

# HOUSING OPPORTUNITY GRANT PROGRAM

## Grantee Written Standards Checklist

(Optional form)

**Written Policies and/or Procedures that address:**

All Project Types	Document Name	Page #	Date Adopted
Confidentiality, including security of files			
Termination of services or shelter			
Employee nondiscrimination & Equal Opportunity Employment			
Nondiscrimination of guests/participants			
Conflict of interest (covering all program staff & board)			
Affirmative Outreach Plan			
<b>For Emergency Shelters</b>			
Admission & intake			
Discharge (including an appeals process)			
Diversion & referral			
Length of stay (if any)			
Safeguards & steps to meet the needs of special populations			
Prioritization for entry (if shelter maintains a waiting list)			
Coordination with other homeless shelter/service providers			
Access to Coordinated Entry			
Savings policy (if requiring guests to save while in shelter)			
<b>For Essential Services</b>			
Assessing and re-assessing essential service need(s)			
Prioritizing the essential service needs of a household			
<b>For Homelessness Prevention</b>			
Standards for prioritizing eligible households (based on assessment, until integrated into Coordinated Entry)			
<b>For Rapid Re-Housing</b>			
Use of Coordinated Entry policies for assessment and prioritization of eligible households			
Determining what % or amount of rent each participant must pay, and how amounts are adjusted over time			
Determining the amount of financial assistance provided and how it is adjusted over time			
General grievances and termination of assistance, including an appeals process			
<b>For Flexible Client-Based Financial Assistance</b>			
Determining and prioritizing who will receive assistance			
<i>Emergency Shelter providers only:</i> Documenting that assistance was necessary to prevent entrance to shelter or assist a rapid exit			
Process for application and review			
Appeals process			
<i>Local Fund Administrators only:</i> If collaborating with community partners to review applications, how collaboration will occur, including the frequency of meetings			
<b>Additional Recommended Policies and Procedures</b> (Grantees are not required to have separate written standards; however there are requirements regarding these practices)			
Recordkeeping			
Record retention			
Whistleblower policy			