

PSAP Financial Assistance Documentation Checklist

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Financial Assistance Type		Required Documents	Document Specifics
Security Deposit, First Month's Rent, or Renter's Insurance* May include: <ul style="list-style-type: none"> • Shared housing • Sober living • Room for rent • Market rate unit (apartment) • *Renters insurance, only if required by lease. 	<input type="checkbox"/>	Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/>	Homelessness Certification or At-Risk of Homelessness Certification	<ul style="list-style-type: none"> • Homelessness Certification Form • At-Risk of Homelessness Certification Form
	<input type="checkbox"/>	Lease or rental agreement or letter of intent to lease	<ul style="list-style-type: none"> • Signature not required. • The name on the lease agreement must match the name of the person requesting assistance and show the security deposit amount.
	<input type="checkbox"/>	Proof of income for all household members contributing to rent. If Housing Voucher, proof of Voucher	<ul style="list-style-type: none"> • Must have at least one month's worth of information. • Verification can include any of the following: paystubs, proof of employment via employer letterhead, other assistance (ex: SSI, CalWORKs), bank statements, or proof of voucher. • Must state how much the client is working hourly and how many hours they are expected to work. • Income must be high enough to cover the rent. The client must be able to sustain the lease.
	<input type="checkbox"/>	Property owner's W-9 using SSF's Third Party Vendor Housing PSAP Info and Checklist	<ul style="list-style-type: none"> • The vendor may use SSF's Third Party Vendor Housing PSAP Info and Checklist to meet the W-9 requirement or they may submit a federal W-9 AND the Section 2 of the SSF form. <i>Refer to the form for more details.</i> • The forms submitted by the vendor must include the vendor's email address which is where the property owner will be notified when the check is sent.

Financial Assistance Type		Required Documents	Document Requirements
	<input type="checkbox"/>	Proof of property ownership	SSF will contact the Sacramento County Property Appraisers Office to confirm property ownership.
Eviction Avoidance and Legal Fees* <i>Note: no more than three months of eviction avoidance may be requested and no more than \$5,000 for singles or \$10,000 for families. *Legal fees must be related to the eviction.</i>	<input type="checkbox"/>	Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/>	Homelessness Certification form or At-Risk of Homelessness form completed	<ul style="list-style-type: none"> • Homelessness Certification Form • At-Risk of Homelessness Certification Form
	<input type="checkbox"/>	Summons and Complaint or Eviction Notice	<ul style="list-style-type: none"> • The amount listed on the Summons and Complaint must match the requested amount. • Refer the client to the City's Eviction Process for the steps a landlord must take to evict a client.
	<input type="checkbox"/>	Proof that the landlord will allow the client to stay in the home	<ul style="list-style-type: none"> • Letter from the landlord via employer letterhead that includes: <i>"I agree to let [client name] stay in the property located at [address] if they pay [\$ amount required] by [date] and continue to pay rent and meet the requirements of the lease agreement."</i> • Letter must be signed by the landlord or come from the landlord's email address listed on the W-9.
	<input type="checkbox"/>	Signed lease or rental agreement	<ul style="list-style-type: none"> • The name on the lease agreement must match the name of the person requesting assistance and show the security deposit amount. • The lease must be signed.
	<input type="checkbox"/>	Proof of income for all household members contributing to rent.	<ul style="list-style-type: none"> • Income must be at least two (2) times higher than rent cost unless additional subsidies are provided with documentation. <i>May include: paystubs, proof of employment via employer letterhead or past year tax return.</i> • Screenshots from phones will not be accepted.
	<input type="checkbox"/>	Proof of debt from property owner required if the full amount is not listed on eviction notice.	<ul style="list-style-type: none"> • Ledger documenting rental arrears owed is required if the full amount is not listed on the eviction notice. • May also include legal fees.

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	<input type="checkbox"/> Property owner's W-9 using SSF's Third Party Vendor Housing PSAP Info and Checklist	<ul style="list-style-type: none"> The vendor may use SSF's Third Party Vendor Housing PSAP Info and Checklist to meet the W-9 requirement or they may submit a federal W-9 AND the Section 2 of the SSF form. Refer to the form for more details. The forms submitted by the vendor must include the vendor's email address which is where the property owner will be notified when the check is sent.
	<input type="checkbox"/> Proof of property ownership	SSF will contact the Sacramento County Property Appraisers Office to confirm property ownership.
Utility Assistance Deposit, assistance, or arrears	<input type="checkbox"/> Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/> Homelessness Certification form or At-Risk of Homelessness form completed.	<ul style="list-style-type: none"> Homelessness Certification Form At-Risk of Homelessness Certification Form
	<input type="checkbox"/> Current utility bill, deposit requirement, or arrears notice	The name listed on the utility bill(s) and notices must match the name of the person requesting assistance.
	<input type="checkbox"/> Signed lease or rental agreement	<ul style="list-style-type: none"> The name on the lease agreement must match the name of the person requesting assistance. The lease must be signed.
Furniture mattress and bed frame <i>Note: move in kits can be picked up when furniture is requested (includes bedding)</i>	<input type="checkbox"/> Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/> Homelessness Certification form or At-Risk of Homelessness form completed.	<ul style="list-style-type: none"> Homelessness Certification Form At-Risk of Homelessness Certification Form

Financial Assistance Type	Required Documents	Document Requirements
	<input type="checkbox"/> Lease or rental agreement or letter of intent to lease.	<ul style="list-style-type: none"> Signature not required. The name on the lease agreement must match the name of the person requesting assistance and show the security deposit amount.
	<input type="checkbox"/> Furniture request form	Furniture Request Form
Employment Assistance clothes, transportation, automobile repairs.	<input type="checkbox"/> Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/> Homelessness Certification form or At-Risk of Homelessness form completed.	<ul style="list-style-type: none"> Homelessness Certification Form At-Risk of Homelessness Certification Form
	<input type="checkbox"/> Proof of current or starting employment	<ul style="list-style-type: none"> Employment offer letter
	<input type="checkbox"/> Automobile only: invoice or estimate including proof of pricing	Vehicle and client information listed on the estimate must be the same vehicle on the proof of ownership.
	<input type="checkbox"/> Automobile only: proof of ownership	Vehicle title or vehicle registration with name of client who is applying for assistance.
Moving Costs	<input type="checkbox"/> Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/> Homelessness Certification form or At-Risk of Homelessness form completed.	<ul style="list-style-type: none"> Homelessness Certification Form At-Risk of Homelessness Certification Form

Financial Assistance Type	Required Documents	Document Requirements
	<input type="checkbox"/> Invoice or estimate including proof of pricing	
	<input type="checkbox"/> Property owner's W-9 using SSF's Third Party Vendor Housing PSAP Info and Checklist	<ul style="list-style-type: none"> The vendor may use SSF's Third Party Vendor Housing PSAP Info and Checklist to meet the W-9 requirement or they may submit a federal W-9 AND the Section 2 of the SSF form. Refer to the form for more details. The forms submitted by the vendor must include the vendor's email address which is where the property owner will be notified when the check is sent.
Return to Residency i.e. bus ticket, food for travel, luggage, and other necessary travel expenses	<input type="checkbox"/> Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/> Homelessness Certification form or At-Risk of Homelessness form completed.	<ul style="list-style-type: none"> Homelessness Certification Form At-Risk of Homelessness Certification Form
	<input type="checkbox"/> Invoice or estimate including proof of pricing.	<ul style="list-style-type: none"> Provide an itemized list of each item including the cost of each item.
	<input type="checkbox"/> Property owner's W-9 using SSF's Third Party Vendor Housing PSAP Info and Checklist	<ul style="list-style-type: none"> The vendor may use SSF's Third Party Vendor Housing PSAP Info and Checklist to meet the W-9 requirement or they may submit a federal W-9 AND the Section 2 of the SSF form. Refer to the form for more details. The forms submitted by the vendor must include the vendor's email address which is where the property owner will be notified when the check is sent.
	<input type="checkbox"/> Lease or rental agreement letter of intent to lease, or letter of intent to house the client.	<ul style="list-style-type: none"> Signature not required. The name on the lease agreement must match the name of the person requesting assistance and show the security deposit amount.

Financial Assistance Type	Required Documents	Document Requirements
Debt Resolution That prevents the ability to lease	<input type="checkbox"/> STEP 1: Seek pre-approval	<ul style="list-style-type: none"> Only debt that prevents the client from leasing will be approved. Upload 1.1, 1.2, and 1.3 to HMIS and send an email to psaps@sacstepsforward.org requesting pre-approval. Wait for email approval before proceeding to step 2.
	<input type="checkbox"/> 1.1 Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/> 1.2 Homelessness Certification form or At-Risk of Homelessness form completed.	<ul style="list-style-type: none"> Homelessness Certification Form At-Risk of Homelessness Certification Form
	<input type="checkbox"/> 1.3 Plan for ending the client's housing crisis	<ul style="list-style-type: none"> Provide a narrative explaining the story of how the funding assistance will help the client resolve their housing crisis long term. Include an explanation of the steps the client will take to resolve their housing crisis long term. The steps must be pre-approved by SSF before the client spends the money. Costs incurred prior to approval will not be reimbursed.
	<input type="checkbox"/> STEP 2: Pay debt and confirm client's housing	<ul style="list-style-type: none"> The totality of the debt and all other financial assistance requests may not exceed \$5,000 for a single client or \$10,000 for a family. Reimbursement request will be approved after the client is confirmed for housing and the debt is paid. Obtain 2.1 and 2.2 below which are required for reimbursement.
	<input type="checkbox"/> 2.1 Proof of payment by provider and confirmation	<ul style="list-style-type: none"> IMPORTANT: Debt that prevents the ability to lease is only eligible for provider reimbursement upon confirmation of housing.
	<input type="checkbox"/> 2.2 Lease or rental agreement or letter of intent to lease.	<ul style="list-style-type: none"> Signature not required. The name on the lease agreement must match the name of the person requesting assistance and show the security deposit amount.
	<input type="checkbox"/> STEP 3 – request reimbursement	<ul style="list-style-type: none"> Upload all required documents to HMIS and send an email to psaps@sacstepsforward.org.
	<input type="checkbox"/> Property owner's W-9 using SSF's Third Party Vendor Housing PSAP Info and Checklist	<ul style="list-style-type: none"> The vendor may SSF's Third Party Vendor Housing PSAP Info and Checklist to meet the W-9 requirement or they may submit a federal W-9 AND the Section 2 of the SSF form. Refer to the form for more details. The forms submitted by the vendor must include the vendor's email address which is where the property owner will be notified when the check is sent.

Financial Assistance Type		Required Documents	Document Requirements
Small Essential Costs \$500 or less and do not fit in one of the categories above	<input type="checkbox"/>	READ BEFORE PURCHASING	<ul style="list-style-type: none"> • Pre-approval is not required but purchase made without pre-approval are made at the providers' own risk. • If you wish to seek pre-approval, follow the process defined in the "Debt Resolution" section.
	<input type="checkbox"/>	Valid form of identification	Valid is defined as: Current driver's license, state identification card, passport, military card, permanent resident card, nondriver's ID, certificate of citizenship, or certificate of naturalization, employment authorization document, foreign passport.
	<input type="checkbox"/>	Homelessness Certification form or At-Risk of Homelessness form completed.	<ul style="list-style-type: none"> • Homelessness Certification Form • At-Risk of Homelessness Certification Form
	<input type="checkbox"/>	Plan for ending the client's housing crisis and how the small essential costs will support the plan.	<ul style="list-style-type: none"> • Provide a narrative explaining the story of how the funding assistance will help the client resolve their housing crisis long term. • Include an explanation of the steps the client will take to resolve their housing crisis long term. The steps must be pre-approved by SSF before the client spends the money. Costs incurred prior to approval will not be reimbursed.
	<input type="checkbox"/>	Confirm the item isn't excluded.	Items excluded: non-essential furniture such as but not limited to TVs, TV stands, bookshelves, rugs, decorations, vacuums, etc.
	<input type="checkbox"/>	Invoice or estimate including proof of pricing.	<ul style="list-style-type: none"> • Provide an itemized list of each item including the cost of each item. • The items must be purchased by the provider and reimbursed by SSF. SSF must pre-approve purchase.