

Porchlight Application Procedure and Tenant Selection Process for HUD-Funded Permanent Supportive Housing (PSH) Units

The following information is provided so that applicants may better understand the application process and tenant selection process for Porchlight permanent supportive housing (PSH) units. Please read it carefully. If you have questions, contact Porchlight at (608) 257-2534.

- All referrals for PSH units are taken from the CoC Coordinated Entry priority list. Please contact the Coordinated Entry office located at The Beacon at (608) 826-8019 to inquire about this list.
- These units may only be rented to tenants who meet the HUD definition of chronic homelessness.
- Porchlight staff conducts several background and reference checks while processing the application. These may include:
 - o Housing/landlord references
 - o Income/employment verification
 - o Character/professional references which may include treatment providers and professionals working in mental health, social work, alcohol and drug abuse, and the criminal justice/probation/parole areas
 - o Criminal history
- Porchlight understands that many applicants will have less than favorable histories with previous landlords, criminal activity, unstable employment, mental health problems, or substance abuse issues. Porchlight does not exclude persons from PSH units for the following reasons:
 - o Income
 - o History of or active substance use issues
 - o History of domestic violence
 - o Criminal history
- The Director of Housing and Case Management staff conducts an interview with the applicant to determine eligibility and appropriateness for housing with Porchlight.
- The applicant is accepted or denied. Those applicants who request to be notified will receive written notice of the rejection and reasons for rejection. All applicants who apply for HOME-funded units will receive written notice of the rejection and reasons for rejection.
- Residents of Porchlight properties will be given a minimum of 30 days' notice of any rent increases.