



## **HOUSING FIRST DOCUMENTATION DETAIL**

The 2018 CoC Rating and Ranking process includes fidelity to Housing First principles. For the past few years, the HUD CoC project application has asked agencies if their projects meet a series of housing first actions. These actions have been compiled into a form that members of the Rating and Ranking Subcommittee will use to review the documents that the agency provides. A copy of this document can be found listed on the [NOFA webpage](#) (or you can directly access the document at this link: <https://www.rtfhsd.org/wp-content/uploads/2017/06/Housing-First-Guide-7.25.18.pdf>)

To demonstrate compliance with Housing First, agencies are asked to provide copies of their Project Admission Forms or Project or Participant Rules that are shared with their participants during the daily operations of the project(s). These documents address screening for admittance into the program, minimum income requirements, and termination policies.

The documents you provide should be the items used by the staff who admit, case manage, and advise participants about the program rules. You may also have agency policy documents, however, please submit the documents that evidence how the policy is supported by your daily program activity. In short, you are demonstrating that participants are not refused entrance and are not terminated from housing for the conditions listed on the Housing First review sheet.

These documents should be uploaded to the 2018 NOFA file for your agency. Thank you to the applicants who are beginning to provide their Housing First documents to dropbox. At this point in the process, for convenience, you can upload the documents into the “documents used for multiple projects” file. If you are uploading different documents for each program, please include the project name in the title of the document.