



# Priority Home Partnership

## TABLE OF CONTENTS FOR IMPLEMENTATION RESOURCE BOOK

Tab	Document Name
A	Priority Home Partnership Program Description
B	Summary of Program Steps & Forms and Program Diagram
C	Basic Eligibility Screening Tool (HMIS)
D	Housing Situation and Financial Assessment Tool (HMIS)
E	Intake forms for Head of Household, Other Adult, Children (HMIS)
F	HPRP and TANF Side-By Side and Decision Tree
G	Income Verification and Asset Verification Policy
H	Client Household Budget
I	Homeless/At Risk Verification Form
J	Rent Reasonableness Determination Form
K	Landlord Verification Policy and W-9 Form
L	Rapid Rehousing (HQS) Inspection Form
M	Prevention Inspection (Lead Only) Form
N	Financial Assistance Agreement Staff Certification of Eligibility
P	Financial Assistance Guidelines
Q	Household Stability Plan & Case Notes
R	Services & Financial Assistance Tracking (HMIS)
S	Three month reassessment (HMIS)
T	Exit Form (HMIS)
U	Termination of housing assistance policy and form
V	Guidance for HUD Quarterly/Annual Performance Reports
W	Confidentiality Requirements
X	Other HUD policies: Conflict of Interest, Fair Housing, Nondiscrimination and Equal Opportunity
Y	Release of Information (ROI) & Date Entry Job Aids (HMIS)
Z	Client File Documents Checklist

Federal Guidelines and HUD's Frequently Asked Questions

(updated 9/1/10)