

POLICY AND PROCEDURE	
Policy Title: Household Composition and Unit Restrictions	Program: Project Homekey, Live Oak Apartments
Approved by Name and Title: Megan Van Sant, Sr. Program Manager	Effective Date: January 2023 Updated: January 2026
This policy was developed in accordance with our contract guidelines and direction with California Department of Housing and Community Development (HCD)	

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.

Policy

This policy addresses the household composition requirements of units restricted to specific target populations to be in compliance with our HCD agreement. Project Homekey strives to serve the identified target populations and efficiently allocate units to serve those populations. Target populations are Veterans (codified in an MOU with Veterans Affairs), seniors, families with minor children, individuals with documented complex medical conditions, and Transitional Age Youth (TAY).

Live Oak Apartments consist of a total of 48 units, described as follows:

Unit Type	Description	Number of Units	Floor	Unit Numbers	Minimum Occupancy	Maximum Occupancy
Studio	One room with a single bathroom and kitchenette	15	Downstairs	n/a	1	2
Studio	One room with a single bathroom and kitchenette	22	Upstairs	n/a	1	2
Family Unit	Two rooms with an adjoining door	2	Downstairs	108/110 115/117	3	5

Unit Type	Description	Number of Units	Floor	Unit Numbers	Minimum Occupancy	Maximum Occupancy
Family Unit	Two rooms with an adjoining door	4	Upstairs	208/210 225/227 228/230 229/231	3	5
Special Family Unit	Single room with a bonus room alcove	1	Upstairs	202	2	3
ADA Unit	Single room with an ADA-accessible bathroom and ADA-accessible kitchenette	4	Downstairs	120 121 122 123	1	2

Studio Units are restricted as follows:

Household composition must be one of the following:

- A single adult from a qualifying target population
- An adult couple in which the head of household is from a qualifying target population
- A parent with one minor child
- A single pregnant adult
- A single Transitional Age Youth (TAY)

Family Units are restricted as follows:

- Household must include at least one household member under age 18. Preference is given to households with 3 to 4 household members where there are more children than adults.

Special Family Unit is restricted as follows:

- Household must include at least one household member under age 18.
- This unit may be designated as a short-term Transitional Shelter Unit for children awaiting placement from MCDSS Family and Children's Services. Designation of the unit is at the discretion of the Mendocino County Director of Social Services.

ADA Units are restricted as follows:

- Household must include at least one household member with advanced mobility issues to qualify for an ADA Unit. These units can be single or double occupancy based on the composition of the household. Two units can be used as joined to function as a family unit or in a caretaker situation.

People with mobility issues are prioritized for downstairs units as Live Oak has no elevator to the second floor.

Procedure

Household composition and appropriate eligibility for unit type is determined upon the signing of a lease or program agreement before moving in.

When the composition of a household changes, Project Homekey reserves the right to require the household to move into an available unit for which the household qualifies. If the household composition changes in such a way that the household is no longer eligible for residency, Live Oak will provide the household with a 90-day Notice to Vacate.

Changes to household composition may include:

- Adding a child to the household
- Losing legal custody of a child or children; or physical custody reduced to less than 50%
- Death of the qualifying household member
- A minor child turning age 18
- Medical treatment, or other means, that reverses or heals a qualifying serious condition
- Other situations not listed above

Attachments

none