

**EMERGENCY SOLUTIONS GRANT PROGRAM**  
*Program Guidelines for Providing ESG 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 ESG program to indicate it has been included in the Program Guidelines for your ESG program.

<b>ALL PROGRAMS</b>	
	Standards include procedures used for evaluating the eligibility of individuals and families for assistance under the ESG program.
	Standards include procedures describing the coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
	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.
	Standards describe the program participant’s formal grievance process.
	Standards address the policy for participation in HMIS or comparable database.
	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.

<b>STREET OUTREACH PROGRAMS</b>	
	Standards include procedure for targeting and providing services related to street outreach.

<b>EMERGENCY SHELTER PROGRAMS</b>	
	Standards include policy 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.
	Standards include policy 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.
	Standards include procedure for assessing, prioritizing, and reassessing individuals’ and families’ needs for essential services related to emergency shelter.

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<b>HOMELESSNESS PREVENTION PROGRAMS</b>	
	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 re-housing assistance.
	Standards include procedure for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention assistance.
	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.
	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.
	Standards include policy for addressing the needs of ineligible applicants.

<b>RAPID REHOUSING PROGRAMS</b>	
	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 re-housing assistance.
	Standards include procedure for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving rapid re-housing assistance.
	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.
	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 re-housing 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.
	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.*