

24 CFR 576.104 RAPID RE-HOUSING – for Households who are Literally Homeless

HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

This form is required when providing financial assistance or services

Client Name	
Client Identifier	
Date	

To qualify for Rapid Re-housing assistance, households must first meet one of the following homeless definitions (24 CFR 576.2) **and** live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

- (1) Literally Homeless individuals/families.

OR

- (4) Individuals/families fleeing or attempting to flee domestic violence with no subsequent residence, resources or support networks.

AND

- Live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

Order of priority for obtaining evidence, as per 24 CFR 576.500:

1. Third-party documentation
2. Intake worker observations
3. Certification from the person seeking assistance

*Lack of third party evidence does not prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider.

- *No program participant shall receive more than 24 months of combined rental, utility and arrears assistance within any 3-year period.*
- *Financial assistance under paragraph (a) of 24 CFR 576.500 cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.*

Section 1 – Housing Status Verification:

Situation (24 CFR 576.2)		Required Documentation (24 CFR 576.500)
<input type="checkbox"/> Definition 4 <i>Individuals/families fleeing or attempting to flee domestic violence with no subsequent residence, resources or support networks.</i>	Fleeing or attempting to flee domestic violence.	<input type="checkbox"/> Oral statement by the individual or head of household seeking assistance that they are fleeing that situation, that no subsequent residence has been identified and that they lack the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other housing. This statement is documented by a self-certification or by the caseworker (both must be signed by head of household and caseworker). Where the safety of the individual or family is not jeopardized, the oral statement must be verified.
<input type="checkbox"/> Definition 1(i) <i>Literally Homeless individuals/families.</i>	An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.	<input type="checkbox"/> Written observation by an outreach worker of the conditions where the individual or family was living; or <input type="checkbox"/> Written referral by another housing or service provider; or <input type="checkbox"/> Certification by the individual or head of household seeking assistance.
<input type="checkbox"/> Definition 1(ii) <i>Literally Homeless individuals/families</i>	An individual or family living in a supervised 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, or local government programs for low-income individuals).	<input type="checkbox"/> Written observation by an outreach worker of the conditions where the individual or family was living; or <input type="checkbox"/> Written referral by another housing or service provider; or <input type="checkbox"/> Certification by the individual or head of household seeking assistance.

VERIFICATION OF ELIGIBILITY For Emergency Solutions Grants

<input type="checkbox"/> Definition 1(iii) <i>Literally Homeless individuals/families</i>	<p>An individual who is exiting an institution where he or she 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.</p>	<input type="checkbox"/> Written observation by an outreach worker of the conditions where the individual or family was living; or <input type="checkbox"/> Written referral by another housing or service provider; or <input type="checkbox"/> Certification by the individual or head of household seeking assistance. <input type="checkbox"/> Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution. All oral statements must be recorded by the intake worker; or <input type="checkbox"/> A written record of the intake worker's due diligence in attempting to obtain the evidence described in paragraph (b)(2)(i) and a certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided for 90 days or less.
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Section 2 - MUST Document in ALL files (24 CFR 576.500 24 CFR 576.105, 24 CFR 576.106):

<input type="checkbox"/> The services and assistance provided to that program participant, including, as applicable, the security deposit, rental assistance, and utility payments made on behalf of the program participant;	<input type="checkbox"/> Compliance with the applicable requirements for providing services and assistance to that program participant under the program components and eligible activities provisions at § 576.101 through § 576.106, the provision on determining eligibility and amount and type of assistance at § 576.401(a) and (b), and the provision on using appropriate assistance and services at § 576.401(d) and (e); and	<input type="checkbox"/> Where applicable, compliance with the termination of assistance requirement in § 576.402.
<input type="checkbox"/> The records must include documentation of compliance with the shelter and housing standards in § 576.403, including inspection reports (Habitability Inspection Packet).	<input type="checkbox"/> The records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.	<input type="checkbox"/> The records must document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.

VERIFICATION OF ELIGIBILITY For Emergency Solutions Grants

<input type="checkbox"/> Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.	<input type="checkbox"/> For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.	<input type="checkbox"/> The recipient or subrecipient may make rental assistance payments only to an owner with whom the recipient or subrecipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the recipient or subrecipient 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.
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Section 3 – No Subsequent Residence and Insufficient Resources/Support Networks:

Please describe how the household lacks the financial resources and support networks necessary to obtain or remain in permanent housing, and that no other housing options have been identified.	
Client Signature	
Caseworker Signature	
Date	

Section 4 – Six (6) Month Eligibility Re-Evaluation:

Agencies must re-evaluate eligibility every year for households receiving Rapid Re-Housing assistance. In order to continue receiving assistance, households must meet both of the following conditions:

- Household income must be below 30% AMI

AND

- The household must lack sufficient resources and support networks necessary to retain housing without ESG assistance

Please use form ESG Household Eligibility – Re-Evaluation to document that the household meets these requirements.

All ESG forms can be found on the website <https://www.pasadenatx.gov/280/Subrecipient-Organization-Information>