



Emergency Solutions Grant Program Program Guidelines Certification

As required by [24 CFR Part 576.400\(e\)](#), [576.402\(a\)](#), and [576.500\(d\)](#), all ESG grantees must establish, amend or maintain agency specific program guidelines that meet the below standards. Any supporting document submitted along with this form must clearly and easily demonstrate compliance with each specific requirement and should be searchable in Adobe.

Completion Instructions:

Enter a checkmark next to each standard as applicable to your agency’s ESG program to indicate it has been included in the document attached to this form. Then highlight and number the portions of the attachment that correspond to each standard checked. Do **NOT** upload your agency’s entire policies and procedures document. Internal agency forms are **NOT** acceptable forms of Program Guidelines.

ALL PROGRAMS	
<input type="checkbox"/>	A1. Standards include procedures used for evaluating the eligibility of individuals and families for assistance under the ESG program.
<input type="checkbox"/>	A2. Standards include procedures describing the coordination among emergency shelter providers, essential services providers, homelessness prevention; rapid rehousing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
<input type="checkbox"/>	A3. Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The grantee must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant’s assistance is terminated only in the most severe cases.
<input type="checkbox"/>	A4. Standards describe the program participant’s formal grievance process.
<input type="checkbox"/>	A5. Standards address the policy for participation in HMIS or comparable database.
<input type="checkbox"/>	A6. Standards include procedures for ensuring that clients served and activities provided with ESG funds are entered into HMIS or comparable database, the timeframe for data to be entered, and the process for ensuring confidentiality of client records.
<input type="checkbox"/>	A7. Standards describe procedures and policies in place to ensure the records of anyone who applies for and/or receives ESG assistance are kept secure and confidential.

EMERGENCY SHELTER PROGRAMS ONLY	
<input type="checkbox"/>	ES1. Standards include policies for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of victims of domestic violence, sexual assault, etc.
<input type="checkbox"/>	ES2. Standards include policies for admission, diversion, referral, and discharge by emergency shelters, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of individuals and families who have the highest barriers to housing and are likely to be homeless the longest.
<input type="checkbox"/>	ES3. Standards include procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit <http://veteranbenefits.mo.gov> or call (573) 751-3779 to learn about available resources

STREET OUTREACH PROGRAMS ONLY	
<input type="checkbox"/>	SO1. Standards include procedure for targeting and providing services related to street outreach.

HOMELESSNESS PREVENTION PROGRAMS ONLY	
<input type="checkbox"/>	HP1. Standards include procedure for determining and prioritizing which eligible individuals and families will receive homelessness prevention and which eligible individuals and families will receive rapid rehousing assistance.
<input type="checkbox"/>	HP2. Standards include procedures for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention assistance.
<input type="checkbox"/>	HP3. Standards include procedure for determining how long a program participant will be provided rental assistance and whether and how the amount of that assistance will be adjusted over time.
<input type="checkbox"/>	HP4. Standards include procedure for determining the type, amount, and duration of housing stabilization and/or relocation services to provide, including the limits, if any, on the homelessness prevention assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months in the program, or the maximum number of times the program participant may receive assistance.
<input type="checkbox"/>	HP5. Standards include policy for addressing the needs of ineligible applicants.

RAPID REHOUSING PROGRAMS ONLY	
<input type="checkbox"/>	RRH1. Standards include procedures for determining and prioritizing which eligible individuals and families will receive homelessness prevention and which eligible individuals and families will receive rapid rehousing assistance.
<input type="checkbox"/>	RRH2. Standards include procedure for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving rapid rehousing assistance.
<input type="checkbox"/>	RRH3. Standards include procedure for determining how long a program participant will be provided rental assistance and whether and how the amount of that assistance will be adjusted over time.
<input type="checkbox"/>	RRH4. Standards include procedure for determining the type, amount, and duration of housing stabilization and/or relocation services to provide, including the limits, if any, on the rapid rehousing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months in the program, or the maximum number of times the program participant may receive assistance.
<input type="checkbox"/>	RRH5. Standards include policy for addressing the needs of ineligible applicants.

I certify that the Program Guidelines developed for the Emergency Solutions Grant Program follow the standards reflected above and the regulations under 24 CFR Part 576. Enclosed is a copy of the Program Guidelines that will be used by all agency staff who will administer the ESG program.

Signature: _____

Date: _____

Printed Name: _____

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit <http://veteranbenefits.mo.gov> or call (573) 751-3779 to learn about available resources