Consolidated Homeless Grant

Client File Checklist

Lead/subgrantees must use the CHG Client File Checklist OR a checklist that includes all of the required components. Documentation must accompany each required CHG Form. If any required CHG Form is kept in another location, this should be noted on the Client File Checklist.

Client File Checklist

HMIS Consent Form, *if HMIS record contains personally identifying information*

DSHS Client Consent Form for BVS (and eJAS)

CHG Verification of Household Eligibility and Income Recertification Form

CHG Income Eligibility Worksheet Form

Copy of BVS search documenting HEN Referral or TANF enrollment

CHG Targeted Prevention Eligibility Screening Form

Landlord Habitability Standard Certification Form for Rent Assistance

*AND/OR*

HSS or HQS Inspection Checklist, including Lead Based Paint Assessment

CHG Utility-Only Assistance Form

Executed Lease (or rent agreement) for rent subsidies paid to a landlord

*OR*

CHG Certification of Payment Obligation / Potential Eviction from Friend/Family Form

Documentation of rent subsidy amount and determination process

Documentation of assessment and housing stability planning

Temporary absence information

Non HEN rent payments charged under one of the for-profit rent categories must have the following on file (not necessarily in the client file) to document who owns the property and their for-profit status.

Documentation of who owns the property, in order of preference:

Print-out from County parcel website to document unit ownership

OR

Documentation of oral verification from county assessor’s office

AND, Documentation of for-profit status, if owner is not an individual:

Print-out from IRS non-profit search

If you are unable to document by the above means, complete:

For-Profit Certification Form completed by landlord