**NY-603 Coordinated Entry PSH Transfer/RRH Bridge/Homeless Families Referral Policy for Emergency Housing Vouchers (EHV)**

All EHV resources must go through Coordinated Entry and CoCs can locally determine needs and prioritization for EHV.

Housing Choice Voucher Fact Sheet: <https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/about/fact_sheet>

**General EHV Eligibility:**

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD is providing 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) in order to assist individuals and families who are:

1. Homeless
2. At-risk of Homelessness
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
4. Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability, including clients in rapid rehousing and permanent supportive housing programs

**EHVs will be available through Coordinated Entry for:**

Town of Brookhaven (24 vouchers);

Village of Hempstead (17 vouchers); and

New York State/OTDA (shared voucher allocation- number of vouchers for Long Island TBD dependent on efficacy of application submissions and quick lease ups between Suffolk County, Nassau County, Westchester, and Rockland County)

**Locally, NY-603 will target and prioritize all EHV resources for:**

HUD homeless families (homeless);

Households actively fleeing DV (DV);

RRH households that would be at risk of sustaining housing after program end (at-risk of homelessness, clients in RRH); and

PSH households that are stably housed and interested in moving on from PSH with a voucher (clients in PSH).

**Threshold Criteria for PHA Applicants:**

* Methamphetamine manufacturers on premises of federally assisted housing.
* Sex offenders subject to a lifetime registration under a state sex offender registration program. The nationwide sex offender registration check will be conducted online using a database available at www.nsopw.gov (PIH Notice 2012-28).
* Violent-related, including but not limited to murder, arson, aggravated battery and sex-related crimes not subject to lifetime registration under a state sex offender registration program.
* Requires US Citizenship

**Priority Groups for EHV on Long Island:**

**Family Households in CoC PSH to EHV (PHA)**

The purpose of transferring CoC PSH households to HUD Emergency Housing Vouchers is to provide a more appropriate housing resource for a household that is no longer in need of the intensive support services offered by a PSH program but still need ongoing subsidized rent to sustain housing.

*For example, a household that has been stably housed in PSH for five years and is no longer receiving any support services but does not have an income high enough to afford housing on their own.*

**Family Households in CoC/DV CoC/ESG/ESG-CV RRH to EHV (PHA)**

The purpose of bridging CoC RRH households to HUD Emergency Housing Vouchers is to provide a more sustainable living situation for households that, without a RRH program (when the program ends), would be unlikely to be able to sustain housing on their own, without subsidized rent, and be at immediate risk of returning to homelessness.

*For example, a household that is currently enrolled in a RRH program, has been in a private rental for 18 months and continues to receive 80% of their rent portion covered by RRH because the household income has not significantly increased. This household would not be able to pay rent without the RRH program and would immediately become at risk of returning to homelessness.*

**HUD Homeless Families\* (HUD Cat 1) and households Actively Fleeing DV (HUD Cat 4)**

*\*HUD homelessness and LOT will be verified by HMIS, Coordinated Entry, and/or DV Coordinated Entry.*

The purpose of referring households with adults and children experiencing literal homelessness or households with adults and children that are actively fleeing domestic violence that are experiencing literal homelessness is to address urgent needs for those at increased health and safety risks, and in alignment with NYS EHV priority.

*For example, a household that is currently residing in shelter that is at greater risk of COVID, has significant barriers to exiting homelessness on their own, and does not have a viable housing resource (non-DV or DV).*

*EHV Capacity:*

* ***Town of Brookhaven: 24 vouchers***
* ***Village of Hempstead: 17 vouchers***
* ***NYS: 1,447 total vouchers statewide (to begin August 1, first come first serve, faster you move people more vouchers for your CoC). NYS tentatively will prioritize families currently experiencing homelessness, including households actively fleeing DV for the first 21 days of their open application process. Approximately 1/3 of state voucher allocation will go to Suffolk, Nassau, Westchester, and The Rockaways.***

**PROCEDURES:**

1. Applicants should complete and respond to all listed questions and documents listed below for each group (PSH, RRH, or homeless families), sent via email to CE Manager/ DV CE Manager.

**\*PSH providers should only be referring PSH households where that decision is driven by client choice.**

1. Once all proper documentation is received, the CE Manager (LICH/TSCLI), with possible advisement and review from the CE Steering Committee, when necessary, will review and respond within five business days as to whether each household falls within the local target priority populations for EHV transfers. CE will work in coordination with the provider and the household to complete any additional documentation, create plans for transitional and ongoing case management and other necessary supports, assist with unit identification when possible, and logistics and coordination for physical relocation when applicable (households cannot remain in their current unit).

CE response will state whether the applicant falls within the target populations for prioritization or not, or whether more information is needed to make a determination.

1. Decisions for EHV will be made based on complete submission of required information and case conference by CE Steering Committee. The CE Manager or EHV Coordinator will notify the PSH or RRH provider of its decision in writing (email).
* LICH and TSCLI will review and assessment households in the same way to determine need and prioritization, and will case conference with CE Steering Committee when necessary.
* PSH households in closing programs will be prioritized above other PSH transfers due to their imminent risk of returning to homelessness once the PSH project ends. For PSH move-on, households in PSH for the longest lengths of time and with the highest assessment score for housing stabilization will be prioritized first.
* For RRH bridge, households in RRH for the longest lengths of time and greatest barriers with housing stabilization will be prioritized first. Any households already at the two-year max for program stay will be prioritized first among any RRH households because if the immediate risk of becoming homeless with the program ending, in the same way as closing PSH.
* For homeless families, households that have been homeless the longest, have the highest barriers to exiting homeless, face significant safety risks, and/or are at greater risk of COVID-19 will be prioritized.

**PSH to EHV (PHA) Transfers\*:**

A household is stably housed in PSH and no longer in need of PSH intensive case management supports and service needs can be met by transitioning to community-based case management can apply to transition out of a PSH project with a PHA set aside voucher. Referrals must be completed in accordance to the process outlined in this document and the NY-603 PSH Housing Stability Application and Assessment.

***Documentation Necessary for PSH to PHA Transfers:***

* ***Current Jurisdiction- Town of Brookhaven, Village of Hempstead, balance of Suffolk, balance of Nassau***
* ***NY-603 Housing Stability Application/Assessment Completed;***
* ***Signed Supplement to Application for Federally Assisted Housing (HUD Form 92006);***
* ***Description of plan to connect household to community-based case management***
* ***Describe why you feel confident that this household, if connected to a voucher, can have a streamlined transition and the provider’s role in furthering that process.***
* ***Report the percent FMR of current unit that the household is residing and whether they are able to remain in the unit with a lease change over to a voucher. Please note that households in units that can transition in place may be prioritized in order to streamline voucher lease ups and demonstrate expediency with PHA partners.***
* ***PSH staff should obtain updated copies of documents such as birth certificates, social security cards, recent proof of income and asset, and school district verification, as these documents and others will need to be produced as part of the application process for vouchers. US Citizenship is required.***

***This information should be sent via email to*** ***EHV@addressthehomeless.org***

**RRH to EHV (PHA) Transfers:**

Households may be transferred from rapid rehousing to a PHA’s HCV Program using a PHA set aside voucher if that household is currently enrolled in RRH for more than one year and do not have a sustainable housing plan where the household would be highly rent-burdened (over 50% of income toward rent). Referrals must be completed in accordance with the process outlined in this document.

***Documentation Necessary for RRH to PHA Transfers:***

* ***Current Jurisdiction- Town of Brookhaven, Village of Hempstead, balance of Suffolk, balance of Nassau***
* ***Signed Supplement to Application for Federally Assisted Housing (HUD Form 92006);***
* ***Written explanation of all attempts made to stabilize and sustain a permanent living situation;***
* ***Barriers to housing sustainability that make it a strong possibility that the household would be at immediate risk of returning to homelessness once RRH program ends;***
* ***[For DV CE written explanation of any immediate safety risks the household could face once the program ends]***
* ***Description of plan to connect provide transition case management and/or link to community-based case management***
* ***Describe why you feel confident that this household, if connected to a voucher, can have a streamlined transition and the provider’s role in furthering that process.***
* ***Report the percent FMR of current unit that the household is residing and whether they are able to remain in the unit with a lease change over to a voucher. Please note that households in units that can transition in place may be prioritized in order to streamline voucher lease ups and demonstrate expediency with PHA partners.***
* ***RRH staff should obtain updated copies of documents such as birth certificates, social security cards, recent proof of income and asset, and school district verification, as these documents and others will need to be produced as part of the application process for vouchers. US Citizenship is required.***

***This information should be sent via email to*** ***EHV@addressthehomeless.org*** ***or to DV CE at*** ***dvces@tscli.org******.***

**HUD Homeless Families\* (households with adults and children)**

**and Households Actively Fleeing Domestic Violence**

**to Emergency Housing Voucher Program (NYS/OTDA)**

\**This includes all households that are currently living in a homeless shelter or on the street and can include households that have been referred to RRH (CoC/CoC DV/ESG/ESG-CV) but still currently reside in shelter or on the street.*

Households will be prioritized based on their level of need of a housing choice voucher to exit homelessness where there are no other viable housing vouchers, and the demonstrated plan for how the household can lease up quickly to unit (less than 90 days).

**Applications must be submitted to completion by close of business Friday, July 16 to be considered for this opportunity. Applications that are submitted after that date will not be considered.**

***Documentation Necessary for HUD Homeless Families to PHA Vouchers:***

* ***Defining Household Category:***

***(HUD Category 1) HUD Homeless Family (living on the street or in shelter)- SUBMIT APPLICATION TO*** ***EHV@addressthehomeless.org***

***(HUD Category 4) Actively Fleeing Domestic Violence- SUBMIT APPLICATION TO DV CE at*** ***dvces@tscli.org******.***

* ***Current Jurisdiction- Town of Brookhaven, Village of Hempstead, balance of Suffolk, balance of Nassau***
* ***Clearly defined client housing preferences in terms of location (households with highly restrictive housing location/school district preferences are significantly less likely to be able to lease up quickly and as a result, it can be determined that the applicant cannot be streamlined for lease up and therefore not a viable referral for EHV. Households actively fleeing DV and within the Town of Brookhaven can receive additional support from LICH or TSCLI.***
* ***Signed Supplement to Application for Federally Assisted Housing (HUD Form 92006);***
* ***Completed CE Assessment Form (to determine level of risk from COVID-19 and housing barriers)***
* ***Written explanation of all attempts made to resolve the households homelessness;***
* ***Describe why this household could not sustain housing with a rapid rehousing program or other time-limited program and would need a permanent subsidy?***
* ***Has this household been referred to or been in a RRH or PSH program in the past?***
* ***Describe why you feel confident that this household, if connected to a voucher, can have a streamlined transition (lease up in 90 days or less);***
* ***Designate a specific person (name, affiliation/agency, and contact info) that will directly assist with a housing search;***
* ***Description of plan to connect provide transition case management and/or link to community-based case management;***
* ***[For DV CE written explanation of any immediate safety risks the household is facing while experiencing homelessness];***
* ***Referral source must obtain and include updated copies of documents such as birth certificates, social security cards, recent proof of income and asset, and school district verification, as these documents and others will need to be produced as part of the application process for vouchers. US Citizenship is required. (sent via secure email)***

***This information should be sent via email to*** ***EHV@addressthehomeless.org*** ***or to DV CE at*** ***dvces@tscli.org******.***