**Emergency Shelter Facility Grant (ESFG) Tools and Resources**

**Start-Up Requirements Checklist**

Upon receiving an ESFG award, grantees must complete start-up conditions as outlined below. All start-up conditions must be completed within three months of the date of award letter.

*Items Needed to Execute Grant Agreement:*

|  |  |
| --- | --- |
| **Date** |  |
|  | **Governor’s Award Letter** |
|  | **Start-Up Letter** |
|  | Updated Budget |
|  | Updated Implementation Schedule |
|  | Updated Management Plan (if applicable) |
|  | Completed Signatory Form |
|  | Completed Electronic Funds Transfer (EFT) Sign Up Form |
|  | W-9 Form |
|  | **Executed Grant Agreement with Commerce** |

*Items Needed before Initial Draw Request:*

|  |  |
| --- | --- |
| **Date** |  |
|  | Firm Commitment of Dollar-for-Dollar Match[[1]](#footnote-1) from Private Sources |
|  | Completed Environmental Review Record in Compliance with the Montana Environmental Policy Act |
|  | Capital Needs Assessment (CNA) (if applicable and not provided in application) |
|  | Civil Rights Documentation |
|  | Equal Employment Opportunities (EEO) Policy |
|  | ADA and Section 504 Compliant Resolution Procedures |
|  | Pictures of Fair Housing and EEO Posters in Grantee’s Office and/or at Project |

1. Examples of match are grants from foundations, private donations, donated land or other real property that has been documented by independent and professional appraisal, land or other real property sold below market value that has been documented by independent and professional appraisal (match is the appraised value less the purchase price), donated construction materials, and loans from private lending institutions made below market rate (match is the difference between the calculated debt burden with the discounted interest rate and the calculated debt burden with the market interest rate). [↑](#footnote-ref-1)