

**Emergency Solutions Grant (ESG) Program
Rapid Re-Housing (RRH) Initial Evaluation**

COORDINATED ENTRY REFERRAL DATE

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VI-SPDAT SCORE _____

INITIAL EVALUATION DATE (e.g. 1/08/2020)

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APPLICANT HEAD OF HOUSEHOLD

First Name

Last Name

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OTHER HOUSEHOLD MEMBERS (attach an additional page as needed)

Section 1

We need to know some details about your current living situation so we can understand how best to assist you. Can you tell me about the place you stayed last night?

Identify the primary place where applicant is staying (check only one):

- A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground
- Emergency Shelter
- Hotel or motel paid for with emergency shelter voucher
- Hospital or other residential non-psychiatric medical facility*
- Long-term care facility or nursing home*
- Jail or prison*
- Residential project or halfway house with no homeless criteria*
- Psychiatric hospital or other psychiatric facility*
- Substance abuse treatment facility or detox center*
- Other (describe): _____

STAFF DISPOSITION:

Does applicant currently meet criteria under paragraph (1) of the “homeless” definition PER 24 CFR 576.2?

YES NO

IF “NO”, STOP: APPLICANT NOT CURRENTLY ELIGIBLE.

IF “YES”, UNDER SECTION 1 APPLICANT IS ELIGIBLE FOR RRH ASSISTANCE. CONTINUE TO SECTION 2.



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Section 2

The maximum amount of rental or utility assistance a participant may receive is up to 24 months within a 3 year period. Limits on assistance is to the total assistance each individual received, either as an individual or as part of a household. Staff should run the 'Client Rental Assistance History' and 'Client History (RRH)' reports in HMIS to verify if participant or any members of the household have received assistance in the past and if so how many months of assistance within the last 3 years.

Total number of months of rental assistance provided to the member of the household with the most assistance received within the last 3 years: _____

Total number of months of utility assistance provided to the member of the household with the most assistance received within the last 3 years: _____

Based on the total number of months of previous rental assistance provided, is the household eligible for rental assistance?

YES NO NOT SURE

Based on the total number of months of previous utility assistance provided, is the household eligible for utility assistance?

YES NO NOT SURE

Eligibility Disposition

ELIGIBLE: Meets all eligibility requirements above

CONTINUE TO Enrollment

NOT ELIGIBLE: Does not meet one or more eligibility requirements

STOP (Community resources and referrals provided)

Section 3

STAFF DISPOSITION: Based on the initial evaluation determine each individual's or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing:



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STAFF CERTIFICATION:

By signing below, I certify the following: (1) to the best of my knowledge and ability, all of the information used in making this eligibility determination is true and complete. (2) I am not related to the program participant through family, business or other personal ties. (3) To the best of my knowledge, neither I nor anyone related to me has received or will receive any financial benefit for this eligibility determination. (4) I understand that fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws. (5) I understand that if any of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

Staff Name Conducting Initial Evaluation _____

Staff Signature _____ Date _____



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Programs: Rapid Re-Housing

Purpose: Per the Sonoma County Community Development Commission (SCCDC) Program Standards and Emergency Solutions Grants (ESG), Agencies will conduct an initial evaluation to determine each individual's or family's eligibility for ESG assistance. The initial evaluations should include verification and documentation of eligibility and the amount and types of assistance the individual or family needs to regain stability in permanent housing. The **ESG Rapid Re-Housing (RRH) Initial Evaluation** is designed to help staff assess, document, and determine whether a household applying for ESG Rapid Re-Housing assistance is eligible for assistance.

Policy: Agencies will complete an initial evaluation to determine each individual's or family's eligibility for ESG assistance. The initial evaluation must be completed by ESG staff for each applicant household, using information obtained from the head of household. Questions included on the form are intended to be a starting point for a conversation between program staff and the applicant household regarding program eligibility, available resources and targeting criteria for rapid re-housing assistance. Agencies must obtain proof of eligibility and maintain documents in the program participant files. Agencies may use their own initial evaluation forms but must ensure it includes all requirements per 24 CFR 576.401.

ESG RAPID RE-HOUSING ELIGIBILITY

To be eligible for ESG Rapid Re-Housing assistance, a household must be screened for and meet each of the eligibility conditions described below.

Section 1 Living Situation: For eligibility of literally homelessness, program participants must meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Paragraph 1 of 24 CFR 576.2:

An individual or family:

- (A) With a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (B) 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); or
- (C) 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.



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Paragraph 4 of 24 CFR 576.2:

Any individual or family who:

- (A) Is fleeing, or is attempting to flee; domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
- (B) Has no other residence; **and**
- (C) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing

If an applicant is seeking assistance under Paragraph 4 of 24 CFR 576.2 they must meet additional criteria in addition to living in a place as described in Paragraph 1 of 24 CFR 576.2. To determine eligibility for applicants under Paragraph 4, ESG staff must complete the RRH Initial Evaluation form, obtain proof of eligibility of living situation and the applicant has no other residence, resources or support networks that can assist them to obtain permanent housing.

ESG staff can show eligibility by documenting whether the household has other resources, friends, family or close support networks that could assist them in obtaining permanent housing. ESG staff should engage in a conversation with the household regarding potential support and use this information to determine whether the household has other housing options and resources available to them. ESG Staff should be particularly mindful of any inappropriate, unsafe, or otherwise unhealthy relationships the household is reluctant or refuses to pursue and not assume such options are viable to prevent the household's homelessness.

Section 2: Previous Assistance: This section explores whether participants in the household have received assistance within the last 3 years. Participants may receive up to 24 months of rental and utility assistance within a 3 year period. ESG staff should ask the applicant if they or anyone in their household has received assistance in the past. ESG staff must run the 'Client Rental Assistance History' and 'Client History (RRH)' reports in HMIS to verify if participant or any members of the household have received assistance in the past and if so how many months of assistance within the last 3 years. If assistance was received in the past, this section will help ESG staff identify how many months of assistance the household is eligible for and additional resources the household may need to regain stabilization. ESG staff should explore referrals and resources that were helpful to the household in the past and additional resources needed.

Understanding ESG RRH Eligibility Disposition:

Households who do not meet eligibility requirements should be identified as "**NOT ELIGIBLE**" on the form and offered information and referrals, including a "warm hand off" referral to other resources as needed and desired.

A household that meets all of the ESG eligibility conditions listed should be identified as "**ELIGIBLE**" on the form. Households that meet eligibility requirements may receive ESG Rapid



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Re-Housing services. These households should be enrolled in the ESG program and tracked within HMIS. The SCCDC expects agencies to use a progressive approach to the delivery of services. This means that even if a household meets eligibility requirements of a given ESG program, *financial assistance should not automatically be offered*. Subrecipients should aim to provide the least intensive and costly intervention possible and only use more intensive services or the provision of financial assistance when necessary to prevent a household from returning to homelessness once permanent housing has been obtained.

Section 3 Determining amount of assistance:

This section is for ESG staff to document each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing as required under 24 CFR 576.401(a).

Staff Certification

Staff member will sign and date to certify the information they have entered is true and correct.