

Pathways-Held Leases Strategy

Partnership Agreement

Overview: The Pathways-Held Leases Strategy is an initiative that partners with landlords to provide stable, permanent housing for households experiencing homelessness with lower-level supportive services' needs. It connects them to leases through a subleasing model, supporting households with case managers who offer monthly or weekly check-ins and wraparound services tailored to the unique needs of each household.

Population Served: Households who are experiencing literal homelessness (the household lacks a fixed, regular, and adequate nighttime residence. E.G., has a primary nighttime residence that is a public or private place not meant for human habitation, is living in a shelter, etc.) in the city of La Crosse, identified as needing no, light or moderate case management support, and are working with a case manager to provide that support.

Length of Support: The unit may be offered until a Household is able to maintain a lease of their own.

Referral Process: The City of La Crosse's Homeless Services Coordinator will review referrals to determine who will be placed in available Pathways-Held Leases units. Referrals will come from service providers working with households experiencing homelessness in the community.

Step	Action Taken	Timeframe
Referral	<ol style="list-style-type: none">1. Case Manager completes the Pathways-Held Leases referral form and sends it to the Homeless Services Coordinator.2. Case Manager also sends in a Release of Information that allows the Case Manager, Household, City of La Crosse, and Property Manager to share information related to the Household.	
Review	<ol style="list-style-type: none">1. Homeless Services Coordinator reviews referral for eligibility and assessment criteria.	1-3 business days

	<ol style="list-style-type: none"> 2. If approved, Homeless Services Coordinator emails Case Manager, Property Manager, and Household to move forward with unit selection. 3. If declined, Homeless Services Coordinator emails Case Manager and Household why. 	
Unit Selection	<ol style="list-style-type: none"> 1. Property Manager reviews the list of available units with Case Manager and Household. 2. Property Manager sets up viewings with Household and Case Manager for units Household is interested in. 3. Household selects the unit they want. 	3-5 Business Days
Lease Signing	<ol style="list-style-type: none"> 1. Property Manager, City of La Crosse, Household, and Case Manager sign the Partnership Agreement. 2. Planning Director signs the lease on behalf of the City. 3. Household signs the sublease with the Property Manager. 	1-3 Business Days
Move-In	<ol style="list-style-type: none"> 1. Property Manager, Household, and Case Manager complete Move-In Condition report. 2. Household moves in! 	1-3 Business Days

Partnership Expectations

Household Partnership Agreement: This agreement is to be reviewed with the Household, Property Manager, and Case Manager before moving into a Pathways-Held Lease unit. Pathways-Held Leases are voluntary housing options that involve a partnership among the Household, Case Manager, and Property Manager.

The Landlord, Case Manager, Household, Property Manager, and the City agree to use their best efforts to meet the expectations set out below:

Expectations of Case Managers:

1. Prior to referring Households for tenancy, the Case Manager will work closely with the Household to conduct a preliminary evaluation to identify the level of case management needed and whether the Household meets the strategy's eligibility requirements.
2. The Case Manager will ask the Household to sign a Release of Information (ROI) to allow the four parties to share housing-related information regarding the Household. The Case Manager will supply the Homeless Services Coordinator with a copy of this ROI at the point of referral.
3. The Case Manager will provide ongoing support services, which may include individual goal planning, coordination with other community services such as job training, referral to community resources, and money management assistance to the Household during their enrollment in the strategy.
4. The Case Manager will have at least one in-person meeting with the Household a month if they are identified as needing a low level of support and at least one in-person meeting a week if they are identified as needing a moderate level of support.
5. The Case Manager will communicate any issues the Household has about the unit with the Property Manager.
6. The Case Manager will help the Household develop written plans to address any issues that arise related to their tenancy and provide the plan to the Property Manager.
7. Though the Case Manager is committed to providing ongoing support services to the Household they refer, extraordinary circumstances may arise where the case management cannot continue (the Case Manager will do everything they can to re-assign the Household to a new agency or case manager). In such situations, the other parties may discontinue the partnership agreement.
8. The Case Manager will continue to provide case management until the Household, Case Manager, and Homeless Services Coordinator all agree it is no longer needed.
9. The Case Manager will review the move-in condition report, lease agreement and expectations with the Household prior to move-in.

Expectations of Household

1. Abide by all tenancy requirements, as specified in my Lease Agreement.
2. Engage in ongoing support services after move-in, as offered and provided by my Case Manager.
3. Proactively communicate about any potential issues with my rental dwelling and/or lease agreement by contacting my Case Manager.
4. Pay 30 percent of my income to the Property Manager every month for rent.

Expectations of Property Manager

1. Handles all unit showing for prospective Households.
2. Is the point of contact for Landlords for any issues that may arise.
3. Communicate any Landlord concerns to the Case Manager and Household.
4. Maintain documentation of each lease, sublease, and move-in condition report for every Household enrolled in the lease.
5. Pay rent and security deposits to Landlord.
6. Pay utilities.
7. Collect rent from Household.
8. Communicate any issues or concerns between parties.
9. Ensure a move-in condition report is completed with the Case Manager and Household before a Household moves in.
10. Ensure Partnership Agreements are signed between the parties before a Household moves in.
11. Communicate any issues that may arise with the Homeless Services Coordinator.

Expectations of City of La Crosse

1. Ensure that referred Households meet the strategy's eligibility and assessment requirements.
2. Ensure that referred Households have the recommended level of case management support prior to move in.
3. Make all final decisions about which households move into which units.
4. Sign leases with property owners.
5. Oversee the implementation of the strategy with all parties involved.
6. Provide Property Manager with funds to pay rent and other fees.
7. Ongoing evaluation about the strategy's outcomes.

Rental Lease Agreement: Each Household will be required to sign a Rental Lease Agreement between each adult tenant and the City of La Crosse. All parties will review and agree upon specific terms of the Rental Lease Agreement before moving into a Pathways-Held Leases unit.

This agreement outlines the components for participation in Pathways-Held Leases. By signing below, we acknowledge our understanding and acceptance of the terms outlined in this agreement and that disengagement from any of the outlined components may result in being discharged from a Pathways-Held Lease. Discharge from Pathways-Held Leases will include being asked to vacate a housing unit. We recognize that adherence to these guidelines is crucial for the success of our participation in Pathways-Held Leases.