

Rapid Re-Housing

■ Rapid Re-Housing projects are designed to help those who are homeless transition into permanent housing. The primary goal is to stabilize a project participant in permanent housing as quickly as possible and to provide wrap-around services after the family or individual obtains housing. Households receiving this funding must have an income level at or below 50% AMI.

Eligibility Criteria-Housing Status

- □ Individuals and families defined as Homeless under the following categories are eligible:
 - □ CATEGORY 1 Literally Homeless
 - Includes individuals exiting institutions if stay was less than
 90 days and he/she was literally homeless before entering
 - □ CATEGORY 4 Fleeing/Attempting to Flee DV
 - *if CATEGORY 1 already met

Eligibility Criteria

- □ At or below 50% AMI and literally homeless
- Eligibility must be re-assessed every 90 days and annually for those enrolled in the program 1 year after initial enrollment date
 - □ DCA Household Recertification form
- To meet eligibility at annual re-certification, must be below 30% AMI
- □ Income Eligibility spreadsheet on Grantees Only website
- CPD Income Eligibility Calculator on HUD Exchange https://www.hudexchange.info/incomecalculator/

Homeless Verification

An individual or family who lacks a fixed, regular, and adequate nighttime residence.

- **Third party written:** A written referral or official communication from another housing or service provider. Third party written documentation must be on official agency stationery, and must be signed and dated by an appropriate agency representative.
 - Alternate requirement: Third party verification may be documented on DCA Third Party Verification form is not otherwise available.
- Completed DCA Staff Certification of Homelessness form documenting oral third party statement or staff observations
- □ Completed DCA Self Certification of Homelessness form

Homeless Verification CATEGORY 1

Exiting an institution where he or she resided for 90 days or less and fit the above criteria immediately prior to entering:

- □ One of the forms of evidence on the previous slide, **and** ONE of the following:
- Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution. All oral statements must be recorded by the intake worker on the DCA Staff Certification of Homelessness form; or
- (B) Where the evidence listed above in (A) is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in (A) and a certification by the individual seeking assistance that states he/she is exiting or just exited an institution where he/she resided for 90 days or less. This is documented on the DCA Self Certification of Homelessness form.

Homeless Verification CATEGORY 4

Is fleeing, or is attempting to flee some form of family violence, has no other residence; <u>and</u> Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing:

- □ If services are provided by a victim services provider:
 - □ DCA Staff Certification of Homelessness or
 - □ DCA Self Certification of Homelessness
 - □ Third party documentation (law enforcement, referrals, etc.) should be obtained whenever possible

Homeless Verification CATEGORY 4

- If services are not provided by a victim services provider:
 - □ DCA Staff Certification of Homelessness or
 - □ DCA Self Certification of Homelessness
 - Where the safety of the individual/family is not jeopardized, the client's statement must be verified by the intake worker or a written referral.

Homeless Verification CATEGORY 4

- □ Applicants for RRH in Category 4 must also meet the qualifications for Category 1.
- □ Documentation for Category 1 homelessness must also be included in the client file.

Documenting Homeless Status

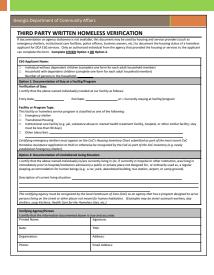
HUD prefers this order for homeless verification:

- 1. Third Party verification
 - □ Written, including documents already available
 - Oral
- 2. Intake Staff Observations
- 3. Self-Certification (with staff certifying due diligence)
- Lack of third party documentation MUST NOT prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider.

Written Third Party Verification

- Written verification from a third party must by an official communication on agency stationery from a housing or homeless services provider.
- The written communication must be signed and dated by an appropriate agency representative.
- If the verification is from an emergency shelter, the shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelter).
- □ If the certification is for unsheltered homelessness, the certifying agency must be recognized by the local CoC as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. (Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.).

DCA Third Party Written Homeless Verification



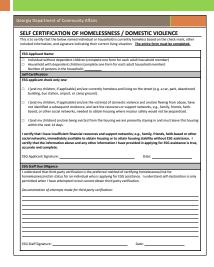
□ This form is required for third party written verification when sufficient written verification is not otherwise available.

DCA Staff Certification of Homelessness and Domestic Violence

□ This form is required for homeless certification by oral third party statements or staff observation.



DCA Self Certification of Homelessness and Domestic Violence



□ This form is required for client self declaration of homelessness or domestic violence.

Chronic Homelessness Documentation

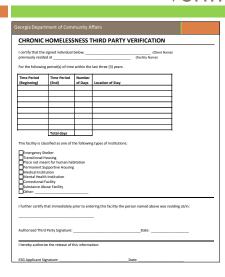
- □ Chronic homelessness must be documented, even if the agency or project does not specifically target the chronically homeless.
- Documenting chronic homelessness is vital to ensure that the individual or family maintains the proper homeless status for other service options.

DCA Chronic Homelessness Certification

■ This form is required to document chronic homelessness.



DCA Chronic Homelessness Third Party Verification



- □ This form may be used to obtain third party verification to document chronic homelessness.
- □ This form is not necessary if other written documentation is available.

DCA Chronic Homelessness Self Declaration

- This form may be used to document chronic homelessness only when other third party verification is not available.
- This is primarily an issue when an individual or family does not have connections to service providers.

CHRONIC HOMELESSNESS SELF DECLARATION				
used when a hor necessary to cor	meless person/ho nplete a Third Par	usehold app	ess is always preferred, however, this document of: plying for ESG assistance lacks the connections with on of chronic homelessness.	
Househol	d without depende	hildren (con	complete one form for each adult in household) aplete one form for each adult in household)	
A diagnosable A serious men A developmen	substance abuse di tal illness tal disability	iorder	disability based on the condition(s): (check all that apply) the co-occurrence of two or more of these conditions.	
Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter				
Description of the process of the pr				
I certify that I was homeless (sleeping in a place not meant for human habitation such as living on the streets) OR living in a homeless emergency shelter during the following period(s) of time:				
Time Period	Time Period	Number		
(Beginning)	(End)	of Days	Location of Stay	
-				
-				
		-		
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-	-	_		

Income Verification

- Source documents should be the primary type of income verification (bank statements, pay stubs, etc.).
- All RRH households must be below 50% AMI at entry and at each 90 day recertification

UNITL...

- Annual recertification, at which point the household must be below 30% AMI to remain in the program.
- HUD AMI website: https://www.huduser.gov/portal/datasets/il.html#2017_data
- HUD guidance for ESG: https://www.hudexchange.info/resource/5079/esg-income-limits/

DCA Verification of Income

□ This form must be used to verify income for households entering the program.

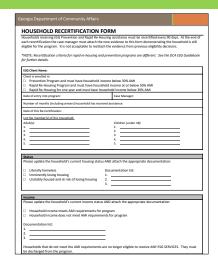


DCA Income Self Declaration

□ This form may be used for clients to declare income <u>ONLY</u> if other documentation is not available.

DCA Household Recertification

■ This form must be used to recertify households every 90 days and annually.



Financial Services

- Moving costs
- Rent application fees
- Security deposit
- □ Last month's rent
- Utility deposit
- Utility payments

Housing Relocation and Stabilization Services

- □ Housing Search & Placement
- Housing Stability Case Management
- Mediation
- Legal Services
- □ Credit repair

Rental Assistance

- □ Short-term Up to 3 months
- Medium-term More than 3 months, up to 24 months (BoS CoC Written Standards generally limits to 12 months)
- Rental arrears One-time payment for up to 6 months of arrears
- May be tenant-based or project-based
- □ Total monthly rent must not exceed FMR

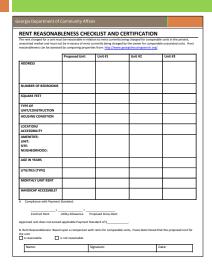
Case Management Requirements

- □ At least 1X per month
- □ Changes in income/household composition
- Re-certification every 90 days (No advances)
- Re-cert annually
- □ Housing stability plan at discharge
- □ Increase incomes and acquisition of mainstream benefits (Georgia Gateway)

Property Related Items

- 1. Lease (in client name)
- 2. Rent reasonableness
- 3. Fair Market Rent (FMR) assessment
- 4. Habitability inspection
- 5. Lead based paint if: financial assistance and
 - □ Built before 1978
 - □ Child under 6 or pregnant woman
- 6. Rental assistance agreement

Rent Reasonableness Form



■ This form must be used to document rent reasonableness.

Fair Market Rent (FMR)

- For the FMR comparison, rent includes the lease price plus the utility allowance for utilities not included in the rent and are paid separately by the client.
 - □ Utilities do not include telephone, cable or satellite television, or internet service.
- Local housing authorities provide utility allowances for Fulton, DeKalb, Cobb, Clayton, Muscogee, Bibb, Richmond, Sumter, Chatham, and Glynn counties.
- DCA provides utility allowances for all counties not listed above.
- Always use the most recent available utility allowance calculations.

FMR Resources

- HUD FMR website:
 https://www.huduser.gov/portal/datasets/fmr.html
- DCA utility allowances:
 http://www.dca.state.ga.us/housing/housingdevelo-pment/programs/utility.asp
- For counties not in the DCA jurisdiction for utility allowances, check with local housing authorities.

Late Payment Fees

- Make timely payments to each owner in accordance with the rental assistance agreement
- Sub-recipient is responsible for paying late payment penalties that it incurs with non-ESG funds
- Arrears payments can be made up to 6 months rent, including late fees, and 6 months utilities, per service

Maximum Amounts and Periods of Assistance

- Recipient may set a maximum amount of financial and/or rental assistance
- Total period for any service must not exceed 24 months during a 3 year period
 - □ Rental arrears and last month's rent must be included in this calculation
 - ☐ This is based on regulation, Written Standards are more restrictive.
- Housing stability case management may be provided beyond the limitation stated above.

Use with Other Subsidies

- Collaborations with other programs are allowable if services are unduplicated (VASH, SSVF, etc.)
- □ Cannot receive same <u>type</u> of assistance from 2 public sources (federal, state, local, etc.)
- Rental assistance cannot be provided to a program participant who is receiving tenant-based or project-based rental assistance or URA
- □ Payment for client's part of rent arrears allowable (1 time)

Written Standards for RRH

- Organizations must work to remove barriers to project entry and participation, as these barriers both deny housing to individuals and families that really need intensive services and often result in low occupancy rates.
- □ Projects should be open to accepting people without current income.
- Agencies must offer case management and supportive services to all participants receiving rental assistance.
- Agencies should have a goal of providing 100% subsidy to participating households for no more than 6 months, and to provide any rental subsidy for no more than 12 months.
- Assistance for households with no income or special circumstances could be extended to 18 months.

Written Standards for RRH

- The BoS CoC Written Standards policy for RRH projects is to provide a declining rental subsidy based on a reasonable percentage of a household's income.
- ESG projects must also provide a declining utilities subsidy.
- Rental and utilities subsidy determinations will be evaluated no less than monthly.
- □ Individual projects have discretion to determine how the subsidy will be reduced based on income, household needs, and what is in the best interest of the household's housing stability.
- ESG projects will determine, based on the documented needs of the household, the type, amount, and duration of financial assistance for housing stabilization and/or relocation services.

Performance Measures-RRH

- An increase in the percentage of discharged households that secured permanent housing at project exit.
- 2. An increase in discharged households permanently housed 3 months after exit.
- 3. An increase in households that increase cash and non-cash income during project enrollment.

Implementation Steps

- 1. Read manual and regulations
 - a) Homeless Definition Rule
 - b) Interim ESG Rule
 - c) DCA ESG Guidebook
- 2. Read your contracts!
- 3. Familiarize yourself with ESG Grantees Only website
- Watch pre-recorded ESG webinars on HUD Exchange website
- Review NAEH Rapid Re-Housing training materials on website
- 6. Incorporate Housing Support Standards into practice

Implementation Steps

- 7. Establish relationships with landlords
- 8. Hire and train staff
- 9. Adopt intake, etc. forms from DCA website
- 10. Participate in 2017 ESG trainings
- 11. Establish partnerships with shelters, hotels/motels, service agencies, DoL, etc.
- Master the FMR equation (found in the ESG Guidebook)

Implementation Steps

- 13. Set up HMIS
- 14. Coordinate with your RRH peers
 - DCA lists, webinars
- 15. Set staff and project goals for the year
- 16. "Screen in" for services
- 17. Make project participants' long term success your main goal

Resources

- HMIS webinars, trainings and technical assistance throughout the year
- ESG webpage for sub-grantees
- □ Peer support
- HUD Exchange website: https://www.hudexchange.info/
- National Alliance to End Homelessness website: https://endhomelessness/solutions/rapid-re-housing/
- Reach out to DCA and HMIS staff for assistance please!

Questions?

