



COUNTY OF SANTA CLARA
Behavioral Health Services

Rental Assistance Program (RAP)

Referral Process



New Policy – Payment Standard



Housed as of January 1, 2025

- No mandatory change at this time
- CCPs encouraged to negotiate new rent aligned with the administrative rules when updating tenancy agreements

New Independent Housing Placements (new clients or units) as of January 1, 2025

- Maximum rent guided by HUD Small Area Fair Market Rent (FMR)

New Licensed RCF Placements as of January 1, 2025

- Must first request County-contracted bed
- If no County beds are available, may utilize other placements with SSI share and patch amount equivalent to County contracts

Support that MUST be licensed



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Care and Supervision

Assistance in dressing, grooming, bathing and other personal hygiene.

Assistance with taking medication.

Central storing and/or distribution of medications.

Arrangement of and assistance with medical and dental care.

Maintenance of house rules for the protection of clients.

Supervision of client schedules and activities.

Maintenance and/or supervision of client cash resources or property.

Monitoring food intake or special diets.

Amenities Compensation



Category	Basis	Maximum Monthly Amount
Meals	Number of meals provided daily	1 meal daily = \$450 2 meals daily = \$900 3 meals daily = \$1,350
Laundry	Client's laundry, including clothing and linens, is done for them	\$120
House Cleaning	Basic and deep cleaning of common areas and client's bedroom	\$300
Supplies	Linens, toiletries, and other household supplies are provided to the client	\$30
		\$1,800

New Policy – Client Rent Participation



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Clients should pay a share of rent

Clients in independent housing

- Income based calculation aligned with HUD Continuum of Care Program
- Income certification and share calculation must be completed before client moves into a unit
- CCP to assist client with collecting required documentation

Clients in licensed RCFs

- If receiving SSI, pay the SSI rate
- If not receiving SSI, income based as above

Unit Inspection Requirement



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- Every new placement (client or unit) requires a passed inspection by the Rental Assistance Program Administrator (RAPA), Abode Services (Abode), **BEFORE** the client moves in.
 - Abode will reach out to operators/owners within 2 business days of receiving unit specification form to schedule inspections.
 - Abode will perform yearly re-inspections, or special inspections as needed based on repair concerns raised by clients, treatment providers, or owners.
 - Abode will work with owners/operators to explain deficiencies and re-inspect needed repairs, allowing for 30 calendar days for non-emergency repairs and re-inspecting within two (2) calendar days after repair is completed.

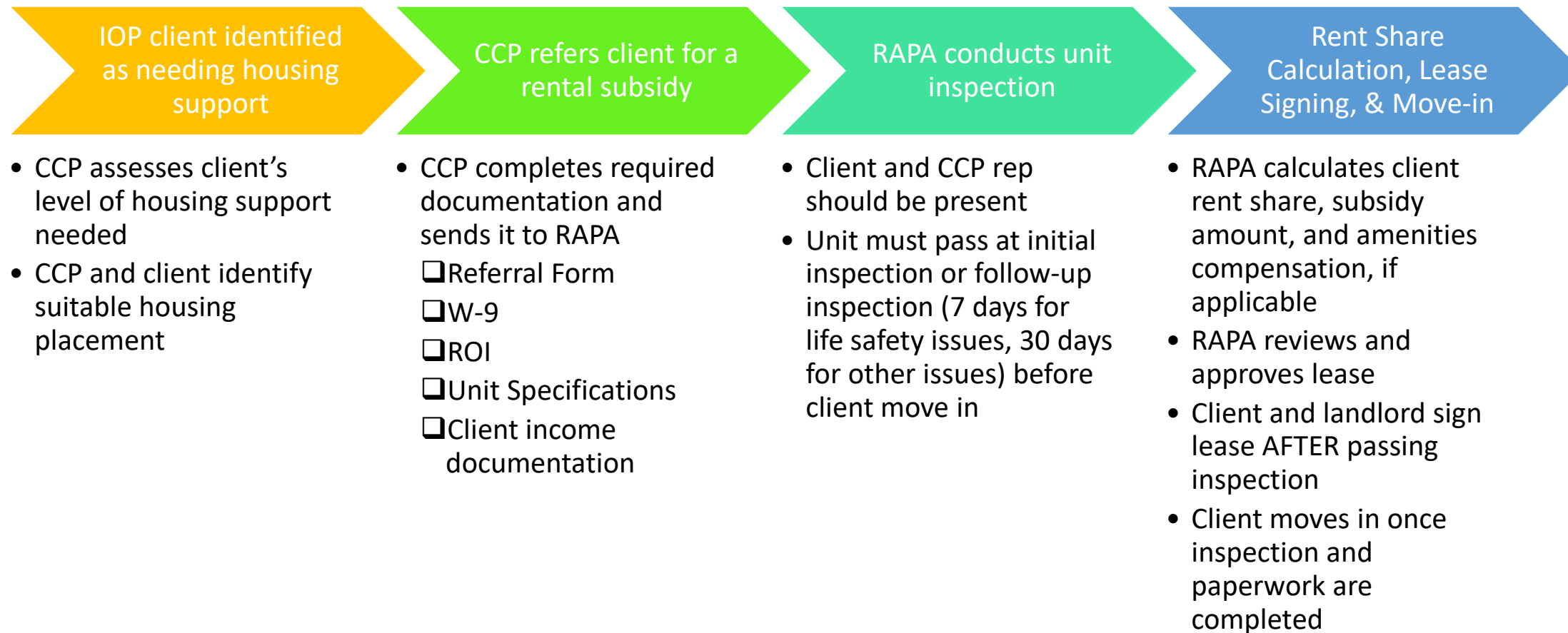
Payment/Document Processing



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- Abode will issue the first month's rent and/or security deposits within two (2) business days of receiving a signed tenancy agreement and W-9 from the owner/operator.
 - Abode will process and issue housing assistance payments within two (2) business days after the client's complete referral packet, including executed tenancy agreement, has been approved for the program.

Subsidy Workflow



Referral Packet for New Referrals



- Referral Form
- W-9
- ROI
- Unit Specifications Form
- Client income documentation

A complete referral packet, including all required documents, must be sent in a single email per client to:

outpatientbhSDrapa@abode.org

Subject line should read:

New Referral - AqŽž - CCP Name

(Aq = first 2 letters of client's first name, Žž = first 2 letters of client's last name)



Pre-inspection Checklist





Forms Review





Questions?



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