

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

THIS INTERLOCAL AGREEMENT, entered into this _____ day of _____, 2019, between Alachua County, a charter county and political subdivision of the State of Florida, by 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, by and through its City Commission hereinafter referred to as “City” (collectively referred to as the “Parties”).

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 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 (LHAPs); and

WHEREAS, Alachua County is an approved County and the City of Gainesville is an approved eligible municipality within the County; 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 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, Florida Senate Bill 1534 (2016), Section (9), 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 Section 420.004, Florida Statutes, or one individual experiencing homelessness as defined in Section 420.621, Florida Statutes. The period of rental assistance may not exceed 12 months for an eligible household for rapid rehousing assistance and may not exceed six months for eviction prevention assistance; and

WHEREAS, the City and County have each 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 (2016), Section (9); and

WHEREAS, the County and City entered into an Interlocal Agreement for the Rental Assistance Program dated September 16, 2017, in a continuing effort to cooperate 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 County and City wish to provide additional funding to continue the Rental Assistance Program through a new Interlocal Agreement; and

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

1. TERM:

This Agreement is effective upon execution by both Parties (“Effective Date”) and remains effective until June 30, 2020 (“Expiration Date”), unless earlier terminated or amended herein. Pursuant to Section 163.01 (11), Florida Statutes, this Agreement must 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**. In the implementation of this Agreement, City and County staff may agree in writing to minor programmatic changes to the Rental Assistance Program (the “Program”), provided there is no substantive change to the Program and no change in the total amount of City and County funding appropriations.

3. FUNDING APPROPRIATIONS:

Funding for the Program consists of that portion of the funds allocated to the Program by the current approved City LHAP and County LHAP, respectively, and pursuant to applicable provisions of the SHIP Act, SHIP Rule Chapter 67-37 Florida Administration Code, and adopted program guidelines, as well as that portion of the General Revenue funds allocated to the Program by the County pursuant to applicable provisions of the state and local laws. Both the County’s and the City’s performance and obligation under this Agreement is contingent upon annual appropriation by the State of Florida related to the SHIP Program and annual appropriation by the County’s and the City’s respective governing bodies.

A. COUNTY APPROPRIATIONS:

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

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

The County shall contribute \$114,000 from its FY 2017-2018 SHIP Program allocation and FY 2018-2019 General Revenue budget as follows:

- Direct Program Services \$84,000 (SHIP Program)

- Administrative Services (Case Manager) \$30,000 (General Revenue)

B. CITY APPROPRIATIONS:

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

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

The City shall contribute \$84,000 from its FY 2017-2018 SHIP Program allocation as follows:

- Direct Program Services \$ 84,000 (SHIP Program)

C. TOTAL APPROPRIATIONS:

The total amount appropriated by the City and County is as follows:

• County SHIP Program	\$204,000
City SHIP Program	\$204,000
County General Fund	<u>\$ 60,000</u>
Total Appropriations	\$468,000

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 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 reasonable satisfaction and that the County has expended the City funds for rental housing assistance services in accordance with Section 5 - 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 upon request.
- C. To reimburse the County in a timely manner, within 45 calendar days of receipt of invoice and supporting documentation.
- D. 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 3 - Funding Appropriations of this Agreement, deposit into the Rental Assistance Program funding account those City funds that 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 3 - Funding Appropriations of this Agreement, deposit into the Rental Assistance Program fund those County funds that 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 the State Housing Initiatives Partnership (SHIP) Act, Sections 420.907 – 420.9079, Florida Statutes.
- H. To maintain all financial records in accordance with the State Housing Initiatives Partnership (SHIP) Act, Section 420.907 – 420.9079, Florida Statutes.
- I. To provide the City with quarterly reports regarding compliance monitoring as established in **Exhibit 3 - Quarterly Summary Report**.
- J. To make copies of all program files generated by the County 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 in **Exhibit 1 – Housing Habitability Standards Rental Assistance Program Inspection Checklist**.
- L. To submit to the City annually and upon request a report on the activity of the Rental Assistance Program for each state fiscal year until all funds are expended for the fiscal year.
- M. To make presentations and to provide Program reports to the City and County Commissions, as requested.

6. LIMIT ON REVENUES THAT MAY BE USED:

Neither party may use any revenues allocated and distributed for purposes other than those authorized by Section 420.9072(7), Florida Statutes, or permitted by the terms of **Attachment B - Housing Focused Case Management Program**.

7. FINANCIAL CLOSEOUT REPORTS:

The County shall provide the City with monthly program reports. Those reports must include documentation of the expenditures of both City and County funds for rental housing assistance during the period of this Agreement.

Additionally, the reports must describe program services rendered, the dates thereof, and the beneficiaries receiving such service. Reimbursement is contingent upon the County’s submission of monthly expenditure reports, along with required source documentation, beginning with the first month of this Agreement. Monthly program reports must be received by the City within 20 days of the close of the month for which payment is requested and must be submitted according to the format as established by the City and the County.

8. UNEXPENDED FUNDS:

Based on the Monthly Program Reports, any funds provided for rental housing assistance services that are not expended by the end of term of this Agreement, or that are not expended due to termination of this Agreement, must be returned to the City and County in the same percentage as actual funds were contributed.

9. NOTICE:

Except as otherwise provided in this Agreement, any notice of default or termination from either party to the other party must be in writing and sent by certified mail, return receipt requested, or by personal delivery with receipt. For purposes of all notices, the City and County representatives are:

County: Claudia Tuck
Community Support Services Director
218 SE 24th Street
Gainesville, FL 32641

City: Fredrick J. Murry
Assistant City Manager
P.O. Box 490, Station 6
200 East University Avenue
Gainesville, FL 32627

and

J.K. "Jess" Irby
Clerk of the Court
12 SE 1st Street
Gainesville, FL 32601
Attn: Finance and Accounting

Purchasing Division
12 SE 1st Street
Gainesville, FL 32601
Attn: Contracts

10. DEFAULT AND TERMINATION:

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 must notify the defaulting party in writing with specific reference to the provision giving rise to the default. The non-defaulting party must give the defaulting party at least seven calendar 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 30 calendar days' written notice to the other party. 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 24 hours' written notice to the other party. 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 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 that relate to any litigation, appeals, or settlements of claims arising from this Agreement must 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 AND 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 AND SOVEREIGN IMMUNITY:

Each party shall be solely responsible for the negligent or wrongful acts of its public officials, agents, volunteers, 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 may 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 will 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 will 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, executed with the same formalities as this Agreement.

23. CAPTIONS AND SECTION HEADINGS:

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

24. CONSTRUCTION:

This Agreement may 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 is deemed to be an original, and such counterparts will 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 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.

ALACHUA COUNTY, FLORIDA

Attest: _____
Jesse K. Irby II, Clerk

By: _____
Charles S. Chestnut, IV, Chair
Board of County Commissioners

APPROVED AS TO FORM AND LEGALITY:

Alachua County Attorney

CITY OF GAINESVILLE, FLORIDA

Attest: *Omichele D. Gaaney*
Omichele D. Gaaney
Clerk of the Commission

By: *Lauren Poe*
Lauren Poe, Mayor

APPROVED AS TO FORM AND LEGALITY:

Nicolle M. Shalley, City Attorney

APPROVED AS TO FORM AND LEGALITY
By: *Sean M. McDermott* 3/15/19
Sean M. McDermott
Assistant City Attorney II
City of Gainesville, Florida

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, Florida Statutes, or a person who is homeless as defined in s. 420.621, Florida Statutes, 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.

EVICITION 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

Operations	
Project Period	SFY 2016/2017 (FY17), SFY 2017/2018 (FY 18) Launched - July 2017
Funder(s)	Inter-local Agreement: Alachua County - (SHIP & General Revenue) City of Gainesville - (SHIP)
Program Services Oversight Responsibility	Alachua County Community Support Services - Division of Social Services
Program Budget	\$468,000- Total Budget \$ 60,000- Operations (Housing Focused Case Manager) \$408,000 - Direct Assistance (3 rd party payments on behalf of clients) (\$204,000 City of Gainesville SHIP & \$204,000 Alachua County SHIP)
Staffing Resources	One (1) Housing Focused Case Manager
Approach	Housing First
Data Tracking	Client Service Network (CSN) – Alachua County Case Management System (CMS) Homeless Management Information System (HMIS)
Agreements for Priority Access to Services	GRACE Marketplace Dignity Village St. Francis House Family Promise of Gainesville
Partnerships	Alachua County Division of Court Services Alachua County Housing Authority Alachua County School Board Career Source of North Central Florida Catholic Charities City of Gainesville Department of Children & Families Department of Health (WIC, etc.) DOE Vocational Rehabilitation Early Learning Coalition Gainesville Housing Authority Meridian Behavioral Healthcare Three Rivers Legal Services As well as other Community Based Organizations (CBOs), Faith Based Organizations (FBOs), community health providers, and local law enforcement agencies. 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.

Program Details	
Project Description	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.
Target Population	Alachua County Residents meeting the VI-SPDAT score range and SHIP Special Needs criteria: <ul style="list-style-type: none"> • Developmental Disabilities (DD) • Recipient of SSD/SSI or other Disability Benefits • Youth Aging Out of Foster Care • Survivor of Domestic Violence • Person with Disabling Condition requiring independent living services Or SHIP Act “Homeless” definition
Geography Served	Alachua County Residents NOTE: City SHIP funds will be restricted to City of Gainesville Residents
Capacity	25 to 35 Households per year, per staff (figures may vary depending on case intensity)
Accessibility	Referrals will only be accepted from the Coordinated Entry System (CES) – exceptions apply with administrative approval
Length of Services	Not to exceed a total of twelve (12) months; program applicability
Assistance Limits	Deposits and Rent Subsidy: \$ 6,000 - max per household (SHIP) NOTE: Additional funds may be available through GR
Eligibility Criteria Note: exceptions apply with administrative approval	VI-SPDAT: Score of 4 – 7 Income: 50% SHIP Income Limits Housing Status: Homeless per Florida Statue Residency: Must have ability to demonstrate residency in Alachua County
Disqualifiers	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
Sustainability Criteria	Ability to maintain housing and meet basic needs post services
Eligible Services	<ul style="list-style-type: none"> • Case Management/Supportive Services/Wrap Around Care • Housing Application Fees (including background checks) • Security Deposit • First Month’s Rent • Last Month’s Rent • Rental Subsidy (not to exceed 12 months – including First & Last) • Utility Assistance (TBD)
Housing Unit Requirements	Monthly rent may not exceed maximum rents as established by FHFC Rent Schedule (120%) Must pass HUD Habitability Standards (See Exhibit 1) Lease must be for one (1) year Must be able to contribute 30% of their income towards their rent expenses

Assessments	Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) at point of referral Self-Sufficiency Matrix (SSM) and (SPDAT) will be conducted at entry and SSM will be conducted again at interim, exit, and follow-up to track progress throughout the life of the case
Certification Requirements	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 – compliant households may be provided one month of additional assistance to assist with transition off program services.
Outcomes	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
Appeal Process	Alachua County Protocol

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
Housing Habitability Standards
Rental Assistance Program
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"> 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. 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.

(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.

Case Name: _____			
Street Address: _____			
Apartment: _____	City: _____	State: _____	Zip: _____
Evaluator's Signature: _____			Date: _____
Please Print. Name: _____			
Exec. Dir. Initial: _____			

EXHIBIT 2
Rental Assistance Annual Report Household Data Summary

Intake Date: _____

I. GENERAL INFORMATION

Name of Client: _____

Street Address: _____

City & State Name: _____ Zip Code: _____

City or County: _____ Unincorporated area: Yes _____ No _____

Age of Head of Household: _____

_____ Monthly Rent

_____ Number of Bedrooms

Number of persons in household: _____

Race: Choose category___ Special Needs: Choose category

II. PROGRAMMATIC DETAILS

Type of Assistance: Rapid Rehousing or Eviction Prevention

Applicant Name or Project Identifier: CG- or AC-

_____ Total gross household income

_____ VERY LOW _____ EXTREMELY LOW _____

Utility Deposit	Rent Deposit	Month	Vendor/Co.	Amount	Payment Date
		August			
		September			
		October			

_____ Total amount of funds expended

_____ Expenditure date (date funds are fully expended and unit is occupied.)

Revised March 2017

EXHIBIT 3
Quarterly Summary Report

Date Period:

DATA CATEGORY	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YTD TOTAL
GENERAL INFORMATION					
# of Applications Received					
# of Applicants Ranked					
# of Special Needs Applications					
# of Homeless Individuals Assisted					
TARGET POPULATION					
# of HH Served					
# of Applicants Served					
ASSESSMENTS					
# of Special Needs Applicants					
# of Family Assessments Completed					
# of Individual Assessments Completed					
PROGRAM ENTRY					
# of Applicants to Enter the Program					
# of Applicants to Exit the Program					
JOB TRAINING AND DEVELOPMENT					
# of Program Participants in budget training					
# of Program Participants in job development					
# of Program Participants employed (new)					
SUSTAINABILITY FACTORS					
% of Income Increase					
% Housing Stable at Exit					
% Reduction in Expenses at Exit					
% Non-compliance					