

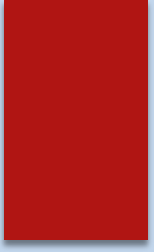


HOME FAMILY HOUSING VOUCHER PROGRAM



Housing Advocacy Programs

Kick Off Event ,01/11/2023



The HOME Family Housing Voucher Program is a statewide housing assistance program to provide **up to 18 months** rental assistance to Vermont families who are experiencing homelessness.

The HOME Family Housing Voucher Program aims to reduce the duration and incidence of homelessness among Vermont families with dependent children by supporting their housing or re-housing in permanent homes as quickly as possible and providing support to retain housing.

The program will operate **from Jan. 1 2023 – June 30, 2024**.
12 month voucher applications will be accepted **starting Feb. 1, 2023** and vouchers will have an option to **extend up to 18 months** rental assistance.

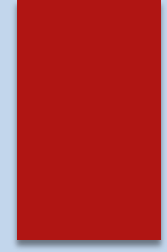
Voucher Allocation

Barre	10
Bennington	10
Brattleboro	10
Burlington	15
Hartford	5
Middlebury	5
Morrisville	5
Rutland	15
Springfield	5
St. Albans	10
St. Johnsbury & Newport	10

100 available vouchers are allocated per Agency of Human Services District based on a combination of GA and Transitional Housing enrollment by district. And then rounded up so that no district received less than 5!

St Johnsbury and Newport districts have been combined for more effective distribution.

Who is eligible for a HOME Family Housing Voucher?



CRITERIA FOR DEFINING HOMELESSNESS		
Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) Is living in supervised publicly or <u>privately operated</u> shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); OR (iii) Is exiting an institution where (s)he resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
Category 2	Imminent Risk of Homelessness	Not eligible
Category 3	Homeless under other Federal statutes	Not eligible
Category 4	Fleeing/ Attempting to Flee Domestic Violence	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; AND (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

To be eligible, the household must:

- ❑ Have dependent children (Under 18 includes foster care, conditional custody, pregnant and expecting; additional factors might be considered)
- ❑ Meet the criteria under paragraph (1) of the HUD Definition of Homelessness, or who meet the criteria under paragraph (4) and live in an emergency shelter or other place described in paragraph (1) of the definition
- ❑ Not be receiving rental assistance through any other subsidized housing program
- ❑ Have a net monthly income of more than 30% of total monthly income
- ❑ Participate in the Coordinated Entry Process and receiving housing

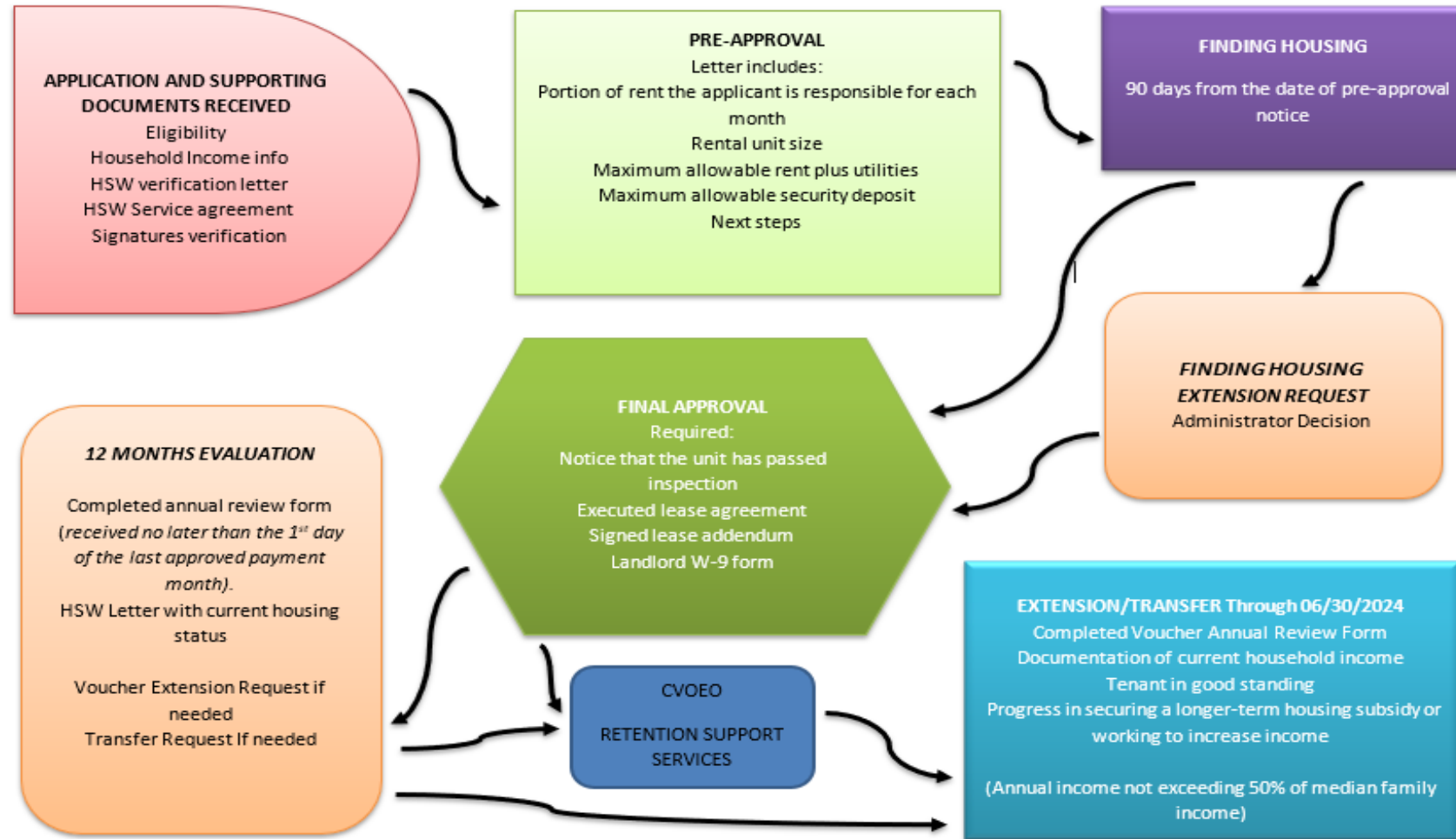
Housing Support Worker Responsibilities



- ❑ **Housing Navigation Services:** To provide logistical and housing support to households preparing to move into permanent housing.
- ❑ **Housing Retention Services:** To provide ongoing, individualized support and coordination for households once stabilized in permanent housing.
- ❑ **Agree to Meet** with the household at least monthly, and in person when possible, for the duration of their rental assistance.
- ❑ **Notify CVOEO** if/when services end and ensure the household has other adequate support.
- ❑ **Work with** the tenant on a Housing Plan.

Procedures

HOME Family Housing Voucher Program-Procedures



How to Submit an Application?

- ❑ Complete an application *after the household selection through the CE prioritization process* along with an assigned housing support worker (HSW).
- ❑ An application will only be considered complete if submitted with all required documentation:
 - ▶ Copy of IDs
 - ▶ Income information (SSI award letter, pay stubs, employment termination letter etc.)
 - ▶ HSW Housing Status Verification Letter
 - ▶ HSW Service Agreement
- ❑ Applicant(s) 18 years old or older and their housing support worker must sign the application.
- ❑ Mail the application to CVOEO, Po Box 1603 Burlington VT 05402 or email to home.fhvp@cvoeo.org

We will start
accepting
applications on
Wednesday
Feb. 1, 2023

Decisions

Pre-Approval

- ❑ Applicant meeting the eligibility criteria and referred through the Coordinated Entry process will be notified in writing about being tentatively approved for voucher.
- ❑ Applicant must locate a rental unit within 90 days from the date of the tentative approval notice.
- ❑ If an applicant is not able to locate housing within the time allowed, they may request a 30-day extension.
- ❑ The request for an extension to find housing must be submitted to the HOME Family Housing Voucher Program Administrator at least 3 days before the end of the 90 days period.

Final Approval

- ❑ Applicant must submit the following documentation to CVOEO **within 15 days** of finding housing:
 - ▶ Housing inspection Notice
 - ▶ Signed FMR & Rent Reasonableness form
 - ▶ Signed CVOEO Home Family Housing Voucher ROI
 - ▶ Executed lease agreement with completed HOME lease addendum.
- ❑ CVOEO may deny the application if the above documentation is not accurately completed and received within 15 days that a rental unit has been located.

How to Extend a Voucher?

To be considered for an extension:

- Annual Review form is to be completed 30 days or more prior to the expiration date listed on the Lease Addendum
- Tenant(s) must be:
 - In good standing in their current housing (no lease violations, back rent..)
 - Working to sustain long-term housing stability, and
 - Below 50% of Area Median Income

Process:

- Complete a Annual Review Form – Appendix O
- Attach a New Lease Addendum (and Lease if necessary) reflecting extension dates
- Attach Income Information (SSI award letter, pay stubs, employment termination letter etc.)
- Applicant(s) 18 years old or older and their housing support worker must sign the application.
- Email to home.fhvp@cvoeo.org

How to Transfer Units?

Limited to the following situations:

- ❑ VAWA protections
- ❑ Habitability issues within the unit
- ❑ Non-Renewal of Lease or No Cause Eviction
- ❑ Housing stability plan (budgetary concerns, upcoming financial circumstances, or potential receipt of a longer-term voucher etc.)

Process:

- ❑ Complete Annual Voucher Review Form – Appendix O
- ❑ Complete Transfer Request Form – Appendix P (End of Lease or VAWA compliance)
- ❑ Attach a New Lease and New Lease Addendum if the unit is identified
- ❑ Attach Income Information (SSI award letter, pay stubs, employment termination letter etc.)
- ❑ Applicant(s) 18 years old or older and their housing support worker must sign the application.
- ❑ Email to home.fhvp@cvoeo.org

HOME Family Housing Voucher Program

Additional Resources

HOUSING RETENTION SERVICES

- ❑ To complement to the navigation and retention services provided by the household's Housing Support Worker
- ❑ Primarily referral-based and includes facilitation of landlord/tenant communication and positive relationship building, one-on-one coaching support and tenant education, and referrals to housing services as needed.
- ❑ For more information and to make a referral, visit <https://forms.office.com/r/iHHRzqfmbP>

RENTERS RIGHTS & RESPONSIBILITIES RESOURCES

- ❑ Access to the Vermont Tenants Hotline at 802-864-0099 and all of CVOEO's free financial and renter resources, educational offerings, and coaching.
- ❑ For information about Tenant Skills and Finding Housing workshops and videos, including translated materials and interpreted videos, visit www.cvoeo.org/vermonttenants
- ❑ For personal finance classes, visit <https://www.cvoeo.org/learn/growing-money-classes>

Friday Jan. 13, 2023

Launch of our CVOEO HOME Family
Housing Voucher webpage at
www.cvoeo.org for Forms and
Applications

Make sure to fill out
every part of each
forms and
applications.
Not doing so will
delay the process!!

If there are folks who may
have a hard time meeting
requirements, please start
working with them early to
address the barriers!

Work towards housing stability
through financial capability,
Permanent Housing Choice
(Section 8) Vouchers!

Thank you all!