

## **Emergency Solutions Grants (ESG) Program Written Standards Certification**

I, \_\_\_\_\_ (Name, Title) am authorized to act on behalf of the ESG Applicant and certify that the ESG Applicant has written standards that comply with the requirements of 24 CFR §576.400 and including, but not limited to the following as applicable for the services provided and will provide a copy within 30 days:

**1. Evaluation (24 CFR §576.400(e)(3)(i))**

- a. Definitions of homeless or at-risk of homelessness are included in the evaluation.
- b. Standard policies and procedures for evaluating individual and household eligibility for ESG are present.
- c. Priority populations are listed, and priority populations listed are the same as the Continuum of Care priority populations.

**2. Targeting - 24 CFR §576.400(e)(3)(ii),(iv)**

- a. Standards for targeting and providing essential services related to street outreach are present.
- b. Standards determining how providers will assess, prioritize, and reassess participant's needs for essential services related to emergency shelter are present.

**2. Evaluation for Emergency Shelter - 24 CFR §576.400(e)(3)(iii)**

- a. There a description of:
  - Clients that will be admitted?
  - Clients that will be diverted?
  - Clients that will be referred?
  - Clients will be discharged?
- b. There are safeguards to secure safety (if applicable).
- c. There are reasonable accommodations for persons with disabilities included.

**4. Coordination - 24 CFR §576.400(e)(3)(v)**

- a. There are policies and procedures for coordination among:
  - Emergency shelter providers;
  - Essential service providers;
  - Homelessness prevention providers;
  - Rapid re-housing assistance providers;
  - Other homeless assistance providers; and
  - Mainstream services and housing providers.

**5. Assistance Levels - 24 CFR §576.400(e)(3)(vi)**

- a. The following descriptions are included:
  - Clients will receive rapid re-housing or homelessness prevention;
  - Whether a percentage or amount of rent will be paid by client;
  - Whether a percentage or amount of utilities will be paid by client;
  - Term of rental assistance;
  - How or if rental assistance be adjusted over time;
  - Amount of assistance will be provided;
  - How the duration of assistance be determined;
  - What happens after a break in service (i.e., Program participant stops receiving assistance one month);
  - What unit sizes are appropriate for rapid re-housing? (Any occupancy standard set by the ESG Applicant in its written standards does not conflict with local regulations or Texas Property Code §92.010 that states, with certain exceptions as outlined in the Texas Property Code, the maximum number of adults that a landlord may allow to occupy a dwelling is three times the number of bedrooms in the dwelling.); and
  - What data sources/formats are used for rent reasonableness.

**6. Housing Stability Case Management/Relocation Services – 24 CFR §576.400(e)(3)(ix)**

- a. The following descriptions are included:
  - Types of services offered and not offered;
  - Amounts offered for the services;
  - Term of provision of case management/relocation services;
  - Inclusion of monthly meetings to assist with housing stability? (n/a for Domestic Violence providers);
  - Inclusion of planning for the client to retain permanent housing once ESG assistance ends? (n/a for Domestic Violence providers); and
  - Inclusion of assistance for program participants' access supportive services for which they may be eligible? (n/a for Domestic Violence providers).

**7. Relocation Services: Financial – 24 CFR §576.105(a)**

- a. Written standards specify when the following financial assistance is offered or not offered:
  - Rental application fees;
  - Security deposits/Last month's rent;
  - Utility deposits/payments;
  - Moving costs; and
  - Storage fees (3 months maximum).

**8. Service Costs (Include if services are offered and which community organizations can act as a referral source, if applicable) – 24 CFR §576.105(b)(3)-(5)**

- a. Written standards specify when the following services are offered or not offered, and which community resources can be used:
  - Mediation;

- Legal Services; and
- Credit Repair.

**9. Termination/Denial - 24 CFR §576.402**

1. The ESG Applicant has a termination policy that complies with the requirements of 24 CFR §576.40, including, but not limited to:
  - a. Establishing a formal process that recognizes the rights of the individuals affected;
  - b. Examining all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases;
  - c. The appeal process includes notification of denial, the household's process to appeal the decision, and the appeal process includes the record keeping process for denial requests.
  - d. In the case of rental assistance, providing:
    - i. Written notice to the program participant containing a clear statement of the reasons for termination;
    - ii. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
    - iii. Prompt written notice of the final decision to the program participant.
  - e. Allowing the ESG Applicant to provide the program participant(s) assistance at a later date.

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Name of Authorized Person

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Authorized Signature

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Date

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Title