



Housing Trust Fund

Allocation Plan Guide

2017



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I. GENERAL INFORMATION

HTF Allocation Plan

The Housing Trust Fund (HTF) Interim Rule (24 CFR Part 93) made the consolidated plan regulations at 24 CFR Part 91 applicable to the HTF. As a result, an HTF grantee (i.e., a State) must include HTF in its citizen participation plan (§ 91.115), strategic plan (§ 91.315), and annual action plan (§ 91.320). In addition, the State must submit to HUD for review and approval an HTF allocation plan with its annual action plan (§ 91.320(k)(5)). Also, as required in § 91.10, the HTF program must be administered by the State on the same program year it established for all grant programs covered by the consolidated plan.

The HTF allocation plan is an annual submission to HUD that describes how the State will distribute the HTF funds, including how it will use the funds to address its priority housing needs. The allocation plan also describes what activities may be undertaken with HTF funds and how recipients and projects will be selected.

Submission Requirement

HUD Notice CPD 12-009 requires a State submitting a consolidated plan on or after November 15, 2012 to use the eCon Planning Suite in IDIS to submit this plan and all subsequent consolidated plans, annual action plans, and consolidated annual performance and evaluations reports (CAPERs). However, the eCon Planning Suite does not currently contain the data fields to accommodate the HTF allocation plan. As a result, HUD developed this guide to assist the State in submitting the HTF allocation plan. ***The State may opt to use this sample form or to submit its allocation plan in a different format, provided that all required elements are addressed.*** Please visit the HTF website, www.hudexchange.info/htf for more guidance on the HTF program and HUD Notice CPD 17-05 *Guidance for HTF Grantees on Fiscal Year 2017 Housing Trust Fund (HTF) Allocation Plans* for more information on HTF allocation plans. This guide also contains a list of HTF and eCon Planning Suite resources that the State should reference before developing and submitting its HTF allocation plan. The State should also consult the *Con Plan Quick Guide: Amending a Consolidated Plan and Action Plan* for assistance on amending its consolidated plan and action plan.

Deadline

The State must submit an HTF allocation plan and make any amendments to its consolidated plan no later than **August 16, 2017**. ***Please note that if the State submitted a new 5-year consolidated plan for FY 2016 funding or amended its approved consolidated plan to include HTF for FY 2016 funding, the State may not need to make changes to its approved consolidated plan for FY 2017.*** For 2017, the HTF allocation plan must be submitted to both the local HUD CPD Field Office and to HUD's Office of Affordable Housing Programs at htf@hud.gov.

Review Period

The 45-day review period begins when (a) HUD receives the Standard Form 424 and certifications or email notification that the consolidated plan has been submitted in IDIS (for new action plans) or (b) HUD receives the Standard Form 424 and certifications or email notification that an amended action plan has been submitted in IDIS.

Approval Process

The HTF allocation plan will be deemed approved 45 days after HUD receives the plan, unless HUD notifies the State that the plan is disapproved before expiration of the review period. Please note, if a State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale and recapture, and obtain HUD's specific, written approval, as required in § 93.304(f), separate and apart from the approval of the HTF allocation plan.

Need Assistance?

For assistance with the HTF allocation plan, the State should contact the local HUD CPD Field Office and/or send its question(s) to the HTF mailbox at htf@hud.gov. For assistance with the eCon Planning Suite in IDIS, the State should contact Ask A Question on the HUD Exchange website at <https://www.hudexchange.info/get-assistance/my-question/>.

II. GRANTEE INFORMATION

State:

FY 2017 HTF Allocation Amount:

III. CONSOLIDATED PLAN REQUIREMENTS

Citizen Participation Plan

The consolidated plan regulation at § 91.115 requires the State to include HTF in its citizen participation plan. Essentially, before adopting a consolidated plan, the State is required to adopt a citizen participation plan that describes the process for providing and encouraging citizens to participate in the development of the consolidated plan, the amendments to the consolidated plan and the performance report (CAPERS). For the purposes of HTF, the State is required to make the following information available to the public:

- the amount of HTF assistance the State expects to receive,
- the range of activities the State may undertake, including the estimated amount that will benefit extremely low-income households, and
- the State's plans to minimize displacement of persons and to assist any persons displaced.

If the State already conducted its citizen participation and included HTF in any citizen participation it performed for the other HUD formula grant programs, then the State does not need to conduct additional citizen participation for HTF. If the State has not yet conducted citizen participation or did not include HTF in the citizen participation it performed for other HUD formula grant programs, then it must conduct citizen participation to include HTF as part of its consolidated plan.

Consolidated Plan Screen(s) To Revise

The following screen in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ES-05 / AP-05 Executive Summary:** § 91.320(b)- The Executive Summary includes seven narratives: (1) Introduction; (2) Summary of Objectives and Outcomes; (3) Evaluation of Past Performance; (4) Summary of the Citizen Participation and Consultation Process; (5) Summary of Public Comments; (6) Summary of Comments Not Accepted; (7) Summary.

- PR-15 Citizen Participation:** § 91.115 and § 91.300(c)- revise this screen to provide a summary of the citizen participation efforts made for HTF, including efforts to broaden public participation, a summary of citizen comments or views on the plan, and a written explanation of comments not accepted and the reasons why these comments were not accepted.

IV. STRATEGIC PLAN REQUIREMENTS

The State must amend the affordable housing section of the strategic plan to include specific objectives that describe proposed accomplishments the State hopes to achieve and must specify the number of extremely low-income families to which the State will provide affordable housing to (homeownership- § 93.302; rental- § 93.304) over a specific period of time. The State can complete this requirement by including HTF on the **SP-45 Goals screen**.

Note: Directions on how to amend a plan are included at the end of this document.

Reminder: 100 percent of FY 2017 HTF funds must benefit extremely low-income households; a minimum of 80 percent must be used for rental housing; up to 10 percent may be used for homeownership housing; up to 10 percent may be used for administrative costs.

Strategic Plan Screen(s) To Revise

In addition to updating the affordable housing section of the strategic plan, the following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- SP-10 Geographic Priorities:** § 91.315(a)(1)- revise this screen to discuss how investments are allocated geographically.
- SP-25 Priority Needs:** § 91.315(a)(2)- revise this screen to indicate the general priorities for allocating investment of available resources among different needs.
- SP-30 Influence of Market Conditions:** § 93.315(b)- revise this screen to describe how the characteristics of the housing market influenced the State's decisions regarding allocation priorities among the types of housing assistance.
- SP-35 Anticipated Resources:** § 91.315(a)(4); § 91.320(c)(1) and (2)- revise this screen to identify the federal, state, local, and private resources expected to be available to the State to address priority needs and specific objectives identified in the strategic plan. Specifically, the State should add a program to this screen by selecting "Add" in the *Action* column. This will open the **SP-36 Add Anticipated Resource** screen. The State should select "Other" in the *Anticipated Resource* field and enter "Housing Trust

Fund" in the *Other Funding Source* field. The State should also select the "public - federal" radio button in the "Source" field and complete the rest of the fields on this screen for its HTF program.

- SP-45 Goals:** § 91.315(a)(4) and § 91.315 (b)(2)- revise this screen to summarize the State's priorities and the specific goals it intends to initiate and/or complete within the term of the strategic plan. The State must also ensure its five year goals include any accomplishments due to HTF funds and must also enter the number of extremely low-income families to which the State will provide assistance with its HTF funds.

V. ANNUAL ACTION PLAN REQUIREMENTS

The State must include HTF in its annual action plan or amend the plan to include HTF information as required in § 93.320(k)(5). The action plan must include an HTF allocation plan that describes the distribution of HTF funds, and establishes the application requirements and selection criteria of applications submitted by eligible recipients that meet the State's priority housing needs.

Annual Action Plan Screen(s) To Revise

The following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- AP-15 Expected Resources:** § 91.320(c)(1) and (2)- revise this screen to provide a concise summary of the federal resources expected to be available. The HTF resources added to the **SP-35 Anticipated Resources** screen will carry over to this screen.
- AP-20 Annual Goals and Objectives:** § 91.320(c)(3) and (e)- revise this screen to summarize the specific goals the State intends to initiate and/or complete within the term of the program year. Any HTF related goals and objectives entered on the **SP-45 Goals** screen will carry over to this screen.
- AP-25 Allocation Priorities:** § 91.320(d)- revise this screen to describe the reasons for the State's allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the strategic plan.
- AP-30 Method of Distribution:** § 91.320(d) and (k5)- revise this screen to include a description of its method(s) for distribution for the "Other – Housing Trust Fund" selection based on the **SP-35 Anticipated Resources** screen.
- AP-35 Projects:** § 91.220(d)- revise this screen to include consolidated plan/annual action plan projects that reflect the planned use of HTF funds each year.

- AP-50 Geographic Distribution:** § 91.320(f)- revise this screen to describe the geographic areas of the state in which it will direct assistance during the ensuing program year and provide rationale for its priorities in allocating investment geographically.
- AP-55 Affordable Housing:** § 91.320(g)- revise this screen to specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.
- AP-65 Homeless and Other Special Needs Activities:** § 91.320(h)- revise this screen to describe how HTF will help to address the State's one-year goals and actions for reducing and ending homelessness, if applicable.
- AP-75 Barriers to Affordable Housing:** § 91.320(i)- revise this screen to describe how HTF will help with any actions the State's will take during the next year to reduce barriers to affordable housing, if applicable.
- AP-85 Other Actions:** § 91.320(j)- revise this screen to describe how HTF will help with any actions the State will take during the next year to carry out the following strategies outlined in the consolidated plan:
 - Foster and maintain affordable housing;
 - Evaluate and reduce lead-based paint hazards;
 - Reduce the number of poverty-level families;
 - Develop institutional structure; and
 - Enhance coordination.

In addition, the State must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles using HTF funds, if applicable.

VI. ALLOCATION PLAN REQUIREMENTS

The State is responsible for distributing HTF funds throughout the State according to its housing priority needs. In addition to revising the **AP- 30 Method of Distribution** screen in IDIS, the State must respond to the following questions.

Distribution of HTF funds

1. How will the State distribute its HTF funds (§ 91.320(k)(5))? Select all that apply:
 - Applications submitted by eligible recipients
 - Subgrantees that are State Agencies
 - Subgrantees that are HUD-CPD entitlement grantees

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

3. If distributing HTF funds by selecting applications submitted by eligible recipients,
 - a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- b. Describe the State's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- c. Describe the selection criteria that the State will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- d. Describe the State's required priority for funding based on geographic diversity (as defined by the State in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- e. Describe the State's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- f. Describe the State's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- g. Describe the State's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- h. Describe the State's required priority for funding based on the merits of the application in meeting the priority housing needs of the State (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

- i. Describe the State's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

4. Does the State's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes No N/A

5. Does the State's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes No N/A

6. Performance Goals and Benchmarks- § 91.320(k)(5)(iii)

The State has met the requirement to provide for performance goals and benchmarks against which the State will measure its progress, consistent with the State's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes No

7. Maximum Per-unit Development Subsidy Amount- § 91.320(k)(5) and § 93.300(a)

Enter or attach the State's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the State will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

8. Rehabilitation Standards - § 91.320(k)(5)(iv) and § 93.301(b)

The State must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The State's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. At a minimum, the rehabilitation standards must address:

- Health and safety;
- Major systems;
- Lead-Based Paint;
- Accessibility;
- Disaster Mitigation;
- State and local Codes, Ordinances, and Zoning Requirements;
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to HTF-assisted housing; and
- Capital Needs Assessments (if applicable).

Enter or attach the State's rehabilitation standards. If the State will not use HTF funds for rehabilitation of housing, enter "N/A".

9. Resale or Recapture Guidelines- § 91.320(k)(5)(v) and § 93.304(f)

If the State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale or recapture and obtain HUD specific, written approval, as required in § 93.304(f). Approval of the consolidated plan or annual action plan under § 91.500 or the failure to disapprove the consolidated plan or annual action plan does not satisfy the requirement for specific HUD approval for resale or recapture guidelines.

Enter or attach a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the State will not use HTF funds to assist first-time homebuyers, enter "N/A".

10. HTF Affordable Homeownership Limits- § 91.320(k)(5)(vi) and § 93.305

If the State intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the State will not use HTF funds to assist first-time homebuyers, enter “N/A”.

- The State will use the HUD issued affordable homeownership limits.
- The State has determined its own affordable homeownership limits using the methodology described in § 93.305(a)(2) and the limits are attached.
- N/A

11. State Limited Beneficiaries or Preferences- § 91.320(k)(5)(vii)

Describe how the State will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the State will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A".

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the State must not limit or give preferences to students. The State may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

12. Refinancing of Existing Debt- § 91.320(k)(5)(viii) and § 93.201(b)

Enter or attach the State's refinancing guidelines below. The guidelines describe the conditions under which the State will refinance existing debt. The State's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the State will not refinance existing debt, enter "N/A".

VII. GRANTEE CERTIFICATIONS

In addition to submitting an HTF allocation plan, the State must submit all the required certifications identified at § 91.225 (for new action plans). If the State is amending the action plan to include HTF, it must resubmit the following certification to include HTF:

- Consistency with plan- The jurisdiction must submit a certification that the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan. Where the HOPWA funds are to be received by a city that is the most populous unit of general local government in an EMSA, it must obtain and keep on file certifications of consistency from the authorized public officials for each other locality in the EMSA in which housing assistance is provided. HTF must be included in this certification.

VIII. REQUIRED FORMS

In addition to submitting an HTF allocation plan, the State must submit and/or complete the following standard form for its HTF program.

- Standard form- 424: [Application for Federal Assistance](#) (§ 91.320(a))

IX. RESOURCES

The following resources should be referenced before developing and submitting the HTF allocation plan.

HTF Resources

- HTF website- www.hudexchange.info/htf
- HTF [Interim Rule](#)
- Notice CPD-17-05 [Guidance for HTF Grantees on Fiscal Year 2017 Housing Trust Fund \(HTF\) Allocation Plans](#)
- HTF [FAQs](#)
 - o HTF Maximum Per-Unit Development Subsidy Amounts
 - o HTF Rehabilitation Standards
- HTF Webcast on [Overview of the HTF program](#)
- HTF Webinar on [Developing HTF Allocation Plans](#)
- HTF [Formula Allocation](#)

Consolidated Plan Resources

- eCon Planning Suite website- <https://www.hudexchange.info/consolidated-plan/econ-planning-suite/>
- Notice CPD-12-009: [Use of IDIS to Submit the Consolidated Plan](#)
- Consolidated Plan in IDIS [Desk Guide](#)
- Con Plan Quick Guide: [Amending a Consolidated Plan and Annual Action Plan For State, Entitlement & Regional Grantees.](#)

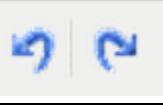
X. APPENDICES

Appendix A: eCon Planning Suite Editing Options

Narrative Fields and the 4,000 Character Limit

The limit on the amount of text is 4,000 characters per field. The character limit includes white spaces, formatting marks such as new paragraphs, and other hidden characters. For example, the following text “The **quick** brown fox” contains 16 visible characters, but also contains 3 white space characters and additional hidden characters related to the bold and underline formatting. Users can select the  option to display and remove the hidden formatting.

Other Editing Options

| Tools | Description |
|---|---|
|  | Bold Italics Underline |
|  | Bullet List Numbered List |
|  | Undo Redo |
|  | Paste as Plain Text. If this tool is toggled on, any text pasted into the narrative box will be stripped of all formatting. Paste from Word. This tool will allow the pasted text to retain limited formatting, including Bold, Italics, Underline, and simple |

| Tools | Description |
|---|--|
| | numbered and bulleted lists. Paste from Word will not retain more complex formatting, such as tables and indentation. |
|  | Select All. This tool selects all of the text currently entered in the narrative box. |
|  | Show/Hide Visual Control Characters. This tool is used to toggle the display of hidden formatting, such as paragraph marks (not currently functional). |
|  | Edit HTML Source. This tool opens a dialog box where users can edit the HTML Code to format the text of the narrative box. |

Adding Additional Text Box for Narrative:

To input additional narrative beyond 4,000 characters, grantees can add another [text box](#). Due to embedded formatting in PDF documents, grantees should not try to copy text from PDFs, but should only use text or Microsoft Word files.

The screenshot below shows the features of narrative fields in the template.



This Action Plan outlines the City of Hammond's proposed activities for the program year beginning April 1, 2012 and ending March 31, 2013 using Federal funds granted to the City by the U.S. Department of Housing and Urban Development (HUD) under the following grant programs:

- Community Development Block Grant (CDBG),
- Home Investment Partnership (HOME), and
- Emergency Shelter Grant (ESG) programs.

| Type | Sequence | Label | Action |
|---|----------|-------------------------|----------------------|
| Text | 1 | Objectives and Outcomes | View Edit Delete |
| Add GIS Map Add GIS Data Add JPG Add Text Add Table | | | |

Appendix B: Amending a Consolidated Plan and Annual Action Plan

I. Amending Approved Consolidated Plan/Year 1 Action Plan

The State should follow these instructions to amend its consolidated plan and annual action plan to include HTF. All States are responsible for amending their individual Action Plans.

To amend a Consolidated Plan/Year 1 Action Plan, grantees must first copy the existing plan.

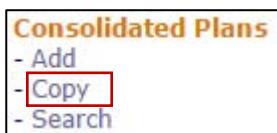
1. Click “Search” under the Consolidated Plan submenu.



2. Make note of the Year and Version of the Plan to be amended.

| Results Page 1 of 1 | | | | | Status | Action |
|---------------------|-------|------|---------|---|------------------|----------------------|
| Grantee Name | State | Year | Version | Title | | |
| SAN ANTONIO | TX | 2015 | 1 | San Antonio Five Year Consolidated Plan 2015-2019 | Review Completed | View |

3. Click “Copy” under the Consolidated Plan submenu.



4. Enter the Source Year and Version from the Plan to be copied (identified in Step 2).

A screenshot of a "Copy" dialog box. At the top are two buttons: "Copy" and "Cancel". Below them are four input fields arranged in pairs:
- "Source Consolidated Plan's Start Year:" followed by a text input field.
- "Source Consolidated Plan's Version:" followed by a text input field.
- "New Consolidated Plan's Start Year:" followed by a text input field.
- "New Consolidated Plan's End Year:" followed by a text input field.
Below these are two more input fields:
- "New Consolidated Plan's Version:" followed by a text input field.
- "If Amendment: * N/A" followed by a dropdown menu with "N/A" selected.

5. Enter the Start Year, End Year and Version for the amended plan. For amendments, the Start Year must be the same as the Source Plan. Select whether the amendment is Minor or Substantial from the dropdown menu.

6. Once completed, click “Copy.” The Amended plan will be accessible from the Consolidated Plan search screen. The default title of the copied plan will be “ConPlan Copy.” Grantees can change the title on the AD-25 screen.
7. If the copy is a Substantial Amendment, the AD-25 screen will include a text box following the “If Amendment” dropdown menu to explain the amendment.

The screenshot shows a software interface for the AD-25 screen. At the top, there is a dropdown menu labeled "If Amendment:" with the option "Substantial" selected. Below this, there is a large, empty rectangular text area with a thin gray border. To the left of this area, the text "If Substantial Amendment, explain:" is displayed in a smaller font, followed by a colon and an asterisk (*).

8. All amendments, minor and substantial, must be submitted for review in IDIS to ensure the amended information is included in the CAPER. Depending on the amendment, the Field Office may not conduct a full review of the plan, but must functionally mark the amended plan as “Review Complete” in IDIS.

II. Amending the Action Plan

1. Click “Search” under the Action Plan submenu and note the Year and Version of the Action Plan to be amended.
2. Click “Copy” in the Action Plan submenu.



3. Enter information in the fields provided. For amendments, the Program Year for the amended plan must be the same as the Source Program Year.

Copy Annual Action Plan

Copy | **Cancel**

| | |
|----------------------------|------------------------------------|
| Source AAP Program Year: * | <input type="text"/> |
| Source AAP Plan Version: * | <input type="text"/> |
| | |
| New AAP Program Year: * | <input type="text"/> |
| New AAP Plan Version: * | <input type="text"/> |
| | |
| If Amendment: * | <input type="button" value="N/A"/> |

4. Select whether the amendment is Minor or Substantial.
5. When complete, click “Copy”. The amended plan will be accessible from the Action Plan search screen. The default title of the copied plan will be “AAP Copy.” Grantees can change the title on the AD-26 screen.
6. If the copy is a Substantial Amendment, the AD-26 screen will include a text box immediately following the “If Amendment” dropdown menu to explain the amendment.

| | |
|--|--|
| If Amendment: | <input type="button" value="Substantial"/> |
| If Substantial Amendment, explain: * <input type="text"/> | |

7. All amendments, minor and substantial, must be submitted for review in IDIS to ensure the amended information is included in the CAPER. Depending on the amendment, the Field Office may not conduct a full review of the plan, but must functionally mark the amended plan as “Review Complete” in IDIS.

2017 Housing Trust Fund Allocation Plan

Supplemental Information

1.) Maximum Per-unit Development Subsidy Amount- § 91.320(k)(5) and § 93.300(a)

The State must establish its own maximum limitations on the total amount of HTF funds that can be invested per-unit for development of non-luxury housing. The limits must be reasonable, based on actual costs, and adjusted for the number of bedrooms and geographic location of the project. The State may choose to develop its own limits or adopt limits used in other federal programs such as HOME or Low-Income Housing Tax Credit and must submit them with its HTF allocation plan.

The State must submit a description of how the HTF maximum per-unit development subsidy amounts were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements.

DOLA performed an analysis of the cost to replace a unit with the higher of 60% AMI rent or FMR with a unit with 30% AMI rent in various locations across the State. In no area of the State did this cost exceed the HOME maximum per-unit subsidy amount. The 2017 HOME maximum per-unit subsidies are listed in the HTF Allocation Plan in Section 7.

2.) State Limited Beneficiaries or Preferences- § 91.320(k)(5)(vii)

The State will limit beneficiaries and/or give preferences to the following segments of the extremely low-income population:

- People with disabilities or other special needs (e.g. individuals/families exiting homelessness)

The groups listed have also been identified in the action plan in AP 25-Allocation Priorities.

3.) Waiver of Public Comment Period

In accordance with the waiver of 24 CFR 91.115(b)(4) and 24 CFR 91.105(b)(4) for FY 2017 Action Plans for Housing Trust Fund, the Colorado Department of Local Affairs will utilize the waiver and post the HTF Allocation Plan for a period of 14 days. DOLA is taking advantage of the waiver due to the late announcement of HUD's 2017 allocation amounts. The 2017 Annual Action Plan included HTF, and was posted for public comment for more than 30-days. A public meeting was held on July 13, 2017 regarding the Annual Action Plan in regards to HOME, ESG, CDBG, HOPWA, and HTF.



COLORADO
Department of Local Affairs
Division of Housing

Multi-family Housing Rehabilitation Standards

Effective July 2017

Colorado Department of Local Affairs
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Multi-Family Housing Rehabilitation Standards

Description:

The Division of Housing (DOH) has created these Multi Family Housing Rehabilitation Standards (Rehab Standards) to uniformly provide for safe, decent, durable, high-performing and affordable housing. They apply to multi-family properties rehabilitated with the use of DOH funding. Further, these standards are written to comply with the requirements of the HOME Investment Partnership Program (HOME) and the National Housing Trust Fund (HTF) and address the following:

- Capital Needs Assessment (found on page 3 in Establishing Scope of Work Priorities)
- Accessibility (found on Page 4 in Applicable Laws and Regulations)
- Disaster mitigation (found on Page 5 in Applicable Laws and Regulations)
- State and local codes (found on Page 5 in Applicable Laws and Regulations)
- Uniform Physical Condition Standards (found on Page 5 in Applicable Laws and Regulations)
- Health and safety (Section 1)
- Lead-based paint (Section 1)
- Major systems (Section 2 thru 11)

These standards are designed to be used with multi-family properties with five or more units. The Single-family Housing Rehabilitation Standards apply to one- to four- unit dwellings of three stories or less.

These standards describe the minimum requirements in a variety of ways including:

- These standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure upon completion, the assisted project and units will be decent, safe, sanitary and in good repair as described in 24 CFR 5.703. Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation identifies, at a minimum, those items that must be inspected along with the observable deficiency and the type and degree of deficiency that must be addressed. Any deficiency found to exist from Appendix A must be addressed, even if a specific standard for that item is not included in this document. In the event that a specific standard is not included for an observed deficiency, the repair shall be completed in a thorough and workmanlike manner in accordance with industry practice.
- Minimum requirements for the materials and methods used. **All construction materials and methods shall be in compliance with locally adopted building codes.** If there are no local codes, then they shall comply with State Code (the National Electrical Code (NEC), 2014 Edition, as may be amended by the Colorado Electrical Board, the International Plumbing Code (IPC) 2015 and the International Fire/Gas Code (IFGC) as amended in the Colorado Plumbing Code, and the International Existing Building Code of the ICC (IEBC)).

Note: At the time of publication and adoption of these standards, the adopted codes

referenced are believed to be those in force. As standards and codes change and are put into effect by the governing authorities having jurisdiction, the new standards and codes will apply in lieu of those referenced.

- The requirements of regulatory agencies such as the local government's Building, Housing and Zoning Codes; the Environmental Protection Agency (EPA); federal, state and local Historic Preservation requirements. **These Rehabilitation Standards are not meant to substitute for a thorough understanding of all of the codes and regulations that may apply to your projects.**
- The requirements of funders such as HUD (CDBG, HOME, NSP, HTF, CDBG-DR) or local governments, including the Environmental Review process.

In order to access further and more detailed information, hyperlinks to useful web sites are included in this document. They can serve as a valuable resource.

Establishing Scope of Work Priorities:

For all Rehabilitation Projects, health and safety standards represent the highest priority work to be completed first, especially if they are life threatening. Any and all life threatening health and safety deficiencies shall be corrected in every rehabilitation project, regardless of funding source **and must be addressed immediately if the housing is occupied**. Appendix A identifies life-threatening deficiencies in (****bold italic***) for the property site, building exterior, building systems, common areas, and units.

Another top priority for the scope of work is the remaining useful life of all major building systems, which shall be estimated through a Capital Needs Assessment (CNA) or other means and must cover the period of affordability. Federal funding requirements dictate that if a multifamily housing project consists of 26 units or more, a (CNA) shall be performed to determine the remaining useful life of major systems, and the Division of Housing (DOH) may require a (CNA) regardless of project size. Those systems that are found to be at or near the end of their useful life shall be repaired or replaced as part of the rehabilitation of the project. A replacement reserve shall be established and monthly payments made to the reserve account in an amount adequate to repair or replace systems as needed through the entire period of affordability. Major systems include the structure, roof, cladding, weatherproofing (windows, doors, siding, gutters, etc.), plumbing, electrical, heating, ventilation, and air conditioning, and are identified by the symbol “[MAJOR SYSTEM]”.

The next priority for inclusion in the scope of work is any violation of locally adopted building code, housing code, zoning ordinance, and/or disaster mitigation standards. It is important for Grantees and their Contractors/Subcontractors to be knowledgeable about their local codes, and to communicate freely with local code officials if their code requirements are unclear. If there are no locally adopted building codes, then State Code (the National Electrical Code (NEC), 2014 Edition, as may be amended by the Colorado Electrical Board, the International Plumbing Code (IPC) 2015 and the International Fire/Gas Code (IFGC) as amended in the

Colorado Plumbing Code, and the International Existing Building Code of the ICC (IEBC)).

Most building codes, including the International Existing Building Code of the ICC (IEBC), allow for building components that were constructed in compliance with the building code that was in effect at the time, and that do not pose a health or safety threat, to remain as is. Generally, they do not need to be improved to meet current code unless they are a threat to health or safety. The same applies to these Rehab Standards – if a building component is not a threat to health or safety, and if it complies with the building code that was in effect when it was built, then the component does not need to be brought into compliance with these standards.

Grantees may choose to implement “Green Standards,” identified by this symbol - **[GREEN STANDARD]**, unless they are found under health and safety, in which case they shall be corrected to the GREEN STANDARD. These standards accomplish one or more of the following:

- Conserve water
- Conserve energy
- Provide residents with a healthier living environment
- Reduce impact on the natural environment
- Create a more sustainable product lifetime

In areas where the **[GREEN STANDARD]** is optional and a Grantee chooses not to implement the GREEN STANDARD, the repair or replacement shall be completed according to applicable codes and in accordance with industry standards.

Source Documents:

The standards in this document were adapted from a template used by Livable Housing, Inc., a consulting and training firm, and were based on a number of similar documents used in various housing rehabilitation programs. The standards with the label **[GREEN STANDARD]** were added with the assistance of Enterprise Community Partners and intended to be used for including green rehabilitation improvements that follow accepted national green building standards such as LEED and the Green Communities Criteria.

Applicable Laws and Regulations

These Rehabilitation Standards are not meant to substitute for a thorough understanding of all of the regulations that may apply to your projects.

The following statutory and regulatory requirements are applicable to projects funded with federal funds:

- HUD – HOME, HTF or CDBG regulations (depending on the funding source used)
- Broadband infrastructure as defined in 24 CFR 5.100 for substantial rehabilitation of a building with more than 4 rental units, the rehabilitation must provide for installation of broadband infrastructure, as this term is also defined in 24 CFR 5.100. This requirement

may be waived if DOLA makes a written determination that such installation is not required in accordance with the requirements at 24 CFR 570.482(c)(5) (CDBG), 24 CFR 92.251(b)(1)(x) (HOME), or 24 CFR 93.301(b)(1)(x) (HTF).

- Accessibility Requirements in 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131 – 12189) Implemented at 28 CFR parts 35 and 36, as applicable. Covered multifamily dwellings, as defined at 24 CFR 100.201 shall also meet the construction requirements at 24 CFR 100.205.
- NEPA Environmental Review
- Local Code: Current locally adopted Building, Housing and Zoning Codes, including any local Disaster Mitigation Standards.
- If no local Building Code: State Code (the National Electrical Code (NEC), 2014 Edition, as may be amended by the Colorado Electrical Board, the International Plumbing Code (IPC) 2015 and the International Fire/Gas Code (IFGC) as amended in the Colorado Plumbing Code, and the International Existing Building Code of the ICC (IEBC)).
- Federal Code: For programs funded with HOME or HTF funds after January 24, 2014, HUD will adapt the Uniform Physical Condition Standards (UPCS) inspection protocol for housing rehabilitation.
- Environmental Protection Agency (EPA) regulations including the RRP regulations for Lead Based Paint
- EPA regulations for the Resource Conservation and Recovery Act (RCRA), dealing with hazardous materials.
- If the building is over 50 years old, then the Colorado State Historic Preservation Office (SHPO) requirements as well as any federal or local Historic Preservation requirements.
- Life Safety Code – NFPA 101 as published by the National Fire Protection Association.

The following are additional guidelines and codes that may apply:

- Energy: A locally adopted energy code, 2009 (or newer) International Energy Conservation Code (IECC).
- Accessibility: ANSI standards for accessibility by disabled residents
- HAZMAT: HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing

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Appendix A: Uniform Physical Condition Standards for Multifamily Housing

1) Health and Safety

[GREEN STANDARD] is mandatory in this section

| Contaminants [GREEN STANDARD] | |
|---|--|
| Repair Standard | |
| N/A | |
| Replacement Standard | |
| All materials installed shall meet the following standards to minimize the presence of Volatile Organic Compounds (VOC) and Formaldehyde: | |
| <ul style="list-style-type: none">• All paints and primers should meet the most recent Green Seal G-11 Environmental Standard. http://www.greenseal.org/Home.aspx• All particleboard components shall meet ANSI A208.1 for formaldehyde emission limits, or all exposed particleboard edges shall be sealed with a low-VOC sealant or have a factory-applied, low-VOC sealant prior to installation. All MDF edges shall meet ANSI A208.2 for formaldehyde emission limits, or all exposed MDF edges shall be sealed with a low-VOC sealant or have a factory-applied, low-VOC sealant prior to installation. | |

| Lead-Based Paint (LBP) [GREEN STANDARD] | |
|---|--|
| Repair Standard ("Interim Controls") | |
| For all housing units constructed prior to 1978, they must meet the lead-based paint requirements at 24 CFR part 35 and must follow HUD LBP Guidelines including testing for LBP and Lead-safe work practices. Only EPA-certified Renovation, Repair and Painting (RRP) contractors may perform the work. See: http://www.hud.gov/offices/lead/lbp/hudguidelines/ | |
| All interim controls shall be performed as follows and by properly trained workers: | |
| <ul style="list-style-type: none">• When any LBP-coated surfaces are disturbed, the work area shall be sealed and tenants of occupied buildings shall be adequately protected from LBP hazards.• Occupants may be temporarily relocated as required by the regulations.• All surfaces coated with LBP shall be properly maintained over the life of the program covenants.• Tenants living in buildings constructed prior to 1978 that are not certified as being "lead free" shall be provided with the "Protect Your Family from Lead in Your Home" pamphlet, the location and condition of known LBP, and advance written notice prior to any lead-hazard reduction activity. | |
| Replacement Standard ("Abatement") | |
| When Interim Control is impractical, the most affordable solution for abatement of the component shall be chosen. For example, walls containing LBP may be covered with drywall or | |

gutted and replaced with drywall. Trim and other wood or metal components containing LBP may be removed and replaced with similar materials.

Any work must meet the lead-based paint requirement at 24 CFR par 35 and must follow HUD LBP Guidelines including Lead-safe work practices, and only use EPA-certified abatement contractors to perform the work. See: <http://www.hud.gov/offices/lead/lbp/hudguidelines/>

| Asbestos [GREEN STANDARD] | |
|---|---|
| Repair Standard | Asbestos can be found in these and many other common building materials: Ceiling textures, vinyl floor coverings and mastic, boiler and pipe insulation, heating and cooling duct insulation, ceiling tile, roofing products, clapboard shingles, etc. An asbestos inspection by a certified asbestos building inspector is required in Colorado if the trigger level of suspect materials to be disturbed is exceeded. An exemption is possible only if it can be shown that the building was constructed after October 12, 1988 and either no asbestos containing material (ACM) was specified in any construction document for the building OR no ACMs were used in the building. |
| For more information and repair requirements, see the Colorado Dept. of Public Health and Environment's Asbestos website at: http://www.colorado.gov/cs/Satellite/CDPHE-AP/CBON/1251594599613 | |
| Replacement Standard | Abatement of friable asbestos-containing materials in Colorado shall be performed by a General Abatement Contractor, certified by the Colorado Dept. of Public Health and Environment's Air Pollution Control Division. |
| For more information and abatement requirements, see the Colorado Dept. of Public Health and Environment's Asbestos website at: http://www.colorado.gov/cs/Satellite/CDPHE-AP/CBON/1251594599613 | |

| Radon [GREEN STANDARD] | |
|-------------------------------|---|
| Repair Standard | All residential buildings shall be subject to a "Short Term" Radon Test. If the result is a reading of 4 pCi/L or higher, then perform a follow-up "Short Term" test and average the results. If the average is above 4 pCi/L, remediation shall be required. |
| | |

Radon test kits may be purchased from your local home improvement store. Be sure the kit says "certified by the [National Radon Proficiency Program](#)." Individuals can also get coupons for mail-order test kits on the Colorado Dept. of Public Health and Environment's website: <http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251617274212>

| | |
|-----------------------------|--|
| Replacement Standard | |
|-----------------------------|--|

If, as a result of the testing above, there is a presence of Radon at or above the 4 pCi/L level, remediation shall be undertaken per the EPA guidance in their Consumer's Guide to Radon Reduction: <Http://www.epa.gov/radon/pubs/consguid.html>.

If the home's water comes from a private well, the water should also be tested. Water testing is available from the [Colorado Department of Public Health and Environment's Laboratory Services Division](#).

| | |
|------------------------------|--|
| Mold [GREEN STANDARD] | |
|------------------------------|--|

| | |
|------------------------|--|
| Repair Standard | |
|------------------------|--|

Any presence of mold is unacceptable and shall be addressed per the National Center for Healthy Housing protocol "Creating a Healthy Home." Once the source of the mold causing moisture has been identified and repaired, All carpeting, drywall or other gypsum-based wall coverings or any other non-structural components with mold present shall be removed and replaced.

| | |
|-----------------------------|--|
| Replacement Standard | |
|-----------------------------|--|

U.S. Environmental Protection Agency (EPA) and the U.S. Centers for Disease Control and Prevention (CDC) recommend that trained mold remediation professionals do the mold clean up if mold growth covers more than 100 square feet, or a 10 foot by 10 foot area.

All carpeting, drywall or other gypsum-based wall coverings or any other non-structural components with mold present shall be removed and replaced. The National Center for Healthy Housing protocol "Creating a Healthy Home" shall be followed for remediation of structural components:

http://www.nchh.org/Portals/0/Contents/FloodCleanupGuide_screen.pdf

| Fire Safety - Egress | |
|-----------------------------|--|
| Repair Standard | |
| N/A | |

Replacement Standard

Egress windows are required in all new sleeping and living areas unless other secondary means of escape requirements are met, in accordance with local building codes or the IEBC. No bedrooms shall be created in attics or basements unless Life Safety Code (NFPA 101) egress requirements are met.

| Fire and CO Alarms [GREEN STANDARD] | |
|--|--|
| Repair Standard | Existing fire and smoke, carbon monoxide and security systems that meet current local code (or the IEBC) and Colorado State Statute, shall be repaired to operating condition. If hard wiring of smoke detectors is not feasible, then detectors with 10 year lithium batteries may be used. |
| Replacement Standard | Smoke and carbon monoxide detectors shall be installed to meet current local code (or the IEBC) and in accordance with Colorado Statute. If hard wiring of smoke detectors is not feasible, then detectors with 10 year lithium batteries may be used. |

2) Site

| Drainage [GREEN STANDARD] | |
|----------------------------------|---|
| Repair Standard | All grading or impervious surfaces adjacent to the building and for a distance of at least 10 feet away from the building shall slope away from the structure at a pitch of at least 1 inch per foot. Sidewalks used for access cannot have a cross slope more than $\frac{1}{4}$ " per foot. Holes or depressions of more than six inches (6") in diameter should be filled to correct drainage problems and remove safety hazards. All bare earth within three feet of the foundation shall be planted with low-water landscaping. Bare earth more than three feet from the foundation may be reseeded with grass or planted with low-water landscaping. For more information, see Denver Water's website at: http://www.denverwater.org/Conservation/Xeriscape/ |
| Replacement Standard | N/A |

| Outbuildings | |
|-----------------------------|---|
| Repair Standard | Unsafe and blighted structures, including outbuildings, may be removed if it is not financially feasible to complete the repairs required to make them structurally sound, leak-free, with any health or safety hazards stabilized. Detached garages should have operable and lockable doors and windows. |
| Replacement Standard | N/A DOH rehabilitation funds may not be used to replace outbuildings. |

| Fencing and Gates | |
|-----------------------------|---|
| Repair Standard | Existing fences shall be in good repair. Holes, broken pickets, torn chain-link fabric, missing top-rails, defective posts or supports, broken or missing masonry units, peeling paint, wobbly gate posts, gates which don't open and close properly, etc. shall be repaired. |
| Replacement Standard | DOH rehabilitation funds may not be used to replace fencing. |

| Paving And Walks | |
|-----------------------------|--|
| Repair Standard | Sidewalks, driveways, and concrete or asphalt paved pads or parking areas shall be free of trip hazards. Any such surfaces that are excessively cracked, crumbling, irregular, or uneven shall be repaired or replaced. All existing driveways and automobile parking areas which are deteriorated or consist of materials unable to support vehicle traffic shall be removed, improved, or replaced. |
| Replacement Standard | Un-repairable essential walks and driveways shall be replaced with permeable paving, if financially feasible [GREEN STANDARD] , or with concrete per local codes (or IEBC). All concrete in public right of way areas shall conform to the local permitting jurisdiction's Building and Planning Department's requirements. Walkways and areas subject to pedestrian traffic shall be finished in such manner as to minimize slip hazards when wet. |

| Trees and Shrubbery | |
|--|---|
| Repair Standard | Trees that are dead, dying, or hazardous may be removed or trimmed, if that removes the hazard. Trees that could damage the structural integrity of an adjoining building above or below the foundation shall be removed. Removal shall include cutting close to the ground, and should also include grinding of the stump to 12 inches below the finished grade, installation of topsoil and re-seeding. |
| Replacement Standard [GREEN STANDARD] | |
| Replacement trees and shrubs are permitted if economically feasible and shall be selected from the State Extension Service list of local, drought-resistant and non-invasive plant materials. In placement of trees, attention should be paid to shading the building to reduce air conditioning costs. Also, trees should be located a sufficient distance from foundations, sidewalls, walkways, driveways, patios and sidewalks in order to avoid future damage from root growth, branches brushing against the structure, and fire. Setbacks from structures should typically exceed half of the canopy diameter of a full-grown example of the species. | |

| Lawn [GREEN STANDARD] | |
|------------------------------|---|
| Repair Standard | Bare section of lawn may be reseeded with drought-resistant grasses or plantings. For more information, see Denver Water's website at: http://www.denverwater.org/Conservation/Xeriscape/ |
| Replacement Standard | |
| | Over-seeding is permitted with drought-resistant varieties. If lawn grasses do not exist at property, drought-resistant sod can be used for renovation if existing vegetation is removed and the underlying soil is tilled or core cultivated (aerified). |

3) Building Exterior

NOTE: Any exterior work on a building that is historic shall follow the Colorado State Historic Preservation Office guidelines and any applicable local or federal regulations on historic properties.

| Exterior Cladding [MAJOR SYSTEM] [GREEN STANDARD] | |
|--|--|
| Repair Standard | Siding and trim shall be intact and weather tight and shall not permit the entry of water, snow, wind, or rodents into the interior. They shall be free of holes and broken or rotted finish materials and shall be capable of being kept in a clean and sanitary condition. All painted exterior components shall have a minimum of one continuous coat of paint, and no exterior painted surface shall have any deteriorated paint. Buildings designated as historic shall have existing siding repaired to blend with existing and shall be spot-primed and top-coated in a lead-safe manner. |
| Replacement Standard | |
| | Buildings may have siding replaced with wood, vinyl or cementitious siding to match the existing configuration. New wood components shall be FSC certified: http://www.fsc.org/ . All new surfaces that will receive paint shall be primed prior to painting. |

| Exterior Porches | |
|-----------------------------|--|
| Repair Standard | Deteriorated concrete porches shall be repaired when possible. Unsafe wood porch components shall be repaired when possible. Porch repairs shall be structurally sound, with smooth and even decking surfaces. Deteriorated wood structural components shall be replaced with preservative-treated wood. |
| Replacement Standard | |
| | Decks and railings on porches shall be replaced in accordance with local codes (or IEBC). Replaced wood structural components shall be preservative-treated. New porches on historic buildings shall be historically sensitive. |

| Exterior/Interior Railings | |
|-----------------------------------|--|
| Repair Standard | Existing handrails and railings shall be structurally sound and meet local codes (or IEBC). Guard rails are required on any accessible area, including stairs, with a walking surface over 30" above the adjacent ground level. Structurally sound railings may be repaired if it is possible to maintain the existing style. On historic structures, railing repairs shall be historically sensitive. |
| Replacement Standard | |

| Exterior Decks and Exterior/Interior Steps | |
|---|--|
| Repair Standard | Steps, stairways, and porch decks shall be structurally sound, reasonably level, with smooth and even surfaces. Repairs shall match existing materials. |
| Replacement Standard | Decks and steps shall be constructed to meet local codes (or IEBC). Replaced wood structural components shall be preservative-treated. On historic structures new wood decking shall be structurally sound and historically sensitive. |

4) Foundations and Structure

| Firewalls [MAJOR SYSTEM] | |
|---------------------------------|---|
| Repair Standard | Firewalls (between separate dwelling units and between dwelling units and attached garages) shall be maintained without cracks and plaster deterioration and covered with 5/8" type X gypsum, glued and screwed to structure. |
| Replacement Standard | When frame walls and floors adjoining other dwellings or attached garages are gutted, new wall finish installations shall conform to local codes (or IEBC) for fire ratings. |

| Foundations [MAJOR SYSTEM] | |
|-----------------------------------|---|
| Repair Standard | Foundations shall be repaired to be sound, reasonably level, free from movement, and prevent the entrance of water or moisture. Cracks in foundation walls shall be effectively sealed and loose or defective mortar joints shall be replaced. All foundations that show evidence of leakage from the outside require appropriate and effective waterproofing. All earth-to-wood contact shall be eliminated. |
| Replacement Standard | Foundation replacements shall be completed to meet local codes (or IEBC). |

| Structural Walls [MAJOR SYSTEM] | |
|--|--|
| Repair Standard | Structural framing and masonry shall be free from visible deterioration, rot, or serious termite damage, and be adequately sized for current loads. Prior to rehab, all sagging rafters shall be visually inspected, and significant structural damage and its cause shall be corrected. |
| Replacement Standard | New structural walls shall be constructed to meet local codes or (IEBC). All exterior walls that are part of the building envelope (the air barrier and thermal barrier separating the conditioned space from the non-conditioned space) shall be insulated to meet local codes (or IEBC). |

5) Windows and Doors

| Interior Doors | |
|-----------------------------|---|
| Repair Standard | Interior door, frames, jambs and casings shall be in good condition and free of excessive scratches, gouges, chipping, peeling, or other unsightly damage or wear and in good working order. Doors shall be free of holes, delaminating skins, broken stiles or rails. Gaps should be sufficient to prevent rubbing but no larger than $\frac{1}{4}$ ". Baths and occupied bedrooms shall have operating doors and lock sets. |
| Replacement Standard | Hollow-core, pressed-wood product consistent with the style of existing doors including latch-sets. Baths and occupied bedrooms shall have lock sets. |

| Exterior Doors [MAJOR SYSTEM] | |
|--|---|
| Repair Standard | Exterior door, frames, jambs and trim shall be in good condition and free of excessive scratches, gouges, chipping, peeling, or other unsightly damage or wear and in good working order. Doors shall be free of holes, delaminating skins, broken stiles or rails. Exterior doors shall be solid, weather-stripped to be air tight and shall operate smoothly. They shall include a peep sight, an entrance lock set and a deadbolt that is operable from the interior side without the use of a key, tool or special knowledge. Security or screen doors shall be in good working condition, including any latches and locks, and no broken glass and ripped or torn screens should be present. |
| Replacement Standard | |
| | Replacement doors at the front of historic buildings shall be historically sensitive. Steel, insulated doors may be installed at entrances not visible from the front street and on the front of the property for buildings that are not historic. Dead bolt locks that are operable from the interior side without the use of a key, tool or special knowledge shall be installed on all exterior doors and keyed to match the entrance lock set. All new doors shall be weather-stripped to be air tight. Security or Screen doors may be replaced if repairs are not feasible. |
| Windows [MAJOR SYSTEM] [GREEN STANDARD] | |
| Repair Standard | Other than fixed windows, all windows shall be capable or being easily opened and closed, remain in an open position when placed there by window hardware, not sticks or other such items. Windows shall lock when closed and the open section shall be covered with a screen. Glass shall be free of open holes or cracks and secured with an adequate amount of putty. Windows shall be weather-stripped to be air tight when closed. |
| Replacement Standard | Windows that are not repairable shall be replaced. New windows shall meet all requirements of current local building codes or (IEBC) and shall meet the ENERGY STAR standard for this geographic region. For more information: http://www.energystar.gov/index.cfm?c=windows_doors.pr_anat_window Windows on key façades of historically sensitive properties shall be wood of the style original to the building. New windows on other properties may be vinyl and double-glazed. |

| Basement Windows and Ventilation [MAJOR SYSTEM] | |
|--|--|
| Repair Standard | If feasible, two basement windows on opposite sides of the building should be operable for ventilation, in good working order, and lockable. |
| Replacement Standard | Basement windows may be replaced with glass block, so long as a minimum of two glass block windows on opposite sides of the building have operable and lockable center vents. If the basement is used as a sleeping or living area, please refer to Section 1 for Fire Safety – Egress requirements. |

6) Roofing

| Flat and Low-Slope Roofing [MAJOR SYSTEM] | |
|--|---|
| Repair Standard | Built-up roofing that is leak-free may be repaired so that the roof is free of peeling, shipping, sloughing, fissures, cracks, lifting seams, excessive bubbles or excessive alligatoring in coatings or asphalt flood coats. Roof coatings shall be in good condition and consist of compatible materials. Gravel roofs shall have gravel present in sufficient quantity and proper distribution. Flashing and accessories shall be repaired and properly sealed. Asphalt shingles or cold-application rolled roofing shall be replaced if the roof slope is less than 2:12. |
| Replacement Standard | The most cost-effective roof shall be installed to the manufacturer's specifications and in accordance with local codes (or IEBC). |

| Pitched Roofs [MAJOR SYSTEM] | |
|-------------------------------------|---|
| Repair Standard | Missing and leaking shingles and flashing shall be repaired on otherwise functional roofs provided there are no excessive lumps, breaks, tears, inconsistent birdsmouths, and the shingle roof has substantial well adhered mineral surface covering the tabs and grooves. Shingle roofs with loose minerals surface, sparsely covered surfaces, excessive curling, cupping, breakage or brittleness should be replaced. Slate, metal and tile roofs shall be repaired when feasible. |

| | |
|---|--|
| Replacement Standard | |
| The most cost-effective roof shall be installed except that roofing may be installed to match other structures in the complex, or to preserve other architectural elements. On historic structures new roofing shall be historically sensitive. All roofing shall be installed to the manufacturer's specifications and in accordance with local codes (or IEBC). | |

| Gutters and Downspouts [MAJOR SYSTEM] [GREEN STANDARD] | |
|--|--|
| Repair Standard | |
| | Gutters and downspouts shall be in good repair, leak free and collect storm water from all lower roof edges. Concrete splash blocks shall be installed to move water away from the foundation. The system shall move all storm water away from the building and prevent water from entering the structure. In addition to positive drainage away from the building, outlets shall be a minimum of 3 feet away from the foundation. |
| Replacement Standard | |
| Gutters and downspouts shall be installed and collect storm water from all lower roof edges. Concrete splash blocks shall be installed to move water away from the foundation. The system shall move all storm water away from the building and prevent water from entering the structure. In addition to positive drainage away from the building, outlets shall be a minimum of 3 feet away from the foundation. | |

7) Insulation and Ventilation

| Infiltration [GREEN STANDARD] | |
|--|---|
| Repair Standard | |
| | Any unit receiving energy-efficiency improvements shall be tested with a Blower Door and existing air sealing shall be repaired to attain a maximum 0.35 Air Changes per Hour at 50 Pascal pressure (0.35 ACH50). |
| Replacement Standard | |
| All units shall be air sealed to meet the minimum Blower Door test requirements of 0.35 Air Changes per Hour at 50 Pascal pressure (0.35 ACH50). | |

| Insulation [GREEN STANDARD] | |
|---|--|
| Repair Standard | If being added, insulation shall be installed per the manufacturer's instructions and at the recommended R-value for the dimensional lumber used in the wall construction. All exposed heat ducts and hot water or steam heat distribution piping along with general use hot water piping which are located in unheated spaces shall be insulated or otherwise protected from heat loss. All water distribution piping shall be protected from freezing. |
| Replacement Standard | |
| When siding is being replaced and/or interior wall finishes of exterior walls are being replaced in a building, such exterior walls are to be provided with insulation and at the recommended R-value for the dimensional lumber used to construct walls. The ENERGY STAR Thermal Bypass Inspection Checklist should be completed, found at: http://www.energystar.gov/ia/partners/bldrs_lenders_raters/downloads/Thermal_Bypass_Inspection_Checklist.pdf | |

| Bath Ventilation [MAJOR SYSTEM] [GREEN STANDARD] | |
|---|--|
| Repair Standard | All bathroom ventilation shall meet the local building code (or IEBC) for bath ventilation that was in effect at the time of their construction. |
| Replacement Standard | |
| | All bathrooms shall be mechanically vented to the ≥ 80 CFM creating ≤ 0.3 Sones of fan noise and shall be on the same switch as the bathroom light. Fans shall be installed according to manufacturer's specifications and shall meet the local building code (or IEBC). |

| Kitchen Ventilation [MAJOR SYSTEM] [GREEN STANDARD] | |
|--|--|
| Repair Standard | All kitchen ventilation shall be functional and meet the local building code (or IEBC) for kitchen ventilation that was in effect at the time of their construction. |
| Replacement Standard | |
| | All kitchens shall have functional mechanical ventilation operating at a minimum 150 CFM. Any new ventilation system shall meet current local code requirements (or IEBC). |

| Roof Ventilation [MAJOR SYSTEM] [GREEN STANDARD] | |
|---|--|
| Repair Standard | All structures shall meet the local building code (or IEBC) for roof ventilation that was in effect at the time of their construction. |
| Replacement Standard | All new roofing systems shall meet current local code requirements (or IEBC) for ventilation. |

8 - Interior Standards

| Interior Walls and Ceilings | |
|------------------------------------|---|
| Repair Standard | Walls should be smooth wood, plywood, plaster or sheetrock/drywall. All interior walls shall be finished without noticeable irregularities, be free of exposed wiring, have a hard waterproof surface in areas subject to moisture, shall not allow significant entry of air in the unit, and shall be durably painted or otherwise appropriately finished. Holes, cracks and deteriorated and unkeyed plaster shall be repaired to match the surrounding surfaces. All visual painted surfaces shall be stabilized to minimize lead paint hazards using premium vinyl acrylic paint. |
| Replacement Standard | All walls, in areas not subject to moisture, shall be replaced with $\frac{1}{2}$ " sheetrock/drywall. All replaced sheetrock/drywall shall be taped, floated, sanded, textured to match other wall areas, primed and painted. Moisture resistant materials shall be used in areas subject to moisture. All Fire-rated assemblies shall be specified on a project-by-project basis as required by local codes (or IEBC). |

| Flooring | |
|------------------------|--|
| Repair Standard | Floor framing shall be capable of supporting existing dead load and anticipated live loads as appropriate for type of structure and class of occupancy. All subfloors should be solid and continuous, without liberal movement or bounce, and free from rot and deterioration. Bathroom, kitchen and other water-susceptible floor areas shall be covered with water-resistant flooring that is free from tears or tripping hazards. Wood floors shall be in sound |
| | |

condition without excessive gouges, breakage, lifting, curling, buckling, or shrinking. Carpet shall be clean and in safe and sanitary condition free or excessive wear, tears, soil, folds, and shall be properly attached. Tile floors shall be free of cracked, broken, loose or missing tiles with grout intact.

[GREEN STANDARD] Damaged wood floor shall be repaired when possible. When existing deteriorated carpet is installed over hardwood floors, the hardwood may be refinished whenever practical, taking into account the relative cost of replacing carpet and the needs of the residents.

| | |
|-----------------------------|--|
| Replacement Standard | |
|-----------------------------|--|

Floor framing shall meet local code requirements (or IEBC). Subfloors shall be a minimum of $\frac{3}{4}$ inch plywood. Kitchens, baths, and other water-susceptible area shall receive resilient sheet goods.

[GREEN STANDARD] Whenever practical, rooms other than kitchens and baths with existing wood flooring shall be maintained as wood floors and refinished when appropriate. Rooms other than kitchens or baths without usable wood floors may be finished with carpet and associated products that are Carpet and Rug Institute's Green Label certified. For more information: <http://www.carpet-rug.org/residential-customers/selecting-the-right-carpet-or-rug/green-label.cfm>

All new flooring shall be installed in accordance with manufacturer's recommendations.

New basement slabs shall be installed to local codes (or IEBC).

Closets

| | |
|------------------------|--|
| Repair Standard | |
|------------------------|--|

Existing closets shall be maintained in good repair and have a shelf and clothes rod.

| | |
|-----------------------------|--|
| Replacement Standard | |
|-----------------------------|--|

New closets may be created if there is a significant lack of storage space and the budget permits. New closets shall have a minimum depth of 2 feet and include a shelf and clothes rod.

| Cabinets and Countertop | |
|--|---|
| Repair Standard | Kitchens shall have countertop and storage space adequate for the preparation and storage of food. Countertops shall be free of wear, water damage, and uplift of surface material. Existing cabinets with hardwood doors and face frames may be repaired if in good condition. All cabinets shall be sound and cleanable with no missing doors, drawers or hardware. All doors and drawers shall operate properly. |
| Replacement Standard | |
| Kitchens shall have countertop and storage space adequate for the preparation and storage of food. Countertops shall be of water-proof material and backsplashes shall be provided. Replacement cabinets shall be factory-finished builders-grade or better with hardwood doors and face frames. | |

| Appliances | |
|--|---|
| Repair Standard | All appliances in units shall be in proper working order and in clean and sanitary condition. |
| Replacement Standard | |
| All new appliances shall be "Energy Star" rated. | |

9) Electric

Note: If there is no local building code, then all electrical work shall comply with the State Code (the National Electrical Code, 2011 Edition, as may be amended by the Colorado Electrical Board).

| Lighting | |
|---|---|
| Repair Standard | All halls, stairs and rooms necessary to cross to other rooms and stairways shall be well lit. All lights and switches in hallways, stairs and other passages shall be operable and safe. |
| [GREEN STANDARD] Existing fixtures with incandescent lamp fittings shall have CFL replacement lamps installed. | |

| | |
|---|--|
| Replacement Standard | |
| All halls, stairs and rooms necessary to cross to other rooms and stairways shall be well lit. Attics, basements and crawl spaces shall have utility fixtures. All new light fixtures shall be ENERGY STAR labeled. | |

| | |
|--|--|
| Interior Electric Distribution [MAJOR SYSTEM] | |
| Repair Standard | |
| <p>Exposed knob and tube shall be replaced. Every room shall have a minimum of two duplex receptacles, placed on separate walls and one light fixture or receptacle switched at each room entrance. All electrical outlets used in bathrooms and toilet rooms, kitchens, all outlets within six feet (6') of a water source (excluding washing machines and sump pumps), outlets located on open porches or breezeways, exterior outlets, outlets located in garages and in non-habitable basements, except those outlets that are dedicated appliance outlets, shall be Ground-Fault Circuit Interrupter (GFCI) protected. Where the source wiring circuit is accessible (e.g. first floor above basements, in gutted rooms, etc.), receptacles shall be grounded. Permanently installed or proposed stoves, refrigerators, freezers, dishwashers and disposals, microwaves, washers and dryers shall have separate circuits sized to meet local codes (or State Electrical code). All switch, receptacle, and junction boxes shall have appropriate cover plates. Wiring shall be free from hazard, and all circuits shall be properly protected at the panel. Exposed conduit is allowed.</p> | |
| Replacement Standard | |
| If wall finishes are removed, those areas shall be wired to the latest version of local codes (or State Electrical Code). | |

| | |
|---|--|
| Service and Panel [MAJOR SYSTEM] | |
| Repair Standard | |
| Each units electrical service shall be circuit breaker type. Service panels shall have a main disconnect, at least 10 circuit-breaker-protected circuits, a 100-amp minimum capacity and be adequate to safely supply existing and proposed devices. If a working central air conditioning system is present, the minimum service shall be 150 amp. | |
| Replacement Standard | |
| Electrical service with a main disconnect panel shall be installed according to local code (or State Electrical Code). | |

10) Plumbing

Note: If there is no local building code, then all plumbing work shall comply with the Colorado Plumbing Code.

| Drain, Waste, Vent Lines [MAJOR SYSTEM] | |
|--|---|
| Repair Standard | The plumbing system shall be vented in a manner that allows the wastewater system to function properly. The waste system shall operate free from fouling, clogging and leaking and shall be capable of safely disposing of wastewater for all plumbing fixtures. All fixtures that discharge wastewater shall contain or be discharged through a trap that prevents the entry of sewer gas into the dwelling. Waste and vent lines shall function without losing the trap seal. |
| Replacement Standard | |
| | If walls are removed exposing vent and waste lines, those lines shall be reworked or replaced to the current mechanical code. |

| Plumbing Fixtures | |
|---|--|
| Repair Standard | All plumbing fixtures shall be free of cracks and defects, and be capable of being used for the purpose in which they were intended. All fixtures and faucets shall have working, drip-free components. |
| Replacement Standard | |
| | Replace fixtures with single lever, metal faucets and shower diverters with 15-year, drip-free warranties. Sinks should be replaced with stainless steel sinks, and new tub surrounds should be of fiberglass. |
| [GREEN STANDARD] Toilets with greater than a 1.6 GPF rating shall be replaced with a 1.3 GPF model. Faucets and shower diverters should have a maximum 2.0 GPM flow. | |

| Plumbing Minimum Equipment [MAJOR SYSTEM] | |
|--|--|
| Repair Standard | All existing equipment shall be operational and leak free. |
| Minimum Standard | All existing equipment shall be operational and leak free. Every dwelling unit shall have a minimum of one single bowl sink with hot and cold running water in the kitchen and at least one bathroom containing a vanity with a sink (or pedestal sink), and a shower/tub unit, both with hot and cold running water, and a toilet. An operable water shut off valve, that completely stops the flow of water, shall be present at each water supply line to sinks/lavatories, toilets, washing machines and water heaters. Each unit shall have an adequate continuous supply of hot water either through a minimum 40 gallon water heater or on demand water heater in the unit or through a common boiler or hot water supply for the building. Each building shall have installed at least one exterior freeze protected faucet. |

| Water Heaters [MAJOR SYSTEM] | |
|--|--|
| Repair Standard | Each housing unit shall be supplied with hot water either from a common source such as building-wide boiler system or from per-unit water heating equipment. Hot water supply lines shall be free of leaks and all water heating equipment shall be safe, of adequate capacity, free of corrosion and water damage, faulty operation, fire, carbon monoxide leakage and other hazards. |
| Replacement Standard | Hot water systems that are replaced shall be of adequate capacity, be installed per manufacturer's specifications and meet local codes (or IEBC). |
| [GREEN STANDARD] High efficiency power-vented or sealed combustion tankless models are allowed. | |

| Water Supply [MAJOR SYSTEM] | |
|------------------------------------|--|
| Repair Standard | The main shut off valve shall be operable and completely stop the flow of water to the house. If there is no existing shut-off valve, then one shall be installed. All fixtures shall be leak-free and deliver sufficient cold water and, where applicable, hot water. All lead supply pipes present shall be completely removed and replaced. |
| Replacement Standard | |
| | The main shut off valve shall be operable and completely stop the flow of water to the house, and should be replaced if it does not. Lead and galvanized pipe that is part of the water service or the distribution system shall be replaced with copper, PEX or other plastic approved for distribution of domestic water. All fixtures shall have brass shut off valves. |

11) HVAC

| Air Conditioning [MAJOR SYSTEM] [GREEN STANDARD] | |
|---|--|
| Repair Standard | Existing air conditioners and evaporative coolers shall be inspected, serviced and refurbished to operate safely. Non-functioning, non-repairable air conditioners and evaporative coolers shall be removed and drained of all CFCs. |
| Replacement Standard | |
| | New air conditioning or evaporative cooling units shall be of adequate capacity, and reasonably durable and economical to operate. Any air conditioning or evaporative cooling systems shall be installed in accordance with manufacturer's installation specifications. |

| Chimney [MAJOR SYSTEM] | |
|-------------------------------|--|
| Repair Standard | Unused chimneys shall be removed to below the roof line wherever roofing is replaced. Chimneys shall be in good repair and high enough to induce a draft that shall keep smoke from being allowed into the dwelling. Existing unlined masonry chimneys used for combustion ventilation shall be lined or corrosion resistant pipe shall be added to the interior of the chimney. |

| | |
|-----------------------------|--|
| Replacement Standard | The creation of new flues is not recommended - the use of high efficiency closed combustion appliances is recommended to avoid the need for new flues. Replacement flues, when required, shall be installed according to the fuel burning unit manufacturer's installation specifications. |
|-----------------------------|--|

| Distribution System [MAJOR SYSTEM] | |
|---|--|
| Repair Standard | Duct work and radiator piping shall be well supported, insulated in unconditioned space and adequate to maintain a comfortable temperature in all habitable and essential rooms. |
| [GREEN STANDARD] | All duct work in unconditioned space should be insulated to R-7, sealed at all seams with mastic (not tape) and pressure tested to eliminate leakage. |
| Replacement Standard | All duct work in unconditioned space shall be insulated to R-7, sealed at all seams with mastic (not tape), pressure tested to eliminate leakage and run in concealed space. |

| Heating [MAJOR SYSTEM] | |
|-------------------------------|--|
| Repair Standard | All heating equipment shall be safe, of adequate capacity, free of corrosion and water damage, faulty operation, fire, carbon dioxide leakage and other hazards. Filters shall be secure, clean and large enough to pass sufficient recirculated air to make the unit operate properly. Equipment housings and access panels shall be intact and properly secured/installed with no exposed electrical connections, belts, pulleys, or blowers. |
| Replacement Standard | Gas-fired heating plants shall be rated at \geq 92% AFUE or better, to the extent possible. Heat pumps shall be rated at \geq 15 SEER. No Oil fired heating plants shall be installed and the oil heating system, including tanks and fuel lines, shall be completely removed before being replaced with new gas or electric systems. Setback thermostats may be installed. When electric resistance heating systems are replaced, soffits for ductwork and/or new distribution pipes for hot water heating systems shall be provided. Up to 4 lineal feet of resistance electric heating strips per 1000 square feet of floor area may be retained or installed in areas that are not cost effective to heat via ductwork or hot water distribution systems. All heating equipment shall be installed as per manufacturer' installation specifications and local codes (or IEBC). |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ****Bold Italic*** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|------------------------------|--|--|
| Requirements for Site | | |
| Fencing and Gates | Damaged/Falling/Leaning | Fence or gate is so damaged that it does not function as it should |
| | Holes | Hole in fence or gate is larger than 6 inches by 6 inches |
| | Missing Sections | An exterior fence, security fence or gate is missing a section which could threaten safety or security |
| Grounds | Erosion/Rutting Areas | Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or systems and potentially threatens the safety of pedestrians |
| | Overgrown/Penetrating Vegetation | Plants have visibly damaged a component, area or system of the property or has made them unusable or unpassable |
| | Ponding/Site Drainage | There is an accumulation of more than 5 inches deep or a large section of the grounds-more than 20%-is unusable for it's intended purpose |
| Health & Safety | Air Quality - Sewer Odor Detected | Detectable sewer odors that could pose a health risk if inhaled for prolonged periods |
| | <i>*Air Quality - Propane/Natural Gas/Methane Gas Detected</i> | Detectable strong propane, natural gas or methane gas odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled |
| | <i>*Electrical Hazards - Exposed Wires/Open Panels</i> | Exposed bare wires or openings in electrical panels (capped wires do not pose a risk) |
| | <i>*Electrical Hazards - Water Leaks on/near Electrical Equipment</i> | Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion |
| | <i>*Flammable Materials - Improperly Stored</i> | Flammable materials are improperly stored, causing the potential risk of fire or explosion |
| | Garbage and Debris - Outdoors | Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris |
| | Hazards - Other | General defects or hazards that pose risk of bodily injury |
| | Hazards - Sharp Edges | Physical defects that could cause cutting or breaking of human skin or other bodily harm |
| | Hazards - Tripping | Physical defects in walkways or other travelled area that poses a tripping risk |
| | Infestation - Insects | Evidence of infestation of insects-including roaches and ants-throughout a unit or room, especially in food preperation and storage areas |
| | Infestation - Rats/Mice/Vermilion | Evidence of rats or mice--sightings, rat or mouse holes, or droppings |
| Mailboxes/Project Signs | Mailbox Missing/Damaged | The U.S. Postal Service resident/unit mailbox cannot be locked or is missing |
| | Signs Damaged | The sign is damaged, vandalized, or deteriorated, and cannot be read from a reasonable distance |
| Parking Lots/Driveways/Roads | Cracks | Cracks greater than $\frac{3}{4}$ inch, hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property's parking lots/driveways/roads or if a height differential could cause a tripping or falling hazard |
| | Ponding | 3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe |
| | Potholes/Loose Material | Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling |
| | Settlement/Heaving | Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles |
| Play Areas and Equipment | Damaged/Broken Equipment | More than 20% of the equipment does not operate as it should or equipment that poses a threat to safety and could cause injury |
| | Deteriorated Play Area Surface | More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk |
| Refuse Disposal | Broken/Damaged Enclosure-Inadequate Outside Storage Space | A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal |
| Retaining Walls | Damaged/Falling/Leaning | A retaining wall is damaged and does not function as it should or is a safety risk |
| Storm Drainage | Damaged/Obstructed | The system is partially or completely blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended |
| Walkways/Steps | Broken/Missing Hand Railing | The hand rail is missing, damaged, loose or otherwise unusable |
| | Cracks/Settlement/Heaving | Cracks greater than 3/4", hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard |
| | Spalling/Exposed rebar | More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--and this affects traffic ability |
| | | |
| | | |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ***Bold Italic*** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|---|---|--|
| Requirements for Building Exterior | | |
| Doors | Damaged Frames/Threshold/Lintels/Trim | Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim |
| | Damaged Hardware/Locks | Any door that does not function as it should or cannot be locked because of damage to the door's hardware |
| | Damaged Surface (Holes/Paint/Rusting/Glass) | Any door that has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass |
| | Damaged/Missing Screen/Storm/Security Door | Any screen door or storm door that is damaged or is missing screens or glass-- shown by an empty frame or frames or any security door that is not functioning or is missing |
| | Deteriorated/Missing Caulking/Seals | The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should |
| | Missing Door | Any exterior door that is missing |
| Fire Escapes | *Blocked Egress/Ladders | Stored items or other barriers restrict or block people from exiting |
| | Visibly Missing Components | Any of the functional components that affect the function of the fire escape-- one section of a ladder or railing, for example--are missing |
| Foundations | Cracks/Gaps | Large cracks or gaps in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart |
| | Spalling/Exposed Rebar | Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other |
| Health and Safety | *Electrical Hazards - Exposed Wires/Open Panels | Exposed bare wires or openings in electrical panels (capped wires do not pose a risk) |
| | *Electrical Hazards - Water Leaks on/near Electrical Equipment | Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion |
| | *Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit |
| | *Emergency Fire Exits - Missing Exit Signs | Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign |
| | *Flammable/Combustible Materials - Improperly Stored | Flammable materials are improperly stored, causing the potential risk of fire or explosion |
| | Garbage and Debris - Outdoors | Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris |
| | Hazards - Other | General defects or hazards that pose risk of bodily injury |
| | Hazards - Sharp Edges | Physical defects that could cause cutting or breaking of human skin or other bodily harm |
| | Hazards - Tripping | Physical defects in walkways or other travelled area that poses a tripping risk |
| | Infestation - Insects | Evidence of infestation of insects-including roaches and ants-throughout a unit or room, especially in food preperation and storage areas |
| | Infestation - Rats/Mice/Vermilion | Evidence of rats or mice--sightings, rat or mouse holes, or droppings |
| Lighting | Broken Fixtures/Bulbs | Lighting fixtures and bulbs are broken or missing |
| Roofs | Damaged Soffits/Fascia | Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible |
| | Damaged Vents | Vents are missing or so visibly damaged that further roof damage is possible |
| | Damaged/Clogged Drains | The drain is so damaged or clogged with debris that the drain no longer functions--as shown by ponding |
| | Damaged/Torn Membrane/Missing Ballast | Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration |
| | Missing/Damaged Components from Downspout/Gutter | Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior |
| | Missing/Damaged Shingles | Shingles are missing or damaged, including cracking, warping, cupping, and other deterioration |
| | Ponding | Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials |
| Walls | Cracks/Gaps | Large cracks or gaps that are more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration |
| | Damaged Chimneys | Part or all of the chimney has visibly seperated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard |
| | Missing/Damaged Caulking/Mortar | Caulking or glazing compound that resists weather is missing or deteriorated |
| | Missing Pieces/Holes/Spalling | Exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage |
| | Stained/Peeling/Needs Paint | Paint is cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ****Bold Italic*** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|--|--|---|
| Windows | Broken/Missing/Cracked Panes | Missing or cracked panes of glass |
| | Damaged Sills/Frames/Lintels/Trim | Window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration |
| | Damaged/Missing Screens | Missing screens or screens are punctured, torn or otherwise damaged |
| | Missing/Deteriorated Caulking/Seals/Glazing Compound | Caulking or seals that resists weather is missing or deteriorated |
| | Peeling/Needs Paint | Paint covering the window assembly or trim is cracking, flaking, or otherwise failing |
| | <i>*Security Bars Prevent Egress</i> | The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks |
| Requirements for Building Systems | | |
| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
| Domestic Water | Leaking Central Water Supply | Leaking water from water supply line is observed |
| | Missing Pressure Relief Valve | No pressure relief valve or pressure relief valve does not drain down to the floor |
| | Rust/Corrosion on Heater Chimney | Water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney |
| | Water Supply Inoperable | No running water in any area of the building where there should be |
| Electrical System | Blocked Access/Improper Storage | One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency |
| | Burnt Breakers | Carbon residue, melted breakers or arcing scars are evident |
| | Evidence of Leaks/Corrosion | Corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware |
| | Frayed Wiring | Nicks, abrasion, or fraying of the insulation that exposes any conducting wire |
| | Missing Breakers/Fuses | Open and/or exposed breaker port |
| | <i>*Missing Outlet Covers</i> | A cover is missing, which results in exposed visible electrical connections |
| Elevators | Not Operable | Elevator does not function at all or the elevator doors open when the cab is not there |
| Emergency Power | Auxiliary Lighting Inoperable (if applicable) | Auxiliary lighting does not function |
| Fire Protection | Missing Sprinkler Head | Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped |
| | <i>*Missing/Damaged/Expired Extinguishers</i> | Missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | Evidence of mold or mildew is observed that is substantial enough to pose a health risk |
| | <i>*Air Quality - Propane/Natural Gas/Methane Gas Detected</i> | Detectable strong propane, natural gas or methane gas odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled |
| | Air Quality - Sewer Odor Detected | Detectable sewer odors that could pose a health risk if inhaled for prolonged periods |
| | <i>Electrical Hazards - Exposed Wires/Open Panels</i> | Exposed bare wires or openings in electrical panels (capped wires do not pose a risk) |
| | <i>*Electrical Hazards - Water Leaks on/near Electrical Equipment</i> | Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion |
| | Elevator - Tripping | Elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard |
| | <i>*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</i> | The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit |
| | <i>*Emergency Fire Exits - Missing Exit Signs</i> | Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign |
| | <i>*Flammable Materials - Improperly Stored</i> | Flammable materials are improperly stored, causing the potential risk of fire or explosion |
| | Garbage and Debris - Indoors | Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris |
| | Hazards - Other | General defects or hazards that pose risk of bodily injury |
| | Hazards - Sharp Edges | Physical defects that could cause cutting or breaking of human skin or other bodily harm |
| | Hazards – Tripping Hazards | Physical defects in walkways or other travelled area that poses a tripping risk |
| | Infestation - Insects | Evidence of infestation of insects-including roaches and ants-throughout a unit or room, especially in food preparation and storage areas |
| | Infestation - Rats/Mice/Vermilion | Evidence of rats or mice--sightings, rat or mouse holes, or droppings |
| HVAC | Boiler/Pump Leaks | Evidence of water or steam leaking in piping or pump packing |
| | Fuel Supply Leaks | Evidence of any amount of fuel leaking from the supply tank or piping |
| | General Rust/Corrosion | Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ****Bold Italic*** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|--------------------------------------|--|--|
| | <i>*Misaligned Chimney/Ventilation System</i> | A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases |
| Roof Exhaust System | Roof Exhaust Fan(s) Inoperable | Roof exhaust fan unit does not function |
| Sanitary System | Broken/Leaking/Clogged Pipes or Drains | Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains |
| | Missing Drain/Cleanout/Manhole Covers | A protective cover is missing |
| Requirements for Common Areas | | |
| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
| Basement/Garage/Carport | Baluster/Side Railings - Damaged | Damaged or missing balusters or side rails that limit the safe use of an area |
| Closet/Utility/Mechanical | Cabinets - Missing/Damaged | Cabinets are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors--primarily used for storage--mounted on walls or floors |
| Community Room | Call for Aid - Inoperable | The system does not function as it should |
| Halls/Corridors/Stairs | Ceiling - Holes/Missing Tiles/Panels/Cracks | Ceiling surface has punctures that may or may not penetrate completely or panels or tiles are missing |
| Kitchen | Ceiling - Peeling/Needs Paint | Paint is peeling, cracking, flaking, or otherwise deteriorated on ceilings in common areas |
| Laundry Room | Ceiling - Water Stains/Water Damage/Mold/Mildew | Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure |
| Lobby | Countertops - Missing/Damaged | Flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated or damaged below the laminate |
| Office | Dishwasher/Garbage Disposal - Inoperable | Dishwasher or garbage disposal does not operate as it should |
| Other Community Spaces | Doors - Damaged Frames/Threshold/Lintels/Trim | Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim |
| Patio/Porch/Balcony | Doors - Damaged Hardware/Locks | Any door that does not function as it should or cannot be locked because of damage to the door's hardware |
| Restrooms | Doors - Damaged Surface (Holes/Paint/Rust/Glass) | Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass |
| Storage | Doors - Damaged/Missing Screen/Storm/Security Door | Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing |
| | Doors - Deteriorated/Missing Seals (Entry Only) | The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should |
| | Doors - Missing Door | Any door that is missing that is required for the functional use of the space |
| | Dryer Vent -Missing/Damaged/Inoperable | Dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside |
| | Electrical - Blocked Access to Electrical Panel | One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency |
| | Electrical - Burnt Breakers | Carbon residue, melted breakers or arcing scars are evident |
| | Electrical - Evidence of Leaks/Corrosion | Corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware |
| | Electrical - Frayed Wiring | Nicks, abrasion, or fraying of the insulation that exposes any conducting wire |
| | Electrical - Missing Breakers | Open and/or exposed breaker port |
| | <i>*Electrical - Missing Covers</i> | A cover is missing, which results in exposed visible electrical connections |
| | Floors - Bulging/Buckling | Flooring that is bulging, buckling or sagging or a problem with alignment between flooring types |
| | Floors - Floor Covering Damaged | Floor covering has stains, surface burns, cuts, holes, tears, loose areas or exposed seams |
| | Floors - Missing Floor/Tiles | Flooring or tile flooring that is missing |
| | Floors - Peeling/Needs Paint | Painted flooring that has peeling or missing paint |
| | Floors - Rot/Deteriorated Subfloor | Rotted or deteriorated subflooring |
| | Floors - Water Stains/Water Damage/Mold/Mildew | Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure |
| | GFI - Inoperable | The GFI does not function |
| | Graffiti | Graffiti on any exposed surface greater than 6 inches by 6 inches |
| | HVAC - Convection/Radiant Heat System Covers Missing/Damaged | Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans |
| | HVAC - General Rust/Corrosion | Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice |
| | HVAC - Inoperable | HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged |
| | <i>*HVAC - Misaligned Chimney/Ventilation System</i> | Any misalignment that may cause improper or dangerous venting of gases |
| | HVAC - Noisy/Vibrating/Leaking | HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged |
| | Lavatory Sink - Damaged/Missing | Sink, faucet, or accessories are missing, damaged, or not functioning |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ****Bold Italic*** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|------------------|--|--|
| | | |
| | Lighting - Missing/Damaged/Inoperable Fixture | Permanent light fixtures are missing or not functioning, and no other switched light source is functioning in the room |
| | Mailbox - Missing/Damaged | The U.S Postal Service mailbox cannot be locked or is missing |
| | <i>*Outlets/Switches/Cover Plates - Missing/Broken</i> | Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring |
| | Pedestrian/Wheelchair Ramp | Walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers |
| | Plumbing - Clogged Drains | Drain is substantially or completely clogged or has suffered extensive deterioration |
| | Plumbing - Leaking Faucet/Pipes | A steady leak that is adversely affecting the surrounding area |
| | Range Hood /Exhaust Fans - Excessive Grease/Inoperable | Apparatus that draws out cooking exhaust does not function as it should and/or accumulation of dirt threatens the free passage of air |
| | Range/Stove - Missing/Damaged/Inoperable | One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning |
| | Refrigerator - Damaged/Inoperable | Refrigerator is missing or does not cool adequately for the safe storage of food |
| | Restroom Cabinet - Damaged/Missing | Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose |
| | Shower/Tub - Damaged/Missing | Shower, tub, or components are damaged or missing |
| | Sink - Missing/Damaged | Sink, faucet, or accessories are missing, damaged, or not functioning |
| | <i>*Smoke Detector - Missing/Inoperable</i> | Smoke detector is missing or does not function as it should |
| | Stairs - Broken/Damaged/Missing Steps | A step is missing or broken |
| | Stairs - Broken/Missing Hand Railing | Hand rail is missing, damaged, loose or otherwise unusable |
| | Ventilation/Exhaust System - Inoperable | Exhaust fan is not functioning or window designed for ventilation does not open |
| | Walls - Bulging/Buckling | Bulging, buckling or sagging walls or a lack of horizontal alignment |
| | Walls - Damaged | Punctures in the wall surface that may or may not penetrate completely |
| | Walls - Damaged/Deteriorated Trim | Cove molding, chair rail, base molding, or other decorative trim is damaged or has decayed |
| | Walls - Peeling/Needs Paint | Paint is peeling, cracking, flaking, or otherwise deteriorated |
| | Walls - Water Stains/Water Damage/Mold/Mildew | Evidence of water infiltration, mold, or mildew--or damage caused by saturation or surface failure |
| | Water Closet/Toilet - Damaged/Clogged/Missing | Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed |
| | Windows - Cracked/Broken/Missing Panes | Missing or cracked panes of glass |
| | Windows - Damaged Window Sill | Sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness |
| | Windows - Inoperable/Not Lockable | Window that is not functioning or cannot be secured because lock is broken |
| | Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound | Caulking or seals that resists weather is missing or deteriorated |
| | Windows - Peeling/Needs Paint | Paint covering the window assembly or trim is cracking, flaking, or otherwise failing |
| | <i>*Windows - Security Bars Prevent Egress</i> | The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | Evidence of mold or mildew is observed that is substantial enough to pose a health risk |
| | <i>*Air Quality - Propane/Natural Gas/Methane Gas Detected</i> | Detectable strong propane, natural gas or methane gas odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled |
| | Air Quality - Sewer Odor Detected | Detectable sewer odors that could pose a health risk if inhaled for prolonged periods |
| | <i>*Electrical Hazards - Exposed Wires/Open Panels</i> | Exposed bare wires or openings in electrical panels (capped wires do not pose a risk) |
| | <i>*Electrical Hazards - Water Leaks on/near Electrical Equipment</i> | Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion |
| | <i>*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</i> | The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit |
| | <i>*Emergency Fire Exits - Missing Exit Signs</i> | Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign |
| | <i>*Flammable/Combustible Materials - Improperly Stored</i> | Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion |
| | Garbage and Debris - Indoors | Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris |
| | Garbage and Debris - Outdoors | Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris |
| | Hazards - Other | General defects or hazards that pose risk of bodily injury |
| | Hazards - Sharp Edges | Physical defects that could cause cutting or breaking of human skin or other bodily harm |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ***Bold Italic** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|------------------------------|---|--|
| | | |
| | Hazards - Tripping | Physical defects in walkways or other travelled area that poses a tripping risk |
| | Infestation - Insects | Evidence of infestation of insects--including roaches and ants--throughout a unit or room, especially in food preparation and storage areas |
| | Infestation - Rats/Mice/Vermi | Evidence of rats or mice--sightings, rat or mouse holes, or droppings |
| Pools and Related Structures | Fencing - Damaged/Not Intact | Damage that could compromise the integrity of the fence |
| | | Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed |
| Trash Collection Areas | Chutes - Damaged/Missing Components | |
| | | |
| Requirements for Unit | | |
| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
| Bathroom | Bathroom Cabinets - Damaged/Missing | Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose |
| | Lavatory Sink - Damaged/Missing | Sink, faucet, or accessories are missing, damaged, or not functioning |
| | Plumbing - Clogged Drains, Faucets | Drain or faucet is substantially or completely clogged or has suffered extensive deterioration |
| | Plumbing - Leaking Faucet/Pipes | A steady leak that is adversely affecting the surrounding area |
| | Shower/Tub - Damaged/Missing | Shower, tub, or components are damaged or missing |
| | Ventilation/Exhaust System – Absent/Inoperable | Exhaust fan is not functioning or window designed for ventilation does not open |
| | Water Closet/Toilet - Damaged/Clogged/Missing | Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed |
| Call-for-Aid (if applicable) | Inoperable | The system does not function as it should |
| Ceiling | Bulging/Buckling/Leaking | Ceiling is bowed, deflected, sagging, or is no longer aligned horizontally |
| | Holes/Missing Tiles/Panels/Cracks | Ceiling surface has punctures that may or may not penetrate completely or panels or tiles are missing |
| | Peeling/Needs Paint | Paint is peeling, cracking, flaking, or otherwise deteriorated on ceilings in common areas |
| | Water Stains/Water Damage/Mold/Mildew | Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure |
| Doors | Damaged Frames/Threshold/Lintels/Trim | Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim |
| | Damaged Hardware/Locks | Any door that does not function as it should or cannot be locked because of damage to the door's hardware |
| | Damaged/Missing Screen/Storm/Security Door | Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing |
| | Damaged Surface - Holes/Paint/Rusting/Glass/Rotting | Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass |
| | Deteriorated/Missing Seals (Entry Only) | The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should |
| | Missing Door | Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality |
| Electrical System | Blocked Access to Electrical Panel | One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency |
| | Burnt Breakers | Carbon residue, melted breakers or arcing scars are evident |
| | Evidence of Leaks/Corrosion | Corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware |
| | Frayed Wiring | Nicks, abrasion, or fraying of the insulation that exposes any conducting wire |
| | GFI - Inoperable | The GFI does not function |
| | Missing Breakers/Fuses | Open and/or exposed breaker port |
| | *Missing Covers | A cover is missing, which results in exposed visible electrical connections |
| Floors | Bulging/Buckling | Flooring that is bulging, buckling or sagging or a problem with alignment between flooring types |
| | Floor Covering Damage | Floor covering has stains, surface burns, cuts, holes, tears, loose areas or exposed seams |
| | Missing Flooring Tiles | Flooring or tile flooring that is missing |
| | Peeling/Needs Paint | Painted flooring that has peeling or missing paint |
| | Rot/Deteriorated Subfloor | Rotted or deteriorated subflooring |
| | Water Stains/Water Damage/Mold/Mildew | Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | Evidence of mold or mildew is observed that is substantial enough to pose a health risk |
| | Air Quality - Sewer Odor Detected | Detectable sewer odors that could pose a health risk if inhaled for prolonged periods |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ****Bold Italic*** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|---------------------|--|--|
| | <i>*Air Quality - Propane/Natural Gas/Methane Gas Detected</i> | Detectable strong propane, natural gas or methane gas odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled |
| | <i>*Electrical Hazards - Exposed Wires/Open Panels</i> | Exposed bare wires or openings in electrical panels (capped wires do not pose a risk) |
| | <i>*Electrical Hazards - Water Leaks on/near Electrical Equipment</i> | Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion |
| | <i>*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</i> | The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit |
| | <i>*Emergency Fire Exits - Missing Exit Signs</i> | Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign |
| | <i>*Flammable Materials - Improperly Stored</i> | Flammable materials are improperly stored, causing the potential risk of fire or explosion |
| | Garbage and Debris - Indoors | Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris |
| | Garbage and Debris - Outdoors | Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris |
| | Hazards - Other | General defects or hazards that pose risk of bodily injury |
| | Hazards - Sharp Edges | Physical defects that could cause cutting or breaking of human skin or other bodily harm |
| | Hazards - Tripping | Physical defects in walkways or other travelled area that poses a tripping risk |
| | Infestation - Insects | Evidence of infestation of insects-including roaches and ants-throughout a unit or room, especially in food preparation and storage areas |
| | Infestation - Rats/Mice/Vermin | Evidence of rats or mice--sightings, rat or mouse holes, or droppings |
| Hot Water Heater | <i>*Misaligned Chimney/Ventilation System</i> | Misalignment that may cause improper or dangerous venting of gases |
| | Inoperable Unit/Components | Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly |
| | Leaking Valves/Tanks/Pipes | Evidence of active water leaks from hot water heater or related components |
| | Pressure Relief Valve Missing | There is no pressure relief valve or pressure relief valve does not drain down to the floor |
| | Rust/Corrosion | Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice |
| HVAC System | Convection/Radiant Heat System Covers Missing/Damaged | Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans |
| | Inoperable | HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged |
| | Misaligned Chimney/Ventilation System | Misalignment that may cause improper or dangerous venting of gases |
| | Noisy/Vibrating/Leaking | HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged |
| | Rust/Corrosion | Deterioration from rust or corrosion on the HVAC system in the dwelling unit |
| Kitchen | Cabinets - Missing/Damaged | Cabinets are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors--primarily used for storage--mounted on walls or floors |
| | Countertops - Missing/Damaged | Flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated or damaged below the laminate |
| | Dishwasher/Garbage Disposal - Inoperable | Dishwasher or garbage disposal does not operate as it should |
| | Plumbing - Clogged Drains | Drain is substantially or completely clogged or has suffered extensive deterioration |
| | Plumbing - Leaking Faucet/Pipes | A steady leak that is adversely affecting the surrounding area |
| | Range Hood/Exhaust Fans - Excessive Grease/Inoperable | Apparatus that draws out cooking exhaust does not function as it should and/or accumulation of dirt threatens the free passage of air |
| | Range/Stove - Missing/Damaged/Inoperable | One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning |
| | Refrigerator-Missing/Damaged/Inoperable | Refrigerator is missing or does not cool adequately for the safe storage of food |
| | Sink - Damaged/Missing | Sink, faucet, or accessories are missing, damaged, or not functioning |
| Laundry Area (Room) | Dryer Vent - Missing/Damaged/Inoperable | Dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside |
| Lighting | Missing/Inoperable Fixture | Permanent light fixtures are missing or not functioning, and no other switched light source is functioning in the room |
| Outlets/Switches | Missing | An outlet or switch is missing |
| | <i>*Missing/Broken Cover Plates</i> | An outlet or switch has a broken cover plate over a junction box or the cover plate is missing |
| Patio/Porch/Balcony | Baluster/Side Railings Damaged | Damaged or missing balusters or side rails that limit the safe use of an area |
| Smoke Detector | <i>*Missing/Inoperable</i> | Smoke detector is missing or does not function as it should |
| Stairs | Broken/Damaged/Missing Steps | A step is missing or broken |

Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

NOTE: Observable Deficiencies in ****Bold Italic*** are considered life-threatening and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|------------------|--|--|
| Walls | Broken/Missing Hand Railing | Hand rail is missing, damaged, loose or otherwise unusable |
| | Bulging/Buckling | Wall is bowed, deflected, sagged, or is no longer vertically aligned |
| | Damaged | Punctures in the wall surface that may or may not penetrate completely |
| | Damaged/Deteriorated Trim | Cove molding, chair rail, base molding, or other decorative trim is damaged or has decayed |
| Windows | Peeling/Needs Paint | Paint is peeling, cracking, flaking, or otherwise deteriorated |
| | Water Stains/Water Damage/Mold/Mildew | Evidence of water infiltration, mold, or mildew--or damage caused by saturation or surface failure |
| | Cracked/Broken/Missing Panes | Missing or cracked panes of glass |
| | Damaged Window Sill | Sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness |
| | Missing/Deteriorated Caulking/Seals/Glazing Compound | Caulking or seals that resists weather is missing or deteriorated |
| | Inoperable/Not Lockable | Window that is not functioning or cannot be secured because lock is broken |
| | Peeling/Needs Paint | Paint covering the window assembly or trim is cracking, flaking, or otherwise failing |
| | <i>*Security Bars Prevent Egress</i> | The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks |