

**INTERLOCAL AGREEMENT  
BETWEEN THE  
CITY OF GAINESVILLE AND ALACHUA COUNTY  
FOR THE  
RENTAL ASSISTANCE PROGRAM (PROGRAM)**

THIS INTERLOCAL AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, between Alachua County, a charter county and political subdivision of the State of Florida, and through its Board of County Commissioners hereinafter referred to as "County", and the City of Gainesville, a municipal corporation created and existing under the laws of the State of Florida, and through its City Commission hereinafter referred to as "City".

WITNESSETH:

WHEREAS, the City and County are authorized by §163.01, Florida Statutes, to enter into Interlocal Agreements to cooperatively and efficiently use their powers to provide public services that will advance the general health, safety and welfare of the citizens of Alachua County; and

WHEREAS, the City and County have determined that the welfare of persons who are experiencing homelessness and persons who have special housing needs within Alachua County are the joint concern of both local governments and that a program to provide rental housing assistance to such persons can be more effectively and efficiently funded and administered through an Interlocal Agreement; and

WHEREAS, the issue of homelessness impacts all jurisdictions of Alachua County, Florida, and is a quality of life issue concerning Alachua County residents; and

WHEREAS, the City and County desire to support homeless services to enhance the general health, safety and welfare of the citizens of the City and the County; and

WHEREAS, the complexity of homelessness and the need for comprehensive support systems within the community to meet the basic needs of homeless persons requires a collaborative effort; and

WHEREAS, the City and County wish to provide rapid rehousing and eviction prevention assistance for persons who are experiencing homelessness and persons who have special housing needs within Alachua County; and

WHEREAS, the William E. Sadowski Affordable Housing Act, Chapter 92-137, Laws of Florida, created the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes, which authorizes distribution of monies in the Local Government Housing Trust Fund to be distributed to approved counties and eligible municipalities; and

WHEREAS, Alachua County is an approved County and the City of Gainesville is an approved eligible municipality within the County; and

WHEREAS, the William E. Sadowski Affordable Housing Act, Chapter 92-137, Laws of Florida, created the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes, which encourages local governments to create regional partnerships across jurisdictional boundaries through the pooling of appropriated SHIP Program funds to address homeless housing needs identified in Local Housing Assistance Plans (LHAP); and

WHEREAS, the County has adopted a Local Housing Assistance Plan (County LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City has adopted a Local Housing Assistance Plan (City LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the Florida Senate Bill 1534, Section (8), provides that a county or eligible municipality may not expend its portion of the local housing distribution to provide ongoing subsidies, except for: a rent subsidy program for very low-income families with at least one person with special needs as defined in s. 420.004 or one individual experiencing homelessness as defined in s. 420.621. The period of rental assistance may not exceed twelve (12) months for an eligible household for rapid rehousing assistance; and may not exceed six (6) months for eviction prevention assistance.

WHEREAS, the City and County have each therefore provided in their respective LHAPs for the establishment of a Rental Assistance Program, to be jointly funded by the City and the County; and administered by the County for the purpose of providing funding for rental housing assistance as defined in Florida Senate Bill 1534, Section (8); and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto do mutually agree as follows:

**1. TERM:**

The term of this Agreement shall remain effective until June 30, 2018 (the Effective Date), unless earlier terminated or amended herein. Pursuant to §163.01 (11), Florida Statutes, this Agreement shall be recorded with the Alachua County Clerk of the Courts.

**2. SCOPE OF SERVICES:**

The County shall fully perform the Scope of Services as described in Attachment A, Scope of Services.

**3. FUNDING APPROPRIATIONS:**

The total funding appropriated by the City and County for FY 2016-2017 is \$270,000. Funding for the Program shall consist of that portion of the funds allocated to the Program by an approved City LHAP and County LHAP, respectively, and pursuant to applicable provisions of the SHIP Act, SHIP rule, and adopted program guidelines; and that portion of the General Revenue funds allocated to the Program by the County pursuant to applicable provisions of the state and local laws as follows:

**County Appropriation**

The County shall contribute \$150,000 from its FY 2016-2017 SHIP Program allocation and FY 2016-2017 General Revenue budget:

- Direct Program Services \$120,000 (SHIP Program)
- Administrative Services (Case Manager) \$30,000 (General Revenue)

The County's performance and obligation under this Agreement is contingent upon specific annual appropriation by State of Florida SHIP Program and annual appropriation by the Board of County Commissioners.

**City Appropriation**

The City shall contribute \$120,000 from its FY 2016-2017 SHIP Program allocation:

- Direct Program Services \$120,000 (SHIP Program)

The City's performance and obligation under this Agreement is contingent upon specific annual appropriation by State of Florida SHIP Program and annual appropriation by the City Commission.

The City and County funding priority for Direct Program Services is implementation of the Rapid Rehousing Services. The Rapid Rehousing Program will provide rental subsidies to assist eligible individuals and families with obtaining a lease on a rental unit to help those who are experiencing homelessness to be quickly re-housed and stabilized.

Based upon funding availability the City and County may implement the Eviction Prevention Program to provide assistance to eligible individuals and families with rent payments in areas that are equal to no more than six (6) months to prevent eviction.

The County shall be reimbursed on a monthly basis upon receipt by the City of an invoice for approved Program expenditures, provided that the invoice is accompanied by supporting documentation established in Exhibit 2, Rental Assistance Annual Report Household Data Summary, to the City's satisfaction that the County has expended the City funds for rental housing assistance services in accordance with Section 4, Duties of the County during the term of this Agreement.

**4. DUTIES OF THE CITY:**

- a. To monitor sponsor compliance with income levels, rental payments and other applicable program requirements of households assisted through the Program as required by the SHIP Act.
- b. To assist the County with any aspect of the Program, which is the City's responsibility under the terms of this Agreement, upon request.
- c. To reimburse the County in a timely manner, within 45 days of receipt of invoice and supporting documentation.
- d. Subject to the limits and provisions of Section 768.28, Florida Statutes, and to the extent of its negligence, to indemnify and hold the County, its officers and employees harmless should any claim, suit or legal action be brought against the City as a result of the implementation of the Rental Assistance Program. The City agrees to provide any legal defense necessary for such suit or legal action at no cost to the County.
- e. To make presentations and to provide Program reports to the City Commission, as requested.

**5. DUTIES OF THE COUNTY:**

- a. To establish a Rental Assistance Program funding account as a separate fund by program fiscal year within the Alachua County budgeting and accounting system.
- b. In accordance with Section 2, Funding Appropriations, of this Agreement, deposit into the Rental Assistance Program funding account those City funds which are allocated by an approved City LHAP to the Rental Assistance Program funding account, awarded to eligible beneficiaries and remitted to the County for such purpose.
- c. In accordance with Section 2, Funding Appropriations, of this Agreement, deposit into the Rental Assistance Program fund those County funds which are allocated by an approved County LHAP to the Rental Assistance Program funding account, awarded to eligible beneficiaries and contributed by the County for such purpose.
- d. To advertise available funding for the Program during the term of this Agreement for which funding is allocated by the City and County LHAPs, respectively.
- e. To determine the eligibility of all activities funded and all households assisted through the Program.
- f. To review and pay all invoices and requests for reimbursement of expenditures meeting the requirements of the Program.
- g. To maintain Program files in accordance with State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes.
- h. To maintain all financial records in accordance State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes.
- i. To provide the City with quarterly reports regarding compliance monitoring as established in Exhibit 3, Quarterly Summary Report.
- j. Copies of all program files generated by the County shall be made available for review by the City, as requested.
- k. To provide housing inspection services for households assisted through the Program in accordance with the U.S. Department of Housing and Urban Development (HUD) Habitability Standards (Exhibit 1).



The failure of either party to comply with any provision of this Agreement will place that party in default. Prior to terminating the Agreement, the non-defaulting party will notify the defaulting party in writing. This notification will make specific reference to the provision which gave rise to the default. The non-defaulting party will give the defaulting party seven (7) days to cure the default.

The Community Support Services Director is authorized to provide written notice of termination on behalf of the County, and if the default situation is not corrected within the allotted time, the Community Support Services Director is authorized to provide final termination notice on behalf of the County to the City.

The Assistant City Manager is authorized to provide written notice of termination on behalf of the City, and if the default situation is not corrected within the allotted time, the Assistant City Manager is authorized to provide final termination notice on behalf of the City to the County.

Either party may terminate this Agreement (through action of its respective Commission) with or without cause by first providing at least thirty (30) days written notice to the other, prior to the termination date. The Community Support Services Director is authorized to provide written notice of default on behalf of the County. The Assistant City Manager is authorized to provide written notice of default on behalf of the City.

In case of termination, the County shall refund to the City, a pro-rated share of the funds paid or due calculated from the date of termination through the end of the month, based upon the monthly payment schedule.

If funds to finance this Agreement become unavailable, either party may terminate the Agreement with not less than twenty-four (24) hour notice in writing to the other. The terminating party will pay the other for all work completed prior to any notice of termination.

**11. PROJECT RECORDS**

The parties will retain all records relating to this Agreement for three years after the completion of all work is performed. The parties will make available any and records relating to this Agreement for copying and inspection upon written request of the other. Furthermore, the parties will make any records relating to this Agreement available to any state, federal or regulatory authorities, who may wish to review, inspect or copy these records. Records which relate to any litigation, appeals or settlements of claims arising from the Agreement shall be maintained and made available until a final disposition has been made of such litigation, appeals, or claims.

**12. INSURANCE**

The parties represent and warrant that they are self-insured in accordance with the provisions of Section 768.28, Florida Statutes.

**13. LAWS & REGULATIONS**

Each party will comply with all laws, ordinances, regulations, and requirements applicable to the

performance of this Agreement by each party. Each party is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect their performance under this Agreement.

**14. LIABILITY**

Each party shall be solely responsible for the negligent or wrongful acts of its public officials and employees. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.

**15. ASSIGNMENT OF INTEREST**

Neither party will assign or transfer any interest in this Agreement without prior written consent of the other party.

**16. SUCCESSORS AND ASSIGNS**

The County and City each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants, and provisions of this Agreement.

**17. THIRD PARTY BENEFICIARIES**

This Agreement does not create any relationship with, or any rights in favor of, any third party.

**18. SEVERABILITY**

If any provision of this Agreement is declared void by a court of law, all other provisions will remain in full force and effect.

**19. NON WAIVER**

The failure of any party to exercise any right in this Agreement shall not be considered a waiver of such right.

**20. GOVERNING LAW AND VENUE**

This Agreement is governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

**21. ATTACHMENTS**

All exhibits attached to this Agreement are incorporated into and made part of this Agreement by reference.

**22. AMENDMENTS**

The parties may amend this Agreement only by mutual written agreement of the parties.

**23. CAPTIONS AND SECTION HEADINGS**

Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.

24. **CONSTRUCTION**

This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that both parties have substantially contributed to the preparation of this Agreement.

25. **COUNTERPARTS**

This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument.

26. **RECORDING OF AGREEMENT**

The County, upon execution of this Agreement by both parties shall record this Interlocal Agreement in the public records of Alachua County, Florida.

27. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement and supersedes all prior written or oral agreements, understandings, or representations.

Attest: \_\_\_\_\_

Jesse K. Irby II, Clerk

**ALACHUA COUNTY, FLORIDA**

By: \_\_\_\_\_

Ken Cornell, Chair

Board of County Commissioners

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
\_\_\_\_\_, Alachua County Attorney

Attest:

Kurt Lannon

Clerk of the Commission

**CITY OF GAINESVILLE, FLORIDA**

By:

Lauren Poe, Mayor

City of Gainesville

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
7/17/17  
Sean McDermott, Assistant City Attorney II

# **ATTACHMENT A**

## **SCOPE OF SERVICES**

### **RAPID REHOUSING**

The County shall administer the Rapid Rehousing Program to award funding to eligible recipients who are in need of a rental subsidy to assist with obtaining a lease on a rental unit. Eligible recipients must qualify as very-low income household with at least one adult who is person with special needs as defined in s. 420.004, or a person who is homeless as defined in s. 420.621 at the time of application. Rent subsidy assistance may include utility deposits, security deposits and payment of rent equal to no more than twelve (12) months with a maximum grant funding award of \$6,000.

Additionally, applicants must be entered into the local Homeless Management Information System (HMIS) and assistance will be provided based upon priority ranking as established by the local Continuum of Care (CoC).

The recipient's lease must be at least twelve (12) months. Case management services will be provided by Alachua County Community Support Services Department Social Services Division or referred to community social service agencies. Collaboration with local Continuum of Care (CoC) lead agency, landlords and realtors will be fostered to provide monitoring and improve program efficiency and effectiveness.

### **EVICTION PREVENTION**

The County shall administer Strategy the Eviction Prevention Program to award funding to eligible recipients who are in need of one-time payment assistance with rent payments that are in arrears. Eviction prevention applies only to rental dwellings to prevent homelessness. Eligible recipients may seek assistance for rent payments in arrears that are equal to no more than six (6) months' rent with a maximum grant funding award of \$3,000.

Applications for assistance under this program will be reviewed and approved based on a first-come, first-qualified, first-served basis.

The recipient's lease must be at least twelve (12) months. Case management services will be provided by Alachua County Community Support Services Department Social Services Division or referred to community social service agencies. Collaboration with local Continuum of Care (CoC) lead agency, landlords and realtors will be fostered to provide monitoring and improve program efficiency and effectiveness.

The City and County funding priority for the Direct Program Services is the implementation of the Rapid Rehousing Services. The Rapid Rehousing Program to provide rental subsidies to assist eligible individuals and families with obtaining a lease on a rental unit, including from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.

Based upon funding availability the City and County may implement the Eviction Prevention Program to provide assistance to eligible individuals and families with rent payments in arrears that are equal to no more than six (6) months to prevent eviction.



## ATTACHMENT B

### **Housing Focused Case Management Program Program Overview**

<b>Operations</b>	
<b>Project Period</b>	FY 2016/2017 (FY 17) Launch – July 2017
<b>Funder(s)</b>	Inter-local Agreement: Alachua County – State Housing Initiatives Partnership (SHIP) & General Revenue (GR) City of Gainesville – State Housing Initiatives Partnership (SHIP)
<b>Program Services Oversight Responsibility</b>	Alachua County Community Support Services - Division of Social Services
<b>Program Direct Assistance Funding Availability</b>	\$240,000 - Direct Assistance (3 <sup>rd</sup> party payments on behalf of clients) (\$120,000 Alachua County - SHIP & \$120,000 City of Gainesville - SHIP)  NOTE: Program Operation costs are not reflected – Alachua County is absorbing staffing and operational costs at time of program launch.
<b>Staffing Resources</b>	One (1) Housing Focused Case Manager
<b>Approach</b>	Housing First
<b>Data Tracking</b>	Client Service Network (CSN) – Alachua County Case Management System (CMS) Homeless Management Information System (HMIS)
<b>Coordinated Entry System (CES) Provider</b>	North Central Florida Alliance for the Homeless and Hungry
<b>Partnerships</b>	Division of Social Services will work on increasing partnerships with local service providers that impact the areas of employment, education, health, legal, etc.  Special relationship building efforts will be made with private landlords, realtors, property investors, and income based properties (LIHTC identified) to increase housing opportunities for households served under HFCMP.

<b>Program Details</b>	
<b>Project Description</b>	The Housing Focused Case Management (HFCM) Program's goal is to quickly re-house individuals and families, who are experiencing homelessness. HFCM's goal is to reduce and/end homelessness by helping individuals and families secure attainable housing and through the provision of case management.
<b>Target Population</b>	<p>Alachua County Residents meeting SHIP eligibility, VI-SPDAT score range, <u>and</u> currently homeless.</p> <p>Additional priority may be granted for individuals meeting above stated criteria <b>and</b> also meeting SHIP Special Needs criteria below:</p> <ul style="list-style-type: none"> <li>• Developmental Disabilities (DD)</li> <li>• Recipient of SSD/SSI or other Disability Benefits</li> <li>• Youth Aging Out of Foster Care</li> <li>• Survivor of Domestic Violence</li> <li>• Person with Disabling Condition requiring independent living services</li> </ul> <p>If prioritization is required between Special Needs categories, eligible applicants will be ranked giving first priority to households with Special Needs ranked in the following order – from highest to lowest level of priority, as listed below:</p> <ol style="list-style-type: none"> <li>1. Homeowners with a developmental disability</li> <li>2. Households with household member with developmental disability</li> <li>3. Households with other disabilities and special needs, as defined by F.S. 420.0004</li> <li>4. All other applicants that qualify under Special Needs criteria</li> </ol>
<b>Geography Served</b>	Alachua County Residents NOTE: City SHIP funds will be restricted to City of Gainesville Residents
<b>Capacity</b>	20 to 25 Households per year, per staff (figures may vary depending on case intensity)
<b>Accessibility</b>	Referrals will only be accepted through the Coordinated Entry System (CES) – exceptions apply with administrative approval
<b>Length of Services</b>	Not to exceed a total of twelve (12) months; program applicability
<b>Assistance Limits</b>	Deposits and Rent Subsidy: \$ 6,000 - max per household (SHIP) NOTE: Additional funds may be available through General Revenue (GR)

<p><b>Eligibility Criteria</b> Note: exceptions apply with administrative approval</p>	<p>VI-SPDAT:                    Score of 4 – 7 * Income:                        50% SHIP Income Limits Housing Status:            Homeless per Florida Statue Residency:                   Must have ability to demonstrate prior established residency in Alachua County 90 (ninety) days prior to application date</p> <p>*NOTE: may potentially accept a slightly higher score on a case by case basis – when staffed through RRH Case Conferencing</p>
<p><b>Disqualifiers</b></p>	<p>Prior SHIP Security/Deposits recipients cannot receive deposits again Prior SHIP Eviction Prevention/Rent Subsidy recipients cannot receive assistance within 2 years of their last assistance Unable to become or no longer being the primary resident of the unit</p>
<p><b>Sustainability Criteria</b></p>	<p>Ability to maintain housing and meet basic needs post services</p>
<p><b>Eligible Services</b></p>	<ul style="list-style-type: none"> <li>• Case Management/Supportive Services/Wrap Around Care</li> <li>• Housing Application Fees (including background checks)</li> <li>• Mandatory housing fees may be considered (on a case by case basis)</li> <li>• Security Deposit</li> <li>• Rental Subsidy (not to exceed 12 months – including First &amp; Last)</li> <li>• Utility Deposit</li> <li>• Utility Assistance (TBD – potentially using GR funds)</li> </ul>
<p><b>Housing Unit Requirements</b></p>	<p>Monthly rent may not exceed maximum rents as established by FHFC Rent Schedule (up to 120%) Must pass HUD Habitability Standards Written lease must be for one (1) year Must be able to contribute 30% of their income towards their rent expenses</p>
<p><b>Assessments</b></p>	<p>Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) at point of referral Self-Sufficiency Matrix (SSM) or (SPDAT) will be conducted at entry, interim, exit, and follow-up to track progress throughout the life of the case</p>
<p><b>Certification Requirements</b></p>	<p>Income certification will occur at program entry. Households will meet with SSC on a minimum of a monthly basis, but case plan review and goal development will be revisited every ninety (90 days) for continued determination of participation based on household's desire for continued services and demonstrated need. If household is recommended for closure – household will be provided one month of additional assistance to assist with transition off program services.</p>
<p><b>Outcomes</b></p>	<p>75% of HHs Served will remain housing stable 90 days post exit date 85% of HHs, that completed program with housing stability, will remain housed one year post exit</p>
<p><b>Appeal Process</b></p>	<p>Alachua County Division of Social Services Protocol</p>

## Eviction Prevention

<b>Project Name</b>	Eviction Prevention
<b>Project Period</b>	April 2018 – if funds are available*
<b>Funder(s)</b>	Inter-local Agreement: Alachua County - SHIP City of Gainesville - SHIP
<b>Target Population</b>	<p>Alachua County Residents meeting SHIP eligibility and are at-risk of homelessness due to impending eviction due to rental arrears.</p> <p>Additional priority may be granted for individuals meeting above stated criteria <b>and</b> also meeting SHIP Special Needs criteria below:</p> <ul style="list-style-type: none"> <li>• Developmental Disabilities (DD)</li> <li>• Recipient of SSD/SSI or other Disability Benefits</li> <li>• Youth Aging Out of Foster Care</li> <li>• Survivor of Domestic Violence</li> <li>• Person with Disabling Condition requiring independent living services</li> </ul> <p>If prioritization is required between Special Needs categories, eligible applicants will be ranked giving first priority to households with Special Needs ranked in the following order – from highest to lowest level of priority, as listed below:</p> <ol style="list-style-type: none"> <li>5. Homeowners with a developmental disability</li> <li>6. Households with household member with developmental disability</li> <li>7. Households with other disabilities and special needs, as defined by F.S. 420.0004</li> <li>8. All other applicants that qualify under Special Needs criteria</li> </ol>
<b>Program Services Oversight Responsibility</b>	Alachua County Community Support Services - Division of Social Services
<b>Program Budget</b>	*If there are remaining (unencumbered) funds from the Housing Focused Case Management Program at the end of the third quarter (FY 17/18), these funds may potentially be identified for use of Eviction Prevention Program activities. If no funds are available, no Eviction Prevention services will be delivered in that fiscal year.
<b>Approach</b>	Homeless Prevention
<b>Assistance Limits</b>	Maximum assistance for rent arrears - \$3000
<b>Eligible Services</b>	<ul style="list-style-type: none"> <li>• Case Management/Supportive Services/Wrap Around Care</li> <li>• Rental Arrears – no more than six (6) months</li> </ul>

<b>Housing Unit Requirements</b>	<p>Monthly rent may not exceed maximum rents as established by FHFC Rent Schedule (up to 50%)</p> <p>Must pass HUD Habitability Standards</p> <p>Written lease must be for one (1) year</p>
<b>Sustainability Criteria</b>	<p>Ability to maintain housing and meet basic needs post services</p>
<b>Disqualifiers</b>	<p>Prior SHIP Eviction Prevention/Rent Subsidy recipients cannot receive assistance within 2 years of their last assistance</p> <p>No longer being the primary resident of the unit</p>
<b>Appeal Process</b>	<p>Alachua County Division of Social Services Protocol</p>
<b>Data Tracking</b>	<p>Client Service Network (CSN) – Alachua County Case Management System (CMS)</p>

**Florida Statue 420.621 – Homeless Definition:**

(5) “Homeless,” applied to an individual, or “individual experiencing homelessness” means an individual who lacks a fixed, regular, and adequate night time residence and includes an individual who:

- (a) Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- (b) Is living in a motel, hotel, travel trailer park, or camping ground due to a lack of alternative adequate accommodations;
- (c) Is living in an emergency or transitional shelter;
- (d) Has a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- (e) Is living in a car, park, public space, abandoned building, bus or train station, or similar setting; or
- (f) Is a migratory individual who qualifies as homeless because he or she is living in circumstances described in paragraphs (a)-(e).

The terms do not refer to an individual imprisoned pursuant to state or federal law or to individuals or families who are sharing housing due to cultural preferences, voluntary arrangements, or traditional networks of support. The terms include an individual who has been released from jail, prison, the juvenile justice system, the child welfare system, a mental health and developmental disability facility, a residential addiction treatment program, or a hospital, for whom no subsequent residence has been identified, and who lacks the resources and support network to obtain housing.

**SHIP Special Needs**

**Types of Special Needs  
defined in S.420.0004**

**Developmental Disabilities (DD)  
Receives SSD/SSI or other Disability Benefits  
Youth Aging Out of Foster Care  
Survivor of Domestic Violence  
Person with Disabling Condition requiring  
independent living services**



## EXHIBIT 1

### Rental Assistance Program Housing Habitability Standards Inspection Checklist

#### About this Tool

The following are the standards for housing unit inspections under the Rental Assistance Program:

These standards apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of Rental Program Assistance.

The housing unit inspections will be conducted by Alachua County Division of Social Services using the format below to document compliance:

**Instructions:** Mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved or Deficient	Element
	1. <i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. <i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply:</i> The water supply must be free from contamination.
	6. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. <i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. <i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. <i>Sanitary condition:</i> The housing and any equipment must be maintained in sanitary condition.

	<p>11. <i>Fire safety</i>: Both conditions below must be met to meet this standard.</p> <ul style="list-style-type: none"><li>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</li><li>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</li></ul>
--	---

(Source: U.S. Department of Housing and Urban Development, Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees under the Recovery Act)



**CERTIFICATION STATEMENT**

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

Therefore, I make the following determination:

- Property is approved.
- Property is not approved.

<b>Case Name:</b> _____
<b>Street Address:</b> _____
<b>Apartment:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
<b>Evaluator's Signature:</b> _____ <b>Date:</b> _____
<b>Please Print Name:</b> _____
<b>Executive Director Signature:</b> _____

## EXHIBIT 2

### Rental Assistance Program Annual Report Household Data Summary

Intake Date: \_\_\_\_\_

#### I. GENERAL INFORMATION

Name of Client: \_\_\_\_\_

Street Address: \_\_\_\_\_

City & State Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Funder: \_\_\_\_\_ Unincorporated Area: \_\_\_\_\_

Age of Head of Household: \_\_\_\_\_ Number of persons in household: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Race: \_\_\_\_\_ Special Needs: \_\_\_\_\_

#### II. PROGRAMMATIC DETAILS

Type of Assistance:  RH  EP Applicant Name or Project Identifier: \_\_\_\_\_

Total gross household income: \$ \_\_\_\_\_ Income Category: \_\_\_\_\_

\*\*\* See Attached Service Report \*\*\*

Total amount of funds expended: \$ \_\_\_\_\_

Expenditure date (date funds are fully expended and unit is occupied): \_\_\_\_\_

## Exhibit 3

### Project Summary of Achievements

Program will provide a description of services provided during the year to include summary of achievements and reduction of homelessness as a result of projects:

#### Quarterly Summary Report Required Fields

General Information
# of Applications Received
# of Special Needs Household Applications
# of Special Needs Applicants Ranked
# of Homeless Individuals That Applied
Target Population
# of Households who received SHIP financial assistance
# of Households who received GR financial assistance
Assessments
# of Special Needs Households Assessed
# of Households Assessments Completed
# of Individuals that Participated in Assessment
Program Entry/Exit
# of Households Entering Program
# of Households Exiting Program
Job Training and Development
# of Individuals Participating in Budgeting
# of Individuals Participating in Job Searching Activities
# of Individuals Entering Employment
Sustainability Factors
% of Income Increase
% Reduction in Expenses at Exit
% Non-Compliance