



Iowa Statewide Emergency Solutions Grant (ESG) Program HOMELESSNESS PREVENTION OR RAPID REHOUSING PARTICIPANT FILE CHECKLIST

Participant Name (Head of Household): _____ Date: _____

Type(s) of Assistance Provided (circle all that apply):

Homelessness Prevention			Rapid Rehousing		
Rental Assistance	Other Financial Assistance	Housing Relo/Stab. Svcs	Rental Assistance	Other Financial Assistance	Housing Relo/Stab. Svcs
Short-term (≤3 mos)	Rent app fees	Case mgmt	Short-term (≤3 mos)	Rent app fees	Case mgmt
Medium-term	Security dep’s	Mediation	Medium-term	Security dep’s	Mediation
Arrears	Last month rent	Legal svcs	Arrears	Last month rent	Legal svcs
	Utility dep’s	Credit repair		Utility dep’s	Credit repair
	Utility pmts			Utility pmts	
	Moving costs			Moving costs	

All HP or RRH participant files must include:

- ___ Screening assessment/application
- ___ Release of Information (any applicable)
- ___ HMIS consent form (required if HMIS-certified for data-sharing community; strongly recommended otherwise, in addition to required HMIS notification posters)
- ___ Verification of homelessness or at risk of homelessness
- ___ Staff certification of eligibility for assistance (and recertification if applicable)
- ___ Verification of income (3rd party preferred; Income Affidavit if applicable; etc.; also documentation of county Area Median Income; N/A at initial RRH assessment)
- ___ Habitability inspection checklist
- ___ Lead-based paint screening verification and any follow-up required
- ___ Demonstration of referral and/or connection to other mainstream resources
- ___ Housing stabilization plan (if applicable, including case notes if assistance is longer than one month)
- ___ Signed acknowledgement of any applicable program requirements
- ___ Documentation of financial assistance provided, including types and amounts
- ___ Denial letter if applicable—letter must state reason(s) for denial
- ___ Termination letter if applicable—must describe appeals process

If providing HP or RRH Rental Assistance or Rental Arrears, files also must include:

- ___ Copy of eviction notice if HP
- ___ Copy of signed lease agreement (or oral verification if only arrears)
- ___ Copy of landlord agreement between landlord and agency
- ___ Rent Reasonableness & Fair Market Rent verification (include documentation of FMR for applicable county)

Additional required documentation, as applicable:

- ___ HP or RRH Utility Assistance, Arrears, or Deposits: Copy of shut-off-notice
- ___ HP or RRH Utility Assistance, Arrears, or Deposits: Current utility bill verifying service address and customer name
- ___ HP or RRH Utility Assistance, Arrears, or Deposits: Self-certification or other verification that client will become homeless if utility assistance is not provided
- ___ Other types of services: Verification that services are necessary for client to obtain/remain in housing