

# Program Requirements

## YWCA of Clinton Rapid Rehousing Program

### Evaluation of Participant Eligibility and Needs

#### 1. Initial Evaluation

- a. Each participant will complete an application to the Rapid Rehousing Program.
  - i. Case managers will determine if the participant is eligible for assistance following the policies and procedures of the Rapid Rehousing program.
  - ii. Case managers will determine the type and amount of assistance necessary to regain stable housing based on information gathered through the application process. Case managers will refer to the SPIDAT Individual and Family tool, HII score, Risk Factors, and case consultation to make determination.
    1. Priority will be given to individuals or families residing in the YWCA emergency shelter or transitional housing programs. Jackson County residents do not have access to emergency shelters and transitional housing programs and may be residing in a hotel, car, campground, etc. Therefore these applications will be assessed this way.
    2. An allotted spending amount per month will be given to case managers.
      - a. Case managers will meet as a team to discuss eligible applicants
      - b. Priority will be given to individuals and families with greatest need based on the SPIDAT, HII, and Risk Factor Information.
    3. Thereafter applicants will be notified of a decision.

#### 2. Re-evaluations

- a. Rapid Rehousing participant cases will be reviewed one time per year based on the date of application as required by HUD.

#### 3. Coordination Among Service Providers

- a. Case Managers will participate in the following coalitions, groups, and councils in the Clinton and Jackson County areas to best network with local service providers and provide the best continuum of service to participants in the Rapid Rehousing Program
  - i. Domestic Violence Coalition
  - ii. Sexual Assault Response Team
  - iii. Council on Social Agencies
  - iv. Clinton/Jackson Coalition for the Homeless
  - v. Jackson County Planners
  - vi. Human Trafficking
  - vii. Operation New View - Community Action

#### 4. Prioritizing Assistance

- a. All applications will be reviewed in a 30 day cycle
  - i. Case managers will determine the type and amount of assistance necessary to regain stable housing based on information gathered through the application process. Case managers will refer to the SPIDAT Individual and Family tool, HII score, Risk Factors, and case consultation to make determination.
    1. Priority will be given to individuals or families residing in the YWCA emergency shelter or transitional housing programs. Jackson County residents do not have access to emergency shelters and transitional housing programs and may be residing in a hotel, car, campground, etc. Therefore these applications will be assessed this way.
    2. An allotted spending amount per month will be given to case managers.
      - a. Case managers will meet as a team to discuss eligible applicants

- b. Priority will be given to individuals and families with greatest need based on the SPIDAT, HII, and Risk Factor Information.
- 3. Thereafter applicants will be notified of a decision.
- b. If applicants are denied as a result of lack of funding, they are encouraged to reapply within the next 30 day cycle.
- 5. Client Share of Costs
  - a. The YWCA of Clinton does not require participants to share in rental or utility costs.
    - i. However the participant does have the option to share in costs should they choose to receive assistance for a longer period of time.
- 6. Length of Rental Assistance
  - a. The Case Manger will determine the length of assistance based on information from the SPIDAT for Individuals or Families, HII, Risk Factor, and consultation.
    - i. Stabilization - 1 to 3 months
    - ii. Medium to Long Term - 4 to 12 months
    - iii. Referral
      - 1. Transitional Setting
      - 2. Treatment Setting
- 7. Fair Market Rent
  - a. HUD FMR Tables will be used to determine Fair Market Rent
    - i. <http://www.huduser.org/portal/datasets/fmr.html>

The following table shows the Final FY 2014 FMRs by unit bedrooms for **Clinton County, Iowa.**

<b>Final FY 2014 FMRs By Unit Bedrooms</b>				
<b><u>Efficiency</u></b>	<b><u>One-Bedroom</u></b>	<b><u>Two-Bedroom</u></b>	<b><u>Three-Bedroom</u></b>	<b><u>Four-Bedroom</u></b>
\$386	\$499	\$624	\$791	\$993

The following table shows the Final FY 2014 FMRs by unit bedrooms for **Jackson County, Iowa.**

<b>Final FY 2014 FMRs By Unit Bedrooms</b>				
<b><u>Efficiency</u></b>	<b><u>One-Bedroom</u></b>	<b><u>Two-Bedroom</u></b>	<b><u>Three-Bedroom</u></b>	<b><u>Four-Bedroom</u></b>
\$392	\$488	\$579	\$853	\$856

- b. Case Mangers will document
  - i. size of unit
  - ii. the county
  - iii. if unit is within Fair Market Rent guidelines for that community
  - iv. how many people will be living in the unit
- c. Rent Reasonableness (**Form: Emergency Solutions Grant Rent Reasonableness Checklist and Certification**)
  - i. The YWCA Rapid Rehousing Program maintains a file with includes data on unassisted units for use by staff in making rent reasonableness determinations. The data is updated on an ongoing basis and purged when it is more than 12 months old.
- 8. Leases
  - a. A legally binding written lease between the property owner and the program participant is required for all rental assistance or rental arrears.
- 9. Rental Assistance Agreements
  - a. A Rental Assistance Agreement, Deposit Assistance Agreement or Utility Agreement will be provided by the YWCA Rapid Rehousing Case Manager to all vendor participants. It will contain the terms of

assistance and a provision that the landlord must give a copy of any eviction notice or complaint used to the YWCA Rapid Rehousing Program and program participant.

- b. A copy of this agreement will be kept in the participants file.

#### 10. Case Management

- a. Due to the YWCA of Clinton receiving Violence Against Women Act Funding we are required by law to not attach conditions to housing for victims of violence. As a result:

- i. Participants will contact their Case Manager each month they choose to participate in the Rapid Rehousing Program. At this point of contact the Case Manager will
  - 1. Review the Housing Plan
  - 2. Review the Spending Plan
  - 3. Determine additional assistance

SAMPLE