



Anchorage
Health
Department

Shelter Licensing Presentation Committee on Housing and Homelessness 2/15/2023

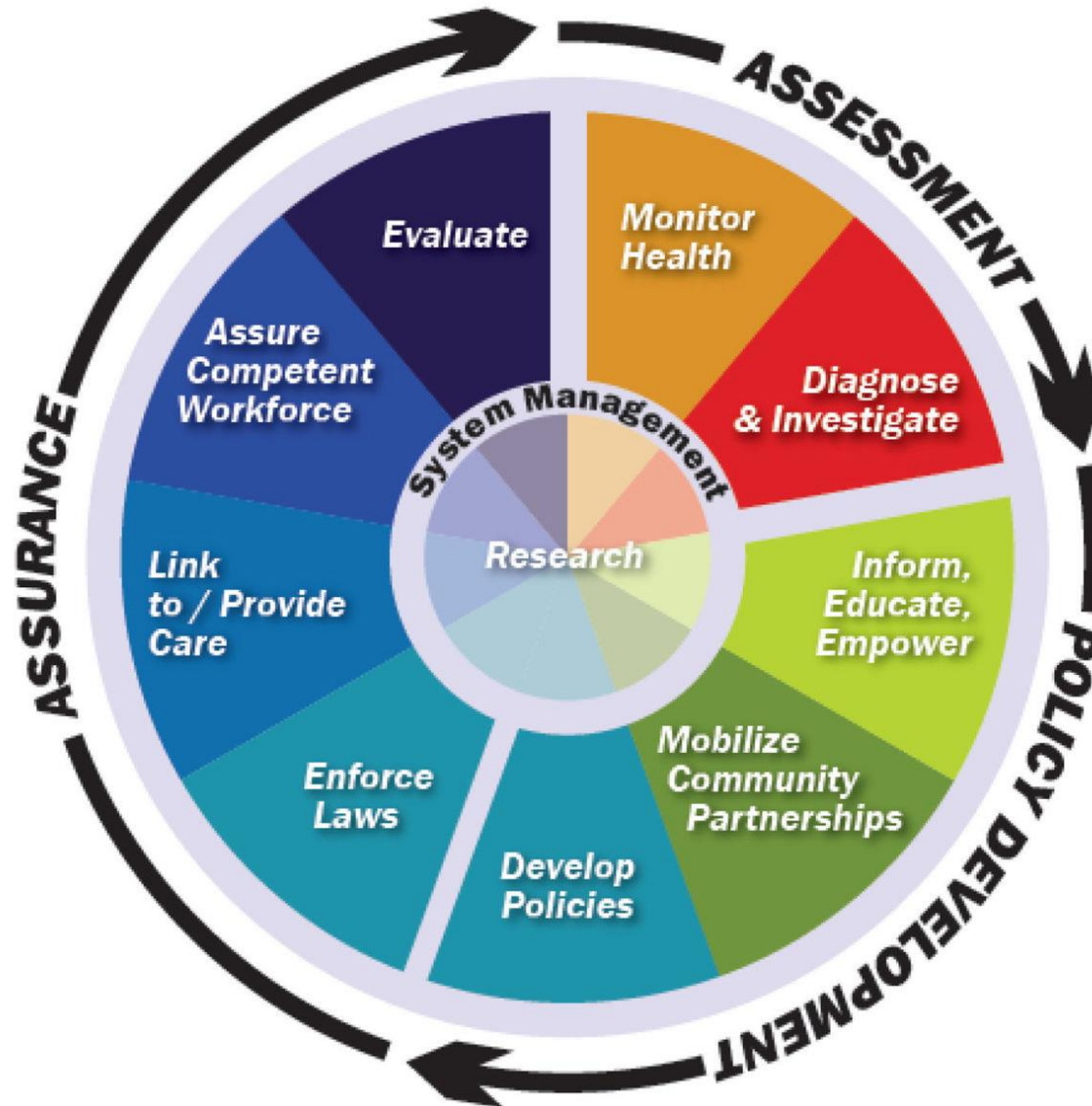


Presenter

- Michael Hughes,
Homelessness Planning
Coordinator

**Public Health: working for all
of us all of the time!**

CDC 10 Essential Public Health Services



Homeless and Transient Shelter Licensing

Agenda

- Introduction
- Background
- Project Overview
- Regulatory Scheme
 - Application
 - Municipal Workflow
 - Enforcement
- Questions

Introduction

1. No code changes
2. Recommendations are provided and based on best practices
3. All materials have been reviewed by Legal

Background

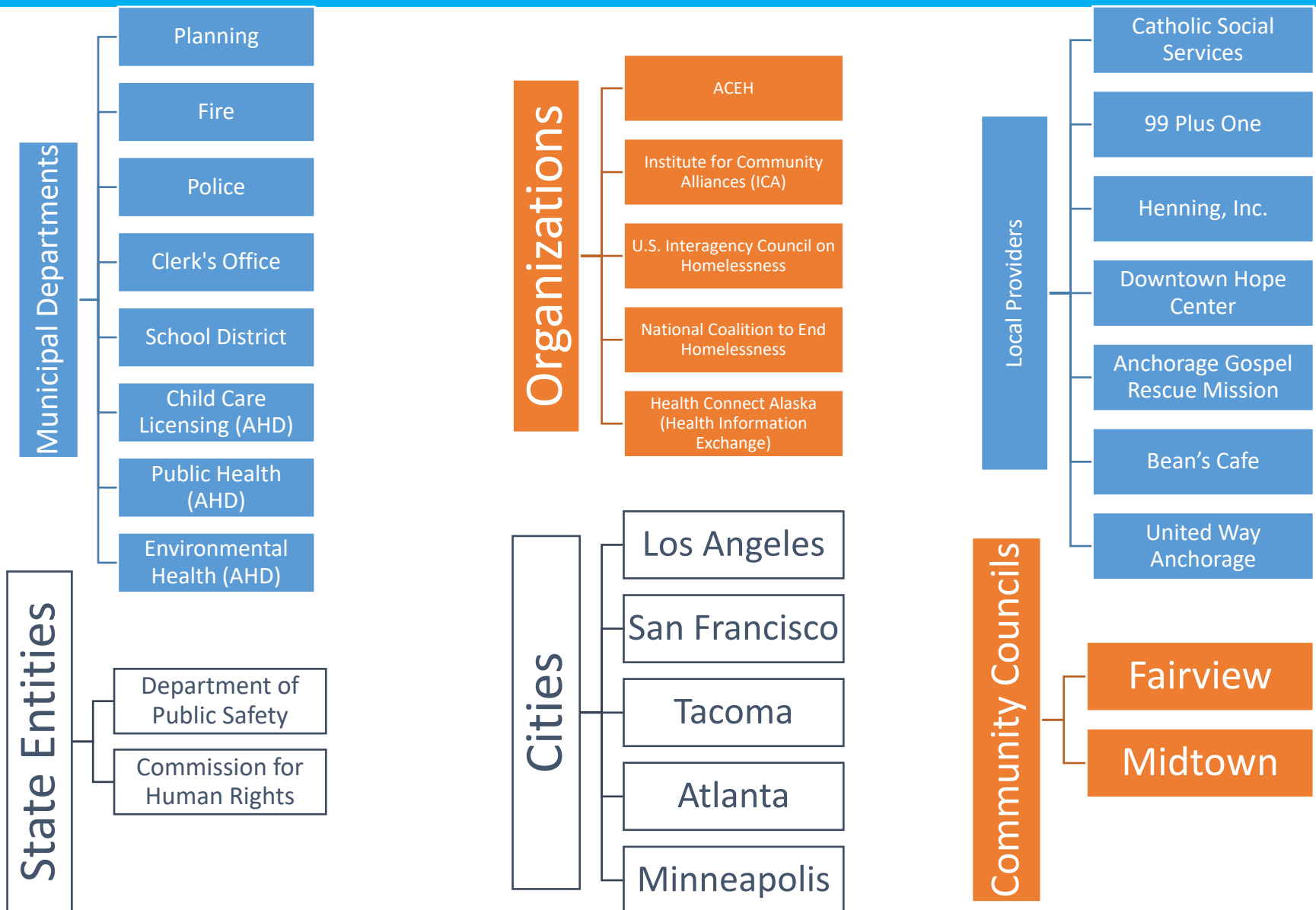
- **Since early 2022, the Anchorage Health Department has planned for Shelter Licensing by:**
 - Compiling research
 - Meeting with stakeholders
 - Developing policies and procedures
- **The purpose of today's Shelter Licensing presentation is to:**
 - Provide a progress update
 - Welcome feedback

Project Overview

Project Timeline

- **1. Research Phase (February 2022—August 2022)**
 - Studied national best practices
 - Engaged with local stakeholders
 - Coordinated with other Municipal departments
- **2. Infrastructure Development (August 2022—December 2022)**
 - Created Policies and Procedures Manual
 - Developed all internal and external documents
- **3. Implementation (January 2023—Present)**
 - Contacted shelters to submit a Shelter License application by February 17th
 - Shelters will be issued a Provisional License after applying

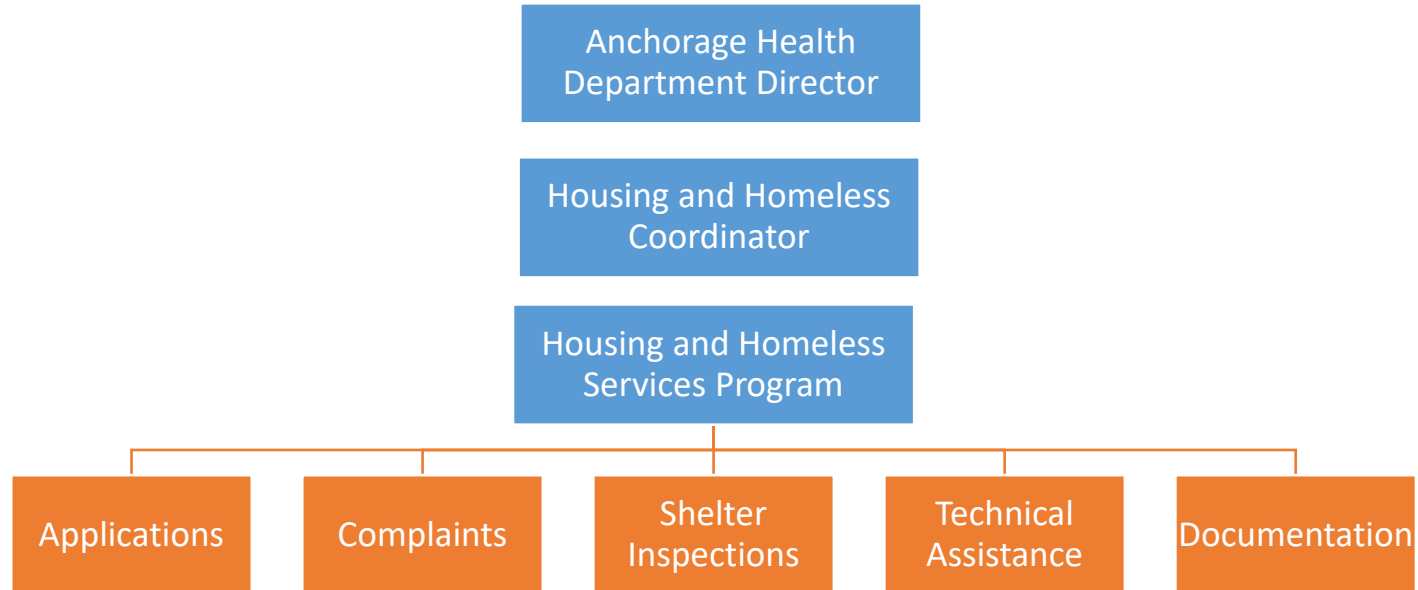
Research Phase



Shelter Licensing as a Practice

Shelter Licensing, as it exists in AMC 16.125, is not a common practice across the country. (National Alliance to End Homelessness, U.S. Interagency Council on Homelessness)

Regulatory Scheme Overview



Webpage

ANCHORAGE HEALTH DEPARTMENT

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Homeless and Transient Shelter Licensing

The Anchorage Health Department views Homeless and Transient Shelter Licensing as an opportunity to create relationships and provide support to shelters, while guaranteeing a minimum standard of care for clients.

Background

On June 22, 2021, the Anchorage Assembly passed [Assembly Ordinance 2021-055\(S-1\)](#), now Anchorage Municipal Code [Chapter 16.125 – Homeless and Transient Shelter Licensing](#). AMC 16.125 outlines the responsibilities and powers given to the Anchorage Health Department (AHD) for implementing Shelter Licensing in order to:

1. establish minimum standards of care,
2. enable and maintain data collection about people experiencing homelessness,
3. maintain appropriate oversight for the sake of shelter clients, and
4. mitigate impacts on neighboring residents, businesses, etc.

Overview

Contact Us

housingandhomelesservices@anchorageak.gov
907-343-6718

Shelter License Applications

- [Homeless and Transient Shelter License Application](#)
- [Variance/Waiver Application](#)
- [Barrier Crime Waiver Application](#)

Documents

- [Anchorage Shelter Licensing Policies and Procedures](#)
- [Required Documents Checklist](#)
- [Background Check Information Sheet](#)
- [Public Notice Information Sheet](#)
- [Good Neighbor Policy Recommended MOU](#)

Webpage Links

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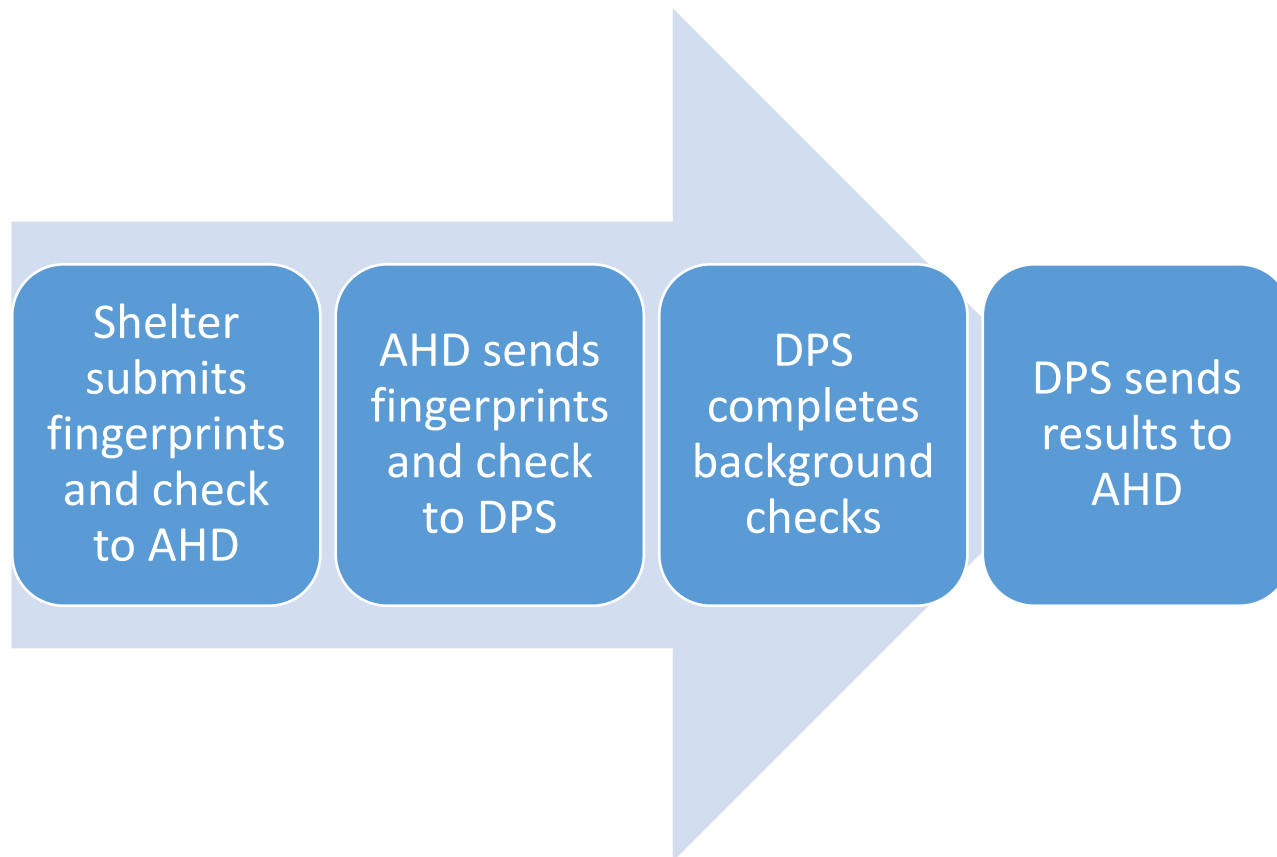
-  [Anchorage Shelter Licensing Policies and Procedures](#)
-  [Required Documents Checklist](#)
-  [Background Check Information Sheet](#)
-  [Public Notice Information Sheet](#)
-  [Good Neighbor Policy Recommended MOU Template](#)

Determination Method

- Shelters were determined to require licenses based on definitions of 'Overnight Shelter' and 'Day Shelter' in AMC 16.125.
 - Method detailed in P&P Manual
 - Objective questions to identify which facilities function as overnight or day shelters per AMC 16.125 definitions
 - Legal review of P&P Manual complete

Background Checks

- Background checks for shelter leadership will be done through the Alaska Department of Public Safety.



Application Overview

Submit Shelter License Application



Step 1

Step 2



Start Public Notice,
Agency Requests, etc.

Shelter Inspection



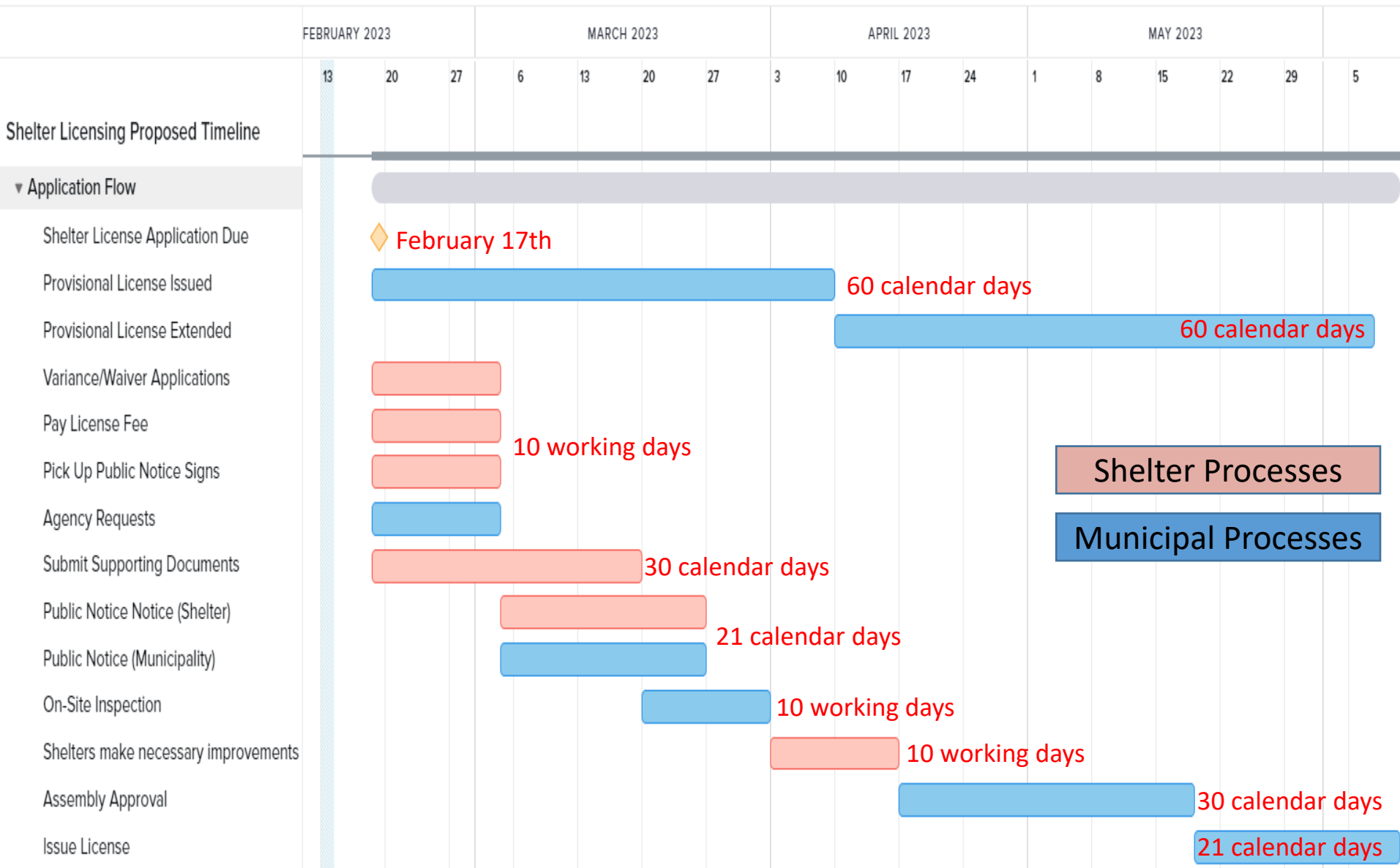
Step 3

Step 4



Assembly Approval
and Issue License

Application Timeline



Enforcement Overview

Respond to Complaints

Inspect Shelters

Provide Technical Assistance

Document Appropriately

Enforcement Details

- **Inspections**
 - 1 unannounced inspection per year
 - 1 scheduled inspection per year
- **Complaint Process**
 - Complaints received by phone or through AncWorks
 - All complaints within the purview of AMC 16.125 will be documented and have an inquiry and investigation conducted if necessary
- **Violations**
 - HHS will work with shelters to create plans of improvement
 - HHS will determine fines not to exceed \$300 (AMC 16.125.090C.) on a case-by-case basis

Mission

- *AHD views Shelter Licensing as an opportunity to create relationships and provide support to shelters, while guaranteeing a minimum standard of care for clients.*

Questions?



Thank you!



**Anchorage
Health
Department**

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