

## Glossary of Terms

**Affordable Housing:** In general, housing for which the tenants are paying no more than 30% of their income for housing costs, including utilities. Affordable housing may either be subsidized housing or unsubsidized market housing. A special type of affordable housing for people with disabilities who need services along with affordable housing is “Permanent Supportive Housing.”

**Area Median Income (AMI):** The household in a certain region that is in the exact middle in terms of income compared to other households will set the AMI for their region (the household size is a factor taken into account; there are different AMIs for households of different sizes in the same region). This number is calculated every year by HUD.

**Chronically Homeless:** An individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

**Community Development Block Grant (CDBG):** Created under the Housing and Community Development Act of 1974, this program provides grant funds to local and state governments to develop viable urban communities by providing decent housing with a suitable living environment and expanding economic opportunities to assist low- and moderate-income residents.

**Consolidated Plan:** A document written by a state or local government describing the housing needs of the low- and moderate-income residents, outlining strategies to meet these needs, and listing all resources available to implement the strategies. This document is required in order to receive HUD Community Planning and Development funds.

**Continuum of Care (CoC):** A local geographic area designated by HUD and served by a local planning body, which is responsible for organizing and delivering housing and services to meet the needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The terms “CoC Governing Body” or “CoC Board” have the same meanings. In some contexts, the term “continuum of care” is also sometimes used to refer to the system of programs addressing homelessness.

**CoC Lead Agency/Collaborative Applicant:** The local organization or entity that implements the work and policies directed by the CoC. In Florida, there are 27 CoC Lead Agencies, serving 64 of 67 Florida counties. The CoC Lead Agency typically serves as the “Collaborative

Applicant,” which submits annual funding requests for HUD CoC Program funding on behalf of the CoC.

**Coordinated Entry System:** A standardized community-wide process to perform outreach and identify homeless households, enter their information into HMIS, use common tools to assess their needs and prioritize access to housing interventions and services to end their homelessness. Sometimes referred to as a “triage system” or “coordinated intake and assessment.” (See 24 CFR 578.3)

**Council on Homelessness:** The Council on Homelessness was created in 2001 to develop policies and recommendations to reduce homelessness in Florida. The Council’s mission is to develop and coordinate policy to reduce the prevalence and duration of homelessness and work toward ending homelessness in Florida.

**Disability:** A physical or mental impairment that substantially limits one or more of the major life activities of such for an individual.

**Diversion:** A strategy that prevents homelessness for people seeking shelter by helping them stay housed where they currently are or by identifying immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. This strategy is used in order to keep individuals from entering the homelessness system in their county.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Effectively Ending Homelessness:** Effectively ending homelessness means that the community has a comprehensive response in place to ensure that homelessness is prevented whenever possible, or if it cannot be prevented, it is a rare, brief, and non-recurring phenomenon. Specifically, the community will have the capacity to: (1) quickly identify and engage people at risk of or already experiencing homelessness; (2) intervene to prevent the loss of housing and divert people from entering the homelessness services system; and (3) when homelessness does occur, provide immediate access to shelter and crisis services, without barriers to entry, while permanent stable housing and appropriate supports are being secured, and quickly connect people to housing assistance and services—tailored to their unique needs and strengths—to help them achieve and maintain stable housing.

**Elderly Person Household:** A household composed of one or more persons at least one of whom is 62 years of age or more at the time of initial occupancy.

**Emergency Shelter:** A facility operated to provide temporary shelter for people who are homeless. HUD's guidance is that the lengths of stay in emergency shelters prior to moving into permanent housing should not exceed 30 days.

**Emergency Solutions Grant (ESG):** HUD funding that flows through the state and certain local governments for street outreach, emergency shelters, rapid re-housing, homelessness prevention, and certain HMIS costs. (See 24 CFR 576)

**Encampment:** A place where one or more individuals stay for a continuous period of time that includes temporary or permanent structures and personal belongings. May include an outdoor location or other conditions meeting the definition of "place not meant for human habitation."

**E-Snaps:** The electronic grants management system used by HUD's Office of Special Needs Assistance Programs (SNAPS). This system supports the CoC Program applications for funding consideration and grant awards process for conditionally awarded projects under the HUD CoC Program.

**Extremely Low-Income (ELI) :** Household income that is 30% or less of the AMI of the community.

**Fair Housing Act:** The 1968 act (amended in 1974 and 1988) providing the HUD Secretary with fair housing enforcement and investigation responsibilities. A law that prohibits discrimination in all facets of the homebuying process on the basis of race, color, national origin, religion, sex, familial status, or disability.

**Fair Market Rent (FMR):** Primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment contracts in the Moderate Rehabilitation Single Room Occupancy program, and to serve as a rent ceiling in the HOME rental assistance program.

**Fair Market Value:** The amount of money that would probably be paid for a property in a sale between a willing seller, who does not have to sell, and a willing buyer, who does not have to buy.

**Florida Department of Children and Families (DCF):** The state agency that manages services to families, including investigating child abuse, managing child welfare cases, substance abuse and mental health treatment, and providing federal benefits like Medicaid and food assistance.

**Florida Housing Finance Corporation (FHFC):** Florida Housing Finance Corporation was created by the Florida Legislature 40 years ago to help Floridians obtain safe, decent, affordable housing that might otherwise be unavailable to them. The corporation provides funds for the development of housing.

**Gross Annual Income:** The total income, before taxes and other deductions, received by all members of the tenant's household. There shall be included in this total income all wages, social security payments, retirement benefits, military and veteran's disability payments, unemployment

benefits, welfare benefits, interest and dividend payments and such other income items as the Secretary considers appropriate.

**Housing Inventory Count (HIC):** An inventory of housing conducted annually during the last ten days of January. The count tallies the number of beds and units available on the night designated for the count by program type, and those dedicated to serve specific sub-populations of persons.

**HOME (Home Investment Partnerships Program):** Provides formula grants to states and localities that communities use — often in partnership with local nonprofit groups — to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership, or to provide direct rental assistance to low-income people.

**Homeless:** There are varied definitions of homelessness. Generally, “homeless” means lacking a fixed, regular, and adequate nighttime residence and living in temporary accommodations (e.g., shelter) or in places not meant for human habitation. Households fleeing domestic violence and similar threatening conditions are also considered homeless. For purposes of certain programs and funding, families with minor children who are doubled up with family or friends for economic reasons may also be considered homeless, or are households at imminent risk of homelessness. (See 24 CFR 578.3)

**Homeless Emergency and Rapid Transition to Housing (HEARTH) Act:** Federal Legislation that, in 2009, amended and reauthorized the McKinney-Vento Homeless Assistance Act. The HEARTH/McKinney Vento Act provides federal funding for homeless programs, including the HUD ESG funds and the HUD CoC Grant funding.

**Homeless Management Information System (HMIS):** A web-based software solution and database tool designed to capture and analyze client-level information including the characteristics, service needs, and use of services by persons experiencing homelessness. HMIS is an important component of an effective Coordinated Entry System, CoC planning efforts, and performance evaluation based on program outcomes.

**Homelessness Prevention:** Short-term financial assistance, sometimes with support services, for households at imminent risk of homelessness and who have no other resources to prevent homelessness. For many programs, the household must also be extremely low-income, with income at or less than 30% of the AMI, to receive such assistance. (See 24 CFR 576.103)

**Household:** All the people who occupy a housing unit. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.

**Housing First Approach:** An approach to ending homelessness that centers on providing people experiencing homelessness with housing as quickly as possible and, once the person is housed,

then providing services to help the person remain stably housed. This approach is consistent with what most people experiencing homelessness need and want. Housing First is recognized as an evidence-based best practice, is cost-effective, and results in better outcomes as compared to other approaches. The Florida Legislature encourages CoCs to adopt the housing first approach to reduce homelessness.

**Household Opportunities for Persons with AIDS (HOPWA):** Provides housing assistance and supportive services to low-income people with HIV/AIDS and their families. HOPWA funds may also be used for health care and mental health services, chemical dependency treatment, nutritional services, case management, assistance with daily living, and other supportive services.

**Housing or Permanent Housing:** Any housing arrangement in which the person/tenant can live indefinitely, as long as the rent is paid, and lease terms are followed. Temporary living arrangements and programs – such as emergency shelters, transitional programs, and rehabilitation programs – do not meet the definition of housing.

**HUD CoC Funding:** Funding administered by HUD through local CoC Collaborative Applicant (i.e., CoC Lead Agency) entities. Eligible uses for new projects include permanent supportive housing, rapid re-housing, coordinated entry, HMIS, and CoC planning.

**Income Limit (IL):** Determines the eligibility of applicants for HUD's assisted housing programs. The major active assisted housing programs are the Public Housing program, the Section 8 Housing Assistance Payments program, Section 202 housing for the elderly, and Section 811 housing for persons with disabilities.

**In-Kind Match:** The value of any real property, equipment, goods, or services contributed to a CoC Program grant that would have been an eligible CoC Program activity if the recipient or subrecipient paid for them directly with CoC Program funds.

**Joint Transitional Housing and Permanent Housing-Rapid-Re-housing (Joint TH and PH-RRH):** Commonly referred to as “TH-RRH”, this combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. Program participants chose the type of housing that best fits their needs that will result in obtaining or maintaining permanent housing.

**Local Competition:** Refers to the CoC's local process for requesting applications for funding from providers, the application forms and scoring criteria, and the process used by the CoC for decisions on whether to accept or reject, as well as scoring and ranking projects submitted.

**Local Housing Trust Funds:** Florida's Sadowski Act Affordable Housing Trust Funds receive funding from dedicated revenue from real estate doc stamps. 70% of these funds are allocated to the Local Government Housing Trust Fund for the State Housing Initiatives Partnership Program (SHIP) that funds housing programs.

**Longitudinal Systems Analysis (LSA):** Produced from a CoC's HMIS and submitted annually to HUD via the HDX 2.0. The LSA provides HUD and CoCs with critical information about how people experiencing homelessness use their system of care.

**Low Income:** Low-income persons means one or more natural persons or a family, the total annual adjusted gross household income of which does not exceed 80% of the median annual adjusted gross income for households within the state, or 80% of the median annual adjusted gross income for households within the metropolitan statistical area (MSA) or, if not within an MSA, within the county in which the person or family resides, whichever is greater.

**Low-Income Housing Tax Credit (LIHTC):** A tax incentive intended to increase the availability of low-income housing. The program provides an income tax credit to owners of newly constructed or substantially rehabilitated low-income rental housing projects.

**Match:** Cash and/or in-kind resources contributed by the CoC and ESG grant recipient as a condition of receiving CoC or ESG funding. All grant funds must be matched with an amount no less than 25% of the awarded grant (excluding the amount awarded to the leasing budget line item). CoC Program recipients may also use program income as match.

**Memorandum of Understanding (MOU):** A written document that must establish unconditional commitment, upon selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

**Moderate Income:** Households whose incomes are between 81 percent and 95 percent of the median income for the area, as determined by HUD, with adjustments for smaller or larger families. HUD may establish income ceilings higher or lower than 95 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs, fair market rents, or unusually high or low family incomes.

**Moving On:** A strategy used by recipients and subrecipients to help participants living in PSH "move on" to long-term subsidized housing. Targeted participants are those who may no longer need or want intensive services but still need assistance to maintain their housing.

**Notice of Funding Opportunity (NOFO):** Public notice issued throughout the country to announce the annual HUD CoC funding competition.

**Office on Homelessness:** Created in 2001, the Office on Homelessness was established as a central point of contact within state government on matters related to homelessness. The Office coordinates the services of the various state agencies and programs to serve individuals or families who are homeless or are facing homelessness. Office staff work with the Council on Homelessness to develop state policy. The Office also manages targeted state grants to support the implementation of local homeless service CoC plans. The Office is responsible for coordinating resources and programs across all levels of government, and with private providers that serve people experiencing homelessness.

**Outreach:** A necessary homeless system component that involves interacting with unsheltered people who are homeless in whatever location they naturally stay (e.g., in campsites, on the streets), building trust, and offering access to appropriate housing interventions.

**Permanent Supportive Housing (PSH):** Safe and affordable housing for people with disabling conditions, legal tenancy housing rights, and access to individualized support services. PSH that is funded through HUD CoC funding should prioritize people who are chronically homeless with the longest terms of homelessness and the highest level of vulnerability/acuity in terms of health issues and service needs. (See 24 CFR 578.3)

**Planning Grant:** Non-renewable, annual grant awarded to the collaborative applicant to assist the CoC in carrying out its responsibilities that include among other activities: development of strategies for ending homelessness, evaluating project outcomes, submission of the CoC application to HUD and conducting the Point-in-Time Count.

**Point in Time (PIT) Count:** HUD requires CoCs to count the number of people experiencing homelessness in their geographic area through the Point in Time (PIT) Count on a given day. Conducted by most CoCs during the last ten days in January, the PIT Count includes people served in shelter programs every year, with every other year also including people who are unsheltered. Data collected during the PIT Counts is critical to effective planning and performance management toward the goal of ending homelessness for each community and the nation as a whole.

**Priority Listing:** The piece of the application to HUD that lists all the projects the CoC is putting forth for NOFO funding consideration and how projects were ranked by the CoC.

**Public Housing Agency (PHA):** Any state, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities that is authorized to engage or assist in the development or operation of low-income housing under the U.S. Housing Act of 1937.

**Rapid Re-Housing (RRH):** A housing intervention designed to move a household into permanent housing (e.g., a rental unit) as quickly as possible, ideally within 30 days of identification. Rapid Re-Housing typically provides (1) help identifying appropriate housing; (2) financial assistance (deposits and short-term or medium-term rental assistance for 1-24 months), and (3) support services as long as needed and desired, up to a certain limit. (See 24 CFR 576.104)

**Release of Information:** A written authorization, dated and signed by a client or a client's legal representative, that allows a licensee to provide specified information to the individual or individuals designated in the written release of information.

**Rent Reasonableness:** Ensures a unit that is supported by grant funds is not more expensive than a similar unit that is not supported by grant funds. It compares the rent of one unit against the rent being charged for similar units in the area, taking into account location, quality, size, type, and age of unit.

**Safe Haven:** A type of supportive housing designed to serve hard-to-reach homeless persons with severe mental illness who come primarily from the streets and have been unable or unwilling to participate in housing or supportive services. While no longer an eligible new component of the CoC Program, these types of projects continue to be eligible for renewal of leasing, operating, supportive services, rental assistance, HMIS and project administrative costs under 24 CFR 578.33(d)(1), so long as the project continues to serve the same population and the same number of program participants or units in the same type of housing as identified in their most recently amended grant agreement signed before August 31, 2012.

**SAGE:** An HMIS reporting repository. HUD requires that all CoC recipients submit their HMIS data into SAGE to meet HUD's Annual Performance Report (APR) requirements.

**Section 8 Homeownership Program:** Allows low-income families who qualify for Section 8 rental assistance to use their certificates or vouchers to pay for homeownership costs under a mortgage.

**Section 8 Rental Assistance:** Provides rental assistance to low-income families who are unable to afford market rents. Assistance may be in the form of vouchers or certificates.

**Services or Support Services:** A wide range of services designed to address issues negatively affecting a person's quality of life, stability, and/or health. Examples include behavioral health counseling or treatment for mental health and/or substance use issues, assistance increasing income through employment or disability assistance, financial education, assistance with practical needs such as transportation or housekeeping, and connections to other critical resources such as primary health care.

**Sheltered/Unsheltered Homelessness:** People who are in temporary shelters, including emergency shelter and transitional shelters, are considered "sheltered." People who are living outdoors or in places not meant for human habitation are considered "unsheltered."

**State Housing Trust Funds:** Florida's Sadowski Act Affordable Housing Trust Funds receive funding from dedicated revenue from real estate doc stamps. 30% of these funds are allocated to the State Housing Trust Fund for programs such as the State Apartment Incentive Loan (SAIL) program. In Florida, the Housing Trust Funds are used for affordable housing when appropriated for that use by the State Legislature. Housing Trust Funds may also be funded by general revenue and government bonds.

**Stella P.:** Used as a tool to visualize system performance based on Longitudinal System Analysis data, Stella P. provides an illustrative approach to a housing crisis response system's data by reporting the number of days homeless, exists from the homeless system to permanent destinations, and returns to homelessness. Stella P. develops data visualization elements to describe trends, population characteristics, performance, and comparisons based on official HUD data sets.

**Subrecipient:** A private nonprofit organization, State or local government, or instrumentality of a State or local government, Indian Tribes and Tribally Designated Housing Entities (THDEs) (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act



of 1996 (25 U.S.C. 4103), and or a public housing agency as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion that receives a subgrant from a recipient to carry out all or part of a CoC Program project.

**Supportive Services Only (SSO):** A CoC program component type that allows recipients and subrecipients to provide supportive services to homeless individuals and families not residing in housing operated by the recipient or subrecipient.

**Tenant-Based Rental Assistance (TBRA):** Assists low- and very low-income households in obtaining decent, safe, and sanitary housing in private accommodations by making up the difference between what they can afford and the approved rent for an adequate housing unit.

**Transitional Program:** A temporary shelter program that allows for moderate stays (3- 24 months) and provides support services. Based on research on the efficacy and costs of this model, this type of program should be a very limited component of the housing crisis response system, due to the relative costliness of the programs in the absence of outcomes that exceed rapid re-housing outcomes. Transitional housing should be used only for specific subpopulations such as transition-age youth.

**U.S. Department of Housing and Urban Development (HUD):** Provides funding to states and local communities to address homelessness. In addition, this department supports fair housing, community development, and affordable housing, among other issues.

**Very Low Income:** Very-low-income persons means one or more natural persons or a family, not including students, the total annual adjusted gross household income of which does not exceed 50% of the median annual adjusted gross income for households within the state, or 50% of the median annual adjusted gross income for households within the metropolitan statistical area (MSA) or, if not within an MSA, within the county in which the person or family resides, whichever is greater.

**Violence Against Women Act (VAWA):** A federal law that, in part, provides housing protections for people applying for or living in units subsidized by the federal government and who have experienced domestic violence, dating violence, sexual assault, or stalking, to help keep them safe and reduce their likelihood of experiencing homelessness.