

**Clay Center Affordable Housing Development, LP  
Homeless Transition Program Policy  
Apollo Towers**

This Policy was approved by the Board of Directors of Clay Center Affordable Housing Development, LLC (CCAHD) by Resolution 4-2014, adopted on February 10, 2014, and is to be effective February 11, 2014. This policy, except where specifically addressed, shall not replace the Low Income Rent, Admissions, Occupancy, Payments, Collections, Eviction, and Selection Policy.

This policy of the CCAHD is designed to set standards for the Homeless Transition Program. Applicable requirements are found in the Stewart B. McKinney Act and Chapter 11 of the Kansas Housing Resources Corporation Compliance Policy and Procedures Manual except where such policy conflicts with applicable HUD occupancy regulations.

**I. Definitions**

A. Homeless Household. A person or family without a fixed nighttime residence, living in a shelter or in a residence for institutionalized that provides temporary quarters, or staying in a place not designed or ordinarily used for sleeping.

B. Homeless Unit. A unit made available for the sole purpose of housing a homeless individual or family transitioning to self-sufficiency when an eligible homeless household is on the waiting list.

**II. Program Rules**

A. When there is no homeless household in the transition program preference will be given to an eligible homeless household on the waiting list when a unit becomes available. Once CCAHD determines that a household has successfully become self-sufficient in the program, CCAHD will seek another eligible homeless household for the transition program.

B. The Executive Director or other staff shall contact the Lighthouse for Christ, Inc. of Clay Center, Manhattan Emergency Shelter, Inc. of Manhattan, Kansas, Three Rivers Independent Living Resource Center, Inc. of Clay Center, Kansas Department of Social and Rehabilitation Services Adult Protective Services, or another agency recognized as a homeless shelter or similar agency to inform them when there is a vacancy in the homeless transition program. The policies and selection criteria should be supplied to aid these agencies in their referrals.

C. Once another eligible household is found for the program, the next vacated unit will be offered to such eligible household.

D. CCAHD shall monitor the families entering the homeless transition program to make sure they are moving toward self-sufficiency. This will be accomplished through cooperation with the referring agency and other agencies that provide supportive services such as food stamps, welfare, child care, rental assistance, citizenship documents, vocational training, job placement, etc. CCAHD staff shall conduct interviews with the families every 60 days to assess progress toward self-sufficiency.

### **III. Eligibility & Selection Requirements**

A. In order to be admitted to the Homeless Transition Program, the family or individual must first be referred by and certified by the Lighthouse for Christ, Inc. of Clay Center, Manhattan Emergency Shelter, Inc. of Manhattan, Kansas, Three Rivers Independent Living Resource Center, Inc. of Clay Center, Kansas Department of Social and Rehabilitation Services Adult Protective Services, or another agency recognized as a homeless shelter or similar agency.

B. Candidates for the Homeless Transition Program must also meet the eligibility requirements under Sections II through VIII of the Admissions, Occupancy, Payments, Collections, and Evictions Policy.

C. Holders of tenant based certificates, vouchers or coupons are not eligible for the Homeless Transition Program.

### **IV. Occupancy & Collection Standards**

A. Selected occupants of the unit shall be subject to the occupancy and collection rules under Sections IX through XI of the Admissions, Occupancy, Payments, Collections, and Evictions Policy.

### **V. Lease Agreement**

A. Selected occupants of the unit must enter into a lease agreement. The lease shall be subject to Sections XII and XIII of the Admissions, Occupancy, Payments, Collections, and Evictions Policy.

### **VI. Grievance Procedures**

All complaints and grievances shall be handled according to the CCHA's Grievance Policy.

### **VII. Complaints of Discrimination**

A Fair Housing and Equal Opportunity Poster containing information on filing complaints with HUD by those persons believing themselves to be discriminated against will be posted conspicuously in the office of the Authority.