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Introduction

FHPAP Purpose
Family Homelessness Prevention and Assistance Program (FHPAP), as established by the 1993 Minnesota Legislature, assists families with children, single adults, and youth who are homeless or are at imminent risk of homelessness. The purpose of the program is to support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness. With the primary emphasis on prevention, the goals of the program are to:

1. Prevent homelessness
2. Minimize the number of days homeless
3. Eliminate repeated episodes of homelessness

Each project designs its own service delivery system to achieve these goals, using approaches that make sense at the local community level. Funds are awarded in the form of a grant over a state biennium period. Distribution of grant funds is made at the discretion of Minnesota Housing. Grant funds are contingent upon approval by the Minnesota Legislature.

As a temporary and short-term support program, FHPAP is not one of ‘welfare’ or entitlement programs. It is a program that should target people who are currently homeless or at-risk of homelessness AND could find and maintain their housing with a minimal help. FHPAP assistance is a part of a community’s continuum of services. The flexibility of FHPAP funds should complement and leverage other area services and fill gaps in the homeless response system.

Document Purpose
This document is intended to explain requirements and provide guidance for Dakota FHPAP programs. All subgrantees are expected to review and comply with the requirements outlined in this document. This document is not intended to supersede any applicable statutes or regulations and providers are encouraged to consult relevant statutes and regulations regularly to ensure compliance. Any exceptions to requirements in this document must be included in the subgrantee’s contract with Dakota FHPAP Grantee.

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Dakota County FHPAP Models
The Dakota FHPAP Advisory Committee has identified and defined three models that will be implemented with FHPAP resources. These models are:
- **Homeless Prevention**—Short-term (less than 3 months) services and/or financial assistance to help resolve housing crisis
- **Time Limited Homeless Assistance**—Short-term (less than 3 months) services and/or financial assistance to help quickly rehouse households from homelessness
- **Rapid Rehousing**—Time-limited services and/or financial assistance (less than 24 months/average 8-10 months) to help quickly rehouse households from homelessness that is allocated/assessed every 3 months

The following sections provide detail regarding each of the models above.

### Homeless Prevention

#### Description
Dakota FHPAP homeless prevention is a set of strategies to assist people in maintaining permanent housing and/or divert them from entering the homeless system. Homeless prevention includes basic and short-term services and/or financial assistance to help resolve an immediate housing crisis. FHPAP services and financial assistance can be integrated with other mainstream services to address more long term needs.

#### Dakota FHPAP Homeless Prevention Program Design

##### Homeless Prevention Services

Homeless prevention programs may offer the following services to each household for up to 1-12 months.

- Case Management including:
  - Wraparound Services
  - Financial management, budgeting
  - Lifeskills—client engagement and follow thru, household cleaning, cooking, etc.
  - Employment training and support
  - MH/CD services
  - Connections to mainstream resources—SNAP, SSI, SOAR, etc.
  - Tenant education
- Housing search and placement (if moving)
- Landlord mediation, education & engagement
- Family crisis/conflict mediation
- Legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants
- Established services/partnerships for immigrant populations

Services listed need not be PROVIDED to each household, but must be AVAILABLE to households as needed/requested (directly through the provider or by close access to partner organizations). Services provided beyond 3 months will be based upon re-assessments conducted every 3 months and must be directly related to housing stability.

##### Homeless Prevention Financial Assistance

Homeless prevention programs may offer the following financial assistance to each household for up to 1-3 months.

- Rental Assistance
  - 1st/Last rent
  - Deposit
  - Housing application fees (no more than 2 per household)

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1 Wraparound is a term used to describe a process by which service providers agree to collaborate to improve the lives of children, families and adults by creating, enhancing, and accessing a coordinated system of support through a strengths-based, client-driven model
- Utility assistance (including past due)
- Transportation assistance (when directly connected to housing stability services/assistance)
- Other material and financial assistance (only upon approval of Grantee)

The Dakota FHPAP target for minimal financial assistance contribution is $250 per household. The Dakota FHPAP target for maximum financial assistance contribution is $1,000 per single household or $2,000 per family household. Subgrantees may provide financial assistance outside of these targets without consulting the grantee, but must provide written and verbal rationale for these deviations to the Grantee and at the nearest FHPAP advisory or Heading Home Dakota Prevention & Outreach Committee meeting.

Eligibility
The following criteria establish eligibility for homelessness prevention:
- Documentation of imminent risk of homelessness
  - Eviction notice or notice of late rent
- Household income at or below 150% of federal poverty guidelines according to family size
  - See income verification section on pages 18-19
- Employed, likely to be employed with sustainable income within 3 months, or connected to other income (SSI, etc.) or able to get on disability that will likely be sustainable within 3 months.
  - Employment or income verification
- No other means to resolve crisis
  - County denial or screener determination that they will be denied
- Likely to stabilize with limited assistance (less than 3 months)
  - Projected income exceeds expenses
- Household is connected to Dakota County (live, work, or attend school) OR has an open case with Dakota County social worker or contracted case management

FHPAP Homeless Prevention programs must adhere to Dakota FHPAP eligibility criteria and may not add any criteria without written approval from Dakota County FHPAP Advisory Committee.

Priority Populations
The following populations are prioritized for Dakota FHPAP homeless prevention assistance.
- Households that have previously experienced homelessness
- Households that have experienced domestic violence within the past 12 months
- Households with a disabled adult and/or adult receiving cash benefits related to a disability (SSI/etc).

Dakota FHPAP homeless prevention providers will utilize the Dakota FHPAP Homeless Prevention Prioritization Tool (Appendix V-VI) to ensure services and assistance is directed the following populations.

Homeless Prevention Performance Standards
The Dakota County FHPAP Advisory Committee has established the following performance standards for homeless prevention subgrantees based upon data from HMIS reports:
- 85% of households will be housed at program exit
- 75% of households will not return to homeless or prevention programs within 12 months
- 98% of data will be complete and accurate during regular data checks
Time Limited Homeless Assistance

*Not current model in Dakota FHPAP*

**Description**
Dakota FHPAP Time Limited Homeless Assistance is a short-term (one-time to three months) provision of financial assistance with minimal supportive services to help quickly rehouse homeless families or individuals. FHPAP services and financial assistance can be integrated with other mainstream services to address more long term needs.

**Dakota FHPAP Time Limited Homeless Prevention Program Design**

**Time Limited Homeless Assistance Services**
Time Limited Homeless Assistance programs may offer the following services to each household for up to 1-3 months.

- Case Management including:
  - Financial management
  - Lifeskills
  - Employment training and support or connections to such services
  - Connections to mainstream resources
  - Tenant education
- Landlord mediation, education & engagement
- Family crisis/conflict mediation
- Established services/partnerships for immigrant populations

Services listed need not be PROVIDED to each household, but must be AVAILABLE to households as needed/requested (directly through the provider or by close access to partner organizations). Services may not be provided beyond 3 months.

**Time Limited Homeless Assistance Financial Assistance**
Time Limited Homeless Assistace programs may offer the following financial assistance to each household for up to 1-3 months.

- Rental Assistance
  - 1st/Last rent
  - Deposit
  - Housing application fees (no more than 2 per household)
- Utility assistance (including past due)
- Transportation assistance (when directly connected to housing stability services/assistance)
- Other material and financial assistance (only upon approval of Grantee)

The Dakota FHPAP target for minimal financial assistance contribution is $250 per household. The Dakota FHPAP target for maximum financial assistance contribution is $1,000 per single household or $2,000 per family household. Subgrantees may provide financial assistance outside of these targets without consulting the grantee, but must provide written and verbal rationale for these deviations to the Grantee and at the nearest FHPAP advisory or Heading Home Dakota Prevention & Outreach Committee meeting.

**Eligibility**
The following criteria establish eligibility for Time Limited Homelessness Assistance:

- Documentation of homelessness
  - See verification in appendix page IV
- Household income at or below 150% of federal poverty guidelines according to family size
  - See income verification section on pages 18-19
• Employed, likely to be employed with sustainable income within 3 months, or connected to other income (SSI, etc.) or able to get on disability that will likely be sustainable within 3 months.
  o Employment or income verification
• No other means to resolve crisis
  o County denial or screener determination that they will be denied
• Likely to stabilize with limited assistance (less than 3 months)
  o Projected income exceeds expenses
• Household is connected to Dakota County (live, work, or attend school) OR has an open case with Dakota County social worker or contracted case management

FHPAP Time Limited Homeless Assistance programs must adhere to Dakota FHPAP eligibility criteria and may not add any criteria without written approval from Dakota County FHPAP Advisory Committee.

Priority Populations
The following populations are prioritized for Dakota FHPAP Time Limited Homeless Assistance:
• “Self-Resolve” Households—households who have identified their housing and need minimal help to bridge gap to exit homelessness
• Diversion Households—households at shelter door or doubled up who can avoid entering shelter with minimal assistance
• Significant Mental Illness (SMI) Adults—Single and family adult HHs with at least one adult diagnosed with SMI (will be served by the HART Team outside of FHPAP)

Dakota FHPAP Time Limited Homeless Assistance subgrantees will develop uniform tools/procedures for identifying priority populations to ensure services and assistance is directed to priority populations.

Time Limited Homeless Assistance Performance Standards
The Dakota County FHPAP Advisory Committee has established the following performance standards for time limited homeless assistance subgrantees based upon data from HMIS reports:
• 90% of households will be housed at program exit
• 75% of households will not return to homeless or prevention programs within 12 months
• 98% of data will be complete and accurate during regular data checks
Rapid Rehousing

Description
Rapid Rehousing (RRH) is a time-limited (up to 24 months) intervention intended to house families or individuals experiencing homelessness as quickly as possible. RRH is a housing first, no-barrier intervention with no preconditions to enrollment other than homeless status. The level of case management and financial assistance is based on a progressive engagement model where the minimum amount of services is provided before increasing support to meet the household’s needs. In some cases, households with more severe barriers to housing may require service-intense resources (i.e. Critical Time Intervention) instead of progressive engagement.

Rapid Rehousing Program Design
Rapid Rehousing includes three core components:
- Housing Identification Services
- Housing Stability Services
- Financial Assistance

1. Housing Identification Services
Within the limits of the participant’s income, a RRH program should have the ability to help participants access units that are desirable and sustainable—those that are in neighborhoods where they want to live in, that meet participants’ transportation needs, are close to employment, and that are safe.

While participant involvement and direction should be sought in the housing search process, it is ultimately the RRH program’s responsibility to identify and secure housing for each household.

Housing identification efforts should be designed and implemented to actively recruit and retain landlords and housing managers willing to rent to program participants who may otherwise fail to pass typical tenant screening criteria. Critical to the formation of landlord-program relationship is the recognition of the landlord as a vital partner. The RRH provider must be responsive to landlords to preserve and develop those partnerships for the purposes future housing placements.

Additional Housing Identification Policies
- Program staffing—RRH programs must assign staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program.
  - Staff must possess the knowledge, skills, and agency resources to understand landlords’ perspectives, understand landlord and tenant rights and responsibilities, and negotiate landlord supports.
  - Job descriptions must include responsibilities including landlord recruitment and negotiation.
- Landlord engagement
  - RRH staff will continually engage in the recruitment and retention of landlord partners and will develop methods of tracking landlord partners including: unit locations, characteristics, what they like, don’t like, experiences, and costs. RRH programs will work collaboratively to the greatest extent possible.
  - RRH staff will make themselves familiar with the screening information landlords collect to identify prospective tenants. This information can help match program participants with landlords and units.
- Landlord agreements
  - RRH programs will use the “Rental Assistance Agreement” form with all landlords/property owners.
  - RRH staff will provide contact information to landlords to reach appropriate staff, will respond to landlord calls within one business day, will mediate disputes between program participants and landlords, may pay for damage caused to units, will make rental assistance payments, and will encourage timely tenant portion payments.
RRH staff are expected to contact the appropriate city or local tenant rights organizations regarding any landlords who repeatedly fail to comply with licensing/building requirements and/or fail to correct violations.

RRH staff will review housing court records and/or survey program participants about their satisfaction with landlords to identify patterns in landlord behavior that would suggest they should not be program partners.

- **Housing Search**
  - RRH staff will work with participants to develop a Housing Stabilization Action Plan (see forms, page 14) to identify the participants’ housing goals, barriers and concrete action steps the participant and RRH staff will take to seek and secure housing.
  - RRH staff will work with participants to locate housing, outreach and negotiation with landlords and owners will be an eligible service to be pay for with ESG funding.
  - RRH staff will support participants in self-determination and self-advocacy to identify and secure housing that best matches their resources and preferences.
  - RRH staff will provide participants with multiple housing choices within practical constraints.
  - RRH staff will encourage, but not require, participants to engage in the housing search process. The onus is on the program to provide housing choices, but this does not preclude program participants from conducting their own search and choosing housing they identify independently. Participants’ involvement in search will help to empower participants and will also help them to understand potential barriers to accessing housing.
  - RRH staff will assist participants in making an informed housing choice with the goal that the participant will be able to maintain after program exit, even when the household will experience high housing cost-burden. While, participants ultimately choose their housing unit, staff will use housing and budgeting plans that help participants understand the likelihood of being able to pay rent and meet the requirements of the lease by the end of assistance.
  - RRH staff will provide participants with Dakota FHPAP overview of landlord-tenant rights & responsibilities and are responsible for providing education and support to participants.
  - RRH staff will seek to house participants as quickly as possible. At times, there are barriers that make the housing search quite difficult. While FHPAP RRH does not place a limit to the number of months RRH staff may assist participants in locating suitable housing, RRH programs must report housing search efforts that take longer than 6 months to the FHPAP Advisory Committee on a quarterly basis.

- **Negotiate with landlords**—as necessary, to help participants access housing.
  - RRH staff will provide participants with coaching and supports needed to successfully navigate housing applications and landlord interviews while promoting self-advocacy and independence to the greatest extent possible.
  - Leases (legally binding, written) will be established between the participant and landlord.
  - RRH staff will review leases with participants carefully. Leases with additional requirements, such as drug testing or program participation, are not allowed without participant consent.
  - Rental Assistance Agreements will be established between the RRH program and landlords (see forms). Rental assistance payments will be made by the RRH program directly to landlords/property owners.

2. **Housing Stability Services**

RRH housing stability services reflect the short-term nature of the RRH assistance. It focuses on addressing the immediate housing crisis. Once housed, the focus is housing retention and helping a household build a support network of community resources and service options outside of the program (i.e. legal services, health care, vocational assistance, transportation, child care, etc.).

Rapid Rehousing programs may provide or connect participants to the following services to each household for up to 24 months. Services listed need not be PROVIDED to each household, but must be AVAILABLE to households as required to promote housing stability (directly through the provider or by access to community organizations).

- Financial management
- Independent living skills
- Employment training/support or connections to such services
• Landlord mediation, education & engagement
• Connections to mainstream resources
• Mental Health/Chemical Health services
• Tenant education
• Housing Identification
• Family reunification
• Legal assistance
• Established services/partnerships for immigrant populations
• Assessing service needs

Provision of housing stability services will be reviewed and may be renewed every three months.

At intake, RRH staff will work with the participant to develop a housing support plan which will include participant goals and actions. This form will be reviewed with the participant at regular RRH staff visits. Housing support plan forms will be updated at least every three months.

As a general guideline, Dakota FHPAP RRH providers will seek to meet with participants at least on the following basis:
  • While participant is still homeless and searching for housing—1-2 times/week
  • Initially housed—2-4 times/month
  • Once stably housed—once/month
  • If crisis or significant changes occur with participant—at least weekly

RRH housing stability services should be flexible in intensity—offering only essential assistance until or unless the participant demonstrates the need for or requests additional help. The intensity and duration of services will be based upon the needs of individual households and may lessen or increase over time. Services should be OFFERED to participants at least once per month.

RRH programs will document service provision as well as attempts to connect with participants where services were not provided. RRH staff will make at least three attempts per month to set up an appointment with the participants and will record attempts in case notes. All attempts to meet with participants will be documented in case notes and reviewed in site visits by the Grantee and MN Housing.

Dakota RRH housing stability services are not mandated. Services offered by a program have voluntary participation and should be participant-driven. Case managers should actively engage participants in voluntary service participation by creating an environment in which the participant is driving the case planning and goal-setting based on what they want from the program and services, rather than on what the case manager decides they need to do to be successful.

Except where dictated by the funder, program participants will direct when, where, and how often case management meetings occur. Meetings will occur in a participant’s home and/or in a location of the participant’s choosing whenever possible.

RRH Case managers must respect a program participant’s home as their own, scheduling appointments ahead of time, only entering when invited in, and respecting the program participant’s personal property and wishes while in their home.

RRH housing stability services will use a strengths-based approach to empower participants. Case managers will identify the inherent strengths of a person or family instead of diagnoses or deficits, then build on those strengths to empower the household to succeed.

RRH programs are expected to establish relationships with employment/mainstream resource supports to assist participants in increasing income.

Additional Housing Stability Services Policies
  • Home Visit Safety Procedures (See Appendix I-III)
Coordination with Schools/Childhood Education Policy

All RRH programs that serve households with children are required to:

- Identify staff who have responsibility for early childhood and school connections.
- Ensure that all homeless families are informed of the McKinney Vento Act to ensure that their children are able to maintain enrollment in school.
- Advocate for families with their school district to ensure that transportation is arranged (as needed).
- Help families to resolve any barriers that are contributing to school absences (as needed).
- Assist families in developing education related goals for all family members when completing Housing Goal Plans.
- Ensure that all family members are connected to relevant educational resources in the community.
- Encourage and assist families with children ages 3-5 to apply for the Head Start Program and provide referrals to agencies that offer Head Start.

3. Financial Assistance

RRH financial assistance will be provided to participants for up to 24 months (allocation will be reviewed and allocated every 3 months). Eligible use of financial assistance includes:

- Rental assistance (monthly), including arrears with current unit
- Rental arrears for previously vacated unit (only upon approval from Dakota FHPAP Advisory)
- Rental deposit (including additional deposits for those with higher barriers; once every 12 months unless approved to exceed by Grantee)
- Rental housing application fees (limited to three application fees or up to $150, whichever is less, in a 12-month period per household unless approved to exceed by Dakota FHPAP Advisory)
- Utility assistance (including past due)
- Transportation assistance (when directly connected to housing stability services/assistance)
- Other material and financial assistance^2 (no more than $500 without approval of Dakota FHPAP Advisory)

Rental Assistance cannot be provided to a participant receiving rental assistance through other federal, state or local sources.

RRH programs should make efforts to maximize the number of households it is able to serve by providing households with the financial assistance in a progressive manner, providing only the assistance necessary to stabilize in permanent housing. Financial assistance should be flexible and tailored to the varying and changing needs of a household while providing the assistance necessary for households to move immediately out of homelessness and to stabilize in permanent housing.

Dakota FHPAP Advisory has established the following target financial assistance contributions per participant for RRH.

- Youth/adult family households $8,450 (average length of stay 9 months)
- Households with only adults $3,250 (average length of stay 6 months)
- Households with only unaccompanied youth $5,400 (average length of stay 10 months)

These target contributions are based upon a projected average contribution per month and a projected average length of stay in RRH. RRH programs may provide financial assistance above or below target amounts without consulting the grantee, but must provide written and verbal rationale for contributions that exceed targets at the nearest FHPAP advisory meeting.

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^2 Examples may include moving costs, childcare, food, etc. must be directly connected to housing stability
**Additional Financial Assistance Policies**

- **Rent Reasonableness**—Dakota FHPAP RRH rent reasonableness is the total rent charged for a unit and must be reasonable in relation to the rents being charged during the same period for comparable units in the private, unassisted market and must not be in excess of rents being charged during the same period for comparable non-luxury unassisted units. The rent reasonableness of the unit can be evaluated in Dakota County by one of the following approved methods:
  a. Use of Rentometer; [https://www.rentometer.com/](https://www.rentometer.com/)
  b. Evaluation of three unit rents in the area

- **Housing Habitability Inspection Checklist (HUD)**—FHPAP RRH staff must conduct a Housing Habitability inspection and complete the checklist form to ensure that participant housing is safe and decent for the participants that they serve. This form must be completed only at the initial move in of the participant.

- **Participant Contribution to Rent/Expenses**—Verification of income will serve as the basis for determining the household’s contribution towards rental assistance. A household’s future income must be projected over the next 12 months based upon the household’s current circumstances. RRH programs will assume the household’s current circumstances will continue for the next 12 month unless there is verifiable evidence it will be different (as determined during the 3 month re-evaluation process). Households will be required to contribute a minimum of up to 50% of their Gross Income towards their rent. This is considered to be the participant’s share or portion of the rent.

**Rapid Rehousing Eligibility**

The following criteria establish eligibility for Dakota Rapid Rehousing:

- **Referred from SMAC Coordinated Entry System**
  - Scoring in the range of 4-7 for singles or 4-8 for families in VISPDAT through the SMAC Coordinated Entry System/Coordinated Entry Referral Form

- **Currently homeless**
  - HUD homeless or LTH as defined by SMAC, Appendix page IV

- **Household is connected to Dakota County (live, work, or attend school) OR has an open case with Dakota County social worker or contracted case management**

- **Household income at or below 150% of federal poverty guidelines according to family size**
  - See income verification section on pages 18-19

RRH programs must adhere to Dakota FHPAP RRH eligibility criteria and may not add any criteria without written approval from Dakota County FHPAP Advisory Committee.

Criteria will not include a period of sobriety, a commitment to participation in treatment, or any other criteria designed to “predict” long-term housing stability other than willingness to engage the program and work on a self-directed housing plan.

Disabilities will only be assessed insofar as they may be a direct factor causing past housing instability or loss and when related to the participant’s ability to obtain a disability-specific benefit, service, or accessible unit.

**Rapid Rehousing Denials**

RRH programs may deny an applicant if:

- The applicant does not meet the eligibility criteria noted above.
- The applicant is unable to sufficiently document their homeless status.
- The RRH program is unable to assist the applicant in locating suitable housing after searching for 6 months. RRH programs are required to track and report any such denials to the Dakota FHPAP Advisory Committee at the next scheduled meeting.
- Program is unable to locate the applicant (see SMAC criteria)
Ineligibility does not bar the individual or family household from being referred at a later date.

An applicant will be given the opportunity to request an informal review in accordance with SMAC procedures.

**RRH 3-month Recertification**

RRH programs must conduct and complete re-certifications of continued need for income and services at three months from intake into the RRH program. This process will be repeated every three months until the household exits the program.

RRH programs will use the 3-month Recertification Form to determine whether to continue services and/or financial assistance, and at what level.

The Participant’s annual income will be re-evaluated as part of this recertification process. Participants are not required to report changes in income until their next quarterly re-evaluation. If a household does report a decrease in income, an adjustment to the tenant share will be conducted to be effective the month following the report of the change.

**RRH Discharge**

Exits from RRH programs may occur for any of the following reasons:

- Participant is stable and connected to community resources (stability will be determined by case manager, but general guide is when income exceeds expenses).
- Participant has received services for the maximum program period (24 months)
- Participant has demonstrated clear desire to not participate in program services, as demonstrated by:
  - The participant is absent from their assisted unit for more than 90 consecutive days;
  - The participant is utilizing duplicate subsidies (Public Housing, Section 8, Section 202, Section 811, Section 221, Section 236, Section 514, Section 515)
  - The Participant has communicated, in writing or with third party witness, their intent to leave the program.

The following steps are required to successfully discharge a person from a RRH program:

- Provide a formal exit notice to the participant which includes a clear statement of the reasons for exit and instructions for appealing the decision.
- Conduct a final Participants’ Housing Support Plan (serving as exit support plan)
- Case note describing the circumstances of the discharge
- Complete an HMIS Exit
- Provide information to landlords about how they can contact the program again (if needed) and what kind of follow-up assistance may be available.

Termination does not bar the participant household from receiving CoC RRH assistance at a later date for the same family or individual, as long as the household has not exceeded a total of 24 months of rental assistance within the past 36 months.

**Rapid Rehousing Performance Standards**

The Dakota County FHPAP Advisory Committee has established the following performance standards for rapid rehousing subgrantees based upon data from HMIS reports:

- Avg of less than 45 days from referral to housing
- 80% of households will be housed at program exit
- 65% of households will maintain or increase income at program exit.
- 70% of households will not return to homelessness or homeless prevention programs within 12 months.
- 98% of data will be complete and accurate during regular data checks

Rapid Rehousing Staff Training
At a minimum, RRH Program staff must be trained on the principles of Housing First, Progressive Engagement, Harm Reduction, Motivational Interviewing, and oriented to the basic program philosophy of RRH.

RRH Housing Identification staff must be trained on Fair Housing, Housing Identification, Landlord Tenant Rights and Responsibilities, and other core competencies as well as the wider array of housing assistance available within a community.

Dakota FHPAP Rapid Rehousing Forms
All Dakota FHPAP Rapid Rehousing programs will develop and use the following forms:
- Rapid Rehousing Participant Agreement
- Rental Assistance / Landlord Agreement
- Rapid Rehousing Housing Stabilization Action Plan
- Rent Reasonableness Worksheet / Rentometer
- Participant Contribution to Rent Worksheet
- Housing Habitability Inspection Checklist (HUD)
- Lead Paint Information Form
- Rapid Rehousing Housing Support Plan
- Rapid Rehousing 3-Month Reassessment
- Rapid Rehousing Exit Notice

Rapid Rehousing Participant Agreement

*Purpose.* Establish a shared understanding with participants for roles and responsibilities of program and participants in the RRH program.

*Key Components.*

RRH Participation Agreements must include:

- Clear overview of RRH program, its intended duration and services. This will include a roster/description of services offered (case management, home visits, goal planning, housing stability services).
- Comprehensive list of items that will lead to program exit. This list should NOT include behavioral expectations of participants beyond personal and staff safety (i.e. no sobriety or participation in service requirements). Programs may not add to the list below without approval of Dakota FHPAP Advisory Committee:
  - Violence toward another program participant, staff, animals, or your landlord
  - Threats of violence toward program staff and agency animals
  - Behavior in unit that threatens the safety of program staff or neighbors making it unsafe for staff to conduct home visits
  - Participant no longer chooses to utilize the support of the program and requests to be exited
  - Participant is stable in housing and no longer needs program support
  - Participant is no longer eligible for services
  - Participant has been served for the maximum length of time permitted by our program
  - Inability to find agreeable housing within 6 months
  - Participant refuses or is not available for recertification
  - Participant is not responsive to contact attempts for at least 30 days and is not making progress to goals at recertification
- Signatures of both participant and RRH program committing to the agreement
Rental Assistance / Landlord Agreement

**Purpose.** Establish trust and a shared understanding of responsibilities with landlords or property owners that rent to RRH participants.

**Key Components.** RRH Rental Assistance / Landlord Agreements must include:

- Language that clarifies that the participant is the lease holder, that they will pay their portion of rent to landlord/property owner directly, and that the RRH program assumes NO LIABILITY for the renter’s performance under the terms of the rental contract.

- Basic information and shared expectations, which may include:
  - Name, address, lead contact, email, phone of RRH provider
  - Name, address, lead contact, email, phone of landlord/property owner
  - Participant Name
  - Property Address
  - Move-in date
  - Total rent amount
  - Tenant rent responsibility
  - Projected RRH program rental assistance amount
  - Expected start date of assistance
  - Expected length of service

- Agreement components, which may include:
  - Landlord/Property Owner responsibilities
    - Complete a W-9 prior to the issuance of rental assistance
    - Provide RRH staff with a copy of any notice given to the tenant (notices of lease violations or notice to vacate)
    - Make a reasonable accommodation, if applicable, for people with disabilities when an accommodation is necessary to insure equal access to the rental dwelling, its amenities, services and programs. Reasonable accommodations include changes to the building, grounds or an individual unit and changes to policies, practices and procedures.
  - RRH Program Responsibilities
    - Meet regularly with the participant
    - Pay rental assistance directly to the property owner/landlord according to the terms of the lease
    - Provide notice to the property owner/manager of changes in the rental assistance amounts or termination of service

- Indication of how agreement will terminate. Example “if/when the participant moves out of the unit, the lease terminates, or the participant is exited from our program”.

- Signature/date of both RRH staff and Property owner/landlord

Rapid Rehousing Housing Stabilization Action Plan

**Purpose.** Identify participant preferences and current strengths/barriers; and develop a concrete plan to identify the action steps participants and RRH staff will take to quickly seek and secure stable housing.

**Key Components.** RRH Housing Stabilization Action Plans should include:

- **Participant’s housing search goals**—Qualities the participant desires for their housing, including:
  - Location of unit
    - Desired city(ies)
    - Proximity to public transportation
    - Proximity to employment or higher education
    - School District (if school age children are in household)
  - Cost of unit
  - Size of unit
  - Amenities
  - Etc

- **Current Strengths**—The participant and RRH staff will create a roster of current strengths that will aid their ability to seek and secure desired housing.
• **Current Barriers**—The participant and RRH staff will create a roster of current barriers that are inhibiting access to desired housing. Consider organizing barriers under the following categories:
  o Housing history
  o Criminal history
  o Credit history
  o Employment/income
  o Tenancy information
  o Relationships
  o Other

• **Concrete action steps**—The participant and RRH staff will identify (in the participant’s words) specific steps (for both participant and RRH staff) that are needed to address barriers and find/secure housing. These steps should be specific, achievable, and have specific due dates.

**Rent Reasonableness Worksheet / Rentometer**

*Purpose.* Determine if the rent being requested for the unit or room is reasonable to rates being charged for non-assisted market rate units.

*Key Components.* The rent reasonableness of the unit can be evaluated in Dakota County by one of the following approved methods:
  - Use of Rentometer; [https://www.rentometer.com/](https://www.rentometer.com/)
  - Evaluation of three unit rents in the area

**Participant Contribution to Rent Worksheet**

*Purpose.* Determine appropriate amount participants will contribute toward rent.

*Key Components.* RRH Participant Contribution to Rent Worksheet must include:
  - Date of form completion/update
  - Participant name, staff name, date housed
  - Participant monthly income
  - Calculation for 50% of participant income
  - Monthly rent of unit
  - Amount of participant contribution to rent. If less than 50% of participant income, reason must be provided by RRH staff and approved (signed) by RRH program supervisor

**Housing Habitability Inspection Checklist (HUD)**

*Purpose.* Ensure that the unit a participant secures is safe and up to basic housing standards.

*Key Components.* RRH programs will use the HUD Habitability Inspection checklist form.

**Lead Paint Information Form (Dakota)**

*Purpose.* Ensure that participants are aware of risks of lead paint and steps that they can take to recognize symptoms of lead poisoning and to ensure that their property owner is providing a safe living environment.

*Key Components.* RRH programs will use the Dakota County Lead Paint Information form.

**Rapid Rehousing Housing Support Plan**

*Purpose.* Assist participants in identifying housing stability goals and concrete action steps to obtain housing and work towards independence. The Housing Support Plan should be:
  - Client-centered—empowering participants to direct their own path
  - Promote accountability—for both the participant and the RRH staff
  - Housing stability focused—specifically addressing the housing stability crises that caused the participant’s homelessness

*Key Components.* Many programs already have housing support plans developed within their organizations and may use what is existing. Some qualities to consider in a housing support plan include:
• **Participant’s desired outcome**—Participants should be encouraged to envision what successful completion of the program will look like (what are their hopes and dreams?).

• **Goal oriented**—In the participant’s words, set a few (no more than 4) measurable goals that will help the participant reach the outcomes they have envisioned.

• **Categorize each goal**—to ensure clarity for RRH staff and participant, identify the area of focus for each goal. The categories for this may include:
  - Tenancy supports
  - Basic living and social skills
  - Employment supports
  - Financial assistance and money management
  - Health care
  - Crisis prevention and management

• **Concrete action steps**—for each goal, identify (in the participant’s words) specific steps that are needed to reach the goal

• **Set due dates /targets**—for each goal, identify timelines and due dates for completing steps and reaching goals. These can adjust over time, but will promote accountability and give purpose to RRH staff check in meetings.

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**Rapid Rehousing 3-Month Recertification**

**Purpose.** A form/process conducted with participant every three months from the date originally housed that will assess and update progress of participant in order to determine whether or to what level continuation of the RRH program is needed.

**Key Components.** The RRH 3-month Recertification form will include:

- Date of recertification
- Name of participant and RRH staff
- Change in household (including names of new/exiting members and date of household change)
- Current rent/utilities, participant contribution, and rental assistance amounts
- Current monthly income (noting if changed and date changed)
  - Note, supporting documents needed
- Tenant’s concerns regarding housing stability
- RRH staff’s concern regarding housing stability
- Recertification determination (must have signature of program supervisor)
  - Discharge (must also complete RRH exit form)
    - Indication that participant’s needs have been met
    - Indication that participant’s needs have not been met
  - Continue services for next 3 months
    - Indicate proposed changes to rental assistance/participant contributions to rent
    - Indicate level of services
      - Crisis-level
      - Weekly
      - Monthly
      - Other
    - Goals for next 3 months (what will be different as a result of another 1-3 months of service?)

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**Rapid Rehousing Exit Notice**

**Purpose.** Provide documentation and transparency to participant and program for ending RRH services and assistance.

**Key Components.** The RRH Exit Notice will include:

- Date of notice
- Participant and RRH staff names
- Date of exit
- Reason for exit. Options include:
  - Participant is stable and connected to community resources. (explain)
- Participant has received services for the maximum program period (24 months).
- Participant has demonstrated clear desire to not participate in program services, as demonstrated by (explain):
  - The participant is absent from their assisted unit for more than 90 consecutive days;
  - The Participant has communicated, in writing or with third party witness, their intent to leave the program.
- Participant is no longer eligible (explain)
  - The participant is utilizing duplicate subsidies (Public Housing, Section 8, Section 202, Section 811, Section 221, Section 236, Section 514, Section 515)

Steps participants can take to appeal decision (process completed within RRH program) and/or file a grievance (process completed by FHPAP Grantee and Advisory Committee).

The RRH Exit Notice should be accompanied by:
- Participants’ Housing Stability Plan
- Summary of services provided
- Case notes describing the circumstances of the discharge
FHPAP and Coordinated Entry
All Dakota County FHPAP subgrantees are expected to participate in the SMAC Coordinated Entry System (CES).

CES Participation
Participation in CES is defined as the following:

- FHPAP subgrantees must publish written standards for client eligibility and enrollment determination
- FHPAP RRH subgrantees must communicate project vacancies (bed and/or unit) to the CES waitlist manager
- Persons experiencing a housing crisis must access FHPAP homeless prevention services and assistance using CES defined access points
- FHPAP subgrantees must enroll only those clients screened or referred according to the CES designated screening and referral strategy
- FHPAP subgrantees must participate in the CoC’s Coordinated Assessment planning and management activities as established by CoC leadership

FHPAP Documentation, Data and File Management

File Management
FHPAP subgrantees will maintain files for each program participant. Files must contain all items on the FHPAP Documentation Check-List (DAK file 9043).

Homelessness Verification
Homelessness documentation will need to be supplied or collected based upon the following hierarchy and order of priority.

1st – Source documents
2nd – Third party verification
3rd – Self-certification from the household

Income Verification
Income documentation will need to be supplied or collected based upon the following hierarchy and order of priority.

1st – Source documents
2nd – Third party verification
3rd – Self-certification from the household

Source documents include (but are not limited to):

- Pay stubs or wage statements
- Any other income statements (earned or unearned) which might include: VA Disability income, Unemployment, etc.
- Bank statements (as available)
- Social Security award notice
- Child support payment record
- General Assistance or TANF letter

Third party verification would be collected directly from the employer, social security administration, public assistance agency or financial institution. To conduct third party verifications, the household must sign a release form that authorizes the third party to release the required information.
Self-declaration from the individual household or family should only be used if source documents cannot be supplied and attempts to collect third party verification are unsuccessful. Acceptable self-declaration may include:

- Completion of a self-declaration form or a signed written statement from the head of household and household member if the income/asset pertains directly to that member. If the member is under age 18, they will not be required to sign.
- Written record on the intake worker’s attempts to obtain third-party verification.

Household income includes all sources of income (for all members in the household including minors) and it also includes assets (for all members in the household).

**Invoicing and Reporting**
Invoice and reporting schedules are outlined in each vendor contract. Invoices, reports and HMIS data need to be reconciled and consistent.

**Verbal and Written Reports to the Dakota FHPAP Advisory Committee**
Sub-grantees are expected to attend monthly FHPAP Advisory Committee/Workgroup meetings. On a monthly basis, sub-grantees will be responsible for providing verbal program updates, including case consultation and case presentation. On a quarterly basis (by the 15th day of the month after which the quarter ends), subgrantees will submit financial and outcome reports and will be available to answer questions from the Grantee and Advisory Committee.

**HMIS**
All FHPAP programs must enter data in HMIS. Each HMIS user must be licensed and trained. Licenses are valid for 12 months. Agencies may determine data entry management methods depending on their capacity and model. For example, data entry may be included in the duties of each case manager, or one person may be responsible for agency-wide data entry.

**Licensing requirements**
- Local Service Agreement with local CoC (sent to CoC and ICA)
- Agency Agreement with ICA (sent to ICA)
- Enter-data-as setup
- HMIS user training

**Forms**
See [http://www.hmismn.org/forms/FHPAP.php](http://www.hmismn.org/forms/FHPAP.php)
- Different forms for families and singles
- Entry and Exit forms

**Data entry**
- Entry date: Prevention screening date
- Complete data checks monthly
- Ideally, HMIS data is current to the day. At minimum, each month’s HMIS data must be entered by the end of the first week of a new month so that monthly reports are accurate and current.
Appeals and Grievances
All Dakota FHPAP participants must be provided the opportunity to present written or oral objections before a person other than the person who approved the termination decision. Appeals will be made to the program director of the FHPAP subgrantee. Grievances will be filed with the Grantee and will require review and response from the Dakota FHPAP Advisory Committee using the Dakota County Grievance procedure.

Equity policies
The Dakota FHPAP Advisory Committee is committed to pursuing equity in efforts to prevent and end homelessness. As part of this effort, Dakota FHPAP Advisory, Grantee, and sub-grantees will take the following steps:

- The Dakota FHPAP Advisory will develop reports to review system-level and provider-level HMIS data by race, ethnicity, income on at least a quarterly basis.
- FHPAP project applicants and sub-grantees will be selected (in part) based upon the representation of populations who are disparately impacted by homelessness in their staff and board composition.
- Targeting criteria will be developed on an annual basis to ensure that FHPAP resources are going to populations disparately affected by homelessness.
- All new policies and protocol will be developed using a lens that asks how the policy/protocol will impact (including unintended consequences) equity.
- All Dakota FHPAP homeless programs (services and assistance) will be made available to individuals and families without regard to race, gender, actual or perceived sexual orientation, gender identity, or marital status.
- For data collection purposes, FHPAP subgrantees may not require information about racial status, sexual orientation or gender identity to determine eligibility FHPAP services. Participants may provider voluntary self-identification of race, sexual orientation or gender identity to help inform client choice in housing placement.
- All direct service FHPAP staff will participate in required equity training at least once annually.
- All direct service staff and assessors will be instructed to remember that people may change their pronouns without changing their name, appearance, or gender identity. Staff will be instructed to make pronouns an optional part of introductions or check-ins. A gender neutral or gender inclusive pronoun is a pronoun which does not associate a gender with the individual who is being discussed.

Coordination with schools/childhood education
All FHPAP subgrantees that serve households with children will be expected to comply with the following policies:

- Identify staff who have primary responsibility for connections to school and childhood education.
- Ensure that all homeless families are informed of the McKinney Vento Act to ensure that their children are able to maintain enrollment in school.
- Advocate for families with their school district to ensure that transportation is arranged (as needed).
- Help families to resolve any barriers that are contributing to the school attendance issues (as needed—RRH only).
- Assist families in developing education related goals for all family members when completing Housing Goal Plans. (RRH only)
- Ensure that all family members are connected to relevant educational resources in the community.
- Encourage and assist families with children ages 3-5 to apply for the Head Start Program and provide referrals to agencies that offer Head Start.

Connection to mainstream benefits
Each FHPAP subgrantee is expected to have strategies in place to support households who are in need of homeless prevention and homeless assistance with connecting to mainstream resources. These strategies may include: providing
transportation; conducting outreach to the streets, feeding programs, shelters, and other homeless facilities; co-locating mainstream eligibility workers in homeless prevention and assistance programs; providing multilingual services, ensuring staff are trained in SOAR or that your program has a direct connection/referral to SOAR staff in Dakota County. FHPAP RRH providers will be evaluated (in part) by the change in income (earned and unearned) of program participants.

Connection to workforce supports

All FHPAP subgrantees are expected to assist participants in connecting to employment support resources that might help to increase income and self-sufficiency. Subgrantees must either have employment support staff or programs within their agency or have active relationships with workforce centers and other employment support agencies for participant referrals. FHPAP RRH providers will be evaluated (in part) by the change in income (earned and unearned) of program participants.

Required Meetings

All subgrantees are required to attend the following meetings:

<table>
<thead>
<tr>
<th>Meeting Name</th>
<th>Meeting Frequency</th>
<th>Minimum attendance</th>
<th>Who should attend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dakota Affordable Housing Coalition (AHC)</strong></td>
<td>Monthly 3rd Thursday of month</td>
<td>70%</td>
<td>At least one agency representative</td>
</tr>
<tr>
<td>This Committee is composed of grantees and non-grantees who are interested in issues related to homelessness in Dakota County. This committee provides system-wide planning for all areas of preventing and ending homelessness (including: homeless prevention, homeless assistance, and rapid rehousing). This committee serves as the official FHPAP Advisory Committee and makes all formal decisions for FHPAP.</td>
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</table>

| **Heading Home Dakota Prevention and Outreach Committee**                    | Monthly 4th Thursday of month | 70%                | At least one agency representative |
| This Committee is a sub-group of the AHC. This committee provides focused planning around homeless prevention, rapid rehousing, and outreach strategies. This committee provides the primary, detail-level oversight of FHPAP planning. This committee makes some operational decisions but sends recommendations for most substantive decisions to the AHC for approval. |
Appendix
Dakota FHPAP Home Visit Safety Procedures

Dakota FHPAP cannot control, and is not responsible for, the conditions at a participant’s home or other location. Dakota FHPAP cannot control, and is not responsible for, the actions of a participant, a participant’s family members, or other third parties that FHPAP staff may encounter during a home visit. FHPAP staff are encouraged to use their best judgment to protect themselves when meeting with participants. The following are procedures that have been adopted by the Dakota County FHPAP Advisory Committee. All RRH programs will ensure that their programs (at a minimum) adhere to, train, and remind staff of these procedures.

Trust Your Instincts

- If persons FHPAP staff encounter at their workplace make staff uncomfortable, they will discuss the situation with an appropriate person and plan staff response.
- It is expected that FHPAP staff will always keep safety a top priority.
- FHPAP staff will inform their supervisor of safety concerns as soon as possible.
- FHPAP staff are not required to follow through with any home visit if they have concern for their personal safety. Explore alternative arrangements.
- FHPAP staff will listen to and act on their intuition. Leave any situation in which staff feel unsafe or threatened. It’s better to be safe and risk a little embarrassment, than to stay in an uncomfortable environment that may be unsafe. Make an excuse to leave the situation. Seek help.

Plan Ahead

- When scheduling visits, FHPAP staff will be trained to consider:
  - The area
  - The situation
  - Their “gut” instinct.
- If possible, FHPAP staff will ensure there is adequate assessment of the home environment prior to undertaking a home visit.
- FHPAP staff will gather appropriate information that includes identification of the possible risks in the home environment.
- FHPAP staff will contact participants ahead to assure correct address, directions and presence of participant and/or other family members. Ask if there are animals present. If yes, consider asking the participant to secure animals before your arrival.
- FHPAP staff will leave schedule information with office and call in at specified times.
- FHPAP staff will get to know the area, particularly the safe areas, around participants’ homes.
- FHPAP staff will carry only minimal cash and limit other items to an amount that is easy to carry.
- FHPAP staff will dress for function and mobility.
  - Dress conservatively with comfortable shoes.
  - Avoid wearing earrings or other accessories that could be grasped or pulled.
- FHPAP staff will wear their cell phone on their body, instead of keeping it in a purse or briefcase.
- FHPAP staff will consider carrying a noise making device.
- FHPAP staff will not give participants personal phone numbers.
- FHPAP staff will keep vehicles in good repair, full of gas and emergency equipment.
- FHPAP staff will look into their car before entering it, and always lock it when leaving or traveling.

Approaching the Home

- FHPAP staff will park in well-lighted, easy exit areas, preferably right in front of the home.
- FHPAP staff will keep in mind weather conditions, snow, icy sidewalks or roads, rain etc.
• FHPAP staff will not leave personal items, including ID, visible in their car.
• FHPAP staff will carefully examine the area, including neighbors, activity and indicators of crime.
  o Look for signs of animals.
• FHPAP staff will carry your keys in their hand when traveling to and from the car. Otherwise, keep hands as free as possible.
• FHPAP staff will avoid groups or individuals loitering. Look for other entrances. If a group or individual appears to be hostile, walk away and reschedule.
• FHPAP staff will walk with a confident posture, and maintain a professional attitude.
• FHPAP staff will listen for sounds of fighting or disturbances before knocking.
• When the door is answered, FHPAP staff will decide if you will enter or invite the participant outside.

In the Home
• FHPAP staff will always try to leave an exit route or situate themselves between the exit and the participant.
• FHPAP staff will keep alert to activities in the home, others present, and exits available.
• FHPAP staff will maintain focus on the business at hand, while retaining attention to safety at all times.
• FHPAP staff will leave your shoes on if possible. If a confrontation arises, you need to be able to leave in a hurry.
• FHPAP staff will pay particular attention to the participant’s protectiveness relating to certain rooms in the house.
• FHPAP staff will maintain awareness of other people in the home and those that come and go.
• If the participant has firearms and carries a gun, or keeps one close and FHPAP staff feel unsafe; FHPAP staff will leave or voice concerns and discuss something that will make staff feel safe.
• FHPAP staff will try to recognize the first signs of a change in your participant’s behavior or the behavior of others in the home.
• FHPAP staff will use professional and social skills as needed to deal with any persons in the home, including managing angry people.
• FHPAP staff will ensure that all incidents are reported promptly and that accurate record keeping exists.
• If there are pets in the home that are unfamiliar to FHPAP staff, staff will request the family to secure the pet during the home visit.

Leaving the Home
• FHPAP staff will collect all belongings, and keep your keys in your hand.
• FHPAP staff will stay in the present.
• FHPAP staff will always check in and around your vehicle before entering it.
• FHPAP staff will watch for cars following them as they leave. Do not stop if requested.
• TRUST YOUR INSTINCTS!

What is Suspicious?
• Anything that seems out of the ordinary to you.
• Listen to your inner voice.

Handling a Tight Situation
• FHPAP staff will watch the person’s body language, including shaking or clenching fists, or a change in posture. He or she may be ready to do something physical.
• If a participant is quietly looking off into space after a period of venting, he or she may be considering taking action.
• If participants are delusional and believe that they are being threatened, attempt to increase their feelings of safety.
• Do not argue and try to convince delusional participants that their thinking is irrational.

“We intuitively evaluate people all the time, quite attentively, but they only get to our conscious attention when there is reason. Thus, when something does call out to us, we ought to pay attention.”

Gavin DeBecker – *The Gift of Fear: Survival Signals that Protect Us from Violence*
• If participants have dementia, FHPAP staff will aim to anticipate their needs and avoid unfamiliar situations.
• FHPAP staff will allow about four times the usual personal space between yourself and the participant and refrain from touching the participant.
• FHPAP staff will never promise something you cannot deliver.

Participant Safety
• If a participant is getting frustrated by requests, the assessment process, etc., FHPAP staff will stop making demands and try changing the conversation or invite the participant to sit quietly.
• FHPAP staff will speak slowing and calmly, be assertive without challenging. Be polite and positive.
• FHPAP staff will repeat your purpose, check your watch and say you need to call your office or something else to divert attention.
• FHPAP staff will not tolerate rude or hostile behavior. Leave.
• If someone is following behind staff or in an elevator or stairwell with staff, FHPAP staff will look them in the face and ask them a question or make small talk, if appropriate.
• Physical resistance or force should be directed toward an attacker’s vulnerabilities.
• FHPAP staff will know their strengths and weaknesses.
• FHPAP staff will practice ahead of time what you would do or say in a tight situation.
• FHPAP staff will receive formal training in de-escalation and self-defense.

Self-Protection Devices and Techniques include, but are not limited to, the following:
• Screech alarms
• Whistles
• Large and/or sharp key rings
• Your voice
• Cellular phone
• Call 911

Characteristics of Violent Behavior
• Verbal attacks on staff or others,
• Threats of physical attack against staff or others.
• Actual physical violence.

The Causes of Violent Behavior are Wide-Ranging and Include:
• Depression
• Paranoia
• Medications
• Confusion/Delirium
• Agitation
SMAC Verification of Homeless Status Eligibility

Documentation will need to be supplied or collected based upon the following hierarchy and order of priority.

1st – Third party documentation
2nd – Observation by the intake worker
3rd – Self-declaration from the individual or family seeking assistance

Acceptable evidence of third party documentation includes:
- Records contained in an HMIS database; or
- Comparable database used by victim service or legal service providers;
- Written observations by an outreach worker of the conditions where the individual or family was living;
- A referral from a publicly or privately operated shelter;
- Discharge paperwork or written/oral referral from a social worker, case manager, or other appropriate official of an institution stating the beginning and end dates of the time residing in the institution.
  - All oral statements must be recorded by the intake worker

Observation by the intake worker:
- If the intake worker can access HMIS or a comparable database (which retains an auditable history of all entries including the person who entered the data, the date of entry, and any changes made) to establish their homeless status.

Self-declaration from the individual household or family will include:
- completion of the self-declaration form and
- Written record on the intake worker’s attempts to obtain third-party verification.
Dakota FHPAP Homeless Prevention Prioritization Tool

**Administration: Screener/Assessor Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Agency:</td>
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<td>Email:</td>
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**Basic Information (head of household)**

<table>
<thead>
<tr>
<th>First Name:</th>
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<tr>
<td>Last Name:</td>
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<tr>
<td>Date of birth:</td>
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**Disability** *(Section 2c, Question 9 on FHPAP household entry; Section 2b, question 8 on MN Universal Assessment)*

1. Are you currently receiving income from any of the following sources?

<table>
<thead>
<tr>
<th>Income Source</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
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<tbody>
<tr>
<td>Supplemental Security Income (SSI)</td>
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<tr>
<td>Social Security Disability Income (SSDI)</td>
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<tr>
<td>VA Service Connected Disability Compensation</td>
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<td></td>
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<tr>
<td>Private disability insurance</td>
<td></td>
<td></td>
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<tr>
<td>Worker's Compensation</td>
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<td>General Assistance</td>
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<tr>
<td>Retirement income from Social Security</td>
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<tr>
<td>VA Non-Service Connected Disability Pension</td>
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</tbody>
</table>

2. Do you have a disability?

   | Yes | No | Refused |
---|-----|----|---------|

   IF YES...

   a. What type? (circle response)

   Mental Health
   Physical Health
   Developmental
   Chronic Health Condition
   Alcohol Abuse
   Drug Abuse
   Both Alcohol and Drug Abuse
   HIV/AIDS
   Traumatic Brain Injury
   Hearing Impaired
   Vision Impaired
   Other (Specify): __________
Domestic Violence *(Section 2c, Questions 6a-6c on FHPAP household entry)*

3. Are you a victim/survivor of domestic violence? (ever)  
   [ ] Yes  [ ] No  [ ] Refused

   **IF YES...**

   a. When did experience occur? (most recent—circle response)  
      [ ] w/in the past 12 months  [ ] more than 1 year ago  [ ] refused

   b. Are you currently fleeing domestic violence?  
      [ ] Yes  [ ] No  [ ] Refused

Previously Homeless *(Section 2a, Questions 3-6a on FHPAP household entry)*

4. Have you experienced homelessness within the past three years?  
   [ ] Yes  [ ] No  [ ] Refused

Assessor Prioritization Determination

Household meets prioritization criteria due to:

- [ ] Disability  
  YES to Q1 (any option) or Q2

- [ ] Domestic Violence  
  YES to Q3 and  
  - Answers "w/in past 12 months to Q2a AND/OR  
  - Answers YES to Q2b  
  - [ ] Previously Homeless  
    YES to Q4

Household does not meet prioritization criteria  

Prepared by  [www.mesh-mn.org](http://www.mesh-mn.org)