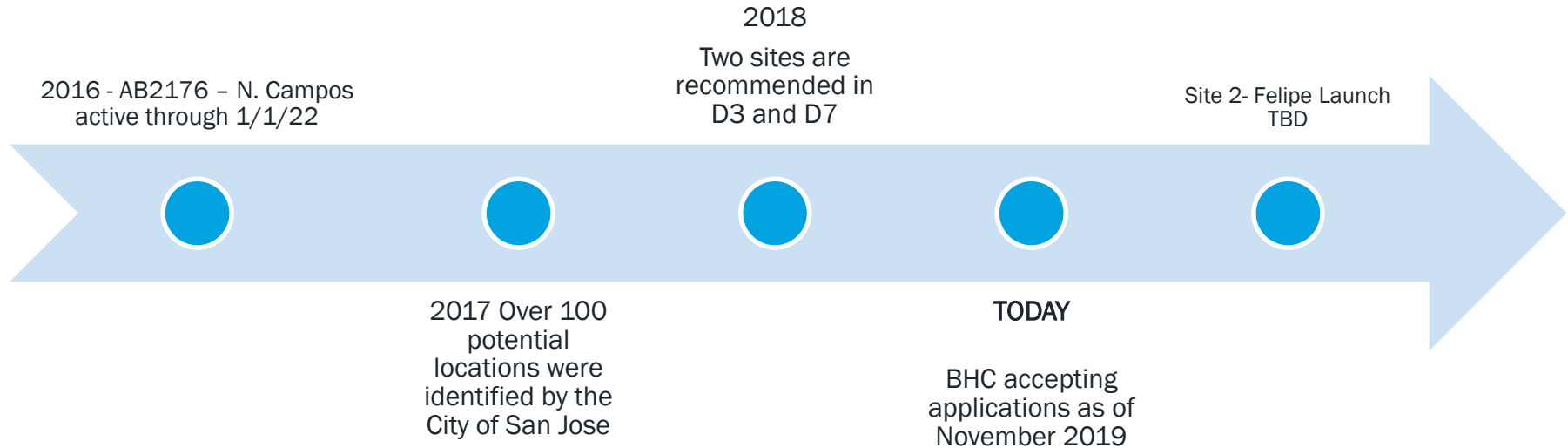




HOMEFIRST BRIDGE HOUSING COMMUNITIES



Bridge Housing Community (BHC) History



BHC GOALS



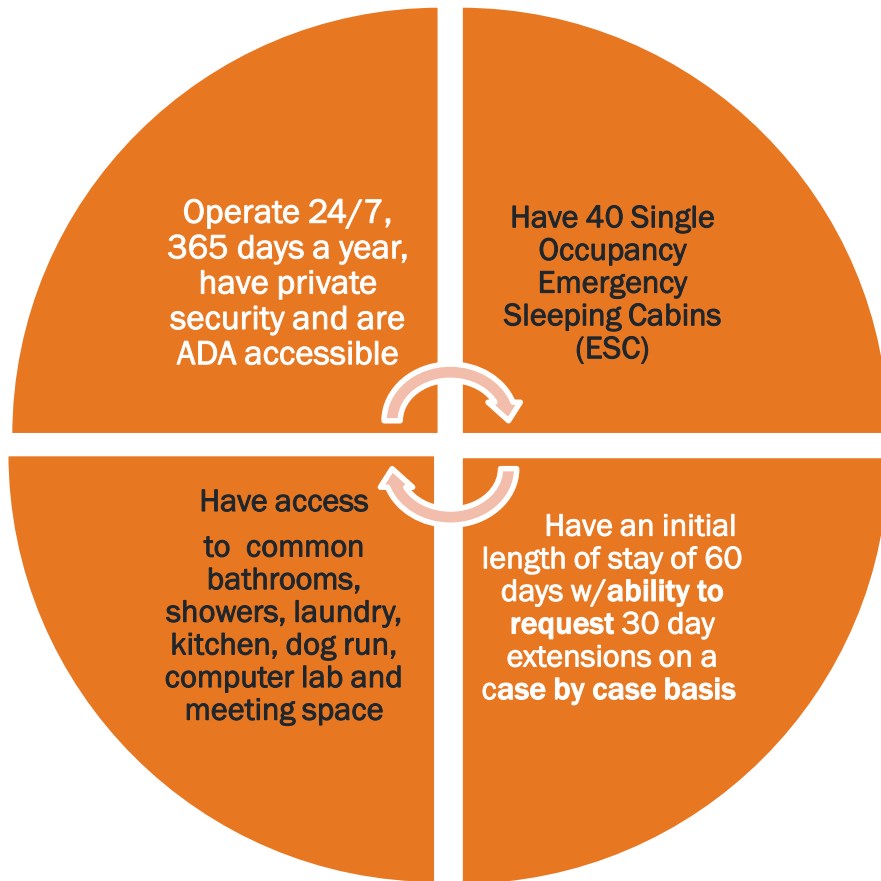
Primary goal of AB2176
is to exit residents to
permanent housing.

Interim housing
provides short-term
housing in a safe,
healthy, and stable
environment while
individuals
successfully transition
from the street to
permanent housing.

San Jose's BHC
program was
created to
operate as a
form of interim
housing.



EACH BHC SITE WILL



BHC SUPPORT SERVICES ONSITE



BHC staff provides linkage to information and community resources



BHC Case Manager provides additional support services to augment the RRH Case Manager Housing Plan



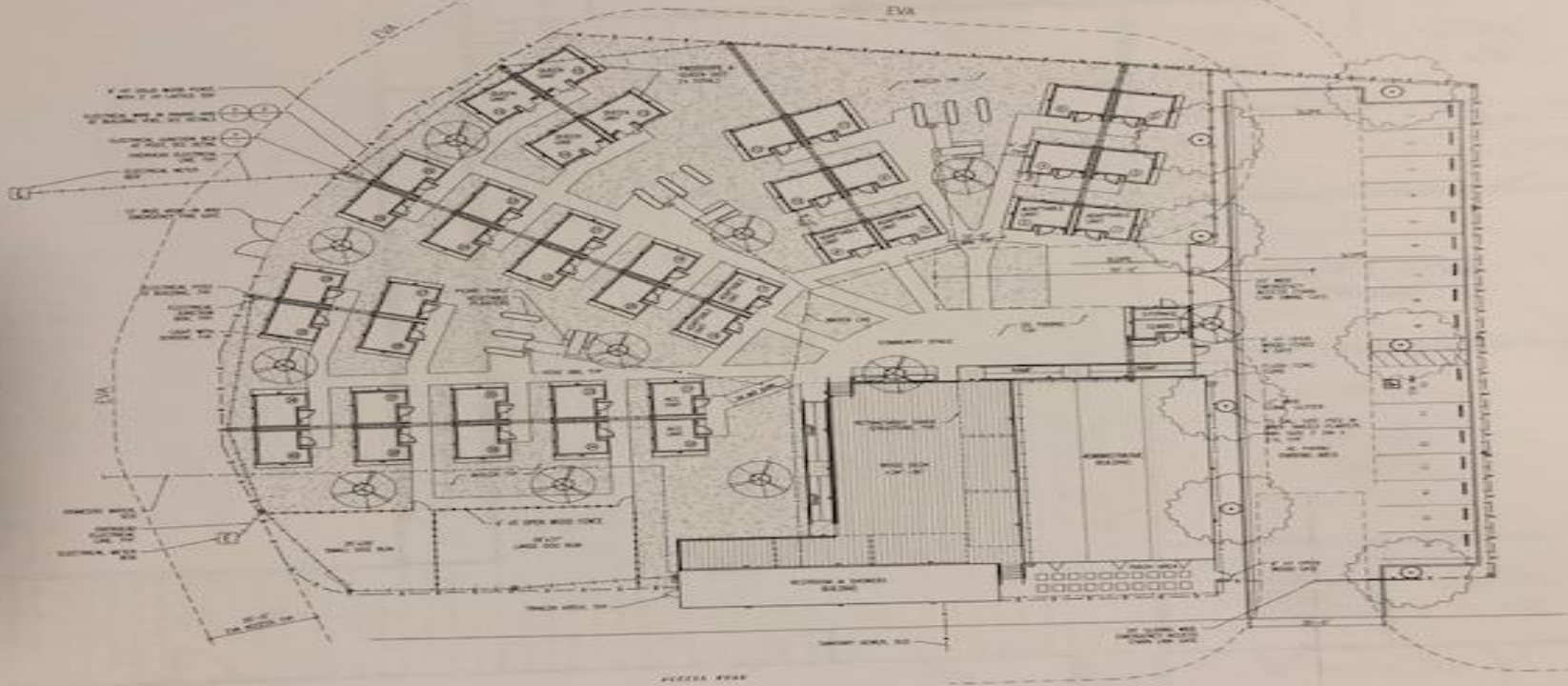
BHC staff provides learning opportunities through workshops and community events



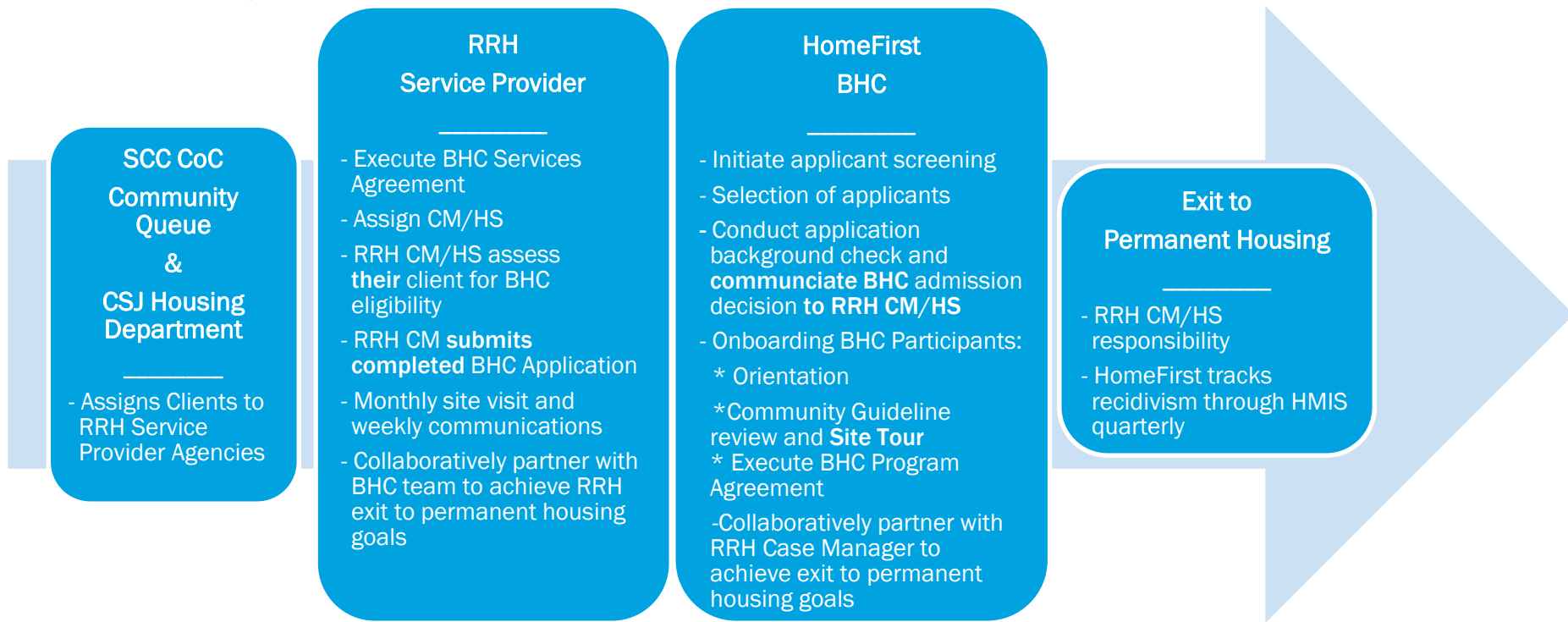
BHC Program Manager will oversee the day-to-day operations and ensure optimal service delivery



BHC MABURY SITE



BHC Client Flow



BHC Services Agreement



Referring agencies will be required to submit a signed BHC Partner Agreement.

The **BHC Partner agreement** is intended to recognize shared goals, expectations, and to ensure participants served receive timely, coordinated and supportive services by all parties during their interim stay at the Bridge Housing Community



BHC ELIGIBILITY CRITERIA

Eligible Applicants Must:



Be a single adult

Be active in an approved RRH Program with access to subsidies
RRH PROGRAM MUST HAVE AN EXIT TO PERMANENT HOUSING AS A GOAL

Must not poses a conviction for arson, methamphetamine manufacturing or 290 status

Have the ability to pay a monthly Program Fee of \$20 (*subject to change by site)

BHC LENGTH OF STAY & EXTENSION POLICY

Length of Stay: The goal of HomeFirst's Bridge Housing Communities project is to successfully transition homeless clients into permanent housing as quickly as possible. Program Participants will be offered an initial 60 days in their assigned BHC cabin, with the opportunity to extend up to 120 days through two 30-day extensions. **Additional 30 day extension request will be considered on a case by case basis.**

The success of program participants requires strong coordination and effort between BHC program staff, program participants, and their assigned Rapid Rehousing Case Manager/Team. We encourage weekly communication between all parties.

Extensions: Program extensions are available for program participants who demonstrate progress and effort in reaching housing goals. All 30 day extension requests will be considered if program participants meet the following criteria:

- a) Program participant demonstrates progress toward housing plan
- b) RRH Case Manager provides positive progress report of housing plan
- c) Program participant has not had any major site or program violations
- d) Program participants enters a behavioral contract, if necessary

Exits: In the event that a program participant is unsuccessful at BHC, HomeFirst staff will coordinate with the participants RRH Case Managers to provide 7 days at the agency's BRC Shelter in San Jose to allow the RRH Case Manager the time to make other arrangements for their client.

BHC PROGRAM FEES

HomeFirst's Bridge Housing Communities project is a fee-based interim housing program. It is the responsibility of each program participant to ensure that the monthly Program Fee is provided on time.

The BHC Program Fee is \$20 monthly. *Subject to Change Depending on Site*

Program Fees are accepted in check or money order, made payable to : BHC HomeFirst

Fee Waiver: Program participants are encouraged to work with their RRH Case Manager to exhaust all community resources (e.g. Fast Funds) prior to requesting monthly fees be waived.

Any program participant experiencing severe hardships, will be taken into consideration on a case by case basis.

BHC APPLICATION FLOW

RRH Case Manager determines eligibility and submits completed application to HomeFirst

HomeFirst sends confirmation of application received via email within 2 business days



HomeFirst sends RRH Case Manager confirmation of missing documents and provides 14 day timeline to resubmit

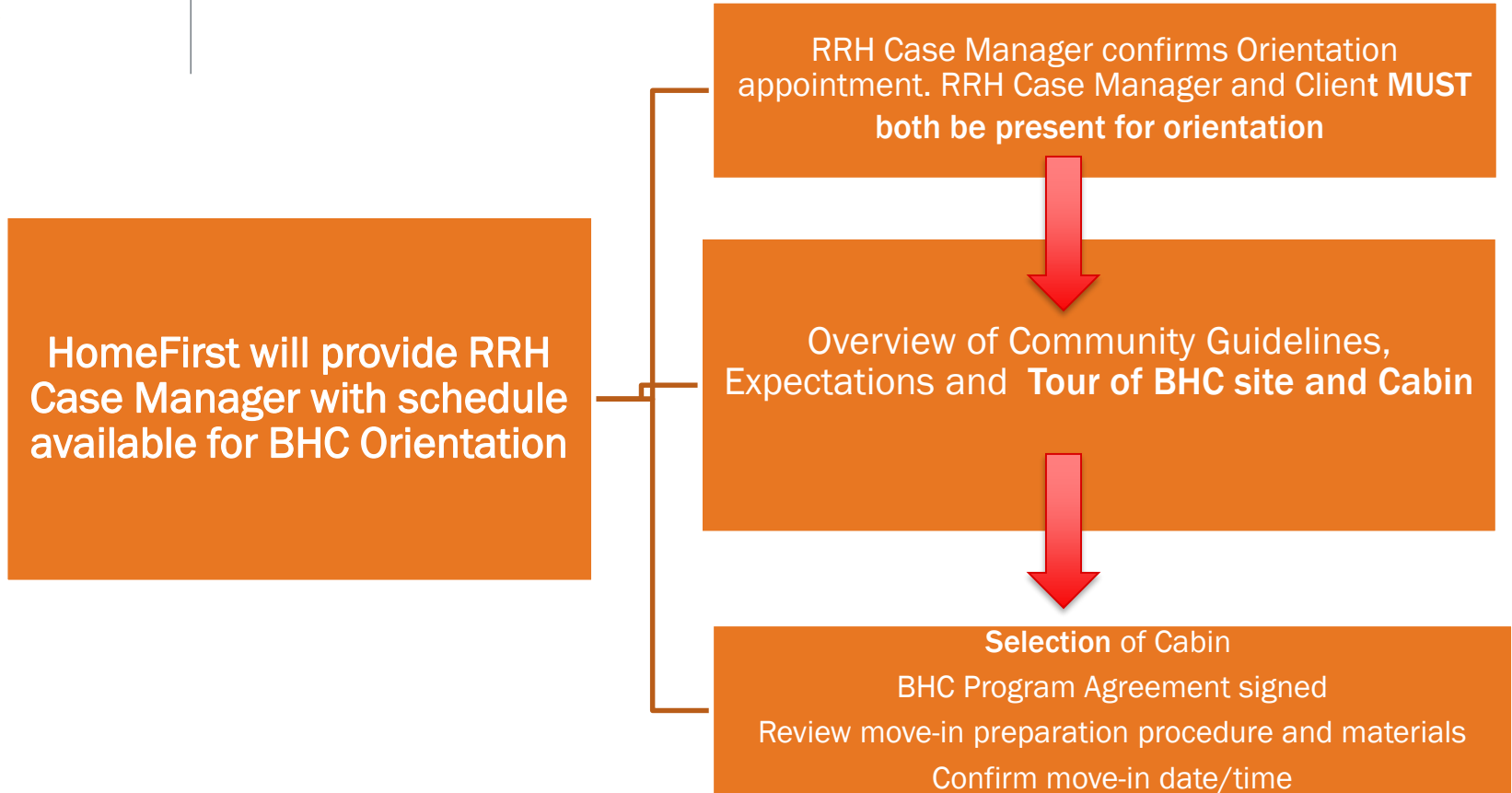
OR

HomeFirst confirms application is complete and in the review process



HomeFirst communicates BHC application decision to RRH Case Manager via email
If applicant is approved, HomeFirst shares Orientation schedule with RRH Case Manager

BHC INTERVIEW / ORIENTATION



BHC MOVE IN DAY



RRH CM and Applicant must be present for move in day

Applicant will provide money order or check for 1st month Program Fee

90 Minute Hot box treatment of **ALL** personal property, prior to accessing the cabin

RRH CM, Applicant and HomeFirst CM will review participants current housing plan developed by the RRH Case Manager

RRH CM, Applicant and HomeFirst CM will schedule 30-day, 60- day and 90- day Case Conferencing appointments

ESC inspection with all parties

Distribution of key, BHC welcome kit, ESC inspection and Services Calendar

WELCOME TO BRIDGE HOUSING COMMUNITY!

BHC Timeline To Exit



Day 1-30

- Participant is
- Acclimated to BHC community
- Working towards **Housing Plan goals**
- BHC CM request Case Conference to review Housing plan status

Day 31-60

- Participant is
- Working towards **Housing Plan goals**
- RRH CM request Case Conference to review Extension Request as needed
- RRH CM provides updated Housing/Exit Plan

Day 61-90

- Participant is
- Working towards Housing **Plan goals**
- RRH CM request Case Conference to review Extension Request
- RRH CM provides updated Housing/Exit Plan

Day 91-120

- Participant is
- Working towards Housing **Plan goals**
- RRH CM request Case Conference to develop Exit plan or **Extension Request**
- BHC CM provides access to BRC bed as needed

**EXIT
BRIDGE
HOUSING
COMMUNITY**

The BHC CM will alert RRH CM of participant exit date captured in HMIS within 1 business day



To learn more about BHC, volunteer or donation opportunities, please email BHCinfo@homefirstscc.org.

For general operations and program inquiries, the BHC Program Manager can be reached at 408-510-7661.

Application inquiries can be directed to the BHC Case Manager at 408-510-7663.

To express concerns about the BHC site, contact BHC Helpline at 408-539-7600 or BHCcommunityconcerns@homefirstscc.org

Applications may be submitted via email to: BHCapplications@homefirstscc.org

FAQ's



Q: Can Program Fees be paid in cash?

A: No, all Program Fees must be submitted in check or money order and payable to: **BHC HOMEFIRST**

Q: If a client doesn't have a money order for the monthly program fee, will a promissory note from the RRH agency be accepted?

A: Yes, a RRH agency promissory note will be accepted. Each RRH program may have access to financial assistance within their agencies to assist with Program Fees. All RRH Case managers are encouraged to request Fast Funds as needed.

FAQ's



Q: Any way to expedite the back ground check/move in process?

A: Yes, RRH Case Managers can ensure the BHC application and background check is filled in completely and include a minimum of one previous address for the applicant. The timeline for each background check will vary dependent on the individuals background history.

Q: Is it just single adults that can live at BHC? Are couples allowed?

A: Each BHC cabin is intended for single occupancy use. If a couple each meets the minimum requirements for eligibility, then they may both apply independently.

FAQ's



Q: Is there a consideration to allow adults with children, couples and families to apply?

A: This is a pilot, this may be a consideration in the future if the program is successful and there is a demonstrated need.

Q: If an individual was denied previously because they did not meet work ready criteria, do they need to reapply?

A: No, the BHC Program Manager will be reaching out to those RRH Case Managers.

FAQ's



Q: Can pregnant women apply?

A: Yes, the RRH Case Manager will need to coordinate with client and BHC case manager regarding a long-term plan. The BHC is a 18+ and over community and children are not permitted on site.

Q: Do you need to have an HMIS # or be in HMIS?

A: No, The BHC Program Manager will confirm if the applicant is enrolled in an approved RRH program.

Q: Can participants come and go from the BHC as they please?

A: Yes, there is no curfew for BHC participants. The BHC observes quiet hours on a daily basis from 10pm-8am. If a participant is gone for over a week, the BHC Case Manager will contact RRH Case Manger.

FAQ's



Q: Is there a limited amount of days they can stay in the program?

A: The goal of BHC is to successfully transition homeless clients into permanent housing as quickly as possible. Program Participants will be offered an initial 60 days in their assigned BHC cabin, with the opportunity to extend up to 120 days through two 30-day extensions.

Additional 30 day extension request will be considered on a case by case basis.

Q: If a client completed a background check with their RRH agency, do they need to complete the BHC background check as well?

A: Yes, all applicants must complete a HomeFirst background check.

FAQ's



Q: Can RRH Case Managers walk in applications?

A: Yes, all visitors are required to check in with the onsite security officer prior to accessing the BHC.

Q: Can a RRH Case Manager drop in for a tour?

A: No, Tours are provided to RRH Case Managers by **appointment only**. Please contact the BHC Program Manager to coordinate a date and time for a tour. The BHC provides many different services and workshops on site, our goal is to schedule tours outside of these times to ensure minimal disruption to our BHC participants.

FAQ's



Q: If I have a hesitant client because of a previous experience with Interim Housing or HomeFirst, what can I do?

A: The RRH Case Manager can educate their client on this new and exciting program/resource and offer to schedule a BHC tour - with no commitment to move in or apply.

Q: Can BHC participants have guest?

A: Yes, all guest must be 18+ over and one guest is permitted at a time. Guest visiting hours are from 8am-10pm daily.

Q: Can BHC participants have overnight guest?

A: No, over night guests are not permitted, the BHC cabins are intended for single occupancy use only.

FAQ's



Q: Can BHC participants have pets?

A: Each BHC participant may have 1 pet maximum at entry of program. Once in the program, pets may not be obtained at a later date.

Q: Is there an opportunity to provide shelter while a client waits for background clearance/approval?

A: Yes, HomeFirst provides shelter beds at the BRC for RRH clients.

Q: Can BHC participants use the laundry machines for free?

A: Yes, laundry machines are free for BHC participants, free laundry supplies can be obtained in the HF staff office.



CONTACT THE BHC PROGRAM MANAGER FOR MORE INFORMATION

Brigitte Ogne, MSW

Bogne@homefirstscc.org

SUBMIT APPLICATIONS VIA EMAIL TO : **BHCapplications@homefirstscc.org**