

Chapter:	Service Delivery		
Title:	Safe at Home Housing Program		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: Housing Coordinator & Dir. of Residential Services	Adopted Date: 03.2020 Review Date: 09.2023	Related Policies: Admission and Discharge Criteria Assessment Service Philosophy

Purpose:

Hopeful Horizon’s (HHs’) Safe at Home Program (SAHP) is designed to provide housing assistance and supportive services to victims/survivors of domestic violence and sexual assault who cannot safely return to their previous housing due to the circumstances of their victimization. This policy and its related procedure clarify program service requirements and eligibility criteria.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified: Shelter Staff
- HH Board Members HH Volunteers, Shelter
- Other: Prospective and Enrolled SAH Clients

Policy: When resources allow, HH shall provide housing assistance and related services consistent with the SAHP.

- A. **Participation:** SAHP includes, but is not limited to, rental assistance for a specified period of time and access to supportive services that enable participants to obtain/remain in permanent housing at the end of the SAHP participation period.
- B. **Eligibility Requirements:** To be eligible for the SAHP clients must meet all the following:
 1. Identify as a victim/survivor of domestic violence and/or sexual assault,
 2. Be a resident of HHs’ emergency shelter or be receiving services on an outreach basis,
 3. Be willing to reside in Hopeful Horizons’ designated or funder defined service area.
 4. Must be willing to comply with program requirements outlined in the Compliance Contract.

All applications for HHs’ SAHP will be reviewed and awarded on a needs-based, and/or first come-first served basis. Applicants who are homeless, including those in HHs’ shelter, will receive priority with the goal of moving participants into housing as rapidly as possible. Hopeful Horizons will provide equal opportunity to all applicants so that no applicant or client shall incur unlawful discrimination or be denied assistance because of race, religion, color, age, national origin, ancestry, disability, sexual orientation, gender identification or expression, political belief, cultural background, familial status or any other classifications covered by Fair Housing Accessibility Guidelines.

When necessary, HH may establish and maintain a waitlist. Clients shall be offered services and removed from the waitlist consistent with the eligibility criteria and priority for service defined in this policy.

- C. **Supportive Services:** HH provides supportive services including:
 1. Helping victims/survivors identify their housing needs

2. Assisting participants to set goals, create budget, and providing resources to help participants increase their skills and income and achieve greater self-determination
3. Providing transportation as necessary to seek housing
4. Sharing information on available housing resources and coordinating move-in logistics

D. Financial Assistance: As needed and as funding allows, Hopeful Horizons provides rental assistance, security deposits, utility assistance/deposits and other financial assistance associated with obtaining and moving into housing.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Staff assigned to the SAHP shall receive initial and ongoing program specific training consistent with program/funding guidelines.

Definitions:

1. Self-determination: The natural desire of most people to be in personal control of their own thoughts, feelings and behavior. The desire to set personal goals and to develop and implement plans to achieve them.

Other Related Materials:

SAHP Compliance Contract

References/Legal Authority:

[Fair Housing Accessibility Guidelines](#)

[Transitional Housing Toolkit? – Best practice tools](#)

Change Log:

Date of Change	Description of Change	Responsible Party
09.2023	Updates the policy the template, separates policy from procedure; adds communication and training, definitions, and appropriate references.	L. Washington, Housing Coordinator and T. Doctor, Dir. Res. Services