

EXHIBIT A

HABITAT FOR HUMANITY RESTORE – WELCOME HOME FURNITURE PROGRAM GUIDELINES

MISSION

Welcome Home Furniture Cards will provide access to affordable home furnishings for households experiencing homelessness who are entering permanent housing through the OneDoor Lexington Coordinated Entry process. Each household may, upon execution of a lease and with approval from the referring program manager and the Office of Homelessness Prevention and Intervention (OHPI), receive one \$50 gift card from the Lexington Habitat for Humanity ReStore that can be used toward the purchase of any items sold in that store. The cards must be used for purchases in the store for that household and may not be sold, reassigned, or used to purchase items for another household.

ELIGIBILITY

In order to be eligible for the program, the individual must:

- Must enter permanent housing through referral from the OneDoor Lexington Coordinated Entry system and a participating program or organization;
- Must have no other resources for household furniture as verified by participating program or organization staff;
- Only receive one card within a 12-month period for an individual; and
- Only receive two cards within a 12-month period for a family of 2 or more persons;

PROCESS

1. Referring program staff member must complete, sign, and submit to Restore and Office of Homelessness a referral form detailing the participant's name, household size, housing type, date of coordinated entry referral, date and duration of lease/program agreement; and other relevant information. The referral form will be generated and made available by the OHPI staff.
2. Restore staff will provide vouchers only upon receipt of with a signed Referral form, confirming entry through the OneDoor Lexington Coordinated Entry system. The Referral Form must be signed by an OHPI staff member.
3. Participant and/or referring organization are responsible for transportation to and from the Restore location and for pickup/delivery of any selected items to the participant's residence.
4. Restore will report quarterly: number of households served, number of items and type purchased, and funds expended.