



## **Cottage Program**

### **Eligibility and Application Process**

The purpose of Catalyst’s Cottage Program is to provide transitional housing and supportive services for 12 to 18 months to survivors of intimate partner violence. The length of stay is based on the time frame needed to achieve goals that will lead to self-sufficiency. *Catalyst defines self-sufficiency as being able to pay for housing-related expenses necessary to remain in permanent housing after transitioning out of the Cottage Program.*

**Eligible candidates for the Cottage Program must meet all of the following requirements:**

- Resident of Butte County for at least the last six months
- Currently employed, currently enrolled in an educational/training program, or currently receiving disability income. If receiving disability income:
  - Seeking employment and can demonstrate employability through employment in the past year, and/or relevant education or training and/or
  - Working with the Department of Rehabilitation
- Ability to identify goals that will lead to financial self-sufficiency within 12-18 months and that will contribute to physical and emotional well-being
- Ability to pay monthly associated fees with living in the Cottage Program (20% of income: Cottage fees that cover rent and utilities, 20% of income: savings that will be returned upon leaving the Cottage Program less any major damages to the property)
- Ability to follow Cottage Program Agreements
- Ability to complete application packet, including all Cottage Program Mandatory Documents

The Cottage Program consists of two different unit sizes: a two bedroom/one bathroom unit and a three bedroom/two bathroom unit. Catalyst will use the following guidelines in determining the appropriate unit size for an individual or family:

<b>Unit Size</b>	<b>Persons in Household: (minimum #)</b>
2 bedrooms/1bathroom	1 Adult
3 bedrooms/2 bathrooms	1 Adult, 2 Dependents

*For questions specific to your household size and which unit would best fit your needs, please contact Catalyst’s Housing Program Manager at (530) 343-7798.*

**Applications will only be accepted if complete.** Completed applications will be reviewed after the application deadline for eligibility. Applicants that meet all eligibility requirements will be contacted within two weeks of the application deadline to schedule an interview. We have virtual and in-person, physically-distant interview options depending on your availability and comfort level. A Cottage Interview Panel will make the final determination about acceptance into the Cottage Program and could be made up of the following members:

- Housing Program Manager
- Housing Program Advocate
- Non-Housing Catalyst staff member
- Other Catalyst staff member as needed



Applications are to be turned in to Catalyst's drop-in offices:

- 330 Wall St. Suite 50, Chico, CA
- 1931 Arlin Rhine Dr. Oroville, CA
- Or mail: Attn: Carolina Cruz P.O. Box 4184, Chico, CA 95927

When dropping off an application in person, please call the drop-in office to coordinate contactless submission of packet.

Catalyst will not maintain a waiting list for the Cottage Program. A new application process will open each time there is a unit available.

**The current unit available is: 2 bedrooms/ 1 bathroom**

**The application process for this unit will remain open until it is filled. Review of applications begins November 1<sup>st</sup>.**

For questions about the Cottage Program or applications please call Carolina, Housing Program Manager, at (530)343-7798.



## Cottage Program Mandatory Documents

Eligible candidates for the Cottage Program must provide all of the following supporting documents when turning in application packets to Catalyst. Any applications not including all supporting documents will not be considered by the Housing Program Manager for an interview.

Please use this checklist to ensure all mandatory documents are submitted.

- Completed Application
- California Identification card or California Driver's License for each adult member of the household
- Social Security Card for all members of the household
- Birth Certificate for all members of the household
- Immigration Identification for all members of the household (*if applicable*)
- Proof of Income dated during the month of application. Submit **all** that apply below:
  - Copy of most current month of pay stubs or letter from employer stating wages and hours
  - Copy of Social Security Income or Social Security Disability Income award letter
  - Passport to Services (proof of Cash-Aid) print out
  - Copies of all bank statements
  - Financial aid award letters
  - Tribal benefits print out
- A letter of reference (may be from a friend, family member, therapist, social worker or other professional)
- Copy of all current restraining orders pertaining to all residents
- Copy of custody agreements for all children/youth in the household
- Proof of enrollment in school/training program or current class schedule for head of household
- Child Care Plan for all children/youth in the household (*if children/youth in household*)
- Copy of Registration and Insurance paperwork for all vehicles that will be parked on Catalyst property  
Please note: only operational vehicles are permitted on Catalyst property.



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# Cottage Program Application

## Agreement to Participate in Services

I, \_\_\_\_\_, have applied for residency in Catalyst’s Cottage Program. If accepted into the program, I/we agree to abide by the conditions listed above, and I/we understand that the purpose of this program is to help my/our family achieve greater safety and self-sufficiency. I/we are aware that falsification of this application and/or withholding information may be grounds for non-acceptance into the program and/or program termination. This information is confidential and shall be used for assistance in finding permanent housing as well as to accomplish goals for your family.

Applicant \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

## General Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Current Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City, State) \_\_\_\_\_ (Zip)

Phone: \_\_\_\_\_ Is it okay to call this number? YES NO Is it okay to say Catalyst? YES NO

Work Phone: \_\_\_\_\_ Is it okay to call this number? YES NO Is it okay to say Catalyst? YES NO

## Children/youth who will be living with you:

1. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

3. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

4. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Visitors are not allowed in the Cottages. What is your plan for childcare? (If applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Current Situation**

- 1. How did you hear about Catalyst's Cottage Program? \_\_\_\_\_  
\_\_\_\_\_
- 2. What is your current living situation? \_\_\_\_\_  
\_\_\_\_\_
- 3. Why are you requesting residency in Catalyst's Cottage Program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment/Education History**

1. Please include your last three employment situations and list most recent employment first.

- Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Employed from** \_\_\_\_\_ **to** \_\_\_\_\_
- Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Employed from** \_\_\_\_\_ **to** \_\_\_\_\_
- Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Employed from** \_\_\_\_\_ **to** \_\_\_\_\_

2. Did you graduate from high school?    YES    NO    Or did you obtain your GED?    YES    NO

3. Please list any special training (include college experience) you have received. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are you currently enrolled in school or a training program?    YES    NO  
If yes, what is the program? When will you complete the program? \_\_\_\_\_  
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\_\_\_\_\_



**Source of Income and Expenses**

1. What is your current source of income? (Please list all sources of income) \_\_\_\_\_

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2. What is your total monthly income? \_\_\_\_\_

3. Monthly expenses: (Please list all expenses including loans, medical bills, restitution, credit cards, car payment, school, storage, phone bills, insurance, etc.) \_\_\_\_\_

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4. What are your total monthly expenses? \_\_\_\_\_

5. Do you have the ability to pay the first month's participation fee? (20% of your monthly income)      YES      NO

6. Do you have the ability to pay the first month's contribution to savings? (20% of your monthly income)      YES      NO

7. Do you have a checking account?      YES      NO      Bank \_\_\_\_\_

8. If accepted into the Cottage Program, what do you hope to accomplish during residency that will lead to being able to afford housing related costs after transitioning out of the program? \_\_\_\_\_

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**Personal and Family Goals**

1. What do you hope to accomplish that will contribute to physical and emotional well-being if accepted into the Cottage Program? \_\_\_\_\_

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2. What activities or groups are you involved in that will help you reach your goals? \_\_\_\_\_

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3. Describe your strengths and support you have from others. \_\_\_\_\_

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4. Describe your biggest challenges. \_\_\_\_\_

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5. How would a confidential living environment be beneficial to you? Describe your safety concerns. \_\_\_\_\_

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Thank you for applying to Catalyst's Cottage Program. If you meet eligibility requirements and have included all mandatory documents, Catalyst's Housing Program Manager will contact you to schedule an interview within two weeks of the receiving a complete application packet. Please know that Cottage space is limited, and Catalyst will not keep a waiting list for the Cottage Program. Catalyst will publicly announce vacancies as they are available for the Cottage Program.