

Homelessness Prevention Manual Checklist
CA HCD ESG Program

PART 1: PROJECT IDENTIFICATION

Project Subrecipient, Project Name, Project HMIS ID, and other identifying information

PART 2: CHECKLIST

Criteria

Pass?

The project policies and procedures (P&Ps) have a triage process that serves only those who will experience literal homelessness without ESG-HP assistance. (II.C.a)

...which includes a methodology for establishing each participant's income is less than 30% of the area median income (AMI). (II.D.i)

...which includes a methodology for assessing and determining whether a person will experience literal homelessness without ESG-HP assistance. (II.D.ii)

...including certification that the participant has not identified a subsequent nighttime residence, and that the participant lacks the resources/support networks that would enable them to obtain permanent housing with an initial tenure of at least 7 days.

...including a requirement that participants meet at least one of the mandatory conditions listed in II.D.ii, third bullet.

The P&Ps must detail how its intake process complies with the Coordinated Entry process for the local Continuum of Care (CoC). (II.C.b)

The P&Ps must detail how it establishes and documents participant eligibility, which incorporates all criteria listed in III.B. (II.C.c)

The P&Ps must define the full suite of services it offers, which can only include those services enumerated in IV.B. (II.C.d)

...including the project's process for assessing participants' barriers to housing and self-sufficiencies to determine which services are necessary. (II.C.d.ii)

...including the project's process for periodically reassessing each participant's barriers to housing, self-sufficiencies, and services needed. (II.C.d.iii)

The P&Ps must detail the project's staffing pattern, including estimated caseloads for direct service staff and adequate staffing for HMIS data entry. (II.C.e)

The P&Ps must include a termination and appeals process that incorporates all elements in III.F. (II.C.f)

To the best of the reviewer's knowledge, the P&Ps meet any other requirements that may apply to them, including requirements in CA HCD's contract with the subrecipient and any CA HCD ESG Written Standards. (II.C.g)

The P&Ps provide sufficient information about the operations of the project that a person who is not familiar with the project (ideally, the reviewer) could reasonably reconstruct it from the P&Ps. (II.C.h)

PART 3: CERTIFICATION

By signing below, I hereby certify that the above information is correct and accurate to the best of my knowledge, and that this project's policies and procedures meet the standards outlined in the Manual.

Name

Signature

Date

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INSTRUCTIONS

This Checklist is intended to help CA HCD ESG staff review ESG-HP project policies and procedures to ensure they are fully compliant with the ESG-HP Homelessness Prevention Manual.

On the attached sheet, record the project's identifying information (Part 1, "Project Identification"). This information is a critical part of ensuring that this checklist can be tied back to the correct project and subrecipient.

Review the project policies and procedures using the attached sheet (Part 2, "Checklist"). Once you have determined that the project policies and procedures meet ALL of the checklist criteria, sign and date the attached sheet (Part 3, "Certification"), retain the original in the CA HCD project file, and send a copy to the project subrecipient as confirmation that the project's policies and procedures have been reviewed and approved.

Once CA HCD has reviewed and approved a project's policies and procedures, it can begin (or resume) fulfilling requests for reimbursement (RFFs).



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