

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

Step 1: Referral added to the Interest List.

A community-based organization, health care provider, or service provider submits a Project Homekey Referral Form for a potential resident household. The referral form must include a completed Verification of Housing Status Form. The complete referral is submitted by email to project_homekey@mendocinocounty.gov.

Submitted referrals result in the placement of the proposed resident household on the Interest List for Project Homekey. Referrals expire after 90 days.

If a potential resident contacts project staff requesting to be housed at Project Homekey, that person is directed to the Self-referral Form at the Project Homekey Mendocino website. The online referral form collects their name, the names of everyone in their household, dates of birth, and a brief explanation of need.

Step 2: Staff reviews the referral for completeness and eligibility.

Project staff reviews referral for the following:

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).

Step 3: Staff assigns a Category to the referral.

Within one week of receiving the referral, staff assigns the potential resident household to one of three categories:

Category 1: Holding Tank – the potential resident household is eligible and a member of a priority cohort.

Category 2: No Priority Cohort – the potential resident household is eligible but is not a member of a priority cohort.

Category 3: Not Eligible – the potential resident household is not currently eligible due to homelessness status or other factors. The referring party is notified.

Step 4: Tenant Selection Committee Meets

When unit(s) become available, the Tenant Selection Committee meets to review resident referrals from Category 1. Potential residents are scored according to greatest need. The committee selects potential resident(s) and contacts the referring party to schedule a second-stage review.

Step 5: Documentation is gathered.

The potential resident household and referring party are notified of additional documentation requirements, if any. Documentation requirements may include income verification; criminal background history; release of information forms, or other information.

Step 6: Letters of Admittance is sent.

Staff prepares Letter of Admittance for approved resident household and the referring party. Letter includes the date of orientation and targeted move-in date.

Special Exceptions

At the sole discretion of the Senior Program Manager responsible for Project Homekey, exceptions to this resident selection process may be implemented in response to specific, urgent, or unusual situations.

Factors for Determining Ineligibility

The following factors are used to determine ineligibility for Project Homekey.

If a proposed resident household meets one or more of these criteria, they may be placed in Category 3: Not Eligible. Potential residents and their advocates may request review and reconsideration of Category 3 at any time, and especially if/when their circumstances have changed.

Factor 1: Potential resident household does not meet the criteria for homelessness or at-risk of homelessness per 24 CFR 578.3 regulations. See Verification of House Status Form for detailed descriptions.

Factor 2: One or more members of the potential resident household are not eligible for participation in a HUD-funded rental assistance program for one or more of the following reasons:

A member of the family:

- Is a registered sex offender;
- Has been convicted of manufacturing methamphetamine in an assisted unit;
- Has a recent history of violent criminal behavior which may have threatened the health and safety of another individual (recent history is defined as more than three documented incidents in the previous 12 month period). This criteria will be evaluated on a case by case basis and completion of an anger management course or other such process may be considered; or
- Has been convicted of arson.

Attachments

None