

# ESG-CV Client File Checklist

Client Name \_\_\_\_\_ Program \_\_\_\_\_

Entry Date \_\_\_\_\_ Exit Date \_\_\_\_\_ Case Manager Initials \_\_\_\_\_

## **HOMELESSNESS PREVENTION**

ESG-CV funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter. *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 an eligible **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/c))
  - At-Risk-of-Homelessness
  - Imminent risk of homelessness (category 2 homeless)
  - Homeless under other federal statutes (category 3 homeless)
  - Fleeing/attempting to flee domestic violence (category 4 homeless)
3. \_\_\_\_\_ **Income determination form** establishing income at or below 50% CMI at program entry along with **corresponding source documentation.** In the absence of source/third-party verification there must be at least certification from the client. (24 CFR 576.401)
4. \_\_\_\_\_ **Record of services provided** (24 CFR 576.105 & 106, 576.500(l))

<u>Financial Assistance</u> <ul style="list-style-type: none"><li><input type="checkbox"/> Security deposit</li><li><input type="checkbox"/> Rental application fees</li><li><input type="checkbox"/> Last month's rent</li><li><input type="checkbox"/> Utility deposits/payments</li><li><input type="checkbox"/> Moving costs</li></ul>	<u>Rental Assistance</u> <ul style="list-style-type: none"><li><input type="checkbox"/> Rental assistance</li><li><input type="checkbox"/> Rental arrears</li></ul>	<u>Stabilization Services</u> <ul style="list-style-type: none"><li><input type="checkbox"/> Housing search and placement</li><li><input type="checkbox"/> Housing stability case management</li><li><input type="checkbox"/> Mediation</li><li><input type="checkbox"/> Legal services</li><li><input type="checkbox"/> Credit repair</li></ul>
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ESG-CV Unique Activities

<ul style="list-style-type: none"><li><input type="checkbox"/> Hotel/motel costs</li><li><input type="checkbox"/> Landlord incentive</li><li><input type="checkbox"/> Vaccine incentive</li><li><input type="checkbox"/> Renters Insurance</li><li><input type="checkbox"/> Cell phone/internet</li><li><input type="checkbox"/> Personal protective equipment</li><li><input type="checkbox"/> Furniture/household furnishings</li><li><input type="checkbox"/> Transportation</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Childcare</li><li><input type="checkbox"/> Education services</li><li><input type="checkbox"/> Employment assistance/job training</li><li><input type="checkbox"/> Outpatient health services</li><li><input type="checkbox"/> Life skills training</li><li><input type="checkbox"/> Mental health services</li><li><input type="checkbox"/> Substance abuse treatment services</li></ul>
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5. \_\_\_\_\_ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.500(f3)) (not required for single-day services)
6. \_\_\_\_\_ **Demonstration of referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))
7. \_\_\_\_\_ **Documentation of case management meetings.** (24 CFR 576.401(ei))
8. \_\_\_\_\_ **Record of a Housing Stability Plan** to assist the program participant to retain permanent housing after the assistance ends. (24 CFR 576.401(eii)) (not required for mediation, legal services, or credit repair)

9. \_\_\_\_\_ Certification of the client's program **enrollment in HMIS** (or comparable database). (24 CFR 576.500(n))
10. \_\_\_\_\_ If the client receives more than six months of assistance, **evidence of continued eligibility** which includes re-evaluation of income (50% CMI or below) and other resources and support networks. (24 CFR 576.401(b))

**If rental assistance is provided, the following requirements apply:**

11. \_\_\_\_\_ A copy of the **lease or sublease agreement** along with a **VAWA addendum**. (24 CFR 576.106(g), 24 CFR 576.500(h))
12. \_\_\_\_\_ 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))
13. \_\_\_\_\_ Documentation of **amount and type of financial assistance** provided to the client. (24 CFR 576.500(f1)&(u))
14. \_\_\_\_\_ Documentation of **payments made to landlords**. (24 CFR 576.500(h))
15. \_\_\_\_\_ Documentation of unit compliance with **Rent Reasonableness**. (24 CFR 982.507)
16. \_\_\_\_\_ Minimum **Habitability Standards** checklist *OR* Housing Quality 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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