



Community First!
A Program of Mobile Loaves & Fishes

Mobile Loaves & Fishes

Community First!

Application Package

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Mobile Loaves & Fishes Community First! Applying for an RV Home Frequently Asked Questions

Community First!
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We have prepared these Frequently Asked Questions to help answer questions you might have. Should you think of other questions please do not hesitate to ask.

1. Who can apply to live in a Community First! RV Home?

This initiative of Mobile Loaves & Fishes is designed for the chronically homeless; those who have been homeless for at least one year or four times over a three-year period of time, particularly those who have a physical or mental disability as demonstrated by receiving disability income or are in the process of applying for disability income.

2. How can I apply?

Assuming that you are chronically homeless, you will need to call our office at 512/328-7299 ex 101, to schedule an appointment. We are not on a bus line so you will need to make arrangements to get a ride to our office. Once here, you will fill out an application and submit to being fingerprinted. We submit one set of prints to the FBI. It takes 4 – 6 weeks for us to receive your Criminal Background Check.

3. What if I have a criminal record, will that eliminate me from the program?

No! However, at this time we are not able to place those who have been convicted of a sexual crime or who are registered sex offenders. Additionally, those who have a violent criminal record such as murder, attempted murder, accessory to murder etc. will be screened to ascertain compatibility with the community you will be living in. Otherwise, we work closely with those that have a criminal record.

4. If I qualify, how long will it take to get in an RV Home?

The whole process can take 3-6 months, perhaps longer. It normally takes 4-6 weeks to receive the criminal background check. If you qualify, you are placed on a waiting list. Typically we have 5-10 people on the list. Those with verifiable disabilities get first priority always. RV homes are limited. We place qualified individuals on the waiting list in a home as soon as one becomes available.

5. What are these RV homes like?

All RV homes are well maintained, gently used and in good working condition. Typically, we purchase fifth wheel RVs with super slides (rooms that slide out to add additional room to the RV). Generally, they range from about 27' to as large as 35'.

6. How much will it cost to live in an RV Home?

You rent the RV home from Mobile Loaves & Fishes for \$25 per month. You will need to rent a lot in an MLF approved RV Community. Lot rent ranges in price from about \$344 - \$395 per month **PLUS** you pay for the electricity. Electricity ranges from \$60 per month to as high as \$180 per month. You are in control of how much electricity you use. Other amenities, water, sewer, cable, etc., may or may not be included in the lot rental. Amenities vary depending on the RV community you live in. RV communities require the first month's rent plus a security deposit before you move in.

7. Where are these RV communities located?

There are several MLF approved RV communities in Austin to choose from depending on availability of lots. When you are next on the waiting list we will provide you with a list of the MLF approved RV communities. You will need to pick your lot and make your own arrangements with the RV community. Once your arrangements are finalized you will need to contact MLF.

8. Can I have a pet in a Community First! home?

Community First! residents may have one pet. Residents must acknowledge that they have received and understand the Community First! Pet Rules. Residents will be responsible for complying with all of the pet rules and regulations from MLF, the RV community in which they reside and the City of Austin.

9. Will I be able to live independently?

The purpose of Community First! is for you to live independently. Currently, we do not provide case management and can only refer you to other services we are aware of in the city. We want to encourage you to pursue other avenues of support such as food stamps, food pantries, soup kitchens, MHMR etc. in order to make it easier on you to live on a very limited income.

Mobile Loaves & Fishes
Approved
Austin Area RV Communities

Aero Mobile Home Park
101 Hergotz Lane, Austin
(512) 385-8224

Austin Pecan Park
2815 Highway 71 E, Dell Valle
(512) 385-4343

Bel-Aire Mobile Home Park
841 Airport Blvd, Austin
(512) 385-3600

Cactus Rose Mobile Home Park
500 Bastrop Hwy, Austin
(512) 385-4294

Honeycomb Park
6402 McNeil Drive, Austin
(512) 258-6344

Mid-Town RV Park
720 Airport Blvd, Austin
(512) 385-2885

Royal Palms RV Community
7901 E Ben White Blvd, Austin
(512) 385-2211

Tejas Mobile Plaza
1709 E. Highway 71 #42, Austin
(512) 385-5107

Austin RV Park North
4001 Prairie Lane #14, Austin
(512) 244-0610

Congress Mobile Home Park & RV Community
6111 S. Congress Ave, Austin
512-441-0456

*This list is subject to change.

Qualifying Criteria

Community First! prohibits discrimination based on race, color, religion, sex, national origin, disability, sexual orientation, marital status or age. Applicants will be accepted on a first come, first served basis – dependent on meeting the eligibility requirements, availability of a suitable home, and criminal background check status. In reviewing the application, the following areas will be taken into consideration for each prospective resident. They include, but are not limited to the following:

Will
Meet Provide

Section A:

- Must be over the age of 18 – show proof of age (valid driver’s license, state ID, military ID, etc.).
- Source of Income – as a resident of Community First! you must pay your rent in full and on time (failure to do so will result in fines and/or potential eviction). There will also be other expenses that will require a source of income. All applicants must have a verifiable, stable source of income. Applicants will show proof of income, which could be from employment, disability income, retirement income, etc.
- Proof of Homelessness -- To ensure Community First! is addressing the problem of chronic homelessness in Austin, applicants must qualify under The U.S. Department of Housing and Urban Development (HUD) definition for a chronically homeless person and must be able to show verifiable proof of homeless dwelling for at least one year within the Austin metropolitan area.
- A minimum of three (3) personal references who are not family members are required. Applicant(s) must provide contact information with their application.
- Potential residents must complete the Community First! Application Packet.

Section B:

Agree Disagree

- All applicants must execute a Lease Contract for a Community First! home and the lease term may vary depending on program participation. Rent is due on all units in advance.
- All applicants must be able to live independently as described in Community First!’s Statement of Independence.
- Public Data Search/Criminal Background Check/Fingerprinting -- Every applicant will be required to be fingerprinted and submit to a public data search and a criminal background check processed by the FBI.

I meet the qualifying criteria or will provide all necessary information to meet the qualifying criteria. All information provided is true and accurate. I understand that any inaccuracy or incomplete information provided could cause my application to be rejected.

Applicant’s Signature

Date



COMMUNITY FIRST!

Statement of Independence

Community First!
A Program of Mobile Loaves & Fishes

Community First! is an innovative program of Mobile Loaves & Fishes and is designed to provide independent affordable, sustainable housing with dignity to those who are experiencing chronic homelessness. Chronic homelessness is defined as being continuously homeless for one year or more or being homeless at least four times for long durations over the past three years or living in a place not meant for human habitation.

It is the expectation that all applicants will be able to live independently as single occupants, husband/wife couple, or established domestic partnership in an RV or park homes in a community environment. The occupant(s) will be expected to maintain a clean and orderly home. MLF staff will make random and periodic inspections to insure the home is kept in an orderly fashion.

The only service provided by Mobile Loaves & Fishes and Community First! is that of a landlord in terms of the home rental only. Currently, Mobile Loaves & Fishes does not own any RV Communities in which an applicant would reside. Each applicant independently chooses which MLF approved RV Community they wish to live in based on location and cost. Each applicant independently negotiates and signs their own lease or agreement for the lot rental in their chosen RV Community.

Mobile Loaves & Fishes does not provide case management services or counseling. All services that an applicant may need will have to be obtained from outside sources at the applicant's own initiative and expense.

Mobile Loaves & Fishes and applicant(s) acknowledge that it is very difficult to live on a limited income. It will be important for the applicant(s) to understand what other services are available in the city that would help offset the cost of everyday living.

By signing this document, I attest that I am financially, physically and emotionally fit to live independently as set out above. All information provided is true and accurate. I understand that any inaccuracy or incomplete information provided could cause my application to be rejected.

Applicant's Signature

Date

Proof of Homelessness Form

How long have you lived in the Austin Metropolitan Area?

Applicant must meet the following to be considered chronically homeless:

The U.S. Department of Housing and Urban Development (HUD) defines a chronically homeless person as: "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as 'a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.' In defining the chronically homeless, the term "homeless" means 'a person sleeping in a place not meant for human habitation (e.g., living on the streets, in cars, parks, sidewalks, abandoned buildings) or in an emergency homeless shelter.' "

Do you (the applicant) meet the U.S. Department of Housing and Urban Development (HUD) definition of a chronically homeless person?

Yes No Don't Know

Homeless/Residence History for the last 5 years (list most recent at the beginning)

Start Date (Month/Year)	End Date (Month/Year)	Location of Homelessness/Residence Address	City	State	Zip	Verification -Name	Verification -Phone

Other situations may be considered when verifying homelessness status.

Are you in one of the following situations?

- In a weekly-rate motel?
 - Documentation required: Name and address of weekly-rate motel; proof of stay; verification that you were previously living on the streets or in an emergency shelter.

- In transitional supportive housing for homeless persons?
 - Documentation required: Signed and dated verification from referring agency at transitional housing facility; verification that you were living on the streets or in an emergency shelter or were discharged from an institution prior to living in transitional housing and would have been homeless if not for the transitional housing.

- Been in a hospital or other institution for no more than 30 days?
 - Documentation required: Written and dated verification from institution staff that you have been residing at the institution for less than 31 days; information on previous living situation.

- Being discharged within a week from an institution in which you have been a resident for more than 30 consecutive days and no subsequent residence has been identified and you lack the resources and support networks needed to obtain housing?
 - Documentation required: Written and dated verification from institution staff indicating that you have been residing in the institution for more than 30 days; information on previous living situation; documentation of no subsequent residence and efforts made to attain them must be referenced in file.

Please include any and all information that will help us verify your homeless status including copies of shelter records, outreach programs, day resource centers, medical services, law enforcement, church programs, case managers, etc.

Please use the space below to provide any information you feel will assist us in verifying your homeless status.

I meet the qualifying criteria for proof of homelessness or will provide all necessary information to meet the qualifying criteria. All information provided is true and accurate. I understand that any inaccuracy or incomplete information provided could cause my application to be rejected.

Applicant's Signature

Date



Community First!
A Program of Mobile Loaves & Fishes

Community First!

Pet Rules

The Community First! program finds pets to be a necessary and enjoyable part of life. It is our goal to have happy pets and happy owners.

- Only **one** pet is allowed per household.
- Aggressive animals are not permitted.
- Pet must be 20 lbs. or under, fully grown.
- Pet must be licensed in accordance with state and local laws and regulations.
- All dogs and cats must wear ID tags identifying the pet's name and owner's name.
- Spaying or neutering the pet, consistent with the health and welfare of the animal, is recommended.
- Provide pet with all required vaccinations and inoculations, appropriate and recommended veterinary care, as well as veterinary medical attention for acute or chronic illness, accidents, or other conditions that affect an animal's health and well-being.
- Appropriately training, including house-training, and caring for your pet is required to ensure that they are not a nuisance or danger to other residents and do not damage housing or community property.
- Do not subject, nor allow others to subject, your pet to abuse, neglect, inhumane or cruel treatment nor cause them pain, injury, or suffering, whether deliberately or through negligence.
- Resident must comply with the City of Austin and RV Community leash laws. Pet must be appropriately and effectively restrained and under the control of a responsible individual at all times. Dogs and cats should either be on a halter, leash or in a carrier.
- Do not leave pet unattended for more than 12 hours. If a longer absence is expected, the resident should arrange for someone to check up on his/her animal and care for it as necessary.
- Incessant barking that is a disturbance to neighbors is not allowed.
- Residents must clean up after their pet on public and private property, immediately collecting all excrement, securely sealing it in a plastic bag, and properly disposing of it.
- Non-furbearing pets, such as reptiles or birds, must be confined or under the physical control of the owner.
- Captive wild species, whether native or non-native, are prohibited.
- Resident must comply with all the rules and regulations of the City of Austin and the RV Community in which they reside.
- You will be responsible for any and all fines assessed against you and your pet.
- **Resident will be responsible for any and all damage to MLF property, including flooring, walls, furniture, etc., inside or outside of RV/park home. Should MLF discover any damage to our property that is attributable to your pet, we will send you a written notice to request you to replace/repair said damage. If you do not repair damaged areas within 15 business days, you will be in breach of your lease with MLF, and MLF will thereby terminate your lease, and you will have to move.**

I _____ acknowledge that I have received and understand the Community First! Pet Rules. I understand that I will be responsible for complying with all of the pet rules and regulations from MLF, the RV Community in which I reside and the City of Austin and that I will be responsible for any and all damage to MLF property attributable to my pet. I further acknowledge that I will be responsible for any and all fines assessed against me and my pet.

Name (printed)

Signature



Community First!
 A Program of Mobile Loaves & Fishes

Community First!
 Mobile Loaves & Fishes, Inc.
 5524 Bee Cave Road, Building M
 Austin, TX 78746
 Tel: 512-328-7299, Fax: 512-328-7223
 www.mlf.org

Community First! Application

Complete Legal Name _____
 (Each adult applying must fill out a separate application.)

Date of Birth _____ Proof of Age document _____

Nickname or other Names Used _____

Social Security # _____ - _____ - _____

Driver's License/State ID # & State of issuance _____

E-mail address _____

Cell Phone # _____ Work Phone # _____

Do you currently have a case manager? Yes No

Name: _____ Agency: _____ Phone: _____

Name of all potential Occupants	Relationship	Age

Income

Do you currently have a source of Income? Yes No

Please attach copies of documentation (i.e., pay stubs) that will assist us in verifying a stable source of income.

Please list all sources of income and expenses. Sources of Income must be verifiable.

Income	Income
Employment	
SSI	
Disability Income	
VA Benefits	
Other Income	
Other Income	
Other Income	
Total Income	
Expenses	Expenses
Phone	
Car Payment/ Insurance/Maintenance	
Food/Grocery Store	
Gasoline/Transportation	
Medical (doctor, dentist, eye care, prescriptions)	
Debt	
Other Expenses	
Other Expenses	
Total Expenses	

_____ - _____ = \$ _____

Total Income

Total Expenses

**Income Available for Rent
and Utilities**

Do you currently receive food stamps? Yes No

If yes, how much per month? \$ _____

Would you be willing to have a Representative Payee manage your money? Yes No

Disabilities

Do you have any disabilities? Yes No

	Alcohol Abuse		Hearing		Physical/Medical
	Alzheimer's/Dementia		HIV/AIDS		Physical/Mobility
	Cognitive		Learning		Visual
	Developmental		Mental Handicap/Injury		Speech
	Drug Abuse		Mental Illness		Other _____

References

Please list 3 people *who are not family members* and can serve as personal references.

First Name _____ Last Name _____ Address _____ City/State/Zip _____ Phone with Area Code (____) _____
First Name _____ Last Name _____ Address _____ City/State/Zip _____ Phone with Area Code (____) _____
First Name _____ Last Name _____ Address _____ City/State/Zip _____ Phone with Area Code (____) _____

Do you currently have any outstanding warrants for your arrest? Yes No

Do you currently have any drug or alcohol addiction issues? Yes No

Would you be willing to submit to a drug test? Yes No

By signing this application, I guarantee the accuracy and completeness of the information provided. I also give Mobile Loaves & Fishes permission to have a Public Data Search and a criminal background check conducted on me.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

Witness Printed Name: _____

Witness Signature: _____ Date: _____

For Office Use Only

FBI Background Check - Date Ordered _____ Received _____
Public Data _____ Sex Offender Registry _____ Warrants _____

References Checked:

_____ #1 _____

_____ #2 _____

_____ #3 _____

Source of Income Verified and Verification attached (Date) _____

Proof of Homelessness Verified _____

Application Approved Yes No

If denied, give reason: _____

Approval Signature _____ Date _____