

# Landlord Engagement & Assistance Program

HOUSING INDIVIDUALS  
EXPERIENCING  
HOMELESSNESS

Jess Nunes  
BACCS Program Manager





# Landlord Engagement & Assistance Program

## **What is LEAP?**

The Landlord Engagement and Assistance Program is a short-term rapid re-housing support initiative aimed at addressing homelessness and access to affordable housing options. LEAP works with potential tenants, landlords and property managers to secure housing units.

LEAP aims to foster self-sufficiency among program participants by successfully transitioning households into stable housing.



# Landlord Engagement & Assistance Program

## **Who Does it serve?**

Target population: Individuals experiencing literal homelessness or at-risk of homelessness, have a voucher in hand, or have a dedicated rental subsidy that will last for at least one year, are low income and are not in need of higher-needs services

Provider: Bay Area Consumer Services (BACS)

Accepting: Yes. Currently accepting direct referrals from SHRA

Referral Process: CAS



# Landlord Engagement & Assistance Program

## **What is LEAPs Goal?**

The primary goal of LEAP is to promote self-sufficiency among participants by successfully transitioning households into permanent housing situations using their subsidy. It accomplishes this by providing essential housing services such as facilitating “matches” to housing opportunities, providing financial assistance to secure a unit, offering landlord incentives and education, retention services and offering lighter support to families who do not require ongoing intensive assistance.

# Key Takeaways

## Things to remember

The Landlord Engagement and Assistance Program (LEAP) is an effective housing support program that aims to increase affordable housing options for individuals facing homelessness. It focuses on educating landlords, matching individuals with suitable housing, providing rental support when needed, and offering light supportive services to ensure housing retention. LEAP serves as a strong and flexible system for collaborating with landlords and social service providers to quickly and permanently re-house homeless individuals. The program aims to address the housing crisis and foster positive outcomes for those experiencing homelessness.



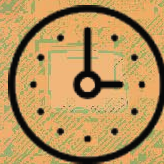
**LEAP is a housing support program that targets individuals who are literally or at-risk of homelessness.**



**The program focuses on educating landlords and matching individuals with housing options.**



**Rental support is provided, if necessary, along with light support services.**



**LEAP aims to quickly and permanently re-house individuals using their subsidy and maintain their voucher up to date**



**Collaboration with landlords and social service providers is crucial for the successful transition into stable housing**

up to \$3,000 for your first leased unit.

# It PAYS <sup>^</sup> to be a LEAP Landlord!

## Landlord Engagement & Assistance Program



### \$3,000 New Signing Bonus

LEAP will offer a one-time bonus for new partner landlords participating with LEAP for the first time who sign a new lease contract between 4/1/2023 to 6/30/2024.

### \$750 Additional Placement Bonus

LEAP will offer additional tenant placement bonus to landlords who sign new leases between 4/1/2023 to 6/30/2024 for up to 5 additional residents equivalent to \$3,750.

### \$500 Referral Bonus

LEAP will offer existing landlords an additional incentive for new property and landlord referrals resulting in a partnership who are not already participating in LEAP.

Incentives are paid to landlords who qualify and agree to partner with Bay Area Community Services (BACS) and lease up applicants, who hold a housing voucher or subsidy, for a minimum of 1 year. *Our applicants are ready to lease up!!!*

### Risk Mitigation

LEAP will reimburse up to \$5,000 of costs incurred to damages above and beyond the security deposit. Subject to inspection and corroborating documents/receipts.

### Guaranteed No-Loss

Daily prorations of contracted rent amount for lease-ups pending inspections, etc. up to one month

### Vacant Unit Retention

LEAP may pay up to one month's rent for a vacant unit retention while voucher paperwork is being process and approved.

**On call Support:** LEAP will have a 24-hour landlord support hotline in case support is needed outside of regular business hours.

Participating landlords will receive their incentives after Housing Quality Standard (HQS) inspections and voucher or subsidy have been approved and applicant has signed and leased the unit. Landlords must provide necessary documents to initiate transfer of funds and will be paid with the first months rent. Participating landlords must provide W-9 for tax reporting purposes.

Contact us for more information!



Contact us at 916-701-2525

[bayareacs.org](http://bayareacs.org)

Updated 6/8/2023





Questions?

# SSF CAS : LEAP Referral Process

October 2023

Michelle Reedus  
CES Program Manager



SACRAMENTO  
STEPS FORWARD



# Who We Are

- **Vision:** An equitable community where everyone has a safe place to call home
- **Mission:** To end homelessness through leadership, convening partners, data-driven best practices, and improving system performance
- **Values:**

Racial Equity

Transparency

Continuous  
Learning

Human-  
Centered

Community-  
Inspired  
Solutions



# Who We Serve & Our Services

- **Vision:** An equitable community where everyone has a safe place to call home
- **Mission:** To end homelessness through leadership, convening partners, data-driven best practices, and improving system performance
- **Values:**

Leadership &  
Engagement

Homeless  
Response  
System  
Planning

Coordinated  
Entry &  
Outreach

Data &  
Analytics

Fund & Grant  
Management

# Objectives



1. Review LEAP referral requirements
2. Review how to complete LEAP assessment in HMIS
3. Review how to upload documents into HMIS
4. Discuss LEAP referral process
5. Discuss what happens after a LEAP referral has been processed



# LEAP Referral Requirements

1. Client must have an [HMIS profile](#)
2. Completed LEAP assessment
3. Client must have Permanent Housing documentation uploaded into HMIS
  - A. Valid ID
  - B. Social Security Card
  - C. Homeless Certification and/or At Risk of Homelessness certification  
(Valid for 90 days)



# How to complete the LEAP Assessment

- A. In the Client's profile, go to assessments in the top left of the screen
- B. Click start for LEAP assessments
- C. Complete all questions
- D. Submit assessment
- E. Assessment will appear on completed assessments in the assessments page

Mother Test (She/Her/Hers)

PROFILE PROGRAMS HISTORY FILES CONTACT LOCATION NOTES SERVICE **ASSESSMENTS** REFERRALS

### ASSESSMENTS

Case Conferencing Tool (CA - 503)	START
Emergency Housing Voucher (EHV) Assessment (CA - 503)	START
Foster Youth to Independence (FYI) Initiative Assessment (CA - 503)	START
<b>LEAP Assessment</b>	<b>START</b>
Permanent Housing Assessment - Families (CA-503)	START
Problem Solving - Request for Financial Assistance (CA - 503)	START
Sacramento - VI-F-SPDAT Prescreen for Families [V2]	START
Sacramento - VI-SPDAT Prescreen for Single Adults [V2]	START
Sacramento - VI-Y-SPDAT Prescreen for Transition Age Youth [V2]	START
Shelter Assessment V1 - Family (CA - 503)	START
Shelter Assessment V5 - Individual (CA - 503)	START

### ASSESSMENT HISTORY

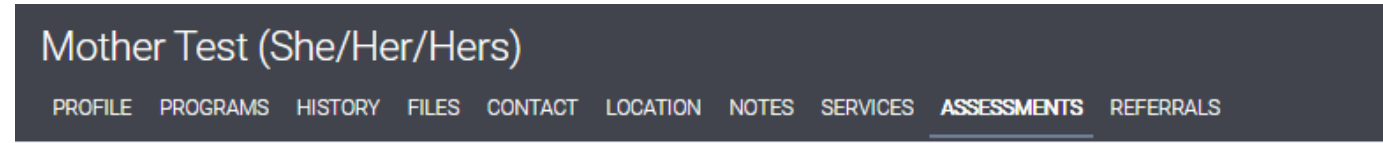
Assessment Name	Completed	Details
LEAP Assessment Sacramento CoC Coordinated Entry ⓘ	10/09/2023	LEAP : 5 ELIGIBILITY

# How to upload a file into HMIS

- A. In the Client's profile select Files in the top left of the screen
- B. Click Add file
- C. Choose Category: Document Ready/Certifications
- D. Choose kind of document from drop down menu
- E. Select file from your computer
- F. Add Record
- G. The uploaded file will be seen on the Files Tab

**This process will have to do be done for EACH form/document**

A



B



C-F

A form titled 'UPLOAD A FILE' with a dark grey header. It contains two dropdown menus: 'Category' set to 'Document Ready/Certifications' and 'Predefined Name' set to 'Homelessness Certification Form'. Below these is a 'File' field with a 'Select File' button. A link reads 'Trouble attaching files? Switch to the Basic Uploader'. At the bottom is a 'Private' toggle switch (currently off) and two buttons: 'ADD RECORD' and 'CANCEL'.

G



**Document Ready/Certifications:Homelessness Certification Form**  
by Shaitra Ken on 10 Oct, 2023, 388.218 KB  
Sacramento CoC Coordinated Entry ⓘ  
MODIFY FILE | 🗑️ DELETE FILE

# Document Ready Forms

## Homeless Certification (All programs)


- Expires after 90 days
- Please fill out everything!

Check box and type of verification attached



Provider/ Case Manager's information and signature





### HOMELESSNESS CERTIFICATION

The Homelessness Certification is used by agencies\* to affirm an individual or family is experiencing homelessness at the time the certification is completed.

Client Name: \_\_\_\_\_ HMIS UID (or DOB): \_\_\_\_\_  
Number of Dependents for Head of Household (families): \_\_\_\_\_

Please read each option. Check the box of the person's living situation **and** the type of verification attached:

- Currently living in a place not meant for human habitation\*\* or in an emergency shelter. (Please select one of the 4 boxes below.)
  - First-hand observation by outreach worker (Please check the box that best describes your observation of the individual's or family's current living situation);
    - Car, van, camper, or other vehicle not hooked up to facilities
    - Street / outdoor encampment
    - Other, please describe: \_\_\_\_\_
  - HMIS Program History printout indicating individual is currently homeless;
  - Homelessness History Verification;
  - Written referral from another agency;
- Exiting an institution, where they resided less than 90 days **and** lived in an emergency shelter or place not meant for human habitation immediately before entering the institution.
  - One of the forms of evidence listed above for "living in a place not meant for human habitation"; **AND**
  - Discharge paperwork from the institution **or** written referral from the institution **or** written record of intake worker's due diligence to obtain above evidence **and** certification by individual that they exited institution)
- Currently residing in an approved Transitional Housing program, where they lived in an emergency shelter or place not meant for human habitation immediately before entering the program.
  - Written referral letter from the transitional housing program; **OR**
  - HMIS Program History printout indicating stay in Transitional Housing and where person resided prior to entry
- Individual is fleeing or is attempting to flee domestic violence, where they have no other residence **and** lack the resources or support networks to obtain other permanent housing. The following verification is attached:
  - Self-certification or intake worker certification stating individual is: (i) fleeing; (ii) has no subsequent residence; and (iii) lacks resources; for non-victim service providers, please refer to 24 CFR 578.103

I affirm that I am a representative of one of the referenced agencies and that the above named person is experiencing homelessness. I have enclosed the proper documentation as required under the U.S. Department of Housing and Urban Development HEARTH Act and understand that the information is subject to verification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Agency Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

\*Agencies: Any non-profit agency with services designed to serve individuals experiencing homelessness, law enforcement, health care workers, street outreach workers, emergency shelters, soup kitchens, food banks, and governmental organizations

\*\*Sleeping on a friend or family member's couch/floor/bed does **not** qualify as a place not meant for human habitation.

Updated 7/10/17



# Document Ready Forms


## At-Risk-of-Homelessness Certification

- Expires after 90 days
- Please fill out everything!

Fill out client information

Check box a box in the Top section AND the bottom section

Provider/ Case Manager's information and signature



### AT-RISK OF HOMELESSNESS CERTIFICATION

The At-Risk of Homelessness Certification is used by agencies\* to affirm an individual or family is at-risk of experiencing homelessness at the time the certification is completed.

Client Name: \_\_\_\_\_ HMIS UID (or DOB): \_\_\_\_\_

Number of Household Members (excluding head of household): \_\_\_\_\_

Please read each option. Check the boxes if the client meets both of the following:

- Has an annual income below 30% area median income (AMI).
  - Most recent print out of monthly income (if any) is attached (SSI, SSDI, CalWORKS, paystubs, etc.).
- Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or into homelessness.

**AND**

Check the box if the client meets at least ONE of the following conditions:

- Has moved because of economic reasons two or more times during the 60 days immediately preceding applying for homelessness assistance.
- Is living in the home of another because of economic hardship.
- Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance; (due diligence needs to be done to confirm they will lose their housing without one-time financial assistance, i.e. eviction notice)
- Lives in a hotel or motel that is not paid for by charitable organizations or by federal, State, or local government programs for low-income individuals.
- Lives in a single-room occupancy or efficiency apartment unit with more than two people, or lives in a larger housing unit in which there reside more than 1.5 people\* per room.
  - \*Total number of household members divided by number of bedrooms available in a housing unit
- Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution).

I affirm that I am a representative of one of the referenced agencies\* and that the above-named person is at-risk of experiencing homelessness. I have enclosed the proper documentation as required under the U.S. Department of Housing and Urban Development HEARTH Act and understand that the information is subject to verification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

\*Agencies: Any non-profit agency with services designed to serve individuals experiencing homelessness, law enforcement, health care workers, street outreach workers, emergency shelters, soup kitchens, food banks, and governmental organizations

Updated: 6/10/2022





# LEAP Referral Process

1. The SSF Referral Specialist will receive a daily automated list of clients who have completed the LEAP assessment in HMIS

2. The Referral Specialist will verify client's eligibility for the LEAP program and check HMIS for required PH documentation

3. If the client meets eligibility requirements AND are document ready, the RS will send an interest email confirming the provider and client are still interested in receiving services

4. Once confirmation is received, The Referral Specialist will process the referral in HMIS and send an email confirmation to the Service Provider and the BACS team



# What happens after the referral is processed?

- The BACS: LEAP team will connect with the provider and client to schedule an intake for the LEAP program.
- During the intake, the service provider, client and LEAP navigator will review and sign the service agreement and other required LEAP enrollment forms.
- Once the intake is complete, the client, service provider and LEAP navigator will begin working collaboratively to identify permanent housing opportunities.

## PLEASE NOTE:

BACS has the power to accept or deny a referral from SSF with reason.

SSF only facilitates the referral via HMIS and with the providers.



# How to contact Sacramento Steps Forward about LEAP?

## Questions?

CAS Housing Referrals Email

[referrals@sacstepsforward.org](mailto:referrals@sacstepsforward.org)

Referral Specialist Open Hours  
Every Wednesday  
1:00pm-2:00pm



# Need HMIS Assistance?

HMIS Virtual Open Hours

Every Wednesday

12:00pm -2:00pm

[Launch Meeting - Zoom](#)



# Thank You



SACRAMENTO  
STEPS FORWARD