Clear Form

MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

EMERGENCY SOLUTIONS GRANT (ESG)

Participant File Checklist

Participant Information
Participant Name and HMIS #:
Program: ☐ Homelessness Prevention ☐ Rapid Re-Housing
Program Entry and Exit Dates:

File Documentation

All Participant Files:

- ☐ MSHMIS Release of Information
- ☐ MSHMIS Screening Assessment
- ☐ ESG Financial Assistance Tracker (optional – required for monitoring review)
- ☐ Housing Plan (updated at Case Management appointments)
- ☐ Referrals (Permanent Housing/Mainstream resources and other agencies)
- ☐ Case Notes and Correspondence
- ☐ Decision Notices of Other Services (MDHHS SER Decision Notice or ESG Waiver of SER Decision Letter)
- ☐ ESG Participant Acknowledgment
  - *ESG Notice of Occupancy Rights under the Violence Against Women Act (VAWA)*
  - *Protect Your Family From Lead in Your Home*

Homelessness Prevention

☐ Homeless Certification (ESG Homelessness Prevention Certification)
Supporting Documentation:
☐ Written 3rd Party (preferred) (eviction documentation – court/family/friend eviction letter, notice to quit, court ordered summons, complaint or judgement)
☐ Oral 3rd Party
☐ ESG Self-Certification

Income Verification (at intake and every 90 days for all members of the household 18 years of age or older)
Supporting Documentation:
☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
☐ Oral 3rd Party
☐ ESG Verification of Income (self-certification/document priority/zero income certification)
☐ ESG Income Eligibility Worksheet (if applicable)

Rapid Re-Housing

☐ Homeless Certification (ESG Rapid Re-Housing Certification)
Supporting Documentation:
☐ Written 3rd Party (preferred) (shelter referral documents, etc.)
☐ Oral 3rd Party
☐ Intake worker observation
☐ ESG Self-Certification

Services Costs:

- ☐ Housing Search and Placement documentation (case notes, etc.)
- ☐ Mediation documentation (if applicable)
- ☐ Legal Services documentation (check/invoice, etc.) (if applicable)

Financial Assistance:

- ☐ Rental Application Fees (check/invoice, etc.)
- ☐ Security Deposit documentation (check/invoice, etc.)
- Utility assistance documentation
  - ☐ Utility correspondence & obligation (copy of disconnect/shut off notice and copy of bills/printout showing each month of service)
  - ☐ Utility arrears documentation
- ☐ Moving Costs documentation (check/invoice, etc.)

Rental Assistance:

- ☐ Completed and passed Habitability Inspection (ESG Habitability Standards Inspection Checklist)
  - ☐ Inspection Notice (ESG Notice of Inspection (optional))
  - ☐ Inspection Deficiencies Notice (ESG Inspection Deficiencies Notice (optional))
  - ☐ Delayed Repair Agreement (ESG Delayed Exterior Repair Agreement (optional))
- Lead-based paint disclosures
  - ☐ ESG Disclosure of Information on Lead-Based Paint (LBP) and its Hazards (if applicable)
  - ☐ ESG LBP Property Owner Certification (if applicable)
- ☐ Rent Reasonable checklist and certification (AffordableHousing.com Certification (Go Section 8))
- ☐ ESG Fair Market Rent Certification
- ☐ Lease documentation (copy of current and active lease agreement)
- ☐ Rental Assistance Agreement (ESG Rental Assistance Agreement with Lease Addendum (VAWA))
- ☐ Request for Taxpayer ID (W-9)
- ☐ Rental Arrears documentation

Recertification:

Homelessness Prevention

Three month (must be completed no later than 90 days after program entry)
- ☐ ESG Recertification Form
- Income Verification
  - Supporting Documentation:
    - ☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
    - ☐ Oral 3rd Party
    - ☐ ESG Verification of Income (self-certification/document priority/zero income certification)
    - ☐ ESG Income Eligibility Worksheet (if applicable)

Six month (must be completed no later than 180 days after program entry)
- ☐ ESG Recertification Form
- Income Verification
  - Supporting Documentation:
    - ☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
    - ☐ Oral 3rd Party
    - ☐ ESG Verification of Income (self-certification/document priority/zero income certification)
    - ☐ ESG Income Eligibility Worksheet (if applicable)

Rapid Re-Housing

Six month (must be completed no later than 180 days after program entry)
- ☐ ESG Recertification Form
- Income Verification
  - Supporting Documentation:
    - ☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
    - ☐ Oral 3rd Party
    - ☐ ESG Verification of Income (self-certification/document priority/zero income certification)
    - ☐ ESG Income Eligibility Worksheet (if applicable)

Other
- ☐ ESG Recertification Form
  - ☐ Documentation of MSHDA program staff approval for additional months of assistance
- Income Verification
  - Supporting Documentation:
    - ☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
    - ☐ Oral 3rd Party
    - ☐ ESG Verification of Income (self-certification/document priority/zero income certification)
    - ☐ ESG Income Eligibility Worksheet (if applicable)

Nine month (must be completed no later than 180 days after program entry)

- ☐ ESG Recertification Form
- Income Verification
  - Supporting Documentation:
    - ☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
    - ☐ Oral 3rd Party
    - ☐ ESG Verification of Income (self-certification/document priority/zero income certification)
    - ☐ ESG Income Eligibility Worksheet (if applicable)

Other

- ☐ ESG Recertification Form
  - ☐ Documentation of MSHDA program staff approval for additional months of assistance
- Income Verification
  - Supporting Documentation:
    - ☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
    - ☐ Oral 3rd Party
    - ☐ ESG Verification of Income (self-certification/document priority/zero income certification)
    - ☐ ESG Income Eligibility Worksheet (if applicable)

Program Exit:

- ☐ Documentation of Case Closeout (case notes or copy of HMIS program exit)
- ☐ Documentation of Termination (reason, notification and opportunity to appeal)

Household income at exit:

- Income Verification
  - Supporting Documentation:
    - ☐ Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
    - ☐ Oral 3rd Party
    - ☐ ESG Verification of Income (self-certification/document priority/zero income certification)
    - ☐ ESG Income Eligibility Worksheet (if applicable)

Date HMIS Exit completed:

Other:

- ☐ Documentation of non-eligibility
  - ☐ If not eligible, referral documentation for other assistance

General Comments:

The Michigan State Housing Development Authority is committed to providing meaningful access. For reasonable accommodations, modifications, translation, interpretation, or other services, please contact 517-241-0809 or email MSHDA-HS@michigan.gov.