

Buffalo Housing Opportunities Program

Date: _____

Client Number: _____

Client Name: _____

HPRP Master Check List



❖ HMIS Elements

- ROI
- Entry Worksheet (TYPE: HPRP)
- Case Manager Information
- Household Data Sharing Sub-Assessment (If Applicable)
- Basic Client Profile for all Household Members
- Case Plans
- Service Transactions (Minimum requirements)
 - Case Management
 - Referral to NLS for DBA
 - Financial Assistance for each respective request for funds

❖ HMIS Mandatory Assessments

- HPRP Eligibility
- Client Income and Expenses: Monthly Income: _____ Annual Income: _____
- HUD-40118
- HUD Universal Data Elements
- NLS Program Screening Sheet
- Residential
- HPRP Check Request

❖ Completed and Uploaded Documents in HMIS

- Staff Certification of Eligibility (formerly the Staff Affidavit)
- Client Consent and Authorization
- NLS Determination of Benefits
 - Must indicate that client is eligible for financial assistance
- DSS Denial or Self-Declaration of Denial (If Applicable)
- Income Verification
- Housing Stabilization Plan
- Rent Reasonableness Certification
- W-9
- Housing Status Verification
- Proof of Residency
- Lease or DSS Landlord Statement
- Lead Screening Worksheet (If Applicable)
 - If required, was the lead screening visual assessment done and property approved?
- HPRP Housing Habitability Standards Inspection Checklist
 - Must indicate that property is approved

❖ Client Demographics

- If there are children, what are their ages?
 - _____
- Check Request Assessment
 - Security Deposit \$ _____
 - Future Month's Rent \$ _____
 - Rental Arrears \$ _____
 - Utility Arrears \$ _____
- Does documentation support Client Income and Expenses Assessment?
- If other adults in household, is their verification in HMIS?
- Is annual income equal to or less than 50% AMI?
- Are Assets \$2,000 or less?

❖ Client Recertification: Has it been three months since the client entered HPRP or since they were last recertified?

- Recertification Assessment: includes updated Staff Certification of Eligibility (Staff Affidavit), Income Verification and Housing Stabilization Plan