

ATTACHMENT K
NPLH Program Definitions

All terms not defined below shall, unless their context suggests otherwise, be interpreted in accordance with the meaning of terms described in Part 3.9 of Division 5 of the Welfare and Institutions Code (WIC) (commencing with WIC Section 5849.1).

1. **“Area Median Income”** or **“AMI”** means the most recent applicable county median family income published by the California Tax Credit Allocation Committee (TCAC) or the State of California HCD.
2. **“Assisted Unit”** means a residential housing Unit that is subject to the Rent, occupancy and other restrictions specified in these Guidelines as a result of the financial assistance provided under the Program.
3. **“At-Risk of Chronic Homelessness”** for this Program means an adult or older adult with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet one or more of the criteria below. All persons qualifying under this definition must be prioritized for available housing by using a standardized assessment tool that ensures that those with the greatest need for Permanent Supportive Housing and the most barriers to housing retention are prioritized for the Assisted Units available to persons At- Risk of Chronic Homelessness pursuant to the terms of the Project regulatory agreement. Qualification under this definition can be done through self-certification or in accordance with other established protocols of the Coordinated Entry System or other alternate system used to prioritize those with the greatest needs among those At-Risk of Chronic Homelessness for referral to available Assisted Units.

Persons qualifying under this definition are persons who are at high-risk of long-term or intermittent homelessness, including:

- a. Pursuant to Welfare and Institutions Code Section 5849.2, persons exiting institutionalized settings, such as jail or prison, hospitals, institutes of mental disease, nursing facilities, or long-term residential substance use disorder treatment, who were Homeless prior to admission to the institutional setting;
- b. Transition-Age Youth experiencing homelessness or with significant barriers to housing stability, including, but not limited to, one or more evictions or episodes of homelessness, and a history of foster care or involvement with the juvenile justice system; and others as set forth below;
- c. Persons, including Transition-Age Youth, who prior to entering into one of the facilities or types of institutional care listed herein had a history of being Homeless. Facilities include: a state hospital, hospital behavioral health unit, hospital emergency room, institute for mental disease, psychiatric health facility, mental health rehabilitation center, skilled nursing facility, developmental center, residential treatment program, residential care facility, community crisis center, board and care facility, prison, parole, jail or juvenile detention facility, or foster care. Having a history of being Homeless means, at a minimum, one or more episodes of homelessness in the 12 months prior to entering one of the facilities or types of institutional care listed herein. The CES, or other local system used to prioritize persons At-Risk of Chronic Homelessness for available Assisted Units may impose longer time periods to satisfy the requirement that persons under this paragraph must have a history of being Homeless.

The limitations pertaining to the definition of “Homeless” shall not apply to persons At-Risk of Chronic Homelessness, meaning that as long as the requirements in subsections (3)(a) - (c) above are met:

Persons who have resided in one or more of the settings described above in subsection (3)(a) or (3)(c) for any length of time may qualify as Homeless upon exit from the facility, regardless of the amount of time spent in such facility; and Homeless Persons who prior to entry into any of the facilities or types of institutional care listed above have resided in any kind of publicly or privately-operated temporary housing, including congregate shelters, transitional, interim, or bridge housing, or hotels or motels, may qualify as At-Risk of Chronic Homelessness.

4. **“Capitalized Operating Subsidy Reserve”** or “COSR” means the reserve established by the County to address Project operating deficits attributable to Assisted Units.
5. **“Chronically Homeless”** for this Program means an adult or older adult with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet the criteria below according to 24 Code of Federal Regulations Section 578.3, as that section read on May 1, 2016:
6. A **“homeless individual with a disability”**, as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who
 - a. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - b. Has been Homeless and living as described in paragraph (1) (A) of this definition continuously for at least 12 months, or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months, and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1). Stays in institutional care facilities for fewer than 90 days will not constitute 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;
 - c. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
 - d. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been Homeless.
7. **“Continuum of Care”** is defined in 24 CFR Section 578.3 to mean the group organized to provide coordinated services to homeless individuals. This group is composed of representatives of organizations such as nonprofit Homeless services providers, faith-based organizations, businesses, governments, public housing agencies, victim service providers, medical providers, advocates, law enforcement, social service providers, school districts, universities, mental health services providers, affordable housing developers, and organizations that serve Homeless and formerly Homeless veterans, and Homeless and formerly Homeless persons, to the extent they reside within the geographic area and are available to participate.
8. **“Coordinated Entry System”** or “CES” means a centralized or coordinated process developed pursuant to 24 CFR Section 578.7(a)(8), as that section read on May 1, 2016, designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated

assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

9. **“County” or “Counties”** includes, but is not limited to, a city and county, and a city receiving funds pursuant to WIC Section 5701.5. Reference to County Board of Supervisors in these Guidelines shall also mean the governing body of a city receiving funds pursuant to WIC Section 5701.5.
10. **“Development Sponsor”** or “Sponsor” as defined in H&S Section 50675.2(c) and H&S Section 50669 means any individual, joint venture, partnership, limited partnership, trust, corporation, cooperative, local public entity, duly constituted governing body of an Indian reservation or rancheria, or other legal entity, or any combination thereof, certified by the State HCD as qualified to own, manage, and rehabilitate a Rental Housing Development. A Development Sponsor may be organized for profit, limited profit or be nonprofit, and includes a limited partnership in which the Development Sponsor or an affiliate of the Development Sponsor is a general partner.
11. **“Distributions”** has the same meaning as under 25 CCR Section 8301.
12. **“Eligible Population”** means members of the eligible populations identified in Welfare and Institutions Code Section 5600.3 (a) and (b) (adults or older adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents), who are Homeless, Chronically Homeless, or At-Risk of Chronic Homelessness. This includes persons with co-occurring mental and physical disabilities or co-occurring mental and substance use disorders.
13. **“Enforceable Funding Commitment”** means a letter or other document evidencing a commitment of funds or a reservation of funds by a Project funding source, which contains the following:
 - a. The name of the Applicant or Development Sponsor, the Project name, the Project site address, assessor’s parcel number, or legal description, and the amount, interest rate (if any), and terms of the funding source, and Enforceable Funding Commitments for rental subsidies or operating assistance must specify what portion of the assistance is being provided to the NPLH Assisted Units.
 - b. The Enforceable Funding Commitment may be conditioned on certain standard underwriting criteria, such as appraisals, but may not be generally conditional. Examples of unacceptable general conditions include phrases such as “subject to senior management approval”, or a statement that omits the word “commitment”, but instead indicates the lender’s “willingness to process an application” or indicates that financing is subject to loan committee approval of the project.
 - c. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed.
14. **“Fiscal Integrity”** means, for any Project for any given period of time during the term of the NPLH Program Documents, that the total Operating Income for such Project for such period of time, plus funds released pursuant to the NPLH Program Documents from the Project’s operating reserve account(s) during such period of time is sufficient to: (1) pay all current Operating Expenses for such Project for such period of time; (2) pay all current mandatory debt service (excluding deferred interest) coming due with respect to such Project for such period of time; (3) fully fund all reserve accounts established pursuant to the NPLH Program Documents for such Project for such period of time; and (4) pay other costs permitted by the NPLH Program Documents for such Project for such period of time. The ability to pay any or all of the permitted annual Distributions for a Project shall not be considered in

determining Fiscal Integrity of a Project.

15. **“H&S”** means the California Health and Safety Code.
16. **“HUD”** means the federal Department of Housing and Urban Development.
17. **“Homeless”** for this program means adults or older adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet the criteria below, according to 24 CFR Section 578.3, as that section read on May 1, 2016, which include, but are not limited to:
 - a. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, or
 - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals), or
 - iii. An individual who is exiting an institution where he or she resided for 90 days or less, and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
 - b. An individual or family who will imminently lose their primary nighttime residence provided that:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance,
 - ii. No subsequent residence has been identified, and
 - iii. The individual or family lacks the resources or support networks, such as family, friends, faith-based or other social networks, needed to obtain other permanent housing.
 - c. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless, but who:
 - i. Are defined as homeless under Section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), Section 637 of the Head Start Act (42 U.S.C. 9832), Section 41403 of the Violence Against Women Act of 1994 (U.S.C. 14043e-2), Section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), Section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), Section 17(b) of the Child Nutrition Act of 1966 (42 USC 1786 (b)), or Section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a),
 - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60-day period immediately preceding the date of application for homeless assistance,
 - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance, and
 - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction;

histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

- d. Any individual or family who:
 - i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence,
 - ii. Has no other residence, and
 - iii. Lacks the resources or support networks, such as family, friends, and faith-based or other social networks, to obtain other permanent housing.
- 18. **"Housing First"** has the same meaning as in WIC Section 8255, including all of the core components listed therein.
- 19. **"NOFA"** means a Notice of Funding Availability.
- 20. **"NPLH"** means the No Place Like Home Program administered by the County
- 21. **"NPLH Program Documents"** means the documents executed by HHSA and an Applicant governing Assisted Units, including but not limited to HHSA agreement, that includes provisions related to supportive services, regulatory agreement, deed of trust, and promissory note.
- 22. **"Operating Expenses"** has the same meaning as in 25 CCR Section 8301.
- 23. **"Operating Income"** has the same meaning as in 25 CCR Section 8301.
- 24. **"Permanent Supportive Housing"** has the same meaning as "supportive housing," as defined in H&S Section 50675.14, except that "Permanent Supportive Housing" shall include associated facilities if used to provide services to housing residents. Permanent Supportive Housing does not include "Community care facilities" as set forth in H&S Section 1502, "Mental health rehabilitation centers" as defined in WIC Section 5675, or other residential treatment programs.
- 25. **"Point-in-Time Count"** means a count of sheltered and unsheltered homeless persons on a single night conducted by Continuums of Care as prescribed by HUD. In the event that HUD no longer requires that Point-in-Time Counts be conducted for unsheltered or sheltered homeless persons, the State HCD may use another methodology for determining the number of homeless persons residing within each County.
- 26. **"Program"** means the No Place Like Home Program.
- 27. **"Rent"** means the same as "gross rent", as defined in accordance with the Internal Revenue Code (26 USC 42(g)(2)(B)). It includes all mandatory charges, other than deposits paid by the tenant, for use and occupancy of an Assisted Unit, plus a utility allowance established in accordance with TCAC

regulations, if applicable. For units assisted under the Housing Choice Voucher (HCV) or similar rental or operating subsidy program, Rent includes only the tenant contribution portion of the contract rent.

28. **“Rental Housing Development”** or **“Project”** means a multifamily structure or set of structures providing Supportive Housing with common financing, ownership, and management. For developments financed under Article II, Projects must collectively contain five or more Units. **“Rental Housing Development”** does not include any **“health facility”** as defined by H&S Section 1250 or any **“alcoholism or drug abuse recovery or treatment facility”** as defined by H&S Section 11834.02. Rental Housing Developments or Projects also do not include **“Community care facilities”** as set forth in H&S Section 1502, **“Mental health rehabilitation centers”** as defined in WIC Section 5675, or other residential treatment programs.
29. **“Scattered Site Housing”** means a Rental Housing Development that includes non- contiguous parcels and meets the requirements in Subsection 202 within these Guidelines.
30. **“Serious Mental Disorder”** has the same definition as in Welfare and Institutions Code Section 5600.3.
31. **“Seriously Emotionally Disturbed Children or Adolescents”** has the same definition as in Welfare and Institutions Code Section 5600.3(a)(1).
32. **“SSI/SSP”** means the California Department of Social Services’ Supplemental Security Income/State Supplementary Payment pursuant to Welfare and Institutions Code Section 12000 *et seq.*
33. **“Supportive Housing”** has the same meaning as in Section 50675.14 of the Health and Safety Code, that is, housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Supportive Housing shall include associated facilities if used to provide services to housing residents. Supportive Housing does not include **“health facility”** as defined by Section 1250 of the Health and Safety Code or any **“alcoholism or drug abuse recovery or treatment facility”** as defined by Section 11834.02 of the Health and Safety Code or **“Community care facilities”** as set forth in Section 1502 of the Health and Safety Code, **“Mental health rehabilitation centers”** as defined in Section 5675 of the Welfare and Institutions Code, or other residential treatment programs.
34. **“TCAC”** means the California Tax Credit Allocation Committee.
35. **“Total Development Cost”** means the sum of all eligible development costs associated with the acquisition, design, construction, rehabilitation, or preservation of Assisted Units.
36. **“Transition-Age Youth”** means unaccompanied youth under age 25, including youth with children.
37. **“UMR”** means the Uniform Multifamily Regulations commencing with 25 CCR Section 8300.
38. **“Unit”** means a residential unit that is used as a primary residence by its occupants, including individual units within Rental Housing Developments, including Shared Housing.
39. **“WIC”** means the California Welfare and Institutions Code.

ATTACHMENT L-1

Support Services Plan

Attach pages as necessary to describe how the project will support the housing needs of individuals with serious mental disorder and/or families with seriously emotionally disturbed children/adolescents who are Homeless, Chronically Homeless, or At-risk of Chronic Homelessness for residency. Include and describe the following:

1. Total number of units to be NPLH Assisted Units;
2. Itemized budget and sources of funding for services;
3. Description of the eligible population to be served, and identification of any additional subpopulation or occupancy preference for the NPLH Project that the Developer wishes to undertake beyond what is permitted under the eligible population requirements. Any additional subpopulation outreach or occupancy preference for NPLH Project must be approved by HHSA PRIOR to construction loan closing and must be consistent with federal and state fair housing requirements;
4. Plan for coordination of services with the County's or the County's lead service provider;
5. Strategies for tenant outreach, engagement, and rental stability and retention of both NPLH Assisted and non-assisted units. How will property management and service providers work together to prevent evictions, adopt and ensure compliance with harm reduction principles, and facilitate the implementation of reasonable accommodation policies from lease up to ongoing operations of the Project?
6. Process to use Coordinated Entry System for notification of unit vacancies and receipt of tenant referrals, including individuals with serious mental disorder;
7. Efforts to be taken to ensure the project complies with Housing First Practices (WIC Code, 8255 (b));
8. Description of services to be offered, frequency of services that will be offered or provided depending on the nature of the services, who is anticipated to be providing the services and location and general hours of availability of services, including services that are funded directly through the development and provided by peers/individuals with lived experience of mental health conditions who provide on-site residential supports
9. For services provided off-site, plan must describe what public or private transportation options will be available to NPLH tenants to provide them reasonable access to services. Reasonable access is access that does not require walking more than ½ mile;
10. Description of how services are culturally and linguistically competent for person of different races, ethnicities, sexual orientations, gender identities, and gender expressions. This includes explaining how services will be provided to NPLH tenants, and their families, who do not speak English, or have other communication barriers, including sensory disabilities, and how communication among the service providers, the property manager and these tenants will be facilitated;
11. Service provider and property manager communication protocols;
12. Description of how the physical design of the Project fosters tenant engagement, onsite supportive service provision, safety and security, and sustainability of furnishings, equipment, and fixtures: and;
13. Other information needed by HHSA to evaluate the supportive services to be offered are consistent with the NPLH guidelines.

ATTACHMENT L-2
Support Services Plan- Supportive Service Chart

Complete the Supportive Services Chart. The Chart must list all services that will be provided to NPLH tenants, including any in-kind services essential to the success of the Supportive Services Plan. Add additional pages, if necessary.

Supportive Service Additional services not listed below may be added at the bottom of the checklist.	Service Location	
	Onsite	Off-Site
<i>Services <u>Required</u> to be available to NPLH tenants based on tenant need (provided by or coordinated by County Lead Service Provider)</i>		
Case Management	<input type="checkbox"/>	<input type="checkbox"/>
Peer Support Activities	<input type="checkbox"/>	<input type="checkbox"/>
Mental health care, such as assessment, crisis counseling, individual and group therapy, and peer support groups	<input type="checkbox"/>	<input type="checkbox"/>
Substance use services, such as treatment, relapse prevention, and peer support groups	<input type="checkbox"/>	<input type="checkbox"/>
Support in linking to physical health care, including access to routine and preventive health and dental care, medication management, and wellness services	<input type="checkbox"/>	<input type="checkbox"/>
Benefits counseling and advocacy	<input type="checkbox"/>	<input type="checkbox"/>
Basic housing retention skills (such as Unit maintenance and upkeep, cooking, laundry, and money management).	<input type="checkbox"/>	<input type="checkbox"/>
<i>Services <u>Encouraged</u> to be available to NPLH tenants based on tenant need</i>		
Services for persons with co-occurring mental and physical disabilities or co-occurring mental and substance use disorders not listed above	<input type="checkbox"/>	<input type="checkbox"/>
Recreational and social activities;	<input type="checkbox"/>	<input type="checkbox"/>
Educational services, including assessment, GED, school enrollment, assistance accessing higher education benefits and grants, and assistance in obtaining reasonable accommodations in the education process	<input type="checkbox"/>	<input type="checkbox"/>
Employment services, such as supported employment, job readiness, job skills training, job placement, and retention services, or programs promoting volunteer opportunities for those unable to work	<input type="checkbox"/>	<input type="checkbox"/>
Obtaining access to other needed services, such as civil legal services, or access to food and clothing	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

*Transportation, assistance with, or access to transportation, will be provided for all off-site services.

ATTACHMENT M

No Place Like Home (NPLH) BHS Service Commitment Request Form

Date Request Submitted:		Person Submitting Request:			
Developer Name:					
Sponsor:					
Name of Project:					
Project Address:					
Additional Service Providers/ Resident Services Coordinator:					
Additional Services offered to NPLH and non-NPLH tenants:					
Total Number of Units ()	Studio/Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Total # of NPLH Units ()	Studio/Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Square footage of NPLH Units by # of	Studio/Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Total # of Non-NPLH Units Restricted to Persons with a Mental Health Diagnosis ()	Studio/Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
DEVELOPMENT TYPE			PROPERTY TYPE		
<input type="checkbox"/> New Construction <input type="checkbox"/> Acquisition/ Rehabilitation			<input type="checkbox"/> Multi-family <input type="checkbox"/> Scattered Site		
Total Development Cost:			Will there be Project Based Vouchers for NPLH Units? <input type="checkbox"/> Yes (awarded) <input type="checkbox"/> Yes (letter of commitment) <input type="checkbox"/> TBD (application to be submitted) <input type="checkbox"/> No		
Please describe any additional subpopulation restrictions placed on NPLH Units (e.g., NPLH tenants must also be seniors, veterans, TAY, etc.) and the number of units restricted:					
Please describe the tenant population restrictions for non-NPLH units (e.g., general affordable, general homeless, seniors, veterans, TAY, etc.) and the number of units restricted:					
Please describe plans for supporting NPLH tenant integration within the proposed develop, including facility features:					
Please describe plans for supporting NPLH tenant stability and housing retention, including strategies that involve coordination amongst property management and supportive services staff:					
Outcome of Consultation: <input type="checkbox"/> Preliminary Approval of Proposed Unit Concentration <input type="checkbox"/> Preliminary Conditional Approval Contingent on the Reduction in Number of NPLH Assisted Units from () Units to () Units or Fewer. <input type="checkbox"/> Preliminary Conditional Approval Contingent on _____					

No Place Like Home (NPLH) BHS Service Commitment Request Form

Based on the information provided above, County of San Diego Health and Human Services Agency (HHSA), Behavioral Health Services (BHS) is prepared to offer a preliminary supportive services commitment for the NPLH Units listed above, subject to any conditions listed in the Outcome of Consultation section. Changes to any of the information listed above may void this preliminary NPLH supportive services commitment and delay the NPLH NOFA application review process. Please contact BHS if the project details listed on your NPLH NOFA application will differ from the information listed above.

PLEASE NOTE: The preliminary commitment of NPLH supportive services by BHS is not, in any way, a guarantee of funding under the NPLH Program. Funding under the NPLH Program is subject to the review and approval of a NPLH NOFA application by the County of San Diego HHSA, Housing and Community Development Services (HCDS) and is subject to the availability of NPLH funds. Please contact HCDS with any questions related to the NPLH NOFA or its requirements.

Signatures are required from both BHS Representative and Developer Representative for document to be considered complete.

BHS Representative Signature/Date

Developer Representative Signature/Date

BHS Representative Printed Name

Developer Representative Printed Name