



## **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 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)
- Ability to follow Cottage Program Agreements

#### **Eligible candidates for the Cottage Program must provide an application packet with the following information:**

**(Please note: Incomplete application packets will not be considered by the Housing Program Manager)**

- Completed Application
- Provide each form of identification for each resident that apply:
  - California Identification card
  - California Driver's License
  - Social Security Card
  - Birth Certificate
  - Immigration Identification
- Proof of Income (*provide a copy of all that apply dated during the month of application*):
  - Copy of most current month of pay stubs **OR** letter from employer stating wages and hours
  - Social Security Income print out
  - Passport to Services print out
  - Copies of all bank statements
  - Financial aid award letters
  - Tribal benefits print out
  - Other
- A letter of reference (may be from a friend, family member, therapist, social worker or other professional)
- And, if any of these apply:
  - Copy of all current restraining orders pertaining to all residents
  - Copy of custody agreements for all children/youth
  - Proof of enrollment in school/training program or current class schedule

- Child Care Plan
- Copy of Registration and Insurance paperwork for all vehicles that will be parked on Catalyst property

The Cottage Program consists of two different unit sizes: a two bedroom/one bathroom unit and a three bedroom/two bathroom unit. Announcements will be made for the unit type available during each open application process. Catalyst will use the following guidelines in determining the appropriate unit size for an individual or family:

Unit Size	Persons in Household: (minimum #)	Persons in Household: (maximum #)
2 bedrooms/1bathroom	1	5
3 bedrooms/2 bathrooms	3	7

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 application in person, please call the drop in office to coordinate contactless submission of packet.

Applications will only be accepted if complete. When completed applications are received, they will be reviewed after the application deadline for eligibility. Applicants that meet 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

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

For questions about the Cottage Program or applications please call Carolina, Housing Program Manager, at

(530) 343-7798.



## 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 independence and safety. 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: \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN: \_\_\_\_\_

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

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

### Children 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: \_\_\_\_\_

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

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

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

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

**Current Situation**

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

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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Source of Income and Expenses**

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

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.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Total monthly expenses: \_\_\_\_\_

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

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

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

7. What do you hope to accomplish that will lead to financial self-sufficiency if accepted into the Cottage Program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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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4. 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, Catalyst's Housing Program Manager will contact you to schedule an interview within two weeks of the application deadline. 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.