

Miami-Dade Homeless Continuum of Care
Rapid Re-Housing Standards of Care and Policies
Revised as of 6/12/23

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I. PURPOSE OF CoC RAPID RE-HOUSING PROGRAMS

The Miami-Dade County Homeless Continuum of Care Rapid Re-Housing (RRH) Programs provide financial assistance and services to help individuals and families who are experiencing homelessness to be quickly re-housed and stabilized. Based on a determination of need, such assistance may be in the form of move-in expenses, limited rental assistance, housing search and placement assistance, and housing stability case management.

Such programs are operated by local community-based agencies and supported by multiple funding sources. Access to Miami-Dade County's CoC Rapid Re-Housing (RRH) Programs is coordinated through the Miami-Dade County Homeless Trust's Coordinated Entry System (CES) as described below.

The Standards of Care for the provision of RRH Programs funded by and/or through the Miami-Dade County Homeless Trust (Homeless Trust), Miami-Dade Public Housing and Community Development (PHCD) the City of Miami and the City of Hialeah are set forth below with the exception of SHIP and joint component projects.

II. RAPID RE-HOUSING SCREENING, REFERRAL, HMIS PARTICIPATION AND CONFIDENTIALITY PROVISIONS

Per HUD regulations (§ 578.23(c)(9) for CoC and § 576.400(d) for ESG) all CoC and ESG programs (except victim services providers) are required to use the Homeless Management Information System (HMIS), participate in (accept referrals from) coordinated entry, which utilizes standardized assessment, prioritization, and referral processes for all people experiencing or at risk of homelessness within the CoC's geographic boundaries.

A. Assessment

Homeless families and individuals seeking assistance will be assessed at Coordinated Entry access points using universal assessment tools such as the HUD Universal Data Elements (UDEs) captured

at program entry; VI-SPDAT, F-VI-SPDAT and TAY-VI-SPDAT vulnerability assessments; and through customized CES assessments compiled by CoC access points. Information from the client assessment will be used to prioritize households for available resources according to the prioritization standards outlined in Section B, below.

B. Prioritization Standards

The RRH prioritization standards are being revised to address gaps in the CES and due to the diminished availability of funding as ESG-CV and ERAP dollars are winding down. The CES utilizes a combination of data elements collected in HMIS, and case staffing to prioritize persons experiencing homelessness for CoC assistance. Prioritization factors for Rapid Re-Housing, **as outlined in the CoC's approved Coordinated Entry Policies and Procedures** document, are as follows:

1. People whose Rapid Re-Housing Assessment of Need suggest referral to RRH.
2. Bridge Housing for people waiting on other PH options which includes:

People experiencing chronic homelessness **AND** VI-SPDAT score greater than 8 OR F-VI-SPDAT score greater than 7 for families, with a preference for people experiencing unsheltered homelessness

3. Special needs populations such as:

People fleeing DV, human or sex trafficking
Youth/young adults age 18-24

To assist the CoC with appropriate referral matching, the ranking will also filter for data elements such as disability, household type, chronic homelessness, veteran status and geographic area at system entry.

C. Documentation Standards

RRH providers (except for Victim Service Providers) must use and maintain universal tools provided in HMIS. HMIS Universal Data Elements are reviewed at intake or project entry, no less than annually, and at program exit. Sometimes the outreach and emergency housing system will upload required documents onto the document readiness section in the HMIS assessment titled *coordinated entry and local questions*. If the RRH provider obtains required documents after accepting the client, they must upload documents onto *coordinated entry and local questions* assessment, document readiness section, in HMIS. The documents that need to be stored in the HMIS tool for RRH applicants include:

(1) Identification for all household members including children and (2) Proof of Income when collected, not required at intake. The RRH program, per the Trust's [required documentation checklist for permanent housing](#) does not require disability verification or proof of lawful presence; and the proof of income is not required at intake for RRH programs.

RRH providers must maintain the forms outlined below, in the participant's file. The Homeless Trust has posted these required forms on its webpage: <https://www.homelesstrust.org/homeless-trust/providers/home.page>.

1. **RRH Assessment of Need (Trust Form)**
2. Homeless Trust RRH Referral in HMIS
3. At intake: [RRH Application \(Trust Form\)](#)

4. [Rent Reasonableness Checklist](#) (Trust Form)
5. [Habitability Standards Checklist](#) (Trust Form)
6. [HQS](#) or [HQS long form](#) (Trust Form)
7. Lease between Landlord and Participant
8. [Landlord Participation Agreement](#) (Trust Form)
9. [Landlord-Tenant-Case Manager Communication Agreement](#) (Trust Form)
10. Housing Stability Plan (Trust Form)
11. **Rental Assistance Subsidy Calculation Plan (Trust Form)**

During financial reevaluation of need (at least annually):

12. [Financial Assessment of Need](#) with income documentation (Trust Form). The Financial Assessment of Need is not required at intake.

D. HMIS Participation and Confidentiality

All providers of RRH assistance, including non-CoC and ESG funded providers supported by and through the Trust, must participate in the Miami-Dade County Homeless Trust HMIS under an HMIS Participation Agreement and subject to the HMIS Standards, Policies and Procedures, to include confidentiality policies.

III. REFERRAL, DOCUMENTATION AND ASSESSMENT REQUIREMENTS

A. Referral Process

Referrals to the CoC RRH Program, including ESG and other RRH sources funded by and through the Trust, are made through the CoC CES and Homeless Trust Housing Coordinator. In the event that an applicant resides in a CoC emergency or transitional program or is receiving services from a street outreach team, the respective program assists the applicant in completing and submitting the required documents for permanent housing. Otherwise, the CoC RRH Program will assist the applicant in collecting required documentation.

B. Assessment for Level of RRH Assistance

1. Assessment of Housing Needs at Intake:

Upon application, all households will be provided sufficient rental assistance to ensure rent is paid until assessment of housing assistance needed is completed. RRH programs must assess the household's housing self-sufficiency and work with the household to develop a housing self-sufficiency plan using the CoC RRH Housing Self-Sufficiency Assessment and Plan tool (such assessment is distinct from Financial Assessment of Need to be conducted annually) and develop a written Housing Stability Plan with the participant that outlines the provision of future rent and support services.

2. Regular Review of Housing Stability Plan:

The CoC must review of the participant's Housing Stability Plan with the participant at least quarterly to evaluate the participant's progress toward achieving housing sustainability without RRH rent assistance and amend plan goals, action steps and resource linkage if warranted. Review of the housing stability plan should include a determination of the degree of continued assistance required to avoid providing more resources than necessary to each household assisted.

3. Financial Re-Evaluation of Need At Least Annually:

All RRH programs must assess participant income and conduct a re-evaluation of need for assistance at least annually (Financial Assessment). Programs such as ESG which limit eligibility for continued assistance on the basis of household income may not provide financial assistance to households who exceed the regulatory income-based eligibility requirements after a Financial Assessment has been conducted.

4. Case Management and Housing Navigation:

Programs are required to provide an adequate level of mobile case management and housing navigation services to ensure participants find housing quickly and are connected to resources that promote housing stability.

5. Monitoring Need for PSH or Other Long-Term PH Support

RRH participants expected to need long-term rental assistance and services in order to maintain housing stability based on initial and ongoing assessments should be monitored by the CoC RRH provider - and bridged to PSH or other long-term housing and supports as appropriate and available. Providers may complete an Move Up Assessment in HMIS after the tenant has completed six months of RRH in order to bridge the client to other permanent housing options.

IV. TERMS OF RAPID RE-HOUSING ASSISTANCE

The following chart describes the Miami-Dade County CoC’s general local standards for assistance for CoC, ESG, and ESG funded through the CARES Act (ESG-CV) RRH programs. Please note that some funding sources have additional limitations, requirements, expenditure deadlines, and other rules. Providers are responsible for ensuring that they administer RRH assistance in accordance with the regulations outlined by the funder.

For more ESG-CV information, see ESG CV Notice 22-06 and 21-08:

- <https://www.hud.gov/sites/dfiles/OCHCO/documents/2022-06cpdn.pdf>
- <https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-08cpdn.pdf>
- <https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-ESG-CV-Notices-CPD-22-06-and-CPD-21-08-Summary.pdf>

A. Standards for Assistance

Rapid Re-Housing Programs	
Hotel/Motel	In general ESG RRH funds cannot be used to pay for hotel/motel. When unsheltered households are referred to ESG RRH or participating in RRH, the ESG RRH provider may only use ESG-CV funds and annual ESG funds from FY 2020 and prior to prevent, prepare for and respond to coronavirus to pay for hotel/motel, if necessary to prevent or respond to COVID-19 in accordance with waivers and alternative requirements outlined in CPD 22-06 and CPD-21-08.
Income Limit	There is no income limit at time of initial eligibility and provision of rental assistance.

<p>Assessing Need</p>	<p>The goal of RRH is to provide the lowest effective level of assistance (lightest touch) for the shortest duration necessary with the expectation that the participant takes over full responsibility for gross rent when the rental subsidy ends. Length of participation may vary based on the level of need or barriers of each participant.</p> <p>Upon referral for RRH: Applicants' housing needs will be assessed to determine the length of rental assistance and level of housing stabilization and relocation services (see RRH Vulnerability Assessment form). Until such housing need is assessed, the participant must receive sufficient rent assistance to ensure that their rent is paid.</p> <p><u>CoC RRH</u>: a Financial Assessment of Need using the CoC's tool must take place annually. There is no income limit to receive RRH assistance.</p> <p><u>ESG RRH</u>: the Financial Assessment of Need must be conducted after the first twelve months of assistance. At ESG financial assessment, the household's income cannot exceed 30% of Area Median Income.</p> <p><u>ESG-CV</u>: the Financial Assessment of Need must be conducted at least every six months. At ESG-CV financial assessment, the household's income cannot exceed HUD's Very Low Income limit.</p> <p>Applicants determined to have greater need for ongoing rental assistance and services, will be monitored by the provider and CoC and referred to PSH or other long-term supports as appropriate and available.</p>
<p>Form of assistance available and maximum period of assistance.</p>	<ul style="list-style-type: none"> • <i>Housing Stabilization and Relocation Services:</i> <ul style="list-style-type: none"> • Case Management and Housing Search • Application Fees • Security Deposits • Moving Costs • Utility Deposits • Utility Assistance (ESG only) • <i>Rapid Re-Housing Rental Assistance:</i> <p>RRH assistance cannot exceed 12 months without a RRH Financial Assessment of Need performed at that time. CoC and ESG-funded rental assistance can be extended as necessary beyond the initial period of assistance, but no longer than 24 months within three years.</p> <p>COVID ESG-CV Notice 21-08 and 22-06 waives the 24 month maximum amount of ESG assistance within 3 years as it applies to ESG-CV.</p>

<p>The percentage of rent and utilities each program participant must pay toward rent.</p>	<p>The <u>objective</u> is to ensure that the household is prepared to assume responsibility for the full of amount of rent* after RRH assistance ends. RRH Programs should use a progressive approach to reduce the Program's share of the rent over time, taking into consideration the household's circumstances.</p> <p>*Rent means the rent under the lease and utilities based on PHCD's Utility Allowance Schedule. See Section Vi.C. below.</p> <p>Example</p> <p><i>Months 1 & 2:</i> Client pays 0%; Program pays 100% of the rent* <i>Month 3:</i> Client pays of the rent 25%; Program pays 75% <i>Month 4 & 5:</i> Client pays 50% of the rent; Program pays 50% <i>Month 6:</i> Client pays 75% of the rent; Program pays 25%</p> <p>After two month's of assistance, the RRH Program must review the household progress towards self-sustainability and circumstances that may be adversely impacting the household's plan for self-sustainability. Thereafter, RRH Programs must conduct such review monthly.</p> <p>As necessary, RRH providers can adjust a household's share of the rent or maintain the program's share of the rent at the same level for a greater period of time if needed to support the household's housing stability and the household's goal of being self-sustainable when RRH assistance ends.</p> <p>Bridge Housing for Extremely Low Income</p> <p>In the case of tenants who are expected to have need for a bridge to PSH (must meet the Chronic Homeless definition) or other housing options, because their household income is below or less than 120% of the contracted rent**, providers may consider a consistent subsidy with a tenant portion calculated based on income.</p> <p>If the rental agreement is \$1,200, the household income must be at or below 120% or \$1,440 to be considered for bridge housing.</p> <p><u>Example</u></p> <p><i>Months 1 & 2:</i> Client pays 0%; Program pays 100%* <i>Month 3-24:</i> Client pays 30% of their income towards rent; Program pays the difference of the rent</p>
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B. Standards for Re-Evaluation of Assistance

CoC and ESG-funded RRH program will not offer rent assistance beyond twenty-four months.* However, in accordance with HUD regulations, CoC RRH providers must conduct a Financial Assessment of Need, at least annually, of program participants receiving RRH assistance. To continue to receive CoC RRH assistance, a program participant's re-evaluation must demonstrate eligibility based on:

- 1. Lack of resources and support networks:** The program participant's household must continue to lack sufficient resources and support networks to retain housing without CoC program assistance.
- 2. Need:** The CoC Program recipient or sub-recipient must determine the amount and type of assistance that the individual or family will need to (re)gain stability in permanent housing.

RAPID RE-HOUSING (RRH) HOUSING PLANNING, CASE MANAGEMENT AND SERVICES

A. Housing Plan and Case Management Requirements

1. The objective of the RRH Program is to ensure that assisted households can maintain long-term housing stability at the end of financial assistance and housing stability services, or to stabilize households experiencing homelessness and offer appropriate support until they can bridge to PSH or other long-term supports.
2. Upon admission to the RRH Program, the RRH Program must do an assessment of the household's housing self-sufficiency strengths and vulnerabilities to assist in facilitating the household's housing search. The program and client may develop ***Housing Self-Sufficiency Plan and Budget*** at the same time, **but no later than 21** days of the RRH referral.
3. The Plan must outline the household's goals and objectives, responsible parties and target dates. The Plan must be reviewed during monthly case meetings
 - a. Housing stability planning must be conducted utilizing a client-centered approach.
 - b. The Housing Self-Sufficiency Plan must specify how the household will retain permanent housing and assume responsibility for the full rent amount after RRH assistance ends. The plan must take into account all relevant considerations, such as the household's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive, which may include bridge housing to PSH; the relative affordability of available housing in the area and supportive services necessary to overcome barriers to housing stability. The Plan must also assess the household's budgeting skills and measures to improve such skills as necessary.
4. The RRH provider must assist the household in identifying services that they need and/or would promote their housing stability as well as employment programs or benefits. The RRH provider must connect the household to such supportive services and benefits. (e.g. medical care, mental health services, substance use treatment, counseling, support for Activities of Daily Living (ADLs), and any other services essential for achieving independent living; as well as employment programs, government and private benefits and financial assistance including, but not limited to Medicaid; SNAP; WIC; unemployment; SSDI/SSI, Food Stamps).
5. Assign Housing Navigators to assist households in locating rental properties that meet FMR and rent reasonableness standards (as described in Article VI) and within the household's current or projected budget. Households will be placed ideally within **45** calendar days of referral.
 - a. **Household Rent Burden After RRH Assistance Ends**

It is critical that the case manager and the client review the household's current and projected income to determine a rent limit that the household can reasonably afford once RRH assistance ends. A rent at FMR (in the case of ESG) or the PHCD Payment Standard (in the case of CoC) may not be affordable to the household on its own and would result in the household being subject to a lease for a unit beyond their means and placing the household at risk of eviction and a return to homelessness.
 - b. Selection of a housing unit is based on participant's choice; however, the participant must

select and move into an HQS-approved unit within 45 calendar days of the date of Program's written approval of assistance. Failure to do so may result in the withdrawal of the opportunity for assistance.

6. At least once a month, case managers must meet with client, either in the office, at the household's home or by telephone. The RRH provider must document these monthly follow-up meetings with clients, which must include review of the household's Housing Sustainability Plan. No less than four of the monthly case management meetings must be face-to-face home visits, however, such visits may be made more frequently as needed, by tenant request or permission to assist the household in making progress toward housing stability.

B. Time Limitations on Rent Assistance and Support Services

1. CoC & ESG-Funded RRH Rental Assistance

CoC and ESG RRH rental assistance cannot exceed 24 months during a three-year period.

Under HUD CPD Notices 21-08 and 22-06 for use of ESG CV funds, there is no time limit on ESG CV rental assistance.¹ ESG regulation limiting ESG rental assistance to a total number of 24 months in a 3-year period is waived and earlier limitation to 12 months

Re-evaluation of need must take place as follows:

- CoC RRH rental assistance cannot be provided beyond 12 months without a re-evaluation of need utilizing the Financial Assessment of Need.
- ESG rental assistance cannot be provided beyond 3 months without a re-evaluation of need utilizing the Financial Assessment of Need.
- ESG-CV RRH cannot be provided beyond 6 months without re-evaluation of need.

2. ESG-Funded RRH Services

ESG RRH-funded case management and supportive services may be provided up to 6 months after RRH rental assistance is discontinued.

ESG CV-funded case management and supportive services are not subject to a time limitation. HUD CPD 22-06 waives the 24-month limit on housing stability case management (during any three-year period) to allow program participants to maintain their housing, avoid congregate settings and decrease the risk of contracting COVID- 19.

C. Staff Competency

CoC RRH staff must have proper training as well as supervision necessary and appropriate to the job function(s) with which the staff members are entrusted.

D. Non-Discrimination in Provision of Services

There shall be no discrimination on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, familial status, actual or perceived marital status, gender identity or gender expression, real or perceived sexual orientation, veteran status, source of income or actual or perceived status as a victim of domestic violence, dating violence, sexual assault or stalking against the applicant or participant and in the provision of services to participants by participating

¹ See HUD CPD Notice 21-08 and 22-06, lifting the 12-month rental assistance limitation and waiving the ESG regulation limiting ESG rental assistance to a total of 24 months within a 3 year period.

CoC agencies. No religious practice or affiliation requirement shall be imposed upon participants. Providers shall demonstrate sensitivity to participants' primary language and cultural background.

E. Timeline from Referral to Placement

Steps and Timeline for Referral to RRH	
HT initiates referral and issues referral to provider	1 working day
Provider screens for eligibility and advises HT of referral disposition. Accepted client entered into HMIS. Denied clients also entered into HMIS as detailed in Rejection of Referrals Policy.	7 working days
Housing Navigator assists client in identifying housing	Up to 20-30 working days
Rent Reasonableness Analysis conducted	2 working days
Housing Quality Standards (HQS) or ESG Minimum Habitability Standards inspection is performed	2 working days
Provider secures lease, rental assistance agreement <u>AND</u> CoC Landlord, Tenant and Case Manager Communication Agreement	1 working day
Total # of Working Days	33-43

VI.**RRH PROGRAM RENT REQUIREMENTS****A. Overview of Rent under HUD Rules****1. Rent Cap and Reasonableness**

If the “Gross” rent for the unit exceeds the rent cap (described below) for the funding source **or** the gross rent is not reasonable, the RRH provider is prohibited from using RRH funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

2. Rent Limits**a. Rent Cap**

ESG-funded Rent cannot exceed Fair Market Rent established by HUD annually for Miami-Dade County.

CoC-funded RRH cannot exceed PHCD’s Payment Standard applicable to unit size. If PHCD’s Payment Standard is less than FMR, CoC-funded RRH are allowed to use FMR.²

b. HUD-Defined “Gross” Rent

HUD sets FMRs based on the cost of rent and utilities in Miami-Dade County. When determining whether a rent meets the rent cap and is reasonable, the RRH provider must determine the “Gross” rent.

For utilities that are outside of the asking rent and therefore the household’s responsibility, RRH Programs must use PHCD’s Utility Allowance Schedule for the size of the unit, type of property and geographic location to determine if the combined rent and utilities for which the household is responsible (“Gross Rent”) does not exceed the rent cap.

ESG RRH Example:

	Meets FMR	Exceed FMR
Gross Rent cannot exceed the FMR for one-bedroom unit.	\$1,546	\$1,546
Lease Rent for One Bedroom Unit:	\$1,400	1,500
Utility Allowance for utilities not included in rent:	\$100	\$100
Utility Allowance for utilities not included in rent:	\$1,500	\$1,600

Households responsible for all or some utilities can be assisted with utilities as described in Section C. below.

3. Rent Reasonableness

Regardless of RRH funding source, the gross rent must be reasonable compared to rent charged for comparable units in the same market area. Comparison of the proposed rent must

² ESG regulations cap rents at FMR. CoC regulations do not cap rent, but do require that rents be reasonable. These Standards set a policy that CoC-funded RRH rents will be subject to the Payment Standard for Miami-Dade County. If PHCD’s Payment Standard is less than FMR, CoC-funded RRH are allowed to use FMR.

be based on location, quality, size, unit type, age, amenities, housing services, maintenance and utilities that must be paid for by the tenant. The proposed rent must be compared to at least two comparable units, neither of which is owned by the same property owner as the unit for which assistance is requested. The owner may not charge more for the unit than is charged for comparable units on the property. Rent comparison must conform with HUD's Rent Comparison Worksheet. Providers are permitted to hire a third party to perform rent reasonable analyses.

4. Household Rent Burden After RRH Assistance Ends

It is critical that the case manager and the client review the household's current and projected income to determine a rent limit that the household can reasonably afford once RRH assistance ends. A rent at FMR (in the case of ESG) or the PHCD Payment Standard (in the case of CoC) may not be affordable to the household on its own and would result in the household being subject to a lease for a unit beyond their means and placing the household at risk of eviction and a return to homelessness.

B. CoC Utility Allowance and Reimbursement³

CoC-funded RRH provides utility assistance as a credit toward the household share of the rent, utilizing the PHCD Utility Allowance Schedule. In the case of very low income households, they may be entitled to a utility allowance reimbursement, paid directly to the household utilizing CoC rental assistance funds.

Example:

Monthly household income:	\$3,000
Lease Rent:	\$1,000
Utility Allowance for utilities not included in rent:	<u>\$ 100</u>

Month 1 & 2: Program is responsible for 100% of rent and utilities

Household Share of Rent under Lease (\$1,000)	\$0
Household Share of Rent minus Utility Allowance (\$100)	-\$100
RRH Program Share of Rent (paid directly to the Landlord)	\$1,000
Household Utility Credit (reimbursed directly to household)	\$100

Month 3: Household is responsible for 25% of rent and utilities

Household Share of Rent under Lease (\$1,000)	\$250
Household Share of Rent minus Utility Allowance (\$100)	\$150
RRH Program Share of Rent (paid directly to Landlord)	\$850
Household Utility Credit (reimbursed directly to household)	\$0

Month 6: Household is responsible for 75% of rent and utilities

Household Share of Rent under Lease (\$1,000)	\$750
Household Share of Rent minus Utility Allowance (\$100)	\$650
RRH Program Share of Rent (paid directly to the Landlord)	\$350
Household Utility Credit (reimbursed directly to household)	\$0

³ In the case of ESG, "Gross" rent is only used to determine if a ESG-funded unit is at or below FMR. The asking rent will be used to determine the program and household share of the rent as described in Section IV.A. above. If RRH assistance is being funded by ESG, the household can be assisted with utilities, which is an allowable activity under ESG.

VII.**RRH LEASE AND RENTAL AGREEMENT REQUIREMENTS****A. Required Property Owner Documents**

The CoC RRH provider must secure the following documents:

- Lease between property owner and participant; and
- A Rental Assistance Agreement; and
- Landlord, Tenant and Case Manager Communication Agreement.

B. Lease Between Property Owner and Participant

The participant must enter into a lease with the property owner. Although CoC RRH assistance is short to medium term rental assistance, the lease between the owner and participant must be for a term of not less than one year, terminable only for cause. ESG-funded RRH does not require a minimum lease term.

For instances where the provider enters into a master lease agreement, the provider must provide the master lease and sub-lease with the tenant as part of the initial reimbursement request.

C. Rental Assistance Agreement

Any unit that receives rental assistance payments through rapid re-housing must have a rental assistance agreement between the CoC RRH provider paying the rent assistance and the property owner (or management company authorized to enter into the agreement and take payments on behalf of the owner). The Agreement outlines the unit's rent under the lease, the program and participant's share of the rent for every month of RRH assistance and landlord obligations. The Agreement must be signed by the case manager, tenant and landlord. ***RRH providers must use the Trust's Rental Assistance Agreement form.*** The Rental Assistance Agreement may be amended in writing solely for the purpose of adjusting program and tenant portions of the rent.

D. Landlord, Tenant and Case Manager Communication Agreement

The landlord, participant and the housing specialist or case manager must sign a Landlord, Tenant and Case Manager Communication Agreement, which sets out basic communication expectations among the parties during tenancy. ***RRH providers must use the Trust's Communication Agreement.***

VIII.**RRH INSPECTIONS****A. Inspection Standards****1. CoC RRH**

CoC units must pass HUD Housing Quality Standards found at 24 CFR § 982.401 utilizing the most current HUD Checklist Form 52580.

HUD has provided additional guidance with regard to smoke detectors and compliance with the federal fire safety protocol. Units will meet this standard where both these conditions are met:

- Each unit must include at least one battery-operated or hard-wired smoke detector and carbon dioxide detector, in proper working condition, on each occupied level of the unit. Such detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, such detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person **AND**
- The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors and carbon dioxide detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.

Providers using HQS must use an addendum to document that a unit meets the smoke and carbon dioxide detection standards under the federal fire safety protocol.

2. ESG RRH

In order for a unit to be assisted with ESG funds, the unit must meet the Minimum Habitability Standards found at 24 CFR § 576.403. RRH providers must document compliance with these standards.

Minimum Habitability Standards applicable to the ESG Program differ from Housing Quality Standards (HQS) used for CoC and other HUD programs. ESG providers, especially in cases bridging to PSH, may choose to use HQS standards to ensure that the unit will pass Voucher and other PH inspection requirements.

In addition, the Minimum Habitability Standards do not cover lead-based paint requirements, ESG RRH providers must follow the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R, with respect to housing occupied by program participants.

IX.**ACCEPTANCE, DENIAL OR TERMINATION OF RRH ASSISTANCE****A. Acceptance of RRH Referral**

The CoC Housing Coordinator will send electronic referrals via HMIS and an accompanying email to all RRH providers.

- Providers must complete the referral disposition in HMIS after screening the client, ideally within 7 days from the referral receipt.
- If the client is accepted by the program, they must be enrolled within the provider's RRH program in HMIS at this time.
- HMIS must be updated with a move-in date once the client executes the lease and moves into the dwelling.
- Program exits from HMIS are completed for clients who fail to move-in or when rental assistance is no longer provided.

B. Denial of RRH Assistance

1. Per the Rejection of Referrals Policy detailed in the CoC's CE Policies and Procedures document, RRH providers can deny a referral if the household is *ineligible* for the program based on program eligibility requirements or they refuse assistance.
2. Denials should be infrequent and the reason for denial from HMIS participating programs must be documented in HMIS as detailed in the Rejection of Referrals policy.
3. RRH providers must provide written notice of denial to the applicant, using the Trust's Assistance Denial Letter.
4. Aggregate counts of service denials by providers, categorized by reason for denial, may be reviewed by the Homeless Trust as part of system analysis and monitoring.

C. Program Rules and Participant Notification

RRH providers must:

1. Offer and provide RRH assistance in accordance with Housing First principles, which promote low barrier intake processes.
2. Develop program rules governing (1) application eligibility and rejection and (2) tenant obligations and grounds for termination. The provider must submit the rules to the Homeless Trust for review.
3. Provide the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance.

B. Termination of RRH Assistance

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.

Note: Termination under this section does not bar further assistance at a later date to the same family or individual.

Attachment: Miami-Dade CoC Rapid Rehousing Self-Sufficiency Assessment