

## HPRP Documentation Checklists

### About this Tool

These checklist templates include case file documentation related to HPRP initial eligibility determination/redetermination, financial assistance and housing unit documentation requirements. The checklists may be used as a tool to ensure HPRP participant case files include documentation consistent with HUD requirements and guidance.

### HPRP Documentation Checklist: Participant Eligibility

The Eligibility checklist may be used following the initial eligibility determination process and, if applicable, at eligibility redetermination to assure all required documentation has been obtained and is in the participant case file. The checklist should be used in conjunction with HUD's guidance on HPRP eligibility determination and documentation, which may be found at

[http://www.hudhre.info/documents/HPRP\\_EligibilityAndDocumentationGuidance.pdf](http://www.hudhre.info/documents/HPRP_EligibilityAndDocumentationGuidance.pdf).

Additional clarification of HPRP requirements and guidance may also be found in the HPRP Frequently Asked Questions (FAQs) at <http://www.hudhre.info/hprp/index.cfm?do=viewHPRPFaqHelp>. HPRP staff are strongly encouraged to use HUD's guidance as a companion to the checklist and as an ongoing reference for information and HUD standards related to eligibility documentation.

As stated in the HPRP Notice and related HUD guidance, in order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must meet at least the following minimum criteria:

1. **Initial Consultation & Eligibility Determination:** the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
2. **Income:** the household's total income must be at or below 50 percent of Area Median Income (AMI) (details on determining AMI and documenting income are provided later in the document);
3. **Housing Status:** the household must be either homeless (to receive rapid re-housing assistance) **OR** at risk of losing its housing (to receive homelessness prevention assistance);  
**AND** must meet the following circumstances:
  - a. No appropriate subsequent housing options have been identified;
  - b. The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
  - c. The household lacks support networks needed to obtain immediate housing or remain in its existing housing.

The criteria listed above are the minimum criteria set forth by HUD to determine eligibility for HPRP. The eligibility checklist is organized according to these criteria. However, HPRP grantees may establish additional or more stringent eligibility criteria and/or documentation requirements. In such instances, grantees and subgrantees may modify the checklist template to reflect grantee requirements. For more information on HPRP grantee requirements please contact your HPRP grantee representative.

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**Eligibility Recertification:** HUD requires grantees and/or subgrantees to evaluate and certify the eligibility of HPRP program participants (per the above criteria) at entrance into the program and at least once every 3 months for all households receiving HPRP medium-term rental assistance or other HPRP services (e.g., case management) lasting longer than 3 months.

For housing status documentation, if a household is still homeless at recertification, HPRP staff should document the current homeless situation per the “HPRP Eligibility Determination and Documentation Guidance” (e.g., HMIS record of shelter stay). If a household is housed at recertification but at imminent risk of housing loss, HPRP staff should document the current housing situation and risk per the “HPRP Eligibility Determination and Documentation Guidance”. However, if a household is housed at recertification and not at imminent risk of housing loss, but would be if HPRP assistance were discontinued, then HPRP staff should document the continued need for HPRP assistance to prevent homelessness. This should be done via an assessment completed by HPRP staff with the household (i.e., “self-declaration”) that records the current housing situation of the household, their barriers and need for continued HPRP assistance.

### **HPRP Case File Checklist: Financial Assistance & Housing Unit Documentation**

The Financial Assistance and Housing Unit Documentation checklist includes additional documentation HPRP staff should obtain and keep in the participant case file or, in certain instances, in grantee or subgrantee administrative files (e.g., market study used for rent reasonableness determination, cost comparison/reasonableness documentation). The checklist should be used in conjunction with HUD’s guidance related to HPRP financial assistance, rent reasonableness, housing habitability, and lead-based paint, which may be found at [www.HUDHRE.info](http://www.HUDHRE.info). HPRP staff are strongly encouraged to use HUD’s guidance as a companion to the checklist and as an ongoing reference for information and HUD standards related to financial assistance and housing unit documentation.