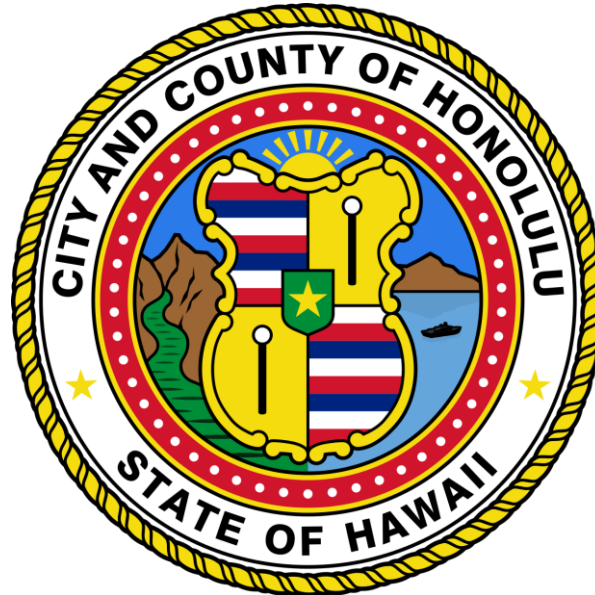


Rent to Work



**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...

Household Size	60% of Area Median Income
1 person	at or below \$52,920 per year
2 people	at or below \$60,480 per year
3 people	at or below \$68,040 per year
4 people	at or below \$75,540 per year
5 people	at or below \$81,600 per year
6 people	at or below \$87,660 per year
7 people	at or below \$93,720 per year
8 people	at or below \$99,720 per year

**ARE YOU
ELIGIBLE?**

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

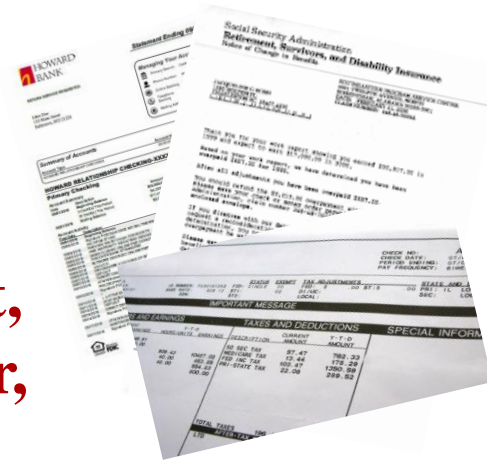
1. Confirm Homelessness or at-risk to homelessness with HVL
 2. Attend orientation (mandatory)
 3. Register with Hirenet Hawaii (requirement)
 4. Turn in all eligibility documents (document list on next slide)
 - All documents will be validated by RTW staff
 5. Complete RTW program application (in-person 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 Assests, 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
-

The image shows a broom with a blue handle and brown bristles leaning against a light-colored wall. Overlaid on the image is the text "WHAT DOES RENT-READY MEAN?". "WHAT DOES" and "MEAN?" are in white, while "RENT-READY" is in large, bold, yellow letters with a black outline.

WHAT DOES "RENT-READY" MEAN?

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
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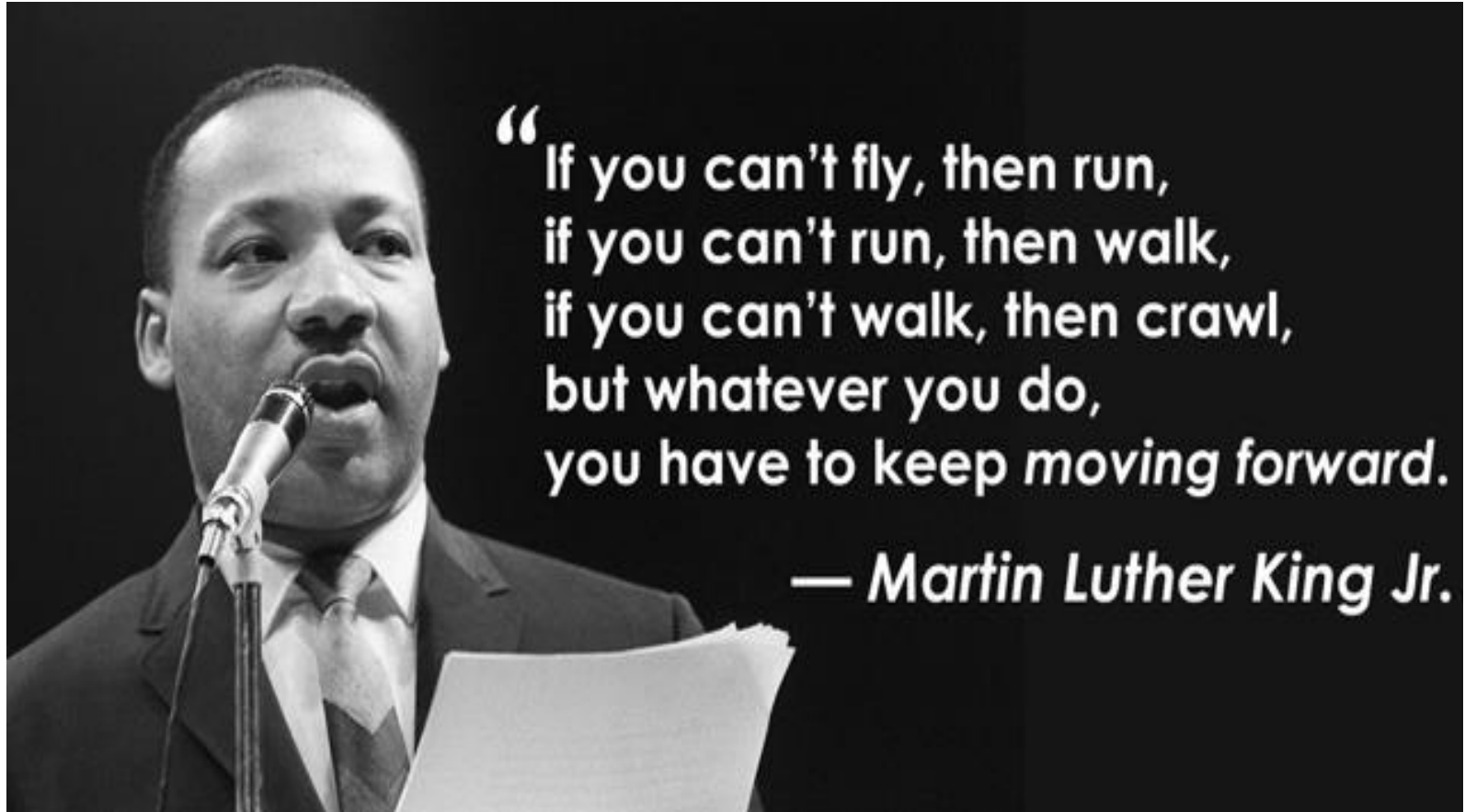
Household Service Plan...



Household Service Plan...

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

**CITY AND COUNTY OF HONOLULU
DEPARTMENT OF COMMUNITY SERVICES, WORKHAWAII
RENT TO WORK**
680 IWI'LEI RD, SUITE 700 • HONOLULU, HAWAII 96817 • PHONE: 768-5727 • FAX: 768-5882

Name _____
Street Address _____
City, HI Zip Code _____

Date _____

Tenant Coupon # - RTW-
TBRA Contract # - TBRA-
Vendor # - DCSR- _____

Re: NOTICE OF EARLY TERMINATION FROM THE RENT TO WORK PROGRAM

Dear Mr./Mrs. _____:

This is to inform you that due to the following reason(s), we are unable to continue servicing your case. **Effective Month XX, 20XX your Rent to Work assistance will be terminated.**

• _____

If you should have any questions regarding this action, please contact this _____

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

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF COMMUNITY SERVICES, WORKHAWAII
680 KAWALE RD, SUITE 700 • HONOLULU, HAWAII 96817 • PHONE: 768-5727 • FAX: 768-5882

RENT TO WORK ASSISTANCE COUPON

TENANT NAME	Unit Size:	Coupon No.:
Number of Household Members:		Issued on:
		Expires on:

1. Rent To Work Program

This Coupon has been issued by WorkHawaii to the Tenant identified above who is eligible to participate in the Rent To Work Program. Under this program, the program administrator makes monthly payments to a Landlord on behalf of an eligible tenant. The tenant selects a decent, safe and sanitary dwelling unit and WorkHawaii makes payments to the Landlord to help the Tenant to afford the rent.

When WorkHawaii issues this coupon, it fully expects to have money available to provide assistance. However, WorkHawaii is under no obligation to the Tenant or the Landlord or any other party until WorkHawaii has approved the unit and entered into an agreement with the landlord and the tenant.

RENT TO WORK PAYMENT STANDARD

Bedroom Size	Rent Ceiling (including utilities)
0 BDRM (single)	\$1,290.00
1 BDRM (2 ppl)	\$1,419.00
2 BDRM (3+ ppl)	\$1,866.00
3 BDRM (5+ ppl)	\$2,670.00
4 BDRM (7+ ppl)	\$3,230.00
5 BDRM (9+ ppl)	\$3,715.00

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

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF COMMUNITY SERVICES, WORKHAWAII DIVISION
RENT TO WORK PROGRAM
600 IWILEI RD, SUITE 700 • HONOLULU, HAWAII 96817 • PHONE: 768-5727 • FAX: 768-5882

RENT TO WORK ASSISTANCE CONTRACT

Contract No. TBRA-

LANDLORD NAME	TENANT NAME
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Contact Information:

This Rent to Work (RTW) Rental Assistance Contract ("Contract") is entered into between the
City and County of Honolulu, WorkHawaii Division ("City") and the Tenant identified above.

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF COMMUNITY SERVICES, WORKHAWAII DIVISION
RENT TO WORK PROGRAM
600 IWILEI RD, SUITE 700 • HONOLULU, HAWAII 96817 • PHONE: 768-5727 • FAX: 768-5882

LEASE ADDENDUM

TENANT	OWNER/LANDLORD	UNIT NO. & ADDRESS

This lease addendum adds the following paragraphs to the Lease between the
Tenant and Landlord referred to above.



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

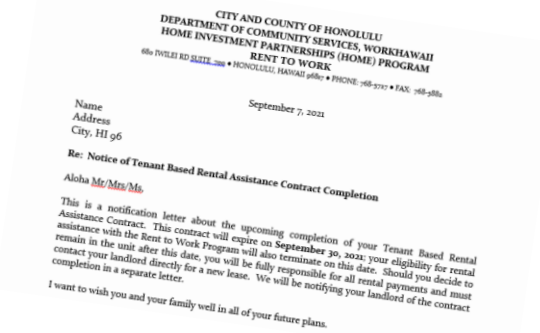
- Employment
- Savings
- Affordable Housing (3 applications)

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



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

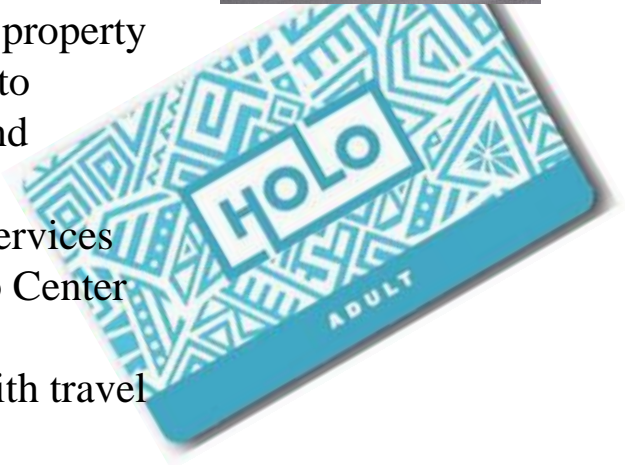


Rent To Work Support...



- 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
americanjobcenter
network **HAWAII**



McKinley
Community
School for Adults



WRKHI
youth program



STATE OF HAWAII
**Department of Labor
and Industrial Relations**



Senior Housing Services



Elderly Affairs Division and Kumuwai

1. EAD
 2. KUMUWAI
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