

EMERGENCY SOLUTIONS GRANT PARTICIPANT FILE CHECKLIST

FOR AGENCIES ADMINISTERING PREVENTION AND REHOUSING ASSISTANCE

NAME: _____ DATE: _____

(Head of Household)

Circle One: **Prevention or Rehousing Assistance**

Type of Assistance Provided _____

All Participant files must include

- ____ Release of Information
- ____ HMIS Consent form
- ____ Verification of homelessness or at risk of homelessness (either form provided by OEO or agency specific form with case notes verifying situation, barriers to housing, needs, etc.)
- ____ Verification of U.S. Citizenship or Lawful Resident (Gov't. issued photo I.D., birth certificate, Social security card)
- ____ Screening Assessment/Application (copy of HMIS entry or hard copy - MUST document if participant received Prevention or ReHousing assistance)
- ____ Verification of Income (income must be below 30% for initial evaluation for Prevention [but not RRH] and below 30% at annual re-evaluation for Rapid ReHousing) 3rd party verification preferred - letter from SSA, employment check stubs; letter from employer with dates and amounts)
- ____ Documentation of financial assistance provided – assistance forms outlining payments or other clear tracking of financial assistance provided to program participant – HMIS hard copy is allowable
- ____ Verification of household receiving the pamphlet, *Protect Your Family from Lead in Your Home*
- ____ Demonstration of referral and/or connection to other mainstream resources
- ____ Denial letter if no assistance provided – letter must state reason(s) for denial

Depending on assistance provided files must contain:

Rental Assistance (Prevention or ReHousing)

- ____ Documentation to support lack of shelter beds before paying for hotel
- ____ Copy of signed Lease Agreement
- ____ Copy of Agreement between Landlord & Sub-grantee/Project Sponsor
- ____ Housing Plan
- ____ Housing Habitability Standards verification or checklist
- ____ Rent Reasonableness & FMR verification
- ____ Verification of re-evaluation meetings (every 3 months for Prev. & yearly for RRH)

If Lead Based Paint Requirements are applicable:

- ____ Proof of Assessment & any follow-up

If Lead Based Paint Requirements are not applicable:

- ____ Documentation in file stating LBP requirements are not applicable

Rent Arrearages

- ____ Copy of signed Lease Agreement or oral verification from landlord of participant's previous rent payments
- ____ Copy of Eviction Notice, Notice to Quit, Demand for Possession or similar legally binding document
- ____ Copy of Agreement between Landlord & Sub-grantee/Project Sponsor
- ____ Housing Plan
- ____ Housing Habitability Standards verification or checklist
- ____ Rent Reasonableness & FMR verification

If Lead Based Paint Requirements are applicable:

- ____ Proof of Assessment and Disclosure

If Lead Based Paint Requirements are not applicable:

____ Documentation in file stating LBP requirements are not applicable

Security Deposits

____ Copy of signed Lease Agreement

____ Housing Habitability Standards verification or checklist

____ Rent Reasonableness & FMR verification

If Lead Based Paint Requirements are applicable:

____ Proof of Assessment & any follow-up

If Lead Based Paint Requirements are not applicable:

____ Documentation in file stating LBP requirements are not applicable

Utility Assistance (including arrearages &/or deposits)

____ Copy of signed Lease Agreement

____ Copy of Shut off Notice

____ Copy of current utility bill verifying address of service and name of utility customer

____ Self Certification or other verification that client will become homeless if utility assistance is not provided

Mediation Program

____ Verification that assistance is necessary for client to obtain/remain in housing

Credit Repair

____ Documentation of participant budgeting assistance, money management, accessing free credit report and resolving personal credit issues not related to mortgages.