

ESG Assistance Checklist

Participant Name: _____

Contract Number: _____

To be completed for each Program Participant

	YES	NO	N/A
1. Is Rapid Rehousing Assistance provided?			
2. Is Homeless Prevention Assistance provided?			
3. Has "But For" documentation been obtained?			
4. Provide an explanation of "But For": Is there appropriate documentation supports that the household (1) is homeless , or is at risk of homelessness and (2) "but for" the ESG assistance the household would remain or become literally homeless, meaning the household lacks financial resources to obtain or remain in housing, <u>and</u> lacks support networks to obtain or remain in housing.			
5. Has ESG application been completed and signed by applicant and case manager?			
6. Does the client have documented source of income?			
7. For Homeless Prevention Assistance is the income at or below 30% AMI for ESG or 50% AMI for ESG-CV?			
8. Does the client have a valid lease agreement signed between landlord and tenant?			
9. Is the rent current? If not, how many months in arrears? _____ How much? _____			
10. Is there an eviction notice signed by the landlord provided?			
11. Has the Affidavit of Arrears signed by the landlord been provided?			
12. Has the case manager completed the entrance interview?			
13. Have Habitability Standards been determined?			
14. Has Rent Reasonableness been documented appropriately?			
15. Has Lead Based Paint been documented?			
16. Has the Rental Assistance Agreement been signed by the landlord and provider?			

***If assistance has been provided and all documentation not obtained, then your agency may be responsible for repayment of funds.**

Signatures: Case Manager/Executive Director	Date
Case Manager _____	
Contact Number: _____	
Executive Director _____	
Contact Number: _____	