

HPRP

**Ninth District Opportunity, Inc.  
Homeless Prevention and Rapid Re-Housing  
Program Guidelines**



**NINTH DISTRICT OPPORTUNITY, INC.**  
**Homeless Prevention and Rapid Re-Housing (HPRP)**

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**ELIGIBILITY CRITERIA SUMMARY**

**1. HOUSING STATUS**

- a. Literally Homeless (LH) –OR-
- b. At imminent risk of losing housing (ILH) –OR-
- c. Unstably housed at imminent risk of losing housing (UH)

**2. INCOME AND RESOURCES**

- a. Household income is 50% or less than the Area Median Income (AMI) – AND-
- b. Has no other housing option, financial resources, or other support networks identified.

**3. ABILITY TO ACHIEVE STABLE HOUSING**

- a. The candidate is currently employed or receiving disability benefits –OR-
- b. The candidate is currently seeking employment –OR-
- c. The candidate has been approved for disability and is awaiting the first payment.

Documentation proving eligibility must be attached to the Certification/Recertification files.

	<b>Bnks</b>	<b>Daws</b>	<b>Fors</b>	<b>Frnk</b>	<b>Hab</b>	<b>Hall</b>	<b>Hart</b>	<b>Lump</b>	<b>Rab</b>	<b>Stph</b>	<b>Towns</b>	<b>Union</b>	<b>White</b>
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**PROGRAM GOALS**

- Quickly assess people’s immediate barriers to housing
- Maximize other resources
- Outreach to participants and landlords
- Partner with community organizations to locate housing
- Case Management for linkage to other services
- Stabilize eligible participants so that they do not end up homeless again

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## **PROGRAM SUMMARY AND APPLICATION PROCESS**

The Homeless Prevention and Rapid Re-Housing Program is designed to assist households that are homeless or in immediate danger of becoming homeless in the establishment of stable housing through short-term or medium-term financial assistance.

Each HPRP candidate must schedule an appointment with a caseworker to determine program eligibility and enroll in the appropriate program (Homeless Prevention or Rapid Re-Housing). All candidates must be willing to commit to participation in an on-going case management plan to help them to achieve stable housing and self sufficiency.

### **Assessment and Referral**

A quick assessment can be conducted by the HPRP caseworker, Legacy Link workers, volunteers, or even community partners utilizing the HPRP HOUSEHOLD ELIGIBILITY FORM to assist the case manager in screening for potential candidates. If the candidate is not eligible for HPRP assistance, the client should be screened for other financial assistance programs offered by the agency. Households that do not qualify for assistance through any programs offered by the agency should be referred to programs offered by community partners that they may be eligible for.

### **Application and Enrollment**

During the initial intake caseworkers will complete all required forms, obtain documentation to verify eligibility, enter the applicant into the Easytrak Reporting Software, and document all interaction with the client in the household's case notes.

A case management plan will be established with long and short-term goals leading to the household's quest for stable housing and self-sufficiency. This plan will include employment, education, financial management, and family development counseling services as determined necessary by the case manager. A household budget is to be completed with every participant showing the household's current income and expenditures as well as projections for both that will show the households ability to maintain their expenses without assistance in the future.

If the household situation requires a home inspection, this is to be scheduled during the initial interview. The inspection(s) must be completed and approved before the household will be approved for any financial assistance through the program.

Once the application is completed and the client is determined to be eligible for assistance, the application is to be faxed to the HPRP Program Consultant.

**No payments are to be promised until approval is granted by an HPRP Program Consultant.**

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**Financial Visits/Payment Procedures**

During a financial assistance visit, the case manager is to identify any changes to the household (number in home, amount of income, etc.) and make the necessary adjustments in the Easytrak reporting software. A new household assessment is to be completed in the software at any time that changes are made to household income or characteristics.

The case manager will review the case management plan to ensure that the household is continuing to work towards their goals and to identify any obstacles that need to be addressed through case management services or referrals.

The caseworker will fax a copy of any household updates, a copy of the payment activity log and statement of benefits to an HPRP Consultant for entry into the Pathways database.

All payments will be issued by **PURCHASE ORDERS** issued by NDO's Central office.

In order to request a payment, case managers are to enter the assistance into Easytrak and print a **PAYMENT TRANSMITTAL**. The transmittal is to be faxed to the NDO CENTRAL OFFICE. The case manager will be notified once the payment has been issued.

**Case Management Visits**

The client may be scheduled for assistance with case management, budget counseling, and referrals as necessary throughout the enrollment period. If necessary, case managers may contact the client via telephone to obtain a progress report.

**Recertification Visit**

The client is to be scheduled a Recertification visit on or around the 80<sup>th</sup> day of the enrollment period to determine if they still qualify for assistance through the HPRP program.

During the visit, the caseworker will complete the HOUSEHOLD RECERTIFICATION FORM to determine eligibility. If the household continues to be eligible for assistance through the program, the caseworker will forward a copy of the Recertification Form to the data entry worker.

The case management plan and budget will be reassessed during the visit to ensure that the household is actively participating in improving their household situation.

Any changes to the household are to be recorded into the Easytrak reporting software. Case notes are to be updated and a new assessment created and printed for the client file.

If the client qualifies for recertification and still has a need for assistance, the client will be verbally notified that they will continue case management services for an additional 90 day period.

If the client no longer qualifies for the program or has no need of assistance, they are to be issued a NOTICE OF TERMINATION form. An HPRP EXIT INTERVIEW/DISCHARGE FORM is to be completed and sent to a data entry worker.

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## **HOUSING STATUS**

Only households that are **currently homeless** or **in immediate danger of becoming homeless** are eligible for HPRP assistance. Each household must provide verification of their housing status in order to receive assistance.

**1. Homeless Verification (Rapid Re-Housing Program)**

- a. Homeless Certification Form signed and dated by an outside agency
- b. HMIS (Pathways) record showing dates enrolled in a shelter
- c. A letter on official letterhead verifying the client is homeless by a partner organization
- d. Self Declaration of Housing, completed by client\*

**2. At Risk Verification (Homeless Prevention Program)**

- a. Eviction notice with attached lease agreement
- b. Court order with attached lease agreement
- c. Notice of foreclosure (from landlord, lender, or public record) and lease agreement
- d. Self-Declaration of Housing, completed by the client\*

**\* If a Self-Declaration of Housing is used, the Caseworker must document a reasonable attempt to acquire third-party verification**

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## **HOUSING PRIORITIES**

### **Homeless Prevention Risk Priorities**

#### **1. Risk Priority 1**

- Eviction within 2 weeks from a private dwelling (including family/friends)
- Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation
- Sudden and Significant Loss of Income

#### **2. Risk Priority 2**

- Sudden and significant increase in utility costs
- Mental health and substance abuse issues
- Physical disabilities and other chronic health issues, including HIV/AIDS
- Severe housing cost burden (greater than 50% of income for housing costs)
- Homeless in the past 12 months
- Young Head of household (under 25 with children or pregnant)
- Current or past involvement with child welfare (including Foster Care)
- Pending foreclosure on rental housing
- Extremely low income (less than 30% AMI)
- Past institutional care (prison, treatment facility, hospital, etc.)
- Recent traumatic life event (death of a spouse, recent health crisis that prevented the household from meeting financial responsibilities, etc.)
- Credit problems that preclude obtaining housing
- Significant amount of medical debt



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**Re-Housing Priorities**

**1. Rapid Re-Housing**

- Sleeping in an emergency shelter
- Sleeping in a place not meant for human habitation (cars, parks, streets, etc.)
- Staying in a hospital or other institution for up to 180 days but was homeless prior to entry into the institution
- Graduating from/timing out of Transitional Housing
- Victims of Domestic Violence

**Other Eligible Participants**

- Individuals with a severe and persistent physical or mental health issue in need of permanent supportive housing , are on a waiting list, the unit will be available within 18 months
- Youth aging out of Foster Care in need of moving into a unit of his/her own
- Individuals returning to the community within 2 weeks following a discharge from an institution (prison, mental health institution, hospital, etc.) in which they have been a resident for 180+ days.

**Emphasis**

Emphasis will be placed on those who are newly unemployed, under employed, awaiting disability benefits, disabled without sufficient housing, lacking education/employment skills, young adults aging out of foster care, those recently released from incarceration, and individuals/families who are seeking to become self sufficient.

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**INCOME ELIGIBILITY**

Area Median Income

All participants must be at or below the current AMI for the county in which they reside.

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Income Documentation standards

Case managers are responsible for verifying and documenting the eligibility of all HPRP applicants prior to providing assistance through the program. For the purposes of HPRP, HUD allows various types of documentation. Documentation standards, in order of preference are as follows:

**1. WRITTEN THIRD PARTY**

Verification in writing from a third party (individual employer, Social Security Administration, welfare office, etc.) either directly to HPRP staff or via the applicant. Verification should be documented and retained in the client file. The HPRP Verification of Income Form can be used as documentation of income (one form per household member)

**2. ORAL THIRD PARTY**

Verification from a third party (individual employer, Social Security Administration, welfare office, etc.) provided by a third part over the telephone or in-person directly to the HPRP staff. HPRP staff should document oral third party verification and retain it in the client file.

**3. APPLICANT SELF-DECLARATION**

The HPRP Self-Declaration of Income Form should be utilized if no other income verification can be obtained and the attempt to attain third-party verification documented.

Income Calculation

- Hourly :            wage x hours x 52 weeks
- Weekly:            wage x 52 weeks
- Bi-Weekly:        wage x 26 bi-weekly periods
- Semi Monthly:    wage x 24 semi-month periods
- Monthly:            wage x 12

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**Income Eligibility Inclusions**

The following types of income MUST be counted when calculating household income.

- **Earned Income** Full gross amount before taxes and deductions.
- **Business Income** Net income earned from the operation of a business. Revenue minus business operating expenses. This also includes withdrawals of cash from the business for personal use.
- **Interest & Dividends** Monthly interest and dividend income credited to an applicant's bank account and available for use.
- **Pension/Retirement** Monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability, etc.
- **Unemployment/ Disability Income** Any monthly payments in lieu of earnings such as unemployment, disability compensation, SSI, SSDI, and workers compensation.
- **TANF/ Public Assistance** Monthly income from government agencies, excluding amounts designated for shelter, utilities, WIC, Food Stamps, & childcare.
- **Alimony, Foster Care, Child Support Income** Alimony and child support payments received from organizations or persons not residing in the dwelling.
- **Armed Forces Income** All basic pay, special pay, and allowances of a member of the armed forces, EXCLUDING special pay for hostile fire.

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**Income Eligibility Exclusions**

The following types of income are NOT to be counted when calculating household income.

- **Income of Children**      Income from employment of children/foster children under age 18
  
- **Foster Care Payments**      Payments received for the care of foster children or foster adults
  
- **Inheritance/Insurance Income**      Lump-sum additions to family assets, such as inheritances, insurance payments under health and accident insurance, workers compensation, capital gains and settlement from personal property losses.
  
- **Medical Expense Reimbursements**      Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses of any family member.
  
- **Income of Live-In Aides**      Income of a live-in aide
  
- **Disabled Persons**      Certain increases in income of a disabled member of qualified families residing in HOME assisted housing or receiving HOME tenant-based rental assistance.
  
- **Student Financial Aid**      The full amount of student financial aid paid directly to the student or educational institution.
  
- **Armed Forces Hostile Fire Pay**      The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
  
- **Gifts**      Temporary, nonrecurring, or sporadic income, including gifts
  
- **Reparations**      Reparation payment paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
  
- **Income from Full-Time students**      Earnings in excess of \$480 for each full-time student age 18+, (excluding the head of household or spouse).
  
- **Adoption Assistance Payments**      Adoption assistance payments in excess of \$480 per adopted child.

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- **Property Tax Refunds**     Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the family dwelling unit
  
- **Home Care Assistance**     Amounts paid by a state agency to a family with a member who has a developmental disability and is living in a home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
  
- **Self-Sufficiency Programs**
  - Amounts received under training programs funded by HUD
  - Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a **Plan to Attain Self-Sufficiency (PASS)**.
  - Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out of expenses incurred and which are made solely to allow participation in a specific program.
  - Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiative coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.
  - Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as a resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during with the family member participates in the employment training program.
  
- **Other Federal Exemptions**
  - The value of the allotment made under the Food stamp act of 1977
  - Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions).
  - Payments received under the Alaskan Native Claims Settlement Act.
  - Income derived from the disposition of funds to the Grand River Band of Ottawa Indians
  - Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes.
  - Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (LIHEAP)
  - Payments received under the Main Indian Claims Settlement Act of 1980

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- The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands.
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs.
- Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Services Employment Program, etc.)
- Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation.
- Earned income tax credit refund payments received on or after Jan. 1, 1991.
- The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990.
- Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, state job training programs and career intern programs, AmeriCorps)
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation, or the Apache Tribe of Mescalero Reservation
- Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990.
- Any allowance paid under the provision of 38 U.S.C. 1805 to a child suffering from Spina Bifida who is the child of a Vietnam veteran.
- Any amount of crime victim compensation received through crime victim assistance as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act
- Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

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## **ASSETS AND RESOURCES**

An asset is **cash or items that could be converted to cash quickly** and includes the real or personal property and investments that a household may possess, including assets that are owned by more than one person, but allow unrestricted access to the applicant. **Copies of account statements should also be obtained and attached to the client file** to determine if the household has adequate resources to prevent eviction without the receipt of HPRP funds. The Asset Acknowledgement Form should be used to assist in the determination of what type of accounts the client currently has at their disposal.

- Amounts in checking and savings accounts
- Stocks, bonds, savings certificates, money market funds, and other investment accounts
- The cash value of trusts that may be withdrawn by the household
- IRA, Keogh and similar retirement accounts, even when early withdrawal will result in a penalty
- Lump sum receipts of cash received and accessible by the household, such as inheritances, capital gains, lottery winnings, insurance settlements, and other claims.

## **ABILITY TO ACHIEVE STABLE HOUSING**

Only participants who have the ability to achieve housing stability/self-sufficiency within 3-12 months should be enrolled in the HPRP program.

## **ENROLLMENT PERIOD**

Program participants will be enrolled in the program for a period of three months.

The participant will be scheduled a Recertification visit on or around the 80<sup>th</sup> day of the enrollment period to determine if they still qualify for assistance through the HPRP program.

The household can be enrolled a maximum of 18 months, however it is expected that most will be discharged with a positive outcome in 90-180 days (3-6 months).

Re-enrollment is preferred over a negative outcome, if additional assistance is expected to render positive results.

Payment of multiple past due months counts against the total enrollment period (18 months).

**A HOUSEHOLD CAN BE ENROLLED IN A DIFFERENT PROGRAM DURING RECERTIFICATION IF THEIR HOUSEHOLD SITUATION HAS CHANGED.**

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## **INSPECTIONS**

### **Habitability Inspection**

Provision of any assistance that results in RE-HOUSING a participant requires an inspection of compliance with the HPRP Habitability Standards. These requirements are listed below:

1. The landlord certifies compliance to all state and local housing codes –OR–
2. The home meets the following minimum requirements;
  - a) The building is structurally sound and poses no threat to the occupants
  - b) The housing is accessible and capable of being utilized without unauthorized use of another property AND has alternate means of escape in case of a fire.
  - c) The resident has adequate space and security for themselves and their belongings AND has an acceptable place to sleep.
  - d) Every room has adequate natural or mechanical ventilation, free from pollutants at levels that would threaten the health of the resident.
  - e) The water supply is free from contamination
  - f) The resident has access to sufficient sanitary facilities that are in proper operating conditions, may be used in privacy, and are adequate for personal cleanliness and disposal of human waste.
  - g) The unit has adequate heating/cooling facilities in proper operating condition
  - h) The housing has adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of the residents. Sufficient electrical sources must be provided to permit the use of essential electrical appliances while assuring safety from fire.
  - i) All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
  - j) The housing and any equipment must be maintained in sanitary condition.
  - k) Fire safety
    - i. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. IF THE UNIT IS OCCUPIED BY A HEARING IMPAIRED PERSON, the smoke detectors must have an alarm designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
    - ii. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.



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**Lead Inspection**

The LEAD BASED PAINT DOCUMENTATION form is to be utilized in every client file.

If the building was constructed after 1978, the construction date of the unit and source of information is to be recorded on the form.

If the building was constructed before 1978, it requires visual inspection UNLESS one of the following apply:

- No children under the age of 6 reside in the home.
- A previous lead-based paint inspection has been conducted according to HUD regulations and the unit was found not to have lead-based paint. DOCUMENTATION MUST BE ATTACHED.
- The property has identified and all lead-based paint has been removed in accordance to HUD regulations. DOCUMENTATION MUST BE ATTACHED.

If the home was constructed before 1978 and does not meet any of the exemptions above, the following actions must be taken:

1. A brochure concerning lead based paint hazards is to be provided to the household\*
2. The client is to be provided with a Disclosure of Information on Lead Based Paint
3. The home must be visually inspected. The preparer must, at minimum, complete HUD's online visual inspection training before the inspection is conducted. The inspecting party must answer the following questions:
  - a) Are interior painted surfaces free from deteriorated paint?
  - b) Are the exterior painted surfaces free from deteriorated paint?
4. If the home fails either of the inspection items, DCA is to be contacted immediately for further guidance.

8 The "Protect your family from lead in your home" brochure can be printed by visiting <http://www.epa.gov/lead/pubs/leadpdf.pdf>.

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## **Qualifying Financial Services**

### **Rental Assistance**

**A legal lease/sub-lease agreement must be in place and the program participant must be on the lease** in order to receive HPRP assistance. In cases where an individual is renting a unit from a friend or relative, a legal lease must be in place and the agency must ensure that the arrangements are not in violation of the conflict of interest provision (ex. The rent charged and the terms of the lease must be the same for the participant as they are for any other tenants renting comparable units).

HPRP Financial Assistance can be provided to households in a rent-to-own as long as the individual would be homeless without the assistance. The full amount of assistance has to be applied toward rent or utilities. No fees associated with home-ownership are permissible (taxes, insurance etc.).

### **Rent Reasonableness Determination**

Rental assistance eligibility is determined by utilizing the RENT REASONABLENESS FORM. This form is to be utilized in determining if the amount of rent is reasonable as compared to other similar homes in the area of service.

Rental Assistance **must** comply with HUD's "rent reasonableness" standard. The determination will be based on location, quality, size, type, age of unit, amenities, housing services, and maintenance and utilities as provided by the owner.

If the rent amount is unreasonable, the household cannot be assisted with HPRP funds unless reasonably priced housing is secured.

### **Rental Deposits**

Rent deposits can be made for households that are currently homeless or are in need of assistance with emergency relocation in order to prevent homelessness.

- AN HPRP RENTAL ASSISTANCE FORM
  - Identify the applicant and unit the client will occupy
  - Indicate the date the housing will be available
  - Indicate the amount of the deposit
  - Be signed and dated by the landlord
- W-9 FORM FROM THE LANDLORD
- LEASE AGREEMENT
  - Must be in the name of an adult currently living in the home

## **NINTH DISTRICT OPPORTUNITY, INC.** **Homeless Prevention and Rapid Re-Housing (HPRP)**

### **First Month Rent**

First month rent payments can be made for households that are currently homeless or are in need of assistance with emergency relocation in order to prevent homelessness.

- AN HPRP RENTAL ASSISTANCE FORM
  - Identify the applicant and unit the client will occupy
  - Indicate the date the housing will be available
  - Indicate the amount of the first month rent
  - Be signed and dated by the landlord
- W-9 FORM FROM THE LANDLORD
- LEASE AGREEMENT
  - Must be in the name of an adult currently living in the home

### **Past Due Rent**

Past due rent payments can be made for households that are in imminent danger of eviction.

- AN HPRP RENTAL ASSISTANCE FORM
  - Identify the applicant and unit the client will occupy
  - Indicate the date the participant will have to evacuate the unit if no rent is paid
  - Indicate a breakdown of the rent due/past due
  - Be signed and dated by the landlord
- W-9 FORM FROM THE LANDLORD
- LEASE AGREEMENT
  - Must be in the name of an adult currently living in the home

### **Motel Vouchers/Moving Costs**

In the event that housing has been identified and is not “Move-In Ready” Hotel/Motel Vouchers can be issued for a period of no more than 7 days.

**Motel vouchers and relocation costs can be paid only in extreme situations with prior approval from an HPRP Consultant.**

## **NINTH DISTRICT OPPORTUNITY, INC.** **Homeless Prevention and Rapid Re-Housing (HPRP)**

### **Utility Assistance**

All utility payments require that the account is in the name of the applicant. If the bill is not in the name of the applicant, a metered utility deposit should be paid to transfer the utilities into the name of the applicant.

#### **Utilities include:**

- Gas
- Electric
- Water/Sewer
- Garbage Pickup

### **Utility Deposits**

Utility deposits can be paid for households that are currently homeless, are in danger of homelessness in need of assistance with emergency relocation, or are in danger of homelessness and their utilities have been disconnected.

- An HPRP METERED UTILITY AND DEPOSIT FORM
- WRITTEN/TYPED ACCOUNT VERIFICATION
  - Must identify the applicant and unit occupied by the applicant –AND–
  - Indicate the amount required to connect utilities –AND–
  - Show the account number the payment will be deposited in
  - Signed and dated by the utility company

### **Past Due Utility Payments**

Past due utility payments can be made on behalf of households in danger of utility disconnection.

#### **Required Documentation**

- An HPRP METERED UTILITY AND DEPOSIT FORM
- DISCONNECT NOTICE
  - Must identify the applicant and unit occupied by the applicant –AND–
  - Indicate that utility disconnection is imminent (within xx days) –AND–
  - Signed and dated by the utility company –OR–
  - Documented telephone verification of the disconnection

### **Propane (LP Gas) assistance**

The household can be assisted with a MINIMUM DELIVERY of LP gas if the tank is under 10%.

- An HPRP PROPANE VERIFICATION/RECEIPT FORM
- VERBAL VERIFICATION THAT THE TANK CURRENTLY HAS LESS THAN 10%
- A PRINTED/HANDWRITTEN RECEIPT
  - Must identify the applicant and unit occupied by the applicant –AND–
  - Signed and dated by the utility company

**NINTH DISTRICT OPPORTUNITY, INC.**  
**Homeless Prevention and Rapid Re-Housing (HPRP)**

## **CASE NOTES**

Caseworkers are expected to document any and all activity with the client, including changes in housing status, income, amount and justification for payments made, case management assistance and progress, self-sufficiency counseling services, etc. Case notes should reasonably explain and justify the request for enrollment into the HPRP program.

**ENROLLMENT CASE NOTES MUST STATE:** “No other housing options, financial resources, or support networks and has had an initial conference with a case manager to determine eligibility for the program”

**RAPID RE-HOUSING CASE NOTES MUST STATE:** “Documented homelessness by (referring partner name)”

## **STAFF AFFIDAVITS**

Every client file **MUST** include a **STAFF CERTIFICATION OF ELIGIBILITY** signed by all Case Managers that may be working with the client AND an HPRP Supervisor before the client can be approved for assistance. This form is required by HUD to determine that no conflict of interest exists between the caseworker and the applicant. **A new form is required for each 90 day enrollment period.**

**NINTH DISTRICT OPPORTUNITY, INC.**  
**Homeless Prevention and Rapid Re-Housing (HPRP)**

**INELIGIBLE FINANCIAL SERVICES**

- Mortgage Payments or related expenses
- Reimbursement to Landlords for legal fees incurred during eviction process
- Shelters
- Construction or Rehabilitation of homes (energy efficiency)
- Transitional Housing Non-housing services, such as childcare, employment training, education (books, tuition etc.), transportation (gas, bus tokens, cabs, etc.), food, household items, clothing, grooming, furniture, nor appliances
- Medical or Dental care and medicines
- Cash Assistance- under no terms shall financial assistance be paid directly to the participant
- Pet care
- Entertainment Activities
- Discharge planning at institutions (hospitals, jails, prison, etc.)
- Payment of Credit Cards or other consumer debt bills
- Duplicating payments (using HPRP and other fund sources to provide payment for the exact same assistance, cost, and time period)
- Ineligible agency expenses include: certifications, licenses, and general training classes which are not directly related to the HPRP program

**NINTH DISTRICT OPPORTUNITY, INC.**  
**Homeless Prevention and Rapid Re-Housing (HPRP)**

**FUND ALLOCATIONS**

<b>County</b>	<b>Estimates</b>	<b>Percentage</b>	<b>Households</b>
Hall	391,200	24%	101
Banks	55,789	3%	14
Dawson	46,000	3%	12
Forsyth	290,143	18%	75
Franklin	87,168	5%	22
Habersham	117,846	7%	30
Hart	110,740	7%	28
Lumpkin	73,400	4%	19
Rabun	110,300	7%	28
Stephens	97,061	6%	25
Towns	67,399	4%	17
Union	104,729	6%	27
White	80,525	5%	21
<b>Total</b>	<b>\$1,632,300</b>	<b>100%</b>	<b>420</b>

**NINTH DISTRICT OPPORTUNITY, INC.**  
**Homeless Prevention and Rapid Re-Housing (HPRP)**

## **CLIENT FILES**

Every Client file should be organized in a manner that will allow an easy audit of files as per the Georgia Department of Community Affairs. Files should be clipped together as indicated below:

- **HPRP Exit Interview/Discharge Form**
  - Income verification at exit
  - Household resources at exit
- **HPRP Household Recertification Form with supporting documentation attached**
  - Housing Status Verification
  - Verification of household income
  - Verification of household resources (bank statements, account statements, etc.)
  - If disabled, verification of disability.
  - Staff Affidavit
  - Rent Reasonableness Form
- **HPRP Household Eligibility Form with supporting documentation attached**
  - Social Security Cards
  - Housing Status Verification
  - Verification of household income
  - Verification of household resources (bank statements, account statements, etc.)
  - If disabled, verification of disability.
  - HPRP Application
  - Staff Affidavit
  - Pathways Authorization Form
- **Housing Forms**
  - Rent Reasonableness Form
  - Habitability Standards Form
  - Lead Based Paint Form
- **Easytrak Application with attachments**
  - HPRP Application
  - Easytrak Assessment Form
- **Payment Transmittal Forms with supporting documentation attached**
  - Rent/Utility Assistance Form
  - Supporting Documentation (Lease, utility bill, letter from utility company)
- **Other Supporting Documentation**