

Emergency Solutions Grant

PROJECT SPONSOR – Certification of Basic Standards for Shelters

Project Sponsor/Shelter Name: _____

All shelter-funded agencies must submit a copy of the following checklist and other documentation requested below.

INSTRUCTIONS: The following checklist outlines the minimum requirements for shelters requesting Emergency Solutions Grant (ESG) funds through OEO. Please check the appropriate box for each question. If you answer 'No' to any of these questions, please add a brief narrative explanation at the end of this form.

A. GENERAL

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The agency assures non-discrimination on the basis of race, color, religion, gender, national origin, age of children or family size, and disability. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Program participant records are secured in a locked area or locked filing cabinet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. There are written policies for intake procedures and criteria for shelter admission. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Alcohol, drugs, and weapons are prohibited in and around the premises. Persons who refuse to relinquish any of these are refused admittance to the shelter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Program Participants are allowed to use the shelter as a legal residence for the purpose of voter registration and the receipt of public benefits. |

B. PERSONNEL

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. There is adequate on-site staff coverage during all hours the shelter is open. |
| | | 2. All shelter staff, including volunteers, has received at a minimum, training and orientation regarding: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Fire and emergency evacuation procedures for the facility; |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Emergency procedures for medical, psychiatric, or other crisis situations; |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Special needs of homeless persons; |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Program Participant confidentiality requirements; |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Appropriate chains of authority or command within the shelter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. There is a written position description for each type of position which includes, |

Attachment B (Shelters Only)

at a minimum, job responsibilities, qualifications and salary range.

- 4. There are written personnel policies in affect which also include a Code of Ethics for all shelter personnel.

C. FACILITY

Yes No

- 1. The agency complies with all state and local zoning, health, safety and fire codes and regulations that apply to the safe operation of the shelter.
- 2. The physical site, premises and equipment are maintained in a clean and sanitary condition, free of hazards and in good repair. Corrections are made within 30 days of notification of a problem.
- 3. A bed or crib is provided for each guest except in extenuating overflow conditions. Provisions for clean linen for each tenant are made. Procedures to provide for the sanitizing of all linens and sleeping surfaces are in place.
- 4. Sufficient showers/baths, wash basins and toilets are provided for personal hygiene and are in proper operating condition. Towels, soap and toilet tissues are available to each Program Participant.
- 5. There is a fire safety plan which includes at least the following:
 - a. A posted evacuation plan;
 - b. Fire drills, conducted at least quarterly;
 - c. Operating fire detection systems which are tested at least quarterly;
 - d. Battery operated alarms which are functional at all times; and
 - e. Adequate fire exits.
- 6. Provisions have been made for the following services:
 - a. Pest control services
 - b. Removal of garbage from interior premises;
 - c. Properly functioning ventilation and heating systems; and
 - d. Heat, electricity and water 24-hours a day.
- 7. Entrances, exits, steps, and walkways are kept clear of garbage, debris, and other hazards such as ice and snow.
- 8. Adequate natural or artificial illumination is provided to permit normal indoor activities and to support the health and safety of occupants.

D. HEALTH

Yes No

- 1. First aid equipment and emergency medical supplies are available at all times.
- 2. Staff has access to a telephone while on duty. Emergency telephone numbers

Attachment B (Shelters Only)

are posted conspicuously near the telephone.

E. OPERATIONS

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Daily attendance logs are maintained and include, at a minimum, the name, age, sex, social security number (if known by the program participant) and signature of each person residing in the shelter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Residents are furnished information about available services in the community. |
| | | 3. The following are posted and distributed to residents: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Rules of the shelter; |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Shelter residents' rights and responsibilities; |
| <input type="checkbox"/> | <input type="checkbox"/> | c. A list of standards for conditions in shelters; and |
| <input type="checkbox"/> | <input type="checkbox"/> | d. The shelter's internal grievance procedures. |

If you have answered 'No' to any of the above questions, please explain what actions you are taking in order to meet these shelter standards.

Explanation:

I certify that the answers above, plus any additional documentation provided, accurately reflects the basic standards at the referenced shelter(s).

Signature of Agency Executive Director

Date

***Please provide, as an attachment to the application, any shelter policies residents must adhere to during their stay.**