

## Welcome

The February 7, 2011 HPRP training will begin shortly.

This is a muted call.

Handouts available at

[http://www.cohhio.org/info\\_training\\_materials.php](http://www.cohhio.org/info_training_materials.php)

## Submitting Questions

- This is a muted call.
- Participants who would like to pose a question can do so through the “GoToWebinar” control panel.
- We may not have time to answer every question, if we are unable to respond to your question live, we will send a follow-up email after the webinar.

## HMIS

- While we appreciate questions concerning HPRP and HMIS, Andrew and I are not able to handle them in today’s training. BOSCO providers should contact Genelle Denzin for HMIS questions. Entitlement communities should contact your HMIS Administrator.

## Format

- Call will last approximately 2 hours.
- Presenters will walk through the materials and then answer questions.
- Evaluations to measure the effectiveness of this webinar will be emailed out following the call to participants.





## Utility Only Assistance

- Provide utilities only assistance sparingly
- Must confirm and document imminent homelessness without utility service
- Must document that no other utility assistance is available



## Out in the Field – Utility Only

- More utility only assistance than should be occurring
- Often does not look at the full requirements for utility only assistance to occur
- May result in reallocation of funds

## Habitability Inspections

**HPWP Housing Habitability Standards Inspection Checklist**

**About this Tool**

This checklist is for housing inspections under HPWP and the Housing Standards for the City of Los Angeles. This checklist is not intended to be used as a substitute for a professional inspection. It is intended to be used as a guide for inspectors and to provide a checklist for the City of Los Angeles.

The checklist is organized as follows: The Housing Standards (HPWP) are listed in the left column. The checklist items are listed in the right column. The checklist items are organized into sections based on the Housing Standards. The checklist items are organized into sections based on the Housing Standards.

**Inspection**

Inspection Item	Pass	Fail
1. Structure and exterior: The exterior of the structure must be in good repair and free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		
2. Roof: The housing must be free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		
3. Walls and floors: The interior walls and floors must be in good repair and free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		
4. Windows and doors: The windows and doors must be in good repair and free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		
5. Stairways: The stairways must be in good repair and free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		
6. Sanitary facilities: The sanitary facilities must be in good repair and free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		
7. Electrical system: The electrical system must be in good repair and free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		
8. Heating system: The heating system must be in good repair and free from any damage that affects the health and safety of the occupants and so as to protect the structure from further damage.		

## Lead Inspections

**HPWP Lead-Based Paint Document Checklist**

**About this Tool**

This checklist is for lead-based paint inspections under HPWP and the Housing Standards for the City of Los Angeles. This checklist is not intended to be used as a substitute for a professional inspection. It is intended to be used as a guide for inspectors and to provide a checklist for the City of Los Angeles.

The checklist is organized as follows: The Housing Standards (HPWP) are listed in the left column. The checklist items are listed in the right column. The checklist items are organized into sections based on the Housing Standards. The checklist items are organized into sections based on the Housing Standards.

Inspection Item	Pass	Fail
1. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		
2. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		
3. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		
4. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		
5. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		
6. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		
7. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		
8. Lead-based paint: The housing must be free from any lead-based paint that affects the health and safety of the occupants and so as to protect the structure from further damage.		

## HUD Visual Assessment Training

- Understand why identifying lead is important
- Identify deteriorated paint
- Understand how deteriorated paint must be treated
- <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

## Leases

**BASIC RENTAL AGREEMENT OR RESIDENTIAL LEASE**

The Rental Agreement or Residential Lease shall address the conditions, terms and conditions under which the parties herein agree to lease the premises to the tenant. The parties herein are: **LANDLORD** and **TENANT**.

**1. TERM:** RESIDENT agrees to pay to LANDLORD \$\_\_\_\_\_ per month on the day of each month. The agreement shall commence on \_\_\_\_\_ and terminate on \_\_\_\_\_.

**2. PAYMENTS:** Rent and/or other charges are to be paid at such place or method as may be specified in writing by LANDLORD. If the tenant fails to pay the rent on the day due, LANDLORD shall have the right to terminate this agreement and to re-let the premises at such price or method as may be determined by LANDLORD. If the tenant fails to pay the rent on the day due, LANDLORD shall have the right to terminate this agreement and to re-let the premises at such price or method as may be determined by LANDLORD.

**3. SECURITY DEPOSIT:** The total amount of security deposit shall be \$\_\_\_\_\_ and shall be paid to LANDLORD within \_\_\_\_\_ days after the execution of this agreement. The security deposit shall be held by LANDLORD and shall be used to pay for any damages to the premises caused by the tenant or the tenant's family, guests, invitees, or sub-tenants. The security deposit shall not be used to pay for normal wear and tear. If the security deposit is used to pay for damages, LANDLORD shall provide a written accounting of the amount of the security deposit used to pay for damages to the tenant. If the security deposit is not used to pay for damages, LANDLORD shall return the security deposit to the tenant within \_\_\_\_\_ days of the termination of this agreement. If the security deposit is not used to pay for damages, LANDLORD shall return the security deposit to the tenant within \_\_\_\_\_ days of the termination of this agreement.

**4. WAIVER:** A tenant who is a member of a labor union shall not be required to pay a security deposit.

**5. VULNERABLE RESIDENT:** If the tenant is a vulnerable resident, the tenant shall not be required to pay a security deposit.

**6. OCCUPANTS:** Occupants living with the tenant shall be subject to the same terms and conditions as the tenant. The tenant shall be responsible for the actions of the occupants.

## Out in the Field - Leases

- Leases have been absent in a few occasions.

## Rent Reasonableness DOES NOT Equal Fair Market Rate

Rent Reasonableness is required for Housing Assistance (HP) and Homeless Assistance (RH)

## Why do Rent Reasonableness Checks

- Meet regulatory requirement
- Ensure funding is not wasted
- Assist more households
- Decrease risk for program exploitation
- Assure that program rents do not adversely affect rental market

## Rent Reasonableness Comparisons

- Location
- Quality
- Size
- Age of unit
- Amenities
- Housing services
- Maintenance
- Utilities provided
- Housing type
  - Single family
  - Duplex
  - Garden
  - Low-rise
  - High-rise
  - Multi-family

## Rent Reasonableness

**RENT REASONABLENESS CHECKLIST AND CERTIFICATION**

Address	Proposed Unit	Unit 1	Unit 2	Unit 3
123 W. Main St. Apt. # 3 Ohio City, Ohio	123 W. Main St. Apt. A Ohio City, Ohio	123 W. Main St. Apt. 5 Ohio City, Ohio	123 W. Main St. Apt. 2 Ohio City, Ohio	123 W. Main St. Apt. 1 Ohio City, Ohio
# of Bedrooms	3	3	3	3
Square Ft.	950	875	950	950
Type of Unit Construction	Multi-family complex	Multi-family complex	Multi-family complex	Multi-family complex
Housing Condition	Average	Average	Above average	Average
Location/Accessibility	on transit line, near shopping, parking lot, laundry on site, washer/dryer and trash included	on transit line, near shopping, covered parking, laundry on site, water, sewer and trash included	on transit line, near shopping, covered parking, laundry on site, water, sewer/trash, parking included	on transit line, near shopping, covered parking, laundry on site, water, sewer/trash included
Amenities	parking lot, laundry on site, washer/dryer and trash included	covered parking, laundry on site, water, sewer and trash included	covered parking, laundry on site, water, sewer/trash, parking included	covered parking, laundry on site, water, sewer/trash included
Proposed Rent	\$420	\$430	\$555	\$450
Utility Allowance	\$123	\$123	\$5	\$100
Gross Rent	\$543	\$553	\$560	\$550
Handicap Accessible	No	No	No	No

**CERTIFICATION:**  
 A. Compliance with Payment Standard  
 $\$420$  (Proposed Contract Rent) +  $\$123$  (Utility Allowance) =  $\$543$  (Proposed Gross Rent)  
 Approved rent does not exceed applicable Payment Standard of  $\$555$

B. Rent Reasonableness  
 Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit  is  is not reasonable.

- Compare like units
- Same census tract
- **Do not** compare with subsidized units
  - Project-based Section 8
  - HOME
  - CDBG
  - USDA
  - Other subsidies

## Sample Rent Reasonableness

	Proposed Unit	Unit 1	Unit 2	Unit 3
Address	123 W. Main St. Apt. # 3 Ohio City, Ohio	123 W. Main St. Apt. A Ohio City, Ohio	123 W. Main St. Apt. 5 Ohio City, Ohio	123 W. Main St. Apt. 2 Ohio City, Ohio
# of Bedrooms	3	3	3	3
Square Ft.	950	875	950	950
Type of Unit Construction	Multi-family complex	Multi-family complex	Multi-family complex	Multi-family complex
Housing Condition	Average	Average	Above average	Average
Location/Accessibility	on transit line, near shopping, parking lot, laundry on site, washer/dryer and trash included	on transit line, near shopping, covered parking, laundry on site, water, sewer and trash included	on transit line, near shopping, covered parking, laundry on site, water, sewer/trash, parking included	on transit line, near shopping, covered parking, laundry on site, water, sewer/trash included
Amenities	parking lot, laundry on site, washer/dryer and trash included	covered parking, laundry on site, water, sewer and trash included	covered parking, laundry on site, water, sewer/trash, parking included	covered parking, laundry on site, water, sewer/trash included
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B. Rent Reasonableness  
 Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit  is  is not reasonable.

## Utility Allowance Forms

The image shows a utility allowance form with the following sections:

- Section 1: Single Family Dwelling/Complex** (with sub-sections for Public Housing, Section 8, and Other) and **Section 2: Multifamily Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 3: Apartment (1 or 2 units) with 2 or more units per building with 2 or more stories per building** (with sub-sections for Public Housing, Section 8, and Other).
- Section 4: Other Dwelling/Complex of more than one unit** (with sub-sections for Public Housing, Section 8, and Other).
- Section 5: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 6: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 7: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 8: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 9: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 10: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 11: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 12: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 13: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 14: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 15: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 16: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 17: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 18: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 19: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).
- Section 20: Other Dwelling** (with sub-sections for Public Housing, Section 8, and Other).

## Developing and Maintaining a Database of Unassisted Units

- Utilize existing databases - public housing authorities, local government surveys, etc.
- Compare vacant units, recently leased units, actual rents
- Check with management offices at complexes or realtors
- Review newspaper and internet listings
- Update at least every two years

## Reasonable Charges



- Storage units
- Moving costs
- Hotel/motel costs



All of these should also be compared prior to providing financial assistance.

## Out in the Field – Rent Reasonableness

- Several issues with rent reasonableness

## Just Enough

- Provide just enough:
  - Financial assistance
  - Supportive services



## Determine Minimum Assistance



- Review income
- Survey assets
- Analyze expenditures
- Assess ability to pay
- Determine minimum assistance
  - Amount
  - Length of time

## “But For”

“Would this individual or family be homeless BUT FOR this assistance?”

- No appropriate subsequent housing
- Lacks financial resources
- Lacks support networks

## Out in the Field – “But For”

- Persistent issue.
- Lack of documentation or consideration beyond income eligibility
- Barrier assessment is not “but for”

## HPRP Eligibility Determination and Documentation Guidance

- [http://www.hudhre.info/documents/HPRP\\_EligibilityAndDocumentationGuidance.pdf](http://www.hudhre.info/documents/HPRP_EligibilityAndDocumentationGuidance.pdf)

QuickTime™ and a decompressor are needed to see this picture.

## Who Should Be Served Housing Assistance - RRH

- Literally homeless
  - Shelters, streets, DV victim, TH graduates
- No other housing options
- No resources/support networks



## Who Should Be Served Homelessness Prevention- HP



- Risk for homeless
- No other housing options
- No resources/support networks

## **NO** Other Housing Options, Resources or Supports

- Assessment should have questions that determine if there are other options, resources, or supports
- Include signed certification by CM acknowledging assessment that household would be homeless but for this assistance

## Re-certifying HPRP

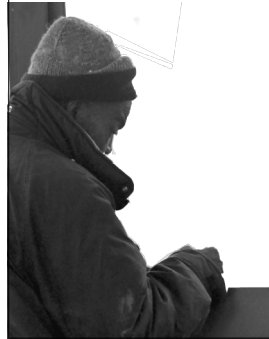
When should it be done?



- Must reassess for rental *or* supportive assistance every 3 months for up to 18 months
- Eighteen months needn't be consecutive
- Must still be homeless *but for* HPRP assistance; need to collect income info again during reassessment

## Re-certifying HPRP

Clients and their expectations



- Certain clients may need reassessed more than every 3 months
- Let client know from beginning that HPRP is temporary
- Four to 18 month assistance called "medium-term" by HUD

## Out in the Field – Re-Certifying HRPR

- Difficult to determine.
- Need to date and document more clearly

## Paper Trail

- Exploration of all housing options, resources & supports
- Alternative resources/referrals
- Defensible & reasonable decisions
- Standardized forms





## Initial Information Required

- Initial eligibility assessment
- Staff Certification of Eligibility
- Household member identification
- HPRP financial assistance not used for same cost type/same time period

## Initial Eligibility Requirements

- Initial Consult
  - Establish eligibility and appropriate assistance needed
- Income
  - Below 50% AMI
- Housing Status
  - Homeless or at risk of homelessness
  - No subsequent housing options
  - Lacks financial resources and support network needed to obtain or remain in housing

## Household Income

- Documentation of each identified source of current income
- Documentation of Income Calculation Worksheet

## Household Income

### Sources of Current Income

- Wages & Salary
- Self Employment & Business Income
- Interest & Dividend Income
- Pension/ Retirement Income
- Unemployment and Disability Income

## Household Income

### Sources of Current Income

- TANF/ Public Assistance
- Alimony, Child Support, & Foster Care Income
- Armed Forces Income
- No Income

## Household Income

### Documentation of Income Sources

- Written 3rd Party
- Oral 3rd Party
- Self- declaration
  - Written Explanation

## Household Income

### Income Calculation Worksheet

- Documentation showing income calculation
  - Estimated annual income based on current income
- Comparison to Area Median Income
  - Household must be at or below 50% of Area Median or lower if selected by the service area

## Housing Status

### *Homeless Situations*

- Documentation of current living situation
  - Written 3rd party documentation
  - Self- declaration
    - Written explanation

## Housing Status

### **Homeless Situations** (Rapid Re-Housing)



- Emergency Shelter
- Place not meant for human habitation
- Hospital or Other Institution

## Housing Status

### **Homeless Situations** (Rapid Re-Housing)

- Transitional Housing
  - Graduating from or timing out of
- Domestic Violence

## Housing Status

### ***Housed Situations***

- Copy of current lease or other written occupancy agreement
- Documentation indicating reason for potential housing loss

## Housing Status

### **Housed Situations** (Homeless Prevention)

#### ***Rented by Applicant***

- Documentation for potential housing loss due to:
  - Non-payment of rent/other violation
  - Utility non-payment
  - Foreclosure on rental property
  - Uninhabitable conditions

## Housing Status

### **Housed Situations** (Homeless Prevention)

#### ***Rented by Applicant***

- Recertification Only
- Documentation for potential housing loss due to presence of housing barriers
  - Insufficient income

## Housing Status

### **Housed Situations** (Homeless Prevention)

#### ***Owned by Applicant***

- Documentation of loss of housing and becoming homeless due to foreclosure
- Cannot pay mortgage to maintain housing
- Can assist with moving to new rental

## Housing Status

### **Housed Situations** (Homeless Prevention)

#### ***Hospital or Other Institution***

- Stay greater than 180 days
- Not in emergency shelter or place not meant for human habitation prior to admission

- Documentation for potential housing loss due to discharge

## Housing Status

### **Housed Situations** (Homeless Prevention)

#### ***Housing occupied without paying rent***

- Housing shared with friends or family
- Documentation for potential housing loss due to:
  - Eviction by host friend or family
  - Foreclosure
  - Uninhabitable conditions

## Housing Status

### Housed Situations (Homeless Prevention)

#### **Hotel/ Motel**

- Not paid for by Federal, State, Local, or Charitable Programs
- Documentation for potential housing loss due to non-payment of hotel/motel

## “But For”

### • **BUT FOR**

- Documentation of whether a household will become or remain homeless but for HPRP assistance
- Documentation of absence of **other housing options** sufficient to prevent or end homelessness
- Documentation of absence of **financial resources and support networks** sufficient to prevent or end homelessness

## HPRP Financial Assistance

### **Rental Assistance**

- Supporting documentation for expense
- AND**
- Rental Arrears
  - Current Ongoing Rental Assistance
  - Rental Application Fees
  - Other HPRP eligible fees

## HPRP Financial Assistance

### **Rental Assistance**

- Documentation of rental lease or occupancy agreement
- AND**
- Rental Arrears
  - Current Ongoing Rental Assistance
- Arrears assistance not greater than 6 months
- AND**
- Total assistance not greater than 18 months

## HPRP Financial Assistance

### ***Utility Payment***

- Supporting documentation for expenses

**AND**

- Utility arrears
- Current/ongoing utility assistance
- Other HPRP eligible fees

## HPRP Financial Assistance

### ***Utility Payment***

- If utility is not in participant's name, documentation indicating participant is responsible for utility

**AND**

- Documentation of arrears assistance not greater than 6 months

**AND**

- Documentation indicating total assistance not greater than 18 months

## HPRP Financial Assistance

### ***Security Deposit***

- Supporting documentation for expenses
- copy of lease
- copy of invoice stating deposit amount due

## HPRP Financial Assistance

### ***Utility Deposit***

- Supporting documentation for expenses
- Lease
- Utility company letter stating deposit amount due

**AND**

- If utility is not in participant's name, documentation indicating participant is responsible for utility

## HPRP Financial Assistance

### ***Moving Costs***

- Supporting documentation for expense  
**AND**
- Supporting documentation that vendor had best/most reasonable cost  
**AND (for storage costs)**
- Documentation indicating assistance not greater than three months or until participant is in housing, whichever occurs sooner

## HPRP Financial Assistance

### ***Motel/Hotel Voucher***

- Supporting documentation for expense  
**AND**
- Supporting documentation that vendor has best/most reasonable cost  
**AND**
- Documentation indicating no appropriate shelter bed available

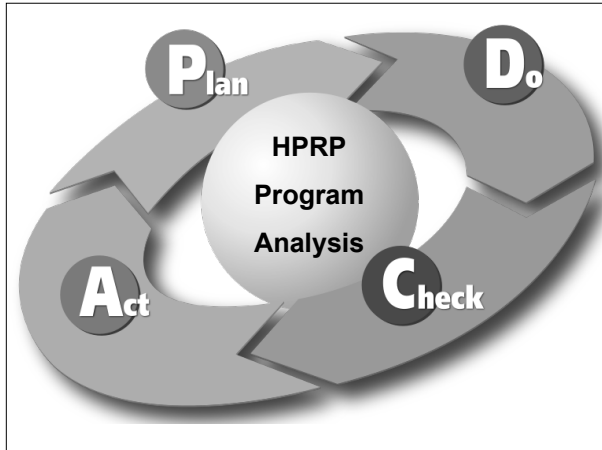
## HPRP Financial Assistance

### ***Motel/Hotel Voucher***

- AND**
- Documentation of subsequent housing identified but not available for move-in  
**AND**
- Documentation of assistance not greater than 30 days or until participant is in housing, whichever occurs sooner

## Housing Unit

- Rent Reasonableness
  - Documentation showing rent charged for unit is comparable with unassisted unit with similar amenities
- Habitability Standards Inspection
  - Documentation indicating unit meets HUD Habitability Standards for HPRP
- Lead-Based Paint Inspection
  - Documentation that unit passed lead-based paint inspection



## Recent FAQ Additions

- Whistleblower policy
- HPRP homeless status retention
- Deposits recouped after HPRP ends
- Electronic records

## Housing Ohio 2011

- Registration is now open for the Housing Ohio 2011 Conference, please go to: <https://www.eventville.com/catalog/eventregistration1.asp?eventid=1007703> to register.

For further questions, please contact Andrew Bailey at [Andrew.Bailey@development.ohio.gov](mailto:Andrew.Bailey@development.ohio.gov) or Jonda Clemings at [jondaclemings@cohhio.org](mailto:jondaclemings@cohhio.org)  
For BOSCOG HMIS questions, contact Genelle Denzin at [genelledenzin@cohhio.org](mailto:genelledenzin@cohhio.org)