### *Procedure for HOMESTART startup meetings*

## Objective:

To insure Developer is leasing Homeless Set-Aside units in compliance with DND policy.

## Prior to Meeting:

- Upon receiving the first requisition for the development the Program Assistant (PA) will scan the Restriction for the project to HomeStart with a cc:  to the Operations Manager (OM).
- PA will contact Developer and HomeStart Representative to schedule a meeting that must include the following, DND Development Officer (DO), DND Operations Manager, HomeStart Representative, Developer and a representative from the Property Management Company.  The Resident Services provider should be included in these meetings whenever possible.  This meeting is to take place within 30 days from the first requisition.
- PA will maintain a spreadsheet (or set-up on Salesforce) that includes Project Name, Development Team (broken out by role), # of homeless units required, # of homeless units actual, type of subsidy units are being supported by if any, bedroom mix of homeless units, date restriction sent over, date of Start-up meeting and who attended.

## Meeting Requirements:

- OM will take the lead for the meeting.
- PA to provide OM with Sign-in sheet and agenda.   Standard Agenda to include the following:
  - Introductions;
  - DO to provide project summary including number of units and number of homeless set-aside.  Also, alert everyone if units are supported by a subsidy;
  - Marketing/Lease-up Schedule;
  - HomeStart Representative to provide reporting requirements; and
  - Other materials as needed
- DO will be required to create/maintain a HomeStart folder that will include materials provided at meeting.

## Reporting Requirements

- Quarterly the HomeStart Representative will provide status reports of all projects to OM.
- OM will review HomeStart report and send notifications to agencies that are out of compliance with the assistance of the PA.
- OM will provide HomeStart quarterly reports that identify projects that are starting or completing construction within that quarter.
- OM will be responsible for keeping both the Supportive Housing Division and Neighborhood Development Division up to date on all HomeStart reporting.

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