

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

CONTENTS

Introduction..... 3

Updates to RRH Program Standards ..... 3

Integration with Mendocino County Coordinated Entry ..... 3

Coordination with Non-RRH Providers ..... 4

    Street Outreach ..... 4

    Prevention and One-Time Financial Assistance Providers ..... 4

    Shelter Providers ..... 4

Program Design ..... 5

Evaluating Program Eligibility for Rapid Re-Housing ..... 5

    Initial Evaluation..... 5

    Initial Evaluation conducted by Coordinated Entry..... 5

    Verification of Homelessness..... 6

        Category 1 - Literally Homeless Status ..... 6

    RRH Provider Assessment..... 6

        Income Determination..... 7

        Personal Identification Requirement..... 7

ESG Eligible Rapid Re-Housing Activities ..... 8

Determining Amount and Duration of Rental Assistance ..... 10

Area Median Income (AMI) to determine ESG income levels..... 11

RRH Rental Assistance ..... 12

    Fair Market Rents (FMR's) ..... 12

    Lease Requirements..... 12

    Rental Assistance Agreement..... 13

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

Habitability Standards including Lead Based Paint..... 13

HMIS for RRH Programs..... 13

Termination Policy and Participant Grievances..... 14

Conflict of Interest ..... 14

Participant Follow Up ..... 14

Program Monitoring and Evaluation ..... 15

**Index of Attachments.....**

Glossary of Key Rapid Re-Housing Project Terms..... 17

Determination of Chronic Homeless Status ..... 21

    Qualifying Disabilities ..... 21

Client Release of Information Form ..... 23

Acceptable Forms of Personal Identification..... 25

for Housing Programs ..... 25

Sample Participant Grievance Procedure ..... 26

Minimum Standards for Permanent Housing..... 28

CERTIFICATION STATEMENT ..... 30

    Links to other ESG Regulatory Sources ..... 35

- ESG SNAPS-Shots ..... 35
- ESG Record Keeping Requirements for Homeless Status ..... 35
- ESG Minimum Habitability Standards..... 35

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### INTRODUCTION

Rapid re-housing (RRH) 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 housing identification, rental assistance and supportive services. RRH should be offered in a manner consistent with housing first practices: without preconditions and resources and services should be tailored to meet the unique needs of the household. In Mendocino County, RRH has been adopted as a critical strategy for ending homelessness.

This document was adopted by the Mendocino County Homeless Services Continuum of Care (MCHSCoC) to serve as the written standards for providing RRH assistance within the geographic area of Mendocino County through coordinated assessment. Although RRH programs are funded under various federal regulations, these standards have been developed using the Federal Emergency Solutions Grant (ESG) Interim Rule as primary guidance. Future iterations will work to align these standards with additional funding streams. Providers working collaboratively on these standards have also contributed their own best practices to its development. In addition, we have incorporated program practices using the mandated Homeless Management Information System (HMIS) processes to develop this document.

The overall goal is to assure compliance for all providers to the highest and most rigorous federal standards while supporting the flexibility needed to accommodate different funding sources.

Consistent program delivery will strengthen our local efforts not only to continually receive funding for these programs, to promote continuity of funding and notably reduce Mendocino County's homeless population by providing effective services.

### UPDATES TO RRH PROGRAM STANDARDS

Changes to the RRH Program Standards will be determined by the MCHSCoC Governing Board by majority vote.

### INTEGRATION WITH MENDOCINO COUNTY COORDINATED ENTRY

Once local Coordinated Entry (CE) is fully operational, Mendocino County RRH Programs will receive initial participant referrals from the federally mandated Coordinated Entry (CE) program. Once a provider receives that referral, they are expected to consider program eligibility on the basis of the Vulnerability Index Service Prioritization and Decision Assistance Tool (VI-SPDAT) vulnerability score

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

combined with information gleaned from the CE case management process. The VI-SPDAT ranking will be combined with a more deeply targeted RRH interview process designed by the MCHSCoC. Should the participant not be enrolled in the RRH program and still meet the federal Homeless Definition, they will be referred back to the Coordinated Entry Program with an accompanying explanation for non-enrollment from the RRH provider.

All Mendocino County Rapid Re-Housing programs will collect and enter data in compliance with the Homeless Management Information Systems (HMIS) federal mandate. Procedural flows and instructions for HMIS compliance are included throughout the RRH Program Standards.

### COORDINATION WITH NON-RRH PROVIDERS

#### STREET OUTREACH

- I. Outreach workers will refer homeless persons found on the street as quickly as possible into CE and also assist with direct linkage to Rapid Re-Housing providers for RRH screening. On occasion this may mean accompanying RRH provider staff with visits on the street.

### PREVENTION AND ONE-TIME FINANCIAL ASSISTANCE PROVIDERS

- I. Prescreen households seeking assistance for homeless vs. at-risk housing status. If homeless, screen for RRH with CE screening tool and refer through CE to a Rapid Re-Housing program.
- II. RRH Providers will collaborate with agencies providing one-time assistance, for one-time or deposit assistance (e.g., CalWorks, SSVF).

### SHELTER PROVIDERS

- I. The CE screening tool will be completed and potential participants will be referred to RRH providers as appropriate.

***All coordination efforts will aim to avoid duplication of funding and service provision.***

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### PROGRAM DESIGN

#### EVALUATING PROGRAM ELIGIBILITY FOR RAPID RE-HOUSING

##### INITIAL EVALUATION

Currently RRH providers meet with potential participants and complete a screening and assessment through use of a provider-designed targeted Rapid Re-Housing tool. At that time, documentation may be collected to further assist the participant with the ability to become housed.

Mendocino County RRH providers will work from the viewpoint of screening people *in* rather than *out*. In doing so providers commit to being good stewards of the funds, acting in the best interest of the client, and with transparency regarding the program limitations.

RRH uses a “Housing First” model that encourages housing those with barriers such as mental health issues and alcohol and drug addiction. Housing First is ending our community’s most long-term homeless by placing people in housing first. Activities listed below are components of a housing first model:

- Move homeless people immediately from the streets/shelters into their own residences (as available)– immediately removing the chaos of living on the streets.
- Embrace the powerful belief that by removing the chaos of living on the streets and in shelters, supporting vulnerable individuals to increase their engagement in services and go on to live stable independent lives.
- Demonstrate that once housed, and supports individuals ability to connect with health care providers and case managers, engage in support groups, establish routines, build relationships with friends and family, and move on to more independent living; decreasing their need for services over time. This model along with Progressive Engagement strategies will provide a roadmap to providers for more successful outcomes of those persons with multiple barriers to ongoing housing and possible employment.

##### INITIAL EVALUATION CONDUCTED BY COORDINATED ENTRY

Providers will utilize Coordinated Entry to conduct initial evaluations of applicants to determine baseline eligibility for entry into an RRH program. To do so, CE will combine ESG’s regulations for determination of Homeless Status (576.2 ESG Interim Rule) along with consideration of the VI-SPDAT assessment scores to determine those at highest risk of health vulnerabilities.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### VERIFICATION OF HOMELESSNESS

To receive Emergency Solutions Grant Rapid Re-housing assistance (ESG-RRH) individuals or families must demonstrate at initial evaluation that they meet the definition of “literally homeless” (referred to as Category 1 in the Homeless Definition Final Rule):

#### **CATEGORY 1 - LITERALLY HOMELESS STATUS**

---

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.

(See: [https://www.onecpd.info/resources/documents/HomelessDefinition\\_RecordingRequirementsandCriteria.pdf](https://www.onecpd.info/resources/documents/HomelessDefinition_RecordingRequirementsandCriteria.pdf))

- ESG-RRH is also available to people fleeing or attempting to flee domestic violence (referred to as Category 4 of the Homeless Definition Final Rule) if they are also literally homeless at the time of initial evaluation (24 CFR part 576.104). Category 4 – Fleeing/Attempting to Free Domestic Violence: is defined as:

- (i) Fleeing or attempting to Flee Domestic Violence
- (ii) No subsequent residence
- (iii) Lacks resources to obtain other housing

### RRH PROVIDER ASSESSMENT

Prior to final program acceptance from a CE referral, RRH providers shall have an opportunity to meet directly with the Participant Household, to review, discuss and verify as correct, all data collected through Coordinated Entry (as well as HMIS historical HUD assessment information) in order to make a final determination regarding program enrollment. Should the household be denied enrollment by the

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

provider, they will be informed as to the reason and will be referred back to Coordinated Entry accompanied by an explanation regarding denial of service. This may result in further case conferencing among Coordinated Entry, RRH, and other providers.

### **INCOME DETERMINATION**

---

Determination of household income is not a requirement of Rapid Re-Housing program enrollment per the HUD's ESG FAQ #1042 dated December 17, 2012.

Once the participant household has been enrolled in an RRH program, full re-evaluation (including determination of current income levels) shall be performed at least annually using either the Annual or Exit Assessment in the Homeless Management Information System (HMIS). At the time of re-evaluation, if the program participant's household annual income exceeds 30% of Area Median Income (AMI), as determined by HUD, the program participant household must be exited from the RRH program (24 CFR §576.401(b)). Information regarding AMI is included later in this document.

ESG recipients are encouraged to assess quarterly income updates using Income Update assessment in the HMIS. If it is determined through periodic income updates, that the household's income increases to over 30% Area Median Income (AMI), the provider may, at its discretion, exit the household from program services (ESG FAQ ID 1000 published 12/17/2012).

### **PERSONAL IDENTIFICATION REQUIREMENT**

---

Coordinated Entry will work with the client to gather the following:

- Certification of Homelessness status – See attached “Homeless Definition
- A future iteration of these standards will include a self-certification form for “fleeing from a domestic violence situation.”
- Other Personal identification as needed to assure participant is the person they claim during their intake process, any accompanying child in a family belongs to that family, and the household has met the ability to move into housing – See attached “Acceptable Forms of Personal Identification for Housing Programs.”
- Income documentation, while not a requirement to determine program eligibility, may be reviewed to inform development of the participant's Housing Plan

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

**ESG ELIGIBLE RAPID RE-HOUSING ACTIVITIES**

Activities that may be conducted for Rapid Re-Housing (according to key program regulations found at 24 CFR Part576 and 25 CCR 8408).

<b>Housing Relocation and Stabilization Services</b>	
Case Management Requirement: Participant must meet with a case manager at least once a month for duration of these supportive services (except as covered by VAWA Family Violence Services Prevention Act.)	
<b>Rental Application Fee</b>	Fees charged by owner to all applicants.
<b>Security Deposits</b>	Not to exceed two month's rent –.
<b>Utility Payment</b>	Standard deposit required by utility companies for gas, electric, water and sewage (note this activity type does not include cable tv, internet or cell phone charges for the participant).
<b>Moving Costs</b>	Truck rental, hiring moving company, temporary storage not to exceed 3 months provided fees are accrued after participant is deemed program eligible and before participant moves into permanent housing (note may not include funds to generally transport automobiles to new residence – initial move only).
<b>Housing Search and Placement</b>	Assessment of housing barriers, needs and preferences; development of an action plan for locating housing; housing search and outreach to and negotiation with owner; assistance with submitting rental applications and understanding leases; assessment of housing compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness; assistance with obtaining utilities and making moving arrangements.
<b>Housing Stability Case Management/ Progressive Engagement</b>	Working with the CE program to conduct initial evaluation and re-evaluation; working with Agency delivering program services for counseling; developing and securing services including Federal, state and local benefits; monitoring and evaluating participant progress providing information and referrals to other providers and developing individualized housing and service plans.
<b>Mediation</b>	Mediation services between program participant and housing owners, property managers, or person(s) with whom the program participant is living to prevent loss of permanent housing in which they currently reside.



MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

<b>Legal Services</b>	Hourly fees for legal advice and representation; fees based on actual service performed; client intake, prep for cases for trial and counseling and representation at hearings; filing fees and other necessary court costs; landlord tenant matters; child support; guardianship; paternity; emancipation; legal separation; resolution of outstanding criminal warrants; orders of protection and other civil remedies for DV victims including dating violence, sexual assault and stalking, appeals of veterans and public benefit claim denials.
<b>Credit Repair</b>	Services necessary to assist program participants with critical skills related to household budgeting, managing money, access a free personal credit report, and resolution of personal credit problems through credit counseling or other related services. This activity may NOT cover payment or modification of client debt.
	Note: All participants must be assessed for and then assisted as needed to obtain appropriate support services, including mainstream benefits such as Medicaid or MediCal, SSI or TANF.
<b>Rental Assistance</b>	
<b>Short-term rental assistance</b>	Up to 3 months - total not to exceed 24 months during any 3 year period, including any payment for last month's rent.
<b>Medium-term rental</b>	More than 3 months - total not to exceed 24 months during any 3 year period,

Progressive engagement recognizes that there is no way to accurately predict how much help someone may need to end their homelessness and avoid a return to the streets or shelter. While we know that many people can successfully exit homelessness and avoid immediately returning with a small amount of assistance, we also know that there are no dependable predictors to guide the amount of assistance needed. In this approach, participants are initially offered "light-touch" assistance, including help creating a reasonable housing placement/stabilization plan, housing information and search assistance, and limited financial assistance for arrears, first month's rent, or security deposit. Programs using Progressive Engagement regularly re-assess housing barriers and seek to close cases as soon as housing retention barriers are resolved. Assistance is provided on an "as-needed basis" to keep a participant housed and, within funding constraints, programs offer more intensive support, additional rental assistance, or step-up referrals and help to access community-based assistance. This is a paradigm shift to providing services/case management to households experiencing homelessness and therefore, staff may need to be re-trained to be able to successfully make this change.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### **DETERMINING AMOUNT AND DURATION OF RENTAL ASSISTANCE**

RRH Providers shall meet with each participant household to develop a Housing Stability Plan which will include determining the type, maximum amount and duration of housing assistance for households who enter the program. Providers will factor in total funding availability and the federal minimum requirements set for case management and re-evaluation, and include disclosure to participants regarding policies and practices if government funding is lost or discontinued.

Standards for determining the share of rent and utility costs for each household will observe the following practice:

1. All Participants will work with their provider to develop a program exit strategy which includes plans to reduce financial assistance over time. Practices vary among provider but generally include a way to decline the amount of rental assistance to a household over time. Participants will be made aware and agree to the plan structure before moving into housing. Providers will work through periodic case management sessions to keep participants aware of pending reductions in assistance. Providers also have the option to defer scheduled reductions or increased support temporarily on a case by case basis.

Any decreases in financial assistance may be accompanied by increased case management as the provider deems necessary to retain a participant's housing stability.

2. The maximum amount of rental assistance can be up to 100% of the monthly rental amount, however it is expected that on at least a quarterly basis providers will re-assess a participant's financial ability to pay rent, and make any adjustments needed to support the maintenance of stable housing and appropriate use of funding.
3. The maximum percentage of income paid by participants toward rent at program completion should generally not exceed 50%. There may however, be participants whose rental share may exceed 50% based on their individual circumstances.
  - a. Progressive reductions to participant rental assistance will be determined by RRH provider and be accompanied as necessitated by planning for program termination. Please note that during Annual Re-evaluation providers should use the HMIS Annual Update or Project Exit Assessment to comply with the federal standards for calculating income under §24 CFR 5.609.

## MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

### **RAPID RE-HOUSING PROGRAM STANDARDS**

4. If project funding ends and the agency runs out of rental assistance funds before a participant is ready for termination, on mutual agreement with another Mendocino County RRH provider who has funds, the remaining agency may take on the current case as long as that household's total service time does not exceed the ESG 24-month limit. Should this not be possible, provider will refer the household to local Prevention/Diversion programs.

HUD states in AAQ #34468 dated July 17, 2014 that if both grantee subrecipients receive ESG funding from the same recipient (i.e. California HCD), transfer of a participant household may occur to a different RRH provider IF the participant has been properly determined to be eligible for ESG RRH assistance. This transfer would not require a new participant application or trigger re-evaluation. However, the documentation of eligibility rather an intake or re-evaluation must be made available to the new provider and if the first provider had additional, more restrictive eligibility requirements, the new provider must ensure continued compliance with the additional criteria.

The funder must be informed that this type of activity is taking place with its funds, providers should discuss the best ways to ensure accurate project reporting and performance tracking between the two projects and assure data is capture accurately within the HMIS including project exit from the former and entry into the new.

5. Other than the ESG rule stating that the participation period shall not exceed 24 months within three years, local providers have discretion to determine the maximum number of times assistance may be provided.

#### **AREA MEDIAN INCOME (AMI) TO DETERMINE ESG INCOME LEVELS**

Providers will conduct annual re-evaluation of participant income against the HUD Area Median Income (AMI) standards. HUD updates the AMI data annually usually in October. Providers should always use the most current income guidelines available which may be found at this link:

<http://www.huduser.org/portal/datasets/il/il14/index.html> . The current AMI chart is also available at [http://Mendocino-county-cdc-funding.wikispaces.com/file/view/2014+Rent-Income+Limits+Federal\\_FINAL.pdf](http://Mendocino-county-cdc-funding.wikispaces.com/file/view/2014+Rent-Income+Limits+Federal_FINAL.pdf) .

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### RRH RENTAL ASSISTANCE

#### FAIR MARKET RENTS (FMR'S)

Fair Market Rent (FMR) is a rate set by the federal government for each U.S. housing market. It is based upon the average cost of rent for a unit plus the utility allowance. The calculation that is used to determine FMR for a specific unit is:

$$\text{Rent of Unit} + \text{Utility Allowance} = \text{FMR}$$

In order for a rental to qualify for RRH rental assistance, it cannot exceed the determined FMR amount, which is based on the number of bedrooms in a unit (24 CFR 576.106 (d)). FMR limitations do not apply when RRH is providing any type of financial assistance other than "rental" assistance (i.e. a security deposit, last month's rent, utility deposits and payments, payments in arrears or moving costs). HUD FMR rates are updated annually in October and apply to any new housing units occupied on or after the date of publication. Current FMR data sets for each county may be found here:

<http://www.huduser.org/portal/datasets/fmr.html>

The utility allowance is an estimate of how much of the monthly utilities are likely to cost in a particular unit. It is not a maximum "allowance" for how much RRH program participants are allowed to pay for utilities. The utility allowance will be different for every unit and is based on Mendocino County's average utility costs. Utility allowances for a rental unit will be determined during the inspection. A worksheet for utility allowances in Mendocino County can be found here:

<http://www.Mendocino-county.org/cdc/s8utilityallow.htm>

#### LEASE REQUIREMENTS

A written lease between the owner and the program participant is required for TBRA and PBRA. The only exception to the written lease requirement is in the case of rental assistance provided solely for rental arrears.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### **RENTAL ASSISTANCE AGREEMENT**

The RRH provider may make rental assistance payments only to an owner with whom the provider has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

### **HABITABILITY STANDARDS INCLUDING LEAD BASED PAINT**

For ESG-RRH rental assistance, units must pass HUD habitability standards. Minimum standards for ESG permanent housing programs have been set by HUD and the RRH provider may establish additional standards that exceed or add to the federal minimums. Per §576.403(c) minimums are set for:

- Structure and materials
- Space and security
- Interior air quality
- Water supply
- Thermal environment
- Illumination and electricity
- Food preparation
- Sanitary conditions
- Fire safety

Rent reasonableness guidelines mandate that all housing units must be inspected to ensure habitability and no lead based paint prior to participant move-in and provision of financial assistance. Sample Inspection and Lead Screening Checklist are included in the attachments section.

The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. Children of the opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.

### **HMIS FOR RRH PROGRAMS**

Each RRH provide is required to participate in HMIS and comply with all HMIS standards, policies, procedures.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### TERMINATION POLICY AND PARTICIPANT GRIEVANCES

All providers of RRH programs shall be required to have a written formal termination and grievance policy that is provided to all participants at intake and made available at any time, to enable a participant to dispute an agency decision on eligibility for assistance (or for any other reason). The policy must include the method by which an applicant would be made aware of the grievance procedure, and the formal process for review and resolution.

If a participant household violates program requirements, the provider may terminate assistance in accordance with a formal process established by the ESG-RRH recipient that recognizes the rights of individuals affected. The recipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:

- (1) Written notice to the program participant containing a clear statement of the reasons for termination;
- (2) 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
- (3) Prompt written notice of the final decision to the program participant.

Termination does not bar the ESG-RRH recipient from providing further assistance at a later date to the same family or individual.

A sample Client Grievance Procedure document is attached to these standards.

### CONFLICT OF INTEREST

The provision of any type or amount of ESG assistance may not be conditioned upon an individual or family's acceptance or occupancy of emergency shelter or housing owned by any RRH Provider or its parent organization. Further details can be found at 24 CFR § 576.404..

### PARTICIPANT FOLLOW UP

Follow up after RRH Program exit at a one-year anniversary is encouraged (dependent upon currently available resources). A custom HMIS follow-up assessment which includes a tickler capability may be

## MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

### **RAPID RE-HOUSING PROGRAM STANDARDS**

used at the discretion of the RRH provider to record the date and method of attempted contact, who spoke to the household (if that occurs) and their current housing status.

#### **PROGRAM MONITORING AND EVALUATION**

Program monitoring will be performed by the project funder as that entity determines the need. Program evaluation will be ongoing by the MCHSCoC Governing Board, which will take into consideration the requirements as stated by the State of California Housing and Community Development as informed by the requirements of its annual application process. It will also take into consideration progress against local data benchmarks as defined by the workgroup and the Continuum of Care Evaluation Committee and Board.

**RRH program evaluation and review by the MCHSCoC Governing Board will occur at least semi-annually.**

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### INDEX OF ATTACHMENTS

1. Glossary of Key Rapid Re-Housing Project Terms
2. Homeless Definition
3. Determination of Chronic Homeless Status
4. Client Release of Information Form
5. Acceptable Forms of Personal Identification for Housing Programs
6. Efforts to Outcomes Minimum HMIS Required RRH Forms
7. Sample Participant Grievance Procedure
8. Participant Program Termination Policy
9. ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing
10. ESG Lead Screening Worksheet
11. Links to other ESG Regulatory Sources



# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### GLOSSARY OF KEY RAPID RE-HOUSING PROJECT TERMS

**CalWORKS** – A welfare program operated by California county welfare departments that provides cash aid and services to eligible needy families.

**Continuum of Care (CoC)** – The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments.

**Coordinated Entry (CE)** – A process designed to coordinate program participant intakes and referrals. A centralized, or coordinated, system creates a singular process for accessing homeless services.

**Emergency Solutions Grant (ESG)** – Emergency Solutions Grant is a federal funding source designed to assist homeless persons through five activity types including Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Re-housing, and HMIS. Funding is provided via Entitlement City or State Governments.

**HCD** – State of California Department of Housing and Community Development – the entity who administers federal ESG funding passed through to the state

**Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act** – Amended and reauthorized the earlier McKinney-Vento Homeless Assistance Act with substantial changes in 2009. It consolidated HUD's Continuum of Care grant programs and changed HUD's definition of homelessness and chronic homelessness.

**Housing First** - A model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements. Rapid housing placement and stabilization in “permanent” settings is the primary goal for the participant household.

**Household (HH)** – any group of persons presenting for services together (as a household or family).

**Head of Household (HoH)** –a term used in the HMIS data standards for consistency with other regulatory guidance and it does not necessarily indicate the individual’s status in the household. The term “primary client” may be substituted for Head of Household. If the household is composed of two or more unaccompanied youth, one minor must be designated as the head of the household.

**Households with only Adults** – when a group of persons apply together for services at least one person must be deemed the Head of Household. Any group of persons applying for service together shall be

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

considered a household. As a general rule, one adult should not provide the HMIS information for any other adult in the household.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

**Households with Children** – a Household composed of at least one adult and one child under the age of 18. The Children are not required to be present at the time the household applies for service, however, information should not be recorded for children under age 18 if it is indicated children will not be entering the project on the same day as the head of household. Information for these children should be recorded when children join the project. A project should edit the project entry record as part of the household and other adults.

- Custody: Where partial custody of the child creates a question as to whether to include the child in the household, the adopted Occupancy Standards will guide the determination. If this is inadequate, the provider may make this decision.
- Foster care: If a child is in foster care for fewer than 180 days, the child must be counted as part of the household. If the child is permanently removed, the HH size may be reduced for purposes of occupancy.

**Pregnant Women** – a pregnant woman is considered to be a “Self Head of Household” at project entry until the child is born at which time the household record is changed. At this time, a full assessment process must be conducted for the child and entered into the HMIS.

**HUD** – The federal Department of Housing and Urban Development which provides ESG funding

**Rapid Re-housing (RRH)** - Program that provides financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.

**URA** – The Uniform Act (or “Uniform Relocation Act”), passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

**Veterans Affairs Supportive Housing (VASH)** - Program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**



# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	<b>Literally Homeless</b>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(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); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	<b>Imminent Risk of Homelessness</b>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	<b>Homeless under other Federal statutes</b>	<p>(3) 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:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	<b>Fleeing/ Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### DETERMINATION OF CHRONIC HOMELESS STATUS

**Overview:** With the recent HMIS Data Standards update taking effect you are being requested to use this form to determine a client's chronically homeless status.

**Definition:** Per federal regulation 24 CFR 578.3 an individual or family member meets the Chronically Homeless Definition when: consistent with the RHSP Interim rule, the chronically homeless persons includes individuals and families who have a

- a. *qualifying disabling condition and*
- b. *have been homeless and living in a place not meant for human habitation, emergency shelter, or safe haven for 1 year continuously or over a period of four occasions in the past 3 years. It is important to point out that persons in transitional housing are not considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program.*

**QUALIFYING DISABILITIES:** A qualifying disability for the purpose of determining chronically homeless status includes:

- A diagnosable substance abuse disorder
- A serious mental illness
- A developmental disability
- A chronic physical illness or disability, including the co-occurrence of two or more of these conditions

**Verification of a disability can include:**

1. Letter from a medical professional attesting to the presence of the condition.
2. Verified through receipt of Supplemental Security Disability Income (SSDI) if the SA obtains written verification from the Social Security Administration that the disability is one of the targeted populations within the grant

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

Verification of homelessness can include:

1. Certification letter from an emergency shelter
2. Certification letter from a homeless service provider or outreach worker
3. Certification letter from any other health or human service provider
4. Certification Self-Statement signed by the client

Staff Name: \_\_\_\_\_ Staff Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### CLIENT RELEASE OF INFORMATION FORM

Overview: The Mendocino County Homeless Coordinated Entry Program provides a single access point to over 140 shelter and housing programs throughout the county, which reduces the work families and individuals must do to locate housing or shelter and move out of homelessness.

Use of Confidential Information: The purpose of this Release of Confidential Information consent form is to allow the Mendocino County Continuum of Care Coordinated Entry (CE) Program to use information you provide to assist in procuring housing/shelter placement and provide support services for you and your family. In order to enroll you and your family in the CE Program, we need to collect some personal information from you as the head of your household. When housing resources become available you will be notified about the referral(s) being made.

While you are enrolled in the CE Program, Coordinated Entry staff will have access to your confidential information. In addition, should you and your family be referred to a Mendocino County homeless service agency/program for housing placement, that agency will be afforded the information you have provided.

Unless you stipulate otherwise, your confidential information will only be forwarded to Homeless Management Information System (HMIS) Participating Provider. The HMIS is a HIPAA compliant online database. All staff and administrators with access to the HMIS observe rigorous client security and ethical standards as mandated by the federal Department of Housing and Urban Development (HUD) and the Mendocino County Continuum of Care HMIS Quality Assurance workgroup. HMIS users are re-certified in Client Security and Ethics on an annual basis.

Your information will not be provided to any other party unless specifically outlined and agreed to in an addendum to this form, except for situations where a threat exists of harm to yourself or other persons.

*(\*\*Note\*\* If you ever have reason to believe your confidential information in the Mendocino County HMIS has been misused, you should immediately contact the Mendocino County Continuum of Care HMIS Coordinator by emailing [hmis@mendocino-county.org](mailto:hmis@mendocino-county.org) or calling the Community Development Commission at (707) 565-7500)*

Disclosures and Period of Enforcement: The release I am signing will be in effect for a period of two years from the date of signed authorization by you. Should you refuse to sign this consent, you and your family may not be refused service, however by allowing the homeless providers you work with access to this information, a more relevant case plan will be able to be created to assist you.

Specifically the information you provide will be considered active until one of the following events occur:

1. The Release of Confidential Information lapses after a period of two years

## MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

### **RAPID RE-HOUSING PROGRAM STANDARDS**

2. You return to the Coordinated Entry Program with a new request to obtain shelter/housing services
3. You (at any time) formally request this Confidential Release of Information be revoked

Provisions of this Release of Information: By providing my consent I am allowing Coordinated Entry Program staff to provide case management and housing placement services and share my information with Mendocino County HMIS Participating Providers where I and my family have been referred for service. I, \_\_\_\_\_, (full name) and/or \_\_\_\_\_(alias) on this day of \_as head of my household, authorize the Mendocino County Homeless Coordinated Entry Program to collect and share the following information with HMIS Participating homeless service providers to whom I have been referred for housing, shelter or other homeless service:

- Client Demographics including full name, DOB, SSN, Race, Ethnicity (see attached)
- Confidential information gathered during the Mendocino County VI-SPDAT for Families assessment process (including health and personal finance information – see attached)
- The shelter and/or housing program(s) preference my family has expressed interest in
- The date my family was placed on the Coordinated Entry Family Wait List for shelter and/or housing

The list of Mendocino County Homeless Service Providers who may have access to your information (upon acceptance into their program) is below. I understand additional agencies may join the Coordinated Entry system at any time and upon my request I will be provided a current list of those partner agencies.



# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### Acceptable Forms of Personal Identification

#### FOR HOUSING PROGRAMS

- Valid driver's license or identification card issued by DMV
- Valid driver's license or identification card from the state or country of origin
- Birth Certificate
- United States Passport
- Foreign passport
- Verification of citizenship, alienage, or immigration status
  - Permanent Resident Card or Alien Registration Receipt Card
  - Employment Authorization Document (Card) that contains a photograph
  - Green Card
  - Work Visa
- Certificate of Naturalization or Citizenship
- American Indian Card
- Voter's registration card
- US military card
- Military dependent's ID card
- Social Security Card or Tax ID number
- State Benefits Card

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

SAMPLE PARTICIPANT GRIEVANCE PROCEDURE

Overview: It is a program participant’s right, as well as program policy to be informed of and utilize a formal grievance procedure to resolve disputes or difficulties that arise between the agency’s residents and staff. The following is our grievance procedure:

Step 1: Complete the attached Grievance Form (provided you during initial program intake). The form will ask you to describe the problem you are having and with whom. It is very important to include as many details as possible. If you need assistance completing the form, please let \_\_\_\_\_ know.

Step 2: You have a chance for an in-person meeting with the staff person with whom you are having the problem in order to explain your grievance and express your feelings. Be sure to ask the staff person for further consideration of your side of the issue and try to resolve your grievance at that meeting.

Step 3: If the discussion with the staff person does not resolve the grievance, let the staff person know you will be scheduling a meeting with their supervisor to work toward resolution.

Step 4: The staff member will setup the appointment with their supervisor for you and notify you of the date and time. When you meet with the staff supervisor be sure to bring your completed Grievance Form along with you for the meeting.

Step 5: If the discussion with the staff person’s supervisor has not resolved the problem, let the supervisor know that you are requesting a meeting with the next higher authority who is \_\_\_\_\_, which may be the Program Manager and other supervisory staff. If the discussion with \_\_\_\_\_ does not resolve your dispute, inform them you will be writing a letter of grievance to the Executive Director of the agency and requesting a meeting to resolve the dispute.

Write a letter and include a copy of the grievance form and mail to:

Name  
Title  
Address

Please note: The agency Board of Directors will not be involved in the grievance process unless the grievance directly involves the Executive Director, or unless the Executive Director recommends the Board hear a particular grievance because it is necessary they make a final determination on the issue.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### **ESG Minimum Habitability Standards for Permanent Housing**

#### About this Tool

The Emergency Solutions Grants (ESG) Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

- **Permanent Housing Standards.** The recipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Recipients must document compliance with the applicable standards. Note that these checklists do not cover the requirements to comply with the Lead-Based Paint requirements at

§576.403(a). For more discussion about how and when the standards apply, see *ESG Minimum Standards for Emergency Shelters and Permanent Housing*, located at <http://OneCPD.info/esg>.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that it is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the recipient to make necessary changes.

Prior to beginning the review, the recipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter's or unit's status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an "approving official," if the recipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### MINIMUM STANDARDS FOR PERMANENT HOUSING

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved	Deficient	Standard <i>(24 CFR part 576.403(c))</i>
		1. <i>Structure and materials:</i> The structure is structurally sound to protect the residents from the elements and not pose any threat to the health and
		2. <i>Space and security:</i> Each resident is provided adequate space and security for themselves and their belongings. Each resident is provided an
		3. <i>Interior air quality:</i> Each room or space has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might
		4. <i>Water Supply:</i> The water supply is free from contamination.
		5. <i>Sanitary Facilities:</i> Residents have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for
		6. <i>Thermal environment:</i> The housing has any necessary heating/cooling facilities in proper operating condition.
		7. <i>Illumination and electricity:</i> The structure has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There are sufficient electrical sources to permit the
		8. <i>Food preparation:</i> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a safe and
		9. <i>Sanitary condition:</i> The housing is maintained in sanitary condition.
		10. <i>Fire safety:</i> a. There is a second means of exiting the building in the event of fire or other emergency. b. The unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. c. If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. d. The public areas are equipped with a sufficient number, but not less
		11. Meets additional recipient standards (if any).

MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

Property meets all of the above standards.

Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: \_\_\_\_\_

Address being certified: \_\_\_\_\_

Approving Official: \_\_\_\_\_

Approving Official: \_\_\_\_\_

Date property evaluated: \_\_\_\_\_

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## RAPID RE-HOUSING PROGRAM STANDARDS

### ESG Lead Screening Worksheet

#### About this Tool

The *ESG Lead Screening Worksheet* is intended to guide grantees through the lead-based paint inspection process to ensure compliance with the rule. ESG staff can use this worksheet to document any exemptions that may apply, whether any potential hazards have been identified, and if safe work practices and clearance are required and used. A copy of the completed worksheet along with any additional documentation should be kept in each program participant's case file.

#### INSTRUCTIONS

To prevent lead-poisoning in young children, ESG grantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. Under certain circumstances, a visual assessment of the unit is not required. This screening worksheet will help program staff determine whether a unit is subject to a visual assessment, and if so, how to proceed. A copy of the completed worksheet along with any related documentation should be kept in each grantee or program participant's file.

Note: ALL pre-1978 properties are subject to the disclosure requirements outlined in 24 CFR 35, Part A, regardless of whether they are exempt from the visual assessment requirements.

#### BASIC INFORMATION

Name of Participant [REDACTED]  
Address [REDACTED] Unit Number [REDACTED]  
City [REDACTED] State [REDACTED] Zip [REDACTED]  
ESG Program Staff [REDACTED]

#### PART 1: DETERMINE WHETHER THE UNIT IS SUBJECT TO A VISUAL ASSESSMENT

If the answer to one or both of the following questions is 'no,' a visual assessment is not triggered for this unit and no further action is required at this time. Place this screening worksheet and related documentation in the program participant's file.

If the answer to both of these questions is 'yes,' then a visual assessment is triggered for this unit and program staff should continue to Part 2.

1. Was the leased property constructed before 1978?  
 Yes  
 No
2. Will a child under the age of six be living in the unit occupied by the household receiving ESG assistance?  
 Yes  
 No

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### **PART 2: DOCUMENT ADDITIONAL EXEMPTIONS**

If the answer to any of the following questions is 'yes,' the property is exempt from the visual assessment requirement and no further action is needed at this point. Place this screening sheet and supporting documentation for each exemption in the program participant's file.

If the answer to all of these questions is 'no,' then continue to Part 3 to determine whether deteriorated paint is present.

1. Is it a zero-bedroom or SRO-sized unit?  
 Yes  
 No
2. Has X-ray or laboratory testing of all painted surfaces by certified personnel been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint?  
 Yes  
 No
3. Has this property had all lead-based paint identified and removed in accordance with HUD regulations?  
 Yes  
 No
4. Is the client receiving Federal assistance from another program, where the unit has already undergone (and passed) a visual assessment within the past 12 months (e.g., if the client has a Section 8 voucher and is receiving ESG assistance for a security deposit or arrears)?  
 Yes (Obtain documentation for the case file.)  
 No
5. Does the property meet any of the other exemptions described in 24 CFR Part 35.115(a).  
 Yes  
 No

Please describe the exemption and provide appropriate documentation of the exemption.

### **PART 3: DETERMINE THE PRESENCE OF DETERIORATED PAINT**

To determine whether there are any identified problems with paint surfaces, program staff should conduct a visual assessment prior to providing HPRP financial assistance to the unit as outlined in the following training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>.

If no problems with paint surfaces are identified during the visual assessment, then no further action is required at this time. Place this screening sheet and certification form (Attachment A) in the program participant's file.

If any problems with paint surfaces are identified during the visual assessment, then continue to Part 4 to determine whether safe work practices and clearance are required.

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

1. Has a visual assessment of the unit been conducted?

Yes

No

2. Were any problems with paint surfaces identified in the unit during the visual assessment?

Yes

No (Complete Attachment A – Lead-Based Paint Visual Assessment Certification Form)

### **PART 4: DOCUMENT THE LEVEL OF IDENTIFIED PROBLEMS**

All deteriorated paint identified during the visual assessment must be repaired prior to clearing the unit for assistance. However, if the area of paint to be stabilized exceeds the de minimus levels (defined below), the use of lead safe work practices and clearance is required.

If deteriorating paint exists but the area of paint to be stabilized does not exceed these levels, then the paint must be repaired prior to clearing the unit for assistance, but safe work practices and clearance are not required.

1. Does the area of paint to be stabilized exceed any of the de minimus levels below?

• 20 square feet on exterior surfaces  Yes  No

• 2 square feet in any one interior room or space  Yes  No

• 10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim  Yes  No

If *any* of the above are 'yes,' then safe work practices and clearance are required prior to clearing the unit for assistance.

### **PART 5: CONFIRM ALL IDENTIFIED DETERIORATED PAINT HAS BEEN STABILIZED**

Program staff should work with property owners/managers to ensure that all deteriorated paint identified during the visual assessment has been stabilized. If the area of paint to be stabilized does not exceed the de minimus level, safe work practices and a clearance exam are not required (though safe work practices are always recommended). In these cases, the ESG program staff should confirm that the identified deteriorated paint has been repaired by conducting a follow-up assessment.

If the area of paint to be stabilized exceeds the de minimus level, program staff should ensure that the clearance inspection is conducted by an independent certified lead professional. A certified lead professional may go by various titles, including a certified paint inspector, risk assessor, or sampling/clearance technician. Note, the clearance inspection cannot be conducted by the same firm that is repairing the deteriorated paint.

1. Has a follow-up visual assessment of the unit been conducted?

Yes

No

2. Have all identified problems with the paint surfaces been repaired?

Yes

No



MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

**RAPID RE-HOUSING PROGRAM STANDARDS**

3. Were all identified problems with paint surfaces repaired using safe work practices?
- Yes
- No
- Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.
4. Was a clearance exam conducted by an independent, certified lead professional?
- Yes
- No
- Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.
5. Did the unit pass the clearance exam?
- Yes
- No
- Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.

Note: A copy of the clearance report should be placed in the program participant's file.

**ATTACHMENT 1: LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION TEMPLATE**

I, \_\_\_\_\_, certify the following:

(Print name)

- I have completed HUD's online visual assessment training and am a HUD-certified visual assessor.
- I conducted a visual assessment at \_\_\_\_\_ on \_\_\_\_\_  
(Property address and unit number) (Date of Assessment)
- No problems with paint surfaces were identified in the unit or in the building's common areas.

\_\_\_\_\_  
SIGNATURE

(Signature)

\_\_\_\_\_

(Date)

# MENDOCINO COUNTY HOMELESS SERVICES CONTINUUM OF CARE

## **RAPID RE-HOUSING PROGRAM STANDARDS**

### LINKS TO OTHER ESG REGULATORY SOURCES

- ESG Interim Rule – Part 576 published December 5, 2011

<https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>

- ESG Frequently Asked Questions

<https://www.hudexchange.info/faqs/programs/emergency-solutions-grants-esg-program/>

- ESG SNAPS-SHOTS

<https://www.hudexchange.info/resource/2893/snaps-shots/>

- ESG RECORD KEEPING REQUIREMENTS FOR HOMELESS STATUS

<https://www.hudexchange.info/resource/2016/homeless-status-recordkeeping-requirements-webinar/>

- ESG MINIMUM HABITABILITY STANDARDS

<https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/>