



# 2021-2022 EHH Request for Proposals

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## Overview

The Emergency Solutions Grant (ESG), Housing Assistance Program (HAP), and Homeless Prevention Program (HPP) are collectively referred to as the EHH Program. ESG is federally administered by the United States Department of Housing and Urban Development (HUD). HUD awards ESG funding to the State of Wisconsin, Department of Administration, Division of Energy, Housing, and Community Resources (DEHCR) to distribute to eligible applicants. HPP and HAP are State of Wisconsin funding sources. These three sources of funding are combined and distributed to one lead applicant in each HUD or local continuum of care (COC).

The City of Madison Community Development Division will serve as the Dane CoC's lead applicant and submit, on its behalf, an annual consolidated application to the State. The Dane CoC Board of Directors is responsible for making funding allocation decisions for inclusion in the consolidated application. Following the notice of award, the City will enter into contracts with the nonprofit agencies to provide the activities approved by the Dane CoC Board of Directors.

Program	Authorized By	Eligible Project Types
Emergency Solutions Grant (ESG)	1991 McKinney-Vento Homeless Assistance Act. Amended in 2009 by Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 24 CFR 576	Rapid Re-Housing
		Homelessness Prevention
		Emergency Shelter (includes grandfathered-in transitional housing)
		Street Outreach
		HMIS- <i>HMIS lead agency only</i>
		Administration- <i>Lead Applicant only</i>
Homelessness Prevention Program (HPP)	Wisconsin Statutes § 16.303	Rapid Re-Housing
		Homelessness Prevention
		Administration- <i>Lead Applicant only</i>
Housing Assistance Program (HAP)	Wisconsin Statutes § 16.306 Wisconsin Admin Code § 87.03	Housing
		Administration- <i>Lead Applicant only</i>

## Applicant Eligibility

All applicants must be eligible to apply. All applicant agencies must have current, direct experience in delivering services to people who are homeless. Agencies must meet the following eligibility criteria:

- They must be a local unit of government OR a private nonprofit agency;
- They must have the capacity to either offer or connect clients to services that will increase their stability and link them to safe, affordable, and permanent housing.

## Project Type Applications

Applicants may apply for funding under five Project Types. These project types are:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-housing
- Housing Assistance Program – to be used for transitional housing or other permanent housing programs not eligible under ESG funds

## RFP Calendar

Please note: These dates are for planning purposes. They represent the City's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

EHH and COC RRH RFP and application materials posted on the HSC website	5/21 (Fri)
Agency application workshop *	5/27 (Thu) 1:30-3pm <a href="#">ZOOM LINK</a> If calling in: (877) 853-5257 Meeting ID: 937 8102 0971 Passcode: 894220  *Recording will be available on the HSC website after the workshop.
<b>Agency applications due</b>	<b>6/9 (Wed) 5pm</b>
Agency Q&A / Review Team Meeting	To Be Determined (week of 6/14)
CoC Board to finalize the funding allocation decision	6/24 (Thu)
Anticipated contract start date	On or after 7/1/21

## Available Funds

DEHCR has confirmed the HPP and HAP funding amounts for Dane CoC. ESG funding is contingent on HUD's award to DEHCR. DEHCR will announce the ESG funding amount after the application due date but anticipates the funding level to be similar to the current program year.

2021-2022 AVAILABLE EHH FUNDS-DANE COC	
ESG (estimated)	\$400,000
HPP (confirmed)	\$200,000
HAP (confirmed)	\$50,000
TOTAL	\$650,000

## Grant Agreement Period

The grant agreement period for these funds is expected to be twelve months. Grants will likely begin on July 1, 2021 and must end by September 30, 2022. DEHCR reserves the right to amend, modify, or withdraw the application and any of the grant program rules, instructions, or procedures contained herein and may exercise such right at any time and without notice and without liability to any applicant or other parties for their expenses incurred in the preparation of a proposal or otherwise.

## Eligible Activities

### A. STREET OUTREACH (24 CFR §576.101)

- **Eligible program participants:** Individuals and families living on the streets or other places not meant for human habitation such as cars, parks or abandoned buildings.
- **Eligible costs: Essential services** to reach out to people experiencing unsheltered homelessness; connect them to emergency shelter, housing or critical services; and provide urgent, non-facility based care. Eligible costs include those associated with engagement, case management, emergency health services, emergency mental health services, and transportation. The costs of supplies to address urgent physical needs such as food, blankets, clothes, or toiletries are also eligible. Costs associated with providing services to special populations (homeless youth, victim services, and persons living with HIV/AIDS) are eligible, so long as they fall within eligible costs described above.

### B. EMERGENCY SHELTER (24 CFR §576.102)

- **Eligible program participants:** Individuals and families defined as homeless under the HUD Category 1 (literal homeless), Category 2 (at imminent risk of homelessness), Category 3 (homeless under other federal statutes), or Category 4 (fleeing/attempting to flee domestic violence.)
- **Eligible costs:**
  - **Essential services** for individuals and families currently residing in an emergency shelter. Eligible costs include those associated with case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation. Services for special populations (homeless youth, victim services, and services for living with HIV/AIDS) are eligible, so long as the costs of providing these services are above mentioned eligible costs.

- **Shelter operations** include operating costs for the shelter, such as maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and other supplies necessary for shelter operation. If no appropriate emergency shelter is available for a homeless individual or family, eligible costs may also include a hotel or motel voucher for that individual and family.
- **Shelter Rehabilitation** of a building to serve or that currently serves as an emergency shelter. Eligible costs include labor, materials, and tools.

## C. HOMELESSNESS PREVENTION (24 CFR §576.103)

- **Eligible program participants:** Individuals and families defined as homeless under the HUD Category 2 (at imminent risk of homelessness), Category 3 (homeless under other federal statutes), Category 4 (fleeing/attempting to flee domestic violence), or individuals and families defined as At Risk of Homelessness. In addition, participants must have an annual income below 30% of Area Median Income.
- **Eligible costs:**
  - **Short-term and/or medium-term rental assistance** necessary to prevent individuals and families from moving into an emergency shelter or living in a place not meant for human habitation. Eligible costs include short-term (up to 3 months of rent) and medium-term rental assistance (up to 24 months of rent), and rental arrears (one-time payment for up to 6 months of rent in arrears).
  - **Housing relocation and stabilization financial assistance** include rental application fees, security deposits (no more than 2 months' rent), last month's rent, utility deposits, utility payments (up to 24 months of utility payments or up to 6 months of utility payments in arrears), and moving costs.
  - **Housing relocation and stabilization services** include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

## D. RAPID RE-HOUSING (24 CFR §576.104)

- **Eligible program participants:** Individuals and families defined as homeless under the HUD Category 1 (literal homeless) or Category 4 (fleeing/attempting to flee domestic violence) who also meet the criteria for Category 1.
- **Eligible costs:**
  - **Short-term and/or medium-term rental assistance** necessary to help homeless individuals or families move as quickly as possible to permanent housing and achieve stability in that housing. Eligible costs include short-term (up to 3 months of rent) and medium-term rental assistance (up to 24 months of rent), and rental arrears (one-time payment for up to 6 months of rent in arrears).
  - **Housing relocation and stabilization financial assistance** includes rental application fees, security deposits (no more than 2 months' rent), last month's rent, utility deposits, utility payments (up to 24 months of utility payments or up to 6 months of utility payments in arrears), and moving costs.
  - **Housing relocation and stabilization services** include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

## E. OTHER HOUSING PROGRAMS (HAP Funds Only)

- **Eligible program participants:** The Housing Assistance Program (HAP) is funding and programming for housing and supportive services for homeless individuals and families.
- **Eligible costs:**
  - **Services** may include any of the following: case management, child care, education services, employment assistance, outpatient health services, life skills training, mental health services, substance abuse treatment, and transportation.

- **Operations** may include any of the following: maintenance, rent, security, insurance, utilities, food, furnishings, and supplies.

## Requirements

The following documents specify the requirements for the EHH funds and must be reviewed by applicant agencies:

### EHH Program Manual

<https://doa.wi.gov/DECHR/EHH%20Program%20Manual%202020%20FINAL.pdf>

### HUD ESG Interim Rule (for ESG funds)

<https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part576.xml#seqnum576.100>

### Dane County CoC Written Standards

All EHH funded projects must comply with applicable sections of the local Written Standards. Submission of the applicable Written Standards Checklists will be required for this RFP. Dane County CoC Written Standards can be found on the Homeless Services Consortium of Dane County website:

<https://www.danecountyhomeless.org/governance>.

## General Requirements

- **Coordinated Entry:** Coordinated Entry (CE) is a system designed to ensure that all people experiencing a housing crisis have fair and equal access to housing assistance, and are quickly identified, assessed for, and connected to housing and homeless assistance based on their strengths and needs. It uses standardized tools and practices, incorporates a system-wide housing first approach, and coordinates assistance so that those with the most severe service needs are prioritized. This approach has been adopted locally, and is guided by the U.S. Office of Housing and Urban Development's (HUD) Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. ESG and HPP funds require participation in the local CE system. This will include following the Dane County CoC CE policies to fill housing vacancies and disperse financial assistance.
- **HMIS:** Agencies must enter client level data into Homeless Management Information System (HMIS) and adhere to data quality procedures as stipulated in the [Wisconsin HMIS Policies and Procedures](#). In Wisconsin, the HMIS designated by the HUD CoC is Clarity. Victim service providers cannot participate in HMIS and Legal services organizations may choose to not participate in HMIS. Providers which do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports.
- **Program participant eligibility documentation:** Agencies must document participant eligibility according to the HUD standard. See **Attachment A** for the documentation requirements.
- **Record keeping and retention:** Agencies must be able to collect and report participant-level demographic and service data as described in any resulting contract. Agencies must implement policies and procedures to ensure privacy and confidentiality of participant records for both paper files and electronic databases. See **Attachment B** for the client file checklists. Program and financial records must be maintained for a minimum of five years after the final expenditure under the contract.

- **Reporting:** Agencies will be required to submit a monthly performance report and invoice to the City of Madison. Annually, agencies must submit the Consolidated Annual Performance and Evaluation Report (CAPER) generated from HMIS to HUD. All emergency shelters, Rapid Rehousing, and other housing programs must complete a census for the fourth Wednesday of the month on the Housing Inventory Chart (HIC) maintained by the Dane County CoC.

## Rent Assistance Specific Requirements

- **Violence Against Women Act (VAWA):** Agencies that provide rental assistance (homelessness prevention or Rapid rehousing) are responsible for ensuring that a notice of VAWA protections (HUD forms 5380 and 5382) are provided to each applicant for ESG rental assistance and each program participant receiving ESG rental assistance at each of the following times: when an individual or family is denied ESG rent assistance; when a program participant begins receiving ESG rental assistance; when a program participant is notified of termination of ESG rental assistance; when a program participant receives notification of eviction. The VAWA Lease Addendum (HUD 91067) must also be signed with every lease.
- **Habitability Standards and Lead Screening Inspection:** Agencies are required to conduct a Habitability Standards and Lead Screening Inspection on any unit in which a participant will be receiving ESG financial or rental assistance. Agencies must certify that the unit has passed both inspections before any ESG funds can be expended. A checklist or self- certification completed by a property owner or household will not be acceptable. Agencies may conduct a virtual inspection by viewing videos or photographs taken by the property owner or household during the pandemic, but should conduct a full in-person inspection once it is safe to resume standard operating procedures.
- **Fair Market Rent and Rent Reasonableness Documentation:** Agencies must determine whether a unit's rent is reasonable in comparison to rent for other comparable unassisted units.

## Match Requirements for ESG funds

ESG requires a one hundred percent match commitment (\$1 of match for every \$1 of ESG funds granted). HPP and HAP funds do not require match and they can be used to match ESG funds.

Match categories include: Other Non-ESG HUD Funds; Other Federal Grants; State Governments; Local Governments; Private Funds; and Other.

In general, federal, state, local, or private funds may be used to satisfy the requirement that the recipient provide matching contributions to ESG, so long as the following conditions are met.

- The matching funds are contributed to the ESG program and expended for the recipient or sub-recipients allowable ESG costs and clients.
- The matching funds must be used in accordance with all requirements that apply to ESG grant funds, except for the expenditure limits in 24 CFR 576.100, AND if the matching funds are from another federal program, they must also be used in accordance with that program's requirements.
- Matching funds must be spent by the expenditure deadline that applies to the ESG funds being matched.

The matching funds may not be used to match any other Federal program's funds nor any other ESG grant. HAP used for COC match cannot be used for ESG match. Conversely, match funds used for ESG may not use ESG for any of its match requirements.

Match may include the value of any donated material and/or building or the value of any lease on a building. Match may include the time and services contributed by volunteers and/or staff to carry out the program that will be funded by the grant. The volunteer rate is currently \$10 per hour or if the service is professional – the hourly rate charged by that professional. Match may also include donations, participant fees or contributions and grants.

Match may be provided from another agency if that match applies to the agency and program requiring match.

## **Documentation of Match**

For the application attachment and agency files, document match accordingly:

- If funds received from units of local government, churches, foundations, United Way, or state government agencies will be used to match ESG funds, copies of funding award and/or commitment letters from these sources must be on their official letterhead and signed by their authorized official.
- If the value of donated volunteer hours, donations from businesses or individuals, client rent/boardings fees or client program service fees will be used to match ESG funds, the applicant agency must provide a letter on its official letterhead signed by its board chairperson describing the records which will be maintained on these match sources, the total amount of the match expected to be received and, in the case of volunteer hours, the number of hours expected to be donated.
- If the value of a donated building or any lease will be used to match ESG funds, provide documentation of the fair market value of the building or lease.
- If staff salaries are used, the source of the funds for these salaries should be identified by the applicant agency in a letter on its' official letterhead with the exact amount of match available and signed by its' board chairperson.

# Application Submission Instructions

1. Completed application packets are due by **5pm CDT, June 9, 2021**. Late or incomplete applications will not be considered.
2. All applications must be submitted electronically. Email the application forms to [CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com) with a subject line, EHH application.
3. Submit each required form separately. Please do not combine the forms.
4. A completed application packet consists of the following:
  - ☐ **EHH Project Application(s)** – *one applicable project application for each project*
    - Street Outreach
    - Emergency Shelter
    - Homelessness Prevention
    - Rapid Rehousing
    - Housing Assistance Program
  - ☐ **New Project Application\*** (New Projects without performance report ONLY)

\*Performance scoring form will be used for existing projects funded with EHH or other sources. Applicant agencies with existing projects will receive instructions for the performance scoring form separately.
  - ☐ **Written Standards Checklists**
    - General – *one per agency if the answers are the same for all proposed projects*
    - Project Specific - *one applicable checklist for each project; HAP projects must fill out the most applicable checklist*
    - Emergency Transfer Plan (Rapid Rehousing and other permanent housing programs ONLY)
  - ☐ **Documentation of Match**
  - ☐ **EHH Certification**
  - ☐ **Environmental Review Exemption**
  - ☐ **Certification of Local Government Approval** (New Emergency Shelter ONLY)
5. Send all EHH application inquiries to:

Sarah Lim, Community Development Specialist  
[slim@cityofmadison.com](mailto:slim@cityofmadison.com); (608) 261-9148



## HUD's Participant Eligibility Documentation Requirements

<b>Homelessness Documentation Requirements</b>	
<b>Category 1: Literally Homeless</b>	<ul style="list-style-type: none"> <li>Written observation by outreach worker or written referral by another service provider; <u>OR</u></li> <li>Self-certification by individual or head of household seeking assistance; <u>OR</u></li> <li>For individuals exiting an institution – one of the above <u>AND</u>:               <ul style="list-style-type: none"> <li>Discharge paperwork <u>or</u> written/oral referral <u>OR</u></li> <li>Written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution.</li> </ul> </li> </ul>
<b>Category 2: Imminent Risk of Homelessness</b>	<ul style="list-style-type: none"> <li>A court order resulting from an eviction notice notifying the individual or family that they must leave; <u>OR</u></li> <li>For individuals and families leaving a hotel/motel – evidence they lack the financial resources to stay; <u>OR</u></li> <li>A documented and verified oral statement. <u>AND</u></li> <li>Certification that no subsequent residence has been identified and self-certification that the individual lacks the financial resources and support necessary to obtain permanent housing</li> </ul>
<b>Category 3: Homeless under other Federal Statutes</b>	<ul style="list-style-type: none"> <li>Certification by a nonprofit or state/local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute <u>AND</u></li> <li>Certification of no permanent housing in last 60 days <u>AND</u></li> <li>Certification by the individual or head of household and any available supporting documentation that (s)he has moved two or more times in the past 60 days <u>AND</u></li> <li>Documentation of special needs <u>or</u> 2+ barriers</li> </ul>
<b>Category 4: Fleeing/Attempting to Flee Domestic Violence</b>	<ul style="list-style-type: none"> <li>Statement by the individual or head of household seeking assistance stating:               <ul style="list-style-type: none"> <li>They are fleeing;</li> <li>No subsequent residence has been identified; <u>AND</u></li> <li>They lack the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> <li>Statement must be documented by a self-certification or a certification by an intake worker.</li> </ul>
<b>At-Risk of Homelessness</b>	<ul style="list-style-type: none"> <li>Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing <u>AND</u></li> <li>Documentation of one of the eligibility conditions <u>OR</u></li> <li>Certification by a nonprofit or state/local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute</li> </ul>

## Attachment B

### Client File Checklists

## **STREET OUTREACH**

Subject to the expenditure limit in § 576.100(b), ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

*In general, the client file must demonstrate (a) eligibility, (b) types, amounts, and duration of services, and (c) that program requirements were met.*

1. \_\_\_\_\_ **Intake Form/Initial Assessment.** (24 CFR 576.401(a))
2. \_\_\_\_\_ **Documentation** that the client meets the Category 1: Literally Homeless **definition of homelessness** at program entry. The client must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter. (24 CFR 576.500(b))
3. \_\_\_\_\_ **Record of services provided** (24 CFR 576.101(a), 576.500(l))
  - Eligible Costs
  - ☐ Engagement
  - ☐ Case management
  - ☐ Emergency health services
  - ☐ Emergency mental health services
  - ☐ Transportation
4. \_\_\_\_\_ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.56(a3)) (not required for single-day services)
5. \_\_\_\_\_ Certification of the client's program **entry into HMIS** (or comparable database). (24 CFR 576.500(n))
6. \_\_\_\_\_ Demonstration of **referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))

# **EMERGENCY SHELTER**

Subject to the expenditure limit in § 576.100(b), ESG funds may be used for costs of providing essential services to homeless households in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

*In general, the client file must demonstrate a) eligibility; b) types, amounts, and duration of service; and c) that program requirements were met.*

1. \_\_\_\_\_ **Intake form/Initial Assessment.** (24 CFR 576.401(a))
2. \_\_\_\_\_ **Documentation** that the client meets an eligible **definition of homelessness** at program entry. (24 CFR 576.500(b))
  - ☐ Literally Homeless (category 1 homeless)
  - ☐ Imminent-Risk-of-Homelessness (category 2 homeless)
  - ☐ Homeless under other federal statutes (category 3 homeless)
  - ☐ Fleeing or attempting to flee domestic violence (category 4 homeless)
3. \_\_\_\_\_ **Record of services provided.** (24 CFR 576.102(a1), 576.500(l))
  - Essential Services

<input type="checkbox"/> Shelter stay	<input type="checkbox"/> Employment assistance/job training
<input type="checkbox"/> Motel Voucher	<input type="checkbox"/> Outpatient health services
<input type="checkbox"/> Case management	<input type="checkbox"/> Legal services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Life skills training
<input type="checkbox"/> Childcare	<input type="checkbox"/> Mental health services
<input type="checkbox"/> Education services	<input type="checkbox"/> Substance abuse treatment services
4. \_\_\_\_\_ **Termination procedure** as well as any correspondence related to a termination proceeding, if applicable. (24 CFR 576.500(f)(3))
5. \_\_\_\_\_ Certification of the client's program **entry into HMIS** (or comparable database). (24 CFR 576.500(n))
6. \_\_\_\_\_ Demonstration of **referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))

# **HOMELESSNESS PREVENTION**

Funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105 and the short-term and medium-term rental assistance requirements in § 576.106.

*In general, the client file must demonstrate a) eligibility; b) types, amounts, and duration of service; and c) that program requirements were met.*

1. \_\_\_\_\_ **Intake form/Initial Assessment.** (24 CFR 576.401(a))
2. \_\_\_\_\_ **Documentation** that the client meets an eligible **definition of homelessness** at program entry. (24 CFR 576.500(b))
  - ☐ At-Risk-of-Homelessness
  - ☐ Imminent risk of homelessness (category 2 homeless)
  - ☐ Homeless under other federal statutes (category 3 homeless)
  - ☐ Fleeing/attempting to flee domestic violence (category 4 homeless)
3. \_\_\_\_\_ If there is no source documentation or third-party documentation of homeless status, certification from the agency that efforts were made to obtain it. (24 CFR 576.500(c))
4. \_\_\_\_\_ **Income determination form** establishing that the client earns less than 50% CMI\* at program entry along with **corresponding source documentation**. In the absence of source documentation, there may be third-party verification and in the absence of third-party verification there must be at least certification from the client. (24 CFR 576.401)
5. \_\_\_\_\_ **Record of services provided** (24 CFR 576.105 & 106, 576.500(l))

<u>Financial Assistance</u>	<u>Stabilization Services</u>
<input type="checkbox"/> Security deposit	<input type="checkbox"/> Housing search and placement
<input type="checkbox"/> Rental assistance	<input type="checkbox"/> Housing stability case management
<input type="checkbox"/> Rental arrears	<input type="checkbox"/> Mediation
<input type="checkbox"/> Rental application fees	<input type="checkbox"/> Legal services
<input type="checkbox"/> Last month's rent	<input type="checkbox"/> Credit repair
<input type="checkbox"/> Utility deposits/payments	
<input type="checkbox"/> Moving costs	
6. \_\_\_\_\_ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.500(f3)) (not required for single-day services)
7. \_\_\_\_\_ **Demonstration of referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))

8. \_\_\_\_\_ Documentation of **case management meetings** at least monthly. (24 CFR 576.401(ei))
9. \_\_\_\_\_ Record of a **Housing Stability Plan** to assist the program participant to retain permanent housing after the assistance ends. (24 CFR 576.401(eii)) *(not required for mediation, legal services, or credit repair)*
10. \_\_\_\_\_ Certification of the client's program **entry into HMIS** (or comparable database). (24 CFR 576.500(n))
11. \_\_\_\_\_ If the client receives more than three months of assistance, **evidence of continued eligibility** which includes re-evaluation of income and other resources and support networks. (24 CFR 576.401(b))

**If rental assistance is provided, the following requirements apply:**

12. \_\_\_\_\_ A copy of the **lease agreement** along with a **VAWA addendum**. (24 CFR 576.106(g), 24 CFR 576.500(h))
13. \_\_\_\_\_ **VAWA Notification**, including a notice of occupancy rights (HUD form 5380) and a certification form to document an incident (HUD form 5382). (24 CFR 576.409(c))
14. \_\_\_\_\_ Documentation of the **amount and type of financial assistance** provided to the client. (24 CFR 576.500(f1)&(u))
15. \_\_\_\_\_ Documentation of **payments made to landlords**. (24 CFR 576.500(h))
16. \_\_\_\_\_ **Rent Reasonableness** certification. (24 CFR 982.507)
17. \_\_\_\_\_ **Fair Market Rent** certification. (24 CFR 982.503)
18. \_\_\_\_\_ Minimum **Habitability Standards** checklist. (24 CFR 576.403)
19. \_\_\_\_\_ **Lead Paint Disclosure Form**, if payment assistance lasts more than 100 days, the unit was built before 1978, and a child under 6 years of age or a pregnant woman is/will be in residence. (24 CFR 576.403(a))
20. \_\_\_\_\_ **Rental Assistance Agreement** with the landlord outlining the terms of the assistance; must include VAWA protections. (24 CFR 576.106(e), 24 CFR 576.500(h), 24 CFR 576.409(a))

## **RAPID RE-HOUSING**

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless household move as quickly as possible into permanent housing and achieve stability in that housing. The rapid rehousing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105 and the short- and medium-term rental assistance requirements in § 576.106.

*In general, the client file must demonstrate a) eligibility; b) types, amounts, and duration of service; and c) that program requirements were met.*

1. \_\_\_\_\_ **Intake form/Initial Assessment.** (24 CFR 576.401(a))
2. \_\_\_\_\_ **Documentation** that the client meets the Category 1: Literally Homeless **definition of homelessness** at program entry. (24 CFR 576.500(b))
3. \_\_\_\_\_ If there is no source documentation or third-party documentation, certification from the agency that efforts were made to obtain it. (24 CFR 576.500(b))
4. \_\_\_\_\_ **Income determination form** establishing that the client earns less than 30% CMI at program entry along with **corresponding source documentation**. In the absence of source documentation, there may be third-party verification and in the absence of third-party verification there must be at least certification from the client. (24 CFR 576.401)
5. \_\_\_\_\_ **Record of services provided** (24 CFR 576.105 & 106, 576.500(l))

<u>Financial Assistance</u>	<u>Stabilization Services</u>
<input type="checkbox"/> Security deposit	<input type="checkbox"/> Housing search and placement
<input type="checkbox"/> Rental assistance	<input type="checkbox"/> Housing stability case management
<input type="checkbox"/> Rental arrears	<input type="checkbox"/> Mediation
<input type="checkbox"/> Rental application fees	<input type="checkbox"/> Legal services
<input type="checkbox"/> Last month's rent	<input type="checkbox"/> Credit repair
<input type="checkbox"/> Utility deposits/payments	
<input type="checkbox"/> Moving costs	
6. \_\_\_\_\_ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.500(f3))
7. \_\_\_\_\_ Demonstration of **referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))
8. \_\_\_\_\_ Documentation of **case management meetings** at least monthly. (24 CFR 576.401(ei))
9. \_\_\_\_\_ Record of a **House Stability Plan** to assist the program participant to retain permanent housing after the assistance ends. (24 CFR 576.401(eii))
10. \_\_\_\_\_ Certification of the client's program **entry into HMIS** (or comparable database). (24 CFR 576.500(n))

11. \_\_\_\_\_ If the client receives more than 12 months of assistance, **evidence of continued eligibility** which includes re-evaluation of income and other resources and support networks. (24 CFR 576.401(b))

**If rental assistance is provided, the following requirements apply:**

12. \_\_\_\_\_ A copy of the **lease agreement** along with a **VAWA addendum** (HUD form 91067). (24 CFR 576.106(g), 24 CFR 576.500(h))
13. \_\_\_\_\_ **VAWA Notification**, including a notice of occupancy rights (HUD form 5380) and a certification form to document an incident (HUD form 5382). (24 CFR 576.409(c))
14. \_\_\_\_\_ Documentation of the **amount and type of financial assistance** provided to the client. (24 CFR 576.500(f1)&(u))
15. \_\_\_\_\_ Documentation of **payments made to landlords**. (24 CFR 576.500(h))
16. \_\_\_\_\_ **Rent Reasonableness** certification. (24 CFR 982.507)
17. \_\_\_\_\_ **Fair Market Rent** certification. (24 CFR 982.503)
18. \_\_\_\_\_ Minimum **Habitability Standards** checklist. (24 CFR 576.403)
19. \_\_\_\_\_ **Lead Paint Disclosure Form**, if payment assistance lasts more than 100 days, the unit was built before 1978, and a child under 6 years of age or a pregnant woman is/will be in residence. (24 CFR 576.403(a))
20. \_\_\_\_\_ **Rental Assistance Agreement** with the landlord outlining the terms of the assistance; must include VAWA protections. (24 CFR 576.106(e), 24 CFR 576.500(h), 24 CFR 576.409(a))

## **HOUSING ASSISTANCE PROGRAM**

Subject to Wisconsin Statutes 16.306, HAP funds may be used for the purpose of providing housing and associated supportive services to homeless households to facilitate their movement to independent living.

*In general, the client file must demonstrate (a) eligibility, (b) types, amounts, and duration of services, and (c) that program requirements were met.*

1. \_\_\_\_\_ **Intake Form/Initial Assessment**, with entry date clearly documented.
2. \_\_\_\_\_ Demonstration of **referral and connection** to homeless and mainstream services. *(Wis. Stats. 16.306 (2b3))*
3. \_\_\_\_\_ Documentation of, or referral to, **training in self-sufficiency**. *(Wis. Stats. 16.306 (2b4))*
4. \_\_\_\_\_ Documentation that at least **25% of client income** is spent on rent. *(Wis. Stats. 16.306 (2b5))*
5. \_\_\_\_\_ Documentation of the **exit date**, as well as the housing status and employment status at exit. *(Wis. Stats. 16.306 (3c))*

***\*If HAP funds are used as ESG match, also complete the relevant ESG-project type client file checklist.***