



KCRHA
King County Regional Homelessness Authority



City of Seattle



King County



**BUILDING
CHANGES**

Seattle - King County Rapid Re-Housing Model Guidelines

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Rapid Re-Housing Program Model in Seattle/King County

Rapid Re-Housing (RRH) is an intervention designed to help families and individuals quickly exit homelessness and return to permanent housing. RRH assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety). The program provides rental assistance and support that is tailored to the unique needs of each household.

Purpose of this Document

This document is intended to serve as a guide to service providers and funders engaged in RRH in Seattle/King County. The document defines the local RRH model and promotes a unified understanding of the core elements and expectations of local RRH programs. This regional model was informed by:

- Local RRH provider Learning Circles.
- Local stakeholder meetings.
- Local pilot projects and evaluations.
- National best/promising practices as defined by the Department of Housing and Urban Development (HUD), the National Alliance to End Homelessness, and the United States Interagency Council on Homelessness; and
- Ongoing learning and evaluation.

As the local homeless response system continues to evolve and strengthen its ability to make homelessness rare, brief, and one-time, there is an increased need for system-wide alignment around common goals and outcomes, program models and activities, and performance standards. **RRH programs are expected to adhere to the RRH model outlined in this document.** Fidelity to this model will help ensure that all partners have a shared understanding and clients enrolled in RRH have similar experiences and opportunities to attain housing regardless of which service provider they work with. Fidelity to this model will also facilitate system-wide evaluation and comparisons across programs.

Core Service Components of Rapid Re-Housing

Rapid Re-Housing is an intervention designed to help households quickly exit homelessness, obtain housing in the community, and not become homeless again in the near future. The three core components of an RRH program are described below¹.

¹ <https://endhomelessness.org/resource/core-components-of-rrh/>

HOUSING IDENTIFICATION

The goal of housing identification is to quickly locate affordable housing options for the household experiencing homelessness. Depending on the situation, rental assistance can contribute to a variety of housing options, including an independent apartment, roommates, or shared housing with family or friends.

Activities under this core component include:

Housing Option Recruitment and Support

- Recruitment of landlords, homeowners, or renters with units, rooms or housing options.
- Negotiation with landlords or homeowners to facilitate household access, including households with rental barriers.
- Attentiveness to landlords, homeowners or roommates in order to preserve and develop partnerships for current and future housing placements; and
- Administration of landlord incentives and help recuperate losses.

Household Housing Search and Support

- Assessment of tenant needs and barriers to housing placement.
- Setting family or individual expectations on location, size and/or rent.
- Providing support for innovative housing options including roommates, or shared housing² with family or friends.
- Conducting a targeted housing search with housing affordability plan.
- Supporting households with completing rental applications.
- Providing tenant counseling (including education on how to speak with landlords, understanding rental applications and leases, securing utilities, and understanding tenant obligations); and
- Supporting households with setting up utilities and making moving arrangements.

Ensure Habitability

When a family or individual identifies a housing option, housing advocates must conduct a housing inspection prior to move-in and financial assistance. Refer to funding requirements to determine whether a Housing Quality Standards or Housing Habitability Standards form should be used.

Housing Connector

King County Rapid Re-Housing programs are encouraged to partner with Housing Connector to gain access to affordable housing units for clients exiting homelessness. Housing Connector provides exclusive access to units with reduced screening criteria through a Zillow-hosted housing search platform that streamlines the identification of units matching client's needs and preferences. Through this partnership, Housing Connector's goal is to help non-profit partners house Rapid Re-housing clients faster

²Shared Housing Toolkit: https://www.va.gov/HOMELESS/ssvf/docs/Shared_Housing_Toolkit_FINAL.pdf

and also assist in keeping them stably housed.

When partnering with Housing Connector, Rapid Re-Housing providers are asked to provide one year of housing stability support for any tenancy issues that arise within one year from the date of move-in; even after their RRH subsidy has ended. Upon learning of housing stability concerns, providers will attempt to mitigate the situation and support the resident, to assist in mitigating lease violations and preventing eviction. Potential services may include conversation with program residents about their residency responsibilities, connections to community resources, and/or coordination with the Housing Connector team for additional support.

Benefits of Housing Connector:

- Streamlined access to units on the low-end of the market.
- Reduced screening criteria
- Customer service
- Eviction prevention measures

Enrollment Eligibility: Potential Program Residents must be...

- Experiencing homelessness
- Receiving short- or long-term rental-subsidy support OR have the ability to fully pay rent and utilities in private market-rate housing.
- Connected to a Community Partner that will provide 1-year of Housing Stability Support after move-in

Reduced screening criteria is related to:

- Income to Rent Ratio
- Rental History
 - Past Debt Owed
 - Evictions
 - Little/No Rental History
- Credit Score
- Criminal History (outside City of Seattle)

FINANCIAL ASSISTANCE

Financial assistance is the second core component of RRH, providing assistance (typically six months or less) to cover move-in costs, deposits, and the rental and/or utility assistance necessary to move out of homelessness and quickly stabilize in permanent housing. Rapid Re Housing can be a suitable intervention for households with a wide variety of needs and experiences, The Progressive Engagement approach should be used to determine how much financial assistance is needed based on each household strengths and needs.

While rent related costs are the most common in RRH, financial assistance for other costs is permissible if it contributes to permanent housing and housing stability, and as allowed by fund source.

Allowable expenses vary by fund source. Uses of financial assistance may include, but are not limited to:

1. Move-in costs, including deposits and first month's rent.
2. Rental assistance.
3. Rental applications fees, and payments for background and credit checks.
4. Previous housing debt/rental arrears if resolved will facilitate an immediate housing placement.
5. Utility deposits and arrears needed to secure housing.
6. Moving costs.
7. Flexible funding for payment of expenses directly helps a household to obtain or maintain permanent housing. (Check with your contract monitor for what is allowable).

See Attachment A: Funding Guidelines.

Rental Subsidy Calculation

Service providers shall apply the following calculation to determine the rental subsidy amount for each household. Any exceptions to this model are to be handled as described under Rental Assistance Hardship Requests or by checking with your contract monitor via submission in Smartsheets.

If move-in occurs on the 10th day of the month or after, the program pays the full prorated rent amount. The provider pays the full rent amount for the following month and then follows the rent calculation schedule as outlined below.

- **1st month:** Program pays up to 100% of move-in costs including first and last month's rent, and for households moving into new units, any utility and security deposits.
- **2nd month:** Household's share is 30% of their **net income**³ (*take home, after taxes*)⁴. The program pays for the remaining portion.
- **3rd to 5th month:** Using progressive engagement the household increases their share of rent from 40% **net** household income to 60% **net** income, and the program pays the remaining rent.
- **6th month and after:** Household's share is 60% of their **net** household income towards rent and the program pays the remaining rent.

Using Progressive Engagement, once 60% of the **household's net income** is equal to the monthly rent plus utilities -- the subsidy should end. If the household needs more

³ "Net" is gross income less taxes and garnishments.

⁴ "Rent" includes rent and the cost of utilities (if utilities are not included in the rent, a utility allowance schedule is used for calculating the rental subsidy).

than 12 months of financial assistance, a hardship request must be submitted to your contract monitor.

Note: Households with **no income** are eligible for rapid re-housing. Households with no income would not pay any portion of their rent under these formulas. Service providers support households in increasing income via the case management process.

Contact your contract monitor for the most updated rental subsidy calculation spreadsheet.

Communication with Landlords

To help landlords understand the program and to set expectations, providers should send a letter or document to the landlord outlining the details of the program.

Refer to Attachment B: Landlord Expectations Letter Example.

Refer to Attachment E: Agreement with Friends or Family.

Assessment and Re-Assessment of Housing Needs

Each household's needs must be re-assessed regularly to establish continued eligibility for and amount of continued financial assistance. Reassessment must be completed **at least every three months**.

If a household is not housed before the first reassessment, the housing advocate and household will review the household's housing stability plan (see Section II. C. Case Management) and address any barriers to achieving the goals. If progress is not occurring, the housing advocate should initiate a conversation around expectations and limitations of the RRH program.

Once housed, the re-assessment must include at least the following components:

- Length of rental financial assistance period to date.
- Documentation of household income as a percentage of Area Median Income (AMI).
- Percent of income being paid toward rent ratio.
- Progress on housing stability and income goals.
- Any recent changes in circumstances that will impact income or ability to work; and
- Any gaps in resources or support networks inhibiting the household's ability to retain housing while paying 60% of income towards rent without financial assistance.

Rental Assistance Hardship Requests

Occasionally, situations come up that put an extra, unexpected financial burden on a household. When that happens, programs can use the Rental Assistance Hardship Request Form to request additional financial support from the program to help the household remain stably housed.

Check with your contract monitor for possible written pre-authorization requirements, which vary by funder. Hardship Requests are intended to be additional financial support from the program to help the household with extenuating circumstances remain stably housed.

A Rental Assistance Hardship Request submission is required in the client file to document requests for additional financial support due to any of the following circumstances:

- Participant requires rental assistance after 12 months.
- Participant exited rental subsidy but needs emergency rental assistance during the 2-month follow-up period.

The following can be requested via an Exception Request:

- Move outside of King County (Not allowed by City of Seattle General Fund grants).
- Client needs to move to a new unit; (request for second payment of first/last & deposit).
- Payment of rent arrears, costs and/or fees incurred from client not paying their share of rent on time (depending on funding type)

Refer to Attachment F: Rental Assistance Hardship and Exception Request Form

Ending Financial Assistance

Providers should cease providing financial assistance for any of the following reasons:

- The household is no longer in need of or interested in participating in Rapid Rehousing.
- The total rent plus utilities is 60% or less of the household net income.
- There is no communication from the household in at least 60 days. It is expected that the provider will attempt to contact the household weekly at a minimum.
- After re-assessment and attempts to reset expectations of the program by reviewing the housing stability plan, the household is not making progress toward housing goals⁵.

CASE MANAGEMENT

Housing-focused case management and services are the third core component of RRH. Individualized services are responsive to the needs of each household, while offering the minimum assistance needed to address each household's immediate housing crisis.

Progressive Engagement

Progressive Engagement is a key component of case management in Rapid Re-Housing. Progressive engagement fundamentals include:

⁵ For more information on ending assistance, see "Procedures Around No Contact."

- Individualized services that are responsive to the needs of each household.
- Initial assessment and services address the immediate housing crisis with the minimal services needed.
- Frequent reassessment determines the need for additional services.
- Supportive services are voluntary and built on the strengths and resources of each household, respecting their autonomy.
- Households must be excited to permanent housing as soon as possible.
- The ability to access assistance if a household faces homelessness again⁶.

Housing Focused Case Management

Housing-focused case management focuses on immediate efforts to attain housing, using the minimum assistance needed to address each household's immediate housing crisis. Staff works with each household to identify and refer households to other resources in the community (e.g., mainstream services, benefit services, food assistance programs, childcare resources, etc.) to support housing stability. Services are voluntary, housing-focused and person-centered and are provided at the level needed by each household. Services can be increased through progressive engagement if more services are necessary to help households stabilize housing.

Housing advocates support crisis resolution through creative problem-solving conversations about a household's situation, housing options and resources for support. These conversations:

- Are solution focused to quickly resolve a household's homelessness.
- Are client-centered and respectful of client choice.
- Are strength-based, focusing on client strengths and resources.
- Help households think of creative housing solutions and to not only consider single occupancy market rate housing.
- Brainstorm what resources a household might have and identify who might be a useful support.
- Support the idea that households are resilient and resourceful.
- Consider safety from the lens of the client; and
- Follow best practices including Trauma Informed Care and Motivational Interviewing.

Goals of RRH Case Management

The goals of RRH case management are to:

- Help households quickly obtain and move into permanent housing.
- Support households to stabilize in housing; and
- Connect them to community and mainstream services and support.

Obtain and move into permanent housing.

RRH is focused on assisting a household to quickly obtain and move into a new

⁶ https://buildingchanges.org/images/documents/library/2015_WhatIsProgressiveEngagement.pdf

housing unit. Housing Advocates help households resolve or mitigate tenant screening barriers like rental and utility arrears or multiple evictions; obtain necessary identification; support other move-in activities such as obtaining furniture; and prepare households for successful tenancy by reviewing lease provisions. If possible, housing advocates accompany the potential resident through the initial application stages to ensure proper introduction to the landlord and application completion.

Support stabilization in housing

RRH case management should meet people where they are and help them to stabilize housing, based on their needs. Housing advocates help identify and access support including family and friend networks; mainstream and community services (benefit services, food assistance programs, childcare resources etc.); and employment and income.

Housing advocates help identify and resolve issues or conflicts that may lead to tenancy problems, such as disputes with landlords or neighbors while also helping households develop and test skills, they will use to retain housing once they are no longer in the program. Rental and financial management training is made available as needed.

Housing advocates work with households to develop plans to address any housing stability issues that may arise during their tenancy.

Housing Stability Plan Components

Housing advocates are required to work with households to develop a housing stability plan. A housing stability plan is an individualized housing and service plan that is housing-focused and client-driven, with the goal of obtaining or maintaining housing stability. Housing stability plans are individualized based on housing needs as identified by each household and are used to facilitate housing-focused case management. Services are voluntary and built on the strengths and resources of each household.

Housing Stability Plan components should include:

- Outline of goals pertaining to housing, including moving into housing and maintaining housing.
- Outline roles and expectations of household.
- Outline roles and expectation of housing advocate; and
- Timelines for each step.

Housing advocates are encouraged to review the Housing Stability Plan with each household on a regular basis to assess progress. This tool may be used for progressive engagement to determine if additional supports are needed to attain the housing goals.

See Attachment C: Housing Stability Plan Example.

Close the Case

Using Progressive Engagement, once 60% of the **household's net income** is equal to rent the subsidy should end. Case management can continue for up to 60 days after subsidy ends.

Clients exit the program on the date the household stopped receiving financial and case management services. The exit date should fall after the end of any month where rental assistance was paid for that month.

No Contact Procedures

Housing advocates must check-in with the household **at least once a month** while enrolled in the program. No matter which stages the household is in the program, it is always the responsibility **of the housing advocate to make contact with the household**. All possible methods of contacting the household must be explored. A final attempt to contact must be in writing, allowing five business days to respond.

If there is **no contact after 60 days** with weekly attempts to reach the household, **the housing advocate should exit the household from the program**. If the household calls after that period and is still experiencing homelessness, the housing advocate may help them reconnect with Coordinated Entry for All (CEA). If the housing advocate has not been able to meet with the household for more than 30 days but has had contact with the household and they are still in need of services, the housing advocate should continue to work with the household on their housing goals. If a household still needs and wants services but has missed scheduled appointments or communication is not regular, the housing advocate should initiate a discussion to reset the program expectations and revisit the household's goals by reviewing the housing stability plan.

The goal is to minimize or eliminate any exits for "non-compliance" or "lack of participation" especially if the homeless situation has not yet been resolved. The goal is to be clear about the scope of RRH and to determine in partnership with the family if it will meet the needs of the household, then continue to work with them until they are permanently housed or otherwise resolve the housing crisis.

Coordinated Entry for All Mobility Request

If a household is found to need longer-term housing support than RRH can offer, it may be appropriate to utilize the CEA Mobility Request process that can be found in the CEA Operations Manual or by contacting CEA. **Before a mobility request is submitted to CEA, please inform your contract monitor.**

Accessing Rapid Re-Housing Services in Seattle/King County

Accessing Rapid Re-Housing

Providers shall utilize Coordinated Entry (CE) to fill all vacancies in the program. Providers shall work with CE and follow the policies and procedures in the CE Operations Manual, including, but not limited to, posting openings, processing received referrals and requesting External Fill approval. Providers are requested to post openings no more frequently than five per week, with the goal of connecting more prioritized households to RRH and minimizing External Fills. The latest information on participating with CE can be found [here](#).

Acknowledging the paramount need for domestic violence programs to offer confidential services to protect the safety of survivors of domestic violence, said programs shall be exempt from filling vacancies through CE. However, domestic violence programs shall utilize the Domestic Violence Coordinated Housing Assessment and Placement (DVCHAP) process to fill their vacancies. This system runs parallel to Coordinated Entry (CE) and can be accessed through DV providers.

Eligibility for Rapid Re-Housing Services

Before enrolling in the program, providers must assess housing status to determine eligibility. RRH case managers should support households in obtaining proof of homelessness documentation. Third party documentation is preferred, but self-certification may be used in some cases, and for households fleeing domestic violence. For details regarding the best methods to document homelessness, contact your contract monitor.

RRH programs require the household to be experiencing literal homelessness as defined by HUD, which includes the following situations:

- Living and sleeping outside.
- Sleeping in a place is not meant for human habitation.
- Staying in a shelter; or
- Fleeing or attempting to flee domestic violence, has no other residence; and lacks the resources or support to obtain other permanent housing.

HMIS and Data Collection Requirements

Rapid re-housing providers are required to enter data into the Homeless Management Information System (HMIS). Prompt and accurate data collection assists the homeless

system to determine which services and programs clients are utilizing, evaluating the impact of RRH services, and making system improvements.

Providers must enter all HUD required data elements for each household enrolled in RRH. Programs that serve survivors of domestic violence will not enter their identifying information into HMIS. Please refer to the [HMIS Standard Operating Procedures for more details](#).

The following are key pieces of information to record in HMIS for RRH programs:

Data Element	Definition
Program Entry Date	This is the date the housing advocate and household first meet and complete an intake.
Date of Move-In	This is the date the household moves into housing ⁷ and begins receiving rent assistance. This date should fall after the Program Entry Date ⁸ . In Clarity, click the box “In Permanent Housing” on the entry screen to enter the Date of Move-In ⁹
Program Exit Date	This is the date the household stopped receiving financial and case management services. This date should fall after the end of any month when rental assistance was paid for that month. This date should fall after the Date of Move-In (or on the date of Move-In if the household is only receiving move-in assistance and no rental assistance) ¹⁰ . ****
Exit Destination	This should reflect where the household is staying immediately after they finish participating in the program. So, if the client is staying in the unit with no other subsidy, exit destination should be “Rental by client, no ongoing subsidy.”

⁷ If the household self-resolves their homeless situation or moves into housing without receiving assistance through RRH, do NOT enter a Date of Move-In. The Date of Move-In should only be used for clients who find and move into a unit and receive assistance (financial and/or case management) through the RRH program. (This does not affect the count of Exits to Permanent Housing; that is determined by the information in the Exit Destination field.)

⁸ For households with a second move-in date: Per HUD data standards you must exit households who lose their housing and become homeless and then enroll them into the program again to reflect the second move-in date.

⁹ Please note that there is a Date of Move-In field on both the entry and exit screens in Clarity. These are the same data point, so for continuity complete the Move-In Date field on the entry screen. (See screen shot below)

¹⁰ Refer to Section II.B.5. for instructions on when to end financial assistance.

Enrollment History Assessments Files Forms

Enroll Program for client [REDACTED] Refused

Project Start Date 07/29/2019

Is the Client an Adult or Head of Household? Yes (Automatically Generated Response)

Is the Program Type a Permanent Housing Program Type? Yes (Automatically Generated Response)

COMPLETE HOUSING MOVE-IN DATE WHEN CLIENT MOVES INTO A PERMANENT HOUSING UNIT

Housing Move-in Date 08/14/2019

Select the city of the client's move-in location Seattle

PRIOR LIVING SITUATION

Type of Residence Immediately Prior to Program Enrollment Place not meant for habitation (e.g., a vehicle, an abandoned building, bus)

Is household's living situation in a vehicle? No

Data Quality Assurance

It is the responsibility of the program staff to have accurate and complete data. To ensure compliance, refer to the HMIS Standard Operating Procedures. Providers should direct any questions about entering data in HMIS to Bitfocus by submitting a help ticket here: <http://kingcounty.hmisis.cc/>.

Providers are expected to regularly review program reports available in HMIS, and pay particular attention to:

- [KCWA-101] Seattle-KC Program Outcomes Report
- [HUDX-227] Annual Performance Report

Performance Standards

The King County Regional Homelessness Authority adopts the following performance standards in all future funding processes and contracts¹¹.

Program Targets:

Project Type	Core Outcomes	Entries from Homelessness
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¹¹ Funder Memorandum of Understanding http://allhomekc.org/wp-content/uploads/2016/01/Signed MOU_FINAL.pdf

	Exit Rate to Permanent Housing	Length of Stay	Return Rate to Homelessness	
Rapid Re-Housing	85%	120 days ¹²	3% (S & F) 5% (YYA)	95%

Minimum Standards:

Project Type	Core Outcomes			Entries from Homelessness
	Exit Rate to Permanent Housing	Length of Stay	Return Rate to Homelessness	
Rapid Rehousing	80% 80%	180	5% (S/F) 20% (YYA) 5% (S/F)	90%

Ongoing Training and Learning Opportunities

Monthly Learning Circles or Communities of Practice are offered to support ongoing learning and improvement. These spaces are an opportunity for RRH staff to come together to problem solve, share best practices, learn from peers, and connect with funders or evaluators. Please contact your contract monitor for the next scheduled meeting.

Staff that provide direct services and supervise staff who provide direct services should receive training and demonstrate competency in, at a minimum:

- Trauma Informed Services
- Mental Health First Aid
- Harm Reduction

¹² The target outcome of 120 days length-of-stay **does not mean that RRH is a four-month program**. Our community commitment is that Rapid Re-housing is an individualized service, meeting the unique needs of each household, thus the length of subsidy and stay will vary. Housing stability plans and financial assistance needs are re-assessed every three months. Programs should not imply to households that RRH is a three-month program.

- Supporting victims of domestic violence
- Local coordinated entry policies and procedures
- Fair Housing

In addition, RRH staff are encouraged to attend the annual Washington State Conference on Ending Homelessness.

Local information:

Coordinated Entry

HMIS Manuals and Procedures

Additional resources on how other communities are using RRH services can be found at:

- The National Alliance to End Homelessness:
- RRH Toolkit
- United States Interagency Council on Homelessness
- Shared Housing Toolkit
- Bassuk Center

Questions?

If you have specific questions regarding allowable expenses or procedures under your contracts, contact your contract monitor.

Definition of Terms

Case Management: Housing-focused case management focuses on immediate efforts to attain housing, using the minimum assistance needed to address each household's immediate housing crisis. Staff works with each household to identify and refer households to other resources in the community (e.g., mainstream services, benefit services, food assistance programs, childcare resources, etc.) to support ongoing housing stability. Services are voluntary, housing-focused, person-centered and are provided at the level needed by each household. Services can be increased through progressive engagement if more services are necessary to help households stabilize housing.

Entries from Homelessness: Measures the degree to which programs are serving people who are literally homeless, including a place not meant for human habitation, or in an emergency shelter. The measure is calculated in HMIS based on responses to "immediate prior living situation."

Exits to Permanent Housing: Measures the percentage of households who exit the program into a form of permanent housing (including supportive housing, stable/long term rental housing, subsidized housing, or market rate housing). The exit destination reflects whether a household is permanently housed after leaving the RRH program. Households that self-resolve their homelessness will have no Date of Move-In in HMIS and will still be considered an exit to permanent housing by this measure.

Housing First: Housing First is a homeless system practice that center on connecting people experiencing homelessness to permanent housing as quickly as possible with few to no treatment preconditions, behavioral contingencies, or other barriers. Programs in a housing first homeless system do everything possible not to reject a household on the basis of poor credit or financial history, poor rental history, minor criminal convictions or contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions. Programs empower homeless people to overcome barriers to obtaining permanent housing. Support services are voluntary but can and should be used to persistently engage household to ensure housing stability. Homeless housing units in the system must reduce screening barriers and screen in homeless households, many of whom have barriers that traditionally make it more difficult for them to rent in the private market.

Housing Location: Activities related to engaging with and recruiting landlords, property management companies, and housing developers to increase access to permanent housing for homeless and other vulnerable individuals and families. This may include incentives and supports made available to participating landlords and property managers who agree to reduce screening criteria for households with barriers to permanent housing.

Lengths of Stay: Measured as the number of days from program enrollment to program exit. For RRH programs, this is defined as the time from initial intake to the end of all RRH services (financial subsidy and case management).

Progressive Engagement: Progressive Engagement is a service delivery approach and homeless system orientation that includes the following elements:

- Individualized services that are responsive to the needs of each household.
- Initial assessment and services address the immediate housing crisis with the minimal services needed.
- Frequent reassessment determines the need for additional services.
- Supportive services are voluntary and built on the strengths and resources of each household, respecting their autonomy.
- Households must be excited to permanent housing as soon as possible.
- The ability to access assistance if a household faces homelessness again.

Return to Homelessness: Measures the percentage of households who have exited the program to a permanent housing situation and are subsequently served by another homeless intervention (i.e., emergency shelter, transitional housing, or rapid re-housing) in HMIS within six months.

Attachment A: Funding Guidelines

		City of Seattle	KC-CHG	ESG	HUD CoC*
Eligibility for Assistance	Income Eligibility	No income eligibility upon entry into the program			
	Homeless (HUD Definition)	Literally homeless, fleeing domestic violence, not in transitional housing			
	Identification Requirements (photo ID, etc.)	Not required upon entry into the program			
	Legal Status	No status requirements			
		City of Seattle	KC-CHG	ESG	HUD CoC*
	Monthly Rental assistance	Up to 100%			
	Security Deposits	Up to 100%	Up to 2x monthly rent unless pre-approved		100% up to 2X monthly rent; can only pay for refundable deposits
	Utility deposits & payments	Up to 100%			Up to 100% of deposit. Monthly utilities up to allowance
	Moving cost assistance	Up to 100%			Moving truck only
	Screening fees (application fees, etc.)	Up to 100%			

	ID, birth certificates, etc.	Up to 100%	Up to \$5000 flexible costs	Not allowable	Up to 100%
	Utility arrears	Up to 3 months	Up to 6 months		Not allowable
	Rental arrears	Up to \$5000	Up to 6 months		Not allowable
	Flexible Costs**		Up to \$5000 per household		
		City of Seattle	KC-CHG	KC-ESG	HUD CoC*
	Habitability Standard inspection	Case Manager Checklist	HHS or Landlord certification	HQS Inspection	HQS Inspection
	Lead Based Paint Inspection	Visual assessment***			
	Rent Reasonableness	Up to 120% of FMR	Not to exceed rent limit by zip code per CHG Guidelines		Rent reasonable subsidies FMR
	Household moving into Subsidized Housing	Can pay deposits and last month's rent, not first or ongoing rent.			
	Lease Requirements	Between tenant and landlord			Must be a 12 mo. lease

Please verify any specific requirements, limits, or exclusions with your contract monitor.

*HUD CoC (Continuum of Care) – May change depending on the given year award restrictions.

**King County CHG allows flexible funding, up to \$1,500 per household for goods or expenses that directly help a household to obtain or maintain permanent housing.

*** Visual assessment must be completed prior to providing rent assistance for all units constructed prior to 1978 in which a child under the age of six is or will be living in the unit. Visual assessments must be conducted by a HUD-Certified Visual Assessor and must be documented on the HQS or HSS and maintained in the client file.

Attachment B: Landlord Expectations Letter Example

{date}

Attention:

Building/Complex Name:

Address:

City, State, Zip:

Tenant Name: **{Client Name}** Unit Number:

Dear **{Landlord Name}**:

This letter is to inform you that **{Client Name}** is working with **{Agency Name}** Rapid Re-Housing program to help move into an apartment and stay housed. We will provide financial assistance (move-in costs, and limited rental assistance) and community connections for **{Client Name}** so that **{he/she/they}** can successfully meet the terms of **{his/her/their}** lease and continue pursuing **{his/her/their}** personal and financial goals.

{Agency Name} will pay 100% of the move in costs associated with the lease for this unit. We will inspect the unit, and at the time the lease is signed, we will provide a check for all move-in costs on behalf of this tenant, to be calculated as follows:

Security Deposit: \$ _____
Pro-Rated First Month's Rent: \$ _____
Last Month Rent: \$ _____
Additional Deposit: \$ _____
Total Move-In: \$ _____

Our program wants to ensure that **{Client Name}** can maintain their housing for the length of the lease or longer. To make this happen we will be working with **{him/her/them}** on building community connections and paying rent. During this time, **{Agency Name}** will provide monthly rental assistance payable to the landlord on the date that rent is due. The amount of rental assistance will decrease over time and is calculated based on the tenant's income, and their ability to pay rent.

Please contact me if you have any questions or concerns while you are receiving rental assistance checks from **{Agency Name}**. We want to fully support **{Client Name}** in their new housing, and you as well! In the rare occurrence where there is any notice to the household to vacate, or any complaint used to commence an eviction action against the household, please send us a copy.

Thank you for providing this housing opportunity. You have played an integral role in helping someone find a home and are making this community a better place. We look forward to working with you!

Please stay in touch and contact me if you have any questions or for assistance.

Sincerely,

{Housing Advocate Name}, **{Housing Advocate Title}**

{Phone Number}/ **{Email}**

Attachment C: Housing Stability Plan Example

The Housing Stability Plan is a set plan, split into stages, which will work to help you find housing, identify

who is doing what, and address those things we need to work on in order to be successful.

Stage 1: What could impact your ability to get a lease?

Previous evictions: _____

Unpaid rent or utilities: _____

No rental history: _____

Criminal history: _____

Domestic Violence: _____

Lack of identification: _____

Stage 2: Now that you have moved in, what support do you need to remain housed?

Income: _____

Health: _____

Tenant-Landlord-Neighbor: _____

Mental Health: _____

Substance Use: _____

Domestic Violence: _____

Debt: _____

CPS or Police Involvement: _____

Other: _____

Month/Week 1 Goals and Responsibilities (completed each follow-up):

Action Item	Who is Responsible	Deadline
<i>e.g., Reach out to 5 landlords for leases in the area you want / find out who we contact about rent utility arrears</i>	<i>participant</i>	

Housing Advocate Signature: _____

Participant Signature: _____

Attachment D: Re-Assessment

* Complete this re-assessment every 90 days after intake. Once housed, complete reassessment at least every 90 days while the household is receiving rental assistance.

*At each re-assessment include this document in household file, together with:

- Rapid Re Re-Housing Subsidy & Re-Assessment Calculation Form (Excel Workbook), after move-in
- Documentation of household income, after move-in

Head of Household Name: _____

Move-in Date: _____

Re-Assessment Date: _____

Housing Stabilization Goals:			
<ul style="list-style-type: none"> • Achieved and complete 	<ul style="list-style-type: none"> • Making adequate progress 	<ul style="list-style-type: none"> • Not making adequate progress 	
Employment or Income Goals:			
<ul style="list-style-type: none"> • Achieved and complete 	<ul style="list-style-type: none"> • Making adequate progress 	<ul style="list-style-type: none"> • Not making adequate progress 	<ul style="list-style-type: none"> • Does not apply
Other stability goals:			
<ul style="list-style-type: none"> • Achieved and complete 	<ul style="list-style-type: none"> • Making adequate progress 	<ul style="list-style-type: none"> • Not making adequate progress 	<ul style="list-style-type: none"> • Does not apply

Has anything changed in your family or situation that impacts your income, ability to work, or ability to find stable housing/stabilize in housing?

(If not yet housed): Have you found any housing that you could move to that would be appropriate and affordable for you? Where have you been looking? Where do you need support? Summary of assessment:

Do you have any other resources that you could use to help you gain housing or remain in your housing? (This would include any assets that can be converted to cash, family or friends who can lend or give money, someone with whom the person could stay, etc.)?
 Summary of assessment:

Eligibility Re-determination (Staff Use Only)		
Notes:		
Financial Eligibility Re-determination:		
<ul style="list-style-type: none"> • <u>Eligible for and needing</u> up to an additional 3 months of financial assistance 	<ul style="list-style-type: none"> • <u>Continued case management services</u> but no longer eligible for or needing financial assistance 	<ul style="list-style-type: none"> • <u>No longer eligible</u> for or needing financial assistance or case management services.

If eligible for ongoing case management and/or financial assistance:

Next re-assessment due on: __ __ / __ __ / __ __ __ __

Staff Person Recertifying Eligibility:

Print Name: _____

Title: _____

Signature:

Supervisor's Signature:

Attachment E: Housing Agreement with Friend or Family

1. Client Information			
Name		Household Size	
Phone		Email	
2. Friend/Family Information			
Phone		Household Size	
Phone		Email	
3. Rental and Payment Information			
Address where applicant will live			
Street			
City		State/Zip Code	
Type of Agreement (check one)	Lease/sub lease <input type="checkbox"/>		Month-to-month <input type="checkbox"/>
Address where rent payment should be sent			
Payable			
Street			
City		State/Zip Code	

4. Amount of Payment Required		
Current or anticipated		
Rent	Total unit rent amount (“N/A” if friend is owner)	
	Client \$ share of rent amount	
Utilities	Utility allowance for unit this size	
	Client \$ share of utility amount	

Complete the following for utility payments (utility payments to be made directly to utility)	
Utility provider(s)	
Account number(s)	
5. Client Certification	
I certify that the above information is true and accurate to the best of my knowledge.	
<i>Client Signature Date</i>	
6. Friend/Family Certification	
I certify that I will accept the above payment(s) to provide housing for the applicant. I am not in the business of rental real estate as defined in the <u>Landlord Tenant Act</u> , (RCW 59.18) however I do provide safe and habitable housing.	

<i>Friend/Family Signature Date</i>

7. Service Provider Review
I have reviewed this agreement and terms as described below:
<i>Staff Person Signature Print Name</i>

Attachment F: Hardship and Exception Request Forms

Agency:	Name of Project:
Contract Number:	Program Type:
Fund Sources:	Request Type:
Name of Person Submitting Request:	Email of Person Submitting Request:
Participant HMIS ID:	

Hardship Requests

Hardship Request Reason:	
Months and Year for Hardship Request:	
Move-In Date:	
Number of months of previously subsidized rent:	
Subsidy amount requested with this exception:	

Monthly Rent Amount:	
Is the participant currently employed?	
If no, when was the last month/yr. of employment?	
If their job ended during their subsidy, please include date and reason job ended:	

Does the participant currently have income?	
If yes, what is the monthly income?	
If no income and participant is able to pay portion of the rent - what is the source and amount?	

<p>Please briefly explain the circumstances which led to the request for rental assistance hardship.</p> <p>Briefly describe what steps are being taken to increase participants' housing stability (ex: move to more affordable unit, get roommate, live with family/friends, increase income, other).</p>	
<p>Describe rent stabilization plan and progress toward income goals.</p> <p>For example, if unemployed apply for X jobs/week, meet with Career LaunchPad by X date, etc.</p>	
<p>Please provide a brief history of Case Manager contact over the last 3 months including, # of meetings/contacts, form of contacts (ex. in person, phone, email, or text).</p>	

<p>Has a hardship been previously requested for this participant?</p>	
<p>If yes, please explain:</p>	

<p>Staff Reviewing Request:</p>	<p>Sufficient progress towards housing stability?</p>	<p>Adequate progress towards income goals?</p>
<p>Hardship Approved?</p>		
<p>Staff Signature:</p>		
<p>Date of Approval:</p>		

Exception Requests

Exception Request Reason:	
If Other, describe:	
Briefly describe the circumstances for the exception request. If the request is for more than one reason, please be sure to include the circumstances for each exception you are requesting.	

Staff Reviewing Request:	Date of Review:	Staff Signature
Reason for Denial:		
Reason for Approval:		