

ESG-CV Client File Checklist

Client Name _____ Program _____
Entry Date _____ Exit Date _____ Case Manager Initials _____

RAPID RE-HOUSING

ESG-CV 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. *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> <input type="checkbox"/> Security deposit <input type="checkbox"/> Rental application fees <input type="checkbox"/> Last month's rent <input type="checkbox"/> Utility deposits/payments <input type="checkbox"/> Moving costs	<u>Rental Assistance</u> <input type="checkbox"/> Rental assistance <input type="checkbox"/> Rental arrears	<u>Stabilization Services</u> <input type="checkbox"/> Housing search and placement <input type="checkbox"/> Housing stability case management <input type="checkbox"/> Mediation <input type="checkbox"/> Legal services <input type="checkbox"/> Credit repair
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<u>ESG-CV Unique Activities</u> <input type="checkbox"/> Hotel/motel costs <input type="checkbox"/> Landlord incentive <input type="checkbox"/> Vaccine incentive <input type="checkbox"/> Renters Insurance <input type="checkbox"/> Cell phone/internet <input type="checkbox"/> Personal protective equipment <input type="checkbox"/> Furniture/household furnishings <input type="checkbox"/> Transportation	<input type="checkbox"/> Childcare <input type="checkbox"/> Education services <input type="checkbox"/> Employment assistance/job training <input type="checkbox"/> Outpatient health services <input type="checkbox"/> Life skills training <input type="checkbox"/> Mental health services <input type="checkbox"/> Substance abuse treatment services
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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.** (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 enrollment in 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 (50% CMI or below) and other resources and support networks. (24 CFR 576.401(b))

If rental assistance is provided, the following requirements apply:

10. _____ A copy of the **lease or sublease 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. _____ Minimum **Habitability Standards** checklist *OR* Housing Quality Standards checklist (24 CFR 576.403)
16. _____ **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))
17. _____ **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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