

## Emergency Solutions Grant (ESG) Program Participant Client File Checklist

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