

Housing Quick Guide

Workflow:

1. SD QA will send housing email 15th of the month prior and again on the 1st of the month due
2. SDC will work with team to complete needed housing packets
3. SDC will review/sign housing packet and file in FH under the year of approved packet with all attachments (lease, national grid, renter's insurance)
4. SDC will alert SD QA Support if they complete the packet prior to the monthly deadline
5. SD QA Support will alert SD Leadership of missing packets on the 20th
6. SD Leadership will approach the teams to determine best solutions
7. SD QA will distribute a monthly housing update to leadership (people moving, leaving housing program, jeopardy of homelessness, etc.)
8. SD QA will submit monthly housing submission to local DDROs and the state housing initiative email
9. AIM housing team will meet first Wednesday of the following month to discuss needed follow up