

RESIDENT SELECTION PROCESS

Process Flow Chart for Resident Selection for Project Homekey
<p><u>Step 1: Referral Submitted to Interest List</u></p> <p>Community-based organization, health care provider, or service provider, submits a Project Homekey Referral Form for a potential resident household. Referral form is accompanied by a completed Project Homekey Eligibility Screening Worksheet. Forms are submitted by email to project_homekey@mendocinocounty.org. There is no deadline for referrals to the Interest List.</p> <p>If a potential resident contacts project staff requesting to be housed at Project Homekey, that person will be instructed to send an email to project_homekey@mendocinocounty.org with their name, the names of everyone in their household, dates of birth, and a brief explanation of need. Self-referrals will be automatically placed in Pathway 4, pending an interview and additional background research.</p>
<p><u>Step 2: Staff Reviews and Scores Referral</u></p> <p>Project staff reviews referral for the following:</p> <ol style="list-style-type: none"> 1) Is referral complete? If not, staff will contact referring party for additional information. 2) Is the prospective resident eligible based on criteria for determining homeless or at-risk-of-homelessness status, per 24 CFR 578.3 regulations? 3) Is any member of the prospective household ineligible for HUD-funded permanent housing due to criminal justice status or other factors? (See Factors for Determining Ineligibility to Project Homekey) <p>Project staff completes Project Homekey Scoring Sheet for each referral.</p>
<p><u>Step 3: Staff assigns Pathway to each referral</u></p> <p>Within one week of receiving the referral, staff assigns the household to one of four Pathways as follows:</p> <p>Pathway 1: Pending Tenant Selection Committee meeting – Potential resident is determined eligible, has a high enough cut score, and there are units available for the appropriate Resident Cohort.</p> <p>Pathway 2: Waitlist Status – Potential resident does not have a high enough cut score and/or there is no current availability of units for appropriate Resident Cohort.</p> <p>Pathway 3: Potential Resident Not Eligible At This Time – Potential resident is not eligible at this time due to homelessness status or other factors.</p> <p>Pathway 4: Self-Referrals – All self-referrals will be automatically placed in Pathway 4, pending an interview and review by Project Staff.</p> <p>Staff will email the Referring Party with the Pathway Status of each pending resident.</p>

Step 4: Tenant Selection Committee Meets

Tenant Selection Committee meets to review all potential participants in Pathway 1. A tentative Approval List is prepared and released back to the potential resident household and referring party. All potential residents not selected at the Committee Meeting will be placed in Pathway 2.

Step 5: Documentation Gathering

Prospective tenants and referring parties are notified of necessary documentation requirements, if any. Possible documentation requirements may include: income documentation; criminal background history; release of information forms, etc.

Step 5: Letters of Admittance Sent

Staff prepares Letter of Admittance for approved residents. Letter will include the date of orientation and move-in date. Copy of letter will also be sent to the Referring Party.

Step 6: Approved and prospective residents entered in Coordinated Entry System

If not already entered in the Coordinated Entry System, project staff will ensure that all approved and potential residents in Pathways 1 and 2 are entered into the CES.