
9	<b>Agency/Group/Organization</b>	City of Belleview
	<b>Agency/Group/Organization Type</b>	Other government - Local Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Belleview renewed its Participation as an Urban County Entitlement. Anticipated outcomes are to increase consultation.
10	<b>Agency/Group/Organization</b>	City of Dunnellon
	<b>Agency/Group/Organization Type</b>	Other government - Local Business Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Infrastructure needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Dunnellon renewed its Participation as an Urban County Entitlement. Anticipated outcomes are to increase consultation.
11	<b>Agency/Group/Organization</b>	Marion County Children's Advocacy Center, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services - Victims Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Marion County Children's Advocacy serves abused children in partnership with law enforcement. They have indicated a need for expansion to increase their services for the increased need. The expected outcome is they have received funding through the State of Florida to help with expansion which will improve coordination.

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

Marion County partnered with Televate in late 2022 to conduct a broadband feasibility study, which helped determine where new or improved broadband services are needed throughout the County. As a result of this study, the Local Technology Planning Team (LTPT) was formed to support providers looking to expand their services and is also in the process of organizing events that increase digital literacy and equitable access for Marion County residents. Though not explicitly consulted in developing the Annual Action Plan, Marion County staff, along with nonprofits, businesses, education leaders, etc., make up the LTPT and contribute to the important work of expanding broadband.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Joint Office on Homelessness	The Joint Office consists of Community Services and the City of Ocala Community Development Services department. This allows the two local governments to delegate and align CoC resources with existing resources to homeless service providers by reducing duplication of funding towards the same activities.

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

**Narrative**

DRAFT



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

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

Citizen Participation was a key component in the development of the 2023 Annual Action Plan. County staff prepared for the Annual Action Plan by publishing a Notice of Funding Availability (NOFA) and Request for Applications (RFA) to prepare the public and potential applicants of the funding opportunity. Additionally, technical assistance for grant proposals was held on February 16, 2023, in person at the Marion County Growth Services Training Room. The application process was opened electronically beginning on March 7, 2023 - March 20, 2023. Staff gave extensive one-on-one advice to several prospective applicants.

The 2019-2024 Consolidated Plan included a Citizen Participation Plan (Plan) that summarizes outreach efforts to engage the public and provides a list of locations where information and copies of the Plan may be obtained; explains the process to submit complaints or grievances; and explains the provision of technical assistance if needed. As noted in the Citizen Participation Plan, public input is encouraged through timely public notices, public hearings, and the publication of information relating to proposed activities. Notices and agendas are published and/or posted at least seven (7) days before the date of all public meetings. All meetings are held at the Marion County McPherson Governmental Complex, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for the participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the County will provide appropriate accommodations.

The County published a notice of the Action Plan public hearings and public comment period in the Ocala Star Banner, a regional newspaper on June 16, 2023. Additionally, the notice of public hearings and public comment was published on local Social Media on June 16, 2023, to ensure non-English speaking residents had the opportunity to engage in the development of the AAP, the Consolidated Planning process and the County will provide the appropriate accommodations.

The 30-day public comment period began on July 1, 2023, and concluded on July 31, 2023, followed by the public hearing, at which time the draft Annual Action Plan was presented to County Commissioners for approval. Citizens were allowed to comment during all public hearings and public meetings or were able to submit comments in writing before or during the public hearings and public meetings. The public hearing was held on August 2, 2023.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	Applications were received for housing assistance, community development funding, and homeless shelter support.	No comments were received.	N/A	
2	Newspaper Ad	Non-targeted/broad community	Public comment period notification	N/A	N/A	
3	Public Hearing	Non-targeted/broad community	Public hearing held 07/18/2023. Approximately 65 people were in attendance. No comments were received.	No comments were received.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	Public hearing held 08/01/2023 . Approximately x people in attendance . No comments were received.	No comments were received.	N/A.	<a href="https://marionfl.legistar.com/Calendar.aspx">https://marionfl.legistar.com/Calendar.aspx</a>
5	Internet Outreach	Non-targeted/broad community	Unable to assess how many viewed the plan on the website.	No comments were received.	N/A.	<a href="https://www.marionfl.org/agencies-departments/departments-facilities-offices/community-services">https://www.marionfl.org/agencies-departments/departments-facilities-offices/community-services</a>

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

Marion County Community Services anticipates receiving \$2,173,063 in CDBG Program funds for the 2023 program year. These funds will be used to address priority needs identified in the Strategic Plan under housing, homelessness, and community development. Similarly, the County anticipates receiving \$1,062,353 in HOME funds and \$182,676 in ESG funds. These funds will also work to achieve the goals and meet the priority needs outlined in the Strategic Plan. The County is also anticipating the receipt of \$3,217,585 of American Rescue Plan (ARP) funds through its HOME program.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,173,063	0	745,888	2,918,951	1,237,993	CDBG funds are prioritized by aligning County priorities to meet an underserved need. It has been identified for an increased need in housing and housing services to include case management that allows for housing stability in addition to infrastructure to support an increased supply of housing.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,062,353	0	1,750,252	2,812,605	1,200,000	HOME funding will assist with increasing the supply of affordable housing, maintaining affordable housing, and providing rent assistance to those in need of affordable housing.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	182,676	0	0	182,676	160,502	ESG funds will be prioritized towards outreach service, and rapid re-housing.
Other	public - federal	Acquisition Housing New construction for ownership	0	0	0	0	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Admin and Planning Economic Development Financial Assistance Public Services Rental Assistance	0	0	0	0	0	
Other	public - federal	Admin and Planning Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Other	0	0	0	0	0	

Table 2 - Expected Resources – Priority Table

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

To satisfy the 25% HOME match requirement, the County relies on State Housing Initiative Program (SHIP) funding from the Florida Housing Corporation. Marion County anticipates to receive \$3,155,547 in SHIP funding for the FY 2022-2023 program year, enough to satisfy the HOME match requirements. These funds provide assistance to current homeowners, those wishing to become homeowners, and developers who can

build new single and multi-family housing.

**ESG:** Through the Ocala/Marion Joint Office on Homelessness Marion County receives approximately \$107,000 in State funding. In addition, the County includes in its agreements with ESG subrecipients a 100% match responsibility for the total amount awarded.

DRAFT



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

Marion County Community Services works closely with the Office of the County Engineer to identify county-owned property suitable for single and multi-family units for rent and ownership. These properties are evaluated by location, the proximity of services, and transportation availability. Some properties are put up to bid for developers to construct new units; others are donated to appropriate non-profits to construct units for rent and homeownership.

**Discussion**

DRAFT

## Annual Goals and Objectives

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

DRAFT

**Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Service	2019	2023	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Marion County	Community Development	CDBG: \$325,959	Public service activities other than Low/Moderate Income Housing Benefit: 22 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Public Infrastructure	2019	2023	Non-Housing Community Development	Marion County	Community Development	CDBG: \$458,378	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3500 Persons Assisted
3	Non-Profit Facility	2019	2023	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Marion County	Community Development	CDBG: \$1,000,000	Public service activities for Low/Moderate Income Housing Benefit: 450 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	New Housing Construction	2019	2023	Affordable Housing Homeless Non-Homeless Special Needs	Marion County	Essential Housing	HOME: \$1,000,000	Rental units constructed: 10 Household Housing Units
5	Housing Rehabilitation/Reconstruction	2019	2023	Affordable Housing	Marion County	Essential Housing	CDBG: \$200,000 HOME: \$500,000	Rental units constructed: 10 Household Housing Units
6	Acquisition	2019	2023	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Marion County	Essential Housing	HOME: \$1,000,000	Rental units rehabilitated: 10 Household Housing Units
8	Homeless Prevention	2019	2023	Affordable Housing Homeless Non-Homeless Special Needs	Marion County	Homelessness	ESG: \$182,676	Tenant-based rental assistance / Rapid Rehousing: 15 Households Assisted Homelessness Prevention: 100 Persons Assisted Other: 660 Other
9	Clearance and Demolition	2019	2024	Non-Housing Community Development	Marion County	Community Development	CDBG: \$500,000	Buildings Demolished: 4 Buildings

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Administration	2019	2023	Administrative	Marion County	Community Development Essential Housing Homelessness	CDBG: \$436,612 HOME: \$106,235 ESG: \$12,011	

Table 3 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Public Service
	<b>Goal Description</b>	<p>Assist local non-profits with funds for staff, training, materials, and equipment; to increase capacity to serve low- to moderate-income clients in Marion County, specifically those that provide housing, job skills, or improve quality of life. Partner with the Community Foundation for Ocala/Marion Non-Profit Resource Center to create a source for education, best practices, and management training.</p> <p>Alternate projects may include public infrastructure, Housing Rehabilitation/Demolition, Declared State of Emergency (Urgent Need), Acquisition, Non-Profit Facility, ADA compliance, and projects located in declared Opportunity Zones.</p>
2	<b>Goal Name</b>	Public Infrastructure
	<b>Goal Description</b>	<p>Public utility projects (water, sewer), neighborhood lighting, facade improvements, streets, and sidewalks.</p> <p>Alternate projects may include public service, Housing Rehabilitation/Demolition, Declared State of Emergency (Urgent Need), Acquisition, Non-Profit Facility, ADA compliance, and projects located in declared Opportunity Zones.</p>

3	<b>Goal Name</b>	Non-Profit Facility
	<b>Goal Description</b>	Assistance to non-profit agencies with facility construction/renovation. Specifically serving those agencies that provide housing, job skills, and/or improve quality of life for low- to moderate-income clients and the homeless. Alternate projects may include public infrastructure, public service, Housing Rehabilitation/Reconstruction, Declared State of Emergency (Urgent Need), Acquisition, ADA compliance, and projects located in declared Opportunity Zones.
4	<b>Goal Name</b>	New Housing Construction
	<b>Goal Description</b>	The development of newly constructed units for rental or owner-occupied, single, and multi-family units. CDBG funds will be used for acquisition, in anticipation of developing a possible partnership with a developer who may qualify as a CBDO for new construction. HOME funds will be used for new home construction. This category includes CHDO funding and projects. NSP program income funds will be used to construct new homes for sale to low- to moderate-income individuals/families.  Alternate projects may include public infrastructure, public service, Housing Rehabilitation/Reconstruction, Declared State of Emergency (Urgent Need), a non-profit facility, Acquisition, ADA compliance, projects located in declared Opportunity Zones, Purchase Assistance, Tenant Based Rental Assistance, Rapid Re-Housing, and Homeless Prevention.
5	<b>Goal Name</b>	Housing Rehabilitation/Reconstruction
	<b>Goal Description</b>	Rental and owner-occupied rehabilitation of single and multi-family units through both CDBG and HOME Consortium funding. Housing Rehabilitation funds may also be leveraged using State Housing Initiative Program (SHIP) funds.  Alternate projects may include public infrastructure, public service, new housing construction, Declared State of Emergency (Urgent Need), a non-profit facility, Acquisition, ADA compliance, projects located in declared Opportunity Zones, purchase assistance, Tenant Based Rental Assistance, Rapid Re-Housing, and Homeless Prevention.
6	<b>Goal Name</b>	Acquisition
	<b>Goal Description</b>	Acquisition of housing to include but not limited to: Conversion of hotel/motel into housing and down payment assistance  Alternate Projects to include: New Construction, Housing Rehab, TBRA

<b>8</b>	<b>Goal Name</b>	Homeless Prevention
	<b>Goal Description</b>	<p>Assistance to provide housing relocation and stabilization services and short and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or becoming homeless through ESG and HOME funds.</p> <p>Alternate projects may include Housing Rehabilitation/Reconstruction, Declared State of Emergency (Urgent Need), Acquisition, ADA compliance, projects located in declared Opportunity Zones, Purchase Assistance, Emergency Shelter, Rental Assistance, and Rapid Rehousing.</p>
<b>9</b>	<b>Goal Name</b>	Clearance and Demolition
	<b>Goal Description</b>	The County will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.
<b>10</b>	<b>Goal Name</b>	Administration
	<b>Goal Description</b>	Funding for staff to administer the CDBG, HOME, and ESG programs.



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

### Introduction

The following projects are planned for the FY-2023-2024 using CDBG, HOME, and ESG funding sources. The County received approximately \$15.5 million in funding requests for CDBG, HOME, and ESG. All applications were reviewed for program eligibility, scored, and ranked. The County will maintain the proposed project list and may fund projects as they become shovel-ready and are consistent with the 5-year consolidated Plan.

#	Project Name
1	2023 Owner Occupied Housing/Rehab/Reconstruction.
2	2023 Public Service projects
3	2023 Public Facility Projects
4	2023 Clearance and Demolition
5	2023 Public Infrastructure: Weirsdale Phase 3

Table 4 – Project Information

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

Underserved needs in Marion County include the lack of affordable housing, services in rural areas, and improving coordination among organizations for the underserved population. Funding Priorities were and are made based on how organizations were going to increase and maintain affordable housing, improve homeless services, expand services within the County's rural areas, and how funds would be leveraged for long-term sustainability. All projects have to serve a low to moderate-income population.

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

DRAFT

1	<b>Project Name</b>	2023 Owner Occupied Housing/Rehab/Reconstruction.
	<b>Target Area</b>	Marion County
	<b>Goals Supported</b>	Housing Rehabilitation/Reconstruction
	<b>Needs Addressed</b>	Essential Housing
	<b>Funding</b>	CDBG: \$200,000 HOME: \$500,000
	<b>Description</b>	Rental and owner-occupied rehabilitation of single and multi-family units through both CDBG and HOME Consortium funding. Housing Rehabilitation funds may also be leveraged using State Housing Initiative Program (SHIP) funds.
	<b>Target Date</b>	9/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Marion County intends to serve approximately 10 households.
	<b>Location Description</b>	Projects will be undertaken in Marion County and may include projects in City limits through its HOME Consortium.
<b>Planned Activities</b>	Rental and owner-occupied rehabilitation of single and multi-family units through both CDBG and HOME Consortium funding.  Housing Rehabilitation funds may also be leveraged using State Housing Initiative Program (SHIP) funds.	
2	<b>Project Name</b>	2023 Public Service projects
	<b>Target Area</b>	Marion County
	<b>Goals Supported</b>	Public Service
	<b>Needs Addressed</b>	Community Development
	<b>Funding</b>	CDBG: \$325,959
	<b>Description</b>	Public service projects will be focused on job creation, homeless services, financial stability, and non-profit capacity to expand services. Eligibility Citation: 24 CFR Part 570. 201 (e) National Objective: Low to moderate income area Matrix Code: 05H or 05Z
	<b>Target Date</b>	9/30/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	22 low-income persons assisted.
	<b>Location Description</b>	Public Service projects will occur in unincorporated portions of the County.
	<b>Planned Activities</b>	Project Hope, Vets Helping Vets that provide Financial sustainability projects, homeless services, and expanded case management.
<b>3</b>	<b>Project Name</b>	2023 Public Facility Projects
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Profit Facility
	<b>Needs Addressed</b>	Community Development
	<b>Funding</b>	CDBG: \$1,000,000
	<b>Description</b>	To assist non-profits who serve a Low to Moderate Population and a County priority. Eligibility Citation: 24 CFR 570.201(c) National Objective: Low to moderate income Matrix Code: 03E and O3K.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	450 households assisted.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Improvements will be made at Silver Shores Library and Citra Fire Station.
<b>4</b>	<b>Project Name</b>	2023 Clearance and Demolition
	<b>Target Area</b>	
	<b>Goals Supported</b>	Clearance and Demolition
	<b>Needs Addressed</b>	Community Development
	<b>Funding</b>	CDBG: \$500,000
	<b>Description</b>	Funding will be used to eliminate slum and blight throughout the County. Eligibility Citation: 24 CFR Part 570. 208 (b)(2) National Objective: Slum/blight spot basis Matrix Code: 04
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	The project will be undertaken throughout Marion County.
	<b>Planned Activities</b>	Costs of demolishing slum and blighted buildings.
5	<b>Project Name</b>	2023 Public Infrastructure: Weirsdale Phase 3
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Infrastructure
	<b>Needs Addressed</b>	Community Development
	<b>Funding</b>	CDBG: \$458,378
	<b>Description</b>	Infrastructure in Low to moderate-income areas to improve the quality of lives for Marion County residents.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3500 persons assisted.
	<b>Location Description</b>	Stanton Weirsdale is identified in low-income census tracts.
	<b>Planned Activities</b>	Stormwater drainage project in Stanton Weirsdale.

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

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

Funding will be directed to qualified low- and moderate-income (LMI) census tracts, in addition to other areas indirectly through assistance to LMI households who are income qualified for program funding. All the CDBG funding (100%) will benefit LMI clientele and areas.

Neither Marion County nor the City of Ocala implements any HUD-designated geographic-based priority areas such as Neighborhood Revitalization Strategy Areas (NRSA) or Empowerment Zones. Marion County utilizes an application process to select eligible projects throughout Unincorporated Marion County. The County received a total of 24 funding applications for the 2023-2024 program year for a wide range of projects, including development of affordable housing, case management, and other services.

Additional text and maps can be found in the Grantee Unique Appendices Attachment.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Marion County	

Table 5 - Geographic Distribution

### **The rationale for the priorities for allocating investments geographically**

Marion County will allocate its CDBG funds to those geographic areas whose population is over 51% low- and moderate-income and/or to low- and moderate-income clientele. At least 70% of all the County's CDBG funds are budgeted for activities which principally benefit low- and moderate-income persons.

Additional text can be found in the Grantee Unique Appendices Attachment.

### **Discussion**

The County is committed to funding projects that support unincorporated residents, specifically those LMI households.

# Affordable Housing

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

### Introduction

According to a recent Florida State Housing Initiatives Partnership Program (SHIP) Local Housing Assistance Plan (2022-2025), the purpose of the program in partnership with Marion County is the following:

- To meet the housing needs of very low, low- and moderate-income households;
- To expand production of and preserve affordable housing; and
- To further the housing element of the local government's comprehensive plan specific to affordable housing.

As noted in the Strategic Plan, the following strategies will be utilized to address affordable housing:

- Increase the current inventory of affordable rental properties, both single- and multi-family.
- Continue to improve the current inventory of owner-occupied single-family units through rehabilitation of major systems, including mobile homes built after 1994.
- Continue the Tenant-Based Rent Assistance (TBRA) for low-income individuals and families exiting temporary shelter to permanent affordable housing units.
- Work with a developer to plan and produce affordable rental units for seniors.
- Partner with Ocala Housing Authority to address the large waiting list by building much-needed 1- and 2-bedroom rental units.
- Continue to work with the County and City government to create incentives to construct new affordable housing units.

<b>One-Year Goals for the Number of Households to be Supported</b>	
Homeless	9
Non-Homeless	22
Special-Needs	3
Total	34

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	15
The Production of New Units	10
Rehab of Existing Units	10
Acquisition of Existing Units	5
Total	40

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

## Discussion

Marion County and the City of Ocala's housing rehabilitation program and down payment assistance to income-qualified families, through both CDBG and HOME, have been instrumental in assisting with sustaining and acquiring affordable housing. Marion County HOME Consortium continues to build new and renovate existing single- and multi-family affordable units.

The Marion County Purchase Assistance Program is designed to assist home buyers with the purchase of a new or existing single-family home. Funding may be used for a down payment, closing costs, principal buy-down, and repairs as needed for affordable homeownership. An eligible home is defined as an existing single-family home, to include modular, or a manufactured home built after June 1994. SHIP funds may be used in conjunction with a first mortgage loan obtained from a participating lender, not-for-profit developer, or Florida Housing Finance Corporation's Bond Program.

The Owner-Occupied Rehabilitation/Demolition-Reconstruction program is designed to assist eligible homeowners with needed repairs, alterations, mitigation, and/or additions to improve their health, safety, and well-being or contribute to the structural integrity, long-term affordability, and preservation of their owner-occupied home. The home must be suitable for rehabilitation. Loans for assistance may include costs related to all eligible repairs, such as testing, inspections, engineering, permit fees, and abatement and pest control. If rehabilitation exceeds the maximum award for rehabilitation, the homeowner may be eligible for reconstruction. Reconstruction will only be considered for eligible owners who will participate in voluntary relocation. Relocation costs will be the responsibility of the homeowner.

New Construction -Home Ownership One of Marion County's priorities is to increase affordable housing within the county. This strategy is designed to incentivize the development and construction of affordable housing units for sale to SHIP-eligible homebuyers. Marion County will assist Sponsors with the acquisition, infrastructure, and construction costs associated with producing affordable, residential, owner-occupied housing for SHIP-eligible home buyers. SHIP assistance will be repaid to the County by the developer from the proceeds of the home's sale. A portion of the County's assistance, up to \$50,000.00, may be used to assist the homebuyer with down payment assistance.

Rental Assistance to assist income-eligible households who can pay ongoing rent and utilities, but without the resources to pay the first month's rent, last month's rent, and deposits and/or utilities arrearages necessary to attain affordable rental housing. This strategy will also provide rental assistance to those who are homeless or are individuals fleeing domestic violence. Maximum assistance is six months to include: payment of the first month's rent, last month's rent, and deposit, utilities, and arrearages.

Utility Assistance/Eviction prevention: to assist income-eligible households faced with utility disconnection or eviction after receiving a disconnect notice or a 3-day eviction notice and without resources to bring the account current. Maximum assistance is six months to include: payment of first



month's rent, last month's rent, and deposit, utilities, and arrearages.

Fair Housing Analysis of Impediments (AI) was approved by the County Commission on January 15, 2019. The AI is a comprehensive review and evaluation of Marion County's laws, regulations, administrative policies, housing market, and housing practices to determine whether any barriers (e.g. availability, affordability, and accessibility) to fair housing are present. This report can be found within the Community Services Department's resource page on the Marion County public website:

(Link: <https://www.marionfl.org/government/departments-facilities-offices/community-services>)

DRAFT

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

### **Introduction**

The Ocala Housing Authority (OHA) is the active Public Housing Authority (PHA) in Marion County. The Ocala Housing Authority, a certified HUD Housing Counseling Agency, manages and provides subsidized housing to 186 families through our Public Housing and Permanent Supportive Housing programs and manages 44 affordable units scattered sites throughout Marion County. The OHA serves approximately 1,511 Housing Choice Voucher (HCV) participants who utilize their vouchers through several different voucher programs: mainstream vouchers including specialty vouchers: HCV Homeownership Vouchers, Veterans Affairs Supportive Housing Vouchers (VASH), Emergency Housing Vouchers (EHV), and Family Unification Vouchers (FUP) Assistance. The Ocala Housing Authority maintains waiting lists for both the HCV program (> 3,000) and Public Housing (>2,000). OHA operates several programs to provide housing to eligible households.

- Public Housing: 186 public housing units, all located within Ocala city limits.
- Housing Choice Voucher (HCV): OHA administers 1,511 Housing Choice Vouchers throughout Marion County, which provides nine (9) million dollars in subsidies to 600 private owners.
- Family Self-Sufficiency Program: OHA provides job training, counseling, and financial coaching to meet individualized goals, along with an escrow savings plan for the participants.
- Homebuyer's Club: OHA provides services such as credit repair, budgeting, home inspections, mortgage search, navigating real estate negotiations, post-purchase training, and general mortgage education for residents of any OHA programs and the general public.

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

Public Housing Authorities in Florida are created as independent organizations under Florida Statutes. Thus, the County interfaces with the local housing authorities on activities as requested by them, and the County has contributed toward safe and sound public housing, as well as the provision of recreational and other social accommodations. The County's policy, however, is not to substitute CDBG funds for funds that are available to the Housing Authority through other Federal programs. The Ocala Housing Authority provides rental assistance to over 1,700 families in addition to 44 affordable rent units throughout the county. The Ocala Housing Authority is the only agency in the County to receive Housing Choice Voucher ("Section 8") program funding. The purpose of the Housing Choice Voucher Program and the Public Housing Program is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. Rents associated with the federal developments are in accordance with HUD regulations and participants pay 30% of the total income of the household. This is monitored through an annual income verification to determine any income and household composition changes. Eligible applicants are those whose income is within the limits as determined by HUD.

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

## **participate in homeownership**

Ocala Housing Authority (OHA) is a HUD-certified housing counseling agency. OHA provides homeownership, foreclosure, credit repair, and rental housing counseling. The agency also provides information on how to become a homeowner, fair housing rights, credit counseling, and foreclosure prevention. OHA also provides the following counseling services:

- Home Improvement and Rehabilitation Counseling
- Homebuyer Education Programs
- Loss Mitigation
- Marketing and Outreach Initiatives
- Money Debt Management
- Mortgage Delinquency and Default Resolution Counseling
- Post-Purchase Counseling

The Ocala Housing Authority (OHA) operates several different programs that support residents' path toward home ownership. As mentioned above, OHA's Homebuyer's Club is specifically targeted at those residents who desire to pursue homeownership. The Homebuyers Club provides education and support in monthly classes held at OHA's main office on topics such as:

- Credit repair
- Budgeting
- Mortgage search
- Realtor roles and responsibilities
- Buyers' rights

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

N/A. OHA is designated as a High Performer as documented through HUD's Public and Indian Housing Information Center with its Housing Choice Voucher Program and is a standard performer in its Public Housing Program.

## **Discussion**

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

### **Introduction**

Marion County responds to the needs of people experiencing homelessness through coordination and collaborative planning with the Continuum of Care (CoC).

Through coordinated entry and strategic funding distribution to non-profit providers for direct services and assistance programs, the Ocala/Marion County Joint Office of Homelessness oversees CoC operations to rehouse homeless individuals and families, minimize trauma and dislocation experienced by the homeless population, boost utilization of mainstream programs by homeless individuals and families, and optimize self-sufficiency among individuals and families experiencing homelessness.

Marion County awards funding through a competitive process to score proposals based on their perceived ability to meet the needs of the community and achieve the goals and priority needs that the County has outlined in this Action Plan and the Five-year Strategic Plan.

### **Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including**

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

Marion County continues to build and maintain a systematic response to homelessness, utilizing the following goals to guide all actions to progress:

1. Build Board of Governors membership and engagement through member orientation content created to educate incoming leadership of the history of CoC FL-514, to include an overview of the regulatory responsibilities, program components, and more;
2. Organizing and delivering services more effectively through the expansion of outreach services with County entitlement grant dollars, the implementation of diversion practices through CoC and County entitlement grant dollars and system-wide training of program's eligible uses, case management expansion, and a central access point via low-barrier day-center;
3. Expanding coordination and partnership of supportive services at the local level by strengthening local partnerships amongst supportive service providers and mandatory use of coordinated entry procedures for services to ensure collaborative case management;
4. Educate CoC membership on the local need for permanent supportive housing, and fund scattered site leasing and subsidized affordable housing development projects for long-term households with disabilities; and

5. Continued campaign to lower shelter and transitional housing entry barriers.

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

County and CoC-funded emergency shelters work to place clients into permanent housing as quickly as possible. The CoC utilizes emergency and transitional housing under the following principles:

1. One hundred (100%) percent of shelter beds and transitional housing comply with the Housing First model;
2. Staff are trained on trauma-informed care, basic behavioral health knowledge, and Housing First principles;
3. Case managers are trained in Housing First, housing-focused case management;
4. Emergency shelter length of stay is reduced over time, measured in 6-month increments; and
5. Permanent housing placements are increased over time.
6. Maximum of two (2) shelter staff are trained to conduct the VI-SPDAT.
7. Track the number of individuals diverted from entering their program.
8. Limit the use of motel vouchers.

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

Marion County supports local agencies that offer various services to those individuals making a transition to permanent housing and independent living through Public Service agency capacity grants. Agencies such as United Way's Strong Family program offers intensive financial, job skills, and family dynamics training. Several agencies incorporate ongoing case management for clients receiving rent, rapid housing, and homeless prevention assistance. The goal of a shelter system is to make homelessness rare, brief, and non-recurring. The County supports service providers throughout the County using both CDBG and ESG funding, while also coordinating with the CoC to achieve this goal.

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

## **Discussion**

Still recovering from the impacts of COVID-19, homelessness is a multi-faceted problem in Marion County. The CoC encourages the accurate use of HMIS and conducts regular coordination meetings so service providers understand the capacity of partner agencies. County Community Services and the City of Ocala are committed to partnering with each other and all service agencies to improve the care and outcomes for those individuals and families experiencing homelessness.

DRAFT

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

### **Introduction**

Marion County prepared an Analysis of Impediments to Fair Housing Choice (AI) for the five-year period of 2019-2024.

The AI revealed the emergence and worsening of several major categories of impediments to fair housing, including but not limited to: the persisting effects and existence of redlining and other forms of systemic discrimination; the aftermath of the foreclosure and financial crises; and the concentration of indicators of low opportunity and of health risks in neighborhoods of color with a corresponding lack of housing mobility.

The county's strategy and action for each identified impediment -developed in the 2019 AI, is included as a table in Appendix A.

The Affordable Housing Advisory Committee (AHAC) is an 11-member Board, appointed per Florida Statute 420.9076, to review and make recommendations regarding the established policies and procedures, ordinances, land development regulations, and adopted local government Comprehensive Plan, as they pertain to impediments to the development of affordable housing of the local governing bodies' respective jurisdictions in Marion County.

Barriers to affordable housing in Marion County include, but are not limited to:

- Low supply and high cost of existing homes
- High cost of materials to construct homes

These barriers make it difficult for the developer/builder to provide an affordable unit to the end user. In addition, Marion County's population is growing fast with 150 families moving to the area every week. Within the last five (5) years, major employers such as Amazon, Chewy, and Federal Express have built satellite offices in Marion County. Employees are commuting to work from outside of Marion County due to the lack of housing supply. Similarly, many new jobs are higher paying, which further exacerbates the need for housing affordable to low- and moderate-income households.

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

The County, informed by the Affordable Housing Advisory Committee (AHAC) described above, is currently exploring ways to help mitigate barriers to help expedite the production of affordable housing

such as:

- Focusing development within the County's Urban Growth Boundary and near employment hubs to assist with transportation disparity for low- to moderate-income residents;
- Review and possibly change land use and zoning near employment centers that will incentivize developers to develop near employment centers;
- Present deferred tax and impact fees to developers for multi-family development within strategic areas that will benefit low to moderate-income families and workforce housing;
- Identify a point of contact to act as an affordable housing liaison to expedite the process; and
- Include Community services in the pre-development meetings between staff and developers to facilitate and expedite the development process.

## **Discussion**



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

### **Introduction**

The objectives, goals, planned projects, and their associated activities proposed within the Annual Action Plan are intended to meet the needs of the community. Those needs are described in the Consolidated Plan and were confirmed to still be the priority needs based on consultations and public participation conducted for the development of the 2023-2024 Action Plan.

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

2020 saw one of the worst economic emergencies following months of quarantine, shuttered businesses, thousands' losing income, and a medical crisis from the COVID-19 pandemic. Since March 2020, priorities shifted to assisting those to prepare for and recover from, the loss of income, keeping the homeless sheltered, and finding shelter for those living in inadequate conditions. Assisting both non- and for-profit businesses to retain employees and keep goods and services in place became a major goal.

Through the HUD-allocated CARES Act funding, payments, and programs such as the Payroll Protection Plan, Income Tax payments, and increased unemployment, funds will be distributed throughout Marion County. Using CDBG-CV, HOME and ESG-CV waivers will enable Marion County Consortium to make changes to the Citizen Participation Plan to distribute funds quickly to meet the changing needs.

However, the needs that existed before the health crisis remain and must be addressed. Through its ongoing CDBG, HOME, and ESG programs, the County and City will continue to fund projects that will improve the lives of the neediest of Marion County citizens.

The County and City continue to utilize its CDBG, HOME, and ESG funds to the fullest extent to assist in meeting underserved needs. Leveraging efforts with public and private funding agencies were also made to supplement federal funds and increase the resources available to address community needs.

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

Marion County will continue to commit its core programs to foster and maintain affordable housing by providing:

- Housing for Veterans, First Responders, and Educators
- Assist Very Low- and Low-income homebuyers with repairs to maintain housing stock as safe and decent housing
- Create additional units of affordable rentals, especially one- and two-bedroom units

Marion County does not anticipate the loss of any existing units from the assisted housing inventory.

Marion County uses ESG and, with the City of Ocala, uses HOME and CDBG funds to implement various

programs that assist in maintaining affordable housing including creating homeownership opportunities and bringing homes up to code through rehabilitation efforts.

At this time, and over the last year, there are no plans for the removal of any public housing units. Marion County and the City of Ocala continue to work with the local Housing Authority, as well as other nonprofits, to develop and increase affordable housing options. In addition to dealing with the Housing Authority directly, the County remains committed to assisting and facilitating conversations between government agencies, nonprofit agencies, for-profit agencies, and the Housing Authority.

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

Marion County will continue educational efforts to inform residents of lead-based paint hazards in general. In particular, all CDBG, HOME, and ESG Program housing assistance program participants will receive specific notice regarding lead-based paint hazards and all contractors will be required to adhere to lead-based paint safe work practices before, during, and after all home improvement projects.

Marion County consults with the Marion County Health Department to review lead-based paint hazard data, educate the public, and mitigate housing units in which lead has been found. Property statistic reports are pulled for all housing projects to determine the year of construction. If the year of construction is 1978 or earlier, an inspector certified in lead paint assessment completes the testing for the presence of lead and provides the homeowner with the U.S. Environmental Protection Agency (EPA) Lead Awareness brochure. To date, none of the housing projects in Marion County have tested positive for lead, although the City of Ocala has had some lead abatement activity. The Grant Administrator who oversees the HOME TBRA program is certified in the visual inspection for lead paint.

The rehabilitation program offered through the City of Ocala assists in reducing lead-based paint hazards by focusing on code compliance. The City ensures staff are appropriately trained in lead-based paint, pamphlets are distributed, inspections and assessments are conducted when required, and contractors trained in lead-safe practices are used. Marion County is planning to fund lead-based paint hazard training to pertinent staff to better address this issue as it pertains to housing renovation/repairs as well as capital projects.

All rehabilitation activities follow HUD regulations concerning lead-based paint assessment and any necessary interim controls. The first step is counseling and/or informing the rehabilitation client of the danger of lead-based paint when they apply for assistance. Staff determines at this interview whether there is a heightened risk due to young children in the household.

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

Marion County continues to award CDBG Public Service funding to agencies that offer case management and service programs to very low- and low-income households. These programs will provide support for a Housing First program through ESG. It is a priority to focus on case management services that work

towards achievable personal and household goals to help reduce the number of Marion County families living below the poverty level. Services such as employment support or job training, paired with financial support will increase short-term household stability so the household may take steps towards achieving long-term stability.

Marion County requires homeowner Purchase Assistance clients to attend financial training to work towards both financial sustainability and the purchase of a home.

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

Marion County's Community Services Department will continue as the Consortium Collaborative Applicant with regard to the planning and implementation of programs and activities noted in the 5-Year Strategic Plan and each Annual Action Plan.

Marion County's Housing and Community Development Plan will be carried out through a combination of public, private, and non-profit organizations, many of which participate in the citizen participation process.

Marion County and City of Ocala staff will continue to play active roles in the community organizations dealing with homelessness, children's issues, mental health, veterans' services, senior services, and community issues.

The Community Services Department will consult with the Ocala Housing Authority concerning the consideration of public housing needs and any planned program activities. Consultation will help ensure that all proposed activities that are directed towards increasing affordable housing, neighborhood improvement, and/or any resident programs and/or services funded by the Ocala Housing Authority will increase the quality of life of all participating parties.

Further, the City of Ocala Community Development Services Department coordinates with various public, private, and non-profit agencies. Collaboration between local, county, and state agencies is imperative to successfully carry out the goals and objectives identified in the Consolidated Plan and addressing community needs. Areas of coordination will include broadband and Wi-Fi access to underserved areas; evaluation of flood-prone areas; emergency evacuation routes; availability of fire/rescue services; and determination of effect on natural and environmental resources. It is essential that both the City of Ocala and Marion County foster and maintain partnerships with other public and private agencies for the successful delivery of their Housing and Community Development programs.

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

Several steps are taken to ensure coordination between public and private housing and social service agencies during the program year. Each of these steps will help facilitate information exchange between

the County, City, and those providing public services. The following steps are taken to enhance coordination amongst agencies:

Technical assistance is offered to all sub-recipients to educate them on the grant funds, application process, eligible uses, additional requirements when utilizing these funds, and long-term conditions on their use.

- A Lenders' Consortium was created to assist first-time homebuyers by protecting them against predatory lending and establishing a relationship with our local lenders. The Lenders Consortium meets twice a year to discuss issues.
- Marion County and the City of Ocala created the Joint Office on Homelessness to become the lead agencies working with the CoC to draft, teach, and implement policies and procedures impacting people and families experiencing homelessness.
- The Community Foundation of Marion County launched the Nonprofit Resource Center in 2019 to provide services to Marion County nonprofits. Through communication with various funding agencies in the area, the Resource Center learned that many nonprofits needed capacity building to attain their mission. The Resource Center created a Strategic Planning process, led by highly skilled leaders, and is offering it to nonprofits.

## **Discussion**

## Program Specific Requirements

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

#### Introduction

Marion County follows HUD program regulations and federal statutes for its federally funded programs through CDBG, HOME, and ESG. Marion County's priority focus with CDBG, HOME, and ESG is Essential Housing, Job retention/creation, and Infrastructure that supports Affordable Housing, services, and housing for the homeless. One hundred (100%) percent of CDBG funds are used for activities that benefit low- and moderate-income persons.

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

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

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

#### Other CDBG Requirements

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

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

No other forms of investment will be used.

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

The Consortium uses the Recapture provision in all HOME mortgages and liens for the direct subsidy received by the homebuyer. Purchase Assistance is provided directly to the qualified homebuyer as a soft second, deferred payment, zero-interest loan. The lien document includes HOME affordability period requirements and HUD recapture language and formula. While Marion County uses the entire amount (limited to the net proceeds available from the sale) of the loan for recapture, the City of Ocala offers a pro-rated reduction of the recapture funds during the affordability period.

The fully executed (by all applicable parties) and dated Loan Agreement, Promissory Note, and Mortgage and Warranty Deed will serve as the security for these loans. The Mortgage and Warranty Deed will also be recorded in the land records of Marion County, Florida. The repayment of the Homeowner Rehabilitation Program Promissory Note is made solely from the net proceeds of the sale of the Property (except in the event of fraud or misrepresentation by the Borrower described in the Promissory Note).

A subsequent resale of the property during the HOME Affordability Period is limited to a buyer whose family qualifies as low-income according to the annual Income Limits Adjusted to Family Size for Marion County and there are no additional HOME assistance funds provided. The recapture provisions are in effect for a period of affordability. This period is based on the amount of direct HOME subsidy to the buyer (recapture), as follows:

Amount of HOME funds-direct subsidy to a buyer (recapture) / Period of Affordability Under  
\$15,000 / 5 years \$15,000 to \$40,000 / 10 years Over \$40,000 / 15 years All new construction / 20  
years

(See attached Provisions in Consolidated Plan)

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

Marion County's HOME Consortium uses a recapture provision according to 24 CFR92.254 requiring repayment upon sale, refinancing for cash out, or if the unit assisted is no longer the homeowner's

primary residence. If the homeowner defaults on the loan voluntarily or by operation of law, including, but not limited to, the death of the surviving mortgage holder or foreclosure, the minimum HOME affordability will prevail. Under these circumstances, the HOME investment amount will be recaptured from net proceeds. Marion County's enforcement mechanism is a recorded deferred mortgage placed on the property assisted at the time of closing. (See attached Provisions in Consolidated Plan)

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

None

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

NA

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

NA

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

NA

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

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

See attached ESG Standards in the attachments.

2. If the Continuum of Care has established a centralized or coordinated assessment system

that meets HUD requirements, describe that centralized or coordinated assessment system.

The City of Ocala/Marion Continuum of Care FL-514, generally referenced as the "CoC" is the Governing body, and the Coordinated Intake and Assessment Committee, referenced as the "CIAC" is composed of representatives of relevant service organizations that plan for and provide assistance to people experiencing homelessness. Service delivery includes rapid re-housing and homeless prevention through emergency, transitional, and permanent housing strategies for persons who are homeless or at risk of becoming homeless in Marion County, Florida. This committee serves as the decision-making body for the process under the CoC as required by the Continuum Interim Rule, to establish and operate a Coordinated Intake and Assessment Service Delivery system. Please see the attached CoC Coordinated Entry Policy and Procedure Manual, in the Unique Appendices. This is a working document undergoing necessary updates as the Committee sees fit.

The CoC funds the employment of an HMIS Coordinator, through the Joint Office on Homelessness. The HMIS Coordinator works with various service providers to ensure that they are both utilizing the HMIS software and inputting the appropriate information into the software. All agencies affiliated with the CoC utilize HMIS to track clients, ensure clients are receiving appropriate services, and prevent duplication of services between local agencies.

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

Marion County's Community Services Department will work with the Joint Office on Homelessness on strategies to better provide re-housing services for individuals and families experiencing homelessness as well as persons residing in shelters. The County will grant sub-awards to qualifying not-for-profit agencies with demonstrated experience in providing services to individuals experiencing homelessness. The County's process for making sub-awards includes:

- Posting an advertisement of a "Notice to Interested Applicants" for a formal application was placed in the Ocala Star-Banner
- Reviewing applications to determine an organization's experience, financial soundness, and capacity to serve persons experiencing homelessness
- Notifying qualifying agencies for the submittal of a proposal
- Reviewing proposals and scoring by a review committee
- Awarding funding to selected agencies

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

Marion County and the City of Ocala are the Ocala/Marion Joint Office on Homelessness and



coordinates with CoC in the development of the ESG programs. The CoC Board intentionally added a seat and added a board member to the board of governors who were formerly homeless. The CoC Board votes on policy and funding decisions that affect ESG. In addition, as part of the CoC, there are formerly homeless individuals who participate in the CoC membership meetings and provide consultation that allows for other considerations in making decisions as it relates to solving homelessness with ESG funds.

5. Describe performance standards for evaluating ESG.

Marion County has contracted with local homeless service providers to identify and determine the eligibility of potential clients. The agencies are monitored on their performance as County staff process applications from these agencies and through on-site monitoring. To date, the agencies have been performing proficiently. Case management services are monitored through monthly reports from the agencies. Client performance is monitored through monthly reports. Agency contracts require the agencies to follow up with clients for one (1) year after graduating from the program.

Marion County Community Services will consult with the Marion County Continuum of Care to revise already developed Performance Standards that meet the goals of the program. At a minimum, selected agencies must meet the following standards:

- Have trained or adequate staffing to deliver the proposed service or activity.
- Must have overall organizational strength, including: Established record keeping methods, and filing system. Financial systems. Must have written procedure manuals for financial management and personnel. Must have trained staff to provide case management and counseling.

The ESG monthly process is as follows:

1. Technical support is offered monthly or as needed.
2. All payment request invoices submitted are checked for accuracy - Rent, Deposits, Utilities, Case Management, etc.
3. All Case Management notes are read, and fees are paid monthly for all ESG clients. Sub-recipient accomplishments will be updated in IDIS as activities are completed and closed out.

Community Services ESG grants assist community homeless providers with funding to provide services to their clients. Rapid re-housing, homeless prevention, and outreach funds are used to assist individuals experiencing unsheltered and sheltered homelessness. Permanent supportive housing continues to be a need in the community and is being addressed by the County and the CoC.

As required by 24 CFR § 576.100, Marion County does not expend more than 7.5% of the annual ESG allocation for planning and administrative costs. The amount spent on Street Outreach and Emergency Shelter activities does not exceed 60% of the fiscal year allocation or the amount of FY-2010 funds for homeless assistance activities.

*DRAFT*

**Attachments**

DRAFT

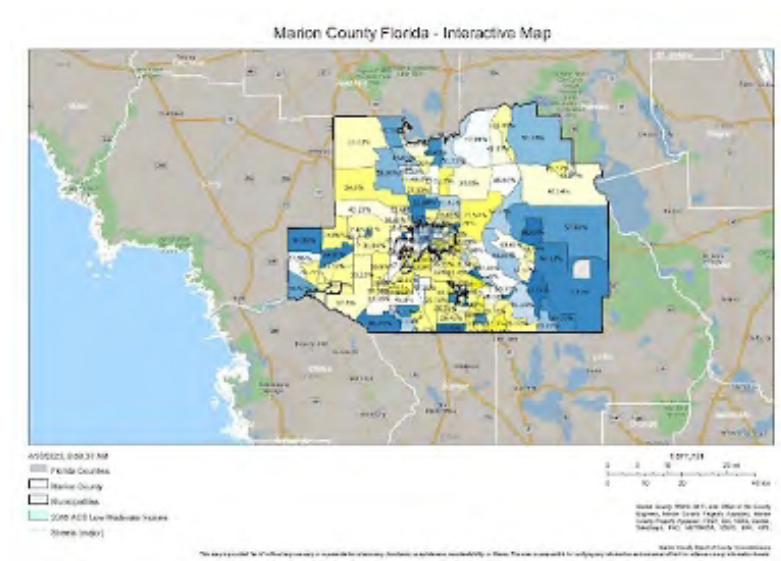
Grantee Unique Appendices

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

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

Funding will be directed to qualified low- and moderate income (LMI) census tracts, in addition to other areas indirectly through assistance to LMI households who are income qualified for program funding. All the CDBG funding (100%) will benefit LMI clientele and areas.

Neither Marion County nor the City of Ocala implement any HUD designated geographic based priority areas such as Neighborhood Revitalization Strategy Areas (NRSA) or Empowerment Zones. Marion County utilizes an application process to select eligible projects throughout Unincorporated Marion County. The County received a total of 24 funding applications for the 2023-2024 program year for a wide range of projects, including development of affordable housing, case management, and other services. A geographic location map (map 1) and low- and moderate- income (LMI) census tracts is provided below utilizing Marion County's GIS interactive mapping tool:



Map 1.

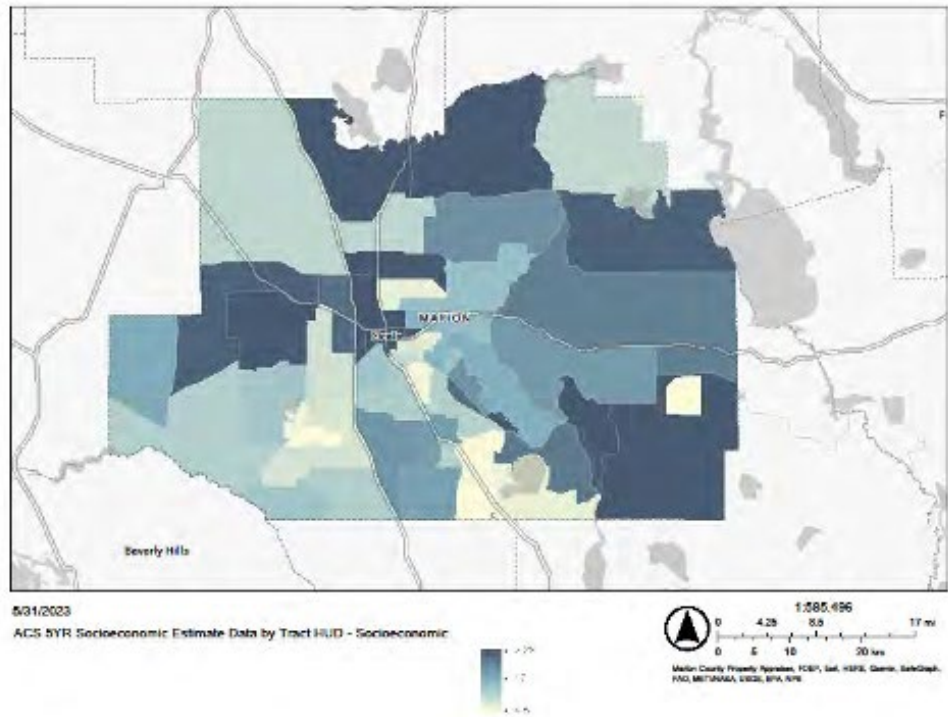
CPD map data demonstrates that there is a high concentration of residents who are members of racial and ethnic minority groups within the City of Ocala. The following table provides the areas data on LMI

census tracts and block groups over 51%:

Census Tract	Percent LMI
1	51.23
3.02	56.66
6.01	60.23
6.04	59.46
6.05	52.29
10.03	64.39
12.04	56.25
12.06	52.76
15.00	59.66
19.00	68.46

There are three census tracts considered Areas of Minority Concentration (more than 50% minority representation), which are the same for the County and the City. The census tracts are 15 (61% minority), 17 (60% minority), and 18 (91% minority). Some Marion County CDBG funds are expended within the city limits of Ocala on public facilities for agencies serving the county as whole when a centralized location near transportation is most important to providing services. The City of Ocala receives its own allocation of CDBG dollars. The areas of high concentration of minorities overlaps with low and moderate income census tracts. While Marion County does not allocate based on geography, all funds are expended on LMI populations. The majority of funds will be allocated in unincorporated Marion County, while a small portion may be spent to projects located in within the city limits of Ocala. See the next section for the rationale behind this allocation strategy.

According to recent (2017-2021) ACS data, the lowest income tracts were 15, 16, 17 and 18. This incorporates the west side of the City of Ocala and the west central part of the county. This is reflected in the following map (map 2).

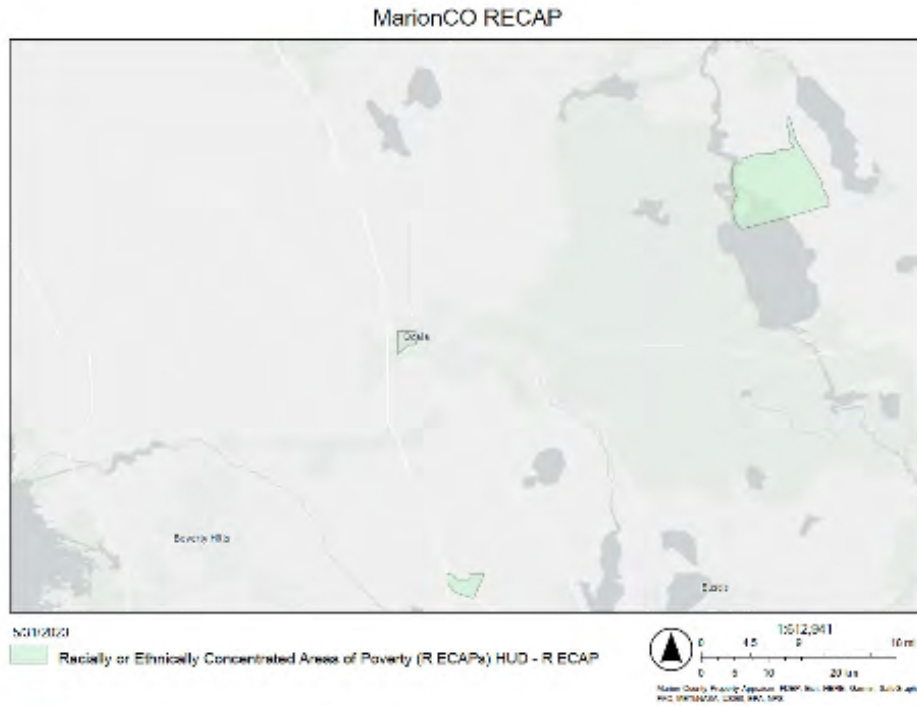


Map 2

Marion County Racially or Ethnically Areas of Concentrated Poverty (RECAP).

The following map (map 3) identifies racially/ethnically concentrated areas of poverty (R/ECAPs) in Marion County, defined by a racial/ethnic concentration threshold and a poverty test. R/ECAPs must have a non-white population of 50 percent or more, and a poverty threshold with neighborhoods of extreme poverty containing census tracts with 40 percent or more of individuals living at or below the

poverty line.



Map 3

**Geographic Distribution**

Target Area	Percentage of Funds
Marion County	100

Table 1 - Geographic Distribution

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

Marion County will allocate its CDBG funds to those geographic areas whose population is over 51% low- and moderate-income and/or to low- and moderate-income clientele. At least 70% of all the County's CDBG funds are budgeted for activities which principally benefit low- and moderate-income persons.

The following guidelines for allocating CDBG, HOME, and ESG funds will be used by the County for the FY 2023 Program Year:

- The public services projects/activities are for social service organizations whose clientele are low-income or in certain cases, a limited type of clientele with a presumed low- and moderate-income status.
- The homeless projects/activities are for homeless agencies/organizations that serve a specific type of clientele with a presumed low- and moderate-income status.
- The other special needs projects/activities are limited to a clientele with a presumed low- and moderate-income status.
- The community and public facilities projects/activities have a low- and moderate-income service area benefit or a limited clientele which is low- and moderate-income.
- The infrastructure improvement projects/activities , must have a low- and moderate-income service area benefit or serve limited clientele who are low- and moderate-income.
- The acquisition and demolition of structures are either located in a low- and moderate-income census area or these activities are eligible by preventing or eliminating slums and blight on a spot or area basis.
- The housing projects/activities have income eligibility criteria; therefore, the income requirement limits funds to low- and moderate-income households throughout the County.
- Economic development projects/activities will either serve a low- or moderate-income area, or be located in an area where the census tracts have greater than 20% rate of poverty, may be part of a redevelopment plan, or make 51% of the jobs created/retained available to low- and moderate-income persons.
- The County allocates CDBG funds to areas or projects/activities which predominantly benefit low- and moderate-income persons to rehabilitate or construct new housing for low- and moderate-income households; to create low- and moderate-income jobs; to projects/activities that principally benefit low- and moderate-income persons; and/or slum and blight removal on a spot or area basis.
- The HOME funds will be used for administration and for housing projects/activities. These funds target low-income households and projects/activities designed to provide affordable housing to low-income households. The disbursement is based on the needs of low- and moderate-income households, not by geographic area.

Federal regulations specify that CDBG funds used for area benefit, as opposed to individual benefit, be targeted to census tracts where 51 percent or more of the population earns below 80 percent of the area median income. The target areas include those designated LMI tracts.

While the City of Ocala receives its own CDBG allocation, some Marion County CDBG funds are expended within the city limits of Ocala on public facilities for agencies serving Unincorporated Marion County residents. This may be the case because Ocala is the economic hub of Marion County and many services are provided in Ocala that are utilized by Unincorporated Marion County residents. When a CDBG project is funded in Ocala with Marion County funds, those projects must support at least 70%

unincorporated county residents. During the project scoring process, Marion County may refer a program to the City of Ocala if the project is not able to support the 70% threshold.

All HOME funds expended by Marion County and the City of Ocala are within their respective jurisdiction except for CHDO funds which are distributed cooperatively for the best project regardless of location.





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

The county’s strategy and action for each identified impediment -developed in the 2019 AI, is included below:

#	Impediments	Actions	Timeline
1	Insufficient supply of affordable rental housing	<ul style="list-style-type: none"> <li>• Collaborate with Marion County Housing Finance Authority and other organizations to help meet the affordable housing needs of all Marion County residents</li> <li>• Establish a Community Land Trust and Land Bank to increase opportunity for families to access housing who have historically been left out for financial reasons</li> <li>• Develop stronger relationships with private landlords and affordable housing agencies through education and funding to rent to the low/moderate income population</li> <li>• Increase awareness of rental assistance programs that are available to low-income tenants</li> </ul>	2018-2024
2	Insufficient support of affordable home ownership	<ul style="list-style-type: none"> <li>• Increase communication with representatives from the rural communities of Marion County</li> <li>• Educate Lenders, Real Estate professionals, and residents about Fair Housing Laws</li> <li>• Increase the number of affordable housing units in both Marion County and the City of Ocala</li> <li>• Increase awareness of down payment assistance programs that are available to low/moderate income homebuyers</li> </ul>	2018-2024
3	Lack of awareness by residents of Fair Housing laws	<ul style="list-style-type: none"> <li>• Collaborate with the local Fair Housing Initiatives Program (FHIP) monitoring and testing to ensure Fair Housing laws are being adhered to</li> <li>• Advertise Fair Housing during the month of April and make public announcements regarding educational opportunities</li> </ul>	2018-2024

4	Poor credit history and inadequate access to employment opportunities	<ul style="list-style-type: none"><li>• Expand access to financial credit counseling services for low/moderate income individuals and families to support better housing and employment opportunities</li><li>• Provide training and programs related to HUD Section 3 program, to enhance opportunities for Marion County residents to increase financial sustainability</li></ul>	2018-2024
---	---	---	-----------

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

No other forms of investment will be used.

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

Included in all HOME project contracts is the following language:

1. RECAPTURE – is hereby defined as the method COUNTY has chosen to recoup all of the HOME assistance if the housing is sold (voluntary or involuntary) as described in 24 CFR 92.254 (5)(ii). Section VII – REPAYMENT OF LOAN All HOME funds are subject to repayment in the event the Project does not meet the Project requirements as outlined in this Agreement. It is understood that upon the completion of the Project, any HOME funds reserved but not expended under this Agreement, will revert to COUNTY. Sale of the property by DEVELOPER to another developer may occur only with the approval of COUNTY. Provisions in those sale documents will provide for the extinguishment of the affordable housing requirements only in the event of a third-party foreclosure or deed in lieu of foreclosure.
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:
    - Included in all HOME project contracts is the following language: "AFFORDABILITY PERIOD – is hereby defined as the period the HOME-assisted Unit must meet the requirements for a qualified low-income family; that the rental property owner charges no more than the restricted HOME rents and provides specific tenant protections. For rental projects, the Affordability Period begins on the date of execution of this Agreement and is in effect for the appropriate number of years based on HOME funding amount and at the direction of COUNTY."
    - "The housing shall be rented to an individual/family who qualifies as low- to moderate-income. The family shall be determined income eligible in accordance with the area median income limits for Marion County, Florida as published annually by HUD and adjusted for family size. DEVELOPER is responsible for qualifying the family as income eligible for assistance. Income documentation shall be in a form consistent with HOME requirements as stated in the HUD *Technical Guide for Determining Income and Allowances under the HOME Program* found at <http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/2005/1780.cfm>."
    - "Rent Limitations: Rents for tenants cannot exceed the lower of the area's Fair Market Rent (FMR) or thirty percent (30%) of the adjusted income of a family whose annual income equals sixty five

percent (65%) of AMI."

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

n/a

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).
6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).
7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

AP-90

**EMERGENCY SOLUTIONS GRANT  
AND  
COC WRITTEN STANDARDS  
2020**

**Introduction**

In accordance with 24 CFR 576 and 578, the Marion County Board of County Commissioners, as the lead collaborative applicant for the Marion County Continuum of Care and as a direct recipient of funds through the Emergency Solutions Grant Program, has developed these written standards<sup>2</sup>, for evaluating and determining eligibility for assistance available through the Emergency Solutions Grant. These written standards are also applicable, as noted, to other grant funds administered by the Continuum of Care, including Challenge and Temporary Assistance for Needy Families (TANF). Grant recipients and any sub-recipients of these funds must agree to abide by these written standards. Additionally, in compliance with 24 CFR 576.400, these written standards will be reviewed annually.

All grant recipients and sub recipients (with the exception of domestic violence providers) are mandated to participate in the current Homeless Management Information System (HMIS) and comply with all HMIS policy and procedure requirements to include training and security requirements. The Ocala Domestic Violence Shelter utilizes a separate comparable data base as required by law. All persons entering, viewing, retrieving and sharing data within this system must attend initial and yearly refresher training (to include security awareness). Agents must adhere to privacy and security standards as set forth in the HMIS Policy and Procedure manual and sign participant agreements.

All grant recipients and sub-recipients are to work with the local lead agency and grant funders to ensure timely and accurate submission of data required by HUD, State of Florida and other regulatory agencies. This includes but is not limited to the timely submission of data for completion of required reports (in required CVS format), required data for APR, AHAR, PIT, HIC, community needs research, annual action planning and System Performance Measures

Coordinated Entry (which includes standardized access and assessment for all individuals experiencing homelessness) is the primary mechanism which grant recipients and sub-recipients will utilize for filling vacancies within housing projects.

Occasionally, there are changes issued by the Department of Housing and Urban Development and/or the Department of Children and Families pertaining to specific grant sources (ESG, TANF, etc.) or to program components (Rapid Rehousing, Homeless Prevention, etc.). In those instances, the policy briefs, waivers, regulatory changes, and other notices provided by the governing body shall take precedence over this document.



### Applicable Grant Sources and Eligible Uses

**Emergency Solutions Grant (ESG)** – as amended by the McKinney-Vento Homeless Assistance Act, provides funding to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. Section 420.622(10), Florida Statutes; 24 CFR Part 576.

**Temporary Assistance for Needy Families (TANF)** – through homeless prevention services, including emergency financial assistance to eligible families facing the loss of their current home due to a financial or other crisis. Federal Authority: 45 CFR Part 260, Florida Statutes: Section 414.161. Temporary Assistance for Needy Families (TANF) Program Florida Statutes 414.162.

**Challenge Grant** – provides funding to local COCs to reduce homelessness by addressing local needs, identified in the COC plan, of individuals and families experiencing homelessness. Section 420.622(14), Florida Statutes.

### Evaluating Eligibility for Assistance

Applicants who meet the definition for “literally homeless/homeless” are eligible for services under Street Outreach, Emergency Shelter, Transitional Housing, Permanent Supportive Housing, and Rapid Rehousing” components. Applicants who meet the definition of “At risk/Imminent Risk of Homelessness” are eligible for services under the Homeless Prevention components, but if no other solution can be identified may be eligible for Emergency Shelter. The first factor in evaluating eligibility for assistance, is determining the individual or family housing status as “literally homeless/homeless” or “at-risk/imminent risk of homelessness” at the time of application. This determination must be made in accordance with the applicable HUD definition and supported with documentation as described below:



LITERALLY HOMELESS Housing Status	Documentation Needed
<p>Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, street/sidewalks, etc.</p>	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; or</li> <li>• Written referral by another housing or service provider (on agency letterhead, signed and dated); or</li> <li>• Self-Certification (Attachment 1) by the individual or head of household seeking assistance</li> </ul>
<p>Staying at an emergency shelter (includes congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or federal, state, or local programs)</p>	<ul style="list-style-type: none"> <li>• HMIS record of shelter stay ; or</li> <li>• Written Certification from shelter provider or shelter operator that the applicant has been residing at the emergency shelter (on agency letterhead, signed and dated); or</li> <li>• Self-Certification (Attachment 1) by the individual or head of household seeking assistance</li> </ul>
<p>Exiting an institution or hospital where (s)he has resided for 90 days or less <u>and</u> immediately before entering that institution was residing in an emergency shelter or place not meant for human habitation.</p>	<ul style="list-style-type: none"> <li>• HMIS record of shelter stay ; or</li> <li>• Written Certification from shelter provider or shelter operator that the applicant has been residing at the emergency shelter (on agency letterhead, signed and dated); or</li> <li>• Self-Certification (Attachment 1) by the individual or head of household seeking assistance</li> </ul>
<p>Individual or Family is fleeing or is attempting to flee domestic violence <u>and</u> has no other residence <u>and</u> lacks the resources or support networks to obtain other permanent housing.</p>	<ul style="list-style-type: none"> <li>• Statement/Self-Certification by individual or caseworker (Attachment 2) that they are fleeing, have no subsequent residence, and they lack resources (through self-certification or other documentation).</li> </ul> <p>If non-victim service provider, verification (such as police report, should be obtained - so long as safety of individual or family is not jeopardized).</p>
<p>Unaccompanied youth under 25 years of age <u>or</u> families with children and youth who do not otherwise qualify as homeless under this definition <u>but</u></p> <ul style="list-style-type: none"> <li>➢ Are defined as homeless under the other listed federal statutes;</li> <li>➢ Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to application;</li> <li>➢ Have experienced persistent instability as measured by two moves or more during in the preceding 60 days <u>and</u> can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>	<ul style="list-style-type: none"> <li>• Certification by the nonprofit, state, or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute and</li> <li>• Certification of no PH in last 60 days; and</li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and</li> <li>• Documentation of special needs or 2 or more barriers</li> </ul>





AT RISK/IMMINENT RISK OF HOMELESSNESS - Housing Status and Documentation Needed	
<p align="center"><b>Requires the below IN ADDITION TO Housing Status Verification:</b></p> <ul style="list-style-type: none"> <li>- Certification no subsequent/alternative residence has been identified</li> <li>- Certification the individual or family lacks the resources or support networks needed to prevent them from moving to an emergency shelter or place not meant for human habitation (HUD literally homeless)</li> <li>- Has annual income below 30% of median family income</li> </ul>	
<p><b>Facing Eviction</b> Has been notified that their right to occupy their current housing or living situation will be terminated within 14 days after the date of application for assistance (such as nonpayment of rent or utilities)</p>	<ul style="list-style-type: none"> <li>• Eviction notice or court order notifying the individual or family that they must leave <b>AND</b> copy of lease in applicant's name; <b>OR</b></li> <li>• Third Party Verification form (Attachment 26)</li> <li>• Utility shut off notice <b>AND</b> lease in applicant's name that requires maintenance of utilities to avoid eviction.</li> </ul>
<p>Lives in a hotel or motel not paid by federal, state, or local charitable programs</p>	<p>Letter hotel/motel manager, observation <b>And</b> evidence that they lack the financial resources to stay</p>
<p><b>Persistent Housing Instability</b> Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance</p>	<p>Proof of moves:</p> <ul style="list-style-type: none"> <li>• HMIS records</li> <li>• Written referral from housing service providers</li> <li>• Letter/documentation from tenant/owners</li> <li>• If unobtainable, written record of attempts to collect</li> </ul> <p>Proof of economic reasons examples:</p> <ul style="list-style-type: none"> <li>• Notice of termination from employment/application for unemployment</li> <li>• Health care bills indicating arrears</li> <li>• Utility bills indicating arrears</li> </ul>
<p>Living with others because of economic hardship</p>	<ul style="list-style-type: none"> <li>• Letter from tenant or owner</li> <li>• Eviction/notice tenant with whom doubled up</li> <li>• Intake observation – last resort</li> </ul> <p>Proof of economic hardship examples:</p> <ul style="list-style-type: none"> <li>• Notice of termination from employment/application for unemployment</li> <li>• Health care bills indicating arrears</li> <li>• Utility bills indicating arrears</li> </ul>
<p><b>Occupancy Issues</b> Lives in an Single Room Occupancy (SRO) or efficiency unit in which more than 2 persons resides <b>or</b> a larger housing unit in which more two persons per room resides</p>	<ul style="list-style-type: none"> <li>• Copy of lease, Letter from tenant or owner, proof not on the lease</li> <li>• Eviction/notice tenant with whom doubled up</li> <li>• Intake observation – last resort</li> </ul>
<p>Exiting a publicly-funded institution or system of care (stay shorter than 90 days and/or was not "literally homeless" before entering)</p>	<ul style="list-style-type: none"> <li>• HMIS or discharge documentation of length of stay in facility with length of stay (hospitals, corrections facilities signed off by facility staff); or</li> <li>• Self-Certification (last resort)</li> </ul>
<p>Lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan.</p>	<ul style="list-style-type: none"> <li>• Ref the Con Plan</li> <li>• Third party documentation; or</li> <li>• Self-Certification – Attachment 1</li> </ul>



<p><b>Other Reasons for Potential Loss of Housing</b></p> <ul style="list-style-type: none"> <li>• Potential loss due to foreclosure on rental</li> <li>• Potential loss due to uninhabitable housing</li> <li>• Potential loss due to discharge from non-McKinney-Vento Transitional Housing</li> </ul>	<p>Third party documentation (foreclosure notice, notification letter, HMIS records, etc.)</p>
--	--

CHRONICALLY HOMELESS Housing Status	Documentation Needed
<p><i>12 consecutive months and Head of Household Qualifying Disability</i></p>	<p>Homeless Status:</p> <ul style="list-style-type: none"> <li>• HMIS Records</li> <li>• Third Party Verification (Attachment 3)</li> <li>• Written observation service provider</li> <li>• CH Self-Certification – Attachment 5 (last resort)</li> </ul> <p>Disability documentation</p> <ul style="list-style-type: none"> <li>• Written verification of disability from licensed professional, social security administration, copy of disability check (Attachment 6)</li> <li>• Staff observation – within 45 days of application</li> </ul>
<p><i>4+ occasions totaling 12 months over three years (may include institution stays of less than 90 days) and Head of Household Qualifying Disability</i> Currently Meets HUD literally homeless (at least 12 months over past 3 years AND three breaks of seven nights in a 12 month span?)</p>	<p>Homeless Status:</p> <ul style="list-style-type: none"> <li>• HMIS Records</li> <li>• Third Party Verification (Attachment 3)</li> <li>• Written observation service provider</li> <li>• CH Self-Certification – Attachment 4</li> </ul>
	<p>Written observation service provider</p> <ul style="list-style-type: none"> <li>• Self-Certification (Attachment 4)</li> <li>• Discharge paperwork</li> <li>• Disability documentation</li> <li>• Written verification of disability from licensed professional, social security administration, copy of disability check (Attachment 5)</li> <li>• Staff observation – within 45 days of application</li> </ul>

Service providers should attempt to collect third-party verification of housing status before resorting to Self-Certification. If the provider is using anything other than a Third-Party Verification, the case file must include documentation of attempt/ due diligence to obtain third party verification. Acceptable documentation of attempts include record of phone calls made, emails, etc. Under homeless prevention, self-certification may be used for three of the allowable 12 months. Staff Certifications as to Housing Status Eligibility should be documented on Attachment 6 for Literally Homeless or Imminent Risk of Homelessness Attachment 7, and Attachment 8 for Chronic Homeless.



Annual Income INCLUDES:	
(1)	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services
(2)	The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts
(3)	Payments in lieu of earnings, such as unemployment, disability compensation, worker's compensation and severance pay
(4)	Welfare assistance, Welfare or other payments to families or individuals, based on need, that are made under program funded, separately or jointly, by Federal, State or local governments (e.g. Social Security, TANF,)
(5)	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling
(6)	Net income from the operation of a business or profession
(7)	Interest, dividends, and other net income of any kind from real and personal property
(8)	All regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay.

Annual Income EXCLUDES:	
(1)	Income from employment of children (including foster children) under the age of 18 years
(2)	Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone)
(3)	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property
(4)	Amounts received by the family, that are specifically for, or in reimbursement of, medical expenses for any family member
(5)	Income of a live-in aide as defined in Sec. 813.102
(6)	The full amount of student assistance paid directly to the student or to the educational institution
(7)	Amounts received under training programs funded by HUD
(8)	Amounts received by a disabled person that are disregarded for a limited time for purposes of SSI income eligibility and benefits because they are set aside for use under a Plan for Achieving Self-Support (PASS); or
(9)	Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program
(10)	A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time
(11)	Compensation from state or local employment training programs and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance
(12)	Temporary, non-recurring or sporadic income (including gifts)
(13)	For all initial determinations and re-examinations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era
(14)	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse) or elderly member of the household or persons with a disability
(15)	Adoption assistance payments in excess of \$480 per adopted child



(15)	Deferred periodic payments of SSI income and social security benefits
(17)	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
(18)	Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
(19)	<p>Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that included assistance under the U.S. Housing Act of 1937:</p> <p>(a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C.2017(b));</p> <p>(b) Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C.5014, 5058);</p> <p>(c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1625);</p> <p>(d) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);</p> <p>(e) Payments or allowances made under the Department of Health and Human Services' Low Income Home Energy Assistance Program (42 U.S.C. 8624</p> <p>(f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b));</p> <p>(g) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Public Law 94-540, 90 Statute 2503-2504);</p> <p>(h) The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117);</p> <p>(i) Scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs that are made available to cover the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C.1087(u));</p> <p>(j) Payments received from programs funded under Title V of the Older Americans Act of 1965 (U.S.C. 3056(f));</p> <p>(k) Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); and</p> <p>(l) Payments received under Maine Indian Claims Settlement Act of 1980 (Pub.L. 96-420, 94 Statute 1785);</p> <p>(m) Earned income tax credit refund payments received from the Internal Revenue Service on or after January 1, 1991. Payments may be received in a resident's regular pay or as a single sum payment;</p> <p>(n) Payments received as AmeriCorps Living Allowances (29 U.S.C. Sec. 557);</p> <p>(o) Payments received under WIC-Supplemental Food Program for Women, Infants, and Children;</p> <p>(p) Payments received under the National School Lunch Program (42 U.S.C. 175-176);</p> <p>(q) Payments received under the Child Nutrition Act (42 U.S.C. 1771-1778);</p> <p>(r) Payments received under the Child Care Block Grant Act of 1990.</p>

Assets INCLUDES:	
(1)	Stocks, bonds, Treasury bills, certificates of deposit, money market accounts
(2)	Individual retirement and Keogh accounts
(3)	Retirement and pension funds
(4)	Cash held in savings and checking accounts, safe deposit boxes, homes, etc.
(5)	Cash value of whole life insurance policies available to the individual before death
(6)	Equity in rental property and other capital investments
(7)	Personal property held as an investment
(8)	Lump sum receipts or one-time receipts
(9)	Mortgage or deed of trust held by an applicant
(10)	Assets disposed of for less than fair market value



Assets EXCLUDED	
(1)	Necessary personal property (clothing, furniture, cars, wedding ring, vehicles specially equipped for persons with
(2)	Interests in Indian trust land
(3)	Term life insurance policies
(4)	Equity in the cooperative unit in which the family lives
(5)	Assets that are part of an active business
(6)	Assets that are not effectively owned by the applicant or are held in an individual's name but:
(7)	The assets and any income they earn accrue to the benefit of someone else who is not a member of the household, and that
(8)	Assets that are not accessible to the applicant and provide no income to the applicant (Example: A battered spouse owns a
(9)	Assets disposed of for less than fair market value as a result of:

Income verifications are not required upon initial eligibility assessment for entry into the Rapid Rehousing (Literally/Chronically homeless). Recertification of Eligibility requires income certification at or below 30% AMI is required to continue in the Program after 12 months (for a maximum 24 months in a three year period). Attachment 12 – Staff Certification of Eligibility for RR should be completed. If required, Attachment 14 – Recertification of Eligibility (income below 30% AMI) should be completed.

Clients at Risk/Imminent Risk of Homelessness must have income below 30% AMI in addition to meeting housing status requirements to be deemed eligible for Homeless Prevention assistance. Recertification is required every three months for a maximum of 24 months during a three year period. Attachment 13 – Staff Certification of Eligibility for HP Services should be completed. If required, Attachment 14 – Recertification of Eligibility (income below 30% AMI) should be completed.

Income determinations should reflect a household's income at the time of application. Documentation dated within 30 days is acceptable; however, for public assistance benefits, a benefits statement received any time within the twelve months prior to the time of application which reflects current benefits received by a household is allowed. Third party source documentation is preferred. If self-certification must be used, attempts to obtain third party verification should be noted in the client file, such as a copy of the date-stamped original request that was sent to the third party, written notes or documentation indicating follow-up efforts, etc. Attachments 9 – Third Party Income Verification Request, Attachment 10 – Self Certification of Income/No Income, and Attachment 11 – Income Calculation Worksheet may be used to document income eligibility. For more guidance on making an income determination, refer to chapter 5 of the HUD Occupancy Handbook or use the HUD Income calculator.

Source documents for initial determination and any subsequent recertification should be maintained in the client file. HMS should be updated to reflect approvals and recertification, as well as any assistance issued. Attachment 15 should be used to document client ineligibility for either Homeless Prevention or Rapid Rehousing Services. When services are no longer required, Attachment 16 – Discontinuation/Discharge of Services should be completed for the client file, and HMS should be updated accordingly.



### **Targeting and Providing Essential Services Related to Street Outreach**

ESG funds may be used to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. While the goal of street outreach assistance is to connect the unsheltered homeless with shelter and support services, those who are unwilling or unable to access emergency shelter, housing, or another appropriate facility may still be provided assistance to address their immediate needs (such as medical care, food, clothing, etc.) Eligible costs include engagement, case management, emergency health services, emergency mental health services, transportation and services for special populations. Alternatives to entering emergency shelter or unsheltered living may be pursued under Diversion strategies, such as providing a bus pass to stay with family members.

### **Admission, Diversion, Referral, and Discharge by Emergency Shelters**

"Emergency shelter" means any facility whose primary purpose is to provide a temporary shelter for the homeless meeting HUD's definitions of "literally homeless" or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Emergency Shelters provide services to meet the immediate safety and survival needs of the individual or family served, which may include shelter, food, clothing and other support services.

**Admission** – Individuals and families in need of emergency shelter may report directly to the facility or they may be referred by Street Outreach. It is encouraged that shelters notify the lead agency if they have an opening in the shelter to determine if there is someone on the by name list or through Street Outreach or Coordinated Entry who can be referred to fill the opening. Each shelter has a target population to be served and written guidelines for admission, assessment, re-evaluation, termination, and discharge procedures designed to ensure the safety and well-being of residents. In accordance with 24 CFR 576, emergency shelters must meet habitability standards, ensure safety and sanitation, have policies and procedures in place to ensure households with children under the age of 18 are not denied admission based on the age of children under 18, and that there are written policies pertaining to termination of assistance.

**Diversion** – Screening for diversion opportunities should occur as part of an individual or client's needs assessment. ESG funding may be used for bus passes, obtaining identification, etc.

**Referral** – As part of Shelter admission, case management will complete an assessment to identify supportive service needs and make referrals as appropriate based on the individual or family need and specific case plan.

**Discharge** – Each shelter has its own discharge and service discontinuation procedures policies.

**Duration of Stay** - Participants may reside in an emergency shelter for the length of time established by each provider's program policies and procedures.



Shelter stays should be limited to the shortest time possible to help participants obtain or regain permanent housing or transfer to another appropriate housing solution such as transitional housing or permanent supportive housing.

ESG funds may be used for transitional housing facilities only if its primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless, and it does not require occupants to sign leases or occupancy agreements.

### **Assessing, prioritizing, and reassessing needs for essential services related to emergency shelter**

As part of the shelter admission and intake process, a VI will be administered as part of the Coordinated Entry System in addition to the identification of essential services needed to promote housing readiness and stability. The assessment should include the identification of housing challenges, such as past evictions, credit issues, etc. The VI score will be reported to the lead agency to be added to the By Name list and the client will be entered into HMIS. The VI score along with input from the referring agency will be used as a tool to determine the appropriate pathway for the client – transitional housing, permanent supportive housing, or rapid rehousing.

### **Required coordination among ESG or COC funded providers**

Recipients of ESG or COC funds must participate in the Coordinated Entry system and utilize the Homeless Management Information System to coordinate services, share information, maximize resources, and avoid duplication of services and effort. In addition, through developing a plan towards housing stability, recipients of these funds must also coordinate services with other providers in accordance with §578.400 (b), including emergency shelter, supportive housing, Veteran housing and assistance, educational providers, homeless grant recipients, healthcare, mental health and substance abuse providers, youth and runaway providers, transition from homelessness, emergency shelter, food pantries, clothing closet, career services, and victim services programs. Clients should be evaluated for any benefits they may be eligible for upon intake, such as Veterans, Disability, food stamps, TANF, etc. Please refer to the HMIS and Coordinated Entry Policy Guides.

### **Determining and prioritizing homelessness prevention and rapid re-housing assistance**

Use of the Coordinated Entry process for rapid rehousing, transitional housing, and permanent supportive housing is intended to ensure that clients who are the most vulnerable and have the longest instances of homelessness receive priority access to limited resources.

Upon entry into the system through one of the access points (2-1-1, street outreach, or an emergency shelter), clients will receive a VI and the score will be referred to the lead agency responsible for management of the by-name list. For more information about Coordinated Entry, please refer to the Coordinated Entry Policy Guide.



**Permanent Supportive, Transitional, and Project-Based Housing**

Permanent housing means community-based housing without a designated length of stay. Permanent supportive housing means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. If a permanent supportive housing, transitional housing program, or project-based program has an opening, that opportunity should be offered to the household with the highest VI score for that type of housing program. Prioritization factors include:

- Severity of service need (VI-SPDAT score)
- Verified chronic homeless status
- Length of time homeless
- Housing Assessment Date (oldest assessment date prioritized first)

If two individuals both scored 18 and are identified as chronically homeless in need of permanent supportive housing, the longest cumulative length of time homeless shall be prioritized for the program. If both individuals were experiencing homelessness for the same amount of time, then the unit should be prioritized by the individual with the oldest assessment date.

**Tenant-based Rapid Rehousing Rental Assistance (RRH)**

Clients in need of rapid rehousing assistance in tenant-based units shall be prioritized by:

- Severity of service need (VI-SPDAT score)
- Households with children
- Fleeing violence
- Households with persons over the age of 65 or any member having a disability
- Length of Time Homeless
- Shelter stay in the past three months
- Four (4) or more moves in the past year
- Head of household is under the age of 22
- Returning from jail/prison, in-patient substance abuse or mental health facility

If a one bedroom, tenant-based unit becomes available, the individual on the list with the highest VI and longest time homeless and who can reasonably achieve stability within the rapid rehousing program timeframe and guidelines (24 months, rent reasonableness, occupancy requirements, etc.) shall be prioritized for the opportunity.

In all cases, if the client is unable to be located within 24 hours or declines the opportunity, the next in line for that program shall be pursued.

**Homeless Prevention Rental Assistance (HP)**

Clients may access homelessness prevention assistance directly through any agency administering prevention funds; a VI and Coordinated Entry are not necessary to access these resources. If the current rent is not affordable for the household, homeless prevention funds can be used to search for more stable housing (including application fees, moving expenses, etc.).





CES Band	Family VI-SPDAT Score	Singles VI-SPDAT Score	Youth VI-SPDAT Score	Housing Resource
High	9-22	8-17	8-17	Permanent Supportive Housing
				Transitional Housing
Medium	4-8	4-7	4-7	Rapid Re-Housing (for households that not part of a TII or PSH target population)

**Percentage or amount of homelessness prevention or rapid re-housing program participant costs share for rent and utilities assistance**

Program staff should make a recommendation based upon the client’s unique situation as to the amount and duration of assistance needed to stabilize the housing situation. This should be documented in the client’s file with assistance approval. All rapid rehousing and homeless prevention programs should adhere to the “just enough assistance” or “light touch” principles to ensure housing stability. In some situations, clients may need 100% of rent for a short period of time to avoid homelessness or to obtain housing. The VI score may be an indicator of the need for this type of plan. In other situations, a housing plan may involve incremental increases to cost share over a longer period of time. Utility assistance may only be provided when the account is in the name of a household member. Utilities may include gas, electric, water, and sewage. No program participant may receive financial assistance under 24 CFR 576.105(a) of the same type of assistance received through other public sources, including replacement housing payments under the Uniform Relocation Act (URA).

**Duration of rental assistance, and type, amount, and duration of housing stabilization and/or relocation services**

HUD Guidance makes it clear that ESG is not intended to be simply an eviction prevention program; it is intended to be a part of a system-wide approach. The ESG Interim Rule requires that every ESG program participant must be connected to mainstream and other resources as needed, as stated in § 576.401(d) ESG program participants must receive housing stability case management, including meeting with a case manager and developing a plan to assist the program participant to retain permanent housing after the ESG assistance ends, as stated in § 576.401(e). ESG funded programs must coordinate with different providers services in the community to the maximum extent practicable, as stated in § 576.400(e)(3)(v).

Homeless Prevention Assistance has an initial eligibility determination period of three months and must be re-evaluated every three months. After the initial determination period for Rapid Rehousing of 12 months, a reevaluation for an additional twelve months is required. A housing stability plan should be completed by providers addressing how the program participant will sustain housing after assistance ends, taking into account factors such as the current or expected income and expenses, other public or private assistance for which the program participant will be likely be eligible, and housing costs. For example, as income increases, rent share may



increase. Similarly, if a case plan involves a job training program and the client will not earn an income for a period of time, the requested assistance may be anticipated at 100% for the duration of the training program.

Documentation of the initial recommendation and any continuing financial assistance should be maintained in the client file. Attachment 17 – Homeless Prevention Financial Assistance Request Form and Attachment 16 – Rapid Rehousing Financial Assistance Request Form may be used to document recommendations for assistance.

**HOMELESSNESS PREVENTION ASSISTANCE MINIMUM STANDARDS**

*Eligibility based upon housing status and income*

- Monthly household income at or below 30% AMI.
- Initial certification period is three months
- Recertification, including certification income remains at or below 30%, is required every three months
- Must meet with case manager/staff at least once per month while receiving assistance.

**TYPES OF ASSISTANCE**

- **Rental Assistance**
  - Short term rental assistance (up to 3 months)
  - Medium-term rental assistance (4 to 12 months)
  - Rental arrears (one time, to cover up to 6 months of arrears, including late fees)
- **Housing Relocation and Stabilization Services**
  - Financial assistance
  - Rental application fees
  - Security and Utility Deposits ( up to equivalent of 2 months' rent)
  - Utility Payments (up to 12 months, including up to 6 months of arrears)
  - Last Month's Rent
  - Moving Costs fees (accrued after the date the program participant began receiving services and before the program participant moves into permanent housing). Arrears not allowable.
    - Services
    - Housing Search and Placement
    - Housing Stability Case Management
    - Landlord-Tenant Mediation
    - Tenant Legal Services
    - Credit Repair (excludes the payment or modification of a debt)

Program participants may receive utility – only assistance, but HUD expects this to be rare. If an individual or household will have to leave the housing due to a lack of utilities, can avoid literal homelessness by having utilities paid, and meets other ESG eligibility requirements explained below, then utility-only assistance may be allowable.



**RAPID REHOUSING ASSISTANCE MINIMUM STANDARDS**  
*Eligibility based upon Housing status as "literally homeless"*

- Initial eligibility is based upon housing status of "literally homeless".
- Initial certification of eligibility period is 12 months, after which re-certification is required.
- Recertification period is 12 months.
- Income certification at or below 30% is required as part of recertification eligibility determination.
- Participants must meet with a Case Manager/staff at least once per month
- Households may be evaluated for ability to adjust cost-share more frequently than certification/recertification requires if a change in circumstances occurs.
- Client may remain active in program for up to six months after financial (rent/utility) assistance ends to receive case management services to ensure stability.

**TYPES OF ASSISTANCE**

- **Rental Assistance**
  - Short-term rental assistance (up to 3 months)
  - Medium-term rental assistance (4 to 12 months)
  - Rental arrears (one time, to cover up to 6 months of arrears, including late fees)
- **Housing Relocation and Stabilization Services**
  - Financial assistance
  - Rental application fees
  - Security and Utility Deposits ( up to equivalent of 2 months' rent)
  - Utility Payments (up to 12 months, including up to 6 months of arrears)
  - Last Month's Rent
  - Moving Costs fees (accrued after the date the program participant began receiving services and before the program participant moves into permanent housing). Arrears not allowable.
    - Services
    - Housing Search and Placement
    - Housing Stability Case Management
    - Landlord-Tenant Mediation
    - Tenant Legal Services
    - Credit Repair (excludes the payment or modification of a debt)

For homeless prevention and rapid rehousing, ESG funds may not be used to pay any late payment penalties incurred by program providers. Temporary storage fees up to three months for fees accrued after the date the program participant began receiving services are allowable for homeless prevention and rapid rehousing. Effective date must be before the program participant moves into permanent housing in order to be eligible. Arrears for storage fees or moving expenses are not allowable.

Individual/Household assistance received through ESG should not exceed 24 months within a three year period across program components. Exceptions may be made for participants waiting for permanent supportive housing, but approval must be granted by the lead agency.



### Landlord Incentives

To aid in the placement of high-risk tenants, such as those with prior evictions, credit issues, etc. and to mitigate the risks incurred by landlords and property owners, incentives in the form of increased security deposits, paying damages and cleaning for expenses that exceed security deposit, and signing bonuses are allowed. Prior approval from the Lead Agency is required before offering a signing bonus, but no prior approval is required to offer increased security deposit or to pay damages beyond what can be covered through security deposit. The combination of all incentives may not exceed two months' rent.

### Leases

Leases must be between the program participant and the landlord/property owner. For tenant-based rental assistance, twelve month leases are encouraged, but not required. If a lease is issued for less than 12 months, such as a short-term or month-to-month agreement, lease should at least be for the duration of assistance approved and include a requirement that the landlord/property owner provide a minimum of 30 days' notice to the tenant if they wish to vacate the lease early. Leases should clearly state the amount required for security deposits and application fees, monthly rent, late fees, pet fees and deposits, any utilities or services included in the monthly rent, maintenance contact, renewal terms, modification process, and notice required by tenant for vacating unit. For project-based assistance and COC funds for community-based permanent housing, the initial term of lease must be a minimum of one year, renewable for a minimum of one month, and terminable only for cause.

### Lead paint

Units assisted with ESG rapid rehousing or homeless prevention funds must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and applicable 24 CFR 35 regulations. A lead-based paint visual assessment must be completed for units meeting these three conditions:

- The household living in the unit is being assisted with ESG financial assistance (rent or assistance, utilities assistance, utility/security deposits, or arrears).
- The unit was constructed prior to 1978.
- A child under the age of six is or will be living in the unit.

Attachment 19 – Lead-Based Paint Applicability and Assessment may be used to document applicability and/or assessment within the client file. Because no children live in SRO housing, the Housing Quality Standards applicable to lead based paint do not apply.

### Habitability Standards

Units and emergency shelters assisted with ESG funds must meet minimum standards for safety, space, food preparation, sanitation, and privacy as outlined in 24 CFR 576.403 as determined by the completion of an inspection.



Inspections may be conducted by:

- Program staff
- Staff from or hired by recipient/subrecipient (such as city department designated to conduct inspections, contractor hired for that task, etc.)
- Subsidy program staff who also provides assistance and requires an inspection (e.g., Section 8, Public Housing).

ESG funds may be used to pay for rent, rental arrears, lot rent, and utilities (if not included in lot rent) for a mobile home (also applies to modular home, manufactured home, motor home, trailer, recreational vehicle, etc.) Funds cannot be used to purchase or make loan payments on a mobile home.

Attachment 20 – Habitability Standards Checklist should be used to complete the inspection and results should be documented in the client file. Because no children live in SRO housing, the Habitability Standards concerning lead-based paint do not apply.

### Fair Market Rent – Rent Reasonableness

In accordance with 24 CFR 576.106(d), rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507. Fair Market Rent for the area is determined by HUD annually and can be found at: <https://www.huduser.gov/portal/datasets/fmr.htm>.

Rent reasonableness is determined by considering the gross rent of the unit and the location, quality, size, type, age of the unit, and any amenities, maintenance, and utilities to be provided by the owner in comparison with two similar unassisted units in the area. The calculation should consider gross monthly rent plus the utility allowance provided by the local housing authority, unless the lease terms include utilities. Gross rent also does not include pet fees or late fees that the program participant may incur for failing to pay the rent by the due date established in the lease. To calculate the gross rent of a unit:

$$\begin{array}{l} \text{Total contract rent amount of the unit} \\ + \\ \text{Any fees required for occupancy under the lease (excluding late fees and pet fees)} \\ + \\ \text{Monthly utility allowance* (excluding telephone) established by local PHA} \\ = \\ \text{Gross Rent Amount} \end{array}$$

The monthly utility allowance is added only for those utilities that the tenant pays for separately from the monthly lease price. Utility costs may include gas, electric, water, sewer, and trash. The utility allowance does not include telephone, cable or satellite television service, and internet service.



If all utilities are included in the rent, there is no utility allowance. For example, if case manager is has identified a 2-bedroom unit at a rent of \$1,200 per month, not including utilities. The PHA established monthly utility allowance as \$150. Therefore, the gross rent is \$1,350. A check of three similar units reasonable rent is \$1,400 for that area; however, the FMR is \$1,300. ESG cannot be used because the gross rent exceeds the FMR.

The appropriate FMR to use when renting a lot space only is the FMR for a manufactured home space rental, which is 40 percent of the FMR for a two-bedroom unit for the metropolitan area or non-metropolitan county, as applicable. When renting a lot space and mobile home, the standard FMR by bedroom applies. With regard to rent reasonableness, consider the location and size of the space and mobile home, and any services and maintenance to be provided by the owner in accordance with the lease (without a fee in addition to the rent). The rent for the space and mobile home must not be more than rent charged by the owner for unassisted rental of comparable spaces and mobile homes in the same mobile home park or elsewhere. The owner must provide information as requested on rents charged by the owner for other lot spaces (see 24 CFR 982.622(b)). CoC TBRA funds used for modular or manufactured homes must meet HQS requirements. According to the Housing Choice Voucher Inspection Form, 6.7 Manufactured Homes: Tie Downs, "manufactured homes must be placed on a site in a stable manner and be free from hazards such as sliding and wind damage. Manufactured homes must be securely anchored by a tie down device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding....."

Rent reasonableness and FMR requirements do not apply when a program participant receives only housing stabilization and relocation services, as defined in 24 CFR § 576.105 (rental application fees, security deposits, an initial payment of last month's rent, utility payments/ deposits, and/ or moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, legal services, and credit repair). Attachment 21- Fair market rent and rent reasonableness may be used to document compliance within the client's file.

### **Occupancy**

To the greatest extent possible, it is encouraged that not more than two persons occupy a bedroom. Persons of different generations (i.e., grandparents, parents, children), persons of the opposite sex (other than spouses/couples), live-in care attendant, and unrelated adults are not required to share a bedroom. Individual physical or mental problems (i.e., chronic illness) sometimes require separate bedrooms for household members who would otherwise be required to share a bedroom or an extra bedroom to store medical equipment. In most instances, a bedroom is not provided for a family member who will be absent most of the time, such as a member who is away in the military. No more than one person may occupy a Single Resident Occupancy (SRO) unit. Children of the same sex (regardless of age) and couples co-habiting (whether legally married) must share the same bedroom for purpose of assigning the minimum number of bedrooms. Size of bedrooms at the property may be considered in units with uncommonly large or small bedrooms. For example, a family of five may be able to fit into a two-bedroom apartment if the rooms are large enough.



### Termination of rental or housing assistance

Terminations should only occur in the most severe circumstances, which include, but are not limited to: consistent failure to make rental payments or adhere to a repayment schedule, consistent violation of the lease, or destruction of property. Projects may terminate services or request individuals leave emergency shelter or shared housing facilities when necessary to ensure safety of others, such as displaying threatening and/or violent behavior toward themselves, staff or other residents of the programs. Termination from a project should not prohibit the household from being readmitted into the program at a future date. The termination process should include:

- Providing the participant with a written copy of the rules and the termination process before the participant begins to receive assistance
- Written notice to the program participant containing a clear statement of the reasons for termination (e.g. lease obligations, tenant payments, property damage)
- The program participant must be given the opportunity to present written or oral objections/ appeal before a person other than the person (or a subordinate of that person) who made or approved the termination decision
- Prompt written notice of the final decision to the program participant.

Clients may make requests for a review/appeal by contacting:

Marion County Community Services  
2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
(352) 671 – 8771  
[communityservices@marioncountyfl.org](mailto:communityservices@marioncountyfl.org)

The complaint will be routed to the COC manager or manager responsible for County ESG funds, depending on the funding source to which the client applied. In instances in which the program is funded by both the COC and County ESG, the complaint will be reviewed by the COC Manager and County ESG Manager jointly.

### Non-discrimination

Discrimination based on race, color, national origin, religion, sex, family status, or disability is against the law. All recipients and sub-recipients of CoC Program and ESG Program funding must comply with the with the nondiscrimination and equal opportunity provisions of Federal civil rights laws as specified at 24 C.F.R.5.105(a), including, but not limited to the following:

- Fair Housing Act
- Section 504 of the Rehabilitation Act
- Title VI of the Civil Rights Act
- Title II of the Americans with Disabilities Act
- HUD's Equal Access Rule



**Housing First**

HUD encourages a “housing first” approach to quickly and successfully 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.

Key elements of the “housing first” model are:

- Few to no programmatic prerequisites to permanent housing entry and low-barrier admission policies
- Rapid and streamlined entry into housing
- Supportive services are voluntary
- Tenants have full rights, responsibilities, and legal protections
- Practices and policies to prevent lease violations and evictions

HUD reports this approach is most effective for people experiencing chronic homelessness, but this approach is encouraged to be used to the greatest extent possible for clients entering the system.

-----

-----





ESG – CV – CARES ACT WAIVER ADDENDUM

Due to the worldwide pandemic, COVID-19, HUD approved waivers for certain ESG requirements. The authority for these regulatory waivers is provided under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116- 136. To best serve those in need and protect the staff who provide direct services, the following addendum is issued to the written standards for the specified timeframe, or unless otherwise noted or extended.

Street Outreach – services provided through street outreach will be conducted as socially-distant as possible, including maintaining six feet distance between staff and clients, avoiding transporting clients in staff vehicles, and using personal protective equipment.

Emergency Shelter – Shelters are operating at reduced capacity to create a socially-distant environment. PPE will be used and increased sanitation will occur, along with temperature checks of residents. Funding has been made available through the County ESG allocation for motel vouchers and non-congregate shelter as needed.

**Rapid Rehousing and Homeless Prevention:**

Eligibility – Literally Homeless: the number of days spent in an institution when the individual resided in a place not meant for human habitation immediately before entering that institution is increased to 120 days or less through March 31, 2021.

Eligibility – Chronically Homeless: Requirement that intake staff of chronically homeless record observation of disability no later than 45 days from the application for assistance is waived until public health officials determine no additional special measures are necessary to prevent the spread of COVID-19.

Income Certifications - Through March 31, 2021, self-certifications of income are permitted for the amount of income the household is expected to receive over the three month initial or recertification period, even if source documents are obtainable.

Requirement that case managers must meet on a monthly basis with program participants receiving homelessness prevention or rapid re-housing assistance is waived through March 31, 2021. However, recipients must continue to make housing stability case management and other appropriate services available and accessible. Utilizing technology, such as conducting check-ins virtually, to remain connected with clients is allowable and encouraged.

Through March 31, 2021, Habitability standards will be delayed up to three months after client move-in or conducted virtually in instances when there is no reasonable knowledge to suggest the unit may be noncompliant, and occupancy standards will be waived. Units must be physically inspected within 3 months after the health officials determine special measures to prevent the spread of COVID-19 are no longer necessary.



**Lease Requirements:** The one-year lease requirement for permanent supportive housing or units assisted with COC funds is waived through March 31, 2020, so long as the initial term of all leases is at least one month.

**Fair Market Rent/Rent Reasonableness:** The FMR restriction is waived for any individual or family receiving Rapid Re-housing or Homelessness Prevention assistance who executes a lease for a unit through March 31, 2021. The ESG recipient or sub recipient must still ensure that the units in which ESG assistance is provided to these individuals and families meet the rent reasonableness standard.

**Recertification:** The required frequency of re-evaluations for homelessness prevention assistance is waived through June 2022, so long as re-evaluations occur at least once every 6 months.

Program participants reaching the 24-month maximum during the period beginning January 21, 2020 and ending February 28, 2021 will be eligible for an additional 6 months of assistance for Housing Relocation and Stabilization Services costs and rental assistance, if recommended by the case worker or service provider and approved by the Lead Agency.

Hotel/Motel cleaning expenses for rooms used by ESG program participants is allowable. Repairs for damage caused by program participants above normal wear and tear of the room is also allowable.

Landlord incentives for ESG Rapid Re-Housing and Homelessness Prevention programs are allowable to aid in obtaining housing for eligible households as long as the combination of such incentives do not exceed three times the rent charged for the unit (all incentives combined).

Incentives include:

- Signing bonuses
- Security deposits
- Cost to repair damages incurred by program participant not covered by security deposit or incurred while program participant is staying in the unit; and
- Costs of extra cleaning or maintenance of a program participant's unit or appliances.



**Document Control:**

Revision Number	By	Section(s)	Purpose(s)	Notes
1	Lisa Rice	Habitability	Adding Clarification and Guidance that mobile homes and RV's are allowable for assistance under ESG.	HUD ESG AAQ # 158287
		Fair Market Rent	Adding RV language	<a href="#">HUD COVID Fact Sheet dated 11-18-20</a>
		Rent Reasonableness	Adding RV language	<a href="#">Chapter 64C-15, Florida Administrative Code</a>
		Duration of rental assistance, and type, amount, and duration	Removed table and replaced with narrative similar to homeless prevention section for consistency purposes	
		Duration of rental assistance, and type, amount, and duration	Utility-only assistance	<a href="#">HUD AAQ 1371</a>
		Attachment 6	Added row for housing status "living in place not meant for human habitation" and documentation standards. This was contained within the standards, but missing from the attachment	<a href="#">McKinney-Vento Definition</a>
		Attachment 20	Added standards for recreational vehicles and mobile homes	HUD ESG AAQ # 158287
		Attachment 26	Added to provide a standard sample form for obtaining third-party verification of "at-risk" of losing housing within specified number of days	Corrected attachment number on at risk table on page 6 from 3 to 26



### ESG SELF-DECLARATION OF HOUSING STATUS

ESG Applicant Name: \_\_\_\_\_

- Household without dependent children (complete one form for each adult in the household)
  - Household with dependent children (complete one form for household)
- Number of persons in the household: \_\_\_\_\_

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

**Check only one:**

- I (and my children) am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport or camp ground)
- I (and my children) am/are the victim(s) of domestic violence and am/are fleeing from abuse.
- I (and my children) am/are being evicted from the housing we are presently staying in and must leave this housing within the next \_\_\_\_\_ days.

I certify that the information above and any other information I have provided in applying for ESG assistance is true, accurate and complete.

ESG Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESG Staff Certification**

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for ESG assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

*Documentation of attempt made for third-party verification:*

ESG Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing and Urban Development**

OMB Approval No. 2577-0236  
Exp. 06/30/2017

**Purpose of Form:** The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of "domestic violence," "dating violence," "sexual assault," or "stalking" in HUD's regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

Form HUD-5382  
(12/2016)

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_
2. Name of victim: \_\_\_\_\_
3. Your name (if different from victim's): \_\_\_\_\_
4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_
5. Residence of victim: \_\_\_\_\_
6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_  
\_\_\_\_\_
7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_
8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_  
\_\_\_\_\_
9. Location of incident(s): \_\_\_\_\_  
In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

Form HUD-5382  
(12/2016)







What else would you like to share about your history? For example, *"I cannot remember the name of the place where I was living during the fall of 2012 but I believe that it was a homeless emergency shelter. I have problems with my memory from that time due to an illness."*

---

---

---

I certify that the above information is correct.

ESG Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**ESG Staff Certification**

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for ESG assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

*Documentation of attempts made for third-party verification:*

---

---

---

ESG Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION OF  
DISABILITY**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0204  
(Exp. 09/30/2017)

ALL PROGRAMS EXCEPT  
SECTION 202/8, SECTION 202 PAC,  
SECTION 202 PRAC, AND  
SECTION 811 PRAC

**Appendix 6-B: SAMPLE VERIFICATION OF DISABILITY WHEN ELIGIBILITY FOR ADMISSION OR  
QUALIFICATION FOR CERTAIN INCOME DEDUCTIONS IS BASED ON DISABILITY**

**FOR USE WITH ALL PROGRAMS EXCEPT SECTION 202/8, SECTION 202 PAC,  
SECTION 202 PRAC, AND SECTION 811 PRAC**

DATE:

TO:

FROM:

**RETURN THIS VERIFICATION TO THE PERSON LISTED ABOVE** (or other instructions to the third party to ensure that the verification is returned to the right person. This is important because owners have a responsibility to treat this information confidentially.)

SUBJECT: Verification of Disability

NAME\_

ADDRESS\_

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to ensure timely processing of the application for assistance. Enclosed is a self-addressed, stamped envelope for this purpose. The applicant/tenant has consented to this release of information as shown above.

=====

**INFORMATION BEING REQUESTED**

For each numbered item below, mark an "X" in the applicable box that accurately describes the person listed above.

- |    |       |    |   |
|----|-------|----|---|
| 1. | Y-F-S | NO | Has a disability, as defined in 42 U.S.C. 423, which means;   |
|    |       |    | a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months; or |

**SAMPLE VERIFICATION OF DISABILITY**

**U.S. Department of Housing and Urban Development**  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2507-0704  
(Exp. 09/30/2017)

ALL PROGRAMS EXCEPT SECTION 202/8, SECTION 202 PAC, SECTION 202 PRAC, AND SECTION 811 PRAC.

- b. In the case of an individual who has attained the age of 55 and is blind, inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.

For the purposes of this definition, the term blindness, as defined in section 416(i)(1) of this title, means central vision acuity of 20/200 or less in the better eye with use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for the purposes of this paragraph as having a central visual acuity of 20/200 or less.

2.  YES  NO

Has a physical, mental, or emotional impairment that:

- a. Is expected to be of long-continued and indefinite duration;
- b. Substantially impedes his or her ability to live independently; and
- c. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions.

3.  YES  NO

Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act 42 U.S.C. 6001(8)), i.e., a person with a severe chronic disability that:

- a. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- b. Is manifested before the person attains age 22;
- c. Is likely to continue indefinitely;
- d. Results in substantial functional limitation in three or more of the following areas of major life activity:
  - (1) Self-care,
  - (2) Receptive and expressive language,
  - (3) Learning,
  - (4) Mobility,
  - (5) Self-direction,
  - (6) Capacity for independent living, and
  - (7) Economic self-sufficiency; and
- e. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

**SAMPLE VERIFICATION OF  
DISABILITY**

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

OHS Approval No. 2502-0204  
(Exp. 09/30/2017)

ALL PROGRAMS EXCEPT  
SECTION 202/S, SECTION 202 FAC,  
SECTION 202 PRAC, AND  
SECTION 811 PRAC.

4.  YES  NO Is the above a person whose disability is based solely on any drug or alcohol dependence (the person has no other disability which meets the above definition).

NAME AND TITLE OF PERSON  
SUPPLYING THE INFORMATION

FIRM/ORGANIZATION

SIGNATURE

DATE

**Public reporting burden** for this collection is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Owners/management agents must obtain third party verification that a disabled individual meets the definition for persons with disabilities for the program governing the housing where the individual is applying to live. The definitions for persons with disabilities for programs covered under the United States Housing Act of 1917 are in 24 CFR 409 and for the Section 202 and Section 811 Supportive Housing for the Elderly and Persons with Disabilities in 24 CFR 891.505 and 891.506. No assurance of confidentiality is provided.

The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1981 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543).

**SAMPLE VERIFICATION OF  
DISABILITY**

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No 2502-3204  
(Exp. 03/30/2017)

ALL PROGRAMS EXCEPT  
SECTION 202/8, SECTION 202 FAC,  
SECTION 202 PRAC, AND  
SECTION 811 PRAC.

=====

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note to Applicant/Tenant:** You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

=====

**PENALTIES FOR MISUSING THIS CONSENT:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 USC 408 (a), (6), (7) and (8).



VERIFICATION OF HOUSING STATUS

Name of Applicant: \_\_\_\_\_ HMIS Client ID# \_\_\_\_\_

LITERALLY HOMELESS Housing Status	Documentation Needed
<p><b>Sleeping in a place not meant for human habitation,</b> such as cars, parks, abandoned buildings, street/sidewalks, etc.</p>	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; or</li> <li>• Written referral by another housing or service provider (on agency letterhead, signed and dated); or</li> <li>• Self-Certification (Attachment 1) by the individual or head of household seeking assistance</li> </ul>
<p><b>Staying at an emergency shelter</b> (includes congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or federal, state, or local programs)</p>	<ul style="list-style-type: none"> <li>• HMIS record of shelter stay; or</li> <li>• Written Certification from shelter provider or shelter operator that the applicant has been residing at the emergency shelter (on agency letterhead, signed and dated); or</li> <li>• Self-Certification (Attachment 1) by the individual or head of household seeking assistance</li> </ul>
<p><b>Exiting an Institution or hospital</b> where (s)he has resided for 90 days or less <b>and</b> immediately before entering that institution was residing in an emergency shelter or place not meant for human habitation.</p>	<ul style="list-style-type: none"> <li>• HMIS record of shelter stay; or</li> <li>• Written Certification from shelter provider or shelter operator that the applicant has been residing at the emergency shelter (on agency letterhead, signed and dated); or</li> <li>• Self-Certification (Attachment 1) by the individual or head of household seeking assistance</li> </ul>
<p>Individual or Family is fleeing or is attempting to flee <b>domestic violence and</b> has no other residence <b>and</b> lacks the resources or support networks to obtain other permanent housing</p>	<ul style="list-style-type: none"> <li>• Statement/Self-Certification by individual or caseworker (Attachment 2) that they are fleeing, have no subsequent residence, and they lack resources (through self certification or other documentation). If non-victim service provider, verification (such as police report, should be obtained – so long as safety of individual or family is not jeopardized.</li> </ul>
<p><b>Unaccompanied youth under 25 years of age or families with children and youth who do not otherwise qualify as homeless under this definition but</b></p> <ul style="list-style-type: none"> <li>➤ Are defined as homeless under the other listed federal statutes;</li> <li>➤ Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to application;</li> <li>➤ Have experienced persistent instability as measured by two moves or more during in the preceding 60 days <b>and</b> can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>	<ul style="list-style-type: none"> <li>• Certification by the nonprofit, state, or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute and</li> <li>• Certification of no PH in last 60 days; and</li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and</li> <li>• Documentation of special needs or 2 or more barriers</li> </ul>

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

VERIFICATION OF HOUSING STATUS

Name of Applicant: \_\_\_\_\_

HMIS Client ID# \_\_\_\_\_

Indicate which situation described below best describes the housing status of the Applicant and attach any needed documentation

<b>AT RISK/IMMINENT RISK OF HOMELESSNESS – Housing Status and Documentation Needed</b> Requires the below IN ADDITION TO Housing Status Verification:	
<ul style="list-style-type: none"> <li>- Certification no subsequent/alternative residence has been identified</li> <li>- Certification the individual or family lacks the resources or support networks needed to prevent them from moving to an emergency shelter or place not meant for human habitation (HUD literally homeless)</li> <li>- Has annual income below 50% of median family income</li> </ul>	<ul style="list-style-type: none"> <li>• Eviction notice or court order notifying the individual or family that they must leave <u>AND</u> copy of lease in applicant's name; OR</li> <li>• Third Party Verification form (Attachment 3)</li> <li>• Utility shut off notice <u>AND</u> lease in applicant's name that <u>requires</u> maintenance of utilities to avoid eviction.</li> </ul>
Lives in a hotel or motel not paid by federal, state, or local charitable programs:	Letter hotel/motel manager, observation <u>and</u> evidence that they lack the financial resources to stay
Persistent Housing Instability Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance	Proof of moves: <ul style="list-style-type: none"> <li>• HMIS records</li> <li>• Written referral from housing service providers</li> <li>• Letter/documentation from tenant/owners</li> <li>• If unobtainable, written record of attempts to collect</li> </ul> Proof of economic reasons examples: <ul style="list-style-type: none"> <li>• Notice of termination from employment/application for unemployment</li> <li>• Health care bills indicating arrears</li> <li>• Utility bills indicating arrears</li> </ul>
Living with others because of economic hardship	<ul style="list-style-type: none"> <li>• Letter from tenant or owner</li> <li>• Eviction/notice tenant with whom doubled up</li> <li>• Intake observation – last resort</li> </ul> Proof of economic hardship examples: <ul style="list-style-type: none"> <li>• Notice of termination from employment/application for unemployment</li> <li>• Health care bills indicating arrears</li> <li>• Utility bills indicating arrears</li> </ul>
Occupancy issues Lives in an Single Room Occupancy (SRO) or efficiency unit in which more than 2 persons resides or lives in a larger housing unit in which more than one and a half persons per room resides	<ul style="list-style-type: none"> <li>• Copy of lease, Letter from tenant or owner, proof not on the lease</li> <li>• Eviction/notice tenant with whom doubled up</li> <li>• Intake observation – last resort</li> </ul>
Exiting a publicly-funded institution or system of care (stay shorter than 90 days and/or was not "literally homeless" before entering); OR	<ul style="list-style-type: none"> <li>• HMIS or discharge documentation of length of stay in facility with length of stay (hospitals, corrections facilities signed off by facility staff); or</li> <li>• Self-Certification (last resort)</li> </ul>
Lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan.	<ul style="list-style-type: none"> <li>• Ref the Con Plan</li> <li>• Third party documentation; or</li> <li>• Self-Certification – Attachment 1 (last resort)</li> </ul>
Other Reasons for Potential Loss of Housing <ul style="list-style-type: none"> <li>• Potential loss due to foreclosure on rental</li> <li>• Potential loss due to uninhabitable housing</li> <li>• Potential loss due to discharge from non-McKinney-Vento Transitional Housing</li> </ul>	Third party documentation (foreclosure notice, notification letter, HMIS records, etc.)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CHRONIC HOMELESSNESS CERTIFICATION

This document may be used to analyze whether or not an individual or family meets the definition of chronic homelessness. Documentation must be attached to verify status.

ESG Applicant Name: \_\_\_\_\_

- Household without dependent children (complete one form for each adult in household)  
 Household with dependent children (complete one form for each adult in household)  
 Number of persons in the household: \_\_\_\_\_

Applicant or head of household has the following disability based on the condition(s): (check all that apply)

- A diagnosable substance abuse disorder  
 A serious mental illness  
 A developmental disability  
 A chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

**AND**

- Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter

**AND**

Has been:

- Living as described above for at least 12 months **or**  
 Lived as described above on at least 4 separate occasions in the last 3 years, where the combined occasions equal at least 12 months and each break in homelessness lasted at least 7 nights **or**  
 Living in an institutional care facility for fewer than 90 days and met all of the criteria above (including 12 total months of literal homelessness) before entering that facility

*\*Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility.*

Time Period Beginning	Time Period End	Number of Days	Location of Stay	Documented?
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
<b>Total days</b>				Yes / No

Based on this summary, I certify that the client:  is chronically homeless  is not chronically homeless.

ESG Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### ESG VERIFICATION OF INCOME

Applicant Name: \_\_\_\_\_

**Instructions for Employer/Payment Source Representative:** This is to certify the income received by the above named individual for purposes of participating in the ESG program. This information will be used only to determine the eligibility status and level of benefit of the household. **Complete only the selected section below that includes an authorization to release information.**

**Please return this form to:**

Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Employment Income  I am not currently employed

**ESG Applicant Release: I hereby authorize the release of the following employment information.**

ESG Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer representative to complete this section:**

The person named above is employed by \_\_\_\_\_ since \_\_\_\_\_ He/she is paid \$ \_\_\_\_\_ on a \_\_\_\_\_ basis and is currently working an average of \_\_\_\_\_ hours per \_\_\_\_\_.

Additional compensation please specify (if any): \_\_\_\_\_  
Probability of continued employment: \_\_\_\_\_

Authorized Employer Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name, title: \_\_\_\_\_

Address and Phone: \_\_\_\_\_

Payments and/or Benefit Income (complete one form for each distinct source of income for person named above)

**CIRCLE ONE:** Social Security/SSI Pension/retirement TANF  
Public Assistance Unemployment Compensation Workers Compensation  
Alimony Payments Foster Care Payments Child Support Payments  
Armed Forces Income  
Other (pls. specify): \_\_\_\_\_

**ESG Applicant Release: I hereby authorize the release of the following payment and/or benefit information.**

ESG Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment source representative to complete this section:**

Payments or benefits in the amount of \$ \_\_\_\_\_ are paid on a \_\_\_\_\_ basis. The expected duration of the payments or benefits is \_\_\_\_\_.

Authorized Payment Source Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Address and Phone: \_\_\_\_\_

**Emergency Solutions Grant  
Self-Declaration of Zero or Unverifiable Income**

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All household members over the age of 18 must complete this form if they have no income OR their income has not yet been verified by intake worker. Check only one box and fill out information in that section.

I certify that I do not receive income from any sources at this time.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify, under penalty of perjury, that I currently receive the income from the following source(s):

Source: _____	Amount: _____	Frequency: _____
Source: _____	Amount: _____	Frequency: _____
Source: _____	Amount: _____	Frequency: _____

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intake Worker Certification:**

I understand that third-party verification is the preferred method of certifying an applicant's income for ESG Homeless Prevention and Rapid Re-Housing assistance. I understand self-declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt to obtain third-party verification:

Case Worker Name: \_\_\_\_\_

Date: \_\_\_\_\_

Case Worker Signature: \_\_\_\_\_

Emergency Solutions Grant Income Eligibility Calculation Worksheet					
<p>To be eligible for ESG, household must be below 30% of the Area Median Income (AMI) and other ESG eligibility requirements, as outlined in the form. Applicants may use this worksheet to determine whether their applicant household meets the ESG Income eligibility criteria. Areas of the worksheet should be kept in the ESG participant case file. For additional information on ESG eligibility requirements and documentation demands, see ACHD Form 02 and 516. (<a href="http://www.gps.gov/development/CEN-2011-10-24-96126v1/FR-2011-06-28-9611-065-503.html">http://www.gps.gov/development/CEN-2011-10-24-96126v1/FR-2011-06-28-9611-065-503.html</a>). This form was approved by the SD Housing Development Authority in 6/2019. Form is if 10-mailed HUD's website.</p>					
Household Member Number	Household Member Name	Age of Household Member			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
Total Household Members (Household size)		5			
100% of Area Median Income (AMI) for Household Size		5			
Household Member Number/Name	Source of Household Income	Gross Documented Current Income Amount	Frequency of Income	Number of Payments per Year	Annual Gross Income (gross income amount X # of payments per year)
	Adult Income (The following is/are payroll deductions of wages, salaries, overtime, commissions, fees, tips, bonuses, and other payments listed)	\$			\$
	Adult Income (The following is/are payroll deductions of wages, salaries, overtime, commissions, fees, tips, bonuses, and other compensation.)	\$			\$
	Adult Income (The following is/are payroll deductions of wages, salaries, overtime, commissions, fees, tips, bonuses, and other compensation.)	\$			\$
	Self-employment/business income	\$			\$
	Self-employment/business income	\$			\$
	Interest & Dividend Income (cannot be personal property)	\$			\$
	Interest & Dividend Income (cannot be personal property)	\$			\$
	Pension/Retirement Income	\$			\$
	Pension/Retirement Income	\$			\$
	Unemployment & Disability Income	\$			\$
	Unemployment & Disability Income	\$			\$
	TANF/State Aid/Grants	\$			\$
	TANF/State Aid/Grants	\$			\$
	Alimony, Child Support and Foster Care Income	\$			\$
	Alimony, Child Support and Foster Care Income	\$			\$
	Armed Forces Income	\$			\$
	Armed Forces Income	\$			\$
	Other (Specify)	\$			\$
	Other (Specify)	\$			\$
Total Annual Gross Income from All Sources					\$
30% of Area Median Income for Household Size					\$
Variance (If less than AMI, then household is income eligible)					\$
Is the household at or below 30% Area Median income?					YES-Income Eligible



### **STAFF AFFIDAVIT OF ELIGIBILITY - Rapid Rehousing**

**Instructions:** This Staff Affidavit serves as documentation that the household named below meets all eligibility criteria for ESG HP or RR assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of assistance. The completed Staff Affidavit remains valid until the client is re-certified or discharged from services. Staff Affidavits should be signed and dated and kept in the client case file.

Housing Situation Eligibility - Literally Homeless Status Documented in \_\_\_\_\_ File or \_\_\_\_\_ Attached

<b>Head of Household Name:</b>	<b>Age:</b>
<b>Names of Household Members:</b>	<b>Age:</b>

**Date of Determination:**

**Date Re-certification Required**

Initial eligibility period for Rapid Rehousing clients is 12 months. The initial determination does not require an income certification. After 12 months, a re-certification is required. Recertification requires income certification to be at or below 30% AMI. May not exceed 24 months of assistance during a three-year period.

Case Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STAFF AFFIDAVIT OF ELIGIBILITY – Homelessness Prevention

**Instructions:** This Staff Affidavit serves as documentation that the household named below meets all eligibility criteria for ESG HP or RR assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of assistance. The completed Staff Affidavit remains valid until the client is re-certified or discharged from services. Staff Affidavits should be signed and dated and kept in the client case file.

1. Housing Situation Eligibility – At-Risk/Imminent Risk Status Documented In \_\_\_\_\_ File or \_\_\_\_\_ Attached

<b>Head of Household Name:</b>	<b>Age:</b>
<b>Names of Household Members:</b>	<b>Age:</b>

2. Income Certification and Supporting Documents                      Attached or                      Documented In File

Total Household Size:	Total Annual Household Income:	Max Income Limit (30%AMI)

**Date of Determination:** \_\_\_\_\_ **Date Re-certification Required** \_\_\_\_\_

Initial eligibility period for Homelessness Prevention clients is three months. Re-certification is required every three months; verifying income to be at or below 30% AMI and individual or family lacks the resources to stabilize without assistance. May not exceed 24 months of assistance during a three-year period.

Case Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STAFF RECERTIFICATION OF ELIGIBILITY Homelessness Prevention or Rapid Rehousing

Instructions: This Staff Affidavit serves as documentation that the household named below meets all eligibility criteria for FSG HP or RR assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of assistance. The completed Staff Affidavit remains valid until the client is re-certified or discharged from services. Staff Affidavits should be signed and dated and kept in the client case file.

Program (check one): \_\_\_\_\_ Homelessness Prevention \_\_\_\_\_ Rapid Rehousing

Client Name:

HMIS#:

Date of Program Entry:

Date of Last Recertification:

1. Has there been any change in the number of individuals residing in this household: Yes No  
If Yes, please provide the following information:

Name	Relationship to Head of Household	Sex	Date of Birth	Race	Social Security Number

2. Update of the following is required:

\_\_\_\_\_ Income Verification (Certification and supporting documentation must be maintained in client file)

Total Household Size:	Total Annual Household Income:	Max Income Limit (30%AMI)

\_\_\_\_\_ Housing Stabilization Plan, if applicable

Individual/Household approved for continued assistance? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please provide reason: \_\_\_\_\_  
*Clients must be formally discharged from the program with documentation in client file and HMIS.*

If yes, Date of Determination:

Date Re-certification Required:

Case Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date:**

**Client:**

**HMIS:**

After careful review of your application for financial assistance and supporting documents, we regret to inform you that your application for assistance has been denied because you did not meet basic eligibility requirement(s), specifically:

- Your income exceeds the maximum income limit adjusted by family size.
- Missing documentation of household member information, income, or housing status
- Other: \_\_\_\_\_

If you disagree with this determination, you may make written or oral objections/ appeal of the termination decision. If you wish to do so, please contact:

Lisa Rice, COC Manager  
Joint Office on Homelessness  
2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
(352) 671 - 6771  
Lisa.rice@marionecountyfl.org

Sincerely: \_\_\_\_\_  
Signature Name and Title

DISCONTINUATION OF SERVICES

Date:

Client:

HMIS:

Program (check one): \_\_\_\_\_ Homelessness Prevention \_\_\_\_\_ Rapid Rehousing

This document serves to provide notice that services under the above indicated program will be discontinued for the following reason (s):

- Successful completion of program
- Failure to comply with program rules and regulations  
Describe: (lease abandonment, lease violation such as persons staying in unit but not added to the lease agreement, etc.  
\_\_\_\_\_  
\_\_\_\_\_

- Individual/Household voluntarily withdrawing from services
- Individual/Household relocated out of county
- Individual institutionalized (Jail /Inpatient substance abuse or mental health treatment beyond time the lease can be held
- Failure to comply with program rules and regulations
- Other (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Household notified by: \_\_\_\_\_ Phone Letter (circle) \_\_\_\_\_ Date of notification: \_\_\_\_\_



ESG – Homelessness Prevention  
Financial Assistance Form

Client Name: \_\_\_\_\_ HMIS: \_\_\_\_\_

Eligibility (or Recertification) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Verify client has not received more than 24 months of assistance in a three-year period

1. **Rental Application Fees** – Application fee that is charged by the owner to all applicants.

Name of Property/Landlord: \_\_\_\_\_

Address of rental unit: \_\_\_\_\_  
City State Zip

Application Fee Amount: \$ \_\_\_\_\_

2. **Security Deposit** - Equal to no more than 2 months' rent. One-time benefit.

- Habitability Checklist and/or Lead Based Paint inspection  Meets HUD Occupancy
- Does not exceed FMR and is Rent Reasonable  Lease in Client's name

Lease begin date: \_\_\_\_\_ Lease end Date \_\_\_\_\_

Name of Property/Landlord: \_\_\_\_\_

Address of rental unit: \_\_\_\_\_  
City State Zip

Security Deposit Amount: \$ \_\_\_\_\_

3. **Last Months' Rent** - Only if paid with security deposit & first month's rent. Amount Requested: \$ \_\_\_\_\_

4. **Rental Assistance** - Arrears & forward (Arrears may not exceed six months; forward may not exceed three-month certification period). Monthly Rent Amount: \$ \_\_\_\_\_

# months in arrears: \_\_\_\_\_ List Months Arrears \_\_\_\_\_ Total Amount Arrears \_\_\_\_\_

List months Rent Forward: \_\_\_\_\_ Amount Forward: \$ \_\_\_\_\_

Total Amount Requested this certification period (Arrears + Forward): \_\_\_\_\_

Client Cost Share, if any: \$ \_\_\_\_\_

---

5. **Utility Deposit** - (i.e. gas, electric, water/sewage). Utilities must be in name of Household member.

**Gas** - Name of Company: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Electric** - Name of Company: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Water/Sewer** - Name of Company: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

---

6. **Utility Arrears (may not exceed six months)** - Utilities must be in name of Household member

**Gas** - Name of Company: \_\_\_\_\_ # months in arrears: \_\_\_\_\_

Amount in arrears: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

**Electric** - Name of Company: \_\_\_\_\_ # months in arrears: \_\_\_\_\_

Amount in arrears: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

**Water/Sewer** - Name of Company: \_\_\_\_\_ # months in arrears: \_\_\_\_\_

Amount in arrears: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

---

7. **Utility Assistance – Forward (May not exceed three-month certification period)** - must be in name of Household member

**Gas** - Name of Company: \_\_\_\_\_ List Months: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

**Electric** - Name of Company: \_\_\_\_\_ List Months: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

**Water/Sewer** - Name of Company: \_\_\_\_\_ List Months: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

---

**8. Moving Cost Assistance ( Storage not to exceed three months; must be before housed, and after housed)**

Name of truck rental or moving company \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Name of storage facility \_\_\_\_\_ Cost: \$ \_\_\_\_\_

---

Case Worker Signature \_\_\_\_\_

Date \_\_\_\_\_

**ESG – Rapid Rehousing  
Financial Assistance Form**

Client Name: \_\_\_\_\_ HMIS: \_\_\_\_\_

Eligibility (or Recertification) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Verify client has not received more than 24 months of assistance in a three-year period*

---

**1. Rental Application Fees – Application fee that is charged by the owner to all applicants.**

Name of Property/Landlord: \_\_\_\_\_

Address of rental unit: \_\_\_\_\_  
City State Zip

Application Fee Amount: \$ \_\_\_\_\_

---

**2. Security Deposit - Equal to no more than 2 months' rent. One-time benefit.**

- Habitability Checklist and/or Lead Based Paint inspection     Meets HUD Occupancy  
 Does not exceed FMR and is Rent Reasonable                       Lease in Client's name

Lease begin date: \_\_\_\_\_ Lease end Date \_\_\_\_\_

Name of Property/Landlord: \_\_\_\_\_

Address of rental unit: \_\_\_\_\_  
City State Zip

Security Deposit Amount: \$ \_\_\_\_\_

---

**3. Last Months' Rent - Only if paid with security deposit & first month's rent. Amount Requested: \$ \_\_\_\_\_**

---

**4. Rental Assistance - Arrears & forward (Arrears may not exceed six months; forward may not exceed twelve-month certification period) Monthly Rent Amount: \$ \_\_\_\_\_**

# months in arrears: \_\_\_\_\_ List Months Arrears \_\_\_\_\_ Total Amount Arrears \_\_\_\_\_

List months Rent Forward: \_\_\_\_\_ Amount Forward: \$ \_\_\_\_\_

Total Amount Requested this certification period (Arrears + Forward): \_\_\_\_\_

Client Cost Share, if any: \$ \_\_\_\_\_

---

5. **Utility Deposit** - (i.e. gas, electric, water/sewage). Utilities must be in name of Household member.

*Gas* - Name of Company: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

*Electric* - Name of Company: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

*Water/Sewer* - Name of Company: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

---

6. **Utility Arrears (may not exceed six months)** - Utilities must be in name of Household member

*Gas* - Name of Company: \_\_\_\_\_ # months in arrears: \_\_\_\_\_

Amount in arrears: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

*Electric* - Name of Company: \_\_\_\_\_ # months in arrears: \_\_\_\_\_

Amount in arrears: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

*Water/Sewer* - Name of Company: \_\_\_\_\_ # months in arrears: \_\_\_\_\_

Amount in arrears: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

---

7. **Utility Assistance – Forward (May not exceed twelve - month certification period)** - must be in name of Household member

*Gas* - Name of Company: \_\_\_\_\_ List Months: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

*Electric* - Name of Company: \_\_\_\_\_ List Months: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

*Water/Sewer* - Name of Company: \_\_\_\_\_ List Months: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Client share, if any: \$ \_\_\_\_\_

---

**B. Moving Cost Assistance ( Storage not to exceed three months; must be before housed, end after housed)**

Name of truck rental or moving company \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Name of storage facility \_\_\_\_\_ Cost: \$ \_\_\_\_\_

---

\_\_\_\_\_  
Case Worker Signature

\_\_\_\_\_  
Date

**LEAD-SAFE HOUSING RULE - APPLICABILITY FORM AND SCREENING WORKSHEET**

Client Name (if applicable): \_\_\_\_\_ HMIS #: \_\_\_\_\_

Address/location of subject property: \_\_\_\_\_

**Regulation Eligibility Statements (check all that apply):**

- Property is receiving Federal funds.
- Unit was built prior to 1978.
- Child under the age of six will be living in the unit occupied by the household receiving ESG assistance.

Note: If any Eligibility Statements above have been checked, continue with the Exemption Statements below. Otherwise, the regulation does not apply, sign and date the form.

**Additional Regulation Exemption Statements [24 CFR 35.115] (check all that apply):**

- Emergency repairs to the property are being performed to safeguard against imminent danger to human life, health or safety, or to protect the property from further structural damage due to natural disaster, fire or structural collapse. The exemption applies only to repairs necessary to respond to the emergency.
- An inspection performed according to HUD standards found the property contained no lead-based paint.
- According to documented methodologies, lead-based paint has been identified and removed; and the property has achieved clearance.

If any of the above Exemption Statements have been checked, the Regulation does not apply and a visual assessment is not triggered and no further action is required. In all cases, sign and date the form.

I, \_\_\_\_\_ certify that the information listed above is true  
(Printed Name) and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marion County Community Services  
Organization

**If Lead-Safe is Applicable – Determine the Presence of Deteriorated Paint**

**Visual Assessment:**

1. Has a visual assessment of the unit been conducted?  
 YES  
 NO
  
2. Were any problems with paint surfaces identified in the unit during the visual assessment?  
 YES  
 NO

**Confirm All Identified Deteriorated Paint Has Been Stabilized:**

1. Has a follow-up visual assessment of the unit been conducted?  
 YES  
 NO
  
2. Have all identified problems with the paint surfaces been repaired?  
 YES  
 NO



**ATTACHMENT 1: LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION TEMPLATE**

I, \_\_\_\_\_, certify the following:  
(Print Name)

- I have completed HUD's online visual assessment training and am a HUD-certified visual assessor.

- I conducted a visual assessment at

\_\_\_\_\_  
(Property address & unit number)

on \_\_\_\_\_  
(Date of assessment).

- No problems with paint surfaces were identified in the unit or in the building's common areas.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Client Name: \_\_\_\_\_ HMIS Number: \_\_\_\_\_

L:\CDBG\Forms\Environmental\Lead-safe Housing Rule -- Applicability Form (Updated 12/1/2020)

ESG Housing Habitability Standards Inspection Checklist

Date of Inspect: \_\_\_\_\_

Client Name: \_\_\_\_\_

HMIS: \_\_\_\_\_

Property Address: \_\_\_\_\_

Approved	Deficient	Element	Notes
		<p><b>Structure and materials:</b> Must be structurally sound. Must protect residents from hazards. Must pose no threat to the health and safety of the occupants and so as to protect the residents from hazards.</p> <ul style="list-style-type: none"> <li>a. Ceilings, walls, and floors have no serious bulging/leaning, large holes, loose materials, buckling, missing parts, or other serious damage. Stairs, halls, porches, walkways, etc. interior/exterior equipment do not present danger of tripping or falling.</li> <li>b. Exterior walls/surface have no serious defects (leaning, buckling, sagging, large holes, or defects that result in air infiltration or vermin infestation.)</li> <li>c. Roof is structurally sound and weather tight.</li> </ul>	
		<p><b>Space and security:</b> Each resident must have adequate space and security for themselves and their belongings and acceptable place to sleep.</p> <ul style="list-style-type: none"> <li>a. Must have – At least 1 bedroom or living room/sleeping area for each 2 person, kitchen area, and a bathroom. Children of opposite sex, other than very young, may not occupy the same bedroom or living/sleeping area.</li> <li>b. Windows open/close with working locks. Windows that are nailed shut are acceptable only if they are not needed for ventilation or as an alternate exit in case of fire.</li> <li>c. Exterior doors are lockable (Exterior doors = someone enter/exit dwelling through.)</li> </ul>	

ESG Housing Habitability Standards Inspection Checklist

Approved	Deficient	Element	Notes
		<p><b>Interior air quality:</b> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.</p> <ul style="list-style-type: none"> <li>a. Free from air pollution/carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.</li> <li>b. Adequate air circulation.</li> <li>c. Bathroom must have 1 openable window or other adequate exhaust ventilation.</li> <li>d. Any room used for sleeping must have at least 1 openable window.</li> </ul>	
		<p><b>Water Supply:</b> The water supply must be free from contamination. (Water test kit)</p>	
		<p><b>Food preparation and refuse disposal:</b> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.</p> <ul style="list-style-type: none"> <li>a. Oven, stove or range, and an appropriate sized refrigerator. Microwave oven may be substituted for an oven.</li> <li>b. Proper functioning kitchen sink, with sink trap and hot/cold running water. Sink must drain into appropriate septic.</li> <li>c. Proper space for food storage, preparation, and serving.</li> <li>d. Garbage cans or sanitary disposal of food waste.</li> </ul>	

ESG Housing Habitability Standards Inspection Checklist

Approved	Deficient	Element	Notes
		<p><b>Fire safety:</b> Both conditions below must be met to meet this standard.</p> <p>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</p> <p>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</p>	
		<p>If the unit is an RV or mobile home, it must have water supply connection and/or outlet for filling vehicle storage tanks</p> <p>Must have a sanitary sewer connection point and/or safe sewer disposal connection method for collecting, disposal, or treatment and disposal of sewage and wastewater.</p>	

Notes:

CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector. I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
  - Property does not meet all of the above standards.
- Noted deficiencies can be easily correct?  Yes  No

If deficiencies corrected, Date of re-inspection: \_\_\_\_\_

Therefore, I make the following determination:

- Property is approved.
- Property is not approved.

*DRAFT*

**ESG Housing Habitability Standards Inspection Checklist**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**RENT REASONABLENESS CERTIFICATION**

Applicant Name: \_\_\_\_\_ FIMS ID: \_\_\_\_\_

<b>Name of complex</b>			
<b>Address</b>			
<b>City</b>			
<b>Zip Code</b>			
<b>Type of Unit</b>			
1 Bedroom			
2 Bedrooms			
3 Bedrooms			
4 Bedrooms			
5 Bedrooms			
6 Bedrooms			
7 Bedrooms			
8 Bedrooms			
9 Bedrooms			
10 Bedrooms			
Other			

HUD Fair Market Rents 2021	check below
0 Bedroom - \$692	<input type="checkbox"/>
1 Bedroom - \$757	<input type="checkbox"/>
2 Bedrooms - \$939	<input type="checkbox"/>
3 Bedrooms - \$1,226	<input type="checkbox"/>
4 Bedrooms - \$1,356	<input type="checkbox"/>

**CERTIFICATION:** I certify that I am not a HUD certified inspector and I have evaluated the property located at the above address to the best of my ability and find the following:

- Gross monthly rent is reasonable and does not exceed HUD FMR. (Approved for ESG)
- The rent is unreasonable or exceeds HUD FMR.

**NOTES:**

Case Manager/Program Staff Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ESG Participant File Checklist – Rapid Re-Housing**

**ELIGIBILITY and INTAKE PAPERWORK**

- Vulnerability Index
- Consent Forms/Authorizations
- HMIS Intake (for ESG program enrollment)
- If applicable, Domestic Violence Certification (*Attachment 2*)
- If applicable, Chronically Homeless Documentation (including self-certification (*Attachment 4*) if necessary)
- If chronically homeless, Disability Verification (*Attachment 5*)
- Staff Certification of Housing Status (*Attachment 6*)
- If Chronically Homeless, Staff Certification of Status (*Attachment 8*)
- Staff Affidavit of Eligibility or Denial Form (*Attachment 12*)
- Housing Stability Plan (Sample: *Attachment 25*)
- RR Financial Assistance Request Form (*Attachment 18*)

**HOUSING PAPERWORK**

- Copy of Lease in client's name (with rent, deposit, if last is required, if utilities included)
- Fair Market Rent and Rent Reasonableness
- Lead Paint Applicability (*Attachment 19*)
- Habitability Standards Checklist (*Attachment 20*), ensure Occupancy Standard is met
- Landlord/Property Management Company W-9
- Security deposit less than or equal to 2 months of rent
- If Utility Arrears, proof in client's name
- If Utilities forward, bill is in a household member's name
- Proof of payment copies for assistance

**Monthly**

- Monthly contact for each month enrolled in program
- Proof of payment copies for assistance
- Update HMIS

**Annual**

- Third Party Income Verification form (s) and supporting documentation or Self-Certification (*Attachment 9*)
- Income Calculation Worksheet (*Attachment 11*)
- Recertification (Ensure does not exceed 24 months of assistance in a three year period) (*Attachment 14*)
- Housing Stability Plan update
- Financial Assistance Request Form (*Attachment 18*)
- Update HMIS

**PROGRAM EXIT/FOLLOW-UP**

- Discontinuation of Services Form (*Attachment 16*)
- HMIS Exit



**ESG Participant File Checklist – Homelessness Prevention**

**ELIGIBILITY and INTAKE PAPERWORK**

- Consent Forms/Authorizations
- HMIS Intake (for ESG program enrollment)
- Staff Certification of Housing Status (*Attachment 7*)
- Income Verification with supporting documentation –or– Third Party –or– Self - Certification (*Attachment 9*)
- Income Calculation Worksheet (*Attachment 11*)
- Staff Affidavit of Eligibility or Denial Form (*Attachment 13*)
- Housing Stability Plan (*Sample: Attachment 25*)
- HIP Financial Assistance Request Form (*Attachment 17*)

**HOUSING PAPERWORK**

- Copy of Lease in client's name
- Fair Market Rent and Rent Reasonableness
- Lead Paint Applicability (*Attachment 19*)
- Habitability Standards Checklist (*Attachment 20*, ensure Occupancy Standard is met)
- Landlord/Property Management Company W-9
- Security deposit less than or equal to 2 months of rent
- If Utility Arrears, proof in client's name
- If Utilities forward, bill is in a household member's name
- Proof of payment copies for assistance

**Monthly**

- Monthly contact for each month enrolled in program
- Proof of payment copies for assistance
- Update HMIS

**ESG Participant File Checklist – Homelessness Prevention**

**Every three months**

- Third Party Income Verification form (s) and supporting documentation or Self-Certification (*Attachment 9*)
- Income Calculation Worksheet (*Attachment 11*)
- Re-certification (Ensure does not exceed 24 months of assistance in a three year period) (*Attachment 14*)
- Housing Stability Plan update
- Financial Assistance Request Form (*Attachment 17*)
- Update HMIS

**PROGRAM EXIT/FOLLOW-UP**

- Discontinuation of Services Form (*Attachment 16*)
- HMIS Exit

**COST SHARING PLAN**

Program Participants Name(s): \_\_\_\_\_

Landlord or Property Manager (to whom check will be issued): \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Rental Property Address and Apt #: \_\_\_\_\_

Move-In Costs	Expected to be Paid by Agency	Expected to be Paid by Tenant
Application fees (if required)		
Background check fees (if required)		
Security deposit		
First month's rent		
Last month's rent		
Other fees (pet deposit, reservation fees)		
Total Move-In Costs		

Monthly Rent	Expected to be Paid by Agency	Expected to be Paid by Tenant
Month 1		
Month 2		
Month 3		
Month 4		
Month 5		
Month 6		
Month 7		
Month 8		
Month 9		
Month 10		
Month 11		
Month 12		

*Note: This is not a legal contract. It is intended only to provide a nonbinding expected plan for payment for all parties: the landlord, program, and tenant.*

Prospective Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Program Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**INDIVIDUAL SERVICE PLAN**

**About this Tool:** A service plan should be developed with clients soon after intake to identify the steps that must be taken to move them towards the goal of independent living. Make sure that the service plan addresses any specific issues that come out of the intake process and the discussion about available mainstream resources. The plan should include goals, strategies/steps for achieving each goal, target completion dates, and dates goals are achieved. While the plan should be developed with client input, many of the goals can be pre-established by your program (see examples provided below). Collaborate with any other agencies with whom your client may be working to ensure that the goals and strategies laid out for the client are consistent with the goals and strategies of any other program in which he/she may be participating.

Client Name: \_\_\_\_\_ Date of Intake: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Case Manager: \_\_\_\_\_ Client DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Part 1: Health and Wellness**

Goal	Strategies/Steps	Target Date	Dated Achieved	Notes
1. Maintain Sobriety	1. Attend AA/NA meetings throughout the six-month follow up.			
	2. Attend weekly peer group support meetings.			
	3.			
	4.			
	5.			
2. Mental health	1. Access outpatient services			
	2. Attend daytime support groups			
	3. Keep all therapy appointments.			
	4.			
	5.			
3. Family Reunification	1. Attend family counseling			
	2. Attend parenting classes			
	3.			
	4.			
	5.			

Client Name: \_\_\_\_\_

Client Strengths: \_\_\_\_\_

\_\_\_\_\_

Client Obstacles: \_\_\_\_\_

\_\_\_\_\_

Progress Summary: \_\_\_\_\_

\_\_\_\_\_

**Part 2: Employment and Financial Stability**

Goal	Strategies/Steps	Target Date	Date Achieved	Notes
1. Obtain Employment	1. Obtain needed documentation (e.g., State ID, Social Security Card, Work Permit)			
	2. Referral to Job Training and Placement Provider			
	3. Locate childcare			
	4.			
	5.			
2. Maintain Employment for Minimum of 6 Months	1. Receive job coaching/workplace etiquette training (punctuality, professional boundaries, conflict resolution, dealing with personal emergencies, etc.)			
	2. Identify childcare and transportation contingency plans (e.g., what to do when childcare or transportation falls through).			
	3.			
	4.			
	5.			
3. Repair credit history.	1. Develop household budget and discuss methods for staying within budget.			
	2. Request and review credit report. Work with case manager to contact creditors and develop payment plans for delinquent bills. (Obtain letters from creditors varying payment plans.)			
	3.			
	4.			

Client Name: \_\_\_\_\_

4. Financial Stability	1. Develop household budget (see #3 above).		
	2. Attend financial management workshop.		
	3. Open a checking and savings account.		
	4. Save at least one month's rent		
	5. Access available mainstream resources to supplement income		
	6. Review eligibility for Earned Income Tax Credit.		

Client Strengths: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Client Obstacles: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Progress Summary: \_\_\_\_\_  
 \_\_\_\_\_

**Part 3: Housing Stability**

Goal	Strategies/Steps	Target Date	Date Achieved	Notes
1. Rebuild Housing History	1. Develop payment plans with landlords to whom you are in arrears.			
	2. Attend tenant education workshop.			
	3.			
	4.			
	5.			
2. Permanent Housing	1. Submit applications for subsidized housing programs.			
	2. Save at least one month's rent.			
	3.			
	4.			
	5.			
	5.			



THIRD PARTY VERIFICATION OF HOUSING STATUS

Use with release of information form

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

(Landlord/Family/Friend Name)

(Address)

Re: \_\_\_\_\_

(Applicant Name)

(Address)

To whom it may concern:

Please complete the below verification of housing status provided on behalf of the above-referenced applicant.

The above named applicant is at-risk of losing housing within the next 14 days due to:

[ ] Non-payment of rent

How many months behind? \_\_\_\_\_ Amount due to bring current? \_\_\_\_\_

Has eviction been filed with the court system? [ ] Yes or [ ] No

If "Yes", are you willing to complete a Notice of Voluntary Dismissal if rent is brought current? [ ] Yes [ ] No

Comments: \_\_\_\_\_

[ ] Other lease violation. Please describe: \_\_\_\_\_

[ ] Applicant has been staying in my home due to housing instability or economic hardship, but must leave because this living situation was intended to be temporary, there is not adequate space for the individual/household, applicant not on lease, etc.)

\_\_\_\_\_  
Landlord/Family/Friend Signature

\_\_\_\_\_  
Date

PLEASE RETURN COMPLETED FORM TO: \_\_\_\_\_

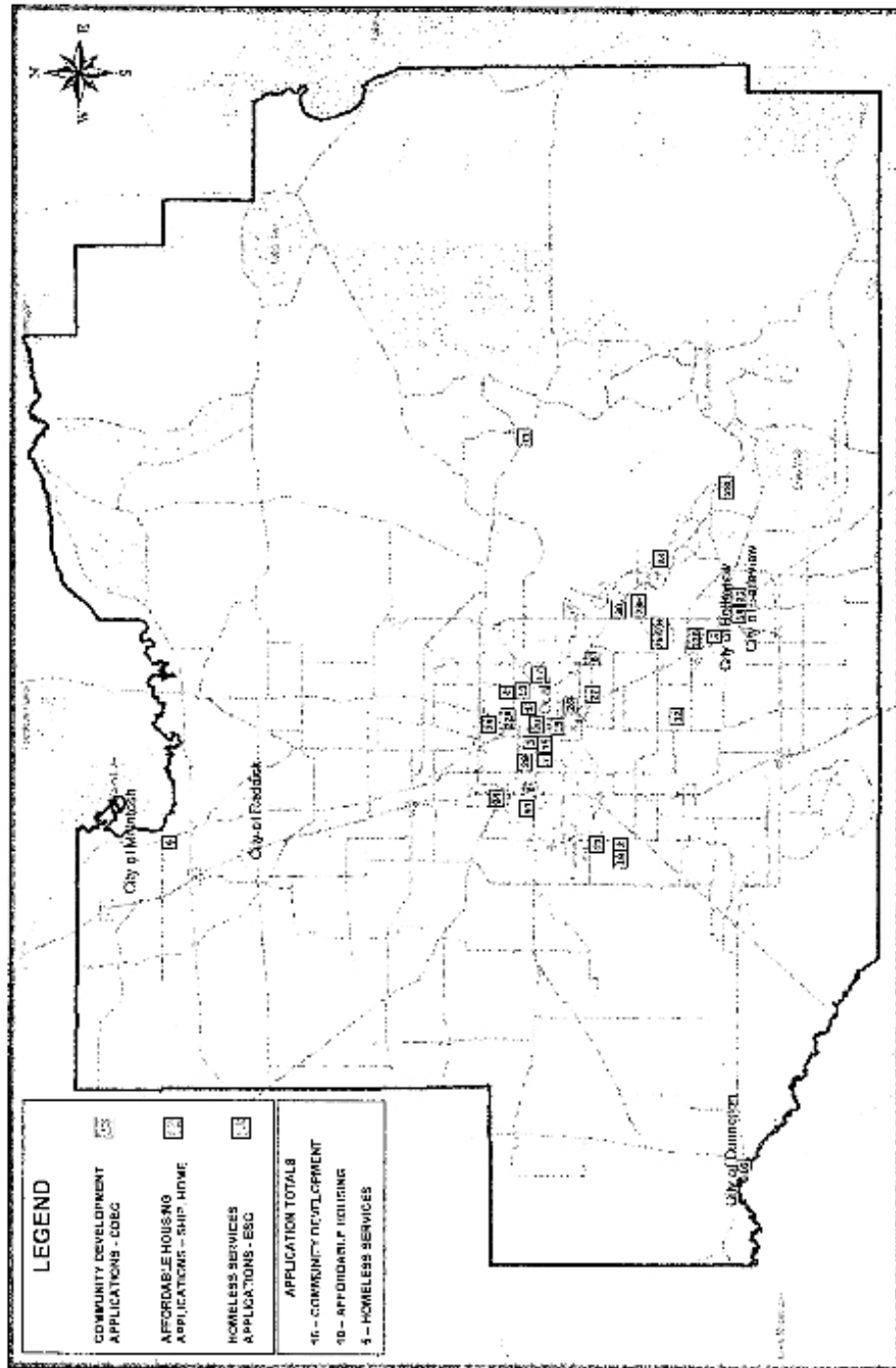
For office use only

NOTE TO SERVICE PROVIDERS: It is preferred to have this form completed by a third party but if verbal verification is the only means of obtaining this information, please document with the date, time, and phone number for the person you spoke with and sign.

Information obtained verbally by: \_\_\_\_\_ on \_\_\_\_\_



APPLICATION PROJECT LOCATION MAP – FY 2022/2023



MCBCC Interactive Map - Internal

