

POLICY AND PROCEDURE	
Policy Title: Orientation	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 Reviewed: 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.

An orientation to the program is provided for potential residents to learn about the program and have a clear understanding of program participation expectations.

Procedure

After the Tenant Selection Committee identifies a potential resident, an orientation is scheduled. At orientation, the prospective resident is given the opportunity to tour the site, review the Bridge Program Agreement and the Code of Conduct, learn about the Bridge program and participation expectations, and complete a financial statement and goal assessment. County staff answer questions and may provide a second site visit.

When the potential resident verbally agrees to move in, a move-in date/new resident intake is scheduled.

Attachments

Welcome letter

Bridge Program Agreement

Bridge Program Code of Conduct

Housekeeping Guidelines