

Eligibility and Selection Criteria for BOC Tenant Commissioner

Generally, applications are reviewed and considered based on:

- Completion: all required questions must be answered.
- Meet the Eligibility criteria
- Ability to meet Requirements
- Demonstrated ability to speak from lived experience and an understanding of how different identities shape the experiences of individuals receiving housing assistance from Home Forward.
- Demonstrated interest in improving housing and community well-being
- Demonstrated ability to engage with BOC materials while addressing the connection to Home Forward's mission and benefit of a tenant perspective.
- Past engagement in advocacy or leadership
- If more than one Tenant Commissioner spot exists on the Board:
 - One position will be reserved for a resident of a Home Forward owned building; and
 - One position will be reserved for a participant in the Housing Choice Voucher program.

Step 1: Review of Application

We look at all applications to make sure that they are complete and meet the basis eligibility criteria. Here's what we check for eligibility:

- **No Duplicates** – We remove copies of the same application.
- **Full Name** – Some people didn't write their full names, so we do not include those.
- **Contact Info** – If someone does not share a way to reach them (like phone or email), we remove their application.
- **Current recipient of housing resources** – If someone has not been receiving Home Forward housing resources as a Resident or Participant for at least a year, they are not eligible to be a Commissioner.
- **Age** – Commissioners must be at least 18 years old.
- **Lease Enforcement or Termination Proceedings** – We are not able to accept applications for individuals who may currently be in lease enforcement or termination proceedings at Home Forward.
- **Can Attend Meetings, work sessions, board retreat & serve as a liaison to the Tenant Advisory Council** – We reject the applicants who are not available to meet the attendance requirements of a Commissioner and commit to a 4-year term on the Board of Commissioners.

Then, applications are reviewed for the qualifications for the role of Commissioner. The qualifications are:

1. **Why they are interested in being a Commissioner**
 - We ask applicants to express in less than 250 words why they are interested in serving on Home Forward's Board of Commissioners. Applicants will be evaluated on their interest in improving housing and community well-being.
2. **Ability to review a Board of Commissioner Resolution, summarize the issue and its significance to Home Forward's mission, as well as share questions or reflections from their own perspective**
 - We ask applicants to review a previous BOC Resolution and respond to prompts in less than 300 words. Applicants must demonstrate their ability to engage with BOC materials while addressing the connection to Home Forward's mission and benefit of a tenant perspective.
3. **Their experience as a leader or advocate**
 - Applicants are expected to demonstrate previous leadership or advocacy experience, with consideration given to successes and impact from these efforts. Applicants without this previous experience will not be selected for an interview.
4. **Inclusive consideration**
 - Applicants are asked to consider identities
 - Applicants must demonstrate an understanding of how different identities shape the experiences of individuals receiving housing assistance from Home Forward.

Step 2: The applicants who meet the eligibility criteria and best demonstrate the qualifications for the role will be invited to a group interview.

The interview will be:

- Held online
- With a panel of at least 3 people: one staff member, one director, and one tenant leader
- Conducted in a group setting with other applicants

Step 3: After interviews, the interview panel will choose 2 people based on their engagement and answers during the interview.

Who They Are

- Since more than one Tenant Commissioner spot exists on the Board:
 - One position will be reserved for a resident of a Home Forward owned building; and
 - One position will be reserved for a participant in the Housing Choice Voucher program.

Community Focus: We look for people who care about their neighbors and want to make things better for others—not just themselves.

Lived Experience: The BOC receives extra value from people who have personal experiences they are willing to share about and can use to inform future changes. Lived experiences can include homelessness, unfair housing experiences, and being treated unfairly for a variety of reasons. We believe these voices are necessary in guiding the organization to advance its mission.

Teamwork and Respect: We choose people who are good listeners, can work well with others, and treat people with kindness and respect.

Can Be Active and Show Up: We need people who can come to meetings, speak up, and stay involved.