

REQUEST FOR WORK PLAN SEASONAL “WARMING” SHELTERS

From: Department for Children and Families (DCF)
Office of Economic Opportunity and Economic Services Division

Date: July 2014

For more information Contact:

OVERVIEW

The Department for Children and Families (DCF) provides funding through programs such as Emergency Solutions Grants (ESG) for municipalities or non-profit organizations to operate emergency shelters and support related services for persons who are homeless or at-risk of homelessness. In cases where there is a demonstrated need, community partners may desire public funding to support seasonal or “warming” shelter capacity (i.e., November – April). Many ongoing warming shelters receive funding through the Emergency Solutions Grant program. In some cases, funding requests come after the normal application and award cycle or through other channels. In these cases, warming shelters will be required to submit a work plan to detail the proposed project. This Request for Workplan shall serve as guidance for communities considering a warming shelter and as the basis for providing a warming shelter workplan to DCF. All Warming Shelters must have an approved workplan prior to the release of funds.

This Request for Workplan accompanies the Warming Shelter Position Paper, which provides a general framework for understanding when and how warming shelters will be considered for funding by DCF.

ELIGIBILITY for FUNDING

To be eligible an organization must:

- Be a Vermont municipality or 501(c)(3) non-profit based in the State of Vermont.
- Certify that emergency shelter will be provided for the full period for which funds are awarded.

ELIGIBLE SEASONAL SHELTER PROGRAM COMPONENTS

Seasonal/Warming Shelters are considered emergency shelters, whose primary purpose is to provide temporary shelter for people experiencing homelessness in general or for a specific population of people experiencing homelessness AND which does not require occupants to sign leases or occupancy agreements.

- A. **Emergency Shelter Operations** – Eligible costs to include rent, routine maintenance and repairs, fuel/utilities, supplies, furnishings (e.g., cots and bedding), insurance, food, security costs, etc. Volunteer coordination, or other staff positions which do not provide direct service to shelter guests would be considered Emergency Shelter Operations

- B. **Emergency Shelter Essential Services** – Essential services for individuals in shelter; this includes staffing and other direct costs attributed to providing direct services to shelter guests. Eligible activities may include: awake overnight shelter staff; intake/referral; case management; transportation or other services for special populations. To the extent that emergency health, mental health, substance abuse treatment or legal services are unavailable or inaccessible within the community, these costs are also eligible.
- C. **HMIS:** Grantee may use ESG funds to pay the costs of contributing data to the HMIS (Homeless Management Information System) designated by the Continuum of Care (currently Housing Works in Chittenden; ServicePoint in the Balance of State). Eligible costs under HMIS include: user licenses, technical support or training, computer hardware, salaries for operating HMIS (e.g., data entry, monitoring and reviewing data quality, data analysis).

Funding may NOT be used for any of the following:

- Property Acquisition, new construction or mortgage costs;
- Staffing costs (except as noted above); Indirect costs may be allocated to eligible activities so long as that allocation is consistent with an approved indirect cost rate consistent with OMB A-122.
- Soft cost rehabilitation services such as preparation of work specifications, loan processing or inspections.
- Renovation, rehabilitation or conversion of buildings owned by primarily religious organizations or entities unless the structure being renovated has been leased to a wholly secular organization.

ELIGIBILITY for EMERGENCY SHELTER

To be eligible for emergency shelter, individuals must meet a definition of Homeless under the following categories:

- Category 1: Literally Homeless
- Category 2: Imminent Risk of Homelessness
- Category 3: Homeless Under Other Federal Statute
- Category 4: Fleeing/Attempting to Flee DV

See **APPENDIX A. Definition of Homelessness for further detail.**

MATCH REQUIREMENT

While there is no match requirement, proposed budgets will be evaluated for their level of in-kind contributions that reduce project costs.

REPORTING & MONITORING REQUIREMENTS

- Quarterly Reports: Grantees will submit quarterly program reports to the Office of Economic Opportunity due: October 15, January 15, April 15 and July 15. These consist of a summary of

demographic information, shelter utilization, and performance outcomes tailored to the ESG activity for which they are funded (*see below*).

- Final Report: The final report (due July 15) should also include a financial accounting of the expenditure of funds and a narrative covering activity during the grant year.
- Financial Reports: All cash requests must be accompanied by a financial accounting of expenditures.
- One Night Shelter Report: Grantees are required to participate in a one-night shelter count conducted in the fall. The date of the count will be determined by the Office of Economic Opportunity.
- Point-in-Time Count: Grantees are required to participate in the annual Point-in-Time Count conducted by the Continuum of Care as required by HUD. The date of the count will be determined by HUD (anticipated late January).
- Participant Eligibility: Grantees are required to document eligibility as part of an intake process. These records and associated documentation may be kept virtually (e.g., HMIS) and/or in hard copy form.
- Financial Records: Grantees are required to maintain complete financial records of all funded activities, including invoices, receipts, and payroll records. Grantees may be required to produce these by OEO, DCF or Agency of Human Services at any time in connection with documentation of a disbursement request, program monitoring, or financial auditing.

PERFORMANCE MEASURES

Sheltering Homeless Households in Safe and Clean Emergency Facilities

- Grantees will maintain shelter facilities that are staffed, insured, clear of safety violations. Providers will report on the nights in the period that facilities are available to shelter the homeless AND meet the above conditions; providers may be paid on a pro-rata basis.
- To establish baseline data, Grantee will report on the number of new shelter residents, the number of residents exiting the program, and the average length of stay.

Connecting Homeless Households with Essential Services

- The number and percentage of homeless households entering the shelter who meet with a case manager or program equivalent within 3 days of shelter entry (target 90%)

Increasing Income and Access to Mainstream Benefits for Homeless Households¹

- The number of homeless households receiving case management and:
the percentage who subsequently attain employment **OR** are enrolled in an educational or training program, **OR** qualify for cash or non-cash benefits (e.g., Reach-Up, SSI, General Assistance, VA, 3SquaresVt, etc) within 90 days of referral (target 70%);
the percentage who subsequently are stabilized in transitional or permanent housing within 90 days (target: 70%) **AND** the percentage of these formerly homeless households who continue to be stably housed for at least 90 days (target 70%).

¹ Only grantees receiving funds for case management or equivalent services will report on this performance measure

Department for Children and Families

WARMING SHELTER WORKPLAN

A) COVER SHEET

Include a Cover Sheet with the following (# and label):

- 1) Applicant Name, Address, Telephone
- 2) Contact Person, Telephone and Email
- 3) Name of Shelter and Shelter Address
- 4) Shelter Contact Person, Telephone & Email
- 5) The request for funding will support the following emergency shelter capacity:
of emergency shelter beds: _____
Months of the year the shelter will be open: _____
Hours the shelter will be open: _____
- 6) Projected number of people served during grant period: Total Persons _____
- 7) Local Continuum(s) of Care & Agency of Human Services (AHS) District(s)
- 8) List of other Local Partner Organizations Connected to the Warming Shelter
- 9) Total Budget: _____

To the best of my knowledge and belief, information on all forms in this workplan are true and correct, and any requests for funding have been duly authorized by the governing body of the applicant.

Authorized Signature

Date

Printed Name/Title

B) BACKGROUND NARRATIVE

- 1) **General Background:** Provide the following background information on the warming shelter: brief history, structure of organization, board members, staffing, etc. Make clear who oversees the Warming Shelter (e.g., what is the decision-making body?). If there is a lead organization, identify how housing programming or services aligns with the lead organization's mission.
- 2) **Management Experience & Capacity:** Describe the current program and financial management capacity of the warming shelter. Does the organization have comparable experience managing similar public funding in scale/scope? Will there be a fiscal agent and/or lead applicant? Please provide an MOU/A. Make clear how program and financial management capacity is in place to operate the warming shelter.
- 3) **Relevant Program Experience:** Summarize the organization's history in providing housing or services (e.g., emergency shelter, transitional housing, outreach, homelessness prevention, rapid re-housing, case management or service coordination, etc) and/or other relevant experience working with target population. If a new organization or program, make clear how the relevant experience and expertise are in place to operate the proposed program.
- 4) **Program Results:** Use data from past performance to demonstrate the program's ability to reduce the incidence or duration of homelessness in your local Continuum of Care; prevent homelessness or re-house the homeless; provide effective housing stability case management services; and/or connect homeless clients with mainstream benefits. If this is a new program, what are the results expected and how will the program measure results?

C) CONTINUUM OF CARE and LOCAL COORDINATION NARRATIVE

- 1) Describe the warming shelter's role and participation in your local Continuum of Care. Be specific.
- 2) Evidence the need for the assistance and its position within the District or Continuum. What people in the region are homeless without a roof? i.e. families, individuals, persons with a history of health, mental health, or substance abuse problems?
- 3) Describe how the proposed activities fill a gap or address a priority of the Continuum.
- 4) What other agencies in your District or Continuum provide similar services to those for which you are applying?

D) PROGRAM NARRATIVE

- 1) **Program Summary:** Describe how funds will be utilized and for whom the program is designed to serve (e.g., specific detail about the intended population, beyond “homeless”).
- 2) **Intake & Admission:** Describe the intake process and provide intake hours (if different than shelter hours). Does the program use a first come, first serve admission policy or does it restrict eligibility or prioritize admission? If yes, please describe how eligibility or prioritization is determined. Will the shelter maintain a waiting list? Please attach shelter policies (see Section F) and reference where appropriate.
- 3) **Assessment:** Describe the assessment process used to determine a) immediate needs of the individual, and b) the amount and type of assistance and support that the individual needs to regain stability in permanent housing. This may be accomplished through referral partnerships.
- 4) **Mainstream Resources:** Describe the plan for connecting clients with mainstream benefits (e.g., Medicaid, 3SquaresVt, Reach Up, WIC, SSDI/SSI, VA, unemployment insurance, etc.) and services such as medical/mental health treatment, job training/support, child care, financial/credit counseling and other services needed to achieve independent living. This may be accomplished through referral partnerships.
- 5) **Program Volunteers:** Does the program use volunteers? If yes, in what capacity? Describe how volunteers are recruited, trained and supervised.
- 6) **Data Management:** Will the program use the HMIS selected by the continuum of care (Chittenden: *HousingWorks*; Balance of State: *ServicePoint*) to record information on persons sheltered? If not, describe the system used to record information on persons served/sheltered.
- 7) **Only when/if funding will be used for Case Management, please respond to the following:**
Please see Appendix B, *Excerpts from the ESG Standards for Provision of Assistance*, for clarification on the definition of “Case Management”
 - a) Describe the model or approach that will be used, including estimated caseloads; qualifications or training of housing support workers / case managers; and the assessment process and development of written housing plans/personal goals. Describe how this approach will specifically address barriers to obtaining and maintaining housing.
 - b) Describe the level of aftercare case management to be provided once individuals leave.
 - c) Identify how case management leads, coordinators or teams will be established; and how this activity will be coordinated with other local providers in the AHS District or local Continuum of Care. How will communication ensure that supports are integrated?

E) BUDGET & BUDGET NARRATIVE

Please present budget information in the following format.

Organization/Grantee				
Fiscal Agent (if different)				
PROPOSED BUDGET ITEMS	TOTAL ESTIMATED COST	Amount covered by Grantee through other funds	Amount Donated by Partners (In Kind)	DCF Funds
Seasonal Shelter Operations				
Rent				
Routine Maintenance/Repairs				
Fuel and Utilities				
Insurance				
Furnishings (e.g., cots, bedding)				
Shelter Supplies				
Volunteer Coordinator				
Other: (specify)				
Seasonal Shelter Staffing				
Awake Overnight Staff				
Case Manager				
Intake/Referral Specialist				
Other: (specify)				
TOTAL				

Please provide a budget narrative which explains or justifies the estimate for each budget item to demonstrate how the budget costs are reasonable and adequate to support the proposed shelter. Please note all funding sources and amounts (anticipated and secured) for the shelter.

For ALL Salaries included in the request, provide the following for each Staff Position:

Position Title, Brief Description of Responsibilities, Total Hours/Week, Total Weeks/Year, Hourly Wage, and Fringe Rate.

Provides Housing Case Management? Yes No

Provides Intake/Screening? Yes No

Shelter Guests/Residents may not be charged any fees in exchange for shelter or services.

F) OTHER DOCUMENTATION

1) ORGANIZATION BUDGET (required)

Attach the current organization budget.

2) CERTIFICATE OF PROOF OF INSURANCE (required)

Attach proof of insurance. Minimum coverage limits are given in the attached standard Vermont and AHS provisions for grants and contracts.

3) CERTIFICATE OF LOCAL GOVERNMENT APPROVAL, included here as *Appendix C* (ONLY required for new emergency shelters – including day and warming, or those where a shelter program has relocated or expanded to another municipality)

4) WRITTEN STANDARDS (required)

Attach written standards (policies, rules or guidelines) related to shelter volunteers, training, shelter admission (including waiting lists, if applicable), client eligibility, client intake, length of stay, maximum occupancy, health and safety, overnight staffing coverage, discharge and termination of shelter/services.

5) FISCAL AGENT: If the warming shelter is using a fiscal agent, please attach the MOU/A.

6) For Faith-based or Religious Organizations, Buildings, Programs or Activities:

Services and assistance must be carried out in a manner which neither advances nor inhibits religion. Please answer the following questions with this criteria in mind:

- Is the sub-recipient shelter owned by a "primarily religious organization?"
- Describe all activities, services, or other benefits offered by the shelter which reflect a religious orientation and which will be funded wholly, or in part, by the ESG funds.
- Attach the shelter's Articles and By-Laws if these documents reflect a religious orientation in its activities or purpose. (only required for new applicants or those that have updated by-laws since their previous application).

At the site visit or prior to workplan approval, the following documentation may be requested:

- List all permits required (zoning, building, environmental, etc.).
- Current photographs of interiors and exteriors
- Copy of deed or lease
- Floor plan indicating any minor modifications to be made
- Evidence of nonprofit status

WE RESERVE THE RIGHT TO REQUEST FURTHER INFORMATION.

APPENDIX A. DEFINITION OF HOMELESSNESS

Published by HUD - November 15, 2011; Adopted by the Vermont Agency of Human Services

CRITERIA FOR DEFINING HOMELESSNESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) Is living in supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); OR (iii) Is exiting an institution where (s)he resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; AND (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
	Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the Runaway and Homeless Youth Act (42 U.S.C. 5732a, section 387), the Head Start Act (42 U.S.C. 9832, section 637), the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2, section 41403), the Public Health Service Act (42 U.S.C. 254b(h), section 330(h)), the Food and Nutrition Act of 2008 (7 U.S.C. 2012, section 3), the Child Nutrition Act of 1966 (42 U.S.C. 1786(b), section 17(b)) or McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a, section 725); (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60-days; AND (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or GED, illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.
	Category 4	Fleeing/ Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; AND (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

**APPENDIX B. EXCERPTS from
VERMONT ESG STANDARDS OF PROVISION OF ASSISTANCE
State Fiscal Year 2015, Revised 3/5/2014**

The VERMONT ESG STANDARDS OF PROVISION OF ASSISTANCE incorporates in one place requirements on eligibility, coordination, case management, limits of assistance, income guidelines and other general provisions necessary to administer the Emergency Solutions Grant program. The excerpts below include sections that apply to Vermont's ESG-funded emergency shelters. Although they may not specifically receive ESG funding, all publicly-funded warming shelters will be expected to conform to the same minimum emergency shelter standards.

Admission, diversion, referral and discharge by emergency shelters.

Providers funded under the Emergency Shelter activity are required to provide written shelter standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence/sexual assault; and families who have the highest barriers to housing and are likely to be homeless the longest. All ESG Emergency Shelter applicants must attach written standards that include policies and procedures that address shelter admission, diversion, referral and discharge. This includes termination policies, which will be reviewed by the Office of Economic Opportunity to ensure compliance with ESG regulation standards.

All subrecipients and grantees must establish a formal process for terminating assistance provided to program participants.

At a minimum, the termination process must:

- *Recognize the rights of individuals affected.*
- *Exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a participant's assistance is terminated only in the most severe cases.*

If the shelter provides services to families with children under 18; the age of the child may not be used as a basis for denying family's admission.

Assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

Providers funded under the Emergency Shelter activity are required to have written policies and procedures regarding how residents' needs for essential services are determined and prioritized. All ESG Emergency Shelter applicants must describe their standards in their application for funding.

Coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

At the local level, emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers are coordinated through Vermont's smaller, regional, continua of care. All have developed task forces, working groups, or inter-agency teams to ensure coordination of services for homeless and at-risk households.

The current ESG Request for Proposal requires detailed responses from applicants on coordination with partners in the continuum and AHS district. This factors into allocation decisions and will aid Vermont in developing further systems and procedures to achieve maximum efficiency and effectiveness among ESG providers in the continuum. All ESG applicants must provide data on their agency's demonstrated ability to reduce the incidence and duration of homelessness in their AHS district or local continuum of care; prevent homelessness or re-house the homeless; provide effective housing stability case management services; or connect homeless clients with mainstream benefits.

Clarifying Intake/Screening, Search & Placement, and Housing Stability Case Management

While acknowledging that case management should remain flexible to best serve the individual needs of households, the following defines basic expectations as to what is provided. This is preceded by a definition of Intake/Screening, another essential function for programs serving the homeless, and a description of Housing Search & Placement.

Intake/Screening: *To provide coordination at the program or community level; and direct financial assistance where appropriate.*

- Record basic household information to determine immediate need, and eligibility for other assistance.
- Assess if a household's needs can be met with financial assistance alone (such as back rent, security deposit), or if more intensive supports are required.
- Provide financial assistance where appropriate.
- Determine what initial referral may be appropriate (case management, shelter, etc.).
- Follow-up on initial referral to prevent a household from "falling through the cracks."

Housing Search & Placement: *To provide logistical support and housing counseling to households preparing to move into permanent housing.*

- Assess housing barriers, needs and preferences.
- Develop of an action plan for locating housing.

- Support housing search.
- Provide outreach and negotiation with landlords.
- Assist with rental applications and understanding leases.
- Assess housing habitability and rent reasonableness.
- Assist with obtaining utilities and making moving arrangements.
- Provide tenant counseling on rights and responsibilities.

Housing Case Management: *To provide coordination for the household; to provide more intensive interaction and services for clients deemed unlikely to resolve their housing crisis with short-term financial assistance alone.*

- Work closely with the household to acquire and maintain stable housing which is affordable to them.
- Determine (in consultation with household and other community partners, if applicable) who shall be the lead case manager for the household.
- Work with participants to develop a housing and service plan (including a path to permanent housing), set goals, and help participants stay on course.
- Provide ongoing risk assessment and safety planning with victims fleeing violence or make appropriate referral.
- Employ best practices to help the household identify its strengths and opportunities, as well as underlying issues which may have led to homelessness, or could undermine success if not addressed.
- Provide information, referrals and encouragement for the household (or members of the household) to avail themselves of other appropriate services or take appropriate action to address barriers.
- Assist with developing, securing and coordinating services and obtaining benefits.
- Monitor and evaluate client progress.
- Maintain a relationship with household, identifying the appropriate level of support without creating over-dependence. This includes providing -- when appropriate -- follow-up case management for higher-risk families after they have moved into permanent housing.

APPENDIX C. CERTIFICATION OF LOCAL GOVERNMENT APPROVAL

To be completed by all **new** emergency shelter applicants and all existing applicants using facilities in a new municipality.

CERTIFICATION OF LOCAL GOVERNMENT APPROVAL

FOR NONPROFIT ORGANIZATIONS

RECEIVING EMERGENCY SOLUTIONS GRANT FUNDS FROM STATE RECIPIENT

I, _____ (name and title) duly authorized to act
on behalf of the _____ (name of jurisdiction) hereby approve the
following project(s) proposed by _____ (name of nonprofit) which
is (are) to be located in _____ (name(s) of jurisdiction(s)):

By: _____
Signature and Date

Typed Name of Signatory Local Official

Title

APPENDIX D. OFFICE OF ECONOMIC OPPORTUNITY

Minimum Standards for Emergency Shelters (576.403)

Any emergency shelter that receives assistance for shelter operations must meet state and local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation and privacy standards:

- 1) **Structure and materials.** The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy star and WaterSense products and appliances.
- 2) **Access.** The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq) and 28 CFR part 25; where applicable.
- 3) **Space and security.** Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
- 4) **Interior air quality.** Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
- 5) **Water supply.** The shelter's water supply must be free of contamination.
- 6) **Sanitary facilities.** Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
- 7) **Thermal environment.** The shelter must have any necessary heating/cooling facilities in proper operating condition.
- 8) **Illumination and electricity.** The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
- 9) **Food preparation.** Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
- 10) **Sanitary conditions.** The shelter must be maintained in a sanitary condition.
- 11) **Fire safety.** There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

QUICK LIST FOR EMERGENCY SHELTER HABITABILITY STANDARDS:

- Building is structurally sound
 - Protects from elements
 - Does not pose threat to health/safety of residents
- Acceptable place to sleep
- Adequate space and security for residents and belongings
- Window or mechanical vent in each room
- Good air quality (no pollutants that threaten health)
- Clean water
- Working restrooms for all residents, private, clean
- Heating and cooling systems work properly
- Enough light to support normal activities, health and safety
- Enough electrical sources
- Suitable space and equipment to store, prep and serve food safely (if applicable)
- General cleanliness
- Working smoke detector in each occupied unit and all public areas
- Smoke detectors near sleeping areas
- Fire alarm designed for hearing-impaired residents
- Second emergency exits
- Access
 - No qualified individual with a disability, solely by reason of disability, is excluded from participation in or denied the benefits of services, programs or activities or is subjected to discrimination.
 - The program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with handicaps – this does not require making existing facilities accessible/usable. Compliance may be met by reassignment of services to accessible buildings, assigning aids, providing services at alternate sites, alteration of facilities or activities, etc. Best methods of compliance provide an integrated setting.