



THE SOCIETY OF ST. VINCENT DE PAUL

St. Joe Foundation Perinatal Housing Stability Quick Fit Checklist

Use this checklist to help determine whether a household is a good fit for this funding. If most answers fall in the section, the request is likely appropriate. If several fall in the section, this funding should not be used.

Likely a Good Fit

- The household includes a pregnant person or a child under age two.
- A Vincentian home visit has been completed.
- The household is at real risk of losing housing or is currently unhoused.
- Without assistance, homelessness is likely.
- The requested help will directly prevent housing loss or secure housing.
- The need can be resolved with one-time assistance.
- The household has a realistic plan to remain stable after this help.
- You can clearly explain the housing connection in one or two sentences.

Not a Good Fit for This Funding

- There is no current risk of losing housing.
- The request is based on preference, convenience, or general hardship.
- The assistance would only delay a crisis, not resolve it.
- The household will need ongoing financial help after this assistance.
- The housing connection feels indirect, unclear, or forced.
- The situation would still exist even if housing were not at risk.
- You are unable to clearly explain how this prevents homelessness.

Bottom Line: This funding should end a housing crisis, not pause it. If you are unsure whether a request fits these guidelines, please reach out to **Jeremiah Otis** at jeremiah@svdportwayne.org for guidance about funding guidelines.

Funding Guidelines & Common Decline Reasons

To steward this funding well, please keep the following in mind when considering requests under the St. Joe Community Health Foundation Perinatal Housing Stability Pilot:

- This funding is for **homelessness prevention**, not general emergency assistance.
- It may only be used only when a family with a child under age two is **at risk of losing housing or is unhoused**, and the assistance will secure housing.
- The assistance must be **one-time and stabilizing**. If ongoing financial help will be needed, this is not the right funding source.
- We may be flexible in how funds are used, **as long as the assistance clearly and directly prevents homelessness**.
- **A Vincentian Home Visit is required**.
- Requests based on preference or general hardship, without a clear housing risk, cannot be approved.

When Requests Get Declined

Your Conference is **always allowed to support your neighbor**. A decline under this grant does not reflect the importance of the need. It simply means this funding source is not the right fit, and your Conference may still use its own funds or other resources. If you would like help thinking through alternatives, please contact the District's Program Director, **Jeremiah Otis**, at jeremiah@svdportwayne.org.

Common reasons for decline include:

- No clear risk of homelessness
- The request addresses general hardship rather than housing stability
- The assistance would delay, rather than resolve, the crisis
- Ongoing financial support would be required
- The housing connection is unclear or indirect
- Required details are missing
- A Vincentian Home Visit was not completed

When a request is not a good fit for this funding, Conferences are encouraged to explore other resources that may better match the household's needs.

Helpful Information to Include with a Request

About the Family & Housing Situation

- Name of the neighbor / head of household
- Date of birth
- Phone number
- Current address
- Brief description of where the family is living now
- What housing risk they are facing (for example: eviction notice, utility shut-off that could lead to eviction, inability to secure housing, etc.)

How This Assistance Helps

- What assistance is being requested and the amount
- How this assistance will **prevent the loss of housing or help secure housing**
- Why this is expected to be a **one-time, stabilizing need** (what will be different after this help)
- Any important timing or deadlines

Household Composition

- Is there a second parent in the household? (yes/no)
- Age of the second parent (if present)
- Ages of all children in the household

Demographic Information (if available)

- Race of the neighbor / head of household
- Ethnicity of the neighbor / head of household

Payment Details

- Confirmation that a Vincentian home visit was completed (date and who visited)
- Name of the payee (landlord, utility company, repair vendor, etc.)
- Mailing address of the payee

We recognize that not all information is always available at the time of a visit, please share what you have, and we can follow up together as needed.