

Massachusetts Department of Housing and Community Development 100 Cambridge Street, Suite 300, Boston, MA 02114

HomeBASE Program Participation Agreement

HomeBASE is a Department of Housing and Community Development (DHCD) program for families who are homeless or at imminent risk of homelessness and meet the basic requirements for temporary emergency shelter of the state's Emergency Assistance program. HomeBASE provides different forms of assistance, depending on the circumstances, including rental assistance, household assistance, moving assistance, and temporary accommodation, based on program guidelines, as well as stabilization services, with the goal of increased economic self-sufficiency and long-term housing stability.

The program will be administered on a regional level by Administering Agencies and community-based providers. These agencies will be responsible for the day-to-day operation of HomeBASE statewide in different geographical areas.

Administering Agency: Contact Name Phone email

Agency

Contact Name Phone email

By signing this Agreement, you acknowledge that you are the head of household of a HomeBASE family, and therefore a HomeBASE Participant, and that you agree to follow the HomeBASE program requirements and guidelines established by the Department of Housing and Community Development. If a participant family violates these requirements and guidelines, then the family can be terminated from the program.

Participant Benefits

By participating in this program you are eligible for:

Your primary contact for HomeBASE will be:

Stabilization Agency and contact: ___

• Specific appropriate forms of HomeBASE Assistance as outlined in your *Notice Regarding Level* and *Type of HomeBASE Benefit*.

- A dedicated stabilization case manager, who will provide stabilization services appropriate to your level and type of benefit.
- The right to appeal your benefit level or type through a formal appeals process.

Participant Responsibilities

By participating in this program you agree to:

- Maintain a good tenancy and abide by all terms of the lease/agreement you have with your housing provider and HomeBASE administering agency.
- Meet with your housing stabilization case worker in person as provided in your stabilization plan
 and take an active role in developing and completing the stabilization activities set forth in your
 Stabilization Service Plan.
- Make a good faith effort to secure long-term stable housing by actively pursuing housing search and placement activities.
- Notify the Administering Agency, in writing, of any change in address and until then, all mail from the Administering Agency and DHCD will be sent to the address of the last placement.
- Comply with the HomeBASE Program Guidelines and HomeBASE regulations.
- Abide by the rules set forth in the Temporary Accommodations Agreement if and while you receive temporary accommodation benefits.

Agreement by Participant (Please read and sign)

I agree to meet and continue to meet the responsibilities listed above. I understand that if my family members, guests, or I fail to meet the responsibilities outlined above, I may lose my HomeBASE assistance and be terminated from the program. I further understand that if I refuse to sign this form, it will be treated as rejection of feasible, alternative housing and will result in termination of HomeBASE benefits. I also understand that continuing receipt of HomeBASE benefits is subject to program and funding availability.

Date:	
Participant Signature	

Participant Name (please print)
Date:
Administering Agency Representative Signature
Administering Agency Representative (please print)