



## Homekey Interim to Permanent Conversion Completion Form

This workbook is for all Homekey Grantees with Interim to Permanent conversion projects to be submitted when conversion of the project is completed and the site is ready to operate as permanent housing. Submit the completed form to your State Grant Management Representative.

Contract Number:		Sponsor Name:	
Homekey Round:		Project Name:	

### 1. Interim to Permanent Conversion Completion and Progress Report

#### Attachment Checklist

- Signed Homekey Interim to Permanent Conversion Completion Form
- Proof of Construction Completion (*contractor sign-off, certificate of completion, etc*)
- Proof of Occupancy (*tenant roster, rent roll, etc*)

#### Conversion Completion Information

Construction Start Date:	
Construction Completion Date:	
Full Occupancy (90%) Lease-Up Date:	
Number of Restricted Tenant Units Created:	
Number of Manager/Staff Units Created:	
<b>Total Number of Homekey Units in Project:</b>	
Number of ADA Accessible Units:	
Total Number of Individuals in HK Target Population Housed (do not include Managers/Staff):	
Certificate of Occupancy Date ( <i>if applicable</i> ):	
Affordability Covenant Recordation Date:	
Affordability Covenant Expiration Date:	
Please provide additional comments on development progress, including any changes made from the original development plan. Attach additional pages as needed.	

Authorized Representative Signature

Date

## 2. Unit Mix

Fill out this table to report the final unit mix for the converted Permanent housing project. Include all units created to date in the second column, even if some are unoccupied at the time of workbook submission.

<b>Unit Mix</b>	<i>Select the unit size and enter the number of units and appropriate target population as applicable for each row and column</i>			
<b># of Bedrooms</b>	<b>Total Number of Homekey Units</b>	<b>Number of Occupied Homekey Units</b>	<b>AMI Income Limit</b>	<b>Restricted to Subset of Target Population (If applicable)</b>
<b>Manager/Staff Unit</b>				<b>N/A</b>
<b>Totals:</b>				

### 3. Housing First Checklist

Per the NOFA Article V §501: The Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code section 8255, in its property management and tenant selection practices. Projects shall accept tenants regardless of sobriety, participation in services or treatment, history of incarceration, credit history, or history of eviction in accordance with practices permitted pursuant to Housing First practices, including local Coordinated Entry System prioritization protocols, or other federal or state Project funding sources

#### Tenant Screening

- 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.
- 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.”
- 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.
- 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.

#### Housing-Based, Voluntary Services

- If serving youth experiencing homelessness, services use a positive youth development model and culturally competent services to engage with tenants.
- 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.
- 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.

#### Housing Permanency

- Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
- 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.

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

Program Requires Housing Providers to Provide Tenants with Leases and Reflects Tenants' Rights & Responsibilities Of Tenancy Under CA Law (*including eviction protections*)

I, the Grantee, certify, upon occupancy, that I will employ core components of Housing First (as set forth at Welfare and Institutions Code section 8255) as part of our property management and tenant selection practices.

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Authorized Representative Signature

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Date