

**REQUEST FOR PROPOSALS**

 **FOR HOUSING QUALITY STANDARD INSPECTION SERVICES**

Mayor’s Office of Homeless Services

Released: Wednesday, January 26, 2022

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**Submission Deadline: Friday, March 11, 2022, 5:00 p.m. EST**

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# REQUEST FOR PROPOSAL FOR HOUSING QUALITY STANDARD INSPECTION SERVICES OVERVIEW

The Mayor’s Office of Homeless Services (MOHS), on behalf of the Mayor and City Council of Baltimore, is herein issuing a Request for Proposals for Housing Quality Standard (HQS) Inspection Services. MOHS administers housing stabilization, rapid rehousing, and rental assistance projects throughout the City of Baltimore for clients at risk of or currently experiencing homelessness. Through the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) and Housing Opportunities for Persons with AIDS (HOPWA) Programs, clients are placed in affordable housing units that require HQS Inspections both before occupancy and throughout the duration of tenancy while receiving financial assistance through these Programs. **Selected applicants will receive an award between $100,000.00 to $400,000.00**, depending on the Project type.

MOHS is soliciting applicants to receive a competitive service award to provide professional HQS Inspection Services. The applicant shall provide housing inspections services on behalf of MOHS to include the following:

* Initial Housing/ Unit Inspections;
* Annual Housing/Unit Inspections;
* Client Complaint Inspections;
* Quality Control Inspections; and
* Failed Housing/Unit Re-inspections.

**Qualifications and Requirements**

Eligible applicants must be a registered for profit or 501(c) non-profit organization in good standing with the State of Maryland and the United States Internal Revenue Service (IRS). This announcement requests all qualifying organizations to submit the following items in order to be considered for the award:

* Housing Quality Standard Inspection Services Application;
* Project Budget; (1-year Budget. Template Provided)
* Articles of Incorporation and Bylaws;
* Current Certificate of Good Standing from the State of Maryland;
* Federal Tax Exemption Determination Letter (if applicable);
* Copy of Current Housing Inspection and Lead Based Paint Housing Inspection Licenses;
* List of Board of Directors/Project Organizational Chart (must include name, title, email, and phone for each staff position);
* Most Recent Single Audit or Independent Financial Audit.

All services will be performed during the City’s fiscal year for a 1 year commitment from the City for HQS Inspections Services. The selected applicant will be issued a one-year contract beginning July 1, 2022, and ending June 30, 2023. Each Project will be considered as a separate award, however both Projects may be presented by the applicant as a combined submission utilizing one budget and application for both Projects. **The submission deadline is Friday, March 11, 2022, 5:00 p.m. EST. Submissions must be in PDF format and emailed to** mohs.hsp.application@baltimorecity.gov**.** Late or hand-delivered submissions will not be considered.

# REQUEST FOR PROPOSAL TIMELINE

Below is a timeline for the City to collect, review, and announce the Awardee(s) of the HQS Inspection Services RFP.

**Wednesday, January 26, 2022** – Request for Proposal Released

MOHS releases the RFP for public review and submission.

**Tuesday, February 8, 2022, 12:00 p.m.** – **Pre-Proposal Conference**

MOHS hosts a pre-proposal conference to present the HQS Inspection Services Solicitation information. Applicants may register for the conference here: <https://bmore.webex.com/bmore/j.php?MTID=m4a556298c2ea66c07c22581f8b7809e4>

**Friday, March 4, 2022, 5:00 pm** – Frequently Asked Question Submission Deadline

MOHS will collect and publish answers to questions received from the pre-proposal conference.

**Friday, March 11, 2022 (5:00 p.m. EST**)– **Submission Deadline**

The deadline for all applications to be submitted to mohs.hsp.application@baltimorecity.gov.

**March 12 – March 25, 2022** – Proposal Review

MOHS will review, score, and meet with prospective providers on submitted proposals.

**Friday, March 28, 2022** – **HQS Inspection Services Award Announcement**

Award Announcement.

Questions and inquiries may be addressed to the following MOHS staff:

**Donata Patrick**

Program Compliance Supervisor

Mayor’s Office of Homeless Services

7 E. Redwood St. 5th Fl.

Baltimore, MD 21202

Donata.patrick@baltimorecity.gov

**Rasheda O’Neal**

HOPWA Program Compliance Officer

Mayor’s Office of Homeless Services

7 E. Redwood St. 5th Fl.

Baltimore, MD 21202

Rasheda.oneal@baltimorecity.gov

**Katie Yorick**

Chief of Policy and Partnership

Mayor’s Office of Homeless Services

7 E. Redwood Street, 5th Floor

Baltimore, MD 21202

Katie.yorick@baltimorecity.gov

# CITY REQUIREMENTS

## Baltimore City Audit Policy

At any time during business hours and as often as the City may deem necessary, there shall be made available to the City for examination, the organization’s records with respect to the activities awarded through this Solicitation. The selected applicant shall permit the City to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, records of personnel, conditions of employment and other data relating to matters covered by the executed Agreement.

The selected applicant shall be responsible for repayment of all applicable audit exceptions, which may be identified by Federal, State, or City auditors or their designated representatives, and reviewed by the organization.

## Bureau of Procurement Regulation

This Request for Proposal follows the General Terms and Conditions set by the City of Baltimore. Applicants receiving this award are required to maintain the provisions as described in [Attachment B](#_3o7alnk). The City may impose changes in the terms and conditions at any time. The organization will be notified of such change(s) and required to maintain compliance.

## Employ Baltimore

The Employ Baltimore Executive Order, issued in December 2013, is applicable to City contracts greater than $50,001.00 and up to $300,000.00. If applicable, organizations may be required to:

* Contact MOED to schedule a workforce meeting within two (2) weeks after the contract award;
* Post new jobs with MOED only for a period of seven days;
* Utilize MOED’s recruitment services for new hires; and
* Submit bi-annual employment reports – submit placement reports as people are hired.

Employ Baltimore requirements for any contracts issued through this Request for Proposals will be determined by the Mayor’s Office of Homeless Services and will be mandated according to MOED compliance guidelines. More information on Local Hiring requirements is available at: <http://moed.baltimorecity.gov/sites/default/files/Employ_Baltimore_exec_order_revised.pdf>

## Local Hiring

Contracts that exceed $300,000.00 may be subject to the City’s Local Hiring requirements as established in Article 5, Subtitle 27 of the Baltimore City Code. This Code requires that the selected organization (should the Project meet the contracting threshold) work with the Mayor’s Office of Employment Development (MOED) to review the staffing needs created by the Project.

The selected applicant(s) will need to:

* Meet with MOED within two (2) weeks after contract execution to complete an Employment Analysis;
* Post new jobs created by the Project with MOED for seven (7) days;
* Utilize MOED’s City resident recruitment services for new hires;
* Meet the goal: 51% of all new hires for City funded contracts must be City residents;
* Submit monthly employment reports with information on the number of current workers, New workers, and the number of Baltimore City residents working on the Project.

Local Hiring requirements for contracts issued by this Request for Proposals will be determined by the Mayor’s Office of Homeless Services and will be mandated according to MOED compliance guidelines. More information on Local Hiring requirements is available at <https://moed.baltimorecity.gov/employer-services/hiring-strategies-local> .

## The Mayor's Office of Minority and Women-Owned Business Opportunities Office (MWBOO)

The Mayor's Office of Minority and Women-Owned Business Opportunities Office (MWBOO) is an entrepreneurially focused agency committed to wealth creation in the minority and women business communities. Through government contracting, MWBOO actively seeks to recruit and retain minority and women businesses seeking to do business with the City of Baltimore by expanding contracting opportunities. Minority and women businesses are encouraged to apply to this Request for Proposals.

## Required Insurance Coverage

The selected applicant must currently carry or be willing to obtain the following insurance coverage as part of the Project:

* Professional Liability Errors, and Omissions Insurance (minimum $3 million policy);
* Worker’s Compensation Coverage;
* General Commercial Liability Insurance (minimum $3 million policy);
* Business Automobile Liability Insurance (minimum $1 million policy);
* Fidelity Coverage; and
* Cyber Liability Insurance (minimum $1 million policy)

The selected applicant will be required to provide a certificate of liability indicating the required limits of liability with the Mayor and City Council of Baltimore shown as the certificate holder.

## Current Provider Information

Current Providers may apply to this Request for Proposals, but cannot earn credit or selection preference for current services performed. If a current Provider is selected through this Request for Proposals, a new contract shall be issued for performance of service for the new award. All current contracts will be terminated upon the completion of the designated term.

## Funding Sources

Funding sources may be a combination of the MOHS’ approved Federal, State, and City appropriation(s). The Mayor’s Office of Homeless Services funds its projects through the City’s General Fund, the Maryland State Homelessness Solutions Program (HSP), the Baltimore City Department of Social Services Shelter Program (DSS), and the U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG), Continuum of Care (CoC), and Housing Opportunities for Persons with AIDS (“HOPWA”) Programs. All applicants receiving the award are subject to the applicable funding source laws and regulations in addition to requirements set by the Mayor’s Office of Homeless Services. Awards are conditioned on availability of funds as approved by HUD, the State of Maryland, and/or the Board of Estimates. The selected applicant will be reimbursed expenses each month of the Term(s).

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**REQUEST FOR PROPOSALS HOUSING QUALITY STANDARD INSPECTION SERVICES**

In the City’s Fiscal Year (CFY) 2021 (July 1 2020, through June 30, 2021), the total number of Housing Quality Standard (HQS) Inspections completed was 2,735. For the CFY 2023 (July 1, 2022 through June 30, 2023) the inspection amount is expected to be 2,475. MOHS is soliciting applicants to receive a competitive service award to provide professional HQS Inspection Services.  All housing units will require an HQS Inspection prior to occupancy and annually throughout client tenancy. Applicants may apply for a single Project or both Projects. Each Project will be considered as a separate award, however both Projects may be presented by the applicant as a combined submission utilizing one budget and application for both Projects. Applicants are required to submit a budget for the following housing inspection types.

|  |  |  |
| --- | --- | --- |
| Inspection Type | Expected Number of Inspections for CoC Project (FY2023) | Expected Number of Inspections for HOPWA Project (FY2023) |
| Initial Housing/Unit Inspection | 200 | 100 |
| Annual Housing/Unit Inspection | 500 | 550 |
| Client Complaint Inspection | 25 | 200 |
| Quality Control Inspection | 125 | 400 |
| Failed Housing/Unit Re-inspection | 250 | 125 |
| TOTALS | **1100** | **1375** |

## Definitions

* Initial Housing/ Unit Inspection – HQS Inspection performed for new clients before unit occupancy.
* Annual Housing/Unit Inspections – HQS Inspection performed for renewal clients during unit occupancy.
* Client Complaint Inspections – HQS Inspection performed as a result of client complaint of unit inhabitability conditions.
* Quality Control Inspections – HQS Inspection completed by either a supervisor or lead inspector.
* Failed Housing/Unit Re-inspection – A unit that has failed the initial HQS Inspection and needs to be re-inspected for correction to initial inspection findings.

## Housing Quality Standard Inspection Services

Applicants receiving this competitive service award (the Provider) will perform inspection of units across the City of Baltimore for single occupancy units, studio, and one (1) to five (5) bedroom units in traditional apartment complexes, attached and detached homes for clients receiving permanent supportive financial housing assistance. All inspections must follow Federal, State, and City regulations and guidelines regarding building code, lead based paint protocol, sanitation codes, and any other related laws. In addition to this criterion, the Provider must perform Housing Quality Standards inspections as described in [**Attachment A**](#_2bn6wsx).

The number of inspections per Project is an estimate based on previous housing inspection data and anticipated demand for the first full year term of the Project. Actual inspections to be performed may increase or decrease as a result of demand.

## Inspection Requirements

Initial Unit Inspections: MOHS program staff will create and send initial unit inspections to the Provider on a daily basis. The property owner or appointed representative must be present for all initial unit inspections.

Annual Inspections: Housing units shall be inspected annually, approximately sixty (60) days prior to the tenant’s annual recertification appointment. Provider staff will create and send annual inspections to the Provider on a monthly basis. The Provider will schedule the annual inspection, notify both the owner and tenant of the inspection date, and encourage their attendance. No annual inspection shall take place if the tenant/head of household or appointed adult representative is not present.

Other Inspections: The Provider shall conduct other inspections as necessary, which include inspections requested by the tenant, the owner, or as required by emergency or special circumstance(s). Tenant request, owner request, emergency, and damage inspections shall be created and sent by MOHS program staff to the Provider. The Provider or MOHS program staff will initiate Special Inspections when required. The Provider will schedule other inspections and notify the owner and tenant via telephone, email, and/or regular mail of the date of each inspection.

Quality Control (Supervisory) Inspections: Representatives of the Provider’s management team shall conduct periodic quality control inspections. The purpose of the quality control inspections is to assure Inspectors are conducting thorough and complete inspections and units receiving housing assistance meet Housing Quality Standards.

Failed Unit Re-inspections: Any unit that fails an inspection (except for damage inspections), shall be re-inspected to ensure Housing Quality Standards are met unless the Provider receives other written instructions from MOHS.

Results of all unit inspections shall be communicated verbally to the landlord at the time of the inspection by the Provider. Upon completion of any annual or other inspection, the Provider shall provide the owner and tenant with an inspection summary report. If deficiencies are identified, the Provider shall provide the owner with notification listing the deficiencies and the date of re-inspection; the Provider shall provide the tenant with notification listing the deficiencies and the date of re-inspection. The Provider shall require owners to correct deficiencies that pose a serious threat to the health and safety of household members within one (1) business day and other deficiencies within thirty (30) days. When no deficiencies are identified during an annual or other inspection, notification shall be mailed to the owner and tenant by the Provider via postal mail.

**Due to the effects of COVID-19 (also known as the novel Coronavirus) and in accordance with the Centers for Disease Control and Prevention (CDC) guidelines regarding social distancing, the Provider, tenant, and/or property owner/management may waive the requirement to be present during any inspection. The Provider is required to maintain timely notice of failed inspection conditions if tenant and/or property owner/management is not present during inspection.**

## Housing Pro Software Requirements

The Provider will use the City’s Housing Pro Software to schedule, track, and communicate with MOHS on upcoming, pending, and completed HQS Inspections. MOHS will facilitate training for this software and provide support to the Provider during service delivery.

Results of each inspection shall be recorded in Housing Pro by close-of-business on the next business day or in accordance with MOHS requirements. All inspection results will be recorded on HUD approved forms provided by MOHS. The Provider will use standard correspondence material and/or document templates provided by MOHS for communications with tenants and property owner/management.

## Term

The Provider will receive a 1 year from the City for HQS Inspections Services, beginning July 1, 2022, and ending June 30, 2023. The Provider will be evaluated to continue service for each Term. Continuity of services with the Provider will be contingent on satisfactory performance, Project evaluation, and availability of funds as approved by HUD, MOHS, and the City of Baltimore, Board of Estimates (BOE).

## Payment

Term renewal and payment are conditioned on availability of funds as approved by HUD, MOHS, and the BOE. The Provider shall be reimbursed per the budget approved by MOHS. The Provider agrees that all expenditures are to be made in accordance with the terms and conditions of the CoC and HOPWA Programs.

In the event the budget requires revision, the budget may be reviewed by MOHS upon written request from the Provider, except that no revision shall be made in the total amount of funds. Line item or eligible activity expenditures may not exceed the contracted amount. If expenditures exceed the contracted line item or eligible activity category, the City may withhold reimbursement for those expenditures until a budget revision is approved by the City.

Payment in excess of the amount set forth above will not be made unless there is a mutually agreed upon change in the Scope of Services, which requires an increase in the total Project cost. Such an increase in the total Project cost will only occur through a written amendment to the Provider contract.

## Budget Formation Guidelines

Applicants are required to submit a budget using the budget template provided. The Budget should consist of service (unit) costs per inspection by the number of total expected inspections. Applicants are required to provide services for all Project inspection types. No inspection type may be excluded from the scope of services. The budget must include transportation expenses for housing inspectors, stationary, equipment, and other related expenses to service within the unit costs per inspection (i.e. $156.00 – to include inspection costs, travel, equipment, and administrative costs).

Applicants are required to submit a 1 year budget beginning July 1, 2022, and ending June 30, 2023. Selected applicants will receive an award between $100,000.00 to $400,000.00, depending on the Project type.

## Evaluation Factors

Applicants will be evaluated on the following evaluation factors.

Factor 1 Project Description: The applicant will be evaluated on Project scope, experience, and proposed outcomes. Understanding of Baltimore City housing inspection, Federal Housing Quality Standard Inspections, and other related Project services.

Factor 2 Organizational Capacity: The applicant will be evaluated on operations, fiscal and data capacity, organizational management, and familiarity with government and fiscal contract responsibility.

Factor 3 Project Work Plan and Staffing Plan: The applicant will be evaluated on the proposed work plan, staffing plan, and depth of dedicated staff available for the Project.

Budget: The Applicant must use the MOHS budget template attached in the Solicitation. The Budget shall follow the guidelines as described above and illustrate rates per category with detailed description of line items and budget justification.

**[Attachments to Follow]**

# HOUSING QUALITY STANDARDS (HQS).

(a) Performance and acceptability requirements. (1) This section states the housing quality standards (HQS).

(2)(i) The HQS consist of:

(A) Performance requirements; and

(B) Acceptability criteria or HUD approved variations in the acceptability criteria.

(ii) This section states performance and acceptability criteria for these key aspects of housing quality:

(A) Sanitary facilities;

(B) Food preparation and refuse disposal;

(C) Space and security;

(D) Thermal environment;

(E) Illumination and electricity;

(F) Structure and materials;

(G) Interior air quality;

(H) Water supply;

(I) Lead-based paint;

(J) Access;

(K) Site and neighborhood;

(L) Sanitary condition; and

(M) Smoke detectors.

(3) All program housing must meet the HQS performance requirements both at commencement of assisted occupancy, and throughout the assisted tenancy.

(4)(i) In addition to meeting HQS performance requirements, the housing must meet the acceptability criteria stated in this section, unless variations are approved by HUD.

(ii) HUD may approve acceptability criteria variations for the following purposes:

(A) Variations which apply standards in local housing codes or other codes adopted by the PHA; or

(B) Variations because of local climatic or geographic conditions.

(iii) Acceptability criteria variations may only be approved by HUD pursuant to paragraph (a)(4)(ii) of this section if such variations either:

(A) Meet or exceed the performance requirements; or

(B) Significantly expand affordable housing opportunities for families assisted under the program.

(iv) HUD will not approve any acceptability criteria variation if HUD believes that such variation is likely to adversely affect the health or safety of participant families, or severely restrict housing choice.

(b) Sanitary facilities—(1) Performance requirements. The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition, and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

(2) Acceptability criteria. (i) The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.

(ii) The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.

(iii) The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.

(iv) The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

(c) Food preparation and refuse disposal—(1) Performance requirement. (i) The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.

(ii) There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

(2) Acceptability criteria. (i) The dwelling unit must have an oven, and a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. The equipment may be supplied by either the owner or the family. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

(ii) The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.

(iii) The dwelling unit must have space for the storage, preparation, and serving of food.

(iv) There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

(d) Space and security—(1) Performance requirement. The dwelling unit must provide adequate space and security for the family.

(2) Acceptability criteria. (i) At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.

(ii) The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.

(iii) Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

(iv) The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

(e) Thermal environment—(1) Performance requirement. The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

(2) Acceptability criteria. (i) There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.

(ii) The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

(f) Illumination and electricity—(1) Performance requirement. Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

(2) Acceptability criteria. (i) There must be at least one window in the living room and in each sleeping room.

(ii) The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.

(iii) The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

(g) Structure and materials—(1) Performance requirement. The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

(2) Acceptability criteria. (i) Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.

(ii) The roof must be structurally sound and weathertight.

(iii) The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.

(iv) The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.

(v) Elevators must be working and safe.

(h) Interior air quality—(1) Performance requirement. The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

(2) Acceptability criteria. (i) The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.

(ii) There must be adequate air circulation in the dwelling unit.

(iii) Bathroom areas must have one openable window or other adequate exhaust ventilation.

(iv) Any room used for sleeping must have at least one window. If the window is designed to be openable, the window must work.

(i) Water supply—(1) Performance requirement. The water supply must be free from contamination.

(2) Acceptability criteria. The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

(j) Lead-based paint performance requirement. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, M, and R of this title apply to units assisted under this part.

(k) Access performance requirement. The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

(l) Site and Neighborhood—(1) Performance requirement. The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

(2) Acceptability criteria. The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

(m) Sanitary condition—(1) Performance requirement. The dwelling unit and its equipment must be in sanitary condition.

(2) Acceptability criteria. The dwelling unit and its equipment must be free of vermin and rodent infestation.

(n) Smoke detectors performance requirement—(1) Except as provided in paragraph (n)(2) of this section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

(2) For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993 in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

[60 FR 34695, July 3, 1995, as amended at 61 FR 27163, May 30, 1996; 63 FR 23861, Apr. 30, 1998; 64 FR 26646, May 14, 1999; 64 FR 49658, Sept. 14, 1999; 64 FR 50230, Sept. 15, 1999; 80 FR 8246, Feb 17, 2015]



## 1. Basic Applicant Information

**1A: Subrecipient Agency (Applicant).** MOHS, the Collaborative Applicant for the Baltimore City CoC, will release funds to a subrecipient agency. Provide the following agency information:

|  |  |
| --- | --- |
| Name |  |
| Employer Identification Number (EIN) |  |
| DUNS Number |  |
| Address  |  |
| Mailing Address (City, State, Zip) |  |
| Phone Number |  |

**1B: Proposal Contact Person.** Identify a primary contact person at your agency for questions about the proposal and/or notifications regarding the proposal process.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email Address |  |
| Phone Number |  |

**1C: Partner Subrecipient Agency.** Identify a primary contact person for each partner subrecipient, if any, who are involved with your application.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email Address |  |
| Phone Number |  |

**1D: Project(s).**

|  |  |
| --- | --- |
| Project Name |  |
| Site Address |  |
| Project Type  |  |

**1E: Budget.** Complete the below information outlining the requested funds.

|  |  |
| --- | --- |
| **Description**  | **Budget**  |
| Funds Requested |  |
| Other Project Funds (including any cash Match Funds) |  |
| Total Project Budget |  |
| Annual Agency Budget |  |

## 2. Interest and Understanding of Project

**2A:** Explain why your agency is interested in providing HQS inspection services to programs serving individuals experiencing homelessness. This section should link the project activities to the mission and vision of your agency.

Click or tap here to enter text.

## 3. Agency Experience and Capacity

**3A: Financial Experience.** Describe your agency’s experience and capacity with managing federal funding.

* Include the number of projects you are currently operating that receive federal funding (project name and federal program).
* Describe how your agency leverages other Federal, State, local, or private sector funds. If you do not manage federal funding, please describe any other experience managing public and private funding.
* Describe your ability to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement.

Click or tap here to enter text.

**3B: Financial Management.** Describe your agency’s basic organization and management structure. Include evidence of internal and external coordination and an adequate financial accounting system.

Click or tap here to enter text.

**3C: Performance.** Describe your agency’s experience and past performance offering HQS inspection services.

Click or tap here to enter text.

**3D: Staff Experience.** Describe the qualifications and experience of staff who will provide HQS services. Include training staff receive (i.e. cultural competency and HQS certifications).

Click or tap here to enter text.

**3E: Staffing.** Describe the quantity and descriptions of staff (FTE/PTE) proposed for the project, including standards and any specific expertise that will be required or if any existing staff positions will be leveraged.

Click or tap here to enter text.

##

## 4. Implementation Plan

**4A: Timeline.** Provide a timeline for project implementation and include proposed project milestones. Note: Project will start July 1, 2022 (however you may indicate what steps your agency will take to ramp up before the start date)

|  |  |
| --- | --- |
| **Project Milestone** | **Dates for Milestone (MM/YYYY)** |
| [FILL IN AS NECESSARY] |  |
| Staff hiring complete |  |
| Staff training complete |  |
| Contract Start Date | July 1, 2022 |

**4B: Budget Narrative.** Complete one (1) Project Workbook Template (Excel).

* Budgets should be complete, thorough, and accurate, including a specific description of each cost in order to demonstrate that the costs are reasonable, well-supported, and justified.
* Budgets should include estimated costs of any salary/fringe, transportation and administrative costs for all (FTE/PTE) proposed.
* Budgets should also include all other financial resources to be used in the project to demonstrate that there are sufficient resources to support the successful implementation of the project, including the in-kind and/or external resources used.

##

## 5. Authorization

**5A:** Please read and sign the below statement:

**Authorized Signature of Applicant:** To the best of my knowledge and belief, all information in this local application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding. By signing below, I hereby certify that the agency does not have any outstanding monitoring or audit findings from any federal, state, or local entity. I also agree that, if awarded funding as a subrecipient, I allow MOHS, as the collaborative applicant, to become the recipient of grant funds.

Signature of Authorized Representative:

Typed Name: Date Signed:

Title: