

POLICY AND PROCEDURE	
Policy Title: Referrals	Program: Project Homekey, Live Oak Apartments
Approved by Name and Title: Megan Van Sant, Sr. Program Manager	Effective Date: May 19, 2021 Updated: January 2024

Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

Procedure

Referrals are accepted from all organizations in Mendocino County that work with households that are homeless or at-risk of homelessness. Self-referrals are also accepted.

A complete referral for residency includes the Referral Form and the appropriate Verification of Housing Status Form. These documents are available at www.projecthomekeymendocino.org or upon request. Completed referrals are emailed to project_homekey@mendocinocounty.gov.

There is no deadline for submission of referrals. Referrals are accepted on a continually rolling basis and are reviewed as units become available.

Submitted referrals result in the placement of the proposed resident on the Interest List for Project Homekey.

Because Project Homekey funding provides transitional and/or permanent housing to households experiencing homelessness or at risk of homelessness, referrals expire after 90 days.

A referral that is not resubmitted at least 30 days after expiration is taken off the Interest List.

Attachments

Referral Form

Verification of Housing Status – Individuals and Couples without Children

Verification of Housing Status – Families with Children or Unaccompanied Youth Under Age 25