

**EMERGENCY SOLUTIONS GRANT HOMELESS PREVENTION AND RAPID RE-HOUSING  
CLIENT FILE CHECKLIST**

**Inside Cover: ESG Client File Checklist** – Initial as received and placed in file (if not applicable, put N/A)

	Documentation that client has been screened via centralized or coordinated intake system – all rapid re-housing clients
	Summary of steps taken to verify client does not receive other subsidies for rent, utilities, etc.
	Documentation of search in HMIS for duplicate services AND prior rental/utility assistance to ensure maximum number of payments allowed are not exceed
	Calendar has been marked for follow-up recertification (not less than at least once every 3 months for homeless prevention clients and not less than once annually for rapid re-housing clients)

**Tab 1: Case Management Documentation**

	Initial pre-screening documentation (includes agency application, executed release of information forms, etc.)
	Identification: Copy of government issued proof of citizenship (birth certificate, social security card, driver’s license, passport). Valid ID required for units of government and for recipients of financial assistance
	Housing Assessment and Housing Plan (must be completed at least once every 3 months for homeless prevention assistance and at least annually for rapid re-housing) <b>6 months until 9/30/2022</b>
	Documentation that case manager has meet with household monthly
	Evidence of non-housing referrals to mainstream resources and other agencies
	Evidence of referrals to permanent housing programs
	Copy of household budget and budget goals
	HMIS Intake Form
	HMIS Client Consent to Release Information form signed by both client and staff
	Program Rules, Privacy Policy, Termination Policy and Grievance Policy signed by client as documentation of receipt
	Case notes (may be copies from case management system or hand-written notes)

**Tab 2: Eligibility – Documentation of Need**

<b>Homeless Prevention – Imminent Risk or At-Risk</b>	<b>Rapid Re-housing – Literally Homeless</b>
Notification that right to occupy housing may be terminated with 21 days; <b>OR</b>	Shelter referral documentation
Court-ordered eviction notice – housing will be terminated within 14 days;	Verification that there are no other resources such as family, friends, churches, etc.
Denial notices from: energy assistance, church, social services, friends, family, etc.	If unaccompanied youth under 25, or families with children and youth and defined as homeless under other programs, must document:
Documentation of landlord mediation	<ul style="list-style-type: none"> <li>• 2 or more moves during a 60-day period immediately preceding; <b>AND</b></li> <li>• No lease or occupancy agreement within last 60 days immediately preceding; <b>AND</b></li> <li>• Is expected to continue status for extended period</li> <li>• Domestic violence documentation – fleeing or attempting to flee dangerous situations</li> </ul>
Documentation of utility account	
Documentation of late payment notices from utilities	
Documentation showing that lack of utilities could cause client to become homeless	

Self-declaration of Housing Status

• Self-declaration of Homeless Housing Status

### Tab 3: Income

Copy of HUD's Income Limit Worksheet or MFA's FMR/Income Limit Worksheet

Income Verifications (third-party documentation preferred) for all household members age 18 and over (Homeless Prevention clients at entry and every 3 months at recertification, Rapid Re-housing clients at annual recertification) **Every 6 months until 9/30/2022**

Income/Rent Calculation Worksheet showing household income below 30% AMI upon entry into program (Homeless Prevention at entry and every 3 months at recertification, Rapid Re-housing at annual recertification) **Income limit is 50% AMI for ESG-CV**

Zero Income Certifications (if applicable)

Executed Self-Declaration of Income (Homeless Prevention at entry and every 3 months at recertification, Rapid Re-housing at annual recertification) **Recertification for HP is every 6 months until 9/30/2022.**

Copies of bank statements, evidence of assets

Expenses documentation (if applicable – disabled households only for medical and attendant care deduction)

Recertification documentation showing client is below 30% AMI for HP and at or below 30% AMI for RR and still qualifies for assistance **Income limit is 50% AMI for ESG-CV**

Other income correspondence

### Tab 4: Financial Assistance Information

Habitability Inspection – completed, signed (required for all types of ESG assistance)

Annual re-inspection (if rent assistance exceeds 12 months)

Rent Reasonableness Checklist that includes 3 comparable units

Copy of most recent utility allowance obtained from local housing authority

Copy of assessor's website documenting construction date of unit

Lead-free paint disclosure – required for all clients in units build prior to 1978

Lead-based Paint Worksheet – required for all clients

Lead-based Paint inspection form (based on worksheet results)

Rental Assistance Agreement between service provider and landlord

Landlord correspondence

### Tab 5: Fiscal Documentation and Close-out

Copy of canceled checks payable to landlord, utility companies, etc. (if cancelled check unavailable, must provide evidence of how received payment from agency)

Documentation supporting that ESG assistance has ended, that the household is no longer in need of services, and household has been exited out of HMIS

Termination documentation if participant has been terminated from program

### File Prepared By:

Print Name

Date

Signature

