COC RAPID REHOUSING

FROM BEGINNING TO END

MADDIE DOUGLAS, ICAN HOUSING

TODAY'S AGENDA

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ELIGIBILITY

You have an opening to take a new referral, now what?

- Request a name at By Names

- Find your referral in HMIS under the "placement" tab

- Ensure the participant has not exceeded 24 months in a lifetime of RRH assistance by checking applications in HMIS.

1. If the participant has a prior case in HMIS under RRH, ensure their services were at least 12 month ago.

2. If the participant has a past application with RRH, that was less than 12 months ago, ensure that they did not exhaust their full 12 months while in the program.

   A. HUD allows 24 months of RRH assistance in a lifetime. Stark County Coc allows 12 months of RRH assistance at a time. This means a participant can only receive 12 months of RRH services. Once they have exhausted their 12 months of RRH assistance, the participant must wait a FULL 12 months until they would be eligible for 12 more months but not exceeding 24 months in a lifetime.

- Is the participant in shelter?

1. Yes. Great! Move on to other eligibility requirements

2. No. Proof of homelessness will need established. Ask Stephanie Delong, PATH specialist at ICAN Housing, to prove homelessness for the participant. Once you receive the letter of VOH, move on to other eligibility requirements. Upload proof of homelessness into HMIS

ELIGIBILITY

- Call the participant to gain more information regarding income

- Check income guidelines for CoC RRH. Ensure, PRIOR to intake, the participant meets the income requirements. For CoC RRH, the income requirement is under 60% AMI (Annual Median Income).

2024 INCOME LIMIT'S

- If the participant is proven homeless and meets the income guidelines, set up an in-person intake appointment. ALL participants in DV shelters must bring a letter from the shelter proving their shelter stay for their proof of homelessness. ALL participants must be homeless the night before the scheduled intake.

- Participants MUST bring with them the following items to intake

- Identification
  - ALL household members must bring a Social Security Card and a Birth Certificate
  - In addition to, ALL adult household members must bring a photo ID

- Proof of Income
  - In addition to, ALL adult household members must bring proof of income (paystubs, social security award letter, W2 etc.) Children all are receiving any sort of social security will also need their award letter as this income all household income and WILL be used for the purpose of the program.

- Once the housing provider has all the items above, an intake can be completed. If the participant does not have all the items requested, they are not deemed eligible, and an intake CANNOT be completed.

INTAKE

- Ethnic and Racial data form ETHNIC AND RACIAL FORM
- Family summary sheet FAMILY SUMMARY SHEET
- Third party income verification forms (assets, JFS benefits, Child Support, Employment, zero income, etc.)
- HMIS release HMIS RELEASE FORM
- General release of information
- VAWA Act with handouts and sign off receipt HUD VAWA FORMS
- Grievance Procedure Policy with sign off (created internally)
- Participant's rights with the housing provider. MUST include language including the following. § 578.91 § 578.93 § 5.105

INTAKE

- Program agreement between the housing provider and participant (created internally)
- Lead Based Paint disclosure and sign off receipt EPA LEAD DISCLOSURE
- HUD Resident Rights and Responsibilities AND HUD fact sheet with sign off receipt RIGHTS AND RESPONSIBILITIES HUD FACT SHEET
- National Center for Homeless Education brochure and with sign off receipt NCHE CHILDREN BROCHURE
- Emergency Contact form HUD 92006
- Program voucher (created internally)

ALL these forms should be kept in participant files and kept in a safe LOCKED space.

HOUSING SEARCH

Once the intake has been completed, the participant is in housing search. RRH relies on private landlords in Stark County ONLY, to provide housing for all participants.

- Participants are encouraged to do housing search on their own. Housing providers can offer support as needed. Encourage participants to conduct housing search online. (Ex. Zillow, Facebook, Affordablehousing.com, Etc.)

- Once a unit is located, the housing provider must receive back the following items to set up an inspection on the unit with the landlord

1. RTA HUD52517 RTA

2. BLANK lease from the landlord (MUST be 12 months moving into a month to month upon completion).

HOUSING SEARCH

Once the housing provider receives the needed items, they must look at the following two things regarding the asking total rent provided by the landlord. (The total rent amount can be found on the HUD RTA form.)

- FMR (Fair Market Rent) 2025 FMR (These became effective 10/1/2024)

- Rent Reasonableness Rent Reasonable

1. ICAN Housing uses affordablehousing.com to run rent reasonable AFFORDABLE HOUSING

2. These reports should be printed and stored in participant files.

If the unit is not within FMR, the housing provider can go up to what is rent reasonable. If the unit is not rent reasonable, the unit is not eligible for RRH subsidy. If the unit is within FMR and/or rent reasonable, the housing provider can move forward with an inspection on the unit. This applies to CoC RRH funds ONLY. *

*ESG (HCRP Regional RRH) funded projects may cover up to FMR for a unit *

INSPECTION/MOVE IN

ANY unit receiving RRH funds must have a passing inspection completed PRIOR to lease signing and move in.

- Should any participant move their belongings into the unit or sign a lease prior to inspection, the participant is no longer eligible for RRH.

- Inspection forms MUST be completed and stored in participant files.

HQS INSPECTION FORM

- If the unit does not pass inspection, the housing provider may give the landlord time to correct non-passing issues.

- Once the unit has passed an inspection, the participant is free to sign a lease with the landlord.

- Housing built before 1978
    - Environmental Protection Agency (EPA) approved lead-based paint hazards pamphlet must be provided and acknowledged receipt of by participant in writing
    - Lead-based paint visual assessment by inspection by certified inspector (household with child under 6 or pregnant person)

LEAD VISUAL ASSESSMENT TRAINING

LEAD BASED PAINT INSPECTION FORM

ALL CoC and ESG programs will be switching to NSPIRE (National Standards for the Physical Inspection of Real Estate) for inspection compliance effective 10/1/2025

NSPIRE

INSPECTION/MOVE IN

Items required PRIOR to paying the landlord

- Copy of the signed lease

- Landlord contract (This contract is between the housing provider and the landlord ONLY. Housing providers should produce their own contract to be used as the landlord contract)

- VAWA Program Agreement Addendum. This addendum is signed by both the participant and the landlord. By signing this form, the landlord is agreeing to amend their lease to include provisions of the VAWA Act of 2013.

[VAWA](#)

- W9 provided by the landlord.

Once these items are returned to the housing provider, by the landlord, payment to the landlord for move in costs must be sent by the housing provider.

INSPECTION/MOVE IN

Allowable move in costs per HUD*

- Paid directly to the landlord
1. First month's rent (Full month or prorated depending on move in date)
2. Security deposit (The housing provider may supply a double deposit NOT exceeding 2x the amount of the total rent)
- Payments made on behalf of the participant
1. Utility deposits for utilities that the participant will be responsible for. (This does not include utility arrears.)This is a ONE-TIME deposit to utility companies to get services on for the participant.

UTILITY ALLOWANCE

Any RRH participant who is responsible for utilities (stated in the lease) will receive a utility allowance from the housing provider to compensate for monthly utility costs.

- NO housing provider should be paying monthly utility bills directly to any utility company.
- NO landlord should be receiving any sort of utility allowance from the housing provider. If utilities are included in the total rent, that is okay to pay. This must reflect the lease agreement.
- The utility allowance is a monthly payment/deduction given to the participant. The participant will either receive a physical payment or this amount will be deducted from their rent portion monthly, depending on their income

This is referred to as the URP (Utility Reimbursement Payment)

UTILITY ALLOWANCE

The steps to calculating utility allowances are as followed

- Review the HUD RTA form received from the landlord. This form will show you what utilities the participant is responsible for.

- Locate the corresponding "Utility Allowance Schedule Form". This form should say the city and unit type that matches the RTA.

  1. These forms are updated by SMHA yearly and are usually effective 4/1 of each year that they are posted.

  UTILITY ALLOWANCE WORKSHEETS

- Go through each line of the form and mark off each utility the participant is responsible for.

- Once each utility is accounted for, add up all amounts to produce the participant's monthly utility allowance.

The amount that was calculated MUST be sent directly to the participant monthly or be taken off their rent portion, depending on their income.

RENT CALCULATION

ALL participants in RRH pay 30 % of their income towards the rent with the housing provider making up the rest of the rent in the form of a subsidy payment to the landlord. Reference HCCSC Policy D.3

Calculating rent

- ALL participants with zero income will pay $0 in rent with the full rent coming directly from the housing provider each month until they gain income. (The tier system no longer exists. This policy change became effective 3/12/2024. NO housing provider should still be using the tier system. Reference HCCSC Policy D.3

- ALL participants will need an initial rent calculation upon being housed. Rent calculations must be done for participants with income and without income.

- Any time there is an increase or decrease in household income, the participant needs an interim rent calculation completed.

1. Any participant who has an increase in income resulting in 30-day increase in their rent portion, MUST be given a 30-day notice prior to them paying the increased amount.

2. Any participant who has a decrease in income resulting in a decrease in their rent portion MUST be given an immediate change reflecting their lessened amount.

- Rent calculation templates are to be created by the housing provider

ALL signed rent calculations should be stored in participant files.

RENT CALCULATION

Deductions given on rent calculations HUD4350 PAGE 328 SECTION 25-10

- Child deduction - any minor under the age of 18 or any household member (other than head of household or spouse)that is a full-time student.

- Childcare deduction – any childcare costs the head of household is paying for any children under the age of 13.

- Medical deduction- any out of pocket costs the participant is paying towards medical

ALL deductions must be verified

SUPPORTIVE SERVICES

HUD requires ALL RRH projects to meet monthly with all housed participants. These meetings are to check in with each head of household in the project and to offer resources and support in areas the participant needs it. Letters MUST be sent to every RRH household monthly with the date and time of the scheduled appointment. Copies of letters MUST be stored in participants' files § 578.37(a)(1)(ii)(F) and documented in HMIS (Domain Services Tab)

- Meetings should be held at the housing providers office, at the participant's home or at a safe space offsite. Picking a spot most convenient for the participant to attend is best practice.

- Failure to comply with monthly meetings is within violation of the program. ANY participant who misses two appointments in a row, may be terminated from the program by the housing provider. Letters and notes MUST back this decision up.

SUPPORTIVE SERVICES

What to go over during the monthly meetings

- Housing

1. Are they in good standing with their landlord? (ex. If they have a portion of rent, is it paid? Do they have any maintenance requests that are not being fulfilled? Any overall concerns with their unit?)

2. Are their utilities in good standing? (ex. Are all utilities connected? Do they have any outstanding balances with any utility company? Shut off notices? Are they on HEAP/PIPP?)

3. What is their long-term housing plan? (ex. Is their plan to stay at their current unit after the assistance ends? Do they have enough income to sustain the unit? Are they on waitlists for SMHA or other affordable housing options?)

- Mental Health/Physical Health

1. How is their overall mental health? (ex. Are they connected to MH services? If yes, are they staying connected to their provider and doing well? If no, do they need help getting connected to MH services?)

2. How is their physical health? (ex. Are they connected to a primary physician? Are they going to yearly well checks? Do they need assistance locating providers that take their insurance?)

SUPPORTIVE SERVICES

- Income

1. What is the participant's income? (ex. Has their income changed? If they are working, do you have their most recent paystubs? Does their rent need to be recalculated with new income? Is their rent calculation on file signed?)

2. Does the participant have benefits through JFS? (ex. Has their benefits changed? If they were sanctioned, do they need assistance reapplying? Do you need to recertify their benefits with JFS?)

3. Does the participant want to increase their income? (ex. Are they looking for a job? Are they trying to get SSDI/SSI? Do they need connected to resources in obtaining a job? Do they have any interviews coming up?)

- Goals

1. What goals does the participant want to achieve? (ex short-term and long-term goals. Goals regarding housing. Goals regarding income.)

Based on the information gained from this meeting, the housing provider should give resources to the participant to help them become self-sufficient and work towards a positive exit.

REQUIREMENTS

Participant requirements

- ALL participants must notify the housing provider of any changes in their income. Any change must be followed up with documentation such as paystubs, award letters, resignation/termination letters from employer, etc.

- ALL participants must meet monthly with the housing provider

- ALL participants must pay their monthly rent to their landlord, if they have a portion

- ALL participants must keep ALL utilities on during the duration of the program.

- ALL participants must give a 30-day notice to the housing provider and their landlord, should they choose to leave the unit/program prior to their assistance ending.

Failure to meet any of these requirements MAY result in termination of the program. Housing provider discretion is advised.

REQUIREMENTS

Housing provider requirements

- ALL housing providers must upload ALL participants into HMIS with all of the needed documentation. (Assessments, Income, Documents, etc.)

- ALL housing providers should put ongoing notes into HMIS under the "Domain services" tab.

- ALL housing providers MUST keep participant files with all necessary paperwork inside.

- ALL housing providers MUST send ALL participants AND landlords a 30 day notice of rental assistance ending.

- ALL housing providers MUST submit a quarterly status report to the Stark Housing Network, Inc. based on the project's start and end dates. These reports will help the housing provider gauge where they are at when it comes to meeting yearly program outcomes. This also helps the housing provider reflect on the financial budget and where they are at with spending funds.

  QUARTERLY STATUS REPORT (Template found under C5) REPORTS SCHEDULE

  Final Project Reports to HUD submitted through Sage HMIS Reporting Repository

- ALL housing providers will have a yearly monitoring conducted by the Stark Housing Network, Inc. MONITORING CHECKLIST

EXITS

Exits may take place due to multiple reasons. ONE step that is needed for ALL exits is proper notice of rental assistance ending. ALL parties including participants and landlord MUST be given a 30-day notice when rental assistance is to be ended.

Reasons for program exit

- Timed out of rental assistance. NO participant shall receive more than 12 months of rental assistance at a time.

- Graduated from the program. This happens when participants have increased their income enough to take over the full amount of rent without using program rental assistance funds. Participants who are paying their FULL rent for 3 consecutive months shall be exited from the program.

- Terminated from the program. Noncompliance with program requirements will result in program termination. Ensure termination reasoning is within agency, CoC and HUD policy AND DOCUMENTED

- Evicted by landlord. Any participant evicted by the landlord shall be terminated from the program as there is no longer a unit to pay rental assistance on.

- Moved on to other housing opportunities. This may include other affordable housing options or programs outside of CoC projects.

EXITS

Steps to follow when exiting

- Prepare the participant of their exit by verbally making them aware.

- Send 30-day notice of rental assistance ending, to the participant and their landlord. Copies of the notice must be stored in ALL participant files.

- Exit the participant from HMIS. Print a copy of the exit form from HMIS and store in ALL participant files.

- End all rental assistance and utility allowance payments. Ensure finance is aware of these changes.

- Delete participant's name from the housing providers program bed inventory tab.

ESG- (HCRP Regional RRH)

How does RRH under the CoC Program differ from RRH under the Emergency Solutions Grants (ESG) program?

For administrative ease and when possible, HUD developed consistent eligible costs and program requirements for RRH for both the CoC and ESG programs. However, some significant differences remain in the eligible costs and requirements for RRH activities administered under the ESG and CoC programs.

For more information on how RRH assistance differs between the two programs, please see

RRH: ESG vs. CoC.

eCFR :: 24 CFR Part 576 -- Emergency Solutions Grants Program

ESG- (HCRP Regional RRH)

- HCRP Regional RRH is funded by ODOD (Ohio Department of Development) and follows ESG requirements

- ALL HCRP participants' income must be UNDER 30% AMI. INCOME LIMITS

- ALL HCRP programs must look at FMR and rent reasonable when approving total asking rent by the landlord. You MAY only approve the lesser of the two amounts. Meaning, if FMR is less than rent reasonable, you MUST use FMR. If rent reasonable is less then FMR, you MUST use rent reasonable. § 576.106

- Housing built before 1978
  - Environmental Protection Agency (EPA) approved lead-based paint hazards pamphlet must be provided and acknowledged receipt of by participant in writing
  - Lead-based paint visual assessment by inspection by certified inspector (household with child under 6 or pregnant person)

- ALL HCRP participants must complete an "exit interview" upon exiting the program.

- ALL HCRP staff must certify eligibility for assistance by signing off on a form that states at time of intake, the participant met all the eligibility requirements.

HELPFUL RESOURCES

▪ ALWAYS make sure to follow HUD, CoC and Agency policies. In addition to looking into policies, reflect back to your grant agreement when questions and program challenges arise.

▪ ALL agencies must have a Policy and Procedure manual specific to each funded program. RRH would need its own manual to meet this requirement. Items to be included in your manual are:

1. Financial Management
2. Participant Intake
3. Confidentiality
4. Housing First
5. Conflict of Interest
6. Equal Access (Fair Housing, Non-Discrimination)
7. Determination of Ineligibility
8. Termination of Assistance
9. Grievance Procedure
10. Emergency Transfer Plan for victims of DV
11. Educational Coordination (families with children)

Disclaimer: The information presented is a reference tool and may not is not inclusive of all program requirements. Refer to HUD 24 CFR Part 578, 24 CFR Part 576 and the Homeless Continuum of Care of Stark County (HCCSC) website for complete regulations and policies.

Policy and Procedure manuals should be readily available to staff. During CoC monitors, these manuals will be asked for.

HELPFUL RESOURCES

starkcountyhomeless.org

(Providers Tab: Policies, Training, Monitoring Toolkit)

Homeless.Navigation@starkmhar.org

HUD EXCHANGE -This site offers helpful trainings as well

COC PROGRAM INTERIM RULE

ESG PROGRAM INTERIM RULE

NSPIRE

NCHM -STRONGLY recommend ALL housing providers take the Certified Occupancy
Specialist (COS) training

Keep an eye out for trainings through the Stark Housing Network
And Homeless Navigation Hotline and refer to HUD resources for updates and webinars

QUESTIONS?

Thank you for attending!

Maddie Douglas, ICAN Housing

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