

Emergency Shelter Grant Program Application Instruction Packet St. Louis County and the City of Duluth October 1, 2012 – March 31, 2014

St. Louis County (SLC) and the City of Duluth announce the availability of funds through the Emergency Solutions Grant (ESG) Program. ESG funds may be used to provide housing relocation and stabilization services and short- and medium-term rental assistance necessary to homeless households and households at-risk of becoming homeless.

Eligible applicants include non-profit organizations in St. Louis County. Tribal governments are not eligible for funding under ESG. Funding is anticipated to be awarded for an eighteen-month period beginning October 1, 2012 through March 31, 2014. Agencies awarded ESG funding will be notified by e-mail of the amount awarded. At that time, additional documents will be required for contract processing.

To be considered for funding under these programs, eligible applicants must either e-mail or deliver a hard copy of your application to the following:

St. Louis County
Planning & Community Development
Attn: Steve Nelson
307 South 1st St., Suite 117
Virginia, MN 55792

nelsonst@stlouiscountymn.gov

City of Duluth
Community Development Division
Attn: Char McLennan
407 City Hall
Duluth, MN 55802

cmclennan@duluthmn.gov

Include your agency name in the email **and** in the file name (i.e. *Agency Name.doc*)

An electronic version of this application is available on the St. Louis County Planning website at:

www.stlouiscountymn.gov/LANDPROPERTY/Housing/EmergencySolutionsGrant.aspx

and the City of Duluth Community Development website at:

http://www.duluthmn.gov/community_development/documents/DuluthESGP.

Applications that do not follow the application format or do not use the forms provided will not be reviewed. Do not send documents that are not requested in the application, or use report binders or hard covers. Faxed copies will not be accepted. Additional questions about the application should be directed to Char McLennan at 218-730-5304 or Steve Nelson at 218-742-9561.

REPORTING REQUIREMENTS

Program Reporting: All City and County-funded ESG homeless programs must participate in Minnesota’s Homeless Management Information System (HMIS). HUD has not provided details on the frequency or extent of reporting requirements for ESG; however applicants should plan for Quarterly and Annual reporting using HMIS reports submitted via Wilder Research Foundation.

REVIEW CRITERIA

<p>Threshold Criteria (must be met to be considered for funding)</p>	<ul style="list-style-type: none"> • Eligible Applicant (nonprofit or local unit of government) • Electronic and hard-copy application received by deadline • Complete application submitted • Eligible activities are targeted to persons meeting either <ul style="list-style-type: none"> ○ homeless definition in paragraph (1) of under § 576.2, or ○ the <i>at-risk of homelessness</i> definition under 576.2(1)A-F <u>and</u> in need of re-housing to obtain permanent housing or maintain housing stability assistance to obtain permanent housing.
<p>Scored Criteria</p>	<p>Previous Performance / Experience (15 points)</p> <ul style="list-style-type: none"> • Timely and accurate expenditure and reporting on CDBG, ESG or HPRP funds • Average or above-average housing outcomes for this population • No significant deficiencies found during most recent monitoring
	<p>Capacity and Need (15 points)</p> <ul style="list-style-type: none"> • Administrative Capacity • Level of demonstrated collaboration including specific partnerships • Need for program and funding
	<p>Program Design (40 points)</p> <ul style="list-style-type: none"> • Accessibility of services including outreach and targeting efforts • Adequate level of assistance and services for program model and population to-be-served. • Cost-effective program
	<p>Program Policies and Procedures (15 points)</p> <ul style="list-style-type: none"> • Accurate and complete description of HUD-required ESG-RHP policies and procedures.
	<p>Program Budget and Match Sources (15 points)</p> <ul style="list-style-type: none"> • Ability to match ESG funds appropriately • Descriptive/complete budget and narrative
<p>Other Considerations</p>	<ul style="list-style-type: none"> • Coordination with mainstream services and other resources to achieve ESG goals and participation in the development of a Coordinated Homeless Response System for St. Louis County and the City of Duluth

City and County Goals and Program Requirements

ESG funds are intended to fill gaps in the homeless services continuum. We are particularly interested in meeting the needs of singles, families and unaccompanied youth who would benefit from a greater level of services and rental assistance than is possible under other programs and services.

To guide applicants in selecting the most appropriate households for the ESG Re-Housing Program, three additional program requirements have been established that must be met by all applicants:

- a. **Program staff must attempt face-to-face case management visits with participants a minimum of two times per month during their program participation.**
- b. **ESG cash assistance must be structured in conjunction with other homeless service programming to provide both rental assistance and case management to program participants.**
- c. **Programs may not have a policy that arbitrarily limits the length of assistance to fewer than three months and are strongly encouraged to coordinate longer periods of assistance with other mainstream homeless funding.**

1. Re-Housing for At-Risk Households

ESG funds may be used to provide housing relocation assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2) or (4) of the “homeless” definition in § 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

The costs of homeless prevention activities are only eligible to the extent that the assistance is necessary to help the program participant move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short- and medium term rental assistance requirements in § 576.106, and the written standards and procedures in § 576.400.

Eligible Population

At risk of homelessness means:

- (a) An individual or family who:
 - (1) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (2) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and

- (3) Meets **one** of the following conditions:
 - (a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (b) Is living in the home of another because of economic hardship;
 - (c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (d) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (e) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
 - (f) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- (b) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (1) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (2) No subsequent residence has been identified; and
 - (3) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- (c) For FY2012 ESG funding, SLC and the City of Duluth are excluding paragraph 3 from the "At-Risk" Definition due to a lack of HUD guidance regarding documentation for this category.
- (d) Any individual or family who:
 - (1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (2) Has no other residence; and
 - (3) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

2. Rapid Re-Housing for Literally Homeless Households

ESG funds may be used to provide housing relocation and stabilization services and short and medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short- and medium term rental assistance requirements in § 576.106, and the written standards and procedures in §76.400.

Eligible Population

This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in § 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition **and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.**

- (a) An individual or family lacking a fixed, regular, and adequate nighttime residence, meaning:
 - (1) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (2) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - (3) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant or human habitation immediately before entering that institution;
- (b) Any individual or family who:
 - (1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (2) Has no other residence; and
 - (3) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

3. Eligible Activities

Housing Relocation and Stabilization Services (§ 576.105)

(a) Financial assistance costs.

- (1) Rental application fees.
- (2) Security deposits.
- (3) Last month’s rent.
- (4) Utility deposits.
- (5) Utility payments.
- (6) Moving costs.

(b) Services costs.

- (1) Housing search and placement.
- (2) Housing stability case management.
- (3) Mediation.
- (v) Legal services
- (5) Credit repair.

(c) Use with other subsidies.

Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA).

Short-term and Medium-term Rental Assistance (§ 576.106)

(a) General provisions.

- (1) Short-term rental assistance is assistance for up to 3 months of rent.
- (2) Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- (3) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

(b) Use with other subsidies

Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the payments.

(c) Rent restrictions.

- (1) Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and Complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
- (2) For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

(d) Rental assistance agreement

The sub-recipient may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the sub-recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

(e) *Late payments*

The sub-recipient must make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The sub-recipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.

(f) *Lease.*

Each program participant receiving rental assistance must have a legally binding, Written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law.

HMIS Component (§ 576.107)

ESG funds may be used to pay the costs of contributing data to and reporting under the HMIS system designated by the Continuum of Care for the area.

Matching Requirement (§ 576.201)

(a) *Required amount of matching contributions*

Except as provided under paragraphs §576.201(a)(2) and (a)(3) of this section, the sub-recipient must make matching contributions to supplement the recipient's ESG Program in an amount that equals the amount of ESG funds provide by HUD.

(b) *Eligible sources of matching contributions*

Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

- (1) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- (2) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

(c) *Recognition of matching contributions*

- (1) In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in §576.100.
- (2) The matching contributions must be provided after the date that HUD signs the grant agreement.
- (3) To count toward the required match for the recipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in § 576.203, and noncash contributions must be made within the expenditure deadline in § 576.203.
- (4) Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.
- (5) Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying

the matching requirement of this section.

(d) Eligible types of matching contributions

The matching requirement may be met by one or both of the following:

- (1) Cash contributions. Cash expended for allowable costs, as defined in OMB Circulars A–87 (2 CFR part 225) and A–122 (2 CFR part 230), of the sub-recipient.
- (2) Noncash contributions. For this fiscal year’s funding, DHS is not approving noncash contributions as a source of matching contributions.

(e) Costs paid by program income.

Costs paid by program income shall count toward meeting the recipient’s matching requirements, provided the costs are eligible ESG costs that supplement the recipient’s ESG Program assistance.

ESG-RHP APPLICATION BUDGET INSTRUCTIONS

1. Every applicant must fully complete Form 6: ESG-RHP BUDGET, listing projected expenditures for each ESG-RHP activity.
2. Agencies should plan to track budget expenditures at the detailed level described in this budget (e.g. Housing Relocation: Utility Deposits). We do not know yet if this detailed level of fiscal reporting will be required by HUD, but it was under the HPRP APR.
3. SLC and the City of Duluth will not require monthly Cash Request/Financial Status (CR/FSR) reporting at this sub-line item level. Budget revisions will not be required for deviations in sub-line items, such as between Rental Application Fees and Utility Deposits (as long as the Housing Relocation and Stabilization Services line item does not change).
4. For definitions of budget categories, see the Budget Definitions **below**.

Short-term and Medium-term Rental Assistance (§ 576.106)

General provisions

Subject to the general conditions under § 576.103 and § 576.104, the recipient or sub-recipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

- (a) Short-term rental assistance is assistance for up to 3 months of rent.
- (b) Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- (c) Payment of rental arrears consists of a one-time payment for up to six months of rent in arrears, including any late fees on those arrears.

Housing Relocation and Stabilization Services (§ 576.105)

(a) Financial assistance costs

Subject to the general conditions under § 576.103 and § 576.104, ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

- (1) Rental application fees. ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
- (2) Security deposits. ESG funds may pay for a security deposit that is equal to no more than two months' rent.
- (3) Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.
- (4) Utility deposits. ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.
- (5) Utility payments. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
- (6) Moving costs. ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to three months, provided that the fees are accrued after the date the program participant begins assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees is not eligible.

(b) Services costs

Subject to the general restrictions under § 576.103 and § 576.104, ESG funds may be used to pay the costs of providing the following services:

- (1) Housing search and placement. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
 - (a) Assessment of housing barriers, needs, and preferences;
 - (b) Development of an action plan for locating housing;
 - (c) Housing search;
 - (d) Outreach to and negotiation with owners;
 - (e) Assistance with rental applications and understanding leases;
 - (f) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
 - (g) Assistance with moving arrangements and obtaining utilities; and
 - (h) Tenant counseling.
- (2) Housing stability case management. ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to

assist a program participant in overcoming immediate barriers to obtaining housing. This assistance exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:

- (a) Using the centralized or coordinated assessment system as required under §576.400(d), to evaluate individuals and families applying for or receiving rapid re-housing assistance;
- (b) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for rapid re-housing assistance;
- (c) Counseling;
- (d) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- (e) Monitoring and evaluating program participant progress;
- (f) Providing information and referrals to other providers;
- (g) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- (h) Conducting re-evaluations required under § 576.401(b).

(3) Mediation. ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

(4) Legal services. ESG funds may pay for legal services, as set forth in 576.102(a)(1)(vi) except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

(5) Credit repair. ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

HMIS Component (§ 576.107)

The sub-recipient may use ESG funds to pay the costs of contributing data to the HMIS system designated by the St. Louis County Continuum of Care, including the costs implementing and complying with HMIS data entry and reporting requirements;

APPENDIX IV: GENERAL CONTRACT REGULATIONS

Applicant must agree to use the funds in accordance with:

- A. Federal civil rights legislation such that no person will be discriminated against on the basis of race, color, national origin, sex, religion, handicaps or age.
- B. The State of Minnesota Human Rights Act, such that no person will be discriminated against on the basis of sexual orientation, or status with regard to public assistance.
- C. The Americans with Disabilities Act (ADA) of 1990 and all applicable regulations.
- D. The Hatch Act (USC Title 5, Chapter 15), which limits the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.
- E. The MN Government Data Practices Act, which requires the grantee to inform program applicants that the grantee may share applicant data with other agencies as allowed by law.
- F. MN Statutes regarding plain language in written materials.
- G. MN Statutes regarding provision of non-partisan voter registration services to employees, program participants and the public services.
- H. The Single Audit Act of 1984 as amended and OMB circular A-133.
- I. Minnesota Statute 16C.06 Subd. 5 which provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.
- J. Workers compensation insurance coverage requirements of Minnesota Statutes section 176.181, subd.2.
- K. Affirmative Action, and has received a certificate of compliance from the Commissioner of Human Rights in accordance with Minnesota Law (if total state contracts exceed \$100,000 and grantee has 40+ FTE)
- L. The Uniform Relocation Assistance and Real Property Acquisitions Act, if applicable, which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
- M. Minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
- N. Intellectual Property Rights, the State owns all rights, and interest in all of the intellectual property including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this contract.
- O. Ownership of Equipment regulations, the State has the right to require transfer of all equipment purchased with grant funds (including title) to the State or an eligible non State party named by the state.

- P. Federal regulation 45 CFR 92.35 prohibits the State from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government.
- Q. Insurance requirements, the grantee must keep in force a general liability insurance policy including a blanket employee theft/dishonesty policy.
- R. State prohibition of religious counseling under the auspices of the grant.
- S. The Drug Free Workplace Act of 1988.
- T. Federal OMB Circulars, A-87, A-110, A-122, A-133, and OMB "Common Rule".
- U. MN Statutes Section 256E.33.
- V. Requirements of all other Federal and State laws, executive orders, regulations, and policies governing these grants, as applicable to funding source awarded.

APPENDIX V: ESG-RHP HABITABILITY STANDARDS

Organizations providing rental assistance with ESG-RHP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Following are the general habitability standards that grantees must follow:

(a) State and local requirements. Each grantee or sub-grantee under this Notice must ensure that housing occupied by a family or individual receiving ESG-RHP assistance is in compliance with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing or services.

(b) Habitability standards. Except for less stringent variations as are proposed by the grantee or sub-grantee and approved by HUD, housing occupied by a family or individual receiving ESG-RHP assistance must meet the following minimum requirements:

(1) Structure and materials. 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 the elements.

(2) Access. 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) Space and security. Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

(4) Interior air quality. 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) Water supply. The water supply must be free from contamination.

(6) Sanitary facilities. 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) Thermal environment. The housing must have adequate heating and/or cooling facilities in proper operating condition.

(8) Illumination and electricity. 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) Food preparation and refuse disposal. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.

(10) Sanitary condition. The housing and any equipment must be maintained in sanitary condition.

(11) Fire safety.

(i) 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.

(ii) 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, community rooms, day care centers, hallways, stairwells, and other common areas.