City of Newton ESG Client File Checklist
Homeless Prevention & Rapid Re-Housing

RE: _____ SSN ___XXX-XX-_____

Applicant's Name (print) (last four digits)

√ / NA	**Required Documents – ALL files**	*(Date rec'd, comments, etc.)*
	Application For Assistance	
	HMIS Consent and Release of Information Authorization Form (signed/dated)	
	HMIS Exit "from program" documentation (entry/exit report or other forms of documentation)	
	Other consent for release of information forms, as applicable (signed/dated)	
	Documentation of Termination from assistance (due to program violations) and provision of due process (if applicable)	
	Program Rules and Requirements (client signed/dated)	
√ / NA	**Homeless Prevention Required File Documentation**	*(Date rec'd, comments, etc.)*
	Homeless Prevention Verification (Form #1 or Form #2 – as applicable)	
	Client Housing Plan _____Documenting initial needs, achieving stated goals, referral to mainstream resources, and how clients will maintain stable housing when assistance ends	
	Income Eligibility ____Income documentation ____Income Calculation	
	Housing Relocation and Stabilization Services: *Include the following as applicable (source documentation of expense, etc.):* _____Rental application fee _____Utility deposit or utility payment (including arrears) _____Moving cost assistance, and _____ evidence procurement policy followed _____Legal assistance, and _____ evidence of license/good standing with bar _____Credit repair assistance _____Housing Search and Placement _____Housing Stability Case Management _____Security Deposit (no more than 2 month's rent) _____Habitability Inspection	
	If Rental Assistance _____short term _____ medium term _____arrears _____Rental Assistance Agreement (even for rental arrears) _____Lease (not required for arrears, oral statement and landlord documentation of arrears) _____ESG Rent Reasonableness Worksheet _____Utility Allowance Chart _____Lead Screening Worksheets, if applicable _____Copy of Written notification of recertification outcome sent to client _____Habitability Inspection	

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Applicant's Name (print) (last four digits)

√ / NA	**Rapid Re-Housing Required File Documentation**	*(Date rec'd, comments, etc.)*
	Rapid Re-Housing Homeless Verification form (Form #3)	
	Annual Rapid Re-Housing Recertification ____ Recertification application ____ Income documentation ____ Income calculation ____ Copy of Written notification of continue eligibility determination sent to client	
	Housing Relocation and Stabilization Services: *Include the following as applicable (source documentation of expense, etc.):* _____Rental application fee _____Utility deposit or utility payment (including arrears) _____Moving cost assistance, and _____ evidence procurement policy followed _____Legal assistance, and _____ evidence of license/good standing with bar _____Credit repair assistance _____Housing Search and Placement _____Housing Stability Case Management _____Security Deposit (no more than 2 month's rent) _____Habitability Inspection	
	Client Housing Plan _____Documenting initial needs, achieving stated goals, referral to mainstream resources, and how clients will maintaining stable housing when assistance ends	
	If providing Rental Assistance _____short term _____ medium term _____arrears _____Rental Assistance Agreement (even for rental arrears) _____Lease (not required for arrears, oral agreement and landlord documentation of arrears) ____ Habitability Inspection ____ Lead Screening Worksheets, if applicable _____ESG Rent Reasonableness Worksheet _____Utility Allowance Chart/Schedule (as published by the local PHA who serves the area in which the housing unit is located.	