ESG Participant File Checklist – Rapid Re-Housing (RRH)

ELIGIBILITY and INTAKE PAPERWORK

☐ HMIS Intake (for ESG program enrollment)
☐ Homeless Verification (choose one)
  ☐ Homeless Certification - Category 1
  ☐ Homeless Certification - Category 4
  ☐ Self-Certification of Homelessness
☐ Income Verification with Gross Income Determination form (proof of income resources from last 30 days)
  ☐ 3rd Party Income Verification
  ☐ Self-Certification of Income/No Income
☐ “But for” Assessment
☐ Attest to Information Reviewed: Lead-based paint packet, Fair Housing, Termination Policy/Grievance Procedure
☐ Housing Barriers Assessment
☐ Initial Housing Stability Plan

HOUSING PAPERWORK

☐ Request for Tenancy Approval
  ☐ “Gross rent” is at or below the county’s Fair Market Rent (FMR)
  ☐ Security deposit less than or equal to 2 months of rent
  ☐ Unit is of appropriate size for the number of people in the household
  ☐ Landlord breaks down landlord and tenant’s responsibility for utility expenses by type
☐ Landlord W-9
☐ Rent Reasonableness and FMR Certification
☐ Housing Habitability Standards inspection
☐ Landlord/tenant lead-based paint acknowledgement* (for housing built before 1978 and households with children under 6)
☐ Gross Income Determination
☐ Rental Assistance/subsidy calculation
☐ Utility Allowance Schedule
☐ Rental Assistance Payment Agreement
☐ Signed residential lease between participant and landlord

RE-CERTIFICATION PAPERWORK: REQUIRED EVERY 3 MONTHS AFTER MOVE-IN

☐ “But for” Assessment
☐ Gross Income Determination
☐ Rental Assistance Calculation
☐ Housing Stability Plan

PROGRAM EXIT and FOLLOW-UP

☐ HMIS Exit
☐ Documentation of 1 contact every 3 months for 1 year after program exit

Underlined forms are linked to a document or website. Subrecipients may modify forms, but content from posted examples must be included. If you are unsure whether your form meets program requirements, please email Jackie.Hernandez@mdhi.org for review.