



Dear Potential Participant,

Attached you will find an application for the Continuum of Care (CoC) HUD funded program to be completed by you and the agency that is referring you to our program. In addition to completing this application, you will also need to provide:

- A copy of a recent pay stub; or proof of income
- Documentation of a serious mental health disability [verification of disability form must be completed by a professional who, under the scope of their license, is able to diagnose]
- Authorization to Obtain and Release information (must be signed by referral party and applicant)
- A letter from referring party confirming homelessness according to HUD definition
- HALS CoC Funded Housing Programs Self Sufficiency Matrix

**HUD Definition of Homeless** – A person is considered homeless only when he/she resides in one of the places described below:

- Has a primary nighttime residence that is a public or private place not meant for human habitation. (ex: car, park, abandoned building, bus or train station, airport, camp ground)
- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements ( including congregate shelters, **transitional housing for the homeless**, and hotels and motels **paid for by charitable organizations or by federal, state, and local government programs**); or
- Is exiting an institution, where he/she has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Any individual or family who:

- Is fleeing, or is attempting to flee, domestic violence;
- Has no other residence; and
- Lacks the resources or support networks to obtain other permanent housing.

If you are still interested in this program it is important that we have all of these items as soon as possible.

We are considering several individuals for one opening. Therefore, it is important that each step of the process be handled in a thorough and efficient manner. **Please note that only mailed application will be accepted.**

Please feel free to call at (443) 523-1815 if you have any questions regarding this process.

Sincerely,

*Shannon Frey*

Continuum of Care (CoC) Lead