# Minnesota Homelessness Prevention Targeting Tool

Ver. 2.0  March 2018

## Instructions:

The Homelessness Prevention Targeting Tool is designed to assist FHPAP program staff with two functions: 1) verify eligibility for homelessness prevention (HP) assistance and 2) identify the most vulnerable households most likely to experience literal homelessness if they do not receive assistance. In assisting with these two activities (verifying eligibility and targeting most vulnerable households), the tool will support Minnesota's goal of preventing new cases of homelessness.

To administer the tool, FHPAP staff (or others trained to administer) should check each box for which the condition or attribute is present in the household.  Each checked box has a point value associated with it.  After completing all questions the HP staff will add up the value of all checked boxes and assign a total score to the presenting household.  As a screening tool the questions are designed to identify household who are most likely to experience literal homelessness in the imminent future (within 1 month) and for whom the experience of homelessness will pose the greatest risk for increased trauma, severe health consequences, and/or greatest degree of family instability.  While no tool can precisely predict the future, this tool is based on national research and program evaluation data which identify conditions, characteristics, and attributes most closely associated with future incidence of literal homelessness.

## FHPAP Program Interventions:

*Light Touch Assistance* – services provided to eligible households under the "light touch" category include limited case management, assistance with housing referrals, landlord interventions, referrals for public or community benefits and resources, and legal assistance. **Provision of financial assistance is not expected**, although minimal financial assistance (no more than $100) may be provided in the form of bus passes, material assistance or moving assistance.

*One-Time Assistance* – services provided to eligible households under the "one-time assistance" category include all those described under light touch with the addition of **one-time funding** specifically targeted to housing related costs.  Eligible one-time assistance funding includes 1 month of rent payment, rental deposit, utility payment or utility deposit.

*Short-Term Assistance* – services include those identified in light-touch and one-time described above, but also include time-limited rental assistance that helps a household pay for all or a portion of housing costs up to but not to exceed the equivalent of **six (6) months of rent assistance**.  Although households being assisted with short-term assistance are eligible for up to six months of assistance, FHPAP providers will re-assess the need for rent assistance every month throughout program enrollment.

*Medium-Term Assistance* – services are the same as short-term assistance but households are eligible for up to **twenty-four (24) months of rent assistance**.

## Process Steps:

***Step 1.  Determine if the presenting household is eligible for HP assistance***.  In order to be eligible for HP assistance, the presenting household must provide evidence of a notice to vacate their current housing. The evidence can be an eviction notice or verification from a friend or family member with whom the presenting household is living in a "doubled up" situation.  HP staff should document eligibility evidence by securing a copy of the eviction notice, 'pay or vacate' notice, or through written or oral communication with a friend/family member where the presenting household is currently doubled up.

***Step 2. Determine targeting priority based on vulnerability of housing barriers.***  HP staff will ask a series of questions of the prospective HP participant to determine the presence of current or past conditions that are most closely correlated with the incidence of literal homelessness.  Check each box where the condition is present or true for the household.

***Step 3. Confirm presenting household comports to a set of local service priority.***  For example, research shows that homeless persons are most likely to come from neighborhoods with the highest concentration of poverty.

| HP Target Score Range | Possible Threshold Impact |
|---|---|
| 0 – 12 | Eligible for *Light Touch Assistance* |
| 13 – 15 | Eligible for One-Time Assistance |
| 16-20 | Eligible for Short-Term Assistance |
| 21+ | Performance benchmark = 50% of annual households served have score > 20<br>Eligible for Medium-Term Assistance |

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| Check each applicable condition that is true for the prospective applicant (head of household). | Check if Applicable | Point Value |
|---|---|---|

## Step 1: Determine Eligibility & Priority for Homelessness Prevention Assistance
Household is at imminent risk of literal homelessness.  Without prevention assistance the household will experience literally homelessness within the immediately preceding month (i.e. either living in a place not meant for human habitation or residing in an emergency shelter or transitional housing facility intended for persons and households who are homeless).

| | Check if Applicable | Point Value |
|---|---|---|
| **Housing Status (select only one)** | | |
| If DOUBLED UP, the household has been told by the lease holder to vacate the unit.  HP program staff has verified with lease holder that prospective HP participant is no longer welcome and must vacate.  Prospective participant lacks the resources to secure alternative housing arrangements. | ☐ | 5 |
| If LEASE HOLDER, the household has received a notice to vacate by the property owner or manager. HP program staff has verified with property owner/manager that prospective HP participant has received notice to vacate.  Prospective participant lacks the resources to secure alternative housing arrangements. Lease holder has previously experienced literal homelessness in the past two (2) years. | ☐ | 3 |
| If LEASE HOLDER, the household has received a notice to vacate by the property owner or manager. HP program staff has verified with property owner/manager that prospective HP participant has received notice to vacate.  Prospective participant lacks the resources to secure alternative housing arrangements. Lease holder has NO previous experience of literal homelessness within the past two (2) years. | ☐ | 1 |
| Currently fleeing or attempting to flee domestic violence | ☐ | 5 |
| Imminent loss of current housing.  Loss of housing means the prospective household will experience literal homelessness – either on the streets or staying in an emergency shelter – within the specified period of time. Imminent loss of current housing must be verified with a *'pay or vacate'* notice, ledger record of past due rent, or verification (verbal confirmation is sufficient) from lease holder who is instructing prospective HP participant to leave the housing. (select only one) | | |
| Actual housing loss expected within 7 days (1 week) | ☐ | 5 |
| Actual housing loss expected within 14 days (2 weeks) | ☐ | 4 |
| Actual housing loss expected within 1 month | ☐ | 3 |
| Notice to vacate from property manager/lease holder with expected loss of housing within 45 days | ☐ | 2 |

## Step 2: Determine Targeting Priority Based on Vulnerabilities or Housing Barriers
Identify the barriers impacting household's ability to independently and quickly resolve housing issues and prevent literal homelessness from occurring in the imminent future.

| | Check if Applicable | Point Value |
|---|---|---|
| Household *current* income is $0 | ☐ | 5 |
| Sudden and significant loss of income, including employment and/or cash benefits within last 60 days AND/OR uncontrollable and significant  increase in non-discretionary expenses within last 60 days | ☐ | 3 |
| **Household *Annual* Gross Income Amount (select only one)** | | |
| Less than 30% of Area Median Income (AMI) for household size (see chart below) | ☐ | 4 |

| | | |
|---|---|---|
| Between 31-50% of AMI for household size (see chart below) | ☐ | 3 |
| **Prior Rental Evictions for the head of household at any time in the past (select only one)** | | |
| 4 or more prior rental evictions | ☐ | 5 |
| 2-3 prior rental evictions | ☐ | 4 |
| 1 prior rental eviction | ☐ | 3 |
| Registered sex offender (any household member) | ☐ | 5 |
| Criminal record or any legal proceeding in process for arson, drug dealing or manufacture, or any felony offense against persons or property (any household member).  Date of offense is any period within person's adult record. | ☐ | 4 |
| Household of 5 persons or larger that cannot be housed in less than 3 bedrooms | ☐ | 3 |
| **History of literal homelessness for head of household (street/shelter/transitional housing) (select only one)** | | |
| 4 or more prior episodes OR total of at least 12 months within past three years | ☐ | 5 |
| 2-3 prior episodes in past three years | ☐ | 4 |
| 1 prior episode in past three years | ☐ | 3 |
| At least one dependent child under age 6 | ☐ | 3 |
| Single parent | ☐ | 3 |
| Head of household is under the age of 25 | ☐ | 3 |
| Head of household experienced adversity or housing disruptions during childhood.  Examples of childhood adversity could include homelessness, placement in foster care, eviction, refugee or immigrant to the U.S., or frequent moves (> 3 in 1 year). | ☐ | 2 |
| Current protective services involvement | ☐ | 2 |
| Recent (within last 6 months) major household trauma or event (e.g., death of family member, separation or divorce from adult partner, birth of new child) that directly affects ability to secure or maintain housing | ☐ | 3 |
| Head of household or other household member was recently discharged (within last 6 months) from an institution (hospital, jail, etc.) after stay of any length | ☐ | 1 |

## Step 3: Document Local Policy Priorities

Based on additional research and data analysis in the future, the Minnesota may define other housing barriers or attributes most likely to impact household's ability to quickly secure housing and resolve literal homelessness independently.  If included, these other scored attributes will align with local policy priorities

| | | |
|---|---|---|
| Any household member has a disability that substantially impedes the ability to maintain housing independently. | ☐ | **1** |
| Any household member identifies as an ethnic, cultural or racial minority group that has historically experienced unfair treatment in the provision or administration of public benefits or services. | ☐ | **1** |
| | | |
| **TOTAL POINTS** | | |

| FY 2017 Federal poverty guidelines | 1-Person Household | 2-Person Household | 3-Person Household | 4-Person Household |
|---|---|---|---|---|
| **Low** 51% - 80% AMI | $46,100 | $52,650 | $59,250 | $65,800 |
| **Very Low** 31% - 50% AMI | $31,400 | $35,850 | $40,350 | $44,800 |
| **Extremely Low** 0 – 30% AMI | $18,850 | $21,550 | $24,250 | $26,900 |