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Eligible Expenses, Documentation, and Requisitions

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Eligible Expenses

Housing Stabilization Activities

Rapid Re-Housing or Homelessness Prevention

Housing services offered to persons experiencing homelessness or at risk of homelessness

RENTAL ASSISTANCE

HOUSING RELOCATION & STABILIZATION SERVICES

FINANCIAL ASSISTANCE



Rental Application fees
Security Deposit
Last Month's Rent



Utility deposit & payment



Moving costs

HOUSING SERVICES



Housing Search & Placement
Housing Stability Case Management



Mediation services to keep housing
Legal services to obtain & retain housing



Credit Repair

Housing Stabilization Activities

	Rapid Rehousing	Homelessness Prevention
Eligible Participants	<p>Category 1 – Literally Homeless</p> <p>Category 4 – Fleeing/Attempting to Flee Domestic Violence and has no other residence.</p>	<p>Category 2 – Imminent Risk</p> <p>Category 3 – Other Federal Statutes</p> <p>Category 4 – Fleeing/Attempting to Flee Domestic Violence and has no other residence or at-Risk of Homelessness</p>
Purpose	<ul style="list-style-type: none"> • To help homeless persons living on the streets or in an emergency shelter <u>transition</u> as quickly as possible into permanent housing, and then • To help such persons <u>achieve stability</u> as quickly as possible in that housing and; • Establish connections with mainstream resources 	<ul style="list-style-type: none"> • To <u>prevent</u> persons who are housed from becoming homeless • To help such persons <u>regain stability</u> in their current housing or other permanent housing and; • Establish connections with mainstream resources
Reassessment	<ul style="list-style-type: none"> • At a minimum, every 12 months AND • Must have income <u>at or below</u> 30% AMI, AND • Establish need based on lack of resources and support network 	<ul style="list-style-type: none"> • At a minimum, every 3 months AND • Must have income <u>at or below</u> 30% AMI, AND • Establish a need based on lack resources and support network
Eligible Activities	Housing Relocation and Stabilization Services and Financial Assistance	Housing Relocation and Stabilization Services and Financial Assistance
	Short- and Medium-Term Rental Assistance	Short- and Medium-Term Rental Assistance

Housing Stabilization Activities

Rapid Rehousing is to move literally homeless individuals and families (24 CFR 576.104) quickly into permanent housing and achieve stability in that housing. Participants must meet **Category 1 or 4** of the homeless definition, at initial evaluation. During reassessment of the participant, which must occur at least every 12 months; at that time the participant must have an annual income at or below 30 percent of the area median income.

For ESG-CV annual income must be at or below 50% of the area medium income.

Rapid Re-Housing or Homelessness Prevention
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FINANCIAL ASSISTANCE

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-  Security Deposit
-  Last Month's Rent
-  Utility deposit & payment
-  Moving costs

HOUSING SERVICES

-  Housing Search & Placement
-  Housing Stability Case Management
-  Mediation services to keep housing
-  Legal services to obtain & retain housing
-  Credit Repair

Housing Stabilization Activities

Homelessness Prevention (24 CFR 576.103) prevents households from becoming literally homeless. Participants must meet Category 2, 3, or 4 of the homeless definitions at initial evaluation and have an annual income below 30 % of area median income. During reassessment of the participant, which must occur at least every 3 months, the participant must have an annual income at or below 30 percent of the area median income. Households may only be assisted under this component as long as the assistance is necessary to regain stability in permanent housing.




For ESG-CV annual income must be at or below 50% of the area medium income, and reassessment every 6 months.

Rapid Re-Housing or Homelessness Prevention
Housing services offered to persons experiencing homelessness or at risk of homelessness




RENTAL ASSISTANCE

HOUSING RELOCATION & STABILIZATION SERVICES

FINANCIAL ASSISTANCE

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Security Deposit
Last Month's Rent
-  Utility deposit & payment
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HOUSING SERVICES

-  Housing Search & Placement
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Housing Stabilization Activities

Financial Assistance

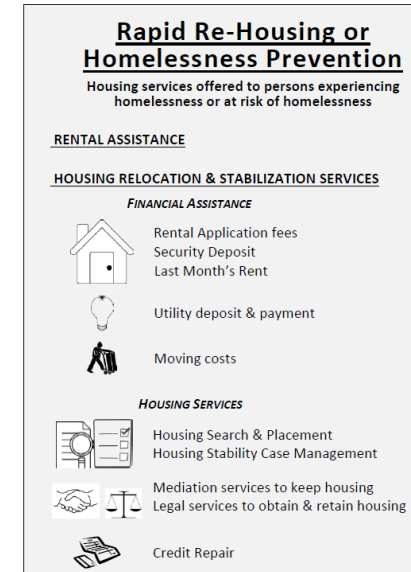
- Rent application fees
- Security and utility deposits
- Last month's rent
- Utility payments
- Moving costs

Short- and Medium-Term Rental Assistance

May be provided under rapid rehousing and homeless prevention.

- Short-term: up to three months
- Medium-term: four to 24 months
- Rental Arrears: One-time payment of up to six months rental arrears, including late fees on the arrears

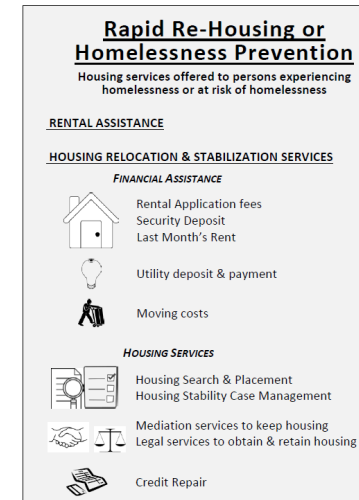
Use with other subsidies: Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources.



Housing Stabilization Activities

Rental units must comply with:

- Fair Market Rent (FMR) limits (24 CFR Part 888) and Rent Reasonableness (24 CFR 982.507)
- Rental Assistance Agreements. The subrecipient can make rental assistance payments only to an owner with whom the sub recipient has entered into a rental assistance agreement.
- Lead-Based Paint and Minimum Habitability Standards. 24 CFR 35 and 24 CFR 576.403.
- Maximum Assistance. The maximum period for which any program participant may receive ESG services must not exceed 24 months during any three-year period.
- Late payments. The sub recipient must make timely payments to each owner in accordance with the rental assistance agreement.
- Lease. Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit



Documentation

2020 ESG Client File Forms

The 2020 client file forms are found on the NC DHHS, Aging and Adult Services website located at:

<https://www.ncdhhs.gov/divisions/aging-and-adult-services/nc-emergency-solutions-grant/nc-emergency-solutions-grant-%E2%80%93-0>

Client File Form Matrix

NC ESG FORM	1.0 - NC ESG CLIENT FILE MATRIX: FORMS REQUIRED BY ACTIVITY							
	EMERGENCY SHELTER OPERATIONS	EMERGENCY SHELTER SERVICES	STREET OUTREACH	PREVENTION SERVICES	PREVENTION FINANCIAL ASSISTANCE	RAPID REHOUSING SERVICES	RAPID REHOUSING FINANCIAL ASSISTANCE	INELIGIBLE CLIENT FILE
1.1 NC ESG Emergency Shelter and Street Outreach Client File Checklist	X	X						
1.2 NC ESG Street Outreach Client File Checklist			X					
1.3 NC ESG RRH Client File Checklist						X	X	
1.4 NC ESG Homeless Prevention Client File Checklist				X	X			
1.5 NC ESG Ineligible Client File Checklist								X
2.0 NC ESG Verification of Homeless Status	X	X	X	X	X	X	X	X
3.1 NC ESG Street Outreach and Emergency Shelter Intake Form*	X	X	X					
3.2 NC ESG RRH and Prevention Intake Form*				X	X	X	X	
3.5 NC ESG Third Party Verification of Client's Income				X	X	X	X	
3.6 NC ESG Client's Self-Certification of Income				X	X	X	X	
3.7 NC ESG Income Calculation Worksheet				X	X	X	X	
3.8 NC ESG Housing Barriers Matrix and Initial Housing Stabilization Plan	X	X	X	X	X	X	X	
3.8A NC ESG Stabilization Action Plan Monthly Update				X	X	X	X	
3.9 NC ESG Financial Assistance Tracking Form					X		X	
4.0 NC ESG Rental Assistance Agreement				X	X	X	X	
4.1 NC ESG Rent Reasonableness Checklist and Certification				X	X	X	X	
4.2 NC ESG HUD VAWA Form 5380 (Required)				X	X	X	X	
4.3 NC ESG HUD VAWA Form 5381 (Required if applicable)				X	X	X	X	
4.4 NC ESG HUD VAWA Form 5382 (Required)				X	X	X	X	
4.5 NC ESG HUD VAWA Form 5383 (Required if applicable)				X	X	X	X	
5.0 NC ESG Housing Stabilization Minimum Habitability Standards Checklist				X	X	X	X	
6.0 NC ESG Client Exit Form*	X	X	X	X	X	X	X	

* Use applicable form based on HMIS Provider (NC HMIS or HMIS@NCEH)

Client File Checklists

1.3 NC ESG RAPID REHOUSING CLIENT FILE CHECKLIST 2020

Tab 1: Initial Assessment / Eligibility Criteria

- 1.3** NC ESG Rapid Rehousing Client File Checklist
- 2.0** NC ESG Verification of Homeless Status
 - Must attach documentation from ESG Record Keeping Requirements based on category of homelessness
- 3.2** Intake:
 - NC HMIS: ESG RRH and Prevention Intake Form
 - HMIS@NCCEH: Project Start Assessment – HP, SSO, DS, CE, TH, RRH, OPH, PSH

HMIS Client Identifying #		
Entry Date		
Move in Date		
Exit Date		
Coordinated Entry Referral (Circle One)	Y	N

1.4 NC ESG PREVENTION CLIENT FILE CHECKLIST 2020

Tab 1: Initial Assessment / Eligibility Criteria

- 1.4** NC ESG Homeless Prevention Client File Checklist
- 2.0** NC ESG Verification of Homeless Status
 - Must attach documentation from ESG
 - Record Keeping Requirements based on category of homelessness

HMIS Client Identifying #		
Entry Date		
Exit Date		
Coordinated Entry Referral (Circle One)	Y	N
Coordinated Entry Access Point (Circle One)	Y	N

Client Files – Housing Stabilization (RRH, PREV)

Required:

- 1.3 NC ESG RRH Client File Checklist
- 1.4 NC ESG Homeless Prevention Client File Checklist
- 2.0 NC ESG Verification of Homeless Status
- 3.2 NC ESG RRH and Prevention Intake Form*
- 3.5 NC ESG Third Party Verification of Client's Income
- 3.6 NC ESG Client's Self-Certification of Income
- 3.7 NC ESG Income Calculation Worksheet
- 3.8 NC ESG Housing Barriers Matrix and Initial Housing Stabilization Plan
- 3.8A NC ESG Stabilization Action Plan Monthly Update
- 3.9 NC ESG Financial Assistance Tracking Form
- 4.0 NC ESG Rental Assistance Agreement
- 4.1 NC ESG Rent Reasonableness Checklist and Certification
- 4.2 NC ESG HUD VAWA Form 5380
- 4.3 NC ESG HUD VAWA Form 5381
- 4.4 NC ESG HUD VAWA Form 5382
- 4.5 NC ESG HUD VAWA Form 5383
- 5.0 NC ESG Housing Stabilization Minimum Habitability Standards Checklist
- 6.0 NC ESG Client Exit Form*

Client Files – Housing Stabilization (RRH, PREV)

Recommended:

- Coordinated Entry Documentation
- Case Notes
- Services Provided
- Referrals
- Correspondence
- HMIS/Comparable Database Release of Information and/or Sharing Plan

Best Practices

All client files:

- Must have an HMIS or DV Comparable Database Number
- Are required to be kept confidential in a safe / secure location
- Need to be separated by activity (i.e. ES Client File separate from RRH)
- Must contain the appropriate ESG checklist and be “tabbed” and divided accordingly.

Deviations from the minimum required documentation standards must be approved by the NC ESG Office prior to use.

Common File Issues

- Forms requiring signatures and dates, are not signed and dated.
- Files are out of order and/or forms are hard to identify / locate. Files must be in order of the checklist.
- Multiple activities are combined in one single client file. Each activity a client is enrolled in must have a separate file.
- 3rd party back up documentation is not in the file. This is required and if missing, could have larger eligibility ramifications for the organization.
- Client files are not being created at entry. Client files must be created, and forms completed, at entry and maintained throughout the duration, using the most up to date forms on the DHHS website.

Contact Information

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