

4. Roles and Responsibilities Checklist

Activity	RCHDC Staff	County Staff
Develop and approve facility signage	✓	
Maintain confidential resident files	✓	✓
Maintain building and grounds	✓	
Security camera oversight	✓	
Facilitate “make-ready” of vacant units	✓	
Accept, review and approve resident applications		✓
Schedule resident orientation and move-in date		✓
Prepare and execute Bridge Program Agreement	✓	
Bridge Program goals development		✓
Preliminary Housing Plan development: defining funding source for rent payment upon lease		✓
HMIS data entry		✓
Prepare and execute lease paperwork	✓	
Resident Action Plan development		✓
Host resident meetings		✓
On-site activities and classes		✓
Track warnings and lease violations	✓	✓
Notify county staff of lease violations	✓	
Legal notices to residents	✓	
Process and track rent payments	✓	
Process and track damages payments	✓	
Supervise property maintenance staff	✓	
Take and assign and track work orders	✓	
Respond to resident complaints	✓	✓
Respond to resident emergency requests	✓	
Facilitate unit inspections	✓	

Reviewed January 2023