

SAMPLE Program Agreement for TANF RRH

Introduction

SUBRECIPIENT ORGANIZATION NAME 's Rapid Rehousing Program supports households experiencing homelessness quickly secure housing. With rapid rehousing, it is not required that households have income before beginning to rent an apartment. Rather, the emphasis is on quickly housing the household and providing rental and/or utility assistance as the household works toward self-sufficiency.

This Rapid Rehousing Program is funded through Indiana's TANF (Temporary Assistance for Needy Families) funding. TANF limits rapid rehousing to four months of assistance. TANF also requires that households meet the following prerequisites:

- are experiencing homelessness
- include parent(s), grandparent(s), or caregiver(s) to a child(ren) under the age of 18 (or under the age of 19 if still a full-time student); or include an expectant parent
- are U.S. citizens or individuals with legal U.S. residence
- reside in Indiana
- have an income equal to or less than 200% of the Federal Poverty Level (FPL).

Client's/Participant's Responsibilities

As a rapid rehousing client/participant, I have certain responsibilities toward the program and **SUBRECIPIENT ORGANIZATIONNAME**. I agree to those responsibilities by initialing next to the following statements:

- (initials) I confirm that I fully and accurately provided my personal and income information while **SUBRECIPIENT ORGANIZATION** established my household's eligibility for TANF assistance.
- (initials) I agree that I will take initiative in looking for an appropriate housing/apartment unit and that my case manager will assist me but not do the work for me.
- (initials) I agree to meet at least once a month with my case manager throughout the time **SUBRECIPIENT ORGANIZATION** provides me TANF assistance.
- (initials) I recognize and accept that **SUBRECIPIENT ORGANIZATION** reserves the right to terminate my participation in TANF assistance. Grounds for termination include but are not limited to a client's: deliberate inaccuracies, falsification, and/or omission during TANF eligibility determinations; repeated failure to meet at least monthly; etc...

Client's/Participant's Rights

By initialing below, I acknowledge that as a rapid rehousing client/participant, I benefit from the following rights:

----- I understand that under this TANF rapid rehousing program, I can benefit from up to
(initials) four months of assistance.

----- I understand my right to file grievances and appeals against SUBRECIPIENT
(initials) ORGANIZATION – the procedures for which are found in the “Grievance and Termination Policy” section of this document.

SUBRECIPIENT ORGANIZATION's Responsibilities

In administering this TANF rapid rehousing program, SUBRECIPIENT ORGANIZATION must fulfill certain responsibilities for clients/participants and for the program itself. Those responsibilities include but are not limited to:

- collecting and retaining copies of documentation to establish households' TANF eligibility
- guiding and supporting households' search for appropriate housing
- verifying that potential housing/apartment units:
 - meet the Fair Market Rent standard
 - meet the Rent Reasonable standard
 - pass a Housing Quality Standards inspection
 - are compliant with the Lead Disclosure Rule and Lead Safe Housing Rule
- overseeing the signing of necessary documents (lease, RAP Contract)
- providing clients/participants rental and/or utility assistance

Client Name:

Print Name Here

Signature

Date

Subrecipient Name:

Print Name Here

Signature

Date