**Dane CoC Written Standards Checklist- Permanent Supportive Housing**

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

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| **Standards** | **Yes** | **No** | **Comments/Plan for Improvement** |
| 1. There can be no predetermined length of stay for a PSH project.
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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 PSH project.
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| 1. Project participants in PSH must enter into a lease agreement that is terminable for cause for an initial term of at least one year. The lease must be automatically renewable upon expiration for a minimum term of one month, except on prior notice by either party.
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| 1. Turnover beds in PSH projects will be prioritized for chronically homeless participants.
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| 1. Brief periods of stays in institutions, not to exceed 90 days for each occurrence, are not considered vacancies and the project is required to keep the unit for the participant’s return.
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| 1. PSH project will use Housing First approaches. (See Section I: General Requirements, Housing First)
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| **Coordinated Entry Section pertaining to Permanent Supportive Housing** |  |  |  |
| 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 businessdays
	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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