



City of Spokane Homeless Housing Operations and Services Grant Client File Checklist

Lead/subgrantees must use the CHG Client File Checklist. Programs may create their own checklist if the components of this checklist are included. 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.

The following forms must be included in each client file, if applicable:

- 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 (with associated documentation)
- 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
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
OR
- Intent to Rent (if not collecting lease) for assistance paid for move in costs only
- Documentation of rent subsidy amount and determination process
- Documentation of assessment and housing stability planning
- Temporary absence information

Non-HEN rent payments made to for-profit entities must have the following documentation of ownership status on file (does not necessarily have to be in the client file):

1. Proof of ownership, in order of preference:
 - Print out from county parcel website, OR
 - Case note documenting oral verification from county assessor's office, OR
 - For-Profit Certification Form signed by landlordAND
2. Print-out from IRS non-profit search, if applicable