



## COMMUNITY PARTNER APPLICATION

**Becoming A Community Agency Partner:** A Community Partner Agency (CAP) is an agency that chooses to sponsor either certified Rent Well instructors and non-certified individuals seeking professional development skills at their place of business to benefit their clients. These agencies are licensed non-profit organizations, publicly funded agencies, or governmental housing providers with mission statements or core values that align with the goal of helping low-income individuals find or maintain safe and stable housing. CAPs hold the integrity of the work they do as well as the Rent Well curriculum to the highest standard by insuring that only certified instructors in good standing are teaching the Rent Well curriculum at their agency. CAPs can ask for a payment of no more than \$60 per student to cover the cost of supplies and items needed to teach this course and the partner agency shall not subcontract it's work under the agreement created by this partnership. These agencies also do not attempt to gain or profit off the utilization of this program.

CAPs agencies must ensure that they are following correct community standards policies, reporting requirements, confidentiality agreements, and copyright and trademark laws. The agency is to have and maintain both worker's compensation and general liability insurance which they must be able to provide a copy of when asked. They hold the Rent Well program harmless against all claims, demands, actions, and suits that may arise.

Agencies wishing to become CAP must first complete a community partnership application that will be reviewed for final approval by the Rent Well Program. If the agency is approved they will be asked to sign an agreement, sample of which is attached, and pay a one time licensing fee.

**Licensing Fee:** This is a one time fee to cover the cost of enrolling an agency as a current community partner. As a current community partner, the agency acknowledges that they understand their responsibility in maintaining the integrity of the curriculum and oversight of their instructors as well as currently being covered by general liability insurance for their agency.

The licensing fee is \$200 and is due at the time the signed agreement is submitted to the Rent Well Program. Individuals wishing to become certified instructors will not have the ability to do so until their affiliated agency becomes an official community partner agency. The licensing fee is a one time fee regardless of the number of certified instructors or non-certified individuals that went to the 2 days of training.

**Lead Agency Opportunity:** For a discounted rate on registration fees, community partners can ask about the opportunity to become a lead agency in your area. A lead agency is responsible for being knowledgeable about local ordinances and laws in their county that impact housing, supporting other agencies in your community with resources that are beneficial for graduates, monitoring classes in the area, providing support around the Rental Assurance Fund for Tenancy if needed, recording and reporting graduation information bi-annually to the Rent Well Program, and attending quarterly meetings/conference calls with the other Rent Well county lead agencies.

For counties with two or more other agencies, the discount is 25% off the instructor registration fee. This opportunity is limited to one lead agency per county. If you would like more information about this, please contact [rentwell@tprojects.org](mailto:rentwell@tprojects.org).



[www.rentwell.org](http://www.rentwell.org)

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## COMMUNITY AGENCY PARTNER APPLICATION

If your agency is not a certified Community Agency Partner and would like to become one, please fill out the application below and submit it to the Rent Well Administrator at [rentwell@tprojects.org](mailto:rentwell@tprojects.org) or 8028 E Burnside Street, Portland, Oregon 97215. If you have staff or volunteers to that wish to be trained at an upcoming training this application needs to be submitted no less than 30 days before an upcoming training.

Agency's Name: \_\_\_\_\_

Is the agency a:  registered non-profit  publicly funded agency  governmental housing provider

Agency Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Agency's Website: \_\_\_\_\_ Staff Size: \_\_\_\_\_

Populations Served: \_\_\_\_\_

Does your agency use the data entry system, Homeless Management Information System (HMIS) or Service Point:  Yes  No

Mission Statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will utilizing the Rent Well curriculum support your participants and align with your mission?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the agency is approved to become a community partner, the agency will need to have their executive director sign a community partnership agreement and a designated agency liaison. The agency liaison would ensure that student data is recorded properly, keep a list of their agency's instructors, and would be the point of contact for the Rent Well program at their agency. Who will the agency liaison be?

Liaison's Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I acknowledge that I have read and understood all the information provided on this document, such as what fees will be charged and to whom, who is eligible to participant in this training and the differences between a certified instructor and a non-certified individual. I have reviewed the attached sample agreement that is attached and agree to the policies and procedures it has outlined.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

