



**PARTICIPANT FILE REQUIREMENTS FOR
ESG/NDHG HOMELESS PREVENTION
AND RAPID REHOUSING**
COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION
(05/25)

HOMELESS PREVENTION AND RAPID RE-HOUSING

SFN 62383 Staff Evaluation of Eligibility	<input type="checkbox"/>
SFN 59247 Homeless Definition and Certification or SFN 59248 At Risk of Homelessness Certification and supporting documentation.	<input type="checkbox"/>
Release of Information must be signed by each household member aged 18 or older with a copy in file.	<input type="checkbox"/>
Intake and Assessment form – the agency will conduct a comprehensive housing assessment with the household.	<input type="checkbox"/>
SFN 62393 Income Eligibility Worksheet and supporting income documentation (pay stubs, etc.) HP Only unless RRH Annual Recertification	<input type="checkbox"/>
SFN 60319 Self-Certification (only when other forms of verification are unavailable)	<input type="checkbox"/>
Lease – a lease is required for households receiving financial assistance such as rental assistance, security deposits, rental arrearages and utility payments/deposits.	<input type="checkbox"/>
SFN 62097 Rental Assistance Agreement (required for households receiving rental assistance or rental arrears.	<input type="checkbox"/>
Tenant Ledger proving the number of months in arrears and any late charges, if applicable	<input type="checkbox"/>
Housing Plan (case notes)- a Housing Plan must be completed for all individuals who receive a housing assessment and are determined eligible for services.	<input type="checkbox"/>
SFN 59386 Rent Reasonableness Checklist and Certification	<input type="checkbox"/>
SFN 61266 Habitability Standards Unit Inspection	<input type="checkbox"/>
Lead-Based Paint Disclosure if unit is built before 1978.	<input type="checkbox"/>
SFN 62378 Lead Screening Worksheet	<input type="checkbox"/>
SFN 62379 Lead-Based Paint Visual Assessment , if applicable.	<input type="checkbox"/>
Recertification RRH annually or HP every 3 months.	<input type="checkbox"/>