



ESG Client File Checklist / RAPID RE-HOUSING

Client Name _____ Program _____

Entry Date _____ Move-in Date _____ Exit Date _____

1. _____ Documentation of program **enrollment in HMIS** (or comparable database) (24 CFR 576.500(n))
Provide a screenshot of the client's enrollment in the program, with entry and exit dates.
2. _____ **Intake form/Initial Assessment** identifying client's most pressing needs (24 CFR 576.401(a))
Must be dated within 30 days of entry date.
 - Written grievance policy
 - Lead based paint disclosure
 - Policies and Procedures given to participant
 - Right to Fair Housing
 - Releases of Information between Recipient and Other Entities on behalf of participant
3. _____ **Documentation** of Category 1: Literally Homeless **definition of homelessness** at program entry
If there is no source/third-party documentation of homeless status, there must be certification from the agency that efforts were made to obtain it. (24 CFR 576.500(b))
4. _____ Record of **services provided** while in RRH program (24 CFR 576.105 & 106, 576.500(l))

<u>Financial Assistance</u>	<u>Rental Assistance</u>	<u>Stabilization Services</u>
<input type="checkbox"/> Rental application fees	<input type="checkbox"/> Rental assistance	<input type="checkbox"/> Housing search and placement
<input type="checkbox"/> Security deposit	<input type="checkbox"/> Rental arrears	<input type="checkbox"/> Housing stability case management
<input type="checkbox"/> Last month's rent		<input type="checkbox"/> Mediation
<input type="checkbox"/> Utility deposits/payments		<input type="checkbox"/> Legal services
<input type="checkbox"/> Moving costs		<input type="checkbox"/> Credit repair
5. _____ Documentation of **referral and connection** to homeless and mainstream services (24 CFR 576.401(d))
Must show that the referral/connection(s) occurred while the client was in the program.
6. _____ Documentation of **case management meetings**, at least monthly (24 CFR 576.401(ei))
7. _____ Documentation of **financial assistance** provided, along with supporting documentation (24 CFR 576.500(f1)&(u))
Supporting documentation may include lease agreements, utility bills, invoices for moving expenses, or charges for rental application fees. Include payment documentation (e.g. fiscal ledger, check stubs, etc.) that contains payment dates, payment amounts, and types of expenses.
8. _____ If the client receives more than 12 months of assistance, **evidence of continued eligibility** which includes re-evaluation of income and other resources and support networks (*include income calculation form and income source documentation; time starts at program entry*) (24 CFR 576.401(b))
 - ESG income limit: 30% CMI
9. _____ Record of a **Housing Stability Plan** to retain permanent housing after assistance ends (24 CFR 576.401(eii))
10. _____ Documentation of provision of **Termination Procedure** (24 CFR 576.500(f3))
Include possible reasons for termination, the procedure for if/when a client is terminated from the program, and the appeal process.

Was the client terminated from the program? Yes No

If yes, provide documentation related to the termination proceeding.

Was any rental assistance provided to the client? *(does not include financial assistance; only rent and rent arrears)*

- Yes, with ESG Yes, without ESG No rental assistance was provided

If ESG was used to provide rental assistance, the following requirements apply:

11. _____ A copy of the **lease agreement** covering the dates of rental assistance provided *(24 CFR 576.106(g))*
12. _____ A **VAWA lease addendum** (HUD form 91067) *(24 CFR 576.500(h))*
- *A separate form is not required if the information is provided in the original lease agreement*
13. _____ Documentation of provision of **VAWA Protections** *(24 CFR 576.409(c))*
- **Notice of Occupancy Rights (HUD form 5380)** must be provided when rental assistance begins AND when client is notified of termination of rental assistance and/or notified of eviction
- **Certification form to document an incident (HUD form 5382)** must be provided when client is notified of termination of rental assistance and/or notified of eviction
14. _____ Documentation of unit compliance with **Rent Reasonableness** *(24 CFR 982.507)*
 N/A: client only received assistance with rental arrears
15. _____ Documentation of unit compliance with **Fair Market Rent (ESG only)** *(24 CFR 982.503)*
 N/A: no ESG funds were used
 N/A: client only received assistance with rental arrears
 N/A: used HUD-approved FMR waiver for the area _____
16. _____ Minimum **Habitability Standards** checklist *(24 CFR 576.403)*
17. _____ **Lead Paint Disclosure Form**, including provision of Lead Safety Pamphlet *(24 CFR 576.403(a))*
 N/A: unit built after 1978
 N/A: no child under 6 or pregnant woman was/will be in residence
18. _____ **Rental Assistance Agreement** between agency and landlord outlining the terms of the assistance *(24 CFR 576.106(e), 24 CFR 576.500(h), 24 CFR 576.409(a))*
See ESG/HPP Program Manual for required elements.
19. _____ Documentation of **rental assistance payments**, along with supporting documentation *(24 CFR 576.500(h))*
Include payment documentation (e.g. fiscal ledger, check stubs, etc.) that contains payment dates, payment amounts, types of expenses, and dates of occupancy.

Notes

