Rent to Work

The City and County of Honolulu
Department of Community Services
WorkHawaii Division
To provide short-term rental subsidy assistance to persons experiencing conditions of homelessness AND willing to enter employment, to increase their income through “earned wages”.
Funding Source...

U.S. Department of Housing and Urban Development (HUD)

Home Investment Partnership Programs Funds
Eligibility Criteria

There are two eligibility criteria that must be met in order to receive services from the Rent to Work Program…

<table>
<thead>
<tr>
<th>Household Size</th>
<th>60% of Area Median Income</th>
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</thead>
<tbody>
<tr>
<td>1 person</td>
<td>at or below $52,920 per year</td>
</tr>
<tr>
<td>2 people</td>
<td>at or below $60,480 per year</td>
</tr>
<tr>
<td>3 people</td>
<td>at or below $68,040 per year</td>
</tr>
<tr>
<td>4 people</td>
<td>at or below $75,540 per year</td>
</tr>
<tr>
<td>5 people</td>
<td>at or below $81,600 per year</td>
</tr>
<tr>
<td>6 people</td>
<td>at or below $87,660 per year</td>
</tr>
<tr>
<td>7 people</td>
<td>at or below $93,720 per year</td>
</tr>
<tr>
<td>8 people</td>
<td>at or below $99,720 per year</td>
</tr>
</tbody>
</table>

1. HVL – Homeless Verification Letter from an approved agency on the agency’s letter head
2. Income determination at or below 60% of the Area Median Income
Disqualifiers...

- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program {24CFR982.533(a)(2)(i)}
  - This is a lifetime ban from the Rent to Work Program
  - All sex offender registration requirements in Hawaii are currently lifetime registrations

- If any member of the household has been convicted of the manufacturing and/or distribution of methamphetamines {24CFR982.533 (a)(ii)(C)}
  - This is also a lifetime ban from the Rent to Work Program

- If any member of the household currently owes rent or other amounts to any Public Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act {24CFR.982.552 (c)(v)}
  - After the debt to the Public Housing Authority is paid, you may become eligible for the Rent to Work Program

- Please see 24CFR.982.551 – 24CFR.982.555 for further information regarding Family Obligations; Denial and Termination of Assistance
Rent to Work Eligibility Process

1. Confirm Homelessness or at-risk to homelessness with HVL
2. Attend orientation (mandatory)
3. Register with Hirenet Hawaii (requirement)
4. Turn in all eligibility documents (document list on next slide)
   • All documents will be validated by RTW staff
5. Complete RTW program application (in-person at the RTW office)
6. Attend Money Smart
   • See RTW staff to sign up for classes anytime after orientation
7. Annual income review (not to exceed 60% AMI)
8. Pass the criminal and housing background check
9. Case assigned to the Rent to Work Case Manager
Eligibility Documents

Identification – Social Security card (Original), Birth Certificate, Valid photo ID, Marriage license etc.
FOR Non-US Citizens – Valid Passport and I-94

Income Documents –
Paystubs, Employment Verification Form, Tax Statement, Child Support, Retirement Benefits, SS benefit letter, TANF/SNAP, other Assets, etc.

*All applicable documents are required from each household member*
Case Management...

1. Complete the Participant Agreement and Financial Assessment
2. Complete a Financial Literacy or Money Smart Workshop
3. Regular office visit follow-ups with Case Manager
4. Prepare individual or family to become “rent ready”
5. Recommend participant to Coupon Session once “rent ready”
6. Complete the Household Service Plan after location of housing
7. Participants are required to provide paystubs, verification of other types of income, and bank statements each month
8. Participants are required to attend all regularly scheduled follow-up appointments
9. Participants must communicate any and all changes regarding household member status while an active participant of the program
1. Provided most updated pay stubs
2. Provided proof of savings in the amount of tenant share of rent
   • Savings statement
3. Provided verification of Security Deposit
   • Letter from another agency or program committing to providing Security Deposit upon location of an approved unit OR
   • Savings statement reflecting both the Security Deposit amount and tenant share of rent
4. Budget reflects ability to pay tenant share of rent, 30% of gross household income, monthly
1. Be placed in housing with the assistance of the Rent to Work Program
   • Steps to Housing Placement
     • Be gainfully employed (at least 3 months)
     • Save for your monthly rent portion (30% of your gross income)
     • Continue to submit your income documents and financial statements as instructed throughout your time in the program

2. Budget your money to build your savings account while receiving rental subsidy assistance
   • Your monthly savings requirement will be established with your case manager

3. Transition into affordable housing by the end of the term or contract
   • You must submit a minimum of 3 affordable housing applications within the first 6 months of subsidy assistance

4. Attend and complete all employment/advancement opportunities that are referred to by your assigned Case Manager

5. Must keep all scheduled appointments with assigned case manager
The Ultimate Goal...

“If you can’t fly, then run, if you can’t run, then walk, if you can’t walk, then crawl, but whatever you do, you have to keep moving forward.”

— Martin Luther King Jr.
ACTIONS OF NON-COMPLIANCE...

- Loss of employment and not communicating to case manager
- Failure to comply with house rules and regulations of rental unit
- Failure to pay full rental amount each month
- Failure to turn in required documents to the case manager on a regular basis
- Commission of fraud

Lead up to Termination
Coupon Session

Enrollment into Coupon Session
1. Current pay stubs, updated income documents and updated savings statement
2. Security Deposit letter
3. Calculate 30%
4. Ability to pay 30% share monthly validated with budget
5. Participant Coupon invite letter
6. Supervisor review/approval

Attending Coupon Session
1. Proof of 30% amount in bank account (ATM)
2. Complete the entire Coupon Session
3. Receive Rent to Work packet and Rent to Work Assistance Coupon
# RENT TO WORK
## PAYMENT STANDARD

<table>
<thead>
<tr>
<th>Bedroom Size</th>
<th>Rent Ceiling (including utilities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 BDRM (single)</td>
<td>$1,290.00</td>
</tr>
<tr>
<td>1 BDRM (2 ppl)</td>
<td>$1,419.00</td>
</tr>
<tr>
<td>2 BDRM (3+ ppl)</td>
<td>$1,866.00</td>
</tr>
<tr>
<td>3 BDRM (5+ ppl)</td>
<td>$2,670.00</td>
</tr>
<tr>
<td>4 BDRM (7+ ppl)</td>
<td>$3,230.00</td>
</tr>
<tr>
<td>5 BDRM (9+ ppl)</td>
<td>$3,715.00</td>
</tr>
</tbody>
</table>

The bedroom number is determined by the number of people in your household. The guideline is a minimum of two bodies per sleeping room.
When you turn in your rental packet to Rent to Work, a unit inspection will be by scheduled by the Housing Assistance Specialist
**RTW Contract and Lease**

**Contract:**
1. Turn in current income documents
   - Pay stubs, Unemployment, TANF, etc.
2. The Case Manager and Supervisor will re-calculate the participant’s 30% tenant share
3. The Rent to Work Supervisor will prepare the RTW Contract and Lease Addendum
4. The Rent to Work Supervisor will schedule the signing of contract and move in date with the participant and Landlord/Property Management
5. The Rent to Work Supervisor and participant will review and sign the RTW Contract
6. The Participant will hand deliver the RTW Contract to LL/PM to sign and return the tabbed copies to RTW after signing

**Lease:**
1. The Participant will provide a check, money order or cashiers check in the amount of the tenant share directly to the LL
2. The Participant will sign the Lease/Rental Agreement with the LL/PM and provide a copy of the signed Lease/Rental Agreement to RTW
Transition to Self-Sufficiency

6 Month and 90 day Review

- Employment
- Savings
- Affordable Housing (3 applications)

Housing Options

- Sustain current lease agreement based on good rental history with Rent to Work and the Landlord or Property Management company
- Relocate to more affordable housing with Rent to Work assistance (review application status, supply additional housing leads, etc.)
  - Plan ahead for relocation
  - How much do you need for security deposit and 1st months rent?
  - The landlord has 14 days after you vacate the unit to return the security deposit minus any repairs so those funds will not be readily available for use…
- If on Section 8/Public Housing waiting lists, advise your case manager early of notice of selection from these agencies

Leave on a positive “note”

- Pay all rent owed before vacating the unit
- Clean and leave the unit in the same condition you received it
Violence Against Women Act (VAWA)

Applies to ALL tenants, both female and male; it protects domestic violence survivors from losing their housing due to instances of domestic violence.

It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Ancestry/National Origin, Sex, Handicap, Familial Status, Physical or Mental Disability, Marital Status, Age, HIV Infection or Sexual Orientation and Gender Identity.
Rent To Work Support...

- Intensive one on one case management for duration
- Referral assistance for supportive services (child care, education, training & employment needs)
- Promote savings through Financial Literacy education
- Provide work experience subsidy for up to 6 months
- Assist with affordable housing applications
- Work with Landlords, property managers and owners to improve unit search and placement
- Link to employment services with the American Job Center Hawaii
- Bus Passes to assist with travel to and from work and employment searching
OTHER SERVICES INCLUDES...

A proud partner of the American Job Center network Hawaii

- Hirenet
- McKinley Community School for Adults
- WRKHI youth program
- Waipahu Community School for Adults
- Senior Information & Assistance Handbook
- Department of Community Services
- State of Hawaii Department of Labor and Industrial Relations
- Veterans Services
Comfortable, Affordable, Independent, Customized Living

Elderly Affairs Division and Kumuwai

1. EAD
2. KUMUWAI