

HOP Program Guidance and Standards Revision History

August 2026 revision:

Section	Sub-section & page number(s)	Revision description
Appendix L. AHS Housing Inspection (HQS+) Request to VT State Housing Authority (VSHA)	Entire document	Replaced with updated version of request form

July 2026 revisions:

Section	Sub-section & page number(s)	Revision description
Table of Contents	Section 7: Financial Assistance (page 1)	Removed duplicate mention of habitability standards section
Table of Contents	Section 7: Appendices (page 2)	Removed references to Appendix U, V, and Z
1) Housing Opportunity Grant Program Overview	HOP Project Types & Eligible Activities Chart (page 2)	Removed Financial Assistance from Emergency Shelter column
1) Housing Opportunity Grant Program Overview	General HOP Requirements (pages 5-8)	○ Added definition of “covered individual” to #3 Conflict of Interest ○ Removed footnote from #9 Fair Housing ○ #14 Standard State and Agency of Human Services Grant/Contract Provisions updated to include most recent revision dates and revised title of Attachment F
2) Emergency Shelter	Emergency Shelter Activities (page 1)	Diversion & Rapid Exit Financial Assistance removed
4) Coordinated Entry	Coordinated Entry Activities (page 1)	Informational hyperlinks edited
6) Rapid Re-Housing	Related Appendices (page 1)	References to Appendix U and Appendix V removed
6) Rapid Re-Housing	Fair Market Rent & Rent Reasonableness (pages 6-7)	○ Instructions for accessing HUD Utility Allowances for VT on VSHA’s website updated ○ Reference to Appendix U and Appendix V removed

6) Rapid Re-Housing	Habitability Standards for Permanent Housing (page 9)	Page numbers referenced for HOP Minimum Habitability Standards for Permanent Housing updated
7) Financial Assistance	Related Appendices (page 1)	Reference to Appendix Z removed
7) Financial Assistance	Financial Assistance Standards (pages 2-6)	○ Second paragraph in introduction removed ○ Final bullet in standard A removed ○ Footnote #2 updated with revised instructions for accessing Voucher Payment Standards on VSHA's website
Appendix O. Emergency Transfer Plan	Member Organizations (pages 5-7)	Updated information for SafeSpace Program
Appendix U. Single-Family Utilities Worksheet	Entire document	Removed – no longer in use (references to this Appendix item have been updated to provide alternative instructions)
Appendix V. Multi-Family Utilities Worksheet	Entire document	Removed – no longer in use (references to this Appendix item have been updated to provide alternative instructions)
Appendix W. Income Limits for RRH Rental Assistance	Entire document	Updated with amounts effective 6/1/2026
Appendix X. Financial Assistance Application Template	Local Fund Administrator checklist (page 10)	○ Updated to include reference to FMR as an alternative to VSHA Voucher Payment Standard or Rent Reasonableness ○ Updated to include revised instructions to check AMI limits
Appendix X. Financial Assistance Application Template	VSHA Voucher Payment Standard, HUD Fair Market Rent, and Rent Reasonableness Form (pages 13-15)	○ Updated to include reference to FMR as an alternative to VSHA Voucher Payment Standard or Rent Reasonableness ○ Updated to include revised instructions to check Utility Allowances and VSHA Voucher Payment Standards ○ HUD Fair Market Rent Compliance Certification section added (page 14)
Appendix Z. Financial Assistance Application Template for Shelter Providers	Entire document	Removed – no longer in use

September 2025 revisions:

Section	Sub-section & page number(s)	Revision description
All	N/A	Accessibility updates made, including changes to font, font size, and hyperlinks
1) Housing Opportunity Grant Program Overview	In this Section (page 1)	Equal Access Rule Guidance added
1) Housing Opportunity Grant Program Overview	HOP Project Types & Eligible Activities Chart (page 2)	Replaced with version from SFY26 HOP funding announcement
1) Housing Opportunity Grant Program Overview	General HOP Requirements (pages 5-7)	○ Rearranged into alphabetical order ○ Equal Access added (see #7) ○ Equipment added (see #8) ○ Fair Housing updated to incorporate additional protected classes added by Act 69 (see #9) ○ Standard State and Agency of Human Services Grant/Contract Provisions updated to include most recent revision dates and link to location on the Agency of Administration's website (see #14)
1) Housing Opportunity Grant Program Overview	General Recordkeeping Requirements	Documentation of Services and Assistance Provided to the Participant updated (see #4)
1) Housing Opportunity Grant Program Overview	Homelessness Recordkeeping Requirements (pages 11-12)	Information about documenting due diligence added
1) Housing Opportunity Grant Program Overview	Equal Access Rule Guidance (pages 16-17)	New
2) Emergency Shelter	Emergency Shelter Activities (page 1)	Opioid Settlement Funding activity added (see #4)
2) Emergency Shelter	Related Appendices (page 1)	Appendix Y added
2) Emergency Shelter	Emergency Shelter Standards (pages 2-7)	○ Length of Stay standard updated (see E) ○ Mortality Critical Incident Reporting standard added (see N) ○ Equal Access standard added (see O)
2) Emergency Shelter	Habitability Standards for Shelter (page 8)	Updated to include new requirement for safety risk assessment (see #12)

3) Transitional Housing	Transitional Housing Activities (page 1)	Informational hyperlink edited
4) Coordinated Entry	Coordinated Entry Activities (page 1)	Informational hyperlinks edited
5) Homelessness Prevention	Homelessness Prevention Activities (page 1)	Informational hyperlinks edited
6) Rapid Re-Housing	HOP – Minimum Habitability Standards for Permanent Housing (pages 11-12)	○ Top of form updated to add space for necessary information ○ Additional HUD Habitability Requirements section updated to clarify when a unit is exempt from the lead paint inspection requirement.
7) Financial Assistance	Financial Assistance (page 1)	Informational hyperlinks edited
7) Financial Assistance	Related Appendices (page 1)	Appendix Z added
7) Financial Assistance	Financial Assistance Standards (pages 2-6)	○ Footnote added to Standard A regarding AMI ○ Standard E updated to remove language referencing “debt” ○ Standard G added
7) Financial Assistance	HOP – Minimum Habitability Standards for Permanent Housing (pages 7-9)	Additional HUD Habitability Requirements section updated to clarify when a unit is exempt from the lead paint inspection requirement.
Appendix A. Self-Declaration of Housing	Page 1	Question 8 adjusted to ensure data necessary for all categories is collected

Appendix C. Grantee Written Standards Checklist	Entire document	○ All Project Types section: added Equal Access ○ Emergency Shelter section: added Equal Access, Workplace Violence Prevention & Crisis Response ○ Flexible Client-Based Financial Assistance section: added additional limitations policy requirement ○ Additional Recommended Policies and Procedures section: added Connection to Mainstream Benefits, Coordination with Local Continuum of Care/Housing Coalition, Coordination with McKinney-Vento Liaisons, Homeless Participation, Reasonable Accommodations
Appendix E. HOP Client File Checklist – Emergency Shelter	Entire document	○ Rows updated: Documentation of Shelter Eligibility (Documentation Type/Notes), Essential Services Case Management (Criteria/Item), Documentation of Involuntary Termination Decision/Process (Criteria/Item) column updated ○ Rows added: Safeguards for Special Populations, Documentation of Services and Assistance Provided to the Participant, Length of Stay
Appendix F. Sample Lead Paint Disclosure Form for Shelters	Entire document	○ Updated to replace “housing” with “shelter”, as appropriate ○ Form made fillable
Appendix G. HOP Client File Checklist – Transitional Housing	Entire document	○ Rows updated: Documentation of Eligibility (Documentation Type/Notes); Essential Services Case Management (Criteria/Item); Documentation of Involuntary Termination Decision/Process (Criteria/Item) ○ Rows added: Documentation of Services and Assistance Provided to the Participant

Appendix H. HOP Client File Checklist – Coordinated Entry	Entire document	○ Rows updated: Documentation of Eligibility (Criteria/Item, Documentation Type/Notes); Documentation of Involuntary Termination Decision/Process (Criteria/Item) ○ Rows added: Documentation of Services and Assistance Provided to the Participant; Housing Navigation Services ○ Rows removed: Record of Services Type and Date
Appendix I. HOP Client File Checklist – Homelessness Prevention	Entire document	○ Rows updated: Documentation of Eligibility (Criteria/Item, Documentation Type/Notes); Documentation of Involuntary Termination Decision/Process (Criteria/Item) ○ Rows added: Documentation of Services and Assistance Provided to the Participant; Housing Navigation Services; Housing Retention Services ○ Rows removed: Record of Services Type and Date; Assessment to Determine Services Needed, Amount, and Duration; Monthly Housing Stability CM Meetings; Post Assistance Housing Stability Plan

Appendix J. HOP Client File Checklist – Rapid Re-Housing	Entire document	○ Rows updated: Documentation of Eligibility (Criteria/Item, Documentation Type/Notes); Signed Lease (Criteria/Item); Documentation of FMR and/or Rent Reasonableness Determination (Criteria/Item); Habitability Inspection (Item, Criteria/Item); Documentation of Involuntary Termination Decision/Process (Criteria/Item) ○ Rows added: Intake Documentation; Documentation of Services and Assistance Provided to the Participant; Housing Navigation Services; Housing Retention Services; Annual Re-evaluation; Rental Assistance Agreement; Participation Contribution; Lead Paint Requirements; VAWA Requirements ○ Rows removed: Record of Rental Assistance and Date; Record of Services Type and Date; Coordinated Entry Assessment to Determine Services Needed, Amount, and Duration; Payments to Landlord; Monthly Housing Stability CM Meetings; Post Assist. Housing Stability Plan; Lead Paint; VAWA Lease Addendum; Date of VAWA Notice of Rights
Appendix L. AHS Housing Inspection (HQS+) Request to VT State Housing Authority (VSHA)	Entire document	Replaced with newer version of form from VSHA
Appendix O. Emergency Transfer Plan	Member Organizations (pages 5-7)	Updated contact information for organizations
Appendix P. Emergency Transfer Request Form	Entire document	Replaced with newer version of form from HUD
Appendix Q. HUD-5382 VAWA Self-Certification Form	Entire document	Replaced with newer version of form from HUD
Appendix U. Single-Family Utility Allowances	Entire document	Updated with amounts effective 12/1/2024

Appendix V. Multi-Family Utility Allowances	Entire document	Updated with amounts effective 12/1/2024
Appendix W. Income Limits for RRH Rental Assistance	Entire document	Updated with amounts effective 6/1/2025
Appendix X. Financial Assistance Application Template	Entire document	Replaced with updated application template for SFY2026
Appendix Y. Shelter Mortality Critical Incident Reporting Fillable Form	Entire document	New
Appendix Z. Financial Assistance Application Template for Shelter Providers	Entire document	New