

Coordination and training

- ▶ **Management company, social service and Intake staff.**

- ▶ Coordination required between roles
- ▶ Populations served – homeless, supportive, low income
- ▶ Documentation requirements for rental subsidy
- ▶ Inspections

- ▶ **Training (Sponsor and Management companies)**

- ▶ Internal
- ▶ Multiple staff trained
- ▶ Written procedures
- ▶ Institutional knowledge

Eligibility and documentation

- ▶ **Unit requirements**
 - ▶ Regulatory agreement
 - ▶ Service contract (populations served, referral source)
 - ▶ Rental subsidy (federal eligibility requires, application types)
 - ▶ PBV: pre-approval required.
- ▶ **Tax credit vs. rental subsidy documentation** – know the difference
- ▶ **Eligibility:**
 - ▶ Citizenship/eligible immigration status requirements
 - ▶ Income requirements (minimum/maximum, regulatory requirements)
 - ▶ Criminal background requirements
- ▶ **Application requirements-** clear documentation, date of documents

Subsidy Payments

- ▶ **Inspection requirements**

- ▶ Based on type of rental subsidy

- ▶ **Required documents**

- ▶ PBV- returning signed Tenancy Addendum and Lease
 - ▶ DTR correct sponsor contact list

- ▶ **DTR portal**

- ▶ Cross check monthly