**Dane CoC Written Standards Checklist- Prevention**

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

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| **Standards** | **Yes** | **No** | **Comments/Plan for Improvement** |
| Financial assistsance |  |  |  |
| 1. Financial assistance includes the following: one-time payment for up to 6 months of rent in arrears including any late fees, short-term rental assistance up to 3 months, medium-term rental assistance up to 6 months, rental application fees, security deposits equal to no more than 2 months rent, last month’s rent, utility deposits, utility payments up to 6 months, and moving costs (or otherwise directed by the funder).
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| 1. Households can only receive assistance once in a three-year period or otherwise directed by the funder.
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| 1. Households in CoC –funded Permanent Supportive Housing (PSH) can receive financial assistance if the program receives rental assistance funding. If the PSH program is leasing or operation, the household is not eligible for financial prevention assistance.
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| 1. 1) The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing for at least 30 days. Prevention funds may be provided for 6 months of rental arears not to exceed two months of Fair Market Rent for the unit type.
	1. All clients are assessed to determine initial need and create a budget to outline planned need for assistance, including establishing a plan for housing stability for the next 30 days.
	2. Agencies cannot set organizational maximums or minimums.
	3. The HSC expects that agencies will use progressive engagement and households receive the minimum amount of assistance necessary to stabilize in housing.
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| 1. If providing short-term rental assistance (more than a one time payment of rental arears), eligibility and types/amounts of assistance must be re-evaluated not less than once every 3 months. At a minimum, each re-evaluation must establish and document:
	1. The program participant does not have an annual income that exceeds 30% of county median income.
	2. The program participant lacks sufficient resources and support networks necessary to retain housing without prevention assistance.
	3. Programs may require program participants receiving assistance or services to provide notification regarding changes to household income, household composition, or other circumstances that may impact need for assistance.
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| 1. Financial assistance will be distributed in a way to ensure that programs have funds available throughout the grant period.
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| 1. Participants will work with their case manager to develop their individual housing plan based on participant goals and shared goals for achieving housing stability. Case managers will use the housing plan to determine the participant contribution based on monthly income. Financial assistance is available for households with zero income.
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| housing relocation and stablization services |  |  |  |
| 1. Housing Relocation and Stabilization Services include the following: housing search and placement, housing stability case management, mediation, legal services, and credit repair. *Specify which service you provide in the comment section.*
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 |  |  |  |
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	1. The program participant does not have an annual income that exceeds 30% of county median income.
	2. The program participant lacks sufficient resources and support networks necessary to retain housing without prevention assistance.
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| 1. Programs may require program participants receiving assistance or services to provide notification regarding changes to household income, household composition, or other circumstances that may impact need for assistance.
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| 1. Homeless prevention participants receiving housing stability case management will be offered a meeting with a case manager not less than once per month to assist in ensuring long-term housing stability. Case managers and program managers are encouraged to provide more than the minimum required services through case management.
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Suggested Updates:

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