



RAPID REHOUSING CLIENT FILE CHECKLIST

For Emergency Solutions Grants

Program Participant Name		HMIS/Identifier #	
Program Entry Date	Move-in Date	Program Exit Date	
Client Beneficiary Data			
Head of Household:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Number of Persons in Household:	
Annual Household Income:		Is Household Income less than 30% AMI:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Age:		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender
Ethnicity:	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	Race:	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian, Alaskan Native, or Indigenous <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Multiple Races
Disabled:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Homeless:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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 individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in §576.2 or who meet the criteria under paragraph (4) of the “homeless” definition **and** live in an emergency shelter **or** other place described in paragraph (1) of the “homeless” definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in §576.105, the short- and medium-term rental assistance requirements in §576.106, and the written standards and procedures established under §576.400.



1		<p>Documentation of program enrollment in HMIS or comparable database (24 CFR 576.400(f)).</p>						
2		<p>Intake Form/Initial Assessment identifying client’s most pressing needs (24 CFR 576.401(a)). <i>All of the following must be explained/provided to client at project entry.</i></p> <p><input type="checkbox"/> Grievance and Termination Policy</p> <p><input type="checkbox"/> Program Rules</p> <p><input type="checkbox"/> Right to Fair Housing</p> <p><input type="checkbox"/> “Protect your Family from Lead in Your Home” Pamphlet</p> <p><input type="checkbox"/> “Notice of Occupancy Rights under the Violence Against Women Act” HUD Form 5380</p>						
3		<p>ESG Verification of Homeless Status Form with supporting documentation outlined in 24 CFR 576.500(b)</p> <p><input type="checkbox"/> Literally Homeless (Category 1 Homeless)</p> <p><input type="checkbox"/> At Risk of Fleeing or Attempting to Flee Domestic Violence (Category 4 Homeless)</p> <p><i>Verification of Homeless Status included in City forms under https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</i></p>						
4		<p>Record of ESG Services provided while in RRH Program (24 CFR 576.105 & 106, 576.500(I))</p> <table border="1" data-bbox="444 1507 1482 1848"> <thead> <tr> <th data-bbox="444 1507 821 1570"><u>Financial Assistance</u></th> <th data-bbox="821 1507 1133 1570"><u>Rental Assistance</u></th> <th data-bbox="1133 1507 1482 1570"><u>Stabilization Services</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="444 1570 821 1848"> <input type="checkbox"/> Rental application fees <input type="checkbox"/> Security deposit <input type="checkbox"/> Last month’s rent <input type="checkbox"/> Utility deposits/payments <input type="checkbox"/> Moving costs </td> <td data-bbox="821 1570 1133 1848"> <input type="checkbox"/> Short – term Rental Assistance <input type="checkbox"/> Medium – term Rental Assistance <input type="checkbox"/> Rental Arrears </td> <td data-bbox="1133 1570 1482 1848"> <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 </td> </tr> </tbody> </table>	<u>Financial Assistance</u>	<u>Rental Assistance</u>	<u>Stabilization Services</u>	<input type="checkbox"/> Rental application fees <input type="checkbox"/> Security deposit <input type="checkbox"/> Last month’s rent <input type="checkbox"/> Utility deposits/payments <input type="checkbox"/> Moving costs	<input type="checkbox"/> Short – term Rental Assistance <input type="checkbox"/> Medium – term Rental Assistance <input type="checkbox"/> Rental Arrears	<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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5		<p>Documentation of referral and connection to homeless and mainstream services (24 CFR 576.401(d)). <i>Must show that the referral/connection(s) occurred while the client was in the program. Optional Referral Tracking Tool included in City forms under https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</i></p>
6		<p>Case notes documenting case management meetings, at least monthly (24 CFR 576.401(e)(1)(i))</p> <p><input type="checkbox"/> Housing Stability Plan</p> <p><i>Example Housing Stability Plan included in City forms under https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</i></p>
7		<p>Evidence of continued eligibility of participant shows an evaluation at least once annually while the participant is in the program. Agency may require re-evaluation when a relevant change to participant’s income or circumstances has occurred. Time starts at program entry. Income may not exceed 30% AMI. (24 CFR 576.401(b))</p>
		<p><i>Re-evaluation date(s):</i></p> <p><input type="checkbox"/> ESG Statement of Insufficient Resources AND</p> <p><input type="checkbox"/> ESG Income & Asset Calculation with source documentation</p> <p><i>Include the following ONLY IF source documents are unavailable:</i></p> <p><input type="checkbox"/> ESG Third-Party Verification of Income AND</p> <p><input type="checkbox"/> ESG Self-Certification of Income</p>
8		<p>ESG Financial Tracking Form listing all payments made towards housing stability, supportive services or supplies to promote housing stability for the participant. (24 CFR 576.500(f))</p>



		Optional ESG Financial Tracking Tool included in City forms under https://www.pasadenatx.gov/280/Subrecipient-Organization-Information
9		Documentation of provision of Termination Procedure <i>Include possible reasons for termination, the procedure for if/when a client is terminated from the program, and the appeal process. (24 CFR 576.500(f)(3) & 24 CFR 576.402)</i>
<p>Were any Stabilization Services provided to the client? <i>This excludes service delivery costs of the Rapid Rehousing Program and is just to include Stabilization Costs specific to the participant. Examples would include admission to a credit repair class, budgeting class, hourly fees for legal services or mediation services.</i></p> <p> <input type="checkbox"/> Yes, with ESG <input type="checkbox"/> Yes, without ESG <input type="checkbox"/> No Stabilization Services were provided </p>		
<p>If ESG was used to provide Stabilization Services, the following requirements apply:</p>		
1		Payment documentation of all Stabilization Services provided with supporting documentation. <i>Include invoices and proof of payments for all services provided to the participant. May include documentation that lawyers used are licensed and in good standing with the bar association, invoice from credit repair class, budgeting class, or mediation services.</i>
2		Maximum Amounts & Periods of Assistance do not exceed 24 months in a 3-year period. <i>Check HMIS or comparable database. This can be documented by a case note from the case manager or self-certification from the participant. (24 CFR 576.105(c) & 576.106(a))</i>
<p>Was any Financial Assistance provided to the participant? <i>Financial Assistance includes Rental Application Fees, Security Deposits, Utility Deposits, Utility Payments, Moving Costs and First Month's Rent.</i></p> <p> <input type="checkbox"/> Yes, with ESG <input type="checkbox"/> Yes, without ESG <input type="checkbox"/> No Financial Assistance was provided </p>		



If ESG was used to provide Financial Assistance, the following requirements apply:		
1		Minimum Habitability Standards checklist (24 CFR 576.403(c)) <i>ESG Habitability Standards Report included in City forms under https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</i>
2		Lead Paint Disclosure Form , including provision of Lead Safety Pamphlet (24 CFR 576.403(a)) <input type="checkbox"/> N/A; unit built after 1978 <input type="checkbox"/> N/A; no child under 6 or pregnant woman was/will be in residence
3		Maximum Amounts & Periods of Assistance do not exceed 24 months in a 3-year period. (24 CFR 576.105(c) & 576.106(a))
4		Participant is not using any other subsidies or another ESG Program for assistance with housing – record case manager’s due diligence in checking this provision in case note. (24 CFR 576.106(c))
5		Payment documentation of all Financial Assistance with supporting documentation. <i>Supporting documentation may include lease agreements, utility bills, invoices for moving expenses, or charges for rental application fees. Include proof of payment documentation (e.g. check stubs, payment confirmation, etc.) that contains payment dates, payment amounts, and types of assistance.</i>
<p>Was any Rental Assistance provided to the client? <i>This includes short-term and medium-term rental assistance and rental arrears.</i></p> <p><input type="checkbox"/> Yes, with ESG <input type="checkbox"/> Yes, without ESG <input type="checkbox"/> No Rental Assistance was provided</p>		
If ESG was used to provide Rental Assistance, the following requirements apply:		
1		A copy of the lease agreement covering the dates of rental assistance provided. (24 CFR 576.106(g)) <i>ESG Rental Assistance Agreement included in City forms under https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</i>



		<u>Information</u>
2		<p>VAWA Lease Addendum (HUD Form 91067) (24 CFR 576.500(h)) <i>A separate form is not required if the information is provided in the original lease agreement.</i> VAWA Lease Addendum included in City forms under <u>https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</u></p>
3		<p>Documentation of provision of VAWA Protections – Forms can be found on <u>www.hud.gov/vawa</u> (24 CFR 576.409(c)) and on the City of Pasadena webpage under <u>https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</u></p> <ul style="list-style-type: none"> • 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 accident (HUD Form 5382) must be provided when client is notified of termination of rental assistance and/or notified of eviction.
4		<p>Documentation of unit compliance with Rent Reasonableness (24 CFR 576.106(d)(1)) <i>Rent Reasonableness Form included in City forms under <u>https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</u></i></p>
5		<p>Documentation of unit compliance with Fair Market Rent (24 CFR 576.106(d)(1)) <input type="checkbox"/> N/A; used HUD-approved FMR waiver <i>Current Fair Market Rents available on the City’s website under <u>https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</u></i></p>



6		<p>Minimum Habitability Standards checklist (24 CFR 576.403(c)) <i>ESG Habitability Standards Report included in City forms under https://www.pasadenatx.gov/280/Subrecipient-Organization-Information</i></p>
7		<p>Lead Paint Disclosure Form, including provisions of Lead Safety Pamphlet (24 CFR 576.403(a))</p> <p><input type="checkbox"/> N/A; unit build after 1978</p> <p><input type="checkbox"/> N/A; no child under 6 or pregnant woman was/will be in residence</p>
8		<p>Rental Assistance Agreement between agency and landlord outlining the terms of assistance (24 CFR 576.106(e), 24 CFR 576.500(h), 24 CFR 576.409(a))</p>
9		<p>Participant is not using any other subsidies or another ESG Program for assistance with housing – record case manager’s due diligence in checking this provision in case note. (24 CFR 576.106(c))</p> <p><input type="checkbox"/> N/A; Rental Assistance is solely for Rental Arrears on a unit where the participant is receiving another subsidy for rent</p>
10		<p>Documentation of rental assistance payments, along with supporting documentation <i>including payment documentation (e.g. fiscal ledger, check stubs, etc.) that contains payment dates, payment amounts, types of expenses, and dates of occupancy. Supporting documentation may be leases or invoices from the landlord.</i> (24 CFR 576.500(h))</p>
11		<p>Maximum Amounts & Periods of Assistance do not exceed 24 months in a 3-year period. (24 CFR 576.105(c) & 576.106(a))</p>
Notes:		



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