


<b>Category:</b>	Housing	<b>INCA Community Services ESG Program Standards</b> 
<b>Sub Category:</b>	Emergency Solutions Grant (ESG)	
<b>Effective Date:</b>	4/16	
<b>Revised Date:</b>	4/30/18, 5/19, 4/20	
<b>Forms:</b>		
<b>Responsible:</b>	Community Specialist, Operation Director	

## Distribution of Services

### Policy

Due to limited funds and time restraint of the one year ESG grant, INCA will offer short term assistance up to three consecutive (3) months for rapid rehousing and preventive services. Ninety days before the end of the grant year, INCA can not commit to a three month service program. INCA may provide participants up to 24 months of rental assistance during a three year period if available. Must be applied consistently.

INCA may provide housing relocation and Stabilization Services including Security Deposit, First/Last Month's Rent, Utility Deposits, Utility Payments, Moving Cost, and Transportation to qualified program participants.

### Rapid Rehousing

Rapid Re-housing (RRH) is available to help those who are homeless become quickly and permanently housed. RRH Projects provide housing relocation and stabilization services and short term rental assistance as needed to help a homeless individual or family move as quickly as possible to permanent housing and achieve stability in that housing

INCA's policy is ESG maximum participation in a rapid-re-housing program cannot exceed 24 months in a three year period and can only receive a lifetime maximum of 24 months.

### Amount

- **Month One:** INCA will pay:
  - 100% rental and utility costs;
  - Security deposit: equal to no more than two months rent;
  - Utility deposits: standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage)
- **Month Two:** If determined still eligible and in need INCA will pay 75% of rental assistance and the participant will pay 100% of the utilities and the remaining 25% of rental..
- **Month Three:** If determined still eligible and in need INCA will pay 50% of rental assistance, program participant will pay 100% of the utilities and the remaining 50% of rental.

- Program participants must pay their portion of the rent and bring a receipt to the case manager before INCA pays the eligible rental assistance indicated above.
- INCA will exit the participants and refer them to other resources within the community if there are still unmet needs.
- After 3 months INCA will refer them to other resources within the community if there are still unmet needs. Any exception to the amount must be approved by the Executive Director.

#### **Duration**

- INCA will initially assess the situation and determine what steps need to be taken to assist the individual or family.
- Due to limited funds INCA will only offer short term assistance (up to three months) Participants will be re-evaluated on a monthly basis to determine eligibility and types and amounts of future assistance needed.
- INCA's goal is to place participants into permanent housing as soon as possible.
- **Income households:**

If the participant has an income INCA

- Will seek permanent housing first;
- In the event that permanent housing is not available the participant will be placed into a hotel/motel until permanent housing is obtained.
  - Hotel/motel stay will be authorized on a day to day basis; not to exceed two weeks.
- Once permanent housing is obtained the INCA will pay 100% of the security deposit, rent and utility deposits.

- **No Income households:**

In the event that the participant has no income INCA

- Will place participants in a hotel/motel on a week to week basis; not to exceed two weeks;
- Daily contact with case manager and extensive case management will be conducted;
- The participant will actively seek employment. (No longer than two weeks)
- If the participant has not obtained employment by the end of week two INCA will offer transportation to the closest available shelter or bus ticket to family members located in other towns, cities, counties or states.
- Local Landlords will not allow INCA to place individuals or families with no income into permanent housing due to having to evict them once INCA stops paying the rent.

#### **Relocation**

##### **Amount:**

- Bus Ticket not to exceed \$350.00 per person.
- Mileage by contracted transportation not to exceed \$300.00.
- Hotel/Motel accommodations not to exceed \$1000.00 for two weeks.
- Any exceptions to the above amounts must be approved by the Executive Director.

##### **Duration:**

- INCA will initially assess the situation and determine what steps to be taken to assist the individual or family.
- In the event that the individual or family has no income – they will be offered transportation to the closest available shelter or bus ticket to family members located in other towns, cities, counties or states.
- Due to limited funds and unavailability of rental property to place individuals or families with no income INCA only offers short term assistance up to two weeks case management period before recommending shelters or other family members or termination of the services.

## Homeless Prevention

INCA's policy is ESG maximum participation in a Homeless Preventative program cannot exceed 24 months in a three year period and can only receive a lifetime maximum of 24 months.

### **Amount:**

- **Maintain Housing** - In order for participants to maintain permanent housing INCA will pay:
  - One month in rental arrears not to exceed \$700.00 per household.
  - Up to two months utility arrears, per service, not to exceed \$1,000 per household.
  - Pay utility deposits in order to keep participants in permanent housing.
  - Any exceptions must be approved by the Executive Director.
- **Obtain Housing** - In order to obtain permanent housing if the current house is not in living condition or client cannot afford:
  - **Month One:** INCA will pay 100% rental and utility costs plus security deposit and utility deposits or utility transfer fees.
  - **Month Two:** If determined still eligible and in need INCA will pay 75% of rental assistance and the participant will pay 100% of the utilities.
  - **Month Three:** If determined still eligible and in need INCA will pay 50% of rental assistance and the participant will pay 100% of the utilities.
  - INCA will exit the participants and refer them to other resources within the community if there are still unmet needs.

### **Duration:**

- INCA will initially assess the situation and determine what steps need to be taken to assist the individual or family.
- Due to limited funds INCA will only pay up to one (1) month in arrears (rent) and the current month (rent) due at that time plus one month's utility arrears.
- In the event that one month of arrears and the current month of rent is not enough funds to allow the individual or family to maintain their permanent housing INCA will assist them in obtaining a new permanent housing.
- The new permanent housing could qualify for short term rental assistance this is on a case per case basis if funding is available.
- In the event that the individual or family has no source of income INCA will offer transportation to the closest available shelter or bus ticket to family members located in other towns, cities, counties or states.

**Duration (Rental Assistance)**

Determination of how long a particular program participants will be provided with rental assistance and whether and how the amount of assistance will be adjusted over time, plus use with other subsidies, rental restrictions and household costs.

- Determination of how long a particular program participants will be provided with rental assistance is based on the individual and family's needs.
  - If the family has little to no income their needs for additional assistance would be higher than someone that has more income and pays their rent and utilities.
- **Use with other subsidies.**
  - Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources.
  - Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance (URA) during the time period covered by the URA payments.
- **Rent restrictions.**
  - Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.

**Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.