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

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

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| **Standards** | **Yes** | **No** | **Comments/Plan for Improvement** |
| 1. RRH projects will use Housing First approaches, following the Minimum Standards listed in the Housing First section of the Written Standards. |  |  |  |
| 1. Upon project entry, 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. |  |  |  |
| 1. Program staff will assist participants in locating housing for a minimum of 90 days. The frequency and level of housing search and placement assistance will vary based on program participant need. Initial contacts with the participant will typically be at least weekly and continued contacts will be at least monthly. In-person contact is preferred whenever possible. |  |  |  |
| 1. 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. |  |  |  |
| 1. RRH programs will connect households with community resources and mainstream benefits to allow for individual resources to be used for housing costs. |  |  |  |
| 1. Rental and financial assistance and services will be provided by using a progressive engagement approach. Assistance and services should be tailored to each individual household based on each household’s needs. |  |  |  |
| 1. In order to help households quickly stabilize in housing, projects may pay up to 100% of move-in costs including security deposit, first month rent, and any required utility payments, unless the funding source has a minimum payment requirement. 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 household 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 prorated rent in addition to the first month’s rent. |  |  |  |
| 1. Following the first month, projects will work with individual households to progress towards paying full housing expenses (rent and utilities). This may involve a scheduled tiering process where the household pays an increasing percentage of their income toward 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. |  |  |  |
| 1. Agencies must have policies related to the program’s method of progressive engagement for financial assistance and services. Except for the maximum number of months the program participant receives assistance (24 months) and funding sources specific requirements described in the charts, the CoC does not prescribe maximum amount of assistance or maximum number of times that a program participant may receive assistance. However, agencies may sent program specific limits in addition to those requirements.   Program policies and expectations must be communicated to project participants at program entry and must address the following:  Financial Assistance  ● Maximum length of financial assistance  ● Maximum amount of financial assistance, if any  ● Type of financial assistance to be provided (e.g. security deposit, first month rent, monthly rental assistance, monthly utility assistance)  ● (If security deposit was paid by the agency) what happens to security deposit at move out  ● Proposed payment schedule, including participant and agency portions of rent, expected length of financial assistance  ● Method used to adjust the payment schedule if needed  Services  ● Required minimum frequency of case management meetings including housing search and placement and housing stabilization services, if any  ● Maximum length of housing services including program extensions, if applicable |  |  |  |
| **Coordinated Entry Sections pertaining to Rapid Rehousing** |  |  |  |
| 1. Housing providers contact CE staff with vacancies or transfer requests. |  |  |  |
| 1. Households shall not be steered toward any particular housing facility or neighborhood based on a protected class. |  |  |  |
| 1. Housing providers may not reject a household for assistance based on perceived barriers to housing or services. |  |  |  |
| 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. |  |  |  |
| 1. When an agency receives a name from the priority list, staff must initiate contact with the person within two business days. |  |  |  |

Suggested Updates:

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