Annual Homeless Shelter Inspection Report Template

JURISDICTION NAME: **[Insert Jurisdiction Name]**

DATE:

TO: Department of Housing and Community Development

FROM:

RE: Annual Report - Homeless Shelter Inspections

The Jurisdiction is submitting this annual homeless shelter inspection report to the California Department of Housing and Community Development, pursuant to Health and Safety Code (HSC), Section 17974.5.

1. **Jurisdiction's name and point of contact for this annual report:**

   [Jurisdiction point of contact name, phone number, email address, and other relevant information]

2. **Date range of this annual report:**

   [List the reporting period of your report, Example: MONTH, XX, 20XX to MONTH, XX, 20XX]

3. **Homeless shelters within the jurisdiction:**

   [List the homeless shelter names, addresses, and owner(s)/operator(s) name. Add ‘ None ’ if there are no homeless shelters to report.]

4. **Complaints received by the jurisdiction during the reporting period:**

   [Include the number of complaints received by the jurisdiction. Complete this item even if the jurisdiction did not receive any complaints during the reporting period. (See HSC, Sections 17920.3) and 17974.5(a)(1))]

5. **Pending uncorrected violations for each homeless shelter within the jurisdiction:**

   [Include the name of the homeless shelter(s) and a list of violations determined by the jurisdiction, pursuant to HSC, Section 17974.1. Include the date violation notice(s) were provided to the homeless shelter owner/operator. Add ‘ None ’ if there are no uncorrected violations to

6. **Determinations made by the jurisdiction of homeless shelter(s) that are rendered unfit for human habitation:**

   List determinations made by the jurisdiction of any homeless shelter(s) with conditions that are dangerous, hazardous, imminently detrimental to life or health, or otherwise render the homeless shelter unfit for human habitation. Include the date the violation notice(s) were provided to the owner/operator, the name of the owner or operator, the name of the homeless shelter, and the address of the homeless shelter. Add ‘ None ’ if there are no determinations to report. (See HSC, Section 17974.5(a)(3))]

7. **Emergency orders issued by the jurisdiction regarding homeless shelters:**

   List any emergency orders issued by the jurisdiction pursuant to HSC, Section 17974.1(c)(3). (See HSC, Section 17974.5(a)(4))]

8. **Homeless shelter owners/operators that received three or more violations within a six-month period:**

   [List name(s) of homeless shelters and owner(s)/operator(s), and the homeless shelter address. Add ‘ None ’ if there are no violations to report. (See HSC, Section 17974.5(a)(5))]

9. **Homeless shelter corrected violations from the prior year, within the jurisdiction:**

   [Include the name of the homeless shelter(s) and corrected violations for each homeless shelter. Include the date violation notice(s) were provided to the homeless shelter owner/operator. Add ‘ None ’ if there are no corrected violations to report. (See HSC, Section 17974.5(a)(6))]

NOTE: This template or a local report template may be used by the jurisdiction to meet the homeless shelter reporting requirements. Reports shall be submitted annually through HCD’s Local Ordinances, Amendments & Reports Portal.