



## **Cottage Program** Eligibility and Application Process

Catalyst's Cottage Program was created 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 your self-sufficiency plan and the time needed to complete it. *Catalyst defines self-sufficiency as being able to pay for housing-related expenses necessary to remain in stable housing after transitioning out of the Cottage Program.*

The location of Catalyst's housing facility must remain private. For the safety of people who stay and work on-site, participants may not disclose the address or location to anyone. Visitors are not allowed at Catalyst's Cottages. Friends, family members, partners, and other service providers must be met at least six blocks away.

### **To be eligible for the Cottages, you must meet all of the following:**

- Resident of Butte County
- Currently employed, currently enrolled in an educational/training program (school), or currently receiving disability income. If receiving disability income or other income:
  - Working with the Department of Rehabilitation and/or
  - Can show other activities or participation in other programs that will help maintain stable housing after the Cottage Program
- Identify goals that will lead to financial self-sufficiency within 12-18 months and that will contribute to physical and emotional well-being
- Pay monthly fees for the Cottage Program (40% of income total, 20% of income: fees that cover rent and utilities, 20% of income: savings that will be returned when leaving the Cottage Program less any major damages to the property)
- Follow Cottage Program Agreements
- Complete the application packet, including all Cottage Program Mandatory Documents

### **Applications will only be accepted if complete.**

After the date of review, applications will be checked to ensure they are complete. You will receive a phone call within two weeks to schedule an interview, if you are eligible and your application is complete. A Cottage Interview Panel makes the decision to welcome participants into the Cottage program. That panel could consist of 2-3 Catalyst staff members.

Applications can 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: Kelsey Bughao P.O. Box 4184, Chico, CA 95927

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

**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 will begin May 24<sup>th</sup>.**

For any questions regarding eligibility or application process please contact Kelsey, Housing Coordinator, at (530)895-0943.



## **Cottage Program** Mandatory Documents

If you are eligible and applying for the Cottages, the following documents are required when turning in your application. The next step is an interview so please include **all** documents so the Housing Coordinator can move forward with your application.

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

- Completed Application
- At least **one** identification document for **each member** of the household
  - For adults this can include: photo identification, driver's license, birth certificate, social security card, immigration identification (for example consular registration, residence card, work permit, etc), tribal identification
  - For children/youth this can include: photo identification, school identification, immigration identification, birth certificate, social security card, immunization record
- 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) printout
  - Copies of all bank statements
  - Financial aid award letters
  - Tribal benefits printout
- Copy of pet medical records showing required vaccinations listed in the application (*if applicable*)
- Proof of enrollment in school/training program or current class schedule for the head of household (*if applicable*)



Cottage Program Application

Agreement to Participate in Services

I, \_\_\_\_\_, am completing this application to Catalyst's Cottage Program. I understand the information in this application is confidential and shall be used for assistance in finding stable housing as well as to accomplish goals if welcomed into the Cottage Program.

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

General Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_ (optional)

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

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

Phone: \_\_\_\_\_ Okay to call? YES NO Say Catalyst? YES NO Leave MSG YES NO

Children/youth who will be living with you (if applicable):

1. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_ (optional)

Ethnicity: \_\_\_\_\_ Race: \_\_\_\_\_ School: \_\_\_\_\_

2. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_ (optional)

Ethnicity: \_\_\_\_\_ Race: \_\_\_\_\_ School: \_\_\_\_\_

3. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_ (optional)

Ethnicity: \_\_\_\_\_ Race: \_\_\_\_\_ School: \_\_\_\_\_

4. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_ (optional)

Ethnicity: \_\_\_\_\_ Race: \_\_\_\_\_ School: \_\_\_\_\_

Please fill in the table below with your plan for childcare knowing the Cottages are on a confidential location.

Table with 7 columns: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. All cells are empty.



**Current Situation**

1. How did you hear about Catalyst's Cottage Program? \_\_\_\_\_

2. What is your current living situation? \_\_\_\_\_

3. Why does Catalyst's Cottage Program seem like the right choice for you? \_\_\_\_\_

4. Do you have any pets? YES NO  Service Animal  Emotional Support Animal

If yes, how many? \_\_\_\_\_ Type of pet(s) \_\_\_\_\_

Has your pet received the following vaccinations (required):

- DHLPP: Distemper, Parvovirus (canine) YES NO
- FVRCP (feline) YES NO
- Bordetella (canine) YES NO

**Employment/Education History**

1. Please include your last year of employment history.

**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. Are you currently enrolled in a school or a training program? YES NO

If yes, what is the program? When will you complete the program? \_\_\_\_\_

3. Please list any special training (including college experience) you have received.



**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 monthly income) YES NO

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

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

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

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

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

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4. Describe your biggest challenges in reaching your goals. \_\_\_\_\_

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5. How would a confidential living environment be beneficial to you? Do you have any safety concerns?

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**Thank you for applying to Catalyst's Cottage Program!**