

**Pine Street Inn/Paul Sullivan Housing
Tenant Selection Process
Engine 6
revised June 25, 2013**

All tenant selection for Engine 6 will be governed by the Affirmative Fair Housing Marketing Plan which will be submitted to the Massachusetts Department of Housing and Community Development as part of the comprehensive permit application. In addition, final authorization of all applications for housing will be made by Pine Street Inn and the Metropolitan Boston Housing Partnership (MBHP), a regional housing authority based in Boston which will provide the rental subsidies for the project.

The steps in the tenant selection process are identified below:

Agencies and organizations in Newton and other organizations serving homeless individuals are notified about the availability of rental units at Engine 6.

1. Individuals interested in living at Engine 6 submit applications to MBHP and Pine Street Inn.
2. Lottery: After a completed application is received, it will be checked for completeness and eligibility. Initial eligibility determinations are made based on current information provided by the applicant. A lottery is then held to determine the order in which applicants will be interviewed for the nine units.
3. Initial interview of each applicant by the Pine Street Inn Occupancy Specialist and request for supporting documentation such as income verification and certification of chronic homelessness.
4. CORI and SORI checks on each applicant, including “triple I” verification by the Newton Police Department. Pine Street Inn’s CORI Policy is included below:

**Paul Sullivan Housing CORI POLICY
June, 2013**

Applicants for Engine 6 *will be denied* housing based on the following:

One drug-related incident or one incident of violent criminal activity less than a year ago or more than one drug-related or violent incident within the past ten years, including:

- Drug trafficking – illegal manufacture, sale or distribution, or the possession with the intent to manufacture, sell or distribute, of a controlled substance.
- Personal drug use or possession – illegal use, or possession for personal use, of a controlled substance.

- Violence - any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.
- A consistent pattern of criminal offenses over any extended period of time, including past the ten year period below.
- All sexual offenses as stated in Massachusetts General Laws and the Sex Offender Registry Board. A CORI check will identify a level 1-3 sex offender if the crime was within Massachusetts and a Triple "I," performed by the Newton Police Department, will identify any incidents outside of Massachusetts.
- Open criminal cases will also result in a denial unless/until closed or we are confident of pending resolution. If the applicant can submit written documentation from an authorized person in cases of probation/parole stating that the applicant is in compliance with all conditions of probation/parole, this will be considered in whether to authorize or deny. In the absence of documentation, housing will be denied.

Except in the case of murder, arson, or sexual offence, Paul Sullivan Housing will not consider criminal history more than ten years old when determining eligibility for housing except where there is a consistent pattern of criminal offenses over any extended period of time.

Transfers – If the transfer is within the same property, a CORI is not required. If the transfer is to another Paul Sullivan Housing property, a CORI is required.

If a period of three months or more has elapsed since a previous CORI was submitted, an applicant will be required to submit a new request form, and the CORI will be submitted again.

5. When an applicant has submitted all required documentation and has been found eligible according to the above CORI/SORI standards, s/he is interviewed by staff responsible for the housing and supportive services. These include the case manager and the program supervisor. The purpose of the interview is to determine whether the applicant has the ability to live successfully in this housing. This interview delves into great detail on the person's history, their goals, what support systems they have in place, and their ability to live in permanent housing. Any potential issues are discussed with the program administrator before a decision is made.

Because the U.S. Department of Housing and Urban Development requires that all persons meeting the definition of chronic homelessness have a disability, the program staff will question the applicant within the bounds of fair housing law which precludes discrimination on the basis of a disability. If a person arrives for an interview and is

clearly intoxicated, for example, they will be denied housing. Applicants must be able to demonstrate that they are not using alcohol or illegal substances. If prior use of either alcohol or illegal substances is documented, the applicant must present evidence that such use has stopped and is unlikely to recur or the applicant will be denied. For example, an applicant can show evidence of regularly attending Alcoholics Anonymous or a certificate of having completed a rehabilitation program.

Most frequently, applicants have a history of being in a previous Pine Street Inn program and are well known to the staff there. There is a strong collaboration between staff of the Pine Street Inn programs in sharing information regarding the applicant which is very helpful in determining whether the person will be appropriate for housing. Where the applicant is associated with a non-Pine Street Inn program, a release of information is obtained from the applicant in order to discuss their homeless history with their provider.

In particular, the nature of the disability which qualifies an individual as chronically homeless is discussed with the applicant to ensure that the person has the supports in place and is open to working on an ongoing basis with the case manager if housed. If, however, staff determine that the applicant may have any negative impact on other persons living at this residence or in the community in which the residence is located, that individual will not be accepted for housing. In addition, if the applicant does not have the ability to function independently, supported by Pine Street Inn staff, they will also not be accepted.

6. The applicant must meet all the above criteria including the following:
 - All formal eligibility requirements required by funding sources such as income criteria and chronic homelessness.
 - CORI/SORI review.
 - Ability to live independently with some support and not impact others in the residence or community.
7. The applicant is referred to MBHP for their review. If the person is determined eligible by the Pine Street Inn and the MBHP, they will be able to move into Engine 6.