

**Request for Qualifications: Housing Quality Standards/NSPIRE Inspector**

The Coalition for the Homeless is procuring contract labor to conduct Housing Quality Standards/NSPIRE Inspections on scattered site units occupied by formerly unhoused individuals. Compensation will be provided per hour worked. The requirements are as follows:

- Experienced Housing Quality Standards Inspector.
- Previously trained in NSPIRE or willingness to attend provided NSPIRE training.
- For unoccupied units, contact landlord within 48 hours of notice of need for inspection and complete inspection within five business days (barring landlord or unit unavailability).
- For occupied units, work with Housing Lease Manager to coordinate inspection schedule and conduct inspections on established dates/times. Note: Times are flexible and inspections could be conducted on evenings/weekends at inspector discretion.
- Provide landlord with both written and verbal notice of items that need to be corrected should unit fail inspection.
- Provide telephone and/or email notification to The Coalition for the Homeless the day the unit passes inspection.
- Provide completed HQS Inspection Checklist (HUD 52580) or future NSPIRE Checklist to The Coalition for the Homeless within 5 working days of completion of inspection.
- Provide signed Unit Pass Letter (template provided) to The Coalition for the Homeless within 5 working days of completion of inspection.

If interested, please complete the below information and return to Brandi Scott at [bscott@louhomeless.org](mailto:bscott@louhomeless.org) as soon as possible, but no later than June 14, 2024.

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Most Recent HQS Training:** \_\_\_\_\_

**Number of hours you could work per week:** \_\_\_\_\_

**Requested rate per hour:** \_\_\_\_\_