

DCA ESG/ESG-CV Homeless Prevention Screening Form

Name of ESG/ESG-CV Sub-recipient: _____

Name of Client: _____

Is the client currently engaged with the Georgia Rental Assistance Program (GRA) or any other subsidies?

If so, did the client exhaust all GRA funding or other subsidy?

Does the client meet the required Homeless Prevention criteria for ESG/ESG-CV? (See Criteria Below)

County of Residence: _____

Social Security Number: _____

DCA provided additional guidance that can be used if a court order eviction noticed is not accessible (A court order is still the preferred documentation). This was effective April 9th, 2020:

○ **Landlord**

- Requiring a dated letter from the landlord/leasing office with contact information (email and/or telephone number);
- Letter to include the amount owed by participant and any other lease violations;
- If applicable, When did they file for eviction?;
- Letter to include they will stop the eviction relating to the matter(s) listed;
- A copy executed lease;
- Signed and/or email stamped.

AND

○ **Participant**

- Written statement on why they are being evicted;
- How much they think they owe?;
- A copy of their executed lease;
- Signed and/or email stamped.

AND

○ **Case Manager/Intake Worker**

- Written summary of conversations with landlord and participant;
- Written statement of due diligence, if case manager/intake worker could not get in contact with landlord, the statement must include the following:
 - Conversation with participant;
 - When (date and time) and How (i.e. email, voicemail, stop by leasing office, certified letters, etc.);
 - Attach all copies of any correspondence between case manager/intake worker (i.e. email, certified letter(s), etc.) to letter.