

COUNTYWIDE HOUSING ASSISTANCE PROGRAMS



Patricia Nwaekeke, D.M.H
Housing Policy and Development

Program Description

The Countywide Housing Assistance Program (CHAP) provides funding to assist Department of Mental Health (DMH) consumers without the financial resources to afford the costs associated with moving into permanent housing; purchase the household goods needed to start a home; and/or avoid an eviction due to an unexpected financial hardship.

Funding Sources: Projects for Assistance in Transition from Homelessness (PATH) and
Mental Health Service Act (MHSA)

FOR WHO?

- Directly Operated clinics
- Contracted agencies
- Directly operated Full Service Partnerships (FSP)
- Directly Operated Wellness Centers

General Eligibility Criteria

- Meets federal definition of homeless (HUD)
 - an individual who lacks a fixed, regular, and adequate nighttime residence; and
 - an individual who has a primary nighttime residence that is -
 - a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - a public or private place not designed for, or ordinarily used as, as regular sleeping accommodation for human beings.

<http://portal.hud.gov/portal/page/portal/HUD/topics/homelessness/definition>

- Receives mental health services from DMH.
- Has proof of sufficient income to continue to pay rent.
- Is capable of living independently.

Program Components

Move-in/Security deposit

Provides financial assistance for consumers who are homeless and do not have the means to pay the required security deposit at the time of leasing the apartment.

- Amount cannot exceed 2 times the monthly rent.
- The rent should not exceed 70% or more of the applicant's documented monthly income.
- Requires: a Letter of Determination or Lease Approval for applicants receiving Federal Housing Subsidies, or a copy of the Lease Agreement for non Section 8 participants.

Eligibility is limited to once every 12 months

Program Components

Eviction Prevention

Provides the one time payment of 1 month's rent in arrears and any reasonable late fees as indicated in the lease agreement.

- Must have been served with an eviction notice (3 or 30 day).
- Must provide proof of a minimum of 6 months of occupancy at that location.
- Must be able to show proof of sufficient monthly income to maintain the regular monthly rent.

Eligibility is limited to once every 12 months

Program Components

Household Goods

Financial assistance for purchasing necessary household goods such as appliances and furnishings for consumer who are moving into permanent housing from homelessness.

- Need a merchant's invoice or listing from online shopping with the total purchase prices including taxes and other associated fees.
- A program representative **MUST** accompany the applicant to make purchases. Checks are NOT to be given directly to the applicant.
- The original receipt must be submitted to the Housing Policy and Development unit within 15 days.

Allocation is limited to a 1 time maximum amount of \$600

Allowable Purchases

Household Goods assistance is to purchase bare necessities ONLY

Examples of suggested items and purchase limits

Furniture	Appliances	Kitchenwares	Linens
Bedroom (bed, frame, mattress, box) up to \$350	Stove up to \$350	Dinnerware 8pc set \$20 Dinnerware set 16pc up to \$35	Bathroom Rug set up to \$35
Dinning Set (table & chairs) up to \$300	Refrigerator up to \$550 Small Refrigerator \$200	Flatware set up to \$16	Bath towels set up to \$40
Living Room (couch, end & coffee table, lighting) up to \$450	Microwave up to \$60	Glassware set up to \$15	Shower curtain up to \$18
Chest Drawer up to \$100	Vacuum Cleaner up to \$40	Bake ware set up to \$15	Comforter set up to \$60
Lamp up to \$25	2-slice Toaster up to \$20	Cookware up to \$40	Pillow up to \$10
Sofa up to \$300	Iron up to \$20		Sheet set up to \$20
Television stand up to \$85	Television up to \$300		

Processing of application

This step is completed by HP&D Housing Coordinator

Step 1: Receipt of Application

- Applications are received via hand delivery, mail or fax.
- Applications are entered into the Housing Assistance Program database.



Processing of application

This step is completed by HP&D Housing Coordinator

Step 2: Review of Application

- Verifies if applicant is a DMH client currently receiving services.
- Verifies if application is complete with all required signatures and documentation.
- Verifies if Property Owner or Business is currently a vendor with the County.



Processing of application

This step is completed by HP&D Data Coordinator

Step 3: Vendorization Process

- W-9 is given to data coordinator to enter into eCAPS system in order to create a vendor code.
- When a vendor code is established (within 2-3 business days) the application is ready for processing.

This step happens only when a vendor code is not already established.

Process of application

This step is completed by HP&D Housing Coordinator

Step 4: Processing Application

- Request for payment letters/memos are written.
- Letters/memos are submitted to management staff for signature.
- Originals are forwarded to the DMH accounting division.

Processing of application

This step is completed by DMH Accounting Department

Step 5: Processing Payment

- Communicates any problems to the Housing Coordinator.
- Submits approved payment to Los Angeles County Auditor Controllers office.
- Checks are issued and mailed within 2 – 4 weeks.



Contact information

**Countywide & Contracted Agencies,
Directly Operated FSP and Wellness Programs**

**Omoyi Mvuemba,
Housing Coordinator
Phone: 213-480-3621
Fax: 213-637-2336**

[Website: http://dmhqportal1/sites/CHEERD/Site Pages/CHAP.aspx](http://dmhqportal1/sites/CHEERD/Site_Pages/CHAP.aspx)

QUESTIONS

