**Dane CoC Written Standards Checklist- Rapid Rehousing Program**

**Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Standards** | **Yes** | **No** | **Comments/Plan for Improvement** |
| 1. The maximum length of program participation is 24 months.
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| 1. Program staff will assist participants in locating housing.
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| 1. Supportive services designed to meet the needs of the project participants must be made available to the project participant throughout the duration of stay in the RRH project.
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| 1. Project participants in RRH must enter into a written lease agreement that is terminable for cause. The lease must be automatically renewable upon expiration for a minimum term of one month, except on prior notice by either party. Programs may have additional requirements determined by program funding requirements. For example, programs may require a written lease agreement for an initial term of one year.
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| 1. RRH project will use Housing First approaches, following the Minimum Standards listed in the Housing First section of the Written Standards.
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| 1. Financial assistance and case management should be based on a household’s individual needs using progressive engagement. Assistance should be offered using a light touch; start with a small amount of assistance and increase it if needed.
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| 1. RRH programs will connect households with community resources and mainstream benefits to allow for individual resources to be used for housing costs.
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| 1. While working with a participant, if it becomes apparent they have documentation of chronic homelessness, program staff will talk with them about the option of continuing with the program or returning to the priority list for a PSH slot. The program must explain how long it may take to receive PSH.
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| **Coordinated Entry Sections pertaining to Rapid Rehousing** |  |  |  |
| 1. Housing providers contact CE staff with vacancies or transfer requests
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| 1. Housing providers may not reject a household for assistance based on perceived barriers to housing or services.
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| 1. CoC, EHH and ESG funded programs must use the Coordinated Entry process as the only referral source from which they fill vacancies in housing or services.
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| 1. When an agency receives a name from the priority list, staff must initiate contact with the person within two business days.
	1. Staff must attempt contact three times during seven business days
	2. All attempts must be documented in HMIS under the Coordinated Entry Referral Follow Up section.
	3. If staff attempts contact on three occasions during the seven business days and does not get a response, they may move to the next household on the priority list.
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Suggested Updates:

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