

SHELTER & NFI CLUSTER UKRAINE

Standard Operating Procedures for an Emergency

As of May 2025



Contact Information for Emergency

East hub, South Hub, North Hub



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**UKRAINE
SHELTER CLUSTER**

Coordinating Humanitarian Shelter and Settlements

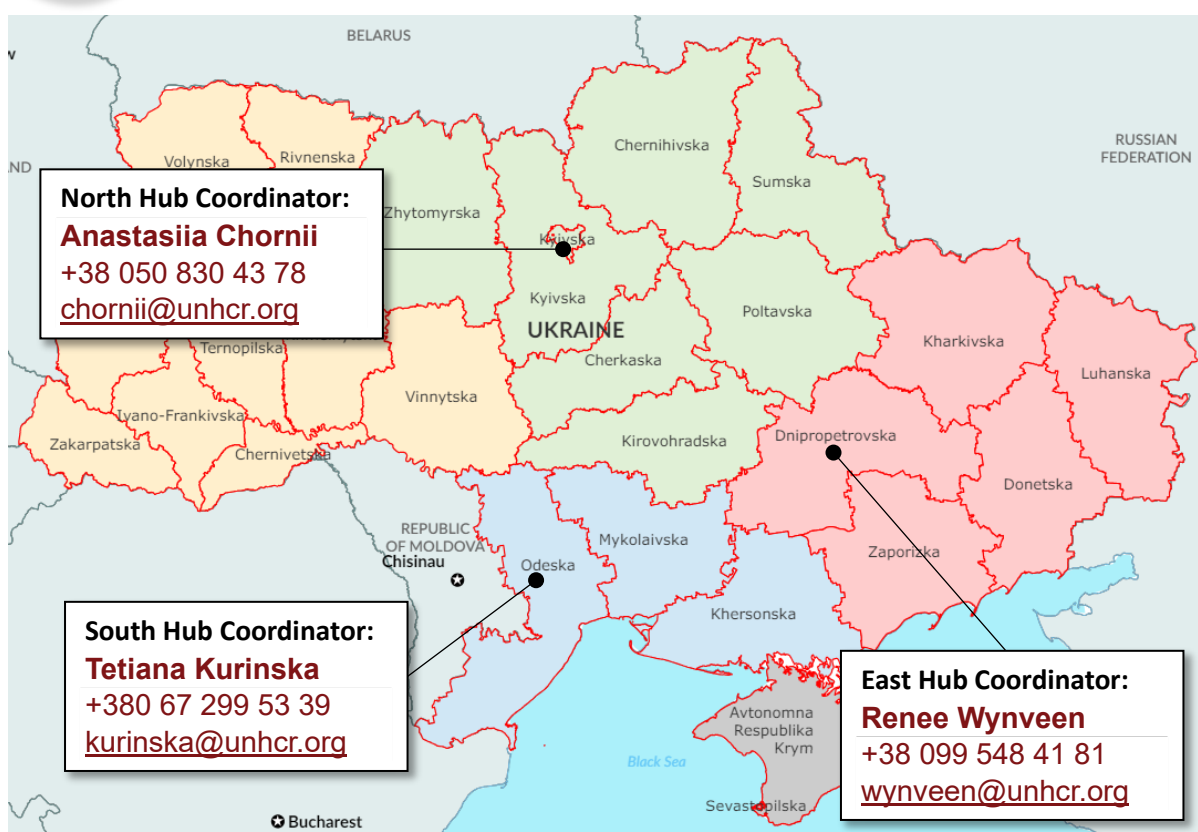
Version 1.1

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Context: Since December 29th 2023, Ukraine has seen an escalation on the number of attacks that have impacted villages, towns, and cities primarily found in regions that are along Ukraine's border with Russia and in frontline areas (the Crescent). This standard operating procedure seeks to clarify how to coordinate during an emergency response and seeks to determine capacity to respond. While Shelter Cluster's main focus of response has been to respond to new damages and shelling of residential buildings, the Shelter Cluster is also playing a key role in the place of evacuations and also for new arrivals.



Contact Information for Emergency situations



Please note: In the event of extraordinary emergencies, such as floods, attacks on highly sensitive targets, or other critical situations that are not covered in the scenarios described in this document, it is essential to consult the sub-hubs for guidance on the best course of action.



Coordination Procedures in Place for a Shelling Incident

1. **First 24-60 Hours of a Strike:** Shelter Cluster partners identified that the first type of assistance that can be provided in the response is emergency shelter kits (**ESK**) and non-food items (**NFI**).

Emergency Shelter Kits: The technical specifications for emergency shelter kits in the context of Ukraine, and this guidance clarifies that emergency shelter kits are helpful in [preventing the building structure from deteriorating and in providing basic environmental protection \(wind, rain, snow, but not cold\)](#) to those who are residing in damaged property. This assistance therefore does not achieve the goal of closing a thermal envelope of a damaged apartment or house which will come in the second phase of the response through life-saving light and medium repairs. The ESK composition approved by each humanitarian organization for emergency shelter response should be based on the jointly agreed **Shelter Cluster Standard ESK** composition (see description on the Cluster's [ESK specification](#)). Partners may contextualize their own composition of the kit, but changes to the standard kit should be limited to supplementing and/or increasing the quantities of the kit's items (whether materials or tools). It is really important that partners' responses are always contextualized to the actually needed assistance, i.e. depending on the type of shelling/damages and the type of the building damaged. Generally, kits have been found to be the most appropriate within the rural areas for private houses where tarpaulins and timber items can be used for damaged roofs, OSB boards and/or plastic sheeting for damaged windows, and other related needs, but depending on the degree of damage the full kit may not be necessary. When multistory buildings are damaged, the Shelter Cluster has observed that OSB boards and transparent plastic sheeting are the most frequently distributed items in addition to supporting tools and materials such as nails and screws. Therefore, whether it is distribution of full kits or only some items (emergency shelter materials or **ESM**) should be a partner's reasonable and the best available coverage of the actual emergency needs.

Lessons from Partners:

For damaged multistory buildings with metal-plastic windows, tarp and plastic sheeting with adhesive tap are the most suitable items, while OSB is for short-term and used during the colder periods as it can prevent warm air from leaking outside of a residential building when sealed with mounting foam to some extent.

1.1.

Emergency Situation Levels Matrix

The below scale was developed per the current situation in the context of Ukraine and **can be applied to either a whole settlement/hromada in the rural areas or a single district/raion within the large cities of the Crescent area, including such regions as Dnipro, Donetsk Kharkiv, Kherson, Mykolaiv,**

Odesa, Sumy, and Zaporizhzhia. The expected scale of coverage by emergency shelter response is as follows with suggested number of responding partners and coordination arrangements.

Emergency situation level	Emergency Situation	Moderate Emergency	Severe Emergency	Critical Emergency	Extremely Critical Emergency
Scale of damages in households caused in 1 location during 2-3 days	Up to 200 Households impacted in one location of strike	201- 400 Households impacted in one location of strike	401- 600 Households Impacted in one location of strike	601- 1,000 households impacted in one location of strike	Over 1,000 Households impacted
Optimal quantity of organizations/ partners to provide emergency shelter assistance	1 Organization/ Partner. It can cover in first 24-32 hours due to project type of Cluster Lead Agency, subject to safe accessibility to the location	Up to 2 Organizations/ Partners. Coverage within 48 hours – may require another organization to support to quickly cover needs	Up to 3 Organizations/ Partners. Coverage within 60 hours	Up to 4 Organizations/ Partners. Coverage within 60 hours	Up to 5 Organizations / Partners. Coverage within 60 hours

Collaboration with the local Authorities

In some locations such as areas of Kherson, Kharkiv or Donetsk regions, partners might not have temporary (within required 24-60 hours since shelling event) or regular access in the event of shelling and therefore have opted to provide emergency shelter assistance through local authorities (including creation of contingency stocks at warehouses of local authorities for further shelling events). In order to ensure accurate reporting by Partner (donor) of the number of households and addresses assisted with and the scope of donated emergency shelter kits and/or certain materials, the following steps are highly recommended for Partner's reporting on hub and national level:

- A. At the Hub level, Partner (donor) should communicate with the relevant Sub-national coordinator about how much of the kits/materials were donated to a hromada (local authority) in response to individual (one time response) or continued (contingency stock) shelling incidents to enable coordination with partners providing address-level assistance and ensure non-duplication of assistance. Also, the partner should track how such one-time response or the contingency stock are dispersed from and available at local authorities' warehouses to understand the remaining capacity for the new emergencies and the need for stocks replenishment.
- B. It is crucial that prior to such a donation, the Partner (donor) agrees with the Hromada (focal point from local authorities), that following their distribution of some or/all of the donated kits/materials that the hromada should provide to the humanitarian organization (or Partner) the accurate addresses of the households and quantities of the received by each of them donated kits/materials (see a basic hromada report TEMPLATE attached to this SOP in Annex section). Such report should be available to the Partner (donor) from Hromada (recipient) not later than within 72 hours enabling the Cluster to develop an idea of the remaining stock within that hromada and also on the number of people assisted in the particular incidence of shelling.
- C. Partner (donor) can only report the activity as provided during the reporting period (month) when the partner has received a formal report(s) from Hromada for the scope of distribution

of donated kits/materials during such reporting period, containing the list of beneficiaries (recipients) addresses, the number of households and individuals reached (received kits/materials), as well as the quantities of distributed kits/materials to each beneficiary (household). This will ensure accurate reporting to the Cluster only on the persons who actually received assistance and facilitate any follow-up post-distribution monitoring.

Coordination Of First Responder Partners

All Shelter Cluster partners are strongly encouraged to communicate their interventions through the Shelter Cluster WhatsApp/Telegram groups per Oblast¹ to ensure coordination. In order to prepare the next phase of the response and to also ensure non-duplication between one another, **Shelter Cluster partners** should always keep updated information available to the Shelter Cluster Hub in respect of geographical presence, active contingency stocks of partners and their donated stocks at hromadas, modality (i.e. kits composition, speed of response, type of distribution etc) and capacity of possible partner response per particular region or better hromada.

According to the information above and partners' geographical presence and capacities, at the most frequently shelled locations primary and back-up partners for emergency shelter response can be identified and agreed via Shelter Cluster in advance. Hence for proper planning of resources and clear understanding among all the partners involved, the following mix of such partners can be agreed within the Shelter Cluster Hub for emergency situations at particular locations, requiring response of up to:

As the principal **rule of stepping-in for the additionally required partner(s)** to secure sufficient emergency shelter response at particular location, the following approach can be applied by **Shelter cluster Hub coordinator**:

- **1st back-up** is called when the only primary partner jointly with local authorities advises Shelter cluster coordination officer that this partner is unable to fully cover the need of the emergency situation and envisages potential scope of assistance that needs a back-up coverage;
- **2nd back-up** is brought to the site if both 1st primary and 1st back-up partners are not enough to fully respond the situation;
- **2nd primary** partner is called when 1st primary and available 2 back-up partners clearly unable to cover the needs per an emergency situation;
- **3rd back-up** is invited if two primary and two back-up partners are not enough to fully respond the needs under that emergency situation.

Hub coordinators will through the stock mapping and coordination with partners determine which organizations should be the relevant backup partners in each location depending on number of materials in stocks, capacity of distribution teams, capacity to contextualize kits, ability to support with installation of materials for vulnerable groups, and speed of response.

¹ Please contact the relevant hub coordinator per the contact information above (p.2)

As long as typical Emergency shelter assistance to a household is an immediate distribution of ESKs/ESMs within only 24-48 hours and it costs (in terms of materials value) around 100USD/household, Shelter Cluster does not require a full assessment and selection of a beneficiary by vulnerability criteria. The only area for a simple evaluation of vulnerability during the distribution is linked to the ability of the family to install ESK/ESM themselves to determine **whether technical assistance or physical assistance with installation is necessary.**

Lessons from Partners:

Within the current context of Ukraine, over the last year, there are few actors that have the capacity to support with technical assistance. Demands for technical assistance increase especially in Severe to Critical Emergencies when first responders may need to respond in multiple locations in the same day. Shelter Cluster encourages other partners to provide this assistance to support a more efficient response and the distribution of the workload for such incidents.

Partners are encouraged by the Shelter Cluster to identify most vulnerable beneficiaries during their distributions of kits/materials and provide them with technical assistance including delivery of kits/materials directly to the household location and installation of kits/materials. Alternatively, partners may agree with hromada to provide such technical assistance for free to the vulnerable beneficiaries.

- 1.2. **Distribution of Non-Food Items²**: Although there has been a saturation of non-food items in this response, when a strike occurs people also do lose access to their essential non-food items. Therefore, non-food items are most essential in this aftermath period of the strike. The specifications of the [Shelter Cluster's non-food items are available through this technical guidance](#). Given that registration may be necessary this can sometimes extend outward of the original response window. Distribution of goods should as much as possible correspond to the individual needs of affected people in order to reduce environmental waste and ensure that the items are meeting their basic needs. Typically, in the aftermath of the emergencies, blankets and emergency mattresses tend to be the most frequently distributed items in order to provide personal warmth for victims and also a temporary place to sleep in case a damaged apartment has become temporarily inhabitable. The Shelter Cluster noted that households may lack kitchen sets during the first nights after damage, and cash assistance may not arrive quickly enough to support them. Therefore, some contextualization is required rather than a kit approach depending on the immediate needs of the victims of shelling. Shelter Cluster recommends a gender-disaggregated household needs assessment based on the following basic needs criteria to inform selection criteria.

#	Checklist for activity SN104: NFI for households ³	Criteria applies*
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² Immediate Psychological Aid: following such dramatic events as damaged housing and injured family members, prior to being able of getting emergency shelter or NFI assistance, some beneficiaries might first need to obtain immediate psychological assistance. Therefore Humanitarian organizations should secure such aid through the same partner which does kits/materials and/or NFI distribution, or properly coordinated other partner reaching the site as soon as it is accessible after shelling

³ Please refer to the Shelter Cluster's [activities handbook](#) for more details on preconditions and vulnerability criteria.

1	Do people need immediate access to items to support their needs for warmth and sleeping in the immediate aftermath of a shelling incident?	
2	Peoples' items for cooking, sleeping, or eating were damaged during the shelling incident	
3	Do people not have the financial capacity and market access to purchase these basic items on their own within the time frame of the damages?	

**Selection requires 'Yes' to answer any of the following questions/statements.*

2. Beyond 60 hours

1. **Construction Materials:** To facilitate rapid repair works, several Shelter Cluster partners are distributing materials to local authorities or to households depending on their capacity to enable them to quickly conduct their own repairs. These durable materials can include asbestos-free roofing sheets, windows and glazing, cement and bricks which would lead to the outcome of light and medium repairs. In terms of distributing through local authorities and for coordinating this activity as aligned with the Shelter Cluster's monitoring framework, the guidelines are similar to the modality found for emergency shelter response above, but require recipient authorities to provide an update on what works were conducted for reconciliation in SIDAR:
 - a. In SIDAR, report household recipients of durable construction materials as ongoing light repairs and tick the box for in-kind materials modality for those addresses.
 - b. Only report these addresses as completed when monitoring has been undertaken i.e. being able to fill out the 65-question checklist.
 - c. In SIDAR for such modality, it is also recommended to add self-repair option for this item but in the interim, these two steps should be followed.

Checklist for this type of intervention includes the following:

#	Checklist for activity SN102: Construction Materials ⁴	Criteria Applies*
1	Are there local services or HH's capacity to carry out the repair?	
2	Is rapid response needed for the building to remain functional?	
3	For cash modality: Are appropriate materials available in the local market to allow cash as an optional modality?	
4	Is the organization able to monitor the repair intervention in order to report the activity into SIDAR?	

**Selection requires 'Yes' to answer any of the following questions/statements.*

2. **Category I Repairs** The Shelter Cluster seeks as much as possible to immediately pass to [light and medium repairs as this more fully closes the thermal envelope especially in the aftermath of missile strikes in the middle of the winter](#). The time for implementation differs according to degree of damage, level of repairs required, arrangements needed to be done with labour contractors, location of the strike, and many other factors. Given the fact that the local authorities are also [implementing the state compensation program on E-vidnovlennya](#) and that victims of strikes are available to apply for compensation in the aftermath of such strikes, it is mandatory for Shelter Cluster partners to report their coverage of damages and repairs through the [SIDAR system](#) which will be regularly shared with local authorities to help in knowing what humanitarian interventions have covered in terms of repairs related to specific dates with new strikes. Partners who are doing repair works without entering their information in SIDAR in case of coordination conflict risk having their intervention cancelled due to lack of clear

⁴ Please refer to the Shelter Cluster's [activities handbook](#) for more details on preconditions and vulnerability criteria.

communication with the cluster. A shelter repair can be considered as enrolled by an agency per the Shelter Cluster for the following:

#	Checklist for activities SN201: Humanitarian Light Repairs & SN202: Humanitarian Medium Repairs	Criteria Applies *
1	The organization has conducted an assessment of that address as uploaded in SIDAR.	
2	Address has not already applied successfully for e-vidnovlennya (e-restoration)	
3	Beneficiaries selected based on the permanency of their presence, intentions, vulnerability, and other criteria. Enrolment of local communities recommended as witnessing the process through signing of agreements as deemed necessary given geographical location, type of programming, etc. between organization, local authorities, beneficiary, contractors, etc. Communication with these stakeholders should be held throughout all stages of the program cycle.	
4	If an assessment has been conducted and the intervention has to be cancelled and there is still an outstanding need, Shelter Cluster partners can refer the need to the Shelter Cluster team explaining the situation	
5	Appropriate housing, land, and property documentation has been collected and if not, housing, land, and property expert is involved to support beneficiary with needed documentation (desirable).	
6	Beneficiaries informed on their enrolment including a tentative work on their asset starting within the next 3 months. Local authorities also are aware of the organization's timeline for intervention from the agency themselves.	

*Selection requires 'Yes' to answer any of the following questions/statements.

3. **Rental Market Initiatives as temporary alternative accommodation:** Several Shelter Cluster partners have implemented both cash for rent and repair activities for those persons whose homes have been damaged to temporarily stay while their shelter is being repaired either through e-compensation or humanitarian repair. These interventions should be carried out in compliance with the [Shelter Cluster's guidelines on cash for rent](#), and agencies implementing this intervention should have the capacity to both monitor the rental intervention and the repair intervention simultaneously.

#	Checklist for activity SN204: Rental Support	Criteria Applies *
Beneficiary**		
1	An individual in need of repairs has structural damage that may take several months to repair making their regular accommodation uninhabitable for several months	
2	The beneficiary is not able to financially secure alternative accommodation during the time of the repair works	
3	The beneficiary intends to move back into the place of habitual residence once repair works are done.	
Landlord		
1	Does the house/apartment condition meet minimum common living standards per Shelter Cluster Recommendations on Cash for Rent ?	
2	Does the owner have the proper documentation for the rental unit (HLP)?**	
Common		
1	Is the accommodation accessible, considering the HH's specific needs, including proximity to essential services and facilities?	

*Selection requires 'Yes' to answer any of the following questions/statements.

**Rental support is not suitable if the household is unlikely to be able to continue paying rent beyond the support period.

Please also read the [Shelter Cluster Recommendations on Cash for Rent](#).

*** Please see the due diligence checklist section of the [Shelter Cluster Recommendations on Cash for Rent](#).

Shelter Cluster Information Management in Emergency Response

Capacity and preparedness mapping

In order to map out capacity of Shelter Cluster partners and to encourage reactivity during the phase of the emergency response, Shelter Cluster partners are asked to fill in the kobo form at this link to help in mapping partner capacity per Oblast through this [stock mapping tool](#).

Emergency Tracking Tool:

1. Shelter Cluster partners to coordinate through the Whatsapp group prior to starting distribution to ensure assistance won't be duplicated and to ensure that partners responding work together on the site.
2. Shelter Cluster partners to report how many households they have covered with emergency shelter kits during the first 60 hours of the response through the Whatsapp groups.
3. Assistance should be deduplicated through the RAIS+ platform
4. Shelter Cluster team or partners to receive addresses from local authorities. The number of impacted households, buildings, and building types impacted will be confirmed by the number of addresses received for better coordination of the response.
5. Shelter Cluster partners can use the information to provide updates to external stakeholder based on the date of strike, the number of interventions and number of households reported through WhatsApp/Telegram groups and SIDAR based on the addresses collected. Crescent emergency response is [visualized through the dashboard](#).

Shelter Cluster Referral System

Given the needs for new strikes, Hub Coordinators are actively liaising with local authorities to collect the needs on which households need assistance for light and medium repairs and which households are covered already by compensation. Shelter Cluster will share referrals of new addresses that are damaged by using SIDAR to identify location of partners and their capacity for the type of repair interventions required.

Security and Access Considerations for distribution to locations impacted by new shelling

For avoidance of doubt Shelter Cluster suggests the following approach for partners providing emergency shelter assistance at the areas already or potentially announced by the Ukrainian Government for evacuation depending on security situation:

1. If Government announced evacuation from the hromada and blocked access to the location: partners should not do any emergency shelter assistance in this location both from a security point of view and also from a view of not encouraging people to stay in a place that poses a threat to life and health and therefore limits the life-saving potential of such an intervention.
2. If Government did not announce evacuation and did not restrict access to a hromada, while partners have expressed certain security concerns about the location, partners suggest the following best practices:
 - a. If agreed by the local authority (hromada) and available modality from a primary partner: a 'hands to hands' distribution can be done by primary partner at the safe place outside the area of concern; the local authority should then arrange transportation for both beneficiaries requiring assistance and the materials they received from the Shelter Cluster primary partner for this location;
 - b. If not accepted by the local authority and/or not available as modality from the primary partner: the primary or back-up partner might agree with this authority on the alternative

solution – donation of kits/materials to the authority as a contingency stock at hromada's warehouse and its further distribution and reporting by means of the local authority.



Evacuation and New Displacements

A second type of emergency response to which Shelter Cluster partners also have to respond is new displacements and evacuations. In these incidents, the most vulnerable may find accommodation in collective centres or may need support with longer-term rental accommodation, especially if they are not able to return to their area of origin. Many vulnerable persons who are supported with transportation to Transit Sites through Protection Cluster partners and these locations are often in need of NFIs prior to moving on to their next destination. The following activities are often needed in response to new evacuations:

Within Transit Sites and Collective Centres

1. **Donation of items to equip transit sites:** In the event of expected new displacements, transit sites became the official receiving location for many of the displaced persons. These locations are often located at administrative buildings, non-functional or not-in-session schools, or other locations. They are not to be locations for long-term living, but a location where people can arrive until they can be officially transported to the receiving location. Some IDPs may make the decision to settle elsewhere rather than continuing on the evacuation route. Items distributed at such locations include equipment for sleeping spaces, kitchen items, and other items that support the functioning of the centre. In the design of the humanitarian transit centre space, decisions should be taken to ensuring proper registration space, the period of the year to ensure proper shelter from the elements in advance of the arrival of persons. During the colder months, Shelter Cluster can envision the provision of emergency infrastructure (tent or emergency rub hall) at the site provided that the permission of the Transit Site Owner is approving of such installations. Heating appliances during this period may also be a need. While advanced preparation at Transit Sites including site identification, distribution of items, and set up the site layout should be done in advanced, experiences in 2024 has showed that this ideal advanced planning is often impossible as new transit sites are often set up after displacement is occurring. Transit sites may need white appliances, furniture, and the set up of disability ramps in order to provide minimum standards. Referrals for such transit sites will be referred through the Shelter Cluster's referral system. The Shelter cluster team will report the information to the CCCM Cluster's tool on service mapping for transit centres.
 - a. In terms of provision of individual NFIs for households at the Transit Centre, Shelter Cluster does not encourage this when the household is using the Transit Centre before being evacuated through the train system further West in the country. This would burden the household with items that they may lose during the journey when they already may be burdened with transporting their most previous belongings. For transit centres that are set up for self-evacuees and for persons who are being accompanied to collective sites in the same city, NFIs for individual households may be appropriate on a case-by-case basis and as confirmed with the site manager.
2. **NFIs for Collective Centres residents:** Shelter Cluster partners will contact partners to mobilize NFIs at the request of the CCCM Cluster for new arrivals to collective centres. CCCM Cluster will continue to coordinate with the collective site focal points and their partners to confirm needs before contacting the Shelter Cluster, so response will be mobilized on an as-needs basis.

3. **Rehabilitation of Collective Centres:** As additional arrivals may lack alternative suitable accommodation, Shelter Cluster partners may conduct repairs in order to make collective centres more suitable for accommodation and to make available additional places for those displaced from evacuated areas. It should be noted that collective centres are often housing the most vulnerable persons who may be the most socially isolated as they may not be able to find suitable accommodation with friends, relatives, and on their own. In some urban centres that are regularly the site of shelling, the city may lack an appropriate and habitable rental housing stock for residents to accommodate. The following criteria are considered to be appropriate for the intervention in addition to the [joint CCCM-Shelter guidance note on prioritizing of Collective Sites for repairs and upgrades](#): For coordination purposes, Shelter Cluster partners should consult the hub deduplication tools at site level to ensure complimentary of upgrade interventions. Please contact the hub coordinators as above to receive access to these tools.

#	Checklist for activity SN205: Refurbishment of Collective Sites	Criteria Applies *
Technical		
1	Following the support implementation, will the collective site meet minimum standards according to Resolution #930?	
2	There is no 'structural damage' to the shelter elements.	
3	Are there existing access elements for persons with disabilities, or can they be installed in the building?	
4	Are the existing WASH facilities adequate, or is it possible to upgrade WASH facilities in the building?	
Non-technical		
1	Is the intervention informed to the CCCM Cluster?	
2	Has the planned intervention been reported to the appropriate Subnational Shelter Cluster as a planned and confirmed activity at the Pcode level?	
3	Is the Head of CS aware of the intervention?	
4	There are new displacements and not enough spaces in available collective centres	
5	Is the CS located in an area with reasonable access to livelihood opportunities?	

**Selection requires 'Yes' to answer any of the following questions/statements.*

Outside of Collective Centres

1. **NFIs for Households-** Similar to the description above, newly displaced persons may need urgently NFIs for their most basic needs and may not be able to quickly access the items in sufficient quantity and quality if they are arriving to new accommodation without their belongings and without being familiar with the surroundings. During the winter period, Shelter Cluster activities SN109 and SN110 of winter NFIs and winter clothing would also be appropriate. The following criteria should be applied to selection of households in need for this intervention:

#	Checklist for Activity SN104 NFI for Households	Criteria Applies*
1	Has household lost their belongings in a displacement situation?	
2	Is there a functional market nearby that has the items nearby?	
3	Which modality (cash or in-kind) would enable the affected households to receive the basic items in the first 24-60 hours of their displacement?	

2. **Cash for Rent:** Foreseen as a transitional measure for those evacuated to new areas, this intervention seeks to provide temporary accommodation according to Shelter Cluster guidelines for a minimum of six month or longer, for those who are internally displaced within Ukraine, while they seek longer-term solutions. Cash for rent can be considered a transitional shelter solution. The following considerations apply for the selection of beneficiaries for cash for rent:

#	Checklist for activity SN204: Rental Support **	Criteria Applies *
1	Living in Collective Sites (CSs) who will have the capacity to sustain private rental payments at the end of the rental support period	
2	Living in CSs are at risk of eviction, especially those living in schools and kindergartens, due to return to educational activities.	
3	Have specific socioeconomic vulnerabilities and are already living in private accommodation, at risk of eviction and with no alternative but to return to CSs	
4	New arrivals (including returnees) with specific socioeconomic vulnerabilities who are unwilling to live in CSs	
Beneficiary		
1	Are individuals currently unable to secure accommodation due to financial barriers?	
2	Does the HH have the capacity to find livelihood activity (work) in the area?	
Landlord		
1	Does the house/apartment condition meet minimum common living standards per Shelter Cluster Recommendations on Cash for Rent ?	
2	Does the owner have the proper documentation for the rental unit (HLP)?***	
Common		
1	Is the accommodation accessible, considering the HH's specific needs, including proximity to essential services and facilities?	

*Selection requires 'Yes' to answer any of the following questions/statements.

**Rental support is not suitable if the household is unlikely to be able to continue paying rent beyond the support period.

Please also read the [Shelter Cluster Recommendations on Cash for Rent](#).

*** Please see the due diligence checklist section of the [Shelter Cluster Recommendations on Cash for Rent](#).

Humanitarian Hubs

Shelter Cluster has been contacted by various Oblast administrations to support various humanitarian hubs which are established by hromadas of origin for internally displaced persons while they are displaced in other hromadas outside of their Oblast. Shelter Cluster recommends to support registration of needs such as cash for rent, NFIs, substandard housing repairs, and other activities by liaising with humanitarian hubs as they are able to share information on newly displaced IDPs and their needs. This also coordinates coordination with IDPs in the hromada and Oblast of Origin, while partners should also communicate with hromadas in the area of destination.

Annex 1

TEMPLATE: A local authority (recipient) report on the distribution of emergency shelter kits and/or materials received through donation

Donor of emergency shelter kits and/or materials (UN Agency and/or its implementing Partner):	
Reference on the donation agreement (# and date):	
Name of recipient (as stated in donation agreement):	
Status of hromada's report (interim or final*):	
Reported period of distribution (month* and year):	

#	Address of household <i>To share with hub coordinator</i>	Name of beneficiary (representative of household) <i>Only for internal records</i>	Mobile number of beneficiary <i>Only for internal records</i>	Quantities of distributed emergency shelter kits and/or materials <i>To be Shared with hub coordinator</i>		
				Full Kits type 1:* only materials	Full Kits type 2: materials and tools**	Materials (quantity per item)
1						
2						
3						
4						
5						
...						
Total per this monthly report:			___ Households	___ kits	___ kits	___ of item 1 ___ of item ...
Total accumulatively per donation agreement:			___ Households	___ kits	___ kits	
Remaining stock per donation agreement:			–	___ kits	___ kits	

* Interim report – related to a partial distribution from a total of donated kits/materials per reporting month; Final report – means report for the month when the last portion of donated kits/materials has been distributed

**If kits include not only materials, but also tools, i.e.: hammer, saw or any other one

On behalf of hromada (recipient):

Name _____ Position _____ Signature and stamp _____