

Linkages - Letter of Commitment Between the Support Services Administrator and Housing Administrator

The undersigned Agency, "Support Services Administrator," agrees and understands that the Linkages Program is a supportive housing program that provides ongoing support services as needed and requested by the consumer to become a successful tenant, maintain their housing, and progress toward self-sufficiency.

The target population to be served is a consumer who satisfies all the following criteria: a) is homeless or precariously housed; b) has been diagnosed and documented as having a severe, persistent mental illness or substance abuse disorder co-occurring with mental illness; c) documented substantial functional impairment; d) is extremely low income.

The Agency agrees to work in partnership with the local Linkages Housing Administrator for the benefit of the Linkages consumer and submit reports as needed and requested by the Housing Administrator.

HOUSING ADMINISTRATOR

SUPPORT SERVICES ADMINISTRATOR

Further the Agency commits to:

- Work with consumers to complete the Linkages Program Application, Linkages Program Participation Agreement, Release of Information, and the Housing Application;
- Ensure that all required forms are complete and signed and maintained in individual Linkages client files at the Support Services Agency;
- Determine consumer eligibility and complete a Certificate of Eligibility for each consumer referred to the Housing Administrator;
- Work with the Housing Administrator to ensure that all applicable information including consumer IDs, income sources, and requested documents are provided;
- Provide support and guidance to the consumer throughout the screening process and keep the consumer informed as to their status of Linkages eligibility, referral to the Housing Administrator and housing voucher issuance;
- Work with each eligible consumer to search and locate eligible rental units, schedule the Housing Quality Standards (HQS) inspection by the Housing Administrator, negotiate and execute the lease and move into an eligible unit (obtaining furnishings, physical move into unit, orientation to unit, neighborhood);
- Conduct monthly in-home housing visits with the consumer and complete the Monthly Housing Checklist form that identifies any problems with the safety or condition of the unit, confirm that rent is paid in a timely manner, and that the tenant is meeting his or her lease and property rules/obligations;
- Ensure Linkages consumers also apply for a Section 8 Housing Choice Voucher and other available housing subsidies or Special Needs/Set Aside Housing programs to allow for transition from Linkages into self-sufficiency;
- Participate in orientation and supportive housing trainings, as requested by HSD/BHSD staff, and participate in Statewide Linkages Program conference calls as requested by HSD/BHSD and/or MFA staff;
- Submit requested reports to the Housing Administrator including monthly updates of the Linkages Client Tracking spreadsheet before the 5th day of the following month, and the Housing Administrator will submit their monthly updates of the Linkages Client Tracking spreadsheet before the 10th day of the following month;
- Work with the Housing Administrator to meet Linkages voucher lease up benchmarks;
- Provide client records and supporting documentation to comply with regular Linkages site monitoring visits.

Support Services Administrator

Printed Name/Title

Date

Signature