


<b>Category:</b>	Housing	<b>INCA Community Services ESG Program Standards</b> 
<b>Sub Category:</b>	Homeless	
<b>Effective Date:</b>	4/16	
<b>Revised Date:</b>	4/30/18, 5/19, 4/20, 2/21	
<b>Forms:</b>		
<b>Responsible:</b>	ESG Staff, Directors, Fiscal	

## Determination of Rent/Utilities Cost for Participants

### Purpose

To set a maximum amount or percentage of rental assistance that a program participant may receive, a maximum number of months that a program participant may receive rental assistance, or a maximum number of times that a program recipient may receive rental assistance. The costs of rent program participants are to share in the cost of rent.

### 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.

### Rapid Rehousing and Preventive - Short Term Assistance (90 day program)

- **Month One:** INCA will pay 100% rental and utility costs plus security deposit, utility deposits and arrears.
- **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 and the 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.

### 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.