

Housing Checklist Details

Housing	Assist with utilities hook-up (electricity, gas, water)
	Procure furniture and household goods prior to arrival, according to Basic Needs Support
	Assist in setting up home
	Provide home orientations
	Help address housing needs such as repairs (check w/ World Relief before contacting landlord)
	Teach and facilitate yard maintenance (if applicable)

Secure decent, safe, and sanitary apartment or house rental

We are required to find housing for every R&P client we work with. When looking through spaces, our case workers have a site visit housing checklist they work through (*See “Site Visit Housing Checklist” below*). We also look for housing within specific price ranges that allow our clients to continue to pay for housing with their benefits from DHS after the first 90 days and before they secure a job (*See “DHS Money per Family Member” below*). Additionally, we look for housing that is in close proximity to public transportation, as very few of our clients have access to a vehicle in their first 6-12 months in Western NY. As an organization, we ensure housing is paid for the first 90-days. At some point in the first few months, DHS kicks in to pay for the housing until the family has jobs.

With these various requirements in mind, we often look for landlords who offer month-to-month leases. This gives our clients the flexibility to make the housing decisions that are best for them once they have arrived in our area.

When you are looking for housing, or offering your home as a Host Home, please keep these requirements in mind. If you know landlords, or have connections within your church or communities, please reach out to them and put them in contact with our office. We are always looking for more housing options for our clients.

Assist with utilities hook-up (electricity, gas, water)

Once we have procured housing for a family, our case workers work with RG&E to make sure utilities are hooked up.

Procure furniture and household goods prior to arrival, according to Basic Needs Support

Our GNTs do not need to provide furniture and household goods. We work with Saint’s Place to provide furniture and furnishings for newly arrived families. They provide most of the clothing, furniture, school supplies, and household goods we give to arriving families. All of the furniture and furnishings donated by Saint’s Place belong to the family once they arrive. If your team, or a member of your church/community would like to donate furniture or furnishings to refugees and other immigrants, please contact Saint’s Place: <https://saintsplace.org/donate>.

Assist in setting up home

Saint’s Place delivers the furniture and furnishings for each home setup directly to the clients’ apartment. Our volunteer [Home Team](#) cleans the apartment and meets Saint’s Place at the

apartment to set it up and help the space transition from an apartment to a first home. We encourage your GNT to get involved with the cleaning and setup of the home the family you are partnered with is moving into. Due to our amazing partnership with Saint's Place, all of our cleaning and setup times are during the workweek (M-F 9am-5pm).

Additionally, we often only have a few days' notice prior to a home setup. We would love for your team to get involved, but understand this is not always possible. When we learn about the timing of the Home Team, we will let you know and give you a link to the Home Team event on Track it Forward. Each home team volunteer opportunity will list all of the details that you need to know (apartment location, meeting time, when Saints Place is arriving, what to bring, etc.). Check out more about our [Home Team here!](#)

Provide home orientations

One of the most important ways we can help our clients get acclimated to home life in Western NY is through home orientations. When we first bring a family into their home, we provide a basic home orientation covering the following steps:

1. Emergency procedures (call 911 for fire, someone is severely sick or injured and needs the hospital immediately, or someone trying to break in your home. Explain 911 is only for emergencies).
2. Basic safety (Lock doors, show them smoke detectors, carbon monoxide detector, and tell them what it means if these go off and what they can do depending on the situation).
3. Tour of the entire home (show them kitchen, including kitchen supplies, food provided, and how to use stove and other appliances as necessary. Show them the bathroom and how to use shower and toilet. Show them bedrooms, light switches, thermostat if it is winter and tell them grease should never be put down the kitchen sink and nothing but toilet paper should be flushed down the toilet).

Help address housing needs such as repairs (check w/ World Relief before contacting landlord)

Our clients have rights as tenants that they might not know because they have never lived in Western NY before. As a GNT, you have the opportunity to help the family you are partnered with learn how to advocate for themselves and build an ongoing relationship with their landlord. As noted above, please check with World Relief in the first 90 days before contacting a landlord as there might be more things going on behind the scenes than you know. Additionally, as we empower our clients, please encourage the family to reach out to the landlord themselves, instead of acting as an intermediary.

Teach and facilitate yard maintenance (if applicable)

Some of our landlords require tenants to do simple yard maintenance, like mowing the lawn. In these cases, your GNT can teach the family how to take care of property in Western NY. If the landlord requires yard maintenance, they should also provide the tools to do said maintenance, unless otherwise noted in the lease.

Site Visit Housing Checklist

Case Number: _____



___ Check here if transitional housing (hotel, relative, host family)

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1st Residence		Circle Yes / No
Client Address: _____		
EXPENSES	Will housing be affordable at the end of the R&P Period?	Y / N / N/A
	Rent per month	\$
	Approximate utilities per month (electric, gas, water)	\$
SAFETY	Appropriate # of working smoke detectors?	Y / N
	Fire extinguishers where required?	Y / N / N/A
	Identified & accessible emergency escape route?	Y / N
	Working locks on windows & outside doors?	Y / N
	Windows in working order?	Y / N
	Visible bare wiring, peeling or flaking interior, visible mold, detectable dangerous or unsanitary odors?	Y / N
UTILITIES	Adequate heat, ventilation, lighting, hot/cold water in working order?	Y / N
	Electrical fixtures in good repair?	Y / N
	Sink, flush toilet, shower or bath in working order?	Y / N
	Is there an accessible storage or disposal facility for garbage?	Y / N
SPACE	Please <u>circle</u> "federal" or "local/state" standards. If hotel, circle "local/state".	Federal Local/ State
	Does the home provide minimum habitable area for each occupant, including sleeping areas, based on above standards?	Y / N
	Number of people living in the home?	#
	Number of bedrooms?	#
	Number of bathrooms?	#
OTHER	Are there rodents or insects in the residence?	Y / N
	If yes, has property management been notified?	Y / N / N/A
	If there are housing problems, has property management been made aware?	Y / N / N/A
	In cases of refugees with disabilities, is housing appropriate to their needs, to the extent required by law?	Y / N / N/A
Please explain all follow-up in the R&P Case Notes		

2nd Residence		Circle Yes / No
Client Address: _____		
EXPENSES	Will housing be affordable at the end of the R&P Period?	Y / N / N/A
	Rent per month	\$
	Approximate utilities per month (electric, gas, water)	\$
SAFETY	Appropriate # of working smoke detectors?	Y / N
	Fire extinguishers where required?	Y / N / N/A
	Identified & accessible emergency escape route?	Y / N
	Working locks on windows & outside doors?	Y / N
	Windows in working order?	Y / N
	Visible bare wiring, peeling or flaking interior, visible mold, detectable dangerous or unsanitary odors?	Y / N
UTILITIES	Adequate heat, ventilation, lighting, hot/cold water in working order?	Y / N
	Electrical fixtures in good repair?	Y / N
	Sink, flush toilet, shower or bath in working order?	Y / N
	Is there an accessible storage or disposal facility for garbage?	Y / N
SPACE	Please <u>circle</u> "federal" or "local/state" standards. If hotel, circle "local/state".	Federal Local/ State
	Does the home provide minimum habitable area for each occupant, including sleeping areas, based on above standards?	Y / N
	Number of people living in the home?	#
	Number of bedrooms?	#
	Number of bathrooms?	#
OTHER	Are there rodents or insects in the residence?	Y / N
	If yes, has property management been notified?	Y / N / N/A
	If there are housing problems, has property management been made aware?	Y / N / N/A
	In cases of refugees with disabilities, is housing appropriate to their needs, to the extent required by law?	Y / N / N/A
Please explain all follow-up in the R&P Case Notes		

Date of Home Visit _____

Date of Home Visit _____

WR Staff / Volunteer / Co-sponsor (GNT) Signature _____ Date _____
Please circle which

WR Staff / Volunteer / Co-sponsor (GNT) Signature _____ Date _____
Please circle which

To be completed **between** 5 working days before arrival **or** 5 working days after arrival, **and** 5 working days after moving within the R&P Period. For further information, review the Guidelines for the Site Visit Housing Checklist.

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DHS Money per Family Member

Family Size (# of Cases)	TOTAL ALLOWED UTILITIES INCLUDED	TOTAL ALLOWED UTILITIES NOT INCLUDED
1	\$440	\$494
2	\$589	\$643
3	\$732	\$786
4	\$875	\$931
5	\$1,023	\$1,081
6	\$1,134	\$1,197
7	\$1,249	\$1,316
8	\$1,386	\$1,457
9	\$1,483	\$1,554