

## Attachment B: Housing First Checklist

Please use this checklist as a reference for the Housing First Checklist in the Supportive Services Plan as part of the Homekey application.

<b>Tenant screening (A)</b> 	<p>(1) If the project cannot serve someone, it works through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.</p>	<p>(2) The project does everything possible not to reject an individual or family based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."</p>	<p>(3) Access to the project is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or any other unnecessary condition not imposed by the terms of the funding itself.</p>	<p>(4) People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy. Building and units include physical features that accommodate disabilities.</p>	
<b>Housing-Based, Voluntary Services (B)</b> 	<p>(1) If serving youth experiencing homelessness, services use a positive youth development model and culturally competent services to engage with tenants.</p>	<p>(2) Services are informed by a harm-reduction philosophy that recognizes that substance use/addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding substance use and are offered education regarding safer practices and how to avoid risky behaviors.</p>	<p>(3) Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.</p>	<p>(4) Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants. Housing and service goals and plans are highly tenant driven.</p>	<p>(5) Supportive services emphasize engagement and problem-solving over therapeutic goals</p>

<p style="text-align: center;"><b>Housing Permanency (C)</b></p> <p style="text-align: center;">✓ ✘</p>	<p>(1) Substance use in and of itself, without other lease violations, is not considered a reason for eviction.</p>	<p>(2) Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.</p>	<p>(3) Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.</p>	<p>(4) Program Requires Housing Providers to Provide Tenants with Leases and Reflects Tenants' Rights &amp; Responsibilities Of Tenancy Under CA Law <i>(including eviction protections)</i></p>	