

HPRP HOUSING & FINANCIAL ASSESSMENT

INSTRUCTIONS: To be completed in-person by a case manager to assess a households' eligibility for City of Vancouver/Clark County HPRP.

Initial Assessment Answer all questions according to directions

3 month 6 month 9 month 12 month 15 month Answer questions that are **NOT** shaded.

Indicate Assistance Needed/Provided Rapid Re-Housing Prevention

Assessment Date: ___ / ___ / _____ Staff Certification Date: ___ / ___ / _____

Staff: _____ Service Point ID#: _____

*First: _____ *Middle: _____ *Last: _____ Suffix: _____

*SSN: ___ - ___ - _____ *DOB: _____ *Age: _____

*Partner's Name First: _____ *Middle: _____ *Last: _____ Suffix: _____

*SSN: ___ - ___ - _____ *DOB: _____ Age: _____

*Dependents (& Ages): _____

How many other adults are currently living in your household? _____

Current Address: _____

Telephone: _____ Message No: _____

*Eviction or Three Day to Pay or Vacate Notice Date: _____

The information that we discuss in this assessment is to help establish if we can help you and with which services. Most of this information has to be entered into a database called Service Point used for this program. Your information including your name and Social Security Number will be available to this program if we work with you. Your information will also be visible to other agencies that are partners in this program. Is that OK? (**Complete ROI form.**)

No Yes

Why are you seeking assistance?

*If you intend to keep your current housing, what is your monthly rent? _____

If the household intends to remain in their current unit, does the rent amount exceed the Fair Market Rent (based on the chart below)?

Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom
\$675	\$783	\$905	\$1,318	\$1,583

No: Proceed to next page.

Not Applicable: Client will be relocating or is not currently housed.

Yes: Client is not eligible to be subsidized in their current unit. Ask the client if they are interested in relocating to less expensive housing and if so, proceed with assessment. Otherwise, household is not eligible; skip to page 8.



Yes, but with mitigating circumstances as follows (see page 2 for examples): _____

_____ Proceed to next question.

HPRP HOUSING & FINANCIAL ASSESSMENT

Examples of when an exception might be made to the payment standard and still be reasonable could include:

- when the specific unit could be considered a reasonable accommodation for a household with a disability;
- when the unit is located close to school or work such that there is a budget savings to the household of living there that offsets the extra cost, or
- where the opportunity costs of moving them to a cheaper unit come close to or exceed what it costs to keep them in place. The unit will still need to meet the rent reasonableness determination.

Does your household have any type of Bank Account? No Yes What type? _____

If not, how are you paying bills and/or cashing checks? _____

*Approximately how much money does your household currently have in hand or in bank accounts (including all cash, savings, checking and investment accounts)? _____

If you are at risk of losing your current housing, please explain the circumstances;

*If you owe back rent, how much do you owe? _____

*How many month's rent is that?

- One Two Three Four Five Six or more Seven or more Don't know

Is your landlord willing to accept rent from you?

- No Yes Don't know Refused Does not apply

Are you currently doing anything to increase your household income or decrease your costs?

- No Yes Don't know Refused Does not apply

Describe: _____

If you are to be assisted, are you willing to participate in services to increase your income or decrease your costs?

- No Yes Don't know Refused Does not apply

If household is not currently working toward increasing income or decreasing costs and is unwilling to do so, the household may be determined as ineligible. (Note that persons with a fixed income who have described a one-time set back may not need to increase income to remain stable.) If determining not to serve, skip to page 8.



Other relevant information: _____

HPRP HOUSING & FINANCIAL ASSESSMENT

Has anyone in your household received income from any source in the past 30 days?

- No Yes Don't know Refused

If "YES", identify source, amount and start date below (required).

If the answer is "NO", skip to "Assets" questions on the bottom of this page.

*Source Monthly Amount or Lump Sum

- Alimony or other spousal support \$ _____.00 Start Date: ___/___/_____
- Child support \$ _____.00 Start Date: ___/___/_____
- Earned Income \$ _____.00 Start Date: ___/___/_____
- Disability Lifeline (GAU/GAX) \$ _____.00 Start Date: ___/___/_____
- Pension from a former job \$ _____.00 Start Date: ___/___/_____
- Private disability insurance \$ _____.00 Start Date: ___/___/_____
- Retirement Income from Social Security \$ _____.00 Start Date: ___/___/_____
- Social Security Disability Income (SSDI) \$ _____.00 Start Date: ___/___/_____
- Supplemental Security Income (SSI) \$ _____.00 Start Date: ___/___/_____
- TANF (Temporary Assistance for Needy Families) \$ _____.00 Start Date: ___/___/_____
- Unemployment Insurance \$ _____.00 Start Date: ___/___/_____
- A veteran's disability payment \$ _____.00 Start Date: ___/___/_____
- Veteran's pension \$ _____.00 Start Date: ___/___/_____
- Worker's compensation \$ _____.00 Start Date: ___/___/_____
- Temporary rental assistance \$ _____.00 Start Date: ___/___/_____
- Other monthly source \$ _____.00 Start Date: ___/___/_____
- Other Lump Sum \$ _____.00 Specify Source _____
(ie. lottery winnings, SSD/SSDI back pay, tax returns, workers comp)

Not included in monthly income calculation:

- SNAP (Food Stamps) \$ _____.00 Start Date: ___/___/_____

Total Monthly Income? \$ _____

Total Yearly Income? (monthly income x 12) \$ _____

Assets

Does anyone in your household have the following?

The "cash value" is the amount the family could actually receive in cash, if the family converted the asset to cash.

- Vehicle - Current Cash in Value \$ _____.00 Amount owed on vehicle loan? \$ _____.00
- Life Insurance Policy - Current cash in value? \$ _____.00
- Stock, Bonds, Mutual Funds etc. - Current cash in value? \$ _____.00
- Trusts - Current Cash in Value \$ _____.00
- Retirement, Pension - Current Cash in Value \$ _____.00

HPRP HOUSING & FINANCIAL ASSESSMENT

“BUT FOR” QUESTIONS (Narrative is Required)

A) Have you identified any other appropriate housing options (affordable to you and available as needed)?

- No Yes Don't know Refused

B) Does your household have the financial resources (money, income, assets, gifts, retirement accounts etc.) needed to retain permanent housing or to obtain temporary or permanent housing?

- No Yes Don't know Refused

C) Does your household have any support networks (churches, AA/NA, groups etc.) or people (family, friends etc.) that can help you retain permanent housing or obtain temporary or permanent housing?

- No Yes Don't know Refused

Based on the questions (A-C) above, would the household be homeless, “but for” this assistance?

- Yes (**all No's**) No (**NOT ELIGIBLE, skip to page 9**)

Answers to all questions above must be “NO,” to be eligible for HPRP.



HPRP HOUSING & FINANCIAL ASSESSMENT

HOUSEHOLD EMPLOYMENT/INCOME POTENTIAL:

1a) Are you employed?

- No (go to 2) Yes (continue)

1b) If currently employed, is your work permanent, temporary, or seasonal?

- Permanent Temporary Seasonal

2a) Is another adult member of your household employed?

- Does not apply (go to 3) No (go to 3) Yes (continue to 2b)

2b) If another adult household member is employed, is this permanent, temporary, or seasonal work?

- Does not apply Permanent Temporary Seasonal

3) Based on the answers to questions 1 & 2, select the appropriate box:

- No adults working = **0** 2 adults have temporary or seasonal work = **3**
 1 adult has temporary or seasonal work = **1** At least one adult has permanent work = **5**

SCORE

4) When did you most recently have employment that lasted more than 30 days?

- Never employed Within past year
 Longer than 3 years ago Currently employed
 Within past 3 years

5) When did another adult member of the household most recently have employment that lasted more than 30 days?

- N/A Within past 3 years
 Never employed Within past year
 Longer than 3 years ago Currently employed

6) Based on the answers to questions 4 & 5, select the appropriate score below:

- No adults ever employed = **0** At least one adult employed within past year = **3**
 At least one adult employed more than 3 years ago = **1** One adult currently employed = **4**
 At least one adult employed within past 3 years = **2** Both adults currently employed = **5**

SCORE

7) What is the highest grade you completed?

- K-8th grade 11th grade GED/High school graduate College degree
 9th-10th grade 12th grade Some college Post grad

8a) Are you in school now, or working on any degree or certificate?

- No (move to question 9) Yes (continue)

8b) When is the soonest schooling will be completed?

- Not in school = **0** 6-12 months = **3**
 More than 18 months = **0** Less than 6 months = **5**
 12-18 months = **1**

SCORE

If there is another adult household member continue, if not, move to question 11.

9) What is the highest grade the other household adult completed?

- K-8th grade 11th grade GED/High school graduate College degree
 9th-10th grade 12th grade Some college Post grad

HPRP HOUSING & FINANCIAL ASSESSMENT

15) How much does your household owe in unpaid rent for previous evictions?

- More than \$1,000 = 0
- Between \$1-500 = 3
- Between \$501-1,000 = 2
- \$0 = 5

SCORE

16) How much does your household currently owe in outstanding bills other than past due rent or utilities?

- More than \$2,500 = 0
- Between \$500-1,000 = 3
- Between \$1,001-2,500 = 2
- Less than \$500 = 5

SCORE

FINANCIAL STATUS SCORE (12-16) _____

LEGAL:

17) What is your involvement with the criminal justice system?

- Current outstanding criminal warrant or arson conviction = **NOT ELIGIBLE (skip to page 9)**
- Currently on parole or probation for violent crime or felony = 1
- Currently on parole or probation for a non-violent crime = 2
- Felony record, minor criminal violations, not on parole or probation = 3
- No criminal history = 5



SCORE

LEGAL SCORE (17) _____

HOUSING HISTORY:

18) How many evictions has any adult household member had within the past 5 years (unlawful detainer was filed)?

- Two or more in past 5 years = 0
- One eviction in past 5 years = 2
- No eviction history = 5

SCORE

19) How many times in the last 3 years have you been homeless, without permanent housing?

- None
- 4 times or more
- First time/one time
- All of it/entire time
- 2-3 times

Answer either 20a OR 20b (whichever applies). Record a score of zero for the non-applicable question.

20a) If **CURRENTLY HOMELESS**, select the appropriate score below:

- Homeless 4 times or more in the last 3 years = 0
- Homeless for a full year = 0
- Homeless 2-3 times in last 3 years = 1
- Homeless now, first time in last 3 years = 2

SCORE

20b) If **CURRENTLY HOUSED**, select the appropriate score below:

- Housed now, homeless 2 times or more in last 3 years = 2
- House now, homeless 1 time in last 3 years = 3
- Not homeless, none in last 3 years = 5

SCORE

HOUSING HISTORY SCORE (18-20) _____

HPRP HOUSING & FINANCIAL ASSESSMENT

To the best of my knowledge the above information is factual and accurate. I realize that any false information may result in a denial of services.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Staff Signature _____ Date _____

ASSESSMENT AREA SCORE	SCORE
Employment/Income Potential	
Financial Status	
Legal	
Housing History	
TOTAL ASSESSMENT SCORE	

Actual assistance offered:

Score Legend and Assessment Recommendation (based on score):

- 0 to 24:** Not recommended for HPRP financial assistance unless access to other subsidized housing is assured within HPRP service period. Refer to other more intensive supports and housing.
- 25 to 38:** Recommended for initial 3 mo. subsidy and/or deposit/back rent. Likely to require up to 12 months financial assistance and moderate support services.
- 39 to 48:** Recommended for initial 3 mo. subsidy and/or deposit/back rent. Likely to require up to 3 months financial assistance and minimal support services.
- 49 to 63:** Not recommended for HPRP financial assistance. Offer housing location assistance and links to other services as appropriate.

Did the actual financial assistance offered differ from the assessment recommendation?

- No (move to Final Approval) Yes (move to Offered Assistance or Not Offered Assistance)

Mark the ONE reason that best fits under Offered Assistance OR Not Offered Assistance:

OFFERED ASSISTANCE: If the household scored **0 to 24** or **49 to 63** and you will be assisting them, indicate below which qualifying special circumstances the household meets:

- Scored **0 to 24**, but is in subsidized housing and only needs short term assistance to maintain housing.
- Scored **0 to 24**, but is *anticipated* to receive a housing subsidy or enter subsidized housing program within 3-6 months.
- Scored **0 to 24**, but has a fixed long-term income source (such as SSI, social security, VA benefits or pension), a rent to income ratio less than 60% and needs only back rent assistance of less than \$3,000.
- Scored **0 to 24**, but is expected to have an increase in income soon (such as pending child support, an approved increase in hours or wages, or a job offer).
- Scored **49 to 63**, but will lose this housing AND be staying in a shelter, car or on the streets without assistance.
- Scored **49 to 63**, but will be unable to retain their housing and will become homeless due to a domestic/family situation that requires immediate attention.
- Other (must provide detailed explanation): _____

HPRP HOUSING & FINANCIAL ASSESSMENT

NOT OFFERED ASSISTANCE:

The household was deemed **not eligible** or scored **25 to 48** but was **not** offered assistance because the household:

- has someone with an outstanding criminal warrant or arson conviction
- has no current source of income AND is unwilling to engage in any activities to increase income.
- income is inadequate to support current housing AND applicant is unwilling to move or engage in any activities likely to increase income.
- has other housing options
- has financial resources and/or support networks that can help a household obtain or remain in housing
- can be better served in another program or housing situation and has been assisted to access that housing or service.
Program name that household accessed: _____
- is over income, over assets or otherwise unqualified for the program.
- has resolved situation on own or through other means.
- Other: _____

Explain why the assistance differed from the recommendation as specifically as possible: _____

Final Approval:

Case Manager: _____	_____
Signature	Date
Staff Supervisor/ Manager Approval: _____	_____
Signature	Date

* Back-Up Documentation Needed to Verify This Answer