

Homelessness Prevention Eligibility Evaluation Form (At-Risk of Homelessness Status)

This checklist may be used to evaluate ESG Homeless Prevention program eligibility for persons who meet HUD's At-Risk of Homelessness definition and have income at or below 30% AMI. Please complete all 3 sections and attach evidence demonstrating household eligibility.

Applicant Name:

SECTION 1: AT-RISK OF HOMELESSNESS CERTIFICATION (complete one category)

Category 1: Individuals and Families

Must meet one (1) of the following risk factors and lack sufficient resources or support networks to prevent homelessness

Risk 1: Persistent Housing Instability

Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance

Documentation of Risk 1:

Housing history (may include HMIS records, referral from housing/service provider, letter from tenant/owner, or Written Third Party Certification); and

Documentation of economic reasons (may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears, etc.)

Risk 2: Living in the home of another person

Is living in the home of another because of economic hardship

Documentation of Risk 2:

Housing history (may include letter from tenant/owner or Written Third Party Certification); and

Documentation of economic reasons (may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears, etc.)

Risk 3: Housing Loss Within 21 Days

Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance

Documentation of Risk 3:

If tenant/homeowner: eviction notice, court order to leave within 21 days; or

If living with another (doubled up): eviction letter from tenant/homeowner

Risk 4: Living in Hotel or Motel

Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals

Documentation of Risk 4:

Letter from hotel/motel manager, Written Third Party Certification, or Intake Observation Form

Documentation that costs were not covered by charitable organization or government program

Risk 5: Living in Severely Over-Crowded Housing as Defined by the US Census Bureau

Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than 1½ persons per room

Documentation of Risk 5:

Lease, details from Tax Assessor's Office, Written Third Party Certification, or Intake Observation Form indicating the number of rooms in the unit and number of individuals living in the unit

Risk 6: Exiting Institution

Is exiting a publicly funded institution or system of care (such as a healthcare facility, mental health facility, foster care or other youth facility, or correction program)

Documentation of Risk 6:

Discharge paperwork, Written Third Party Certification, or referral letter from institution

Risk 7: Living in Housing Otherwise Associated with Instability

Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness as identified in Pasadena's approved Con Plan

Documentation of Risk 7:

Self-certification or other written documentation (including Written Third Party Certification) describing the circumstances and that the individual or family lacks the financial resources and support networks to obtain other permanent housing

Category 2: Unaccompanied Children and Youth

Individuals or families who fall under the HUD Category 2 definition of at-risk of homelessness are children or youth who do not qualify as homeless under the homeless definition, but qualify as homeless under another Federal statute

Unaccompanied child or youth is defined as homeless under the other listed federal statutes

Evidence

Verification of Homeless Status must be provided by agency administering Federal Program:

Written Third Party Certification of Homeless Status Form

Category 3: Families with Children and Youth

Individuals or families who fall under the HUD Category 3 definition of at-risk of homelessness are unaccompanied youth who do not qualify as homeless under the federal definition, but qualify as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) of that child or youth if living with him or her.

Family with child or youth qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act

Evidence

Verification of Homeless Status must be provided by agency administering Federal Program and must include:

Written Third Party Certification of At-Risk of Homeless Status Form; and

Confirmation that the family/guardian is residing with children/youth

SECTION 2: INCOME CERTIFICATION

The individual or family has an income below 30 percent of the Los Angeles County median family income

Evidence

ESG Income Worksheet and relevant documentation forms

SECTION 3: STAFF CERTIFICATION

By signing below, I certify that to the best of my knowledge, the program participant named above:

- Meets all of the requirements to receive homelessness prevention assistance (meets HUD definition of At-Risk of Homelessness AND has an income at or below 30% AMI.
- DOES NOT meet the requirements to receive homelessness prevention assistance

I further certify all of the following: (1) to the best of my knowledge and ability, all of the information used in making this eligibility determination is true and complete. (2) I am not related to the program participant through family, business or other personal ties. (3) To the best of my knowledge, neither I nor anyone related to me has received or will receive any financial benefit for this eligibility determination. (4) I understand that fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws. (5) I understand that if any of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

Staff Signature: _____

Date: _____