

ESG-RRH Client File Checklist

Client Name _____ Program _____

Entry Date _____ Exit Date _____ Case Manager Initials _____

RAPID RE-HOUSING

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless household move as quickly as possible into permanent housing and achieve stability in that housing. The rapid rehousing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105 and the short- and medium-term rental assistance requirements in § 576.106. *In general, the client file must demonstrate a) eligibility; b) types, amounts, and duration of service; and c) that program requirements were met.*

1. _____ **Intake form/Initial Assessment.** (24 CFR 576.401(a))
2. _____ **Documentation** of Category 1: Literally Homeless **definition of homelessness** at program entry. If there is no source/third-party documentation of homeless status, certification from the agency that efforts were made to obtain it. (24 CFR 576.500(b))
3. _____ **Record of services provided** (24 CFR 576.105 & 106, 576.500(l))

<u>Financial Assistance</u>	<u>Rental Assistance</u>	<u>Stabilization Services</u>
<input type="checkbox"/> Security deposit	<input type="checkbox"/> Rental assistance	<input type="checkbox"/> Housing search and placement
<input type="checkbox"/> Rental application fees	<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
4. _____ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.500(f3))
5. _____ **Demonstration of referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))
6. _____ **Documentation of case management meetings** at least monthly. (24 CFR 576.401(ei))
7. _____ **Record of a House Stability Plan** to assist the program participant to retain permanent housing after the assistance ends. (24 CFR 576.401(eii))
8. _____ **Certification of the client's program entry into HMIS** (or comparable database). (24 CFR 576.500(n))
9. _____ 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. (24 CFR 576.401(b))
 - ESG income limit: 30% at annual recertification

If rental assistance is provided, the following requirements apply:

10. _____ A copy of the **lease agreement** along with a **VAWA addendum** (HUD form 91067). (24 CFR 576.106(g), 24 CFR 576.500(h))

11. _____ Documentation of **VAWA Notification**, including a notice of occupancy rights (HUD form 5380) and a certification form to document an incident (HUD form 5382). *(24 CFR 576.409(c))*
12. _____ Documentation of **amount and type of financial assistance** provided to the client. *(24 CFR 576.500(f1)&(u))*
13. _____ Documentation of **payments made to landlords**. *(24 CFR 576.500(h))*
14. _____ Documentation of unit compliance with **Rent Reasonableness**. *(24 CFR 982.507)*
15. _____ Documentation of unit compliance with **Fair Market Rent** *(ESG only)*. *(24 CFR 982.503)*
16. _____ Minimum **Habitability Standards** checklist. *(24 CFR 576.403)*
17. _____ **Lead Paint Disclosure Form**, if the unit was built before 1978 and a child under 6 years of age or a pregnant woman is/will be in residence. *(24 CFR 576.403(a))*
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))*

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