



## Housing Emergency Solutions Program

### *Program Guidelines for Providing HESP Assistance*

As required by 24 CFR Part 576.400(e), 576.402(a), and 576.500(d), the following standards must be included in each grantee's Program Guidelines for providing Emergency Solutions Grant assistance. Please enter a checkmark next to each completed standard as applicable to your HESP program to indicate it has been included in the Program Guidelines for your HESP program.

ALL PROGRAMS	
<input type="checkbox"/>	Standards include procedures used for evaluating the eligibility of individuals and families for assistance under the HESP program.
<input type="checkbox"/>	Standards include procedures describing the coordination among Emergency Shelter providers, essential services providers, Homelessness Prevention assistance providers, Rapid Rehousing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
<input type="checkbox"/>	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"/>	Standards describe the program participant's formal grievance process.
<input type="checkbox"/>	Standards address the policy for participation in HMIS or comparable database.
<input type="checkbox"/>	Standards include procedures for ensuring that clients served and activities provided with HESP funds are entered into HMIS or comparable database, the timeframe for data to be entered, and the process for ensuring confidentiality of client records.

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

EMERGENCY SHELTER PROGRAMS	
<input type="checkbox"/>	Standards include policy for admission, diversion, referral, and discharge by Emergency Shelter Programs assisted under HESP, 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"/>	Standards include policy for admission, diversion, referral, and discharge by Emergency Shelter Programs, 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"/>	Standards include procedure for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to Emergency Shelter.



## Housing Emergency Solutions Program

### *Program Guidelines for Providing HESP Assistance*

HOMELESSNESS PREVENTION PROGRAMS	
<input type="checkbox"/>	Standards include procedure for determining and prioritizing which eligible individuals and families will receive Homelessness Prevention assistance and which eligible individuals and families will receive Rapid Rehousing assistance.
<input type="checkbox"/>	Standards include a procedure for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving Homelessness Prevention assistance.
<input type="checkbox"/>	Standards include a 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"/>	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"/>	Standards include policy for addressing the needs of ineligible applicants.

RAPID REHOUSING PROGRAMS	
<input type="checkbox"/>	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"/>	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"/>	Standards include a 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"/>	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"/>	Standards include policy for addressing the needs of ineligible applicants.

I certify that the Program Guidelines developed for the Housing Emergency Solutions 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 HESP 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.*