

**SUBJECT: CoC and HACMB Moving Up Strategy Coordination Handbook**

**EFFECTIVE DATE:**

**REVISED DATE:**

**PURPOSE:** The Housing Authority of the City of Miami Beach (“HACMB”), administrator of a Section 8 Housing Choice Voucher (“HCV”) Program, has partnered with the Miami-Dade County Homeless Trust (“MDHT”), lead agency for the Miami-Dade County Continuum of Care (CoC), to identify individuals and families ready to transition or “move up” from Permanent Supportive Housing (“PSH”) into the HCV Program (“Moving Up Strategy”). These are families that were homeless prior to entry into the PSH program and who continue to need a rental subsidy but no longer require intensive supportive services.

The HACMB has incorporated a Moving Up Preference into its HCV Administrative Plan (“MU Preference”), and has allocated up to ten (10) vouchers from its Section 8 Housing Choice Voucher Program specifically for targeted households under the MU Preference.

- A HCV provides tenant-based rental assistance towards a private market rental unit and follows the HCV holder if they choose to move to a new unit following the end of a lease term. Households admitted to the HCV Program through the MU Preference will be eligible to apply for other PHA programs.
- The HACMB will accept referrals from the CoC’s Coordinated Entry Program following pre-screening by CoC PSH providers, who will use a common assessment tool to identify those individuals and families that are a good candidate for a successful transition from PSH to a HCV (Moving Up Assessment).
- Qualifying applicants will be given absolute priority over other applicants until the number of HCVs allocated under the MU Preference is reached, taking into account any additional preferences for which they qualify, and the availability of vouchers. Once these vouchers have been utilized, no additional priority will be given under the MU Preference until a participating “move up” household ends participation in the HCV program, at which point the HACMB will accept a referral for a replacement “move up” eligible family for the next available voucher.

The policies and procedures set forth in this Moving Up Handbook are not intended to be incorporated into and/or supplant any part of the HACMB’s Administrative Plan governing the administration of its HCV Program. These policies and procedures relate solely to coordination between the CoC and the HACMB and its PSH providers in support of the Moving Up Strategy. In the event of any conflict between policies and/or procedures set forth in the HACMB HCV Administrative Plan and this Moving Up Handbook, the HACMB HCV Administrative Plan shall prevail.

**SCOPE: Miami-Dade Homeless Trust Continuum of Care (CoC) and HACMB**

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**PROCEDURES:****A. Eligibility for Moving Up Preference**

The eligibility criteria for the MU Preference is:

1. The individual/family currently resides in CoC PSH within the City of Miami Beach or if residing in CoC PSH outside of the City of Miami Beach, has had contact with the City of Miami Beach, as evidenced by records in the Continuum of Care (CoC) Homeless Management Information System (HMIS), a local information technology system used to collect client-level data on the provision of housing and services to homeless individuals and families;
2. The individual/family has a stable housing history and no longer needs the intensive support of PSH as determined by the Moving Up Assessment;
3. The individual/ family is willing to participate in the “move-up” strategy voluntarily, understands the nature of the HQS tenant-based program, and provides a written request for Housing Choice Voucher assistance; and
4. The individual/family is a low income family and otherwise eligible for the HACMB Housing Choice Voucher Program.
5. Local Preferences will then be applied in accordance with the HACMB HCV Program’s Administrative Plan to give priority to serving families that meet those criteria.

**B. PHA – CoC Coordination Process****1. Referral Process**

- All referrals to the HACMB under the Moving Up Preference must be made by the MDHT Housing Coordinator.
- Prior to seeking a referral, PSH providers must pre-screen their PSH participant using the Moving Up Assessment tool to determine if the PSH participant is a good candidate for the HCV Program (Attachment A).

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- The PSH provider must submit a request for referral on behalf of their PSH participant to the MDHT Housing Coordinator. The completed Moving Up Assessment serves as the request for referral and must be signed by both the PSH participant and the PSH provider.
- The Moving Up Assessment will include an Applicant Acknowledgment setting forth that: (a) the applicant understands the nature of the HCV Program; (b) once participating in the HACMB HCV Voucher Program they may not return to PSH; and (c) they are voluntarily applying to transition from PSH to the HCV Program;

## **2. Moving Up Preference**

The HACMB will utilize policies and processes set forth in its HCV Administrative Plan to accept referrals for admission under the MU Preference. The HACMB will provide an explanation of these policies and processes to the MDHT Housing Coordinator.

## **3. HCV Application Assistance**

- HACMB shall inform the MDHT Housing Coordinator if a referred household will be extended a HCV eligibility interview.
- The PSH provider shall be notified by the MDHT Housing Coordinator in advance that their participant is being scheduled for a HCV eligibility interview. As may be needed, the PSH provider will assist their participant in completing the HCV application and gathering required documentation prior to the interview.
- The HCV application package must include a Supplement to Application for Federally Assisted Housing (HUD Form 92006) for each of the following parties: (a) PSH Provider; (b) MDHT; and (c) CoC RentConnect Director (see Attachment B).

## **4. HCV Eligibility Determination**

HACMB will notify the MDHT Housing Coordinator whether the PSH participant has been approved for HCV participation. The MDHT Housing Coordinator shall promptly inform the PSH provider of the approval.

- If approved, the PSH provider will start to assist the participant with the transition to

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the HCV Program as described in Section D.5 below.

- If rejected, the PSH provider will assist their participant in requesting a review of the decision in accordance with the HACMB HCV Program’s administrative rules if they chose to exercise their right to do so.

## **5. PSH Provider Support During Transition**

PSH providers who request a referral under the Moving Up Preference on behalf of their participant will be required to:

- Assist their participant in completing HCV paperwork.
- Provide the PSH participant with housing navigation services as may be necessary;
- As needed, assist the participant in securing security deposit and moving assistance, including resources for furnishings. The PSH provider will ensure that utilities have been placed in the participant’s name and turned on before a participant moves into the unit.
- Support participant in establishing and acclimating to community-based services and support independent from the PSH provider’s case management and other program support services;
- Assist with owner conflict resolution, together with MDHT’s RentConnect Landlord Recruitment Director and/or his designee, for up to 90 days.
- Follow up with the participant 30, 60, 90, and 180 days after the household has been housed under the HACMB Section 8 Housing Choice Voucher Program.
- During the first 90 days following the start of HCV assistance, provide support as needed to ensure that participant maintains housing stability during their transition to the HCV Program.

## **C. Follow-Up and Reporting**

- a. The HACMB and the PSH provider will participate in monthly referral status update conference calls convened by MDHT.

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- b. The HACMB and the PSH provider will conduct follow-up reporting as requested by MDHT to track housing stability rates and support during transition.

**D. PSH Turnover**

Once participants under the MU Preference are housed in a new unit in the community, the now available PSH unit will be targeted to a homeless household in accordance with the Miami-Dade Continuum of Care's Orders of Priority and referred through the MDHT Coordinated Entry process.

**E. Applicant Withdrawal Prior to HCV Rent Assistance Start**

Applicants can withdraw from the HCV Program under the MU Preference prior to commencement of HCV rental assistance. Participants can decide to reapply under the MU Preference at any time and will not be penalized for their prior withdrawal. PSH providers will assist the participant in completing a Withdrawal Form (Attachment C)

**F. Participant HCV Program Termination and Referral for Assistance**

The HACMB may terminate a participant from the HCV Program when the participant violates the Family Obligations Policy or when the participant is no longer eligible for assistance (see HACMB's HCV Administrative Plan).

- a. Participants may request an Informal Hearing to appeal the termination in accordance with the HACMB HCV Program's Administrative Plan.
- b. If the participant is terminated from the HCV Program, the HACMB will notify the MDHT Housing Coordinator. The MDHT Housing Coordinator will offer the terminated participant referral to CoC prevention or diversion assistance as may be appropriate or other CoC assistance if the participant returns to homelessness.

**TOOLS:** HMIS: Miami-Dade CoC Moving Up Assessment