

**Elim Transitional Housing, Inc.
3989 Central Ave. N.E. Suite 565
Minneapolis, MN. 55421
763-788-1546**

RAPID RE-HOUSING CONTRACT

Rapid Re-housing Staff are here to support your efforts in moving out of the shelter and back into housing.

**THIS WILL ACT AS YOUR HOUSING, FINANCIAL AND SERVICES
STABILIZATION PLAN**

Staff will provide the following:

1. Be respectful to you, be on time, and leave messages for you if it is necessary to make a change in your appointment.
 2. List of apartments (We do not have a stock of apartments waiting for you).
 3. Some transportation to look at apartments – tokens will be issued by your E.A. worker for search for apartment when staff are not available. 24-hour advance notice is required to request a ride.
 4. Pay up to two application fees (maximum \$40/app fee).
 5. Bridging referral for furniture (you may only use this service once in a lifetime).
 6. Moving assistance
- *The services that Elim Transitional Housing provides are different than St. Stephens' Rapid Exit Program.*
 - *Participants cannot change Rapid Re-housing workers or Rapid Re-housing Programs without the Executive Director's approval.*

Participants Responsibilities:

1. To contact Rapid Re-housing worker within 3 days of referral by Screener.
2. To be on time for all meetings.
3. To have your children on the bus to attend school or pre-school so you can look for an apartment.
4. To actively search for your own apartment.
5. To be honest and fully disclose any issues and complete required paperwork.
6. To appropriately and respectfully communicate to others (no swearing or profanity).
7. To obtain an assessment or other services if requested by Staff. If you choose to not do an assessment or access other services, it may limit the types of opportunities available to you.

Termination of Services:

1. Not contacting Rapid Re-Housing Staff within 3 days of referral.
2. Missing appointments, not returning phone calls.
3. Not following through on plan to obtain housing.
(One written warning will be given prior to termination of services)

GRIEVANCE PROCEDURE:

- A. Contact staff with concerns in writing. A response will be sent or given within five business days of the receipt of the grievance.

If you are not satisfied with the response, you may:

- B. Contact the Executive Director in writing, to discuss your concerns and further action. The response will be sent or given within five business days of the receipt of the grievance.

If you are not satisfied with the response, you may:

- B. Any participant believing he or she has been treated unfairly may request a review of the proceedings in writing with the Board of Directors. The response will be sent or given within 10 business days of the receipt of the grievance.

I understand and agree to my responsibilities in this contract.

Date

Participant's Signature

Date

Staff Signature