

TO KEEP YOUR APPLICATION ACTIVE YOU MUST CALL
651-647-3211 EACH MONDAY

MARY HALL RESIDENTIAL HOUSING FACT SHEET

Thank you for your interest in Catholic Charities Mary Hall residential housing in St. Paul. As we have vacancies we interview people on a first-come, first-serve basis. It is important that we have a current address for you so we can contact you for a rental interview. If we try to contact you and you cannot be located, your name will be removed from the waiting list.

PROGRAM ELIGIBILITY AND MOVE IN REQUIREMENTS

Supportive Housing Program

Must meet Federal "homeless" definition:

- Living on the streets
- Living in a shelter
- Being evicted from your current place of living
- Coming from a Transitional Housing Program
- Fleeing domestic violence
- Being discharged from an Institution.

Must submit verification that you are employed or have a source of income.

Must deposit \$100 with Catholic Charities to move in.
Must be able to care for your own health, nutritional and personal needs.

Single Room Occupancy

Must meet Federal "homeless" definition:

- Living on the streets
- Living in a shelter
- Being evicted from your current place of living
- Coming from a transitional Housing Program
- Fleeing domestic violence
- Being discharged from an Institution.

Must submit verification that you are employed or have a source of income.

Income cannot exceed \$18,000 per year.
Must be able to care for your own health, nutritional and personal needs.
Must pay first month's rent and damage deposit prior to moving in.

APPLICATION PROCEDURE:

1. Person inquires about housing.
2. Person fills out housing application and blue card. Turn in to front desk staff.
3. A call must be made every Monday by midnight for your application to remain active.
CALL 651-647-3211 AND REQUEST YOUR APPLICATION REMAIN ACTIVE. YOUR APPLICATION WILL BE PLACED AT THE BOTTOM OF THE WAITING LIST IF YOUR CALL IS NOT MADE BY MIDNIGHT. IF WE DO NOT HEAR FROM YOU FOR THREE CONSECUTIVE MONDAYS YOUR APPLICATION WILL BE REMOVED FROM OUR WAITING LIST.
You would need to reapply if you wish to get back on the waiting list.
4. Application is filed in date order. Intakes are scheduled on first-come first-serve basis.
5. Blue postcards are returned when intakes are being schedule to fill vacancies. Call Shelley at 651-647-2379 when you receive blue postcard.
6. Potential tenant attends first intake interview with Intake Coordinator.
7. References may be checked and police report obtained. Decision is made regarding which program is appropriate.
8. **SRO** applicants have second interview with SRO staff. References are reviewed; decision is made whether applicant is eligible and appropriate for housing. Tenant attends Public Housing meeting. If approved by Public Housing, tenant is briefed, Intake Coordinator fills out financial paperwork, tenant is assigned a room and move in date.
9. **SHP** applicants must have \$100 before they can move in. Tenant goes through orientation with SHP staff. Tenant is assigned a room and move in date.
10. If applicant is not accepted for housing, notification is sent and possible referrals for more appropriate housing are made.

PROGRAM DESCRIPTIONS

There are two housing programs located at Mary Hall. Catholic Charities staff will attempt to place applicants in the program that will best serve that person.

SINGLE ROOM OCCUPANCY(SRO): Located on the 4th and 5th floors of Mary Hall. Long-term rental housing for 75 single men and women who are without permanent housing. Must have a source of income. Must meet Section 8 Mod Rehab eligibility: yearly income cannot exceed \$26,850 and meet **FEDERAL HOMELESS DEFINITION**. Rent is based on 30% of monthly income and is set by St. Paul Public Housing Agency. Potential tenant must be able to care for their own health, nutritional and personal needs. Individual furnished rooms and common areas include kitchen area with individually locked refrigerators and food storage. Air conditioned. Elevator. Laundry facilities. Handicapped accessible. Cable TV. First month's rent and damage deposit must be paid prior to occupancy. Must sign a month to month lease.

SUPPORTIVE HOUSING PROGRAM(SHP): Located on the 2nd and 3rd floors. Short-term transitional housing for 80 single men and women who are without permanent housing. Maximum of a two-year stay. Must have source of income. Must meet **FEDERAL HOMELESS DEFINITION**. Potential tenant must be able to care for their own health, nutritional and personal needs. Case management will be provided for each tenant. Rent will never exceed 30% of tenant's monthly income. You will need \$100 upon move in. Individual furnished rooms and common areas, does not include kitchens. Air conditioned. Elevator. Laundry facilities.