

# **GRAND RAPIDS HOUSING COMMISSION**

## **ADMISSIONS AND CONTINUED OCCUPANCY POLICY HOPE COMMUNITY**

## 1.0 PURPOSE AND OBJECTIVE

To provide transitional housing for homeless women and children, and to provide education programs, child care, job training and other services deemed necessary to help them regain, enjoy and maintain the right of permanent, adequate shelter.

## 2.0 ELIGIBILITY FOR ADMISSION

To be eligible for admission, an applicant must meet the following requirements:

The applicant must qualify as a family. For this site, a family consists of :

1. Two or more persons who have a family type relationship, i.e., related by blood or operation of law, or exhibit a stable family type relationship.

The applicant must qualify as being homeless. According to the federal definition, a homeless family includes any family who:

1. lacks a fixed, regular, and adequate nighttime residence; and
2. has a primary nighttime residence that is:
  - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill;
  - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A “homeless family” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

An applicant shall be determined ineligible if the head of the family is not at least eighteen (18) years of age.

The applicant must be able and willing to participate in the program for the length of time required.

An applicant must meet the requirements described in this section before her name may be placed on the waiting list.

Hope Community will not, on account of race, color, creed, or natural origin deny any family the opportunity to neither apply for admission nor deny an eligible applicant the opportunity to have a dwelling unit suitable to its needs in any project on account of race, color, creed, or national origin.

### 3.0 PREFERENCE IN THE SELECTION OF TENANTS

Hope Community will assign local preference factors to each application. The local priority factors of this development are as follows in the order shown:

- A. The applicant is currently residing in the Forgotten Neighborhood.
- B. The applicant has been referred to Hope Community by an Emergency Homeless facility such as: The Family Haven, The YWCA Domestic Crisis Center, Ramoth House, Shekinah Home, Casa de la Paz, Salvation Army Family Services, Guiding Light Women's Shelter, Mel Trotter Mission, Heartside Ministry. The Housing Commission will also accept referrals from other residential facilities such as: Liz's House, One Way, Our Hope and My Sister's House.
- C. The applicant longest on the waiting list.

### 4.0 SUITABILITY

Inasmuch as Hope Community is committed to operating a socially and financially sound housing site which provides a decent home and suitable living environment and fosters social diversity in the tenant body as a whole, the following criteria have been established.

The criteria for desirability of potential tenants are reasonably related to individual attributes and behavior of an applicant, and are designed to develop the resident's ability to become self-sufficient and to re-establish themselves and their families in permanent housing.

Information to be considered shall relate, also, to whether the conduct of an applicant in present or prior housing has been such as would not be likely to interfere with other residents in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety and welfare, or to adversely affect the physical environment or financial stability of the project if the applicant were admitted.

- A. Relevant information respecting habits or practices to be considered may include but not be limited to:
1. Assessed as having the potential to acquire or improve personal and community living skills.
  2. Sufficient emotional stability to live in an open group residence.
  3. The ability to follow directions and the capability to communicate with program staff and volunteers.
  4. A record of disturbances of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other tenants;
  5. A history of criminal activity involving crimes or physical acts which would affect the health, safety, or welfare of other tenants;
  6. A record of disregard for rules of occupancy and rights of others;
  7. An awareness of person's use of illegal substances and alcohol dependency.
- B. The potential participants will be referred to the program from public and private agencies , community groups and crisis centers where they may have received a similar screening.

Applicant evaluation will include, but not necessarily be limited to the following:

1. applicant interview
  2. social agency referrals
  3. police department's or parole officer's references
  4. prior landlord's references
- C. Hope Community will deny admission if:
1. The applicant is unable to live independently or;
  2. The applicant is not of sufficient age to understand the Lease Agreement and to abide by its terms, or;

3. The applicant is not of sufficient capacity to understand the Lease Agreement and to abide by its terms, or;
4. The applicant is unable to manage a household.

## 5.0 TENANT SELECTION AND ASSIGNMENT POLICIES

- A. Hope Community shall fully comply with Title VI of the Civil Rights Act of 1964 , Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Executive Order 11063 in tenant selection unit assignment or reassignment.

Hope Community will not on the grounds of race, color, national origin, religion, sex or handicap:

1. deny a person admission to this site;
2. provide housing which is different than that provided others
3. subject a person to desperate treatment;
4. restrict a person's access to any benefit enjoyed by others in connection with the housing program;
5. treat a person differently in determining eligibility or other requirements for admission.

## 6.0 OCCUPANCY STANDARDS

The occupancy standards of Hope Community shall balance the need to avoid overcrowding with the need to make the best use of available space. If a unit becomes overcrowded or underutilized, the family will be required to move to an appropriate size unit as soon as one becomes available.

## 7.0 NOTIFICATION

When the Hope Community accepts an application, determination shall be made promptly to determine if the applicant is eligible and meets the admission standards, and if Hope Community has an appropriate size and type of unit in its inventory. The applicant will be notified in writing of Hope Community's determination. If the applicant

requests it, Hope Community must provide an informal hearing within a reasonable period of time after the applicant has been notified.

## 8.0 LEASE AGREEMENT

Prior to occupancy, a lease agreement shall be executed by the Hope Community and a signed by the family head and by the Executive Director or his/her Designee. The head of the family shall be considered to be, for these purposes, the person of the family who is legally and morally responsible for the family and who is actually looked to and held accountable for the family's needs.

## 9.0 CLIENT SUPPORT SERVICES

Upon admission, the resident and the caseworker will develop an action plan to assist the client to become self-sufficient and to find permanent housing. The supportive services will include job training, education, health care services, substance abuse services, alcohol rehab services, and counseling. Comprehensive family training will be available to offer seminars in budgeting, parenting, nutrition, housekeeping, and other life skill courses.

A fully licensed daycare program is available on site for families with infants and preschoolers. The openings in the daycare facility will be offered to site families on a first come, first served basis.

The resident must comply with Hope Community program requirements in order to continue to reside at Hope Community and receive Section 8 rental assistance.