

Emergency Solutions Grant (ESG) Program Participant Client File Checklist

		ESG Activity			
		Street Outreach	Shelter	Homeless Prevention	Rapid Re Housing
Eligibility Certification	Staff Affidavit				
Homeless Status (File must have one of these with the appropriate supporting documentation)	Homeless Certification				
	Homeless Self-Certification				
	At Risk Certification				
Income	Income Calculation Worksheet	N/A	N/A		
	Verification of Income	N/A	N/A		
	Verification Tracking of Income	N/A	N/A		
Intake Assessment	Self Sufficiency Matrix				
	Housing Stability Plan				
	Case Notes				
	Coordinated Entry				
Housing Assistance	Rent Reasonableness & FMR	N/A	N/A		
	Lead Screening	N/A	N/A		
	Habitability Inspection	N/A	N/A		
	Rental Assistance Agreement	N/A	N/A		
	Lease Agreement	N/A	N/A		