

Resident Selection Plan for

Background of the Supportive Housing Project at _____

In March 2020, along with the rest of the world, was hit by a global pandemic known as the Coronavirus or COVID-19. _____ intends to spend Coronavirus Relief Funds in a variety of ways, with a focus on using the funds to: prevent, prepare for, and respond to COVID-19 coronavirus among tribal members who are homeless or at-risk of becoming homeless.

Housing instability and homelessness are two of the most significant obstacles to flattening the curve and ending the COVID-19 pandemic. People experiencing homelessness or housing instability (i.e. overcrowding or living in unsafe and unsanitary conditions) have limited access to the preventative measures recommend by public health professionals, including handwashing, masks, gloves, home isolation, avoiding high touch surfaces, and rapid access to health care.

_____ Administration asked the _____ to be the lead service provider at the _____. Priority will be given to _____ clients in need of supportive housing.

Units at the _____ are available for high-risk, eligible individuals so that they can adhere to social distancing practices and “stay at home” orders. The units may also be used for isolation and self-quarantine purposes for people experiencing homelessness who have been exposed to, or have contracted, COVID-19.

_____ mandated that the _____ must serve _____ members. With that in mind, the policy of the _____ is Equal Housing Opportunity for prospective applicants regardless of race, color, religion, sex, handicap, familial status, national origin, age, creed, sexual orientation, gender identity, marital status, and status with regard to public assistance. In addition, _____ complies with local fair housing and civil rights laws and will provide reasonable accommodations to applicants if they or any family member has a disability or handicap. The purpose of this document is to describe the policies and practices of _____ & _____ in the Resident Selection Process for the _____.

_____ uses a Housing First Model as well as Harm Reduction and Trauma-informed approaches in its Permanent Supportive Housing (PSH). Housing First embraces the idea that people participating in a PSH program should be given housing even if they are struggling with issues of chemical dependency, mental illness and/or other barriers to housing that might render them ineligible under more traditional models of housing.

Core Elements of Housing First and Permanent Supportive Housing Include:

- Acceptance of applicants regardless of their sobriety, any past or current use of substances, any completion of rehabilitation or treatment or participation in any other supportive services.
- Applicants are not rejected solely on the basis of poor credit or financial history, poor or absent rental history, criminal convictions, or any other behaviors that are generally held to indicate a lack of “housing readiness.”
- Supportive services emphasize engagement and problem-solving over therapeutic goals. Services plans are highly tenant-driven without standardized or predetermined

goals, and client choice is key in this approach.

- Use of alcohol or drugs in and of itself is not considered a reason for eviction.

1. _____ **WAITING LIST PRIORITIES**

_____ is a _____-unit PSH located at _____. It is designed for individuals who have a history of homelessness or who are at-risk of becoming homeless or contracting Covid-19 and will benefit from supportive services. _____ clients will be given priority. Generally, these individuals have faced multiple barriers to obtaining or maintaining housing due to: criminal histories, chronic and/or persistent mental illness, substance use disorders, health issues, unemployment and/or underemployment.

Property Priorities/Eligibility Screening Process

- a. Potential tenants will undergo a two-stage screening process:
 - First, _____ will determine the individual's homeless status, tribal affiliation (members of _____ only) and whether or not the tenant is able to abide by the terms of the lease and could benefit from supportive services. People who have been affected by, or have a high-risk of being exposed to and contracting Covid-19, will be given priority.
 - Secondly, the prospective tenant will then be evaluated by _____ to determine if the tenant meets the income eligibility as determined by NAHASDA.
- b. When a unit designated as handicapped accessible becomes available, the first person on the waiting list who has indicated a verifiable need for the features of a handicapped accessible unit will be contacted for an interview. If the applicant meets the minimum screening criteria listed above, the applicant will be offered the unit before other applicants.

2. _____ **APPLICATION PROCEDURE**

- A. An applicant must submit a completed application to be considered for residency at _____. Applications can be found on _____'s website, hard copies may be picked up at the _____ office or applicants can email _____ to request an application be sent to them. Staff from _____ will assist potential applicants with filling out the application.
- B. Staff from _____ will make every effort to assist potential applicants in obtaining all necessary documentation for income verification and with completing the application.
- C. The completed application should be submitted to _____ for initial screening and eligibility determination.
- D. If _____ determines that the application passes initial screening, they will forward the application and necessary paperwork to _____ to determine

income eligibility for tenant based assistance qualification.

- E. Once _____ determines an applicant meets PSH program eligibility, _____ will notify _____ who will, in turn, let the applicant know the applicant met all eligibility criteria and will place the applicant on the waiting list.
- F. All completed and approved applications that meet one of the priorities for the _____ will be added to the waitlist.
- G. Placement on the waiting list does not automatically guarantee placement in an apartment at the _____.
- H. Determination of acceptance into a PSH unit will be based on highest need (as determined by criteria used by _____).
- I. _____, _____ and the Property Management company will receive a copy of approved application.
- J. _____ will coordinate with _____ and Property Management staff to meet with applicants on-site at the _____ to:
 - conduct an orientation and explain tenant-based assistance and re-certification process; and
 - go over the lease. Staff from _____ will be present to help explain the terms of the lease.
- K. Residents will receive a key/fob and move into individual unit

3. NOTIFICATION OF DENIALS

Once applicant screening is completed and all materials have been verified and evaluated, any application not meeting the above criteria will be denied. _____ must give the applicant prompt notice of the denial. The notice must contain a brief statement of the reason for the denial and must also state that the applicant may request an informal review of the decision.

4. OCCUPANCY STANDARDS

Residents will be required to meet the following standards for occupancy:

- Units will be available for single occupancy (1 individual per unit) only

5. UNIT TRANSFER POLICIES

- A. Existing residents may submit a reasonable accommodation request to the Property Management company. The Property Management will work with staff from _____ to gain input but the Property Management company will ultimately approve or deny the request.
- B. Residents who have a verified need for the special features of an accessible apartment will be transferred to accessible unit before applicants on the waiting list that need an accessible unit.

6. AVAILABILITY OF PLAN

This Resident Selection Plan is available to the public upon request. It can be requested at _____ during normal office hours.

7. MODIFICATION OF PLAN

_____ and _____ will review this Resident Selection Plan at least once annually to ensure that it reflects current eligibility requirements and program priorities. If _____ and _____ decide to modify the plan in any way, a notice of such modification will be provided by mail to applicants on the waiting list.