

**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 (check all that apply):**

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