



Community Action Partnership of
Northwest Montana
214 Main Street
Kalispell, MT 59901

Lincoln County Application for Housing Assistance for Households that are Homeless or at risk of becoming homeless.

Appointments will be scheduled after an initial screening for eligibility.

Please include the following **required** documents with your application.

| | | | | | | | |
|---|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Application with copy of photo ID | Need photo IDs for all household members aged 18 and older. Must be complete with all signatures in place. | | | | | | |
| Lease & Eviction Notice or Notice to Vacate | Written notification to vacate including number of days until you must. This is mandatory and very specific. Must be within 14 days of vacate date, at or below 50% of the Area Median Income level, and have no other housing options to be eligible. | | | | | | |
| 50% Area Median Income Lincoln County (HP only) | \$29,400 1 person | \$33,600 2 people | \$37,800 3 people | \$42,000 4 people | \$45,400 5 people | \$48,750 6 people | \$52,100 7 people |
| Residency verification from shelter or from 3rd Party for current housing situation (if applicable) | This is mandatory and very specific. Homeless= living in a shelter, car, tent, or motel paid for by charity or non-profit. It does <u>not</u> include motels, couch surfing or staying with someone temporarily. 3 rd party letter must include who, what, where, when, contact name and phone number on letter). | | | | | | |
| Budget | Verification of how you will pay rent moving forward is <u>required</u> to receive assistance. | | | | | | |
| Income/ Resource Verification last 2 pay periods or benefit letter <u>and</u> bank statements (minimum of past 30 days including Direct Express, Debt Net, etc.) | TANF, Self-Employment, Odd jobs, Food Stamps, Wages , Alimony Payments, VA, Child Support, Supplemental Security Income (SSI), Unemployment, Educational Grants, General Assistance, Worker's Comp, Social Security, or Other. Social Security and SSI recipients must provide a copy of SSA award letter or SSA 1099 Form. All income for the past 30 days. | | | | | | |
| Social Security numbers | Need Social Security Number for each household member. **We do not need a copy of Social Security Card(s).** | | | | | | |

- 1.) The **application must be complete** with all the requested documentation provided.
- 2.) **Incomplete applications that are submitted will result in a denial of services after 5 business days.**
- 3.) Once a completed application is reviewed and qualified, you will need to complete an assessment with program staff to determine eligibility. **If determined eligible** you will meet with program staff to discuss housing situation and begin a housing stabilization plan. Please note that strict guidelines exist regarding what types of properties can be assisted through this program. Properties must be below Fair Market Rent and pass an inspection, including a lead-based paint inspection. **This program is not able to help with Hotel/Motel expenses.** **If you are not eligible** you will be notified verbally or in writing. There are strict guidelines and not all households will be eligible.

| | | | | | |
|---|-----------------------------|-----------------------------|------------------------------|------------------------------|-------------------------------|
| Lincoln County Fair Market Rent: | Studio (1-2 persons) | 1 bdrm (1-4 persons) | 2 bdrms (2-6 persons) | 3 bdrms (5-8 persons) | 4 bdrms (7-10 persons) |
| Rent + Utilities = or less than | \$596 | \$731 | \$826 | \$1,174 | \$1,325 |

- 4.) **Assistance can only be provided one time per year.**
- 5.) The program operates using vouchers. There is a delay between when the voucher is issued and when the landlord will receive a check.
- 6.) **This program is currently very busy helping many households within our community.** We are processing applications and trying to schedule appointments/inspections as quickly as possible but there may be a delay. Please be patient and make sure to **keep all of your appointments!**
- 7.) An Adult Supplement form is required for anyone 18 and old living in the home and a Children Supplement form is required for all children under 17 or under living in the home.

Please submit completed applications to:

**Community Action Partnership
214 Main Street
Kalispell, MT 59901
Or fax to 406-752-6582**

Applicant's Full Name (including middle name): _____

| | | | |
|------------------|-------|-----------------|-------|
| Physical Address | _____ | Mailing Address | _____ |
| City | _____ | City | _____ |
| State | _____ | State | _____ |
| Zip Code | _____ | Zip Code | _____ |

Please list the phone numbers and email where you can be reached:

Phone: _____ Message Phone: _____ Email: _____

We need to know about your current housing situation. What best describes your situation? Circle your answer:

- | | | | | | |
|-----------------|-----------------------------------|---|---|--|----------------------|
| Homeless | Very close to homeless | Housed but at risk of homelessness | Sleeping on a friend's couch | Behind on Rent or Utilities | Stably housed |
|-----------------|-----------------------------------|---|---|--|----------------------|

What events or circumstances led to your need to apply for housing assistance (e.g. job loss, eviction)? _____

If CAPNM is unable to assist, what other resources do you have to find a safe, appropriate places you can stay- either permanently or while you look for other housing? _____

Would any of the following people be able to offer you housing or financial assistance to help you with housing:
Family, friends, faith-based group or network where you are a member?

- Yes No I don't know

Please explain your answer: _____

We would like to find out if you have any funds or other assistance immediately available to you that you could access to help you keep or get housing.

- Do you have property or resources of value that you could sell to solve your housing problem? _____
- How much money do you have in savings, checking, retirement, or other accounts? \$ _____
- Have you applied for other public programs, emergency financial assistance, or utility assistance? _____

If you are being evicted: Are you on the lease?

- Not applicable to me Yes No I don't know Refuse to answer

If yes: Do you have a written eviction notice? _____

- By what date must you be out? _____
- What is the amount of your rent monthly? \$_____ The number of bedrooms? _____
- What utilities do you pay (circle all that apply): gas electric water sewer propane garbage
Other _____

Please save this space for staff notes: _____

CAPNM is required to collect the following information. The data helps CAPNM get program funding.

Social Security Number: _____ - _____ - _____

Birthdate: ___/___/___ and Age: _____

Gender: _____ Pronoun (Optional, ex. he/him, she/her, they/them, ze/zir, etc.): _____

Are you a veteran?

Yes No I don't know Refuse to answer

Have you ever been in Foster Care?

Yes No I don't know Refuse to answer

Do you have a disabling condition?

Yes No Waiting for Diagnosis I don't know Refuse to answer

Are you Hispanic or Latino?

Yes No I don't know Refuse to answer

What is your race? (Circle all that apply)

Alaskan Native/
American Indian/
Indigenous

Asian/
Asian American

Black/
African American/
African

Native
Hawaiian/
Pacific Islander

White

Don't
know

Refuse to
answer

SECTION ONE: CURRENT PLACE YOU ARE LIVING (Circle where you spent last night):

Emergency
Shelter

Rental
Apartment,
or House

A place
I own

With
Friends or
family

Hotel or
Motel

Place not meant for residence
(car, tent, abandoned building)

Other
Please explain:

How long have you been in your current housing situation? _____

Where were you prior to this current location? How long? _____

How many times in the past three years have you been homeless? _____ How many total months? _____

What was your last permanent address? _____

SECTION TWO: HEALTH and WELL-BEING

1. How would you describe your health?

Excellent Very Good Good Fair Poor Don't know Refuse to answer

2. Do you have a mental health condition/disorder?

Yes No I don't know Refuse to answer

3. Do you currently have a substance use disorder?

Yes No I do not use drugs or alcohol Refuse to answer

4. Do you have a chronic health condition?

Yes No I don't know Refuse to answer

5. Do you have a physically disabling condition?

Yes No I don't know Refuse to answer

6. Do you have a developmentally disabling condition?

Yes No I don't know Refuse to answer

7. Have you been diagnosed with HIV/AIDS?

- Yes No I don't know Refuse to answer

If you answered yes to one of the previous 6 health questions, please answer the following:

Is the health condition expected to be of long duration and impair your ability to live alone?

- Not applicable Yes No I don't know Refuse to answer

If yes, please identify the health condition(s): _____

Are you currently receiving services/treatment for the health conditions?

- Not applicable Yes No Refuse to answer

If yes, please identify the health condition(s): _____

If you have a disability, when was it confirmed? Give approximate date: _____

Do you currently have insurance?

- Yes No I don't know Refuse to answer

If you have insurance, what type is it?

- Medicare Medicaid Healthy MT Kids VA Health Benefits Employer Provided Private Insurance Other, Please describe:

If you do not have insurance what is the reason?

- Applied, decision pending Applied, not eligible I did not apply Insurance type is not applicable I don't know Refused to answer

SECTION THREE: GROSS INCOME OF ALL HOUSEHOLD MEMBERS

Complete the requested information for all household members, regardless of age or relationship.

| NAME OF PERSON RECEIVING INCOME | DATE | SOURCES OF MONTHLY INCOME (EXAMPLE – SOCIAL SECURITY, WAGES, AFDC, UNEMPLOYMENT, RETIREMENT, WORKMAN’S COMP, CHILD SUPPORT, ETC.) | TOTAL GROSS INCOME FOR MONTH |
|---------------------------------|------|---|------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| Non-Cash Benefits | | Examples- TANF, Section 8, Food Stamps, WIC, VASH | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

SECTION FOUR: EMPLOYMENT: Do you have a job?

- Yes No Refuse to answer

How many hours do you work? (circle one) _____ /day /week /month **Hourly Wage** _____

Is your job:

- Permanent Temporary Seasonal Refuse to answer

If you do not have a job, please check one:

- I'm looking In School Unable to work Not looking I don't know Refuse to answer

SECTION FIVE: EDUCATION: Are you currently in school or working on a degree or certificate?

- Yes No Refuse to answer

Have you received vocational training or an apprenticeship certificate?

- Yes No Refuse to answer

What is the highest level of school you completed?

- No school Nursery school to 4th grade 5th or 6th grade 7th or 8th grade 9th grade 10th grade
 11th grade 12th grade High School Diploma GED College Refuse to answer
 I don't know

If you received a college level degree, please tell us which degree(s) you hold.

- None Associates Bachelor Masters Doctorate Other Refuse to Answer

Do you have any children between the ages of 5 and 17 years old in school? (If no go to the Section Six)

- Yes No Refuse to answer

If you do have children in school, which school(s) do they attend? _____

What type of school do your children attend?

- Public Private I don't know Refuse to answer

Are your children attending school regularly? Yes no not enrolled

- Yes No Not enrolled Already graduated Refuse to answer

If you have children that are not enrolled in school, what is the last date of their enrollment? ___ / ___ / ___

If your child/children are not enrolled in school, please tell us why:

- Residency Requirements Availability of School Records Birth Certificates Legal Guardianship Requirements Transportation Lack of available Preschool Programs
 Immunization Requirements Physical Examination Records Other *Please explain:* Refuse to answer I don't know

Have any of your children had connections with the McKinney-Vento Homeless Assistance Act school liaison?

- Yes No I don't know Refuse to answer

SECTION SIX: MILITARY EXPERIENCE: Have you served in the military? (If no go to the Section Seven)

- Yes No Refuse to answer

What year did you enter military service? _____ What year did you leave military service? _____

Which branch of the military did you serve?

- Army Air Force Navy Marines Coast Guard Other: Refuse to answer

If you have served in the military, what theater of operation(s) ? (Indicate all that apply)

- WWII
 Korean
 Viet Nam
 Persian Gulf (Operation Desert Storm)
 Afghanistan (Operation Enduring Freedom)
 Iraq (Operation Iraqi Freedom)
 Iraq (Operation New Dawn)
 Other peace-keeping or military operations

Discharge Status:

- Honorable General Bad Conduct Dishonorable Other: I don't know Refuse to answer

What was your military Service Era?

- Post September 11th (September 11 2001 to present)
 Persian Gulf Era (August 1991 to September 10, 2001)
 Post Viet Nam (May 1975 through July 1991)
 Viet Nam (August 1964 through April 1975)
 Between Korean and Viet Nam (February 1955 through July 1969)
 Korean War (June 1950-January 1955)
 Between WWII and Korean (August 1947 through May 1950)
 WWII (September 1940-July 1947)

Months of Active Duty: _____

Have you served in a war zone?

- Yes No Refuse to answer

If you have served in a war zone, where did you serve?

- Europe North Africa Viet Nam Laos and Cambodia South China Sea Other:
 China, Burma, India Korea South Pacific Persian Gulf Don't know Refuse to answer

How many total months did you serve in a war zone? _____

While serving in a war zone, did you receive hostile or friendly fire?

- Yes No I don't know Refuse to answer

SECTION SEVEN: TWO LAST THINGS

Are you pregnant?

- Not applicable
- Yes
- No
- I don't know
- Refuse to answer

If you are pregnant, when is your due date? ___/___/___

Have you ever been the victim of or experienced domestic violence?

- Yes
- No
- Refuse to answer

If you have experienced domestic violence, when did it occur? _____

Are you currently fleeing a domestic violence situation? _____

Please save this space for staff notes: _____

READ CAREFULLY BEFORE SIGNING.
IF YOU DO NOT UNDERSTAND SOMETHING, ASK YOUR INTAKE SPECIALIST

- ◆ The collection of personal information on clients is essential to the provision of services at CAPNM: information is collected and stored in the agency Central Database System and/or HMIS. Only CAPNM and its funding sources access this information.
- ◆ The information I (we) give here is subject to verification by CAPNM officials. If any information is incorrect, my application may be denied and I may be subject to the criminal penalties for knowingly providing incorrect information. I understand that false statements or information are punishable under Federal Law.
- ◆ I certify, under penalty of perjury, that all my answers are correct and complete to the best of my knowledge, including information about each household member.
- ◆ I also understand that if I am denied assistance or if my assistance is terminated that I have the right to appeal this decision by filing a Request for Administrative Review within 15 days of the determination.

Client Signature _____ Date ___/___/___

RELEASE AND DISCLOSURE

AUTHORIZATION TO MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES TO OBTAIN PERSONAL INFORMATION

I authorize any individual, company, agency, or other entity which has information about me or my household, including but not limited to the information sources listed below, to release or disclose information to the Montana Department of Public Health and Human Services (DPHHS) and/or to any agent or contractor of DPHHS which is authorized to determine eligibility for Homeless Prevention and Rapid Re-housing benefits. I authorize the disclosure or release of any information relevant to my eligibility for Homeless Prevention and Rapid Re-housing benefits, including but not limited to the information to be released or disclosed listed below. I understand any information obtained will be kept confidential and will only be used for the purposes directly connected with the administration of benefits or services and only during the pertinent time period. I further understand that any information obtained may be released or disclosed to a proper government agency, court of law, or law enforcement agency for the purposes of legal investigative actions concerning fraud. I further understand that

Declaration of Citizenship to be completed by all Non Veterans

Notice to applicants and tenants: In order to be eligible to receive the housing assistance sought, each applicant for, or recipient of, housing assistance must be lawfully within the U.S. Read the Declaration statement carefully then sign and return to the address below.
Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

Non Veterans must complete this declaration.

I certify, under penalty of perjury, that, to the best of my knowledge, I am lawfully within the United States because (check the appropriate box, check only one):

1. I am a citizen by birth, a naturalized citizen or a national of the United States; or

2. I have eligible immigration status and I am 62 years of age or older. Attach evidence of proof of age (i.e. copy of driver’s license, birth certificate, state identification), see instruction #1; or

3. I have eligible immigration status as checked below. Attach INS document(s) evidencing eligible immigration status and signed verification consent form.
 - Immigrant status under §101(a) (15) or 101(a) (20) of the Immigrant and Nationality Act (INA) see instruction #2; or
 - Immigrant status under § 249 of INA, see instruction #3; or
 - Refugee, asylum, or conditional entry status under §207, 208, or 203 of the INA, see instruction #4; or
 - Parole status under §212(d) (5) of the INA, see instruction #5; or
 - Threat to life or freedom under §243(h) of the INA, see instruction #6; or
 - Amnesty under §245A of the INA, see instruction #7.

NOTE: For family members with different citizenship status, complete a separate form for each citizenship status.
List all Family Members: Parent or Guardian must sign their own names for family member(s) under 18 years of age. (DO NOT sign child’s name)

| | | |
|--------------------------|----------------------------------|------|
| First, Middle, Last Name | Signature of Adult Family member | Date |
| First, Middle, Last Name | Signature of Adult Family member | Date |
| First, Middle, Last Name | Signature of Adult Family member | Date |
| First, Middle, Last Name | Signature of Adult Family member | Date |
| First, Middle, Last Name | Signature of Adult Family member | Date |
| First, Middle, Last Name | Signature of Adult Family member | Date |

Montana CoC - HMIS & Coordinated Entry Release of Information Data Entry Disclosure, Client Consent & Service Matching

About HMIS and Coordinated Entry:

The Coordinated Entry System (CES) streamlines and matches available housing and services for people experiencing housing instability. In order to ensure that I am connected to the most appropriate housing that I am eligible for, I will be asked questions about my specific situation.

This agency participates and enters data into the Homeless Management Information System (HMIS), which is a secure online database used by participating service providers to store personal information, track program and client outcomes. Information entered into HMIS may include my name, social security number, date of birth, gender, race, ethnicity, housing status, Veteran status, income and source, rental history, referrals, referral outcomes, assessment information and services received.

What am I agreeing to?

By agreeing to this document, you acknowledge:

- The providers participating in Coordinated Entry and/or HMIS agree to maintain confidentiality.
- Information about my household will be shared with and updated by service providers that are assisting me - which may include a case conferencing team that meets on a regular basis.
- Housing information relating to me and/or my household may be shared and updated with landlords and property managers for such purposes as attempting to obtain a lease or resolve landlord/tenant issues (such information may include, but not be limited to, my income and rental history).
- This consent form is completely voluntary and I do not have to agree to authorize any use or disclosure.
- This consent is valid for SEVEN YEARS from the date of signature unless revoked. And I understand that I have the right to revoke this consent at any time by submitting a request in writing. I understand that the revocation will not apply retroactively to any information that has already been shared.
- The Privacy Policy describes the ways in which CES and HMIS client data information may be used or disclosed.

_____ I have received a paper copy of the complete Privacy Policy.

- A list of service providers participating in HMIS and Coordinated Entry and Case Conferencing can be found at <https://www.pcni.org/communities/montana-statewide>, or a printed list is available on my request.

My signature below indicates that I have read (or been read) the information provided above and have received answers to my questions.

- YES, I agree to share my household's information for all the purposes listed above and with the providers participating in Coordinated Entry and HMIS.

Printed Name

Signature of Client

Date

Agency Name

Date

Script for collecting verbal consent after reading the consent verbiage above out loud:

If recording consent: "Your verbal consent must be recorded for our records. (press record button). This call is now being recorded. Please state your name.

For all: "Do you agree to share your household's information for all the purposes listed and with the providers participating in Coordinated Entry and HMIS?"

If recording consent: "Thank you. I will now discontinue recording this call." (End recording by pressing the record button again.)



Fill in this budget with the monthly payment amount for all expenses you have to pay.

| STEP 1 | | STEP 2 | | STEP 3 | |
|---------------------------|-----------------|-------------------|-----------------|--------------------------------|-----------------|
| The money I have : | | Money OUT | | Money OUT | |
| | Amount | B. Fixed Expenses | | C. Variable Expenses | |
| Cash, Checking, Savings | \$ _____ | HOUSING | | Food | \$ _____ |
| Income Source 1 | \$ _____ | Rent/House | \$ _____ | Child Care | \$ _____ |
| Income source 2 | \$ _____ | Electricity | \$ _____ | Gas | \$ _____ |
| TOTAL | \$ _____ | Phone | \$ _____ | Medical | \$ _____ |
| | | Gas | \$ _____ | Clothing | \$ _____ |
| | | Water | \$ _____ | Entertainment | \$ _____ |
| | | DEBT | | Other | \$ _____ |
| | | Credit cards | \$ _____ | Other | \$ _____ |
| | | Lay Away | \$ _____ | TOTAL | \$ _____ |
| | | Loans | \$ _____ | | |
| | | Car payment | \$ _____ | | |
| | | Car insurance | \$ _____ | | |
| | | Other | \$ _____ | | |
| | | Other | \$ _____ | | |
| | | TOTAL | \$ _____ | | |
| | | | | Total Income from Step 1 _____ | |
| | | | | Total Step 2 + Step 3 = _____ | |
| | | | | Amount over or under _____ | |

Section 2 Item 2 12/15

Improved Sense of Financial Well-Being?
Name: _____
Date(s): _____

CONSENT TO USE AND GIVE OUT MY PRIVATE INFORMATION

Client's Name

Client's Date of Birth

I agree that anyone who has private information about me or the people who usually live with me can give it to the Montana Department of Public Health and Human Services (DPHHS) if DPHHS needs the information to see if I am eligible for help. They can also give it to people who work for DPHHS. Some examples of people who can give my information to DPHHS are employers, landlords, banks and credit unions, the IRS, the Bureau of Indian Affairs and Social Security. This is not a complete list of everyone who can give DPHHS my private information if I sign this paper.

I agree that DPHHS and people who work for DPHHS can use and give out my private information to see what help and services I can get from DPHHS and other publically funded agencies (federal, state, local) that help people in need. DPHHS has to keep my information private and use it only to do the things I agree to by signing this paper.

I agree that DPHHS may give private information about me to the police, the courts and government agencies so they can look into possible fraud, theft or other criminal activities.

I agree that private information DPHHS gets from my application for housing help or anywhere else will be kept in DPHHS' computer (electronic database). DPHHS may give information about me stored in its computer to other government agencies to meet reporting requirements.

My consent to use and give out information will end automatically when I stop getting housing help from DPHHS or one year from the date this Consent was signed, whichever thing happens first.

By signing my name to this paper I agree to everything written in it.

Signature of head of household or person signing on his/her behalf.

X _____ Date: _____

If signing for the head of household, say why you are allowed to sign for that person.

Signature of all other household members age 18 or older.

X _____ Date: _____

X _____ Date: _____

X _____ Date: _____

Signature of caseworker/witness

X _____ Date: _____



**Emergency Solutions Grant (ESG)
SELF-DECLARATION OF HOUSING STATUS**

ESG Applicant Name:

- Household without dependent children (complete one form for each adult in the household)
 - Household with dependent children (complete one form for entire household)
- Number of persons in the household:

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

Check only one:

- I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).
- I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.
- I [and my children] am/are being evicted from the housing we are presently staying in and must leave this housing within the next _____ days.

I certify that the information above and any other information I have provided in applying for ESG assistance is true, accurate and complete.

ESG Applicant Signature: _____ Date: _____
