

POLICY AND PROCEDURE	
<b>Policy Title:</b> Bridge Program	<b>Program:</b> Project Homekey, Live Oak Apartments
<b>Approved by Name and Title:</b> Megan Van Sant, Sr. Program Manager	<b>Effective Date:</b> April 2023 <b>Updated:</b> 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.

## Definitions

**Bridge Program:** A program that provides a household with support services and transitional housing. This opportunity comes with the potential to sign a lease for permanent housing if an ongoing rental subsidy is obtained and the resident Code of Conduct is followed. The Bridge Program is designed to shelter a household while working on obtaining a rental subsidy to help pay for permanent housing. A household retains its homeless status during the Bridge Program, up to 18 months.

**Program Fee:** The monthly amount due from the household to pay for the program cost. The program fee for the Bridge Program is 30% of the household's income. If there is a subsidy available to pay the difference between the program fee and the market rate, we will collect from that subsidy.

## Procedure

When a household is selected to participate in the Bridge Program per the Resident Selection policy, and the household agrees to terms of the Bridge Program Agreement, including the potential payment of the program fee, the household enters the Bridge Program.

At the signing of the Bridge Program Agreement, support staff complete the program participation paperwork and income documentation to establish the program fee amount to be paid by the household.

The Head of the household schedules twice-monthly sessions to work with support staff to establish personal goals that focus on working towards housing stability, either through obtaining a rental subsidy, being able to pay out of pocket for the full market rent on a unit or locating other housing options.

## Program Completion or Exit

A household successfully completes the Bridge Program between 90 days and 18 months when they have obtained a rental subsidy, have shown they can follow the Code of Conduct, or have located other housing options.

Upon successful completion of the Bridge Program, the household is offered the opportunity to lease their apartment at Live Oak.

If a household has not acted in good faith to acquire a rental subsidy or the ability to pay full market rent on a unit, or has violated the Code of Conduct, or has been in possession of a housing voucher for more than 30 days and has not presented it to sign a lease for their unit, the household is exited from the Bridge Program without an offer of a lease and is required to vacate the premises.

If at any point during the Bridge Program your household no longer meets the criteria for one of Live Oak’s priority populations, your participation in the Bridge Program will be terminated, and you will have 30 days to exit the premises. Priority populations are:

- Seniors over the age of 60, including those involved with Adult Protective Services.
- Veterans receiving support and case management from Veterans Affairs.
- Individuals enrolled in the CalAIM-ECM program.
- Households with minor children.
- Individuals with complex medical conditions.
- Transitional Age Youth Exiting from Foster Care System up to age of 25 years.

## Attachments

### RCHDC:

Bridge Program Agreement

Bridget Program Code of Conduct

### County Staff:

Bridge Program intake form

Financial statement – generic

Financial statement – CalWORKS

Financial statement – Rapid Rehousing

Contact information sheet

Caregiver Registration form

Release of Information

HMIS entry form