

**Community Documents for Homelessness Prevention and Rapid Re-housing
Programs
February 27, 2009**

In response to the Homelessness Prevention Fund included in the American Recovery and Reinvestment Act of 2009, HUD is requesting assistance from states and local communities that operate homelessness prevention and/or rapid re-housing programs in the development of a resource library of community documents that will be available on HUD's Homelessness Resource Exchange (HRE).

Any and all documents related to homeless prevention or rapid re-housing (individuals or families) are sought, including:

- Government grantee procurement of sub-recipient organizations
 1. Procurement documents (e.g. RFP template)
 2. Allocation formula
- Program policies and procedures (including eligibility, min/max assistance)
- Program tools/guidebooks/forms
 1. Mediation
 2. Housing locator
 3. Landlord/tenant agreements
 4. Outreach to consumers, landlords
 5. Screening/referral
 6. Client assessment (initial and follow-up)
- Program design documentation
 1. Program policies and procedures (including eligibility, min/max assistance)
 2. Staff job descriptions
 3. Staff training
 4. Flowcharts, decision trees, agency roles/responsibilities
 5. Coordination/access to mainstream benefits and community services
 6. Data collection in HMIS
 7. Evaluation
- Lessons learned documentation

Please send all documents or internet links with contact information to snapsdocs@cloudburstgroup.com by **March 6th, 2009**. Thank you, in advance, for your assistance.