



City of Seattle



King County

Seattle - King County Rapid Re-Housing Model Guidelines

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I. Rapid Re-Housing Program Model in Seattle/King County

Rapid re-housing (RRH) is a time-limited intervention intended to house families or individuals experiencing homelessness as quickly as possible. The service model includes three core components: **1) housing location, 2) case management**¹ and **3) financial assistance**. RRH is a housing first², no-barrier intervention with no preconditions to enrollment other than homeless status. The level of case management and financial assistance is based on a progressive engagement model³ where the minimum amount of services is provided before increasing support to meet the household's needs. In some cases, households with more severe barriers to housing may require Critical Time Intervention⁴ or other more service-intense resources instead of progressive engagement.

A. Purpose of this Document

This document is intended to serve as a guide to service providers and funders engaged in RRH activities 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 model was co-created by the City of Seattle, King County, and All Home and was informed by:

- local RRH provider Learning Circles;
- local stakeholder meetings;
- local pilot projects and evaluations;
- system-wide analysis and recommendations provided by [Focus Strategies](#) and [Barbara Poppe and Associates](#); and
- 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.

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 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.

B. Role of Rapid Re-Housing within the Homeless Services System

Rapid re-housing has an important role in the homeless services system including:

¹ See *Definition of Terms* for details.

² See *Definition of Terms* for details.

³ See *Definition of Terms* for details.

⁴ See *Definition of Terms* for details.

- reducing the amount of time a household experiences homelessness by focusing on quickly resolving the experience of homelessness;
- increasing access to permanent housing; and
- alleviating the pressure on more supportive homeless services for those who would otherwise be unable to maintain permanent housing.

II. Core Service Components of Rapid Re-Housing

Rapid re-housing is an intervention designed to help households quickly exit homelessness, return to housing in the community, and not become homeless again in the near term. The core components of a RRH program are described below.

A. HOUSING IDENTIFICATION

The goal of housing identification is to quickly locate affordable housing options for the household experiencing homelessness. Activities under this core component are twofold:

1. 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 or homeowner incentives and help recuperate losses.
2. 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;
 - 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.

Housing Inspections

When a family or individual identifies a housing option, case managers 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.

B. FINANCIAL ASSISTANCE

Financial assistance is the second core component of RRH. Financial assistance in RRH provides short-term support to households so they can quickly obtain housing. Allowable financial assistance may include paying for security deposits, move-in expenses, rental arrears, rent, and utilities. See [Attachment A: Funding Guidelines](#).

Financial assistance is based on the progressive engagement principle of offering the minimum amount of assistance necessary for households to move out of homelessness and stabilize in

permanent housing.⁵ The role of the case manager is to prepare households for the end of the financial assistance by leveraging resources or working with them to increase household income. Programs should begin by assuming that households, even those with zero income or other barriers, will succeed with a minimal subsidy and support rather than a long subsidy, and extend services and support if/when necessary.⁶

1. Rental Financial Assistance Calculation

Service providers shall apply the following rental assistance calculation to determine the rent subsidy amount for each household. Any exceptions to this model are to be handled as described under [Assessment and Re-Assessment](#) or by checking with the funder.

- **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 pay 30% of their **gross** household income towards rent*. The program pays for the remaining portion.
- **3rd month and beyond:** Household pays 60% of their **gross** household income towards rent* and the program pays the remaining rent.

Once 60% of the **household's gross income** is equal to rent or the household reaches 12 months of rental assistance, the subsidy ends.

* "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).

Refer to [Attachment B: Financial Assistance & Re-Assessment Calculations](#).

2. 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 C: Landlord Expectations Letter Example](#).

Refer to [Attachment F: Agreement with Friends or Family](#).

3. 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. Re-assessment must be completed **at least every three months**.

If a household is not housed before the first re-assessment, the case manager and household will review the household's housing stability plan (see [Section II. C. Case Management](#)) and

⁵ <http://www.endhomelessness.org/library/entry/rapid-re-housing-performance-benchmarks-and-program-standards>

⁶ <http://www.endhomelessness.org/library/entry/rapid-re-housing-performance-benchmarks-and-program-standards> Pg. 10

address any barriers to achieving the goals. If progress is not occurring, the case manager 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 circumstance 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.

4. Rental Assistance over 12 Months

When households require rental financial assistance exceeding 12 months, providers must check in with funder regarding the situation to determine if additional assistance can be offered.

5. Ending Financial Assistance

Providers may cease providing financial assistance for the following reasons:

- the household is no longer in need of or interested in receiving services;
- the household is able to pay 60% or less of their gross income toward rent⁷;
- there is no (zero) communication in at least 30 days from the household after multiple provider attempts to contact; or
- 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 goals.⁸

C. CASE MANAGEMENT

Case management and services are the third core component of RRH. The goals of RRH case management are to help households obtain and move into permanent housing, to support households to stabilize in housing, and to connect them to community and mainstream services and supports if needed.⁹

Before services begin, case managers will explain the scope of RRH, including the role of case management in order to set expectations.

⁷ The RRH program model does not have income criteria, but some fund sources have income constraints. Please refer to contract guidelines.

⁸ For more information on ending assistance, see "Procedures Around No Contact"

⁹ http://www.endhomelessness.org/page/-/files/Rapid%20Re-Housing%20Performance%20Benchmarks%20and%20Program%20Standards_2016.pdf

Obtain and
move into
permanent
housing

Focused on assisting a household in obtaining and moving into a new housing unit. Case managers help households resolve or mitigate tenant screening barriers like rental and utility arrears or multiple evictions; obtain necessary identification if needed; support other move-in activities such as obtaining furniture; and prepare households for successful tenancy by reviewing lease provisions.

Support
stabilization in
housing

RRH case management should be home-based and help households stabilize in housing. Case managers help households based upon their needs to identify and access supports including: family and friend networks; mainstream and community services; and employment and income. Case managers 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.

Close the case

Financial assistance should end and the case should be closed when the household is no longer at imminent risk of returning to homelessness. **Case management may continue up to 60 days after financial assistance ends.** Households that require ongoing support after exiting the RRH program, case managers should provide households with warm handoffs to mainstream and community-based services that will continue to assist them in maintaining housing.

1. Housing Stability Plan Components

Case managers are required to work with each household to develop a housing stability plan. A housing stability plan¹⁰ is an individualized housing and service plan that is housing-focused and client-driven. Housing stability plans are individualized based on housing needs as identified by each household, and are used to facilitate housing-focused case management with the goal of obtaining or maintaining housing stability. Engagement in services should be voluntary and build on the strengths and resources of each household.¹¹

Housing Stability Plan components should include:

- outline of goals pertaining to housing, including moving into housing and maintaining housing;
- outline roles and expectation of household;
- outline roles and expectation of case manager; and
- timelines for each step.

See [Attachment D: Housing Stability Plan Example](#).

¹⁰ See *Definition of Terms* for details.

¹¹ Source unknown

Case managers 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.

2. No Contact Procedures

Case managers will check-in with the household **at least once a month** while enrolled in the program. No matter which stage the household is in the program, it is always the **responsibility of the case manager to make contact with the household**. All possible ways or methods to contacting the household must be explored. A final attempt to contact must be in writing, allowing five days to respond.

If there is **no contact after 30 days** of multiple attempts to reach the household, **the case manager should exit the household from the program**. If the household calls after that period and is still experiencing homelessness, the case manager may help them reconnect with Coordinated Entry for All (CEA). Updated methods for scheduling an appointment can be found on the CEA [website](#).

If the case manager has not been able to have a robust check-in with the household for more than 30 days, but has had contact with the household and they are still in need of services, they case manager should continue to work with the household on their housing goals. If a household still needs and wants services, but missed appointments or communication is not regular, the case manager should initiate a discussion to reset the program expectations by reviewing housing stability plan and the expectations for re-assessment.

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. Instead, the goal is to be clear about the scope of RRH and to determine if it will meet the needs of the household, then continue to work with the household until they are permanently housed or otherwise resolve the housing crisis.

3. 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, it must be reviewed and approved by the RRH funder.**

III. Accessing Rapid Re-Housing Services in Seattle/King County

A. Accessing Rapid Re-Housing

All referrals to RRH will come from Coordinated Entry for All (CEA) ¹². To receive a referral a household has to meet the eligibility criteria for CEA and complete a housing assessment (VI SPDAT). The latest information on how to schedule an assessment can be found on the CEA [website](#) or by calling 2-1-1.

B. Eligibility for Rapid Re-Housing Services

CEA will assess all households for eligibility to receive homeless housing resources. RRH programs for young adults, single adults and families require the household to be experiencing literal homelessness, which includes the following situations:

- living and sleeping outside;
- sleeping in a place not meant for human habitation;
- staying in a shelter; or
- fleeing or attempting to flee domestic violence.

Note: Families or individuals in transitional housing are **not** eligible for RRH.

Enrollment in RRH and case management should begin immediately upon RRH referral and should include support in obtaining proof of homelessness documentation. Verification of homelessness is needed prior to receiving financial assistance. Third party documentation is preferred, but self-certification may be used in some cases. For details regarding the best methods to document homelessness, view the [NAEH Homeless Status: Record Keeping](#) presentation.

¹² *Pathways Home* Action Plan, page 30:
<http://www.seattle.gov/Documents/Departments/pathwayshome/ActionPlan.pdf>

IV. 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 make system improvements.

Providers must enter all HUD required data elements for each household enrolled in RRH. 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 case manager and household first meet and complete an intake.
Date of Move-In	This is the date the household moves into housing and begins receiving rent assistance. This date should fall after the Program Entry Date.* In Clarity, click the box "In Permanent Housing" on the entry or exit screen to enter the Date of Move-In.**
Program Exit Date	This is the date the household stopped receiving financial and case management services. 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 ongoing rental assistance).***
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."

* 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.

***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.*

**** Providers may wish to keep a household enrolled for up to 60 days after their last financial assistance payment, in case circumstances arise that require further case management or financial assistance. Providers may keep the household enrolled and, if the household does not contact the provider for 60 days after the last payment, may back-date the Exit Date to the date of the last payment or case management meeting. Refer to [Section II.C](#) for instructions on when to close the case.*

A. 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.hmis.cc/>.

V. Performance Standards

The City of Seattle Office of Housing, City of Seattle Human Services Department, King County Department of Community and Health Services and United Way agreed to adopt the following performance standards in all future funding processes and contracts.¹³ For more information on how performance standards will be used, please refer to the Seattle/King County Continuum of Care Revised System Wide Performance and New Minimum Standards Implementation Plan: <http://allhomekc.org/wp-content/uploads/2016/01/Policy-for-Revision-of-the-CoC-System-Wide-Performance-Metrics-FINAL.pdf>. RRH specific dashboards can be found on the All Home website: <http://allhomekc.org/rapid-re-housing/>.

Program Targets:

Project Type	Core Outcomes			Entries from Homelessness
	Exit Rate to Permanent Housing	Length of Stay	Return Rate to Homelessness	
Rapid Re-Housing	85%	120 days	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%	180 180 180	5% (S/F) 20% (YYA) 5% (S/F) 20% (YYA) 5% (S/F) 20% (YYA)	90% 90% 90% NA

¹³ Funder Memorandum of Understanding http://allhomekc.org/wp-content/uploads/2016/01/Signed-MOU_FINAL.pdf

VI. Ongoing Training and Learning Opportunities

Monthly Learning Circles are offered to support on-going learning and improvement. These Learning Circles 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 refer to the calendar on the All Home [website](#) for the next scheduled Learning Circles. Additional resources on how other communities are using RRH services can be found at the [National Alliance to End Homelessness](#).

Questions?

For promising practices, skill building, and Learning Circle ideas, contact All Home at Danielle.winslow@allhomekc.org. If you have specific questions regarding allowable expenses or procedures under your contracts, contact your contract funder.

VII. 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. See also: Progressive Engagement.

Critical Time Intervention (CTI): "Critical Time Intervention is a time-limited evidence-based practice that mobilizes support for society's most vulnerable individuals during periods of transition. It facilitates community integration and continuity of care by ensuring that a person has enduring ties to their community and support systems during these critical periods. CTI has been applied in many communities with veterans, people with mental illness, people who have been homeless or in prison, and many other groups. The model has been widely used on four continents. CTI typically lasts for nine months. Services are divided in to three, three-month phases."¹⁴¹⁵

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 stably housed after leaving the RRH program; self-resolving will still be considered an exit to permanent housing.

Housing First: "A Housing First orientation means that the program is organized around helping people secure a place to live, without preconditions. While gaining income, self-sufficiency, and improved health are all desirable goals, they are not prerequisites to people being housed. In a system organized around Housing First principles, shelter and housing programs have minimal entry barriers and do not require clients to participate in services or gain skills/income as a condition of receiving housing assistance."¹⁶

¹⁴ <https://www.criticaltime.org/cti-model/>

¹⁵ Currently exploring opportunities for implementation of CTI locally.

¹⁶ NAEH Fact Sheet: <http://www.endhomelessness.org/page/-/files/2016-04-26%20Housing%20First%20Fact%20Sheet.pdf>

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: “Services start with the least intensive service and amount of subsidy i.e. a “light touch”, and progress to greater service intensity only when necessary. The need for additional support is determined by an assessment of the individual or family’s experience, self-reporting, and the impact of the initial intervention. Client choice, to the extent feasible, drives the housing options and services offered. Participation in services is voluntary.”¹⁷ Progressive engagement fundamentals include:

- Voluntary and flexible participation by household
- Critical thinking and problem solving shared between the family and provider
- Starts with a little bit of support, based on what the household identifies they need
- Connections made to community resources
- Builds on family resiliency and strengths
- Focused goal: to quickly resolve the immediate crisis of homelessness¹⁸

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.

¹⁷ <http://www.buildingchanges.org/images/documents/library/2013RRHTenets.pdf>

¹⁸ http://www.buildingchanges.org/images/documents/library/2015_WhatIsProgressiveEngagement.pdf

Attachment A: Funding Guidelines

		SHA	City of Seattle	KC-CHG	KC-ESG	HHSF	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.)	Minimum needed to verify legal status	Not required upon entry into the program				
	Legal Status	At least 1 HH member must have legal status	No status requirements				
		SHA	City of Seattle	KC-CHG	KC-ESG	HHSF	HUD CoC*
Program Costs	Monthly Rental assistance	Up to 100%					
	Security Deposits	Up to 100%					100% up to 2X monthly rent; can only pay for refundable deposits
	Utility deposits & payments	Up to 100%					Not allowable
	Moving cost assistance	Up to 100%		Up to \$1500 under flexible costs		Up to 100%	Moving truck only

	Screening fees (application fees, etc.)	Up to 100%					
	ID, birth certificates, etc.	Not allowable	Up to 100%	Up to \$1500 under flexible costs	Not allowable	Up to 100%	
	Utility arrears	Not allowable	Up to 3 months	Up to 3 months of arrears; counts towards 24 months	Up to 6 months	Not allowable	Not allowable
	Rental arrears	Not allowable	Up to \$5000	Up to 3 months; counts towards 24 months of assistance	up to 6 months	Not allowable	Not allowable
Additional Requirements		SHA	City of Seattle	KC-CHG	KC-ESG	HHSF	HUD CoC*
	Habitability Standard inspection	SHA conducts HQS	Case Manager Checklist	Landlord certification or HQS	HHS Inspection	HHS Inspection	HSQ Checklist
	Lead Based Paint Inspection	SHA conducts HQS	Visual assessment**				
	Rent Reasonableness	Fair Market Rents	Up to 120% over	Not to exceed rent limit by region of King County per CHG Guidelines	Fair Market Rate	Rent reasonable subsidies FMR	
	Existing Subsidized Housing	Can pay deposits and first/last month's rent, not ongoing rent.					
	Lease Requirements	Between tenant and landlord					

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

Please verify any specific requirements, limits, or exclusions based on a given fund source with your contract monitor.

** 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: Financial Assistance & Re-Assessment Calculations

See separate calculation spreadsheet.

Attachment C: 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}** to help move into an apartment and stay housed. We will provide financial assistance (move-in costs, rental assistance, etc.) 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 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 the 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 D: Housing Stability Plan Example

The Housing Stability Plan is a set plan, split into stages, that will work to help you find housing, identify who is doing what, and address those things we need to work on in order to get you into an apartment.

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 happened that led you to be homeless or where do you need support to maintain your new home:

- Income: _____
- Health: _____
- Tenant-Landlord-Neighbor: _____
- Mental Health: _____
- Substance Use: _____
- Domestic Violence: _____
- 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>	

Case Manager Signature: _____

Participant Signature: _____

Attachment E: Re-Assessment

* Complete this re-assessment every 90 days after the household begins 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:			
<input type="checkbox"/> Achieved and complete	<input type="checkbox"/> Making adequate progress	<input type="checkbox"/> Not making adequate progress	
Employment or Income Goals:			
<input type="checkbox"/> Achieved and complete	<input type="checkbox"/> Making adequate progress	<input type="checkbox"/> Not making adequate progress	<input type="checkbox"/> Does not apply
Other stability goals:			
<input type="checkbox"/> Achieved and complete	<input type="checkbox"/> Making adequate progress	<input type="checkbox"/> Not making adequate progress	<input type="checkbox"/> 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?

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:

Continued on page 2

Eligibility Re-determination (Staff Use Only)

Notes:

Financial Eligibility Re-determination:

- | | | |
|---|---|---|
| <input type="checkbox"/> <u>Eligible for and needing up to an additional 3 months of financial assistance</u> | <input type="checkbox"/> <u>Continued case management services but no longer eligible for or needing financial assistance</u> | <input type="checkbox"/> <u>No longer eligible for or needing financial assistance or case management services.</u> |
|---|---|---|

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 F: 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"/>	<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</i>		<i>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 Landlord Tenant Act , (RCW 59.18) however I do provide safe and habitable housing.			
<i>Friend/Family Signature</i>		<i>Date</i>	
7. Service Provider Review			
I have reviewed this agreement and terms as described below:			
<i>Staff Person Signature</i>		<i>Print Name</i>	