



Minimum Habitability and Lead-Based Paint Requirements Checklist Form For Emergency Shelters

About this Form

All organizations or agencies applying for Montgomery County Emergency Shelter Operations or Shelter Renovations funding must document compliance with the applicable standards noted on this **Checklist**. The checklist must be completed and submitted at the time of Application for Emergency Shelter Operations or Shelter Renovations funding from the Montgomery County Office of Housing and Community Development. For more information about how and when the standards apply, see **ESG Minimum Standards for Emergency Shelters** located at <http://OneCPD.info/esg>.

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The emergency shelter must meet all standards in order to be in compliance and to be eligible to receive any type of shelter operations or shelter renovations funding from the Montgomery County Office of Housing & Community Development.

Carefully read each statement and indicate the shelter's status for each requirement in the appropriate box (**Approved/Deficient; Yes/No/NA, or Exempt**). Add any comments and corrective actions needed in the appropriate box. The Agency Executive Director or Approving Official should complete the information about the compliance of the Shelter, and sign and date the form.

Submit the completed Checklist with your Application for funding and, if applicable, submit copies of the most recent local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.) that have been carried out and completed for the emergency shelter within the last 12 months.

If there are deficiencies noted at the time of Application, the Emergency Shelter must provide proof that they have been corrected prior to contract execution.



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MONTGOMERY COUNTY

Minimum Habitability Standards for Emergency Shelters

Instructions: Place a check mark in the correct column to indicate whether the property is Approved or Deficient with respect to each standard. A copy of this checklist should be placed in the shelter's files.

Approved	Deficient	Standard <i>24 CFR 576.403(b) and 24 CFR 576.500(j)</i>
		1. <i>Structure and materials:</i> a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents. b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and Water Sense products and appliances.
		2. <i>Access.</i> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.
		3. <i>Space and security:</i> Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
		4. <i>Interior air quality:</i> Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		5. <i>Water Supply:</i> The shelter's water supply is free of contamination.
		6. <i>Sanitary Facilities:</i> Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		7. <i>Thermal environment:</i> The shelter has any necessary heating/cooling facilities in proper operating condition.
		8. <i>Illumination and electricity:</i> a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
		9. <i>Food preparation:</i> Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		10. <i>Sanitary conditions:</i> The shelter is maintained in a sanitary condition.
		11. <i>Fire safety:</i> a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas. b. All public areas of the shelter have at least one working smoke detector. c. The fire alarm system is designed for hearing-impaired residents. d. There is a second means of exiting the building in the event of fire or other emergency.
		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.
		13. Meets additional recipient/subrecipient standards (if any).

MINIMUM SHELTER HABITABILITY CERTIFICATION STATEMENT

I certify that 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.

<u>COMMENTS:</u>

Emergency Shelter Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Agency Executive Director or Approving Official Name: _____
Agency Executive Director or Approving Official Signature: _____
Date of Review: _____