**PREVENTION/RE-HOUSING DOCUMENTATION CHECKLIST INSTRUCTIONS**

1. Submitted with invoice # - document the number of the invoice with which the checklist is

 submitted. (In the example, the checklist is submitted with invoice #10.)

2. Subrecipient – provide the name of the subrecipient.

3. Second-tier subrecipient – provide the agency name (if applicable) for which the checklist is attached. Each

 agency requesting prevention/re-housing funds should submit an individual checklist.

4. Client Name – provide the name of the client receiving assistance.

5. Prevention/Re-housing – indicate the type of assistance being provided to the client.

6. Eligibility – using the appropriate forms developed by HUD, indicate the category for which

 the client is eligible to receive assistance. The form labeled “Homeless Definition – Criteria

 For Defining Homeless” lists the four categories of eligibility (ex. Cat 1).

 If a client is eligible because of Category 2, it will be necessary to further indicate which

 category places them “at risk” (ex. Cat 2-1). Please reference the form labeled “At Risk of

 Homelessness”.  **It will be necessary to provide the proper documentation to support the**

 **eligibility category.** Examples of this documentation can be found on the form labeled

 “Homeless Definition – Recordkeeping Requirements.”

7. Lack of resources, support networks, & alternate housing options documented – indicate by

 placing “Y”, or place “inv #” if a copy of this information has been submitted with a previous

 invoice.  **Assistance should not be provided if this information is not documented.**

8. Client info entered in HMIS/CD – indicate by placing “Y” (yes) if a new client’s data has

 been entered; or place “inv #” if the client’s data has been previously entered into HMIS or a

 comparable database (CD).

9. Date of First Assessment – indicate the date of the client’s first/initial assessment.

10. Re-evaluation Date – indicate the date the client was re-evaluated, if applicable.

11. Income at most recent assessment/re-evaluation – document the client’s income at the most

 recent assessment or re-evaluation.

12. 30% AMI – document the correct income limit for the service area. Please follow this link:

 <http://www.huduser.org/portal/datasets/il/il13/index.html>

 Scroll down and click on the state of Alabama from the map at the bottom of the page.

13. Assistance Provided – indicate the type(s) of eligible assistance provided to the client.

14. Same type assistance documentation – indicate if documentation (ex. case

 notes/form/certification by client) is present to show that the client is not receiving the same

 type of assistance from another source. If this documentation has already been submitted,

 indicate the invoice number with which the documentation was submitted.

15. Utility Invoice – if utility assistance has been provided, indicate by placing “Y”.

16. Lease – if rental assistance has been provided, indicate by placing “Y”, or place “inv #”

 if a copy of the lease has been submitted with a previous invoice.

17. Rental Agreement – see instructions for number 16.

18. Fair Market Rent – see instructions for number 16. Please follow this link:

 [http://www.huduser.org/portal/datasets/fmr/fmrs/docsys.html&data=fmr13](http://www.huduser.org/portal/datasets/fmr/fmrs/docsys.html%26data%3Dfmr13)

19. Rent Reasonableness – see instructions for number 16.

20. Habitability Standards – see instructions for number 16. **This requirement applies to all**

 **housing occupied by program participants even if rental assistance isn’t provided.**

21. Lead-Based Paint – see instructions for number 16. **This requirement applies to all**

 **housing occupied by program participants even if rental assistance isn’t provided.**

**NOTE:**

\*If you enter “Y” for any item, you must provide documentation of that item with this current

 invoice.

\*\*If you enter “inv #”, be sure to include the actual number of the invoice (1, 2, etc.) with

 which the documentation was submitted.

\*\*\*HUD Income Limits (AMI) and Fair Market Rent rates are updated annually. Make sure you

 use the most current information.

\*\*\*\* Habitability Standards must be updated annually.