



**Unified Government Community Development Department
EMERGENCY SOLUTIONS GRANT
PARTICIPANT FILE CHECKLIST**

Circle category qualified for: Rehousing or Prevention Assistance

NAME: _____ **DATE:** _____

Type of Assistance Provided (ex. Leasing asst, security deposit) _____

Amount Paid _____ **Check No.** _____

All Participant files must include (Section 1)

- ___ Release of Information (copy of HMIS Form)
- ___ U.S. Identification (required for all household members)
- ___ Verification of homelessness or at risk of homelessness (ESG Form #2 or ESG Form #3 required)
ESG Form #4 & #5, if applicable
- ___ Verification of U.S. Citizenship or Lawful Resident (ESG Form #1)
- ___ Screening Assessment (copy of HMIS Form)
- ___ Staff Affidavit of Eligibility for ESG (ESG Form #6)
- ___ Verification of Income (income must be below 30% for Prevention) (ESG Forms #7, #8 & #9)
- ___ Verification of household receiving the pamphlet, *Protect Your Family from Lead in Your Home*
- ___ Copy of signed Lease Agreement

TYPE OF FINANCIAL ASSISTANCE PROVIDED (Section 2)

Short Term Leasing Assistance

- ___ Housing Plan (copy of HMIS Form)
- ___ Housing Habitability Standards (ESG Form#12 required) ESG Form #11 if applicable
- ___ Rent Reasonableness (ESG Form #10)
- ___ Rental Assistance Agreement (ESG Form #15 if applicable)
- If Lead Based Paint Requirements are applicable:*
- ___ Proof of Assessment and Disclosure (ESG Forms #13 and #14 required)

Rent Arrearages

- ___ A copy of Court Ordered Summons, Complaint or Judgment
- ___ Housing Plan (copy of HMIS Form)
- ___ Housing Habitability Standards (ESG Form#12 required) ESG Form #11 if applicable
- ___ Rent Reasonableness (ESG Form #10)
- ___ Rental Assistance Agreement (ESG Form #15 if applicable)
- If Lead Based Paint Requirements are applicable:*
- ___ Proof of Assessment and Disclosure (ESG Forms #13 and #14 required)

Security Deposits

- ___ Rent Reasonableness (ESG Form #10)
- ___ Housing Habitability Standards (ESG Form #12 required) ESG Form #11 if applicable
- ___ Rental Assistance Agreement (ESG Form #15 if applicable)
- If Lead Based Paint Requirements are applicable:*
- ___ Proof of Assessment and Disclosure (ESG Forms #13 and #14 required)

PARTICIPANT FILE CHECKLIST

Utility Arrearages/Deposits

- Copy of Shut off Notice
- Housing Habitability Standards (ESG Form #12 required) ESG Form #11 if applicable
- Rent Reasonableness (ESG Form #10)

Identification Documentation

- Verification that assistance is necessary for client to obtain housing

Mediation Program

- Verification that assistance is necessary for client to obtain/remain in housing