

# 2012 Emergency Solutions Grant Fiduciary Client Monitoring Check-List

## MONITORING DOCUMENTATION

All documentation must be organized to correspond to the 2012 MSHDA grant year. Documentation of each Financial Assistance payment must include the Recipient Name, Payee Name, Check Number and Amount Paid by the ESG Grantee.

## ALL CLIENT FILES

- Proof of Homelessness or At-Risk of Homelessness
- Verification of Income (if community has an ESG AMI Limit)
- HMIS Intake Assessment form
- HMIS Housing Plan

## CLIENT RECEIVING FINANCIAL ASSISTANCE

- Proof of U.S. Citizenship or Lawful Resident
- Proof of Sudden Reduction in Income
- Proof that client will be able to resume payments in a reasonable amount of time

### Short-Term Leasing Assistance

- Proof of Homelessness
- Verification of Household Size
- Copy of Lease Agreement
- Completed Tenant Satisfaction Survey

*If Lead-Based Paint Requirements are applicable:*

- Proof of Assessment and Disclosure

### Rent Arrearages

- Copy of Eviction Notice, Notice To Quit, Demand For Possession or Summons & Complaint
- Verification of Household Size
- Copy of Lease Agreement
- Decision Notice from SER

*If Lead-Based Paint Requirements are applicable:*

- Proof of Assessment and Disclosure

### Security Deposits

- Verification of Household Size
- Copy of Lease Agreement
- Decision Notice from SER

*If Lead-Based Paint Requirements are applicable:*

- Proof of Assessment and Disclosure

### Utility Payments & Utility Arrearages

- Copy of Shut-Off Notice
- Decision Notice from SER

### Identification Documentation

- Verification that assistance is necessary to obtain housing

### Mediation Program

- Verification that assistance is necessary for client to obtain/remain in housing

## EXAMPLE DOCUMENTATION/FORMS

- #1 Family Composition
- #2 Summary Disclosure of Lead-Based Paint Risk Assessment
- #3 Lead-Based Paint Disclosures
- #4 Homeless Certification
- #5 Self-Declaration of Housing Status
- #6 Declaration of Section 214 Status