**Rapid Re-Housing Form**

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. Incomplete forms will not meet standards and/or receive the lowest possible score on the scorecard.

The answers to the following questions will be used by the Project Review Committee and NCCEH staff to score questions on the scorecard that refer to the RRH program’s policies, procedures, and program design.

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

 **Rapid Re-Housing Program Standards**

**Housing Identification**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| 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:**

|  |  |
| --- | --- |
| 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:       |

**Documentation**

**Please 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

**Page References**

The following chart lists program design elements that are scored based on the documentation submitted by the agency (from the list above). For each element in the chart, please list the name of the document(s) and the page number(s) on which the item appears.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scorecard question #\*** | **Program Design Element** | **Document Name** | **Page Number(s)** |
| 2.2a & 2.7d2 R2.14a & 2.16d2 N | Participant screening procedure |       |       |
| 2.2b R2.14b N | Participant termination procedure |       |       |
| 2.7a2 R2.16a2 N | Procedures for landlord recruitment |       |       |
| 2.7a3 R2.16a3 N | Policy for landlord support |       |       |
| 2.7a4 R2.16a4 N | Policy for explaining landlord-tenant rights & lease requirements |       |       |
| 2.7b2 & 2.7b3 R2.16b2 & 2.16b3 N | Procedure for determining amount & duration of assistance |       |       |
| 2.7c1 R2.16c1 N | Procedures for determining frequency & location of case mtg. meetings |       |       |
| 2.7c2 R2.16c2 N | Voluntary services |       |       |
| 2.7c3 R2.16c3 N | Relationships with employment & income programs |       |       |
| 2.7c4 R2.16c4 N | Policy for when case mgt. continues and ends |       |       |
| 2.7d3 R2.16d3 N | Participant eligibility criteria |       |       |

\*R = Renewal scorecard

\*N = New scorecard