

## CoC and ESG Rapid Re-housing Assistance

Originally adopted from policies created by Salt Lake County related to the administration of the Emergency Solutions Grant.

- Rapid re-housing assistance aims to help individuals or families who are homeless move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services.

**Client Eligibility:** Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG and CoC RRH.

### A. ELIGIBILITY

1. Individual or household Adjusted Gross Income must be at or below 50% of the Area Median Income (AMI). (ESG Rapid Re-housing participants must fall below or equal to 30% AMI.) AMI limits are available on HUD's web site at: <http://www.huduser.org/DATASETS/il.html>.
2. The household must be either at risk of homelessness (for prevention assistance) or homeless (for rapid re-housing assistance) as defined by HUD. Housing status documentation must be kept in client file.
3. Eligible participants must be willing to enroll in the program, and commit to make efforts to take over full contract rent when the subsidy concludes.

### B. ELIGIBILITY DETERMINATION

4. Evaluations: Agencies must provide an initial evaluation to determine the eligibility of each individual or family for ESG and CoC assistance including the amount and types of assistance needed to regain stability in permanent housing.

These evaluations must be conducted in accordance with the Continuum of Care centralized or coordinated assessment requirements and the agency Policy and Procedures. Evaluation documentation must be kept in client file.

Agencies should have a process in place to refer persons ineligible for ESG and CoC assistance to the appropriate resources or service provider that can assist them.

5. Housing Status: Each household served must be determined to be either at risk of losing housing (ESG Prevention) or homeless (Rapid Re-housing) through a housing status determination process that includes documentation of the household's current living situation.

### Homeless – Definition

1. Category 1 – Literal Homeless:
  - a. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - i. has a primary nighttime residence that is a public or private place not meant for human habitation;
    - ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); OR
    - iii. Is exiting an institution where (s)he has resided for 90 days or less AND who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
2. Category 2 – Imminent Risk of Homelessness:
  - a. Individual or family who will imminently lose their primary nighttime residence, provided that:
    - i. Residence will be lost within 14 days of the date of application for homeless assistance;
    - ii. No subsequent residence has been identified; and
    - iii. The individual or family lacks the resources or support networks needed to obtain

other permanent housing

3. Category 3 – Homeless under other Federal statutes:
  - a. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
    - i. Are defined as homeless under the other listed federal statutes;
    - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
    - iii. Have experienced persistent instability as measured by two moves or more during the preceding 60 days. Can be expected to continue in such status for an extended period of time due to special needs or barriers
4. Category 4 – Fleeing/Attempting to Flee Domestic Violence:
  - a. Any individual or family who:
    - i. Is fleeing, or is attempting to flee, domestic violence
    - ii. Has no other residence; and
    - iii. Lacks the resources or support networks to obtain other permanent housing

Note: ESG dollars can serve Categories 1 and 4. CoC dollars can serve Categories 1, 2, and 4. For CoC-RRH assistance to be provided to persons defined as homeless under Category 3, the project must be located within the geographic area of a CoC that has received HUD approval to serve this population. ESG assistance may not be provided to persons defined as homeless under Category 3.

- B. INCOME DETERMINATION: Each household's Adjusted Gross Income served with financial assistance and/or housing and stabilization services must be determined to be below 50% of Area Median Income (AMI) through an income determination process that includes identifying the applicable AMI, documenting income, and calculating household income. (ESG Rapid Re-housing participants must fall below or equal to 30% AMI.)
- C. RE-EVALUATION: Program participant's eligibility and the types and amounts of assistance the program participant needs must be re-evaluated not less than once every 3 months for prevention assistance, and not less than once annually for rapid re-housing assistance. At a minimum each re-evaluation of eligibility must establish that:
  1. The program participant needs to show progress in establishing income beyond initial AMI eligibility. If this criterion is not met, the case manager must document the extenuating circumstances and obtain a waiver from their supervisor AND
  2. The program participant lacks sufficient resources and support networks necessary to retain housing without ESG or CoC assistance.
  3. Each program participant must notify the agency regarding changes in their income or other circumstances (e.g., changes in household composition) that affect the participant's need for ESG or CoC assistance. When notified, agency must re-evaluate the participant's eligibility and amount and types of assistance needed.

**Coordination** Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

- A. Salt Lake County Continuum of Care will consult with Salt Lake County and City to receive input on allocating ESG and CoC funds; developing performance standards and evaluating project outcomes.
- B. Salt Lake County Continuum of Care will coordinate and integrate ESG funded activities, to the maximum extent practicable, with mainstream housing, health, social services, employment, education, and youth programs.
- C. Salt Lake County Continuum of Care ESG and CoC funded programs will participate in the coordinated assessment system.

**Prioritizing Services among Eligible Clients:** Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.

- A. After consulting with CoC and ESG service providers receiving ESG and CoC client assistance funds, Salt Lake County Continuum of Care will identify any client categories that need to receive preference in utilizing limited ESG and CoC assistance. Such preferences are to be used as guidance and not to eliminate any eligible person or households deemed most appropriate by the service provider who has immediate and detailed knowledge of their specific clients' circumstances.
- B. Salt Lake County Continuum of Care preference is to assist both individuals and families with homelessness prevention and rapid re-housing assistance. RAPID REHOUSING: First time homeless individuals and families who can effectively utilize ESG or CoC assistance to prevent a reoccurrence of homelessness. This is to be determined after an assessment by the case manager in consultation with the supervisor.
  - i. The household lacks the financial resources to remain in its existing housing and has an eviction notice from the landlord
  - ii. No appropriate subsequent housing options have been identified.
  - iii. The household lacks support networks necessary to remain in existing housing.
  - iv. Existence of two or more risk factors including but not limited to the following: doubled- up, single-parent, loss of income in the last 90 days, disability, or large family size.
  - v. Potential impact. Would short term assistance make a difference for the client, resulting in a more stable situation in the near term?

**Client Cost Sharing:** Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.

- A. Individuals and families receiving ESG homelessness prevention and ESG and CoC rapid re-housing assistance may be required to pay 30% of their household income toward rent. Participating individuals and families will be required to provide verification of all household income.
- B. Subgrantees have the flexibility to determine the amount of rental assistance provided. Assistance should be "needs-based" providing the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near future.

**Length & Amount of Rental Assistance:** Standards for determining how long a program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.

- A. An eligible individual or family may receive up to 24 months of rental assistance during any 3-year period. Short-term rental assistance is for up to 3 months of rent. Medium-term rental assistance is for more than 3 months, but not more than 24 months of rent.
  - a. Flexibility: Subgrantees have the flexibility to determine the amount of rental assistance provided.
  - b. Needs based: Assistance should be "needs-based" providing the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near future.
  - c. Security and utility expenses: Subgrantees have the discretion to determine how to handle eligible expenses, according to HUD. If the Subgrantee recovers a deposit, it must be treated/reported as program income.
- B. Rental arrears: ESG assistance may include payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- C. Termination of Housing Assistance: The subgrantee may terminate assistance to a program participant who violates program requirements. In terminating assistance to a program participant, the subgrantee must provide a formal process that recognizes the rights of individuals receiving

assistance to due process of law. This process, at a minimum, must consist of:

- a. Written notice to the program participant containing a clear statement of the reasons for termination;
- b. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- c. Prompt written notice of the final decision to the program participant.

**Housing Stabilization/Relocation:** Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

- A. The type of supportive services offered will be determined during an initial assessment of the family and tailored to individual barriers and needs. Eligible families will receive supportive services for the duration of the rental assistance. Such services can also be extended beyond the rental assistance period.
- B. Housing Stabilization and Relocation Services: ESG or CoC funds may be used for services that assist program participants with housing stability and placement. Eligible activities include:
  - a. Case management
    - i. ESG or CoC case management funds may be used for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability.
    - ii. Component services and activities may include:
    - iii. Counseling;
    - iv. Developing, securing, and coordinating services;
    - v. Monitoring and evaluating program participant progress;
    - vi. Assuring that program participants rights are protected;
    - vii. Developing an individualized housing and service plan, including a path to permanent housing stability subsequent to ESG or CoC financial assistance.
  - b. Housing search and placement
    - i. ESG or CoC housing search and placement funds may be used for services or activities to assist individuals or households in locating, obtaining, and retaining suitable rental housing. These may include:
      1. Tenant counseling
      2. Assisting individuals and households to understand leases;
      3. Securing utilities