**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. However, CoC-funded projects may provide supportive services for up to 6 months after rental assistance ends.

o For ESG/HPP-funded projects the total period for which any program participant may receive rent assistance and services (i.e. housing search and placement, mediation, legal services, and credit repair) must not exceed 24 months during any three year period. o For ESG/HPP-funded projects, housing stability case management assistance may not exceed 30 days during the period in which the program participant is seeking permanent housing and may not exceed 24 months. o Except for the maximum number of months the program participant receives assistance described above, the CoC does not prescribe maximum amount of assistance or maximum number of times that a program participant may receive assistance. However, projects may set a maximum amount of assistance or maximum number of times assistance is received |  |  |  |
| 1. Program staff will assist participants in locating housing.
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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 flexible and based on a household’s individual needs using progressive engagement.

Financial Assistance: ♣ In order to help households quickly stabilize in housing, projects may pay up to 100% of move-in costs including security deposit, first month’s rent and any required utility payments.\* If a household moves into housing between the 1st and the 15th of the month, that month will be considered the “first month.” If the households moves into housing between the 16th and the end of the month, the following month will be considered the “first month.” In this situation, the program will provide 100% of the pro-rated rent in addition to the first month’s rent. \*Participants of RRH funded with Housing Assistance Program (HAP) must pay at least 25% of their gross income toward rent, including security deposit and first month’s rent. ♣ Following the first month, projects will work with individual households to progress towards paying full rent. Rent includes the cost of rent and utilities as calculated using the utility allowance schedule. This may involve a scheduled tiering process where the household pays an increasing percentage of their income towards rent and the program pays less, a monthly household budget review to determine how much the household can pay or any other method that works for both the participant and the project. ♣ Projects must have written policies regarding the amount and duration of financial assistance which must be communicated to participants upon project entry.o Housing Relocation and Stabilization Services ♣ RRH projects will assess participants for their needs for supportive services, including housing search and placement, housing stability case management, mediation, legal services, and credit repair upon project entry. ♣ Supportive services designed to meet the needs of the project participants must be made available throughout the duration of participation in the RRH project. If services such as mediation, legal services or credit repair is not provided by the project, staff will make appropriate referrals. ♣ RRH programs will connect households with community resources and mainstream benefits to allow for individual resources to be used for housing costs. ♣ Program participants must meet with a case manager not less than once per month. Case management should be flexible and available more often if requested and needed. |  |  |  |
| 6. 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. |  |  |  |
| **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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