Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preparer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subrecipient’s Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POLICIES AND PROCEDURES**

Do the Subrecipient’s written policies and procedures include the following:

Yes No N/A Notes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A. | Processes for: |  |  |  |  |
|  | * evaluating eligibility for ESG assistance |  |  |  |  |
|  | * assessing, prioritizing, and reassessing program participants’ needs for essential services related to **emergency shelter** |  |  |  |  |
|  | * determining and prioritizing which eligible program participants will receive **homelessness prevention** assistance and which eligible participants will **receive rapid re-housing** assistance |  |  |  |  |
| B. | Coordination among: |  |  |  |  |
|  | * homelessness prevention and rapid re-housing providers |  |  |  |  |
|  | * emergency shelter providers |  |  |  |  |
|  | * essential services providers |  |  |  |  |
|  | * other homeless assistance providers |  |  |  |  |
|  | * mainstream service and housing providers |  |  |  |  |
| C. | **(HP/RR)** Standards to determine: |  |  |  |  |
|  | * the length of time a program participant will be provided with rental assistance |  |  |  |  |
|  | * how the amount of rental assistance provided will be adjusted over time |  |  |  |  |
|  | * the share of rent and utility costs, if any, the program participant must pay while receiving assistance |  |  |  |  |
|  | * the type, amount, and duration of housing stabilization and/or relocation services to be provided to program participants |  |  |  |  |
|  | * the targeting and providing of essential services related to **street outreach** activities |  |  |  |  |
|  | * terminating assistance |  |  |  |  |
| D. | Policies and procedures regarding: |  |  |  |  |
|  | * Non-discrimination and Equal Opportunity Policy |  |  |  |  |
|  | * a guarantee that reasonable steps are taken to ensure meaningful access to program activities for persons of limited English proficiency |  |  |  |  |
|  | * confidentiality of information |  |  |  |  |
|  | * Drug-Free Workplace Policy |  |  |  |  |
|  | * a policy against involuntary family separation in emergency shelters |  |  |  |  |
|  | * admission, diversion, referral, and discharge by emergency shelters assisted under ESG (do they include): |  |  |  |  |
|  | * + standards regarding length of stay |  |  |  |  |
|  | * + and shelter needs of special populations (victims of domestic violence, dating violence, sexual assault, and stalking) |  |  |  |  |
|  | * + and shelter needs of individuals and families who have the highest barriers to housing and are likely to be homeless the longest |  |  |  |  |
| E. | Language that: |  |  |  |  |
|  | * supports fair housing practices |  |  |  |  |
|  | * addresses equal access to HUD-assisted or insured housing regardless of sexual orientation, gender identity, or marital status |  |  |  |  |
|  | * prohibits inquiries on sexual orientation or gender identity for the purpose of determining eligibility of assistance |  |  |  |  |
|  | * addresses conflicts of interest |  |  |  |  |
| F. | For Subrecipients that administer ESG rental assistance, have they developed an Emergency Transfer Plan? |  |  |  |  |
|  | Does the Emergency Transfer Plan include: |  |  |  |  |
|  | * That a tenant receiving rental assistance through, or residing in a unit subsidized under, a subrecipient who is a victim of domestic violence, dating violence, sexual assault, or stalking qualifies for an emergency transfer the if tenant expressly requests the transfer; and: |  |  |  |  |
|  | * + the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or |  |  |  |  |
|  | * + in the case of a tenant who is a victim of sexual assault, either the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer? |  |  |  |  |
|  | * The measure of any priority given to tenants who qualify for an emergency transfer under VAWA in relation to other categories of tenants seeking transfers and individuals seeking placement on waiting lists? |  |  |  |  |
|  | * Strict confidentiality measures to ensure that the subrecipient does not disclose the location of the dwelling unit of the tenant to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant? |  |  |  |  |
|  | * Allowing a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available? |  |  |  |  |
|  | * Policies for assisting a tenant in making an internal emergency transfer under VAWA when a safe unit is not immediately available? |  |  |  |  |
|  | * A description of reasonable efforts the subrecipient will take to assist a tenant who wishes to make an external emergency transfer when a safe unit is not immediately available? |  |  |  |  |
|  | * Assurances that nothing may preclude a tenant from seeking an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available? |  |  |  |  |
|  | * A description of policies for a tenant who has tenant-based rental assistance and who meets the requirements to move quickly with that assistance? |  |  |  |  |
|  | Is the Emergency Transfer Plan available upon request and, when feasible, made publicly available? |  |  |  |  |
|  | Does the subrecipient keep a record of all emergency transfers requested under its Emergency Transfer Plan, and the outcomes of such requests, and retain these records for a period of three years? |  |  |  |  |