

**ST. PETERSBURG CITY COUNCIL**  
**Consent Agenda**  
**Meeting of September 3, 2009**

**TO:** The Honorable Jeff Danner, Chair, and Members of City Council

**SUBJECT:** A resolution authorizing the Mayor to execute an Interlocal Agreement between the City and Pinellas County for the purpose of implementing the Homeless Prevention And Rapid Re-Housing Program (“HPRP”), for which the City will allocate no more than \$554,249 to provide financial assistance for homeless prevention, rapid re-housing, housing relocation and stabilization services for homeless persons or those at risk of becoming homeless in the City of St. Petersburg; authorizing the Mayor or his designee to execute all other documents necessary to effectuate this transaction; and providing an effective date.

**EXPLANATION:**

On February 17, 2009, the President signed into law the American Recovery and Reinvestment Act (“ARRA”) of 2009. ARRA made provisions for various departments within the federal government to make funding available to address different aspects of the economy that would result in reinvestment in America and putting people back to work. A program that was generated from ARRA is the Homeless Prevention and Rapid Re-Housing Program (“HPRP”). The City was programmed to receive \$914,999 in grant funding to provide homeless prevention and rapid re-housing assistance to persons eligible to receive assistance within the City.

The Administration prepared a plan and presented a substantial Amendment of its FY 2008-2009 Annual Action Plan to establish the Homeless Prevention and Rapid Re-Housing Program on May 7, 2009, to City Council, who approved the substantial amendment by Resolution No. 2009-237, after which the substantial amendment was forwarded to HUD for approval.

In anticipation of receipt of funding, the City announced a request for qualifications to solicit agencies that have experience with the delivery of services to the homeless, or those at risk of becoming homeless, which was advertised in the St. Petersburg Times and Weekly Challenger with a return date of May 15, 2009, at 4:00 p.m. The City received responses from three experienced and qualified vendors who responded with an interest in participating in the program and entering into a sub-grant agreement, or Interlocal Agreement with the City. The City has decided to engage the services of Pinellas County and its Health and Human Services Department to provide Financial Assistance for Homeless Prevention, Rapid Re-housing, Housing Relocation and Stabilization Services for homeless persons or those at risk of becoming homeless in the City of St. Petersburg.

The U.S. Department of Housing and Urban Development (“HUD”) has forwarded the HPRP Grant Agreement (“Agreement”) to the City for execution, prior to the implementation of the program. HUD has also acknowledged in the cover letter to the Agreement that it expects the execution of all sub-grantee contracts be completed by September 30, 2009.

Pinellas County has agreed to provide HPRP services by submittal of an application, from which performance data was incorporated into the attached proposed Interlocal Agreement with the City. Pinellas County will ensure that it assists impacted persons in a timely manner and will provide necessary information to the City to produce the required quarterly and annual reports to HUD, as mandated.

Pinellas County has been advised that the City and its subrecipients will have two years to expend 60% of the funding allocated to serve income eligible persons or households who are at or below 50% of Area Median Income ("AMI") from the date that HUD signed the Agreement (July 16, 2009), and that the remaining funds must be expended within three years of the date that HUD signed the Agreement (July 16, 2009).

**RECOMMENDATION:** Administration recommends that City Council adopt the attached resolution authorizing the Mayor to execute an Interlocal Agreement between the City and Pinellas County for the purpose of implementing the Homeless Prevention And Rapid Re-Housing Program ("HPRP"), for which the City will allocate no more than \$554,249 to provide financial assistance for homeless prevention, rapid re-housing, housing relocation and stabilization services for homeless persons or those at risk of becoming homeless in the City of St. Petersburg; authorizing the Mayor or his designee to execute all other documents necessary to effectuate this transaction; and providing an effective date.

**COST/FUNDING/ASSESSMENT INFORMATION:**  
Funding to pay for services provided for this program has been appropriated in the HPRP Fund (1017).

Attachments: Resolution  
Interlocal Agreement

**APPROVALS:**

Administration:  Budget: 

Resolution No.2009-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY AND PINELLAS COUNTY FOR THE PURPOSE OF IMPLEMENTING THE HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM (“HPRP”), FOR WHICH THE CITY WILL ALLOCATE NO MORE THAN \$554,249.00 TO PROVIDE FINANCIAL ASSISTANCE FOR HOMELESS PREVENTION, RAPID RE-HOUSING, HOUSING RELOCATION AND STABILIZATION SERVICES FOR HOMELESS PERSONS OR THOSE AT RISK OF BECOMING HOMELESS IN THE CITY OF ST. PETERSBURG; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City received a grant (“Grant”) in the amount of \$914,999 from the Federal Government through the U.S. Department of Housing and Urban Development (“HUD”) formula allocations to implement a Homeless Prevention and Rapid Re-Housing Program (“HPRP”) to assist persons and households who are at risk of becoming homeless, or who are already homeless and are in need of housing; and

WHEREAS, HUD has signed a Grant Agreement (“Agreement”) and submitted it to the City to implement the HPRP program; and

WHEREAS, City Council authorized acceptance of the Grant by Resolution No. 2009 - 367 on July 23, 2009; and

WHEREAS, in April 2009, the City announced a request for qualifications to solicit agencies that have experience with the delivery of services to the homeless, or those at risk of becoming homeless; and

WHEREAS, the City received responses from three applicants who were qualified and had documented experience to provide the services; and

WHEREAS, the City has decided to engage the services of Pinellas County and its Health and Human Services Department to provide Financial Assistance and Housing Relocation and Stabilization Services to the impacted residents of the City; and

WHEREAS, the City and its subrecipients must expend 60% of the funding to assist persons or households who are at or below 50% of Area Median Income (“AMI”) with proceeds



**INTERLOCAL AGREEMENT**  
**Between**  
**The City of St. Petersburg, Florida**  
**And**  
**Pinellas County, Florida**  
**For**  
**Homelessness Prevention and Rapid Re-Housing Program**

**THIS AGREEMENT (“Agreement”)** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between the City of St. Petersburg, Florida, a municipal corporation (“**City**”) and the Pinellas County Board of County Commissioners, (“**County**”) a political subdivision of the State of Florida (collectively, “**Parties**”)

**WITNESSETH:**

WHEREAS, the City has been allocated \$914,999.00 in Homelessness Prevention and Rapid Re-Housing funding by the U.S. Department of Housing and Urban Development (“**HUD**”) to assist persons/households who are homeless, or at risk of becoming homeless to secure permanent rental housing; and

WHEREAS, the City, through its Housing and Community Development Department is responsible for monitoring and administrating all formula block grants that are allocated to the City from HUD; and

WHEREAS, the City solicited the services of experienced vendors to assist in delivering Homelessness Prevention and Rapid Re-Housing Program (“**HPRP**”) services; throughout the City of St. Petersburg and Pinellas County, making best effort to primarily serve at a minimum of 75% of persons/households within the City of St. Petersburg; and

WHEREAS, the County, through its Department of Health and Human Services is one of three vendors who have submitted a response to the City’s solicitation of vendors to provide HPRP services; and

WHEREAS, County is willing and able to provide HPRP services pursuant to the requirements of the American Recovery and Reinvestment Act of 2009 (“**ARRA**”) and the City; and

WHEREAS, the City has selected the County as a sub-grantee to provide HPRP services to eligible households within the City of St. Petersburg and has allocated up to Five Hundred Fifty-Four Thousand Two Hundred Forty-Nine Dollars (\$554,249) in HPRP funding for the County for this purpose; and

WHEREAS, the services are to be provided between October 1, 2009 and September 30, 2012; and

WHEREAS, this Agreement is authorized by the provisions of Section 163.01, Florida Statutes, which authorizes the exercise by agreement of two or more public agencies of any power entrusted to them.

NOW THEREFORE, IN CONSIDERATION of the promises and covenants contained here, the Parties agree as follows:

**1.**

**Scope of Services**

1.1 County shall provide short term financial assistance (up to 3 months) payments for rental assistance, hotel/motel vouchers, security deposits, and utility deposits/payments for an estimated 84 unduplicated residents who are individuals and families currently in housing but are at risk of homelessness, and need temporary rent or utility assistance, or to move to another unit, to prevent homelessness.

1.2 County shall provide short term financial assistance (up to 3 months) payment for rental assistance, hotel/motel vouchers, security deposits, and utility deposits/payments to rapidly re-house an estimated 84 unduplicated residents who are individuals and families experiencing homelessness (in emergency or transitional housing or on the street) and need temporary assistance to obtain housing and have the ability to maintain housing.

1.3 County shall provide an estimated 504 hours of Housing Relocation and Stabilization Services which includes case management to verify each client's eligibility for participation in the program, evaluating appropriateness of HPRP for the household, outreach and engagement, and housing search and placement. A total of two (2) full-time Case Managers and one (1) Office Support Specialist will be assigned to assist with implementation of the City of St. Petersburg HPRP program. The County's Office where services will be provided is located at: 647 1<sup>st</sup> Avenue North, St. Petersburg, Florida 33701.

1.4 County shall provide for habitability inspections of property in accordance with attached Exhibit "D" to be rented by persons/households who are assisted through the program anytime a participant moves into housing paid for by HPRP funding. Inspections will not be required when clients are staying in their existing housing, unless there is a child under the age of 6 or an expected child, at which point a visual lead-based paint assessment must be conducted. If lead-based paint is evident then the person/household shall find other living accommodations. Inspections shall be completed by a qualified inspector and costs of the inspections are an eligible cost for reimbursement.

1.5 County shall be responsible for compliance with all federal, state, city and county laws, regulations, and ordinances at all times applicable to the HPRP and the implementation of this Agreement.

1.6 Assistance will only be provided to persons/households whose incomes are at or below 50% of area median income ("AMI"), as defined by HUD Section 8 income limits; as

may be revised from time to time by HUD. The current income limits as attached hereto as Exhibit "A".

1.7 Progress in implementation of this Agreement shall be measured against the goals provided under paragraphs 1.A. and 1.B., above, and the amount of funds billed as of September 30, 2011, and September 30, 2012. County shall bill the City for services delivered with a minimum of 50% of funds allocated expended by September 30, 2011, and the remaining funds expended prior to September 30, 2012. Allocated funding not expended within these time periods will be recaptured by the City and redistributed to other eligible vendors by City. All funds not expended by September 30, 2012, shall be recaptured by City.

1.8 County shall maintain a file for each person/household assisted and shall make files available for monitoring by the City, auditors, HUD, and their representatives. All files shall document the income of each person/household by having the head of household complete and certify the form attached hereto as Exhibit "B", or a similar form approved by the City, with supporting documentation of income and proof of residency shall be attached to the completed Exhibit "B". Documentation of income must be verified through third party verification or other form of documentation approved or amended by HUD from time to time.

1.9 County shall accomplish the goals of this Agreement in accordance with all the terms and conditions thereof, which include the regulations issued by HUD and contained in Docket No. FR-5307-N-0 titled (Notice of Allocations, Application Procedures, and Requirements for Homeless Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009), signed by HUD on March 19, 2009, and other regulations therein.

1.10 Agency shall comply with the Office of Management and Budget ("OMB") Memorandum dated June 22, 2009 titled "Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009." Agency shall provide the required information as attached hereto as Exhibit E upon execution of this Agreement and as may change from time to time.

1.11 The scope of service herein shall be altered only through prior written approval of the Parties.

## 2.

### **Method of Payment**

2.1 Total funds available under this Agreement shall not exceed Five Hundred Fifty-Four Thousand Two Hundred Forty-Nine Dollars (\$554,249) for payment under this Agreement.

2.2 Payments shall not exceed:

- a maximum of Two Thousand Two Hundred Fifty Dollars (\$2,250) in assistance for singles/couples for a payment of up to three months rent/rent deposits, or utility/utility deposits; and
- a maximum of Three Thousand Dollars (\$3,000) in assistance for families with children for a payment of up to three months rent/rent deposits, or utility/utility deposits.

2.3 All requests for reimbursement by the County shall be submitted to City for review prior to payment to ensure compliance with HPRP regulations. Requests shall include documentation of expenses and clients served as reasonably required by the City. Required documentation may include, but not be limited to payroll registers, paid receipts for rental assistance and security/utility deposits.

2.4 Reimbursement of habitability inspections shall be for the reasonable cost (\$42.00/inspection) of the inspection plus travel which shall be submitted in the form of an invoice identifying properties inspected and copies of habitability inspection reports and mileage logs.

2.5 Reimbursement of Housing Relocation and Stabilization Services (to include case management) shall be completed after submission to City of monthly reports and timesheets, attached hereto as Exhibit "C", for all employees for whom reimbursement is requested. Reimbursement shall be based upon the number of hours completed assisting income eligible applicants to find suitable living accommodations.

2.6 City may disapprove requests for payment which are not consistent with the terms of this Agreement.

2.7 No request for payment under this Agreement shall be accepted after October 6, 2012.

### 3.

#### **Reporting and Monitoring**

3.1 County shall provide a written monthly report from information provided by 211 Tampa Bay Cares Homeless Management Information Systems, to City by the fifth working day of each month for activity the previous month, which summarizes progress made toward completion of services, comparing goals and accomplishments, and providing an explanation if accomplishments did not meet the implementation schedule.

3.2 County shall provide City with the following information/reports by November 1 of 2010, 2011, and 2012:

- (1) A cumulative report of assistance provided during the fiscal year; and
- (2) Assessment of effectiveness of the program.

3.3 County shall furnish City with all additional information, records, reports, and data as may be required pertaining to matters of this Agreement.

3.4 City shall have the right to monitor and evaluate all aspects of activities carried out by County. Such evaluation will be effected by the submission of reports and information by County and by file reviews and site visits by City.

#### 4.

#### **Time of Performance**

4.1 This Agreement shall take effect immediately upon filing with the Clerk of the Circuit Court for Pinellas County. The services described in this Agreement shall commence on October 1, 2009, and shall be completed on or before September 30, 2012.

#### 5.

#### **Entire Agreement/ Amendments**

5.1 This document embodies the whole agreement of the Parties. There are no promises, terms, conditions, or allegations other than those contained herein and this document shall supersede all previous communications, representations and/or agreements, whether written or verbal, between the Parties. This Agreement may only be modified by a written modification executed by the Parties. This Agreement shall be binding upon the Parties, their successors, assigns and legal representatives.

#### 6.

#### **Non-Appropriation**

6.1 The obligations of the Parties as to any funding required pursuant to this Agreement, shall be limited to an obligation in any given year to budget and appropriate from legally available funds, after monies for essential services have been budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, a party shall not be prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge shall be prior and superior to any obligation of the party pursuant to this Agreement.

#### 7.

#### **Agreement Management**

7.1 All notices, requests, demands, invoices or other communications hereunder shall be in writing and shall be deemed to have been served as of the delivery date appearing upon the return receipt if sent by certified mail, postage prepaid with return receipt requested, at the address listed below, or upon the actual date of delivery, if hand delivered to the address below. Either party may change the below-listed address at which it receives written notices by providing notice of such change to the other party in accordance with this paragraph.

ST.PETERSBURG: City of St Petersburg, Florida  
Department of Housing and Community Development  
P.O. Box 2842  
St. Petersburg, FL 33731-2842

PINELLAS COUNTY: Pinellas County Board of County Commissioners  
2189 Cleveland Street  
Clearwater, FL 33765

## 8.

### Miscellaneous

8.1 Should any section or part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any part of any section of this Agreement.

8.2 No act of omission or commission of either party, including without limitation, any failure to exercise any right, remedy, or recourse, shall be deemed to be a waiver, release, or modification of the same. Such a waiver, release, or modification is to be effected only through a written modification to this Agreement.

8.3 This Agreement shall be governed by and be interpreted in accordance with the laws of the State of Florida. Venue for state court actions shall be in Pinellas County. Venue for federal court actions shall be in the Middle District of Florida, Tampa Division, unless a division is created in St. Petersburg, or Pinellas County, in which case the action shall be brought in that division. Each party waives any defense of improper or inconvenient venue as to either court and consents to personal jurisdiction in either court.

8.4 The paragraph headings are inserted herein for convenience and reference only, and in no way define, limit, or otherwise describe the scope or intent of any provisions hereof.

8.5 The sole source of funding from the City for payment under this Agreement is the HPRP funding in the amount of \$554,249 provided by HUD pursuant to a separate grant agreement between the City and HUD. This Agreement is subject to any HPRP requirements and restrictions contained in that grant agreement.

**IN WITNESS WHEREFORE**, the Parties have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

**THE CITY OF ST. PETERSBURG, FLORIDA**

By: \_\_\_\_\_  
Rick Baker  
As its: Mayor

ATTEST:

\_\_\_\_\_  
Eva Andujar, City Clerk

APPROVED AS TO CONTENT AND FORM:

\_\_\_\_\_  
City Attorney (Designee)  
By: \_\_\_\_\_  
Assistant City Attorney

**PINELLAS COUNTY**, a political subdivision of the State of Florida, acting by and through its County Administrator *Pinellas County Code Sect. 2-188*

By: \_\_\_\_\_  
Robert S. LaSala  
County Administrator

ATTEST:

\_\_\_\_\_  
Ken Burke, Clerk of Court

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney

EXHIBIT A

HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM

INCOME LIMITS

Very Low Income  
Maximum GROSS  
Household

1	\$20,700
2	\$23,700
3	\$26,650
4	\$29,600
5	\$31,950
6	\$34,350
7	\$36,700
8+	\$39,050

Please note: the maximum income for households with eight or more persons is fixed and does not increase as the size of the household increases.

3/09

**EXHIBIT B-1  
CLIENT VERIFICATION FORM**

Client Name: \_\_\_\_\_ Client/Case Number: \_\_\_\_\_

Where did you sleep last night? \_\_\_\_\_

I. Problems Presented/Verification Provided: \_\_\_\_\_  
\_\_\_\_\_

Verified by Case Worker: YES \_\_\_\_\_ DATE OF VERIFICATION: \_\_\_\_\_

**Eligible Criteria (must document current living situation):**

- 1. In places not meant for human habitation, such as cars, parks, sidewalks, abandoned building (on the street).
- 2. In an emergency shelter.
- 3. Graduating from/timing out of transitional housing.
- 4. Is being evicted within two weeks from a private dwelling unit and no residence has been identified and the person lacks the resources to obtain housing.
- 5. Is being discharged within two weeks from an institution, such as a mental or substance abuse treatment facility or a jail/prison, in which they had been a resident for more than 180 consecutive days, but literally homeless immediately prior to entry, and no subsequent residence has been identified and the person lacks the resources to obtain housing.
- 6. Is fleeing a domestic violence housing situation and the person lacks resources and support needed to obtain housing.
- 7. Other: \_\_\_\_\_

How was this verified?: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Case Manager's Signature

\_\_\_\_\_  
Print Name

II. Disposition/Plan: \_\_\_\_\_

I, \_\_\_\_\_ verify I am without appropriate adequate housing opportunities. I further state that my present living arrangement is temporary and I have no place to relocate at the present time. The information I have provided and represented herein is correct and is a true representation of my interview.

In addition, I authorize the release of this information.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**EXHIBIT B-2**  
**INCOME AND DEMOGRAPHIC INFORMATION FORM**

**I. Personal Data**

Name: \_\_\_\_\_ SS# (last 4 #s): \_\_\_\_\_ DOB: \_\_\_\_\_ M \_\_\_ F \_\_\_  
Name: \_\_\_\_\_ SS# (last 4 #s): \_\_\_\_\_ DOB: \_\_\_\_\_ M \_\_\_ F \_\_\_  
\*Present Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\*Previous Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**\*Must document homelessness or at-risk of becoming homeless**

Hispanic/Latino (must choose): \_\_\_\_\_ YES \_\_\_\_\_ NO

Race (circle one): White Black/African American Native Hawaiian/Pacific Islander Asian  
American Indian/Alaskan Native American Indian/Alaskan Native & White Asian & White  
Black/African American & White American Indian/Alaskan Native & Black/African American  
Other Multi-Racial

Veteran (Yes or No) \_\_\_\_\_

Individual: \_\_\_\_\_ Family w/ children: \_\_\_\_\_ Couple w/o children \_\_\_\_\_

Is Client Head of Household? Yes \_\_\_ No \_\_\_ Head of Household: Male \_\_\_ Female \_\_\_

Number of persons needing services: Adults \_\_\_\_\_ Children \_\_\_\_\_

Gender/Ages: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**II. Employment Data**

Status: Full Time \_\_\_ Part-Time \_\_\_ Day-Labor \_\_\_ Temp \_\_\_ None \_\_\_\_\_

Applied for SSI/SSDI: Yes \_\_\_ No \_\_\_ Status: Pending \_\_\_ Received \_\_\_ Denied \_\_\_ On Appeal \_\_\_\_\_

**III. Resources (Income and Assets)**

\*Monthly Income: \$ \_\_\_\_\_ Work \_\_\_ SSI/SSDI \_\_\_ TANF \_\_\_ Food Stamps \_\_\_\_\_

Child Support \_\_\_\_\_ None \_\_\_ Other (specify) \_\_\_\_\_

**\*Income Documentation collected must be through third party verification.**

**IV. Household Characteristics (if applicable)**

Family Violence \_\_\_ Physically Disabled \_\_\_ Drug Dependent \_\_\_ HIV/AIDS \_\_\_\_\_

Developmentally Disabled \_\_\_ Alcohol Dependent \_\_\_ Chronically Mentally Ill \_\_\_\_\_

Other (specify) \_\_\_\_\_

**V. Referral History**

Agency Referred to:	Agency Referred to:	Date Contact Person:
_____	_____	_____
_____	_____	Phone Number:
_____	_____	_____

**EXHIBIT C  
TIMESHEET**

Name _____		Employee # _____						
Week Ended _____		Hourly Rate: _____						
Work Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Regular Hours
HPRP - Housing Relocation and Stabilization including case management (intake, outreach and engagement and housing search and placement).								0.0
Data Entry and Collection								0.0
<b>TOTAL HOURS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Employee Signature _____				Supervisor Signature _____				
<b>*Note: timesheet must total 40 or more hours per week.</b>								

**EXHIBIT D**

**HABITABILITY INSPECTION FORM**

Complete the Habitability Inspection Form for each unit occupied by an HPRP participant. Units should be inspected on an annual basis or with a change in tenancy. Complete the project name and location for the unit inspected at the top of each form. On the last column indicate with a "P", for primary means of inspection, or an "S", for secondary means of inspection, if the habitability standard was met at the time of inspection. Note any concerns in this column if the housing unit does not meet the standard. For any standard that is not met, steps should be taken immediately to correct the problem or concern.

Project Name: HPRP Assistance

Address/Unit Location: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

<b>Habitability Standard</b>	<b>Needed Documentation (in additional to visual inspection)</b>	<b>P or S Comments</b>
<b>Structure &amp; Materials</b>		
Is the unit structurally sound, and does it protect residents from the elements?	Building permit; occupancy permit; housing/health code inspection certificates	
<b>Access</b>		
Is the unit accessible and able to be used without going through other units? Is there a second means of egress in case of fire?		
<b>Space and Security</b>		
Is the space adequate for the resident and his/her belongings? Does the resident have an acceptable place to sleep?	Building permit; occupancy permit; housing/health code inspection certificates	
<b>Interior Air Quality</b>		
Does each room have some form of natural or mechanical ventilation? Is the interior air free of pollutants?	Building permit; occupancy permit; housing/health code inspection certificates; results of any air testing that has occurred (to measure levels of pollutants)	
<b>Water Supply</b>		
Is the water supply free from contamination?	Building permit; occupancy permit; housing/health code inspection certificates; results of any water testing that has occurred	

Habitability Standard	Needed Documentation (in additional to visual inspection)	P or S Comments
<b>Thermal Environment</b>		
Are the heating and/or cooling facilities adequate and in proper operating condition?	Building permit; occupancy permit; housing/health code inspection certificates; and records of inspections, tune-ups, repairs, or replacement of heating/cooling systems	
<b>Illumination and Electricity</b>		
Does the house have adequate natural or artificial illumination to permit normal indoor activities and support health and safety? Are there sufficient electrical sources to permit the safe use of essential electrical appliances?	Building permit; occupancy permit; housing/health code inspection certificates	
<b>Food Preparation</b>		
Do food preparation areas contain suitable space and equipment to store, prepare and serve food in a sanitary manner?	Building permit; occupancy permit; housing/health code inspection certificates	
<b>Sanitary Conditions</b>		
Is the unit maintained in sanitary condition?	Housing/health code inspection certificates	
<b>Fire Safety – Individual Units</b>		
Is there at least one working smoke detector on each occupied level of the unit? Are smoke detectors located in hallways adjacent to bedrooms where possible? Does each bedroom occupied by a hearing-impaired person have an alarm system designed for hearing-impaired persons?	None, but equipment must be regularly tested, and in units occupied by hearing-impaired persons, smoke detectors must have an alarm designed for hearing-impaired persons.	
<b>Fire Safety – Common Areas</b>		
Do all public areas (laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas ( have at least one smoke detector?	None, but equipment must be regularly tested.	

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any Department or Agency of the United States, knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements of representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years or both."

**PASS** \_\_\_\_\_ **or FAIL** \_\_\_\_\_ **(INDICATE ONE)**

**Signature of Inspector:** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

EXHIBIT E

**ARRA Accountability and Transparency**

*In accordance with section 1512 of the American Recovery and Reinvestment Act, recipients of recovery funds must adhere to specific quarterly reporting requirements. In order to increase our accountability and transparency to the taxpayers, the City of St. Petersburg posts the following information, as required by the act, on our website as soon as a project has been awarded recovery funds.*

Name of entity receiving the award: Pinellas County Health and Human Services

Grant Number of Prime Award: S-09-MY-12-0009

Award Title: Homelessness Prevention and Rapid Re-Housing Program (HPRP)

DUNS number: \_\_\_\_\_

CCR Information: \_\_\_\_\_

Subrecipient type: \_\_\_\_\_

Amount of Award: \$554,249.00

Date of Award: \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Location/Place of performance (include Congressional district): \_\_\_\_\_

Area of benefit: Pinellas County

Names and compensation of top 5 officers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Rationale for awarding the subgrant/subcontract: Health and Human Services currently works with persons who are homeless or at risk of becoming homeless.

For Subrecipient Vendors  
DUNS # or name and zip of headquarters: \_\_\_\_\_