**Rapid Re-Housing Program Standards**

Applicants must complete this form with information about their Rapid Re-Housing (RRH) program. If an applicant is applying for funding for more than one RRH program, they must complete a separate form for each program.

The answers to the following questions will be used by the Project Review Committee and BoS staff to score the *Rapid Re-housing Performance Benchmarks and Program Standards* section of the new and renewal scorecards.

|  |  |
| --- | --- |
| Applicant: |       |
| Project Name: |       |

**Housing Identification**

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| --- | --- |
| Does the program have dedicated staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program? | Yes[ ] No [ ]  |
| If no, do the case manager’s responsibilities include landlord recruitment and negotiation? | Yes[ ] No [ ]  |
| Is staff trained in landlord recruitment? | Yes[ ] No [ ]  |
| If yes, please describe:       |
| Does your program offer a standard, basic level of support to all landlords? | Yes[ ] No [ ]  |
| If yes, please describe:       |

**Rent and Move-In Assistance**

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| --- | --- |
| Are program staff trained on regulatory requirements of all rapid re-housing funding streams and on the ethical use and application of a program’s financial assistance policies, including, but not limited to, initial and ongoing eligibility criteria, program requirements, and assistance maximums? | Yes[ ] No [ ]  |
| If yes, please describe:       |
| Does the program use a progressive approach, where financial assistance is not a standard “package” and is flexible enough to adjust to households’ unique needs and resources, for determining the duration and amount of rental assistance provided? | Yes[ ] No [ ]  |
| If yes, please describe:       |

**Case Management and Services**

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| --- | --- |
| Do program participants direct when, where, and how often case management meetings occur? (The intent of this standard is that program participants are involved in creating a mutually agreed-upon time, place, and frequency of meetings with the case manager.) | Yes[ ] No [ ]  |
| Do meetings occur in a participant’s home and/or in a location of the participant’s choosing whenever possible? (The intent of this standard is that program participants are involved in creating a mutually agreed-upon time, place, and frequency of meetings with the case manager.) | Yes[ ] No [ ]  |
| Is participation in services voluntary? | Yes[ ] No [ ]  |
| Do you have a relationship with employment and income programs to which to refer RRH participants? | Yes[ ] No [ ]  |
| If yes, please describe:       |

**Philosophy and Design:**

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| --- | --- |
| Is program staff trained on the principles of Housing First? | Yes[ ] No [ ]  |
| If yes, please describe:       |
| Is program staff oriented to the basic program philosophy of rapid re-housing? | Yes[ ] No [ ]  |
| If yes, please describe:       |
| Does your program require participants have income? | Yes[ ] No [ ]  |
| Does your program require participants be sober? | Yes[ ] No [ ]  |
| Does your program require a commitment to participate in treatment? | Yes[ ] No [ ]  |
| If other eligibility requirements exist, please describe:       |

**Program Documentation:**

Applicants must attach and submit the following documentation from the RRH program. (Agencies applying for new RRH projects should submit the documentation from their existing RRH program.)

* RRH program eligibility criteria
* Sample lease
* Written policies/procedures for landlord recruitment activities
* Written policy requiring staff to participants basic landlord-tenant rights and responsibilities/requirements of their lease
* Written policies/procedures for determining amount of financial assistance and when case management/financial assistance should continue and end
* Written screening processes for participants