

**Agency Name**

**Project Name**

**Project Type**

**Low Barrier to Access**

1. How does the program ensure all participants are deemed ready for and deserving of housing?
  
2. Describe the process taken once the program receives a referral from Coordinated Entry.
  
3. How do you ensure the program is inclusive of all persons and that access to programs does not depend on preconditions including:
  - Sobriety
  - Income or employment/employability requirements
  - Possession of ID or other documents
  - Poor rental or credit history
  - Lack of justice involvement or criminal record
  - State of mental or physical health
  - Type of disabling condition
  - Participation in services
  - Family size or composition
  - Sexual orientation, gender identity, or expression
  - Client's location preference (i.e., Kansas/Missouri or in an adjacent CoC)

4. Describe the program's efforts to ensure past clients of homeless programs are not denied assistance based on past usage of services (unless required by law).
  
  
  
  
  
  
  
  
  
  
5. Describe steps the project takes to ensure the admissions process is not overly burdensome to clients by requiring, for example, completion of unnecessary paperwork, or sharing of applicant documents/information that are neither required by HUD nor directly relevant to project eligibility or prioritization efforts.
  
  
  
  
  
  
  
  
  
  
6. What steps does the project take to ensure participants can quickly access the type and location of housing they prefer?
  
  
  
  
  
  
  
  
  
  
7. Describe the process for determining eligibility for the program based on household size and family composition.

## **Housing Stability**

1. Describe the steps taken to retain a client in the program when they are facing eviction.

2. When the program cannot serve someone, what steps are taken to ensure that person or household remains in housing and services and/or has access to housing and services elsewhere?
  
3. What grounds would indicate just cause for involuntary exit from the program?
  
4. What steps does the program take to ensure households receive the type of assistance they need for as long as they need it (within HUD-specified parameters), rather than within predetermined time limits?

### **Individualized and Voluntary Supportive Services**

Describe how the following Housing First principles are incorporated into the program:

1. Participation in supportive services (other than regular case management for purposes of ongoing needs assessment and housing plan development/progress) is voluntary, and access to housing is not contingent on compliance with services or a treatment plan.

2. Service planning is individualized and driven by client needs and desires.
3. Describe how the program ensures services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are part of some people’s lives.
4. What steps do program staff take to engage in non-judgmental communication regarding drug and alcohol use and/or offer education regarding how to avoid risky behaviors and engage in safer practices?
5. Is substance use in and of itself, without other lease violations, considered a reason for eviction? If yes, explain.

**Client Voice, Client Choice, and Client-centered Services**

1. Describe how the program ensures participants are meaningfully involved in the following:
  - Quality Assurance and evaluation of the program
  - Participation in leadership/advocacy boards

- Participation in formal communications with landlords
- Design of and participation in surveys/focus groups/planning social gatherings
- Integrating peer specialists, peer-facilitated support groups, or other peer-driven activities to compliment service

Submitted by: Agency Representative Name (First Last)

Today's Date

Enter the names of the staff (i.e., case worker(s) and/or case manager(s)) providing direct service in this program.