

	<b>Policy Type</b>	<b>Number</b>	<b>Title</b>	<b>Created</b>	<b>Revised</b>
	Finance and Administration	FA P009	Tenant Selection Policy	August 2013	June 2018

#### Policy Statement

ehm offers “Alternative Housing”. ehm's housing model provides and maintains stable housing, eviction prevention, and community development for individuals who can live independently. Examples of supports that are provided include goal-setting, life skills coaching, and referrals to health care and other community supports (e.g. case management, addictions treatment, personal support workers, etc.). ehm staff may have social work or community development training, but they do not provide psychological or certified social work counselling, and there are no medical staff on site. It is home to a variety of vulnerable populations, including women escaping violence, families with youth and children, and young adults.

#### Purpose

The purpose of this policy is to outline the process that is used to determine how tenants are able to apply for, and are offered a lease to, a unit within the ehm Residence.

#### Scope

This policy applies to all staff and tenants within the ehm Residence.

#### Policy

##### 1. Internal Transfers

When a notice to vacate has been received, Residence staff will determine whether or not the unit being vacated will be filled by a tenant on the internal transfer list according to Evangel Hall Residence’s *Internal Transfer Policy* so long as the unit is not a special needs unit.

##### 2. Partnership-based Referrals

- a. ehm does not maintain a waitlist, nor does it directly place tenants into units. ehm has established partnerships with up to four agencies that provide case management, and housing that is intended to be temporary. As units become available, ehm notifies the first partner agency on the list, and accepts the individual that is referred, pending confirmation that the individual qualifies for an RGI housing subsidy. As units become available, ehm notifies the subsequent partner agency. The list is sorted by order of date the partnership was established.
- b. Partnerships will be established at the discretion of the Director of Programs and Client Care, and the Executive Director.
- c. A Partnership Agreement will be signed by both parties.
- d. Partners will be reviewed on annual basis.

##### 3. Assessment of Eligibility for RGI Subsidy

- The prospective tenant and partner agency will complete ehm’s application form, and Residence staff will confirm the prospective household’s eligibility for RGI assistance. See *RGI Eligibility Checklist*.
- If the household is deemed to be eligible for RGI subsidy and the size of the household is appropriate for the size of the unit, the household is eligible for tenancy.