

RRH Monitoring & Evaluation

Virginia Department of Housing and Community Development

*Note: This tool was established using the Continuum of Care (CoC) regulations as established by the* [*Virginia Homeless and Special Needs Housing Funding Guidelines for 2018-2020*](https://www.alexandriava.gov/uploadedFiles/dchs/info/Homeless%20and%20Special%20Needs%20Housing%20Guidelines%202018-2020.pdf) *along with* [*CVCoC Policies and Procedures*](https://static1.squarespace.com/static/5980d3fce58c621b60cca61f/t/5b3b8e4c352f5375950bcb00/1530629710387/CVCoC%2BPolicies%2Band%2BProcedures%2Bupdate.pdf)*.*

**Agency:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Grant Amount:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contract Year Monitored:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Team Participating in Visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Monitoring Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Document Prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Collaborative Applicant Representative)*

**Document Reviewed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Monitoring and Evaluation Committee Chair)*

***Case Files Summary:***

***Based on this monitoring visit, the Monitoring and Evaluation Committee recommends this project be:***

\_\_\_\_\_\_\_ renewed \_\_\_\_\_\_\_ renewed, but reduced to: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ fully reallocated

Rapid Re-housing (RRH) Review

*Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the household.*

*Core components:*

1. *Housing identification*
2. *Rent and move-in assistance*
3. *Rapid re-housing case management and services*

Access to RRH

1. The Community Case Review (CCR) team will prioritize applicants as outlined in the CVCoC Policies and Procedures Section IV.E.2 under ‘Governance’ (p.14).

Eligibility Criteria

1. Participants must meet the HUD definition of literal homelessness (HUD Category 1). Thus, participants must be in an emergency shelter or residing in a place not meant for human habitation.
2. Participants must have a completed VI-SPDAT during their current episode of homelessness.

Minimum Standards

1. Maximum participation in a rapid rehousing program cannot exceed 24 months.
2. All participants must have a completed CoC HBA and CoC Housing Plan
3. Serviced may include landlord outreach, assessment of housing barriers, financial assistance, and case management.
4. Supportive services may be provided alone or with a combination of rental assistance and supportive services.
5. Support services must be occur at least monthly while financial assistance is being provided in accordance with HUD regulations 24 CFR Part 578
6. Supportive services may continue at the discretion of the program and client after financial assistance ceases but cannot continue past 6 months after rental assistance stops per HUD regulations 24 CFR 578.

Allowable Expenses

Eligible rapid re-housing costs include:

* Rental assistance
* Veterans rent assistance
* Rent arrears
* Veteran rent arrears
* Housing stabilization financial assistance
	+ Security and utility deposits
	+ Last month’s rent
	+ Utility payments
	+ Utility arrears
	+ Moving costs
	+ Application fees
* Veteran housing stabilization financial assistance
* Housing stabilization case management
	+ Conducting initial assessments
	+ Counseling
	+ Facilitating access to mainstream services
	+ Monitoring and evaluating program participant progress
	+ Coordination with and referrals to other providers
	+ Developing individualized housing and service plans
* Housing search and placement
* Housing stabilization services
* Service location costs

Guiding Questions

1. **Number of Participants** – Is the number of participants served during the grant period consistent with the number in the approved application*?*

*Review project application against aggregate number of persons served in grant period.*

 Yes No

1. **Goals and Accomplishments** – Are the program accomplishments for the grant year consistent with goals stated in the application?

*Review project application against outcomes.*

 Yes No

1. **CVCoC Access Points** - Are participants prioritized and referred to RRH through Community Case Review and the By Name List?

*Review referrals and intakes to ensure coordinated entry participation.*

 Yes No

1. **Additional Eligibility Requirements** – Does this project establish additional eligibility requirements beyond those specified through the CVCoC Policies and Procedures?

*Review Program Policies and Procedures.*

 Yes No

1. **Homeless Management Information System** – Does this project participate in a HMIS system and meeting the CVCoC’s HMIS Data Accuracy standard of 95% with an error rate of less than 5%?

*Review latest HMIS Data Quality Audit.*

 Yes No

1. **Allowable Costs and Source Documentation** – Does this project use funds for eligible activities and in accordance with the DHCD-approved program budget? See allowable expenses list above.

*Review the organization’s accounting records and source documentation.*

 Yes No

1. **Time Sheets** – Does this project have employee time sheets that reflect actual hours (not percentages) worked based on the cost allocation plan?

*Review time sheets of employees associated with this project.*

 Yes No

1. **Property Standards** – Did this project complete the Basic Habitability Checklist provided by DHCD for each location?

*Review the Basic Habitability Checklist.*

 Yes No

1. **Grantee Requirements** – Does the project adhere to the following requirements?

 Full participation in coordinated/centralized assessment system

 100 percent of program participants assessed with community-based common assessment tool

 Coordination with other homeless services and homeless prevention providers

 Use of HMIS that meets HUD HMIS data standards (domestic violence programs may use another data system, but must meet all HUD HMIS data standards and reporting requirements)

Documentation of program participant homeless status and services received

 Completion of a housing barrier assessment and subsequent individualized housing plan that includes how permanent housing will be maintained when assistance is terminated

 Adherence to a primary focus on quick placement into permanent housing

 Adherence to a secondary focus on housing stability

1. **Environmental Reviews** – Has the project complied with the environmental reviews requirements?

*Review Environmental Review Form or Exempt Form.*

 Yes No

1. **Housing First** – Does the project use a housing first approach focused on moving program participants into permanent housing as quickly as possible? *Grantees must use housing stabilization support services and mainstream resources as needed to ensure housing stability.*

*Review Program Policies and Procedures.*

 Yes No

1. **Prohibition Against Involuntary Family Separation** – Does the project accept and house family units as they present?

*Review Program Policies and Procedures.*

 Yes No

1. **Initial Screening** – Do all the project participants receive an initial screening through one of our CoC’s designated access points?

*Review project referrals.*

 Yes No

1. **Proof of Diversion** – Do all project participants receive a discussion of alternative resources available to the household, linkages to mainstream and natural supports, and light-touch assistance?

*Review intake forms.*

 Yes No

1. **Strength-Based Housing Barriers Assessment and Housing Plan** – Do all of the project participants receive a CVCoC Housing Barrier Assessment and CoC Housing Plan?

*Review Case Files.*

 Yes No

1. **Compliance with CVCoC Written Standards** – Does the program comply with the CoC’s general and project-specific written standards?

 Yes No

1. **CVCoC Expected Performance Outcomes** – Based on most recently submitted *Annual Performance Report*, does the project meet the following CVCoC expected performance measures?

 *CVCoC Policies and Procedures p.26-27*

Participants should move into permanent housing in an average of 30 days or less

80% of participants exit to permanent housing

85% of participants that exit a RRH program to permanent housing should not become homeless again within a year

80% of participants exit with non-cash mainstream resources

60% of participants exit with employment income

50% of participants exit with income from sources other than employment



RRH Client File Review #1

Virginia Department of Housing and Community Development

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HMIS ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Forms

 Homeless Certification Form

 CVCoC Intake Form

 CVCoC Program Referral

 CVCoC Release of Information

 Housing Plan

 Housing Barrier Assessment

 CVCoC Discharge Form (*if applicable*)

Evidence of Services

 Diversion (*on intake form*)

Coordination with mainstream resources (*case notes indicating referrals*)

Housing-focused case management (*monthly*)

 RRH participation is less than 24 months

 Supportive Service do not last longer than 6 months after financial assistance has stopped

Client Eligibility

Program Participant Eligibility Form

 Program Participation Agreement

Recertification (every 90 days of financial assistance)

Recertification documentation

Income below 30% AMI

Assets below $500

Show calculation for how income was computed

Unit Eligibility

Valid lease in tenant’s name

Lead-Based Paint Visual Assessment

Basic Habitability

Rent reasonableness

Fair Market Rent Standards

Utility Allowance

Rental Assistance Agreement (Landlord, Program Tenant MOU)



RRH Client File Review #2

Virginia Department of Housing and Community Development

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HMIS ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Forms

 Homeless Certification Form

 CVCoC Intake Form

 CVCoC Program Referral

 CVCoC Release of Information

 Housing Plan

 Housing Barrier Assessment

 CVCoC Discharge Form (*if applicable*)

Evidence of Services

 Diversion (*on intake form*)

Coordination with mainstream resources (*case notes indicating referrals*)

Housing-focused case management (*monthly*)

 RRH participation is less than 24 months

 Supportive Service do not last longer than 6 months after financial assistance has stopped

Client Eligibility

Program Participant Eligibility Form

 Program Participation Agreement

Recertification (every 90 days of financial assistance)

Recertification documentation

Income below 30% AMI

Assets below $500

Show calculation for how income was computed

Unit Eligibility

Valid lease in tenant’s name

Lead-Based Paint Visual Assessment

Basic Habitability

Rent reasonableness

Fair Market Rent Standards

Utility Allowance

Rental Assistance Agreement (Landlord, Program Tenant MOU)



RRH Client File Review #3

Virginia Department of Housing and Community Development

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HMIS ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Forms

 Homeless Certification Form

 CVCoC Intake Form

 CVCoC Program Referral

 CVCoC Release of Information

 Housing Plan

 Housing Barrier Assessment

 CVCoC Discharge Form (*if applicable*)

Evidence of Services

 Diversion (*on intake form*)

Coordination with mainstream resources (*case notes indicating referrals*)

Housing-focused case management (*monthly*)

 RRH participation is less than 24 months

 Supportive Service do not last longer than 6 months after financial assistance has stopped

Client Eligibility

Program Participant Eligibility Form

 Program Participation Agreement

Recertification (every 90 days of financial assistance)

Recertification documentation

Income below 30% AMI

Assets below $500

Show calculation for how income was computed

Unit Eligibility

Valid lease in tenant’s name

Lead-Based Paint Visual Assessment

Basic Habitability

Rent reasonableness

Fair Market Rent Standards

Utility Allowance

Rental Assistance Agreement (Landlord, Program Tenant MOU)



RRH Client File Review #4

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HMIS ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Forms

 Homeless Certification Form

 CVCoC Intake Form

 CVCoC Program Referral

 CVCoC Release of Information

 Housing Plan

 Housing Barrier Assessment

 CVCoC Discharge Form (*if applicable*)

Evidence of Services

 Diversion (*on intake form*)

Coordination with mainstream resources (*case notes indicating referrals*)

Housing-focused case management (*monthly*)

 RRH participation is less than 24 months

 Supportive Service do not last longer than 6 months after financial assistance has stopped

Client Eligibility

Program Participant Eligibility Form

 Program Participation Agreement

Recertification (every 90 days of financial assistance)

Recertification documentation

Income below 30% AMI

Assets below $500

Show calculation for how income was computed

Unit Eligibility

Valid lease in tenant’s name

Lead-Based Paint Visual Assessment

Basic Habitability

Rent reasonableness

Fair Market Rent Standards

Utility Allowance

Rental Assistance Agreement (Landlord, Program Tenant MOU)



RRH Client File Review #5

Virginia Department of Housing and Community Development

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HMIS ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Forms

 Homeless Certification Form

 CVCoC Intake Form

 CVCoC Program Referral

 CVCoC Release of Information

 Housing Plan

 Housing Barrier Assessment

 CVCoC Discharge Form (*if applicable*)

Evidence of Services

 Diversion (*on intake form*)

Coordination with mainstream resources (*case notes indicating referrals*)

Housing-focused case management (*monthly*)

 RRH participation is less than 24 months

 Supportive Service do not last longer than 6 months after financial assistance has stopped

Client Eligibility

Program Participant Eligibility Form

 Program Participation Agreement

Recertification (every 90 days of financial assistance)

Recertification documentation

Income below 30% AMI

Assets below $500

Show calculation for how income was computed

Unit Eligibility

Valid lease in tenant’s name

Lead-Based Paint Visual Assessment

Basic Habitability

Rent reasonableness

Fair Market Rent Standards

Utility Allowance

Rental Assistance Agreement (Landlord, Program Tenant MOU)