

SAMPLE Program Agreement for Continuum of Care Rapid Rehousing

Introduction

SUBRECIPIENT ORGANIZATION NAME 's Rapid Rehousing Program supports individuals or households experiencing homelessness quickly secure housing. With rapid rehousing, it is not required that individuals/households have income before beginning to rent an apartment. Rather, the emphasis is on quickly housing the individual/household and providing rental assistance (and utility assistance, if included in rent) as the individual/household works toward self-sufficiency.

This Rapid Rehousing Program is funded through HUD's Continuum of Care (CoC) program. CoC limits rapid rehousing to 24 months of assistance. CoC also requires that individuals/households meet the following eligibility criteria:

- are experiencing homelessness **OR** are fleeing or attempting to flee domestic violence, dating violence, sexual assault or stalking
- reside in Indiana

Client's/Participant's Responsibilities

As a rapid rehousing client/participant, I have certain responsibilities toward the program and **SUBRECIPIENT ORGANIZATION NAME**. I agree to those responsibilities by initialing next to the following statements:

Participant Eligibility. I confirm that I fully and accurately provided my personal and income information while **SUBRECIPIENT ORGANIZATION** established my or my household's eligibility for rapid rehousing assistance.

Housing Search. I agree that I will cooperate with looking for an appropriate housing/apartment unit and understand that my case manager will assist me.

Paying Rent. I commit to paying my share of monthly rent. The **SUBRECIPIENT ORGANIZATION** will determine my share of rent through income calculations: at project intake, as monthly household income changes, and at annual recertification. I understand that as I progress through the rapid rehousing program, my share of the monthly rent will increase so to prepare me for eventually paying rent in full.

Monthly Meeting with Case Manager. I agree to meet at least once a month with my case manager throughout the time **SUBRECIPIENT ORGANIZATION** provides me rapid rehousing assistance.

Reasons for Termination. I recognize and accept that **SUBRECIPIENT ORGANIZATION** can terminate my participation in rapid rehousing assistance. Reasons for termination include but are not limited to a client's: d intentionally lying or leaving out information during rapid rehousing eligibility determinations; repeated failure to meet at least once a month; repeated failure to pay client's share of rent; serious violation of lease or sublease; etc... Please see the *Grievance and Termination Policy* for a full list of reasons for termination.

Client’s/Participant’s Rights

By initialing below, I acknowledge that as a rapid rehousing client/participant, I benefit from the following rights:

24 Months of Assistance. I understand that under this CoC rapid rehousing program, I can benefit from up to 24 months of assistance.

Confidentiality. I understand that **SUBRECIPIENT ORGANIZATION** staff will keep my information confidential. When staff need to share my information with other organizations for legitimate business purposes, they must first get my signature on a written *Release of Information*.

Filing Grievances. I understand my right to file grievances and appeals against **SUBRECIPIENT ORGANIZATION** – the procedures for which are found in the *Grievance and Termination Policy*.

SUBRECIPIENT ORGANIZATION’s Responsibilities

While running this CoC rapid rehousing program, **SUBRECIPIENT ORGANIZATION** must fulfill certain responsibilities for clients/participants and for the program itself. Those responsibilities include but are not limited to:

- collecting and keeping copies of documentation to establish clients’ CoC eligibility
- guiding and supporting individuals’/households’ search for appropriate housing
- checking that potential housing/apartment units:
 - meet the Fair Market Rent standard (applies to RRH projects financed by *Leasing*)
 - meet the Rent Reasonable standard (applies to RRH projects financed by *Leasing* and *Rental Assistance*)
 - pass a Housing Quality Standards inspection
 - comply with the Lead Disclosure Rule and Lead Safe Housing Rule
- overseeing the signing of necessary documents (**lease and RAP Contract** or occupancy agreement)
- providing clients/participants rental assistance (and utility assistance, if included in rent)
- facilitating at least one case management session per household per month.

Client Name:

Printed Name Here

Signature

Date

Subrecipient Staff Member Name:

Printed Name Here

Signature

Date