

### 3. Housing Options/Resources Eligibility Documentation Standards

Note: Grantees and subgrantees must assess and document other housing options and resources for all HPRP applicants, whether applying for rapid re-housing or homelessness prevention assistance.

| Housing Options and Resources            | Meets HPRP Requirements?  | Acceptable Types of Documentation   | Documentation Standard   |
|--|---|---|--|
| Other Subsequent Housing Options         | Yes, if no appropriate subsequent housing options have been identified  | Assessment form or other documentation (e.g. case notes) of housing options by HPRP case manager or other authorized HPRP staff                           | <ul style="list-style-type: none"> <li>▪ Assess with applicant all other appropriate (i.e., safe, affordable, available) subsequent housing options.</li> <li>▪ Verify that no other appropriate subsequent housing options are available.</li> <li>▪ <i>Assessment Form or Other Documentation Must</i> <ul style="list-style-type: none"> <li>○ Be documented by HPRP case manager or other authorized staff.</li> <li>○ Include assessment summary or other statement indicating that applicant has no other appropriate housing options.</li> <li>○ Be signed and dated by HPRP case manager or other authorized HPRP staff.</li> </ul> </li> <li>▪ Include assessment indicating no other subsequent housing options in participant case file.</li> </ul>   |
| Financial Resources and Support Networks | Yes, if the applicant lacks the financial resources and support networks needed to obtain immediate housing or remain in their existing housing | Assessment form or other documentation (e.g. case notes) of financial resources and support networks by HPRP case manager or other authorized HPRP staff. | <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>▪ Assess with applicant all financial resources AND support networks (i.e., friends, family or other personal sources of financial or material support)</li> <li>▪ Verify that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing.</li> <li>▪ <i>Assessment Form or Other Documentation Must</i> <ul style="list-style-type: none"> <li>○ Be documented by HPRP case manager or other authorized staff.</li> <li>○ Include review of current account balances in checking and savings accounts held by applicant household.</li> <li>○ Include assessment summary or other statement indicating that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing.</li> <li>○ Be signed and dated by HPRP case manager or other authorized HPRP staff</li> </ul> </li> <li>▪ Include assessment indicating insufficient financial resources and support networks in participant case file.</li> </ul> |