



**NATIONAL HOUSING  
TRUST FUND  
ALLOCATION PLAN  
FY 2018-2019**

**STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY**

**HOUSING DIVISION**

**Stephen Aichroth - Administrator**

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## **NATIONAL HOUSING TRUST FUND BACKGROUND**

The National Housing Trust Fund (HTF) is a permanent federal program, established as part of the Housing and Economic Recovery Act of 2008. The primary purpose of the HTF is to provide grants to state governments to increase and preserve the supply of affordable rental housing for extremely low income (ELI) households, defined as those earning less than thirty (30%) percent of area median income (AMI), including homeless families. The HTF is funded by an assessment on all business booked by Fannie Mae and Freddie Mac. Parties interested in pursuing HTF funds should refer to the Code of Regulation, Title 24, Part 93 (24 CFR Part 93) for further guidance.

Nevada Housing Division (NHD) is responsible for the administration of the HTF for the State of Nevada, including development of an Annual Allocation Plan which defines the process by which HTF funds are distributed to qualifying properties throughout the State. The Plan promotes the selection of those properties which serve to address the most crucial priorities in the Nevada Consolidated Plan.

NHD is expected to receive the small state allocation of \$3,000,000 for the 2018/2019 Program Year.

## **NATIONAL HOUSING TRUST FUND SELECTION CRITERIA**

The HTF will be awarded for the development of high quality, safe, decent housing affordable to households with Extremely Low Income that Increase the availability of housing with supportive services, including for veterans. Funding of New construction and those acquisition & rehabilitation or Conversion projects that add units to the affordable housing inventory will be prioritized over projects that only preserve existing subsidized, affordable rental housing.

## **PRIORITY FOR FUNDING**

The following Scoring system will used to encourage projects to provide the greatest number of eligible units for the longest period of time with an array of supportive services in a well-designed facility accommodating Special Needs populations.

Each application meeting the threshold requirements will be reviewed and assigned points according to the following selection criteria. Representations made by applicants for which points are given will be binding and will be monitored through the annual compliance review process. Applications must achieve a minimum score of **25** points to be considered for funding. Based on ranking, projects will be selected for a conditional commitment. Once a property is selected, NHD will determine the amount of the HTF to be awarded, which may not equal the amount requested in the application.

In the event of a tie between two or more projects when insufficient program funds remain to fund each one, the tie breaker will go to the project which best meets the State's Consolidated Plan Housing Needs.

## POINTS AND SCORING

Item	Description	Self Score	NHD Score
<b>A.</b>	<b>Serves Extremely Low Income Households</b>	<b>2- 6 points available</b>	
	<p>Up to 5 points will be awarded to properties with units that both income and rent restricted for ELI households. Elections made in this category will be incorporated into the Land Use Restrictive Agreement and will be binding, at a minimum, for the term of the HTF Funds</p> <p> <input type="checkbox"/> 35% of total units income and rent restricted at or below ELI = 6 points  <input type="checkbox"/> 30% of total units income and rent restricted at or below ELI = 4 points  <input type="checkbox"/> 25% of total units income and rent restricted at or below ELI = 2 points         </p> <p>For purposes of applying the ELI rent restriction under this category, an exception for exceeding the ELI rent may be granted for project based rental assistance where it can be show that additional rents are necessary to make the project feasible and that the tenant paid rent portion of the rent will not exceed 30% of their household income not the published HTF rent limit.</p>		
<b>B.</b>	<b>Special Needs Supportive Housing</b>	<b>5 – 11 points available</b>	
	<p>Properties in which low income units are set aside and rented to persons with special needs will receive up to 11 points. For purposed of this scoring category, special needs populations include:</p> <ul style="list-style-type: none"> <li>• Persons suffering from chronic or persistent mental illness.</li> <li>• Persons suffering from chronic chemical dependency.</li> <li>• Persons with disabilities (physical and/or developmental).</li> <li>• Individuals or families who are experiencing long term homelessness, or at a significant risk of long term homelessness.</li> <li>• The frail elderly, defined as persons, 62 years of age or older, who are unable to perform one or more “activities of daily living” without help. Activities of daily living comprise walking, eating, bathing, grooming, dressing, transferring and home management activities.</li> </ul> <p> <input type="checkbox"/> 50% of the ELI units = 5 points  <input type="checkbox"/> 80% of the ELI units = 8 points  <input type="checkbox"/> 100% of the ELI units = 11 points         </p>		
<b>C.</b>	<b>Supportive Housing Services</b>	<b>1 - 25 points available</b>	
	<p><b><i>Supportive Housing Criteria</i></b></p> <p>To earn points in this Permanent Supportive Housing scoring category, a property must provide documentation that it meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. A need for the special type of housing based on market demand, the applicable Consolidated Plan (See Application Selection Criteria Per Con Plan Housing Needs);</li> </ol>		

2. Third party verification of the services which are appropriate to the targeted population. Such services will vary depending on the target population.
3. A formal letter of intent between the owner and a qualified service agency/agencies to provide ongoing services consistent with the needs of the targeted population. The service provided must have experience providing services to a similar population and have sufficient capacity to deliver the services proposed. The letter of intent must be detailed regarding:
  - a. The special needs population to be served.
  - b. The services pledged.
  - c. The projected costs of the services and the sources of funds to cover such costs.
  - d. A tenant selection plan that describes how those individuals and/or families will be identified and assisted in renting the supportive housing units, for projects serving chronic homeless (or at risk of) population.
4. Projects receiving conditional commitments of HTF assistance will be required to submit, prior to HTF loan closing, a formal agreement between the owner and the qualified service agency/agencies committing to the provision of the services described in the letter of intent.

Compliance monitoring activities will include confirmation of the provision of the services pledged at the time of HTF application as well as a review of marketing efforts targeted at the specific needs population. Projects which dedicate 100% of its ELI units to Permanent Supportive Housing and which will be staffed by services personnel will receive bonus points as follows:

- 8 – 12 hours per day three to five days per week = 2 points
- 8 - 12 hours per day seven days per week = 8 points
- 24 hours per day = 15 points

Personnel whose primary responsibility is re the maintenance or security of the property is not considered to be “services personnel” for purposes of this scoring bonus.

5. **Transportation** – dedicated free transportation for residents in support of medical and social service needs.
  - 3 days per week = 1 points
  - 5 days per week = 2 points
6. **Health and Wellness Services and Programs** – Requirements include but are not limited to such services and programs that will provide individualized support to tenants (not group classes) and will be provided by licensed individuals or organizations. For example this may include: substance abuse counseling, outreach and engagement, crisis prevention and intervention, opportunities for social support and peer support, mental counseling/therapy, physical therapy programs, exercise program. Minimum of sixty (60) hours of services per year in total provided.
  - Health and Wellness Services = 3 points

	<p>7. <b>Adult Education and Skill Building Classes</b> – Requirements include but are not limited to: financial literacy, computer training, home buyer education, GED, resume building, ESL, nutrition, independent living skills training, health information/awareness, art, parenting, on site food cultivation and preparation. Minimum of forty (40) hours instruction each year (twenty (20) hours for small developments of less than forty (40) units).</p> <p><input type="checkbox"/> Adult Education and Skill Building = 3 points</p> <p>8. <b>Job Training Support Services</b> – Employment Services and/or Job Skill Support provided to residents.</p> <p><input type="checkbox"/> Job Training = 2 points</p> <p>A minimum of three (3) services must be selected and provided.</p>			
<b>D.</b>	<b>Project Readiness</b>	<b>0 - 5 points available</b>		
	<p>A maximum of five (5) points will be awarded for achieving the following project development milestones. Documentation must be submitted to verify the completion of each milestone to the satisfaction of NHD.</p> <p><input type="checkbox"/> Purchased and hold title in fee simple to the project site in applicants name = 5 points</p> <p><input type="checkbox"/> for Acquisition/Rehab projects, proof of acquisition of existing project, including land and improvements, with proof of clear title vested in applicant or co-applicants, as applicable = 5 points</p>			
<b>E.</b>	<b>Housing for Families</b>	<b>0 - 10 points available</b>		
	<p>Properties in which 20 percent (20%) or more of the HTF assisted units identified in the application are three bedroom or larger will receive 10 points.</p>			
<b>F.</b>	<b>Geographic Diversity</b>	<b>3 or 5 points available</b>		
	<p>Federal regulation places a priority on the use of HTF funding in a geographically diverse manner. No other Low Income Housing Tax Credit, public housing or federally subsidized housing projects within:</p> <p><input type="checkbox"/> ¼ mile = 3 points</p> <p><input type="checkbox"/> ½ mile = 5 points</p>			

## DESCRIPTION OF HOW HTF FUNDS WILL BE DISTRIBUTED

The State of Nevada Housing Division will make the HTF funds available through a published Request for Application process. The HTF will be awarded for the development of high quality, safe, decent housing affordable to households with Extremely Low Income as defined by the Department of Housing and Urban

Development (HUD) and listed within the 2018 HUD Housing Trust Fund Income Limits table for the State of Nevada. The Application Process and Due Dates are noted in Table -1.

**TABLE - 1**

<b>PHASE</b>	<b>DATE</b>
NHTF Notice of Application (RFA) published	<b>December 14, 2018</b>
<b>NHTF Application Deadline</b>	<b>February 15, 2019 5:00 p.m.</b>
NHTF Project Selections	<b>March 15, 2019</b>
Posting of Awarded NHTF Projects	<b>March 18, 2019</b>

**Eligible Applicants:** public housing authorities, non-profit and for profit developers.

## **APPLICATION SELECTION CRITERIA PER CON PLAN HOUSING NEEDS**

The HTF funding applications will be evaluated in part upon their ability to support the priorities of the strategic housing goals of the Nevada Consolidated Plan as follows:

- “Increase the availability of housing with supportive services, including for veterans”
- “Create additional permanent supportive housing, including the rapid rehousing program”

## **DESCRIPTION OF ELIGIBLE ACTIVITIES**

Funds may be used to support new construction, rehabilitation and Acquisition and Rehabilitation, Conversion (adaptive reuse of existing non-residential to residential multi-family) and Operating costs (in addition and in conjunction with other eligible activities) for purposes of increasing the supply of affordable rental units serving persons with Extremely Low Income (ELI).

## **THRESHOLD REQUIREMENTS FOR APPLICANTS**

### **1. Eligible Uses**

Funds may only be used to support New Construction, Rehabilitation, and Acquisition & Rehabilitation, Conversion (Adaptive Reuse of existing non-residential to residential multi-family) and Operating Costs (in addition to and in conjunction with other Eligible Activities) for purposes of increasing and/or preserving the supply of affordable rental units serving persons with Extremely Low Income (ELI). How about manufactured housing units?

### **2. Income Eligibility**

100% of eligible NHTF units must serve persons with Extremely Low Income ELI (30% AMI) as defined by the Department of Housing and Urban Development (HUD) and listed within the 2018 HUD Housing Trust Fund Income Limits table for the State of Nevada

### **3. Maximum Rent**

Rent for HTF funded units must not exceed the HTF 2018 Rent Limits published by HUD for the State of Nevada (see Exhibit – 1)

#### **4. Compliance with NHTF Rules & Regulations**

Proposed projects shall comply with all provisions of the National Housing Trust Fund program contained in 24 CFR Part 93 Housing Trust Fund

Compliance with NHTF Environmental Review provisions under the Property Standards at 24 CFR Part 93, Section 93.301(f)(1) and (2).

#### **5. SAM and DUNS Registration**

Register with the System for Award Management (SAM) prior to commitment of NHTF by the Nevada Housing Division

Provide a DUNS number (Data Universal Numbering System) obtained through Dun & Bradstreet, Inc. at [www.dunandbradstreet.com](http://www.dunandbradstreet.com)

#### **6. Good Standing in Nevada**

Registration with Nevada Secretary of State at [www.nvsos.gov/sos](http://www.nvsos.gov/sos)

#### **7. Low Income Housing Experience**

Applicant or Co-Applicant must have a minimum 12 months of experience:

Applicant/Co-Applicant to submit the following with the application:

- a. Low Income Housing Experience: The Applicant/Co-Applicants must submit an Exhibit with the application providing a description of at least three prior low-income housing projects which the Applicant/Co-Applicants developed and operated. The information in the addendum must include, at a minimum:
  - i. the name of the project and its location;
  - ii. the date the allocation of funds or financing to promote low income housing, was received;
  - iii. for prior low-income housing projects located outside the State of Nevada, the identification of the allocating or administering authority and the contact person at the allocating or administering authority;
  - iv. the placed in-service or project close out or Certificate of Occupancy date;
  - v. the period of time from commencement of lease-up to stabilized occupancy;
  - vi. current occupancy levels; and
  - vii. the permanent financing sources.

Additional Requirement for Special Needs Projects: Applicants/Co-Applicants submitting an application proposing a Special Needs project must demonstrate a minimum of three years of experience providing a service or assistance to persons with special needs. The information included in the application package must demonstrate the minimum of three years of experience and provide a summary of the supportive services provided to residents.

#### **8. Site Control**

Site Control for all of the land needed for the proposed project must be evidenced by:

- A fully executed and legally enforceable purchase contract (a "PSC") or option to purchase (an "Option") for each portion of the real property where the proposed project will be located that

identifies the seller and buyer, the amount to be paid, the expiration date of the contract or option, and a statement from the seller and buyer describing any prior interest in the land or business dealings between seller and buyer; or

- A written, legally enforceable governmental commitment to transfer the real property by sale for the proposed project to the Applicant/Co-Applicants (a “Government Commitment”); or
- A recorded deed evidencing the transfer of the real property necessary for the proposed project to the Applicant/Co-Applicants along with a copy of the owner’s policy of title insurance insuring the ownership of the real property by the Applicant/Co-Applicants.

## **9. Zoning, Codes, Ordinances and Environmental Review**

Applicants/Co-Applicants must also provide documentation establishing that the project as proposed and preliminarily designed is on land appropriately zoned for the intended project and that discretionary permits are not necessary from a local government body (i.e., that the project upon design, only requires an administrative review for building permit issuance).

Applicants/Co-Applicants must provide the Division evidence of delivery of and a copy of the letter notifying the chief executive officer or equivalent of the local jurisdiction within which the building is located of the project. Such may be sent to the executive officer or governing body (for example, the Mayor, City Manager, County Manager, city Council, County Commission or the equivalent) of the local jurisdiction. The letter must indicate if the jurisdiction has any comments it is asked to send them to the Applicant and the Division

All Applicants or Co-Applicants must submit a completed and current (no more than two years old as of the application deadline date; then updated if an allocation is received) Phase I Environmental Study for all portions of the real property on which the proposed project is to be located.

Based on the findings and recommendations of the Phase I, a Phase II may be required. In addition, the Division or the project environmental consultant, may require submittal of a hazardous material report that provides the results of testing for asbestos containing materials, lead based paint, Polychlorinated Biphenyls (PCBs), underground storage tanks, petroleum bulk storage tanks, Chlorofluorocarbons (CFCs) and other hazardous materials. Professionals licensed to do hazardous materials testing must perform the testing. A report by an architect, building contractor, or Applicant/Co-Applicants will not suffice. A plan and projected costs for removal of hazardous materials must also be included.

## **10. Compliance History**

All Applicants/Co-Applicants must provide an addendum to the application which identifies for each past low income housing project funding or financed with funds to promote low income housing, which the Applicant/Co-Applicants developed and/or operated, or received or shared rights to control, sell or exchange federal or state awards for and which the Applicant is still a legal party to, which:

- States that the project is and always has been in compliance; or
- Describes compliance violations within the past three years which were not cured within the applicable cure period and/or outstanding compliance violations cited during project

monitoring reviews by federal, state or local funding/allocating agencies.

- The Applicant/Co-Applicant gives the Division permission to contact other State Housing Finance Agencies or local jurisdictions where the Applicant/Co-Applicant has completed LIHTC projects, or projects funded or financed with funds to promote low income housing, to discuss compliance history.

## **11. Financial Feasibility**

Provide a 30 year Pro forma and Project development/construction Budget. Set forth below is a list of factors which the Division considers when performing the financial feasibility evaluations. The list of factors is not all-inclusive, and other factors may also be considered.

- The cost of the project
- The reasonableness of construction costs
- The cost per unit of the project
- The projected income, expenses and cash flow, for the affordability period
- The reasonableness of the projections of income and expenses and the assumptions upon which those projections are based
- The fees for Project Participants
- The sources and uses of money for the project
- The plan for financing the project
- The percentage of the housing NHTF funds used for the cost of the project
- The demonstrated stability of the Applicant/Co-Applicants [first and second financial feasibility evaluations] or Project Sponsor [third financial feasibility evaluation], including an analysis of the Financial Statement of the Applicant/Co-Applicants or Project Sponsor, as applicable.

The Division has also adopted financial standards to analyze the financial pro forma included in each application. The current standards are set forth below. The Division may adopt new or modify existing standards at any time.

- Recommended minimum debt service coverage ratio of 1.15 on primary debt service (excluding soft debt service).
- 2% limitation on projected increase to project income and 3% limitation on project operating expenses;
- 7% limitation on unit vacancy assumption;
- Operating ratio shall be reasonable and subject to Division approval;
- Replacement Reserves of \$325 for all projects;
- 15% limitation on Developer Fees;

## **12. Financial Capacity – Applicant & Co-Applicants**

The Division requires evidence of the financial capacity and solvency of the Applicant and Co-Applicants in the form of Financial Statements of the owners for the past two years such as A-133 Audit, Audited Financial Records or Certified Annual Financial Statement. These must be submitted with the application. Applicant(s) must be current on any debt or fees owed to the Division.

## **13. Experience/Qualifications of Project Participants**

All Applicants/Co-Applicants must demonstrate that the Project Participants selected by the Applicant/Co-Applicant possess the experience and financial capacity necessary to undertake and

complete the proposed project and that each Project Participant has been involved with the development and operation of low income housing projects of similar size and financial complexity.

To make this demonstration, all Applicant/Co-Applicants must provide the following.

- 1) An organizational chart that describes the relationships, whether through ownership, contract or control, between the Project Participants.
- 2) Provide a narrative describing the experience of the Project Participants as it relates to the development of the proposed project.
- 3) Resumes of the principals and other supervisory employees of each Project Participant as well as resumes for the company or organization.
- 4) Evidence of financial capacity and solvency in the form of Financial Statements of the Project Participants who will be acting as the General Contractor and Property Management Company for the proposed project for the prior two full calendar years.
- 5) Provide an explanation of all identities of interest and relationships between the Project Participants and between all Project Participants and the Applicant/Co-Applicants.

#### **14. Project Plans**

Provide preliminary Site Plans, Elevations, and Floor Plans:

Plans must be 11" x 17" and indicate the following:

- Street name(s) where site access is made, site acreage, planned parking areas, layout of building(s) on site to scale, any flood plains that will prohibit development on site, retaining walls where needed, and adjacent properties with descriptions.
- Front, rear, and side elevations of all building types (use of 1/8" or 1/16" scale for buildings).
- Site acreage.

Site and floor plans must be 11" x 17" and indicate the following:

- Location of, and any proposed changes to, existing buildings, roadways, and parking areas.
- Existing topography of site and any proposed changes including retaining walls.
- Landscaping and planting areas (a plant list is not necessary). If existing site timber or natural areas are to remain throughout construction, the area must be marked as such on the site plans.
- Plant material must be appropriate to the native climate and should reflect a high sensitivity towards water conservation while being aesthetically appealing.
- Location of site features, such as playground(s), gazebos, walking trails; refuse collection areas, postal facilities, and site entrance signage.
- The location of units, elevators (if any), common areas and other spaces using a minimum scale of 1/16" = 1 inch for each building.
- For projects involving renovation and/or demolition of existing structures, proposed changes to building components and design.
- The location of Security Feature

Elevations must be 11" x 17"

**15. Project Reserves**

The project must maintain minimum annual replacement reserves for all projects in the amount of \$325 per unit

**16. Mandatory Fair Housing, Accessibility and General Use Requirements**

All projects *must* comply with federal fair housing laws, regulations and design requirements for handicapped accessibility including standards specified by the American with Disabilities Act (ADA) and Section 504 where applicable. The Applicant/Co-Applicant or Project Sponsor, as applicable, is responsible for ensuring that the completed project meets all federal fair housing law, regulations and design requirements. By submitting the application, Applicant/Co-Applicants agrees to comply with all of fair housing, accessibility and general use requirements under applicable law.

**17. Participation in NHD Data Surveys and Reports**

Any Applicant/Co-Applicant that receives 4% or 9% LIHTC financing, regardless of amount, must participate in all data and other surveys sponsored by the Division including, but not limited to, the Apartment Facts Survey produced by the Division for the life of the affordability period. All Applicants/Co-Applicants agree to promote (among any other promotional efforts) this property on the [www.NVHousingSearch.org](http://www.NVHousingSearch.org) website beginning when the lease-up process begins. There is no charge for this service.

**MAXIMUM PER-UNIT DEVELOPMENT SUBSIDY**

<u>Bedroom</u>	<u>Clark Co.</u>	<u>Other Counties</u>
Studio	\$207,000	\$225,400
1	\$230,000	\$257,600
2	\$287,500	\$315,100
3	\$304,750	\$331,200
4+	\$345,000	\$345,000

**FIRST-TIME HOMEBUYER’S RESALE & RECAPTURE PROVISIONS**

HTF funds will not be used to support Homebuyer activities

**USE OF SUBGRANTEES TO SELECT APPLICATIONS**

The State of Nevada Housing Division will make the HTF funds available through a published Request for Application process rather than use sub grantees to select applications.

**CERTIFICATION OF COMPLIANCE WITH HTF REQUIREMENTS**

In addition to this HTF allocation plan, NHD has submitted all the required certifications identified in § 91.225.

## **PERFORMANCE GOALS AND BENCHMARKS**

The State will measure its progress, consistent with the State’s goals established in the Consolidated Plan. These “Housing Priorities” include the increased availability of rental housing for ELI and VLI households and improving housing accessibility and safety

## **REHABILITATION STANDARDS**

See **Exhibit – 3** “Multi-Family Housing Rehabilitation Standards” within this HTF Allocation Plan

## **HTF AFFORDABLE HOMEOWNERSHIP LIMITS**

HTF funds will not be used to support Homebuyer activities

## **PREFERENCES OR LIMITATION TO ELI OR VLI POPULATION**

The HTF Allocation Plan does not place any limitations or focus upon any specific ELI or VLI population during the 2018-2019 HTF fiscal funding cycle

## **REFINANCING EXISTING DEBT**

NHD will permit submittal of applications for the refinancing of existing debt with HTF if the request is in compliance with 24 CFR Part 93.

## **APPLICATION REQUIREMENTS**

See Table – 1 under DESCRIPTION OF HOW HTF FUNDS WILL BE DISTRIBUTED

## **TENANT SELECTION POLICIES**

Tenant Selections Policies will be in compliance with all provision of 24 CFR 93.350 and 24 CFR 93.303 (d) (3).

## **SUBSTITUTION OF OTHER FUNDING APPLICATIONS**

Should the applicant/co-applicant apply for other funds such as , tax credits, HOME, etc. that application may be substituted for the HTF application as long as all HTF required information is included.

## **ACCESS TO HTF FUNDS**

Draws against an HTF financial award can be made for eligible costs incurred upon firm commitment of all other funding sources, if applicable.

One or more draws of available HTF funds may be made for payment or reimbursement of eligible costs incurred toward the development of the project. Draws are requested by submitting to NHD a completed HTF

Draw Request form together with an ACH authorization, documentation supporting the expenses claimed, general contractor's sworn construction statement, architect's inspection or trip report and conditional lien waivers for any general contractor or major subcontractor payments in the current draw as well as unconditional lien waivers for any general contractor and major subcontractor payments paid by the previous draw. All disbursements are made by electronic funds transfers.

Disbursement of up to 95% of the HTF proceeds may be made during construction of the project. A hold back amount of 5% of the HTF proceeds will be retained until project completion. Disbursement of the hold back amount will be made upon satisfaction of all conditions on the post-closing requirements.

## **DISCLAIMER OF NHD LIABILITY**

NHD seeks to allocate sufficient HTF assistance to a project to make the project economically feasible. Such decision shall be made solely at the discretion of NHD but in no way represents or warrants to any applicant, investor, lender or others that the property is feasible, viable or of investment quality. No member, officer, agent or employee of NHD shall be personally liable concerning any matters arising out of or in relation to the allocation of HTF assistance.

## **MODIFICATION TO THE ALLOCATION PLAN**

The Administrator of NHD may make minor modifications deemed necessary to facilitate the administration of the HTF or to address unforeseen circumstances. Further, the Administrator of NHD is authorized to waive any conditions not mandated by federal statute or regulation a case by case basis for good cause shown. As a matter of practice, NHD will document any waivers from the established priorities and selection criteria of this Allocation Plan and will make this documentation available to the public.

# EXHIBIT - 1

## HOUSING TRUST FUND PROGRAM 2018 RENT LIMITS - NEVADA

U.S. DEPARTMENT OF HUD STATE: NEVADA		----- 2018 HOUSING TRUST FUND PROGRAM RENTS -----						
PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	
<b>Carson City, NV MSA</b>								
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	368	395	473	547	611	674	736	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	
<b>Las Vegas-Henderson-Paradise, NV MSA</b>								
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	368	395	473	547	611	674	736	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	
<b>Reno, NV MSA</b>								
HOUSING TRUST FUND RENT	386	413	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	386	413	496	573	640	706	771	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	
<b>Churchill County, NV</b>								
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	368	395	473	547	611	674	736	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	
<b>Douglas County, NV</b>								
HOUSING TRUST FUND RENT	376	403	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	376	403	483	559	623	688	752	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	
<b>Elko County, NV</b>								
HOUSING TRUST FUND RENT	437	468	562	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	437	468	562	650	725	800	875	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	
<b>Esmeralda County, NV</b>								
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	368	395	473	547	611	674	736	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	

## HOUSING TRUST FUND PROGRAM 2018 RENT LIMITS - NEVADA

U. S. DEPARTMENT OF HUD STATE: NEVADA	----- 2018 HOUSING TRUST FUND PROGRAM RENTS -----						
PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Eureka County, NV							
HOUSING TRUST FUND RENT	461	493	592	684	843	1005	920
For Information Only:							
30% RENT LIMIT	461	493	592	684	763	842	920
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878
Humboldt County, NV							
HOUSING TRUST FUND RENT	403	432	519	681	843	1005	878
For Information Only:							
30% RENT LIMIT	403	432	518	599	668	738	806
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878
Lander County, NV							
HOUSING TRUST FUND RENT	435	465	558	681	843	1005	878
For Information Only:							
30% RENT LIMIT	435	465	558	645	720	794	868
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878
Lincoln County, NV							
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878
For Information Only:							
30% RENT LIMIT	368	395	473	547	611	674	736
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878
Lyon County, NV							
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878
For Information Only:							
30% RENT LIMIT	368	395	473	547	611	674	736
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878
Mineral County, NV							
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878
For Information Only:							
30% RENT LIMIT	368	395	473	547	611	674	736
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878
Nye County, NV							
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878
For Information Only:							
30% RENT LIMIT	368	395	473	547	611	674	736
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878

## HOUSING TRUST FUND PROGRAM 2018 RENT LIMITS - NEVADA

U. S. DEPARTMENT OF HUD  
STATE: NEVADA

	-----	2018 HOUSING TRUST FUND PROGRAM RENTS						-----
PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	
Pershing County, NV								
HOUSING TRUST FUND RENT	368	395	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	368	395	473	547	611	674	736	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	
White Pine County, NV								
HOUSING TRUST FUND RENT	377	404	519	681	843	1005	878	
For Information Only:								
30% RENT LIMIT	377	404	485	560	625	690	754	
POVERTY GUIDELINE RENT	303	357	519	681	843	1005	878	

**EXHIBIT - 2**

**HOUSING TRUST FUND PROGRAM INCOME LIMITS STATE OF NEVADA 2018**

U.S. DEPARTMENT OF HUD  
STATE: NEVADA

----- 2018 HOUSING TRUST FUND INCOME LIMITS -----

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
<b>Carson City, NV MSA</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Las Vegas-Henderson-Paradise, NV MSA</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Reno, NV MSA</b>								
HTF LIMITS	15450	17650	20780	25100	29420	33740	38060	42380
30% Limits	15450	17650	19850	22050	23850	25600	27350	29150
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Churchill County, NV</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Douglas County, NV</b>								
HTF LIMITS	15050	17200	20780	25100	29420	33740	38060	42380
30% Limits	15050	17200	19350	21500	23250	24950	26700	28400
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Elko County, NV</b>								
HTF LIMITS	17500	20000	22500	25100	29420	33740	38060	42380
30% Limits	17500	20000	22500	25000	27000	29000	31000	33000
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Esmeralda County, NV</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Eureka County, NV</b>								
HTF LIMITS	18450	21050	23700	26300	29420	33740	38060	42380
30% Limits	18450	21050	23700	26300	28450	30550	32650	34750
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Humboldt County, NV</b>								
HTF LIMITS	16150	18450	20780	25100	29420	33740	38060	42380
30% Limits	16150	18450	20750	23050	24900	26750	28600	30450
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380

**HOUSING TRUST FUND PROGRAM INCOME LIMITS STATE OF NEVADA 2018**

U.S. DEPARTMENT OF HUD  
STATE: NEVADA

----- 2018 HOUSING TRUST FUND INCOME LIMITS -----

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
<b>Lander County, NV</b>								
HTF LIMITS	17400	19850	22350	25100	29420	33740	38060	42380
30% Limits	17400	19850	22350	24800	26800	28800	30800	32750
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Lincoln County, NV</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Lyon County, NV</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Mineral County, NV</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Nye County, NV</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>Pershing County, NV</b>								
HTF LIMITS	14750	16850	20780	25100	29420	33740	38060	42380
30% Limits	14750	16850	18950	21050	22750	24450	26150	27800
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380
<b>White Pine County, NV</b>								
HTF LIMITS	15100	17250	20780	25100	29420	33740	38060	42380
30% Limits	15100	17250	19400	21550	23300	25000	26750	28450
Poverty Guideline	12140	16460	20780	25100	29420	33740	38060	42380

## **EXHIBIT - 3**

### **Multi-Family Housing Rehabilitation Standards**

#### **Purpose**

The use of HTF funds for housing rehabilitation requires the development of Rehabilitation Standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion in accordance with 24 CFR § 91.320(k)(5)(iv) and § 93.301(b). The standards must provide enough details on what work is required, how that work should be performed, and what materials should be used. The State's standards may refer to applicable codes or establish requirements that exceed the minimum requirements of the codes. The Rehabilitation Standards address the following:

- **Capital Needs Assessment & Report**
- **Uniform Physical Condition Standards (UPCS)**
- **Accessibility**
- **Disaster Mitigation**
- **State and local codes**
- **Health and Safety**
- **Lead-based paint**
- **Major systems**

#### **Intent**

The Nevada Housing Division has created these Multi-Family Housing Rehabilitation Standards to ensure the provision of safe, decent, durable, high-performing and affordable housing. They apply to multi-family housing also written to comply with the requirements of the HOME Investment Partnership Program (HOME). Rehabilitation work will comply with local codes and UPCS Standards and be supported by a certified Capital Needs Assessment (CNA)/Physical Needs Assessment (PNA) report.

#### **CNA/PNA Professional Credentials & Certification**

The Capital Needs Assessment (CNA) or Physical Needs Assessment (PNA) will be conducted on all rehabilitation projects by a properly credentialed and certified professional. A professional architect/engineer must be licensed/certified by the State of Nevada and be independent (arm's length) of the owner/developer. An architect or engineer must certify the CNA/PNA report as a true assessment of the proposed rehabilitation in compliance with HTF rehabilitation standards.

#### CNA/PNA Assessment

The Inspection and CNA/PNA must include the following areas:

- Major Systems:
- Site:
- Interior:
- Long Term Physical Needs:
- Analysis of Replacement Reserves:
- Health & Safety
- Age of units

#### Capital/Physical Needs Report

The Capital/Physical Needs Report must contain the following completed actions, information and analysis:

- On-Site inspections of all residential units and tenant common areas consistent with the Uniform Physical Condition Standards (UPCS) protocol
- Description of any and all physical deficiencies based upon UPCS inspection items, file reviews, interviews with property owner, management and staff and the tenants
- Estimate of remaining useful life of all Major Systems based upon age and existing condition

- Assessment of potential impact of natural disasters (e.g. Earthquake, Flooding, Wildfire etc.) in accordance with Nevada local codes and ordinances
- Recommendations for physical improvements to meet accessibility standards, including any physical obstacles to meeting these standards
- Recommended amount of initial and monthly deposit required for Replacement Reserve account taking inflation and the NHTF 30 year affordability period into consideration
- Cost benefit analysis driven recommendations for physical improvements and upgrades costing greater than \$5,000 to systems resulting in reduced operating expenses such as Individual Utility Metering, Insulation, Energy Star Rated Windows, Setback Thermostats etc.
- Establish the Scope of Work based upon completion of the Rehabilitation Scope of Work Checklist (*attached*)
- The rehabilitation work must be consistent with the Capital/Physical Needs Assessment and described in sufficient detail to allow the Nevada Housing Division Team to review and approve written cost estimates, conduct inspections and determine cost reasonableness and necessity

**Uniform Physical Conditions Standards (24cfr 5.703)**

These standards are designed to meet or 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. 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 under the UPCS inspection 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.

**Application Threshold Criteria**

- Submittal of a completed Rehabilitation Scope of Work Checklist
- Submittal of a completed Capital / Physical Needs Assessment

Both the Checklist and CNA/PNA Assessment must be completed or updated within the previous six months of submission.

**Post-Award Development Phase**

- An initial inspection will be conducted by the Nevada Housing Division Team to verify the deficiencies as identified in the CNA/PNA or any additional deficiencies
- Progress inspections and Final Inspection will be conducted to determine that rehabilitation work was completed in accordance with the Scope of Work and sufficiently addressed the Capital / Physical Needs Report

**Project Completion**

- All residential and tenant common areas must be in compliance with the NHTF Rehabilitation Standards as verified by the Final Inspection before:
  - Project Close Out
  - Final Disbursement
  - Project Completion in IDIS

## Establishing Scope of Work Priorities:

### **Priority #1 Health & Safety**

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**. EXHIBIT 5 identifies life-threatening deficiencies in (*\*bold italic*) for the property site, building exterior, building systems, common areas, and units.

### **Priority #2 Major Systems Useful Life**

The remaining useful life of all major building systems, which shall be estimated through a Capital Needs Assessment (CNA), must cover the period of affordability. 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.

### **Priority #3 Code Violations**

Violations shall constitute 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), the International Plumbing Code (IPC) 2015 and the International Fire/Gas Code (IFGC), and the International Existing Building Code of the ICC (IEBC)).

### **Expected Useful Life / Scope of Work and Capital Planning**

- The Scope of Work for housing rehabilitation projects must consider the remaining expected useful life of all building components with regard to building long-term sustainability and performance. Specifically, each building component with a remaining expected useful life of less than the applicable HTF period of affordability (30 years) shall be considered for replacement or repair. Additionally, new components with an expected useful life of less than 30 years shall be considered for future replacement.
- Once a scope of work has been developed by the grantee and their development team, the grantee must also develop a Capital Needs Assessments. Whether or not a particular building component has been replaced, repaired, or otherwise updated as part of the rehabilitation scope of work, all building components, and major systems must demonstrate adequate funding to be viable for at least 20 years, the length of the capital plan, with subsequent updates every five years during the 30-year affordability period.

Grantees and their development teams should ensure that all building components are analyzed as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way that maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available.

## Energy Efficiency

See Section 12.1.7 2018 Nevada State Qualified Allocation Plan. Made Reference Do we want standards that are different from the QAP?

## Disaster Mitigation

To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.

## Rehabilitation Project Architectural Design Standards

- Historic Buildings shall be rehabilitated in a manner consistent with the requirements of Section 106 of the National Historic Preservation Act and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings. In the absence of a Programmatic Agreement among the State of Nevada Historic Preservation Officer, NHD, and the Advisory Council on Historic Preservation for the administration of the HTF Program (the "HTF Programmatic Agreement"), scopes of work shall be reviewed and approved by an NHD Historic Preservation Consultant in consultation with the State Historic Preservation Officer. If/when there is an HTF Programmatic Agreement, scopes of work shall be reviewed and approved by NHD's Historic Preservation Consultant in accordance with the HTF Programmatic Agreement.
- Accessibility for Housing that is rehabilitated with HTF funds must meet all applicable federal and state regulations regarding accessibility for persons with disabilities. An overview of these requirements is provided below; however, the applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.

### Accessibility Requirements Overview

- General Requirements:
  - a. Projects shall meet applicable Federal and State Regulations and Rules
  - b. The number of accessible apartment units shall be determined by the code requirements.
- Projects shall comply with other standards as may apply or be required by funding sources (i.e. USDA Rural Development)
- Comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8
  - Substantial rehabilitation (defined as projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost):
    - At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS).
    - In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments.
    - Common spaces must be made accessible to the greatest extent feasible
  - For projects with "less-than-substantial" rehabilitation (anything less than "substantial"), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.

- **Building Design shall address the following components:**
  - Building access – in general the access to a building shall be safe, logical, readily identifiable, sheltered from the weather, and meeting the exit requirements to a public way. Pathways of circulation within a building shall also be safe and logical.
  - Means of egress components shall be in conformance with Chapter 10 of the IBC, including complete layout of the exits, corridor and stair dimensional requirements and arrangement, doors sizes and swings, door hardware, panic exit devices, door self-closers, interior finishes, walking surfaces, fire separations, stair enclosures, guards and railings, ramps, occupant load calculations, illumination, and signage.
  - Housing Unit Layout:
    - Room sizes –minimum in accordance with IBC 1208 and/or local codes.
    - Interior environment shall comply with Chapter 12 of the IBC.
    - Kitchens – in general, for apartment buildings – each unit will have a functional and code-compliant kitchen. SRO’s and other special housing types may be an exception
    - Baths – in general, for apartment buildings – each unit will have a functional and code compliant bath in accordance with IBC 1210. SRO’s and other special housing types may be an exception
  - Storage – adequate clothes closets, pantry, and general storage shall be provided
  - Amenity Spaces - provision for laundry facilities, bike storage, trash, & recycling, and other utility or common spaces may be made in accordance with the goals of the project program. The project developers are encouraged to consider adding such amenities as may be appropriate to enhance the livability of the housing for the tenants.
  - Solid Waste Disposal – provision shall be made to enable the tenants and property management staff to handle and store solid waste.
  - Existing outbuildings and utility structures, which are being retained, shall be in sound and serviceable condition, and not create health, safety, or undue maintenance issues for the project

- **Applicable Laws and Regulations**

These Rehabilitation Standards are not meant to substitute for a thorough understanding of all 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)
- 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 then: State Code (the National Electrical Code (NEC), the International Plumbing Code (IPC) and the International Fire/Gas Code (IFGC), 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.
- 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

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), the International Plumbing Code (IPC) 2015 and the International Fire/Gas Code (IFGC), 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) 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.
- 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.

## Multi-Family Housing Rehabilitation Standards

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

## 1. Health and Safety

<b>Contaminants</b>	
<b>Repair Standard</b>	
N/A	
<b>Replacement Standard</b>	
<p>All materials installed shall meet the following standards to minimize the presence of Volatile Organic Compounds (VOC) and Formaldehyde:</p> <ul style="list-style-type: none"> <li>• All paints and primers should meet the most recent Green Seal G-11 Environmental Standard. <a href="http://www.greenseal.org/Home.aspx">http://www.greenseal.org/Home.aspx</a></li> <li>• 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.</li> </ul>	

<b>Lead-Based Paint (LBP)</b>	
<b>Repair Standard (“Interim Controls”)</b>	
<p>All housing units constructed prior to 1978 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: <a href="http://www.hud.gov/offices/lead/lbp/hudguidelines/">http://www.hud.gov/offices/lead/lbp/hudguidelines/</a></p> <p>All interim controls shall be performed as follows and by properly trained workers: 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.</p> <ul style="list-style-type: none"> <li>• Occupants may be temporarily relocated as required by the regulations.</li> <li>• All surfaces coated with LBP shall be properly maintained over the life of the program covenants.</li> <li>• 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.</li> </ul>	
<b>Replacement Standard (“Abatement”)</b>	
<p>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.</p> <p>All work must meet the lead-based paint requirement at 24 CFR part 35 and must follow HUDLBP Guidelines including Lead-safe work practices, and only use EPA-certified abatement contractors to perform the work. See: <a href="http://www.hud.gov/offices/lead/lbp/hudguidelines/">http://www.hud.gov/offices/lead/lbp/hudguidelines/</a></p>	

<b>Asbestos</b>	
<b>Repair and Replacement Standard</b>	
<p>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. Abatement of friable asbestos-containing materials in the State of Nevada is governed by NRS 618.750 through NRS 618.850.</p>	

<b>Radon</b>	
<b>Repair Standard</b>	
<p>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.</p> <p>Radon test kits may be purchased from your local home improvement store. Be sure the kit says "certified by the <a href="#">National Radon Proficiency Program</a>."</p>	
<b>Replacement Standard</b>	
<p>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: <a href="http://www.epa.gov/radon/pubs/consguid.html">Http://www.epa.gov/radon/pubs/consguid.html</a>.</p> <p>If the home’s water comes from a private well, the water should also be tested.</p>	

<b>Mold</b>	
<b>Repair Standard</b>	
<p>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.</p>	
<b>Replacement Standard</b>	
<p>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 10foot area.</p> <p>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:  <a href="http://www.nchh.org/Portals/0/Contents/FloodCleanupGuide_screen_.pdf">http://www.nchh.org/Portals/0/Contents/FloodCleanupGuide_screen_.pdf</a></p>	

<b>Fire Safety - Egress</b>	
<b>Repair Standard</b>	
N/A	
<b>Replacement Standard</b>	
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.	

<b>Fire and CO Alarms</b>	
<b>Repair Standard</b>	
Existing fire and smoke, carbon monoxide and security systems that meet current local code (or the IEBC), 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.	
<b>Replacement Standard</b>	
Smoke and carbon monoxide detectors shall be installed to meet current local code (or the IEBC). If hard wiring of smoke detectors is not feasible, then detectors with 10 year lithium batteries may be used.	

## 2. Site

<b>Drainage</b>	
<b>Repair Standard</b>	
Grading, dust control, weed control, curbs, gutters, streets, and sidewalks shall conform to local ordinances and local design and site construction standards.	
<b>Replacement Standard</b>	N/A
N/A	

<b>Outbuildings</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	N/A
NHTF rehabilitation funds may not be used to replace outbuildings.	

<b>Fencing and Gates</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	N/A
NHTF rehabilitation funds may not be used to replace outbuildings.	

<b>Paving And Walks</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
Un-repairable essential walks and driveways shall be replaced with permeable paving, if financially feasible, 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.	

<b>Trees and Shrubbery</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
Replacement trees and shrubs are permitted if economically feasible and shall be 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.	

### 3. Building Exterior

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

<b>Exterior Cladding</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
Buildings may have siding replaced with wood, vinyl or cementitious siding to match the existing configuration. New wood components shall be FSC certified: <a href="http://www.fsc.org/">http://www.fsc.org/</a> . All new surfaces that will receive paint shall be primed prior to painting.	

<b>Exterior Porches</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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.	

<b>Exterior/Interior Railings</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
Handrails shall be present on one side of all interior and exterior steps or stairways with more than two risers and around steps, porches or platforms over 30" above the adjacent ground level, and shall meet local codes (or IEBC). On historic structures new exterior railings shall be historically sensitive. Replaced wood structural components shall be preservative-treated. New porches on historic buildings shall be historically sensitive.	

### **Exterior Decks and Exterior/Interior Steps**

<b>Repair Standard</b>	
Steps, stairways, and porch decks shall be structurally sound, reasonably level, with smooth and even surfaces. Repairs shall match existing materials.	
<b>Replacement Standard</b>	
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**

<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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**

<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
Foundation replacements shall be completed to meet local codes (or IEBC).	

### **Structural Walls**

<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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

<b>Interior Doors</b>	
<b>Repair Standard</b>	
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 1/4". Baths and occupied bedrooms shall have operating doors and lock sets.	
<b>Replacement Standard</b>	
Hollow-core, pressed-wood product consistent with the style of existing doors including latch sets. Baths and occupied bedrooms shall have lock sets.	

<b>Exterior Doors</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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.	

<b>Windows</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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: <a href="http://www.energystar.gov/index.cfm?c=windows_doors.pr_anat_window">http://www.energystar.gov/index.cfm?c=windows_doors.pr_anat_window</a> 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.	

<b>Basement Windows and Ventilation</b>	
<b>Repair Standard</b>	
If feasible, two basement windows on opposite sides of the building should be operable for ventilation, in good working order, and lockable.	
<b>Replacement Standard</b>	
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**

<b>Flat and Low-Slope Roofing</b>	
<b>Repair Standard</b>	
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 aligating 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.	
<b>Replacement Standard</b>	
The most cost-effective roof shall be installed to the manufacturer’s specifications and in accordance with local codes (or IEBC).	

<b>Pitched Roofs</b>	
<b>Repair Standard</b>	
Missing and leaking shingles and flashing shall be repaired on otherwise functional roofs provided there are no excessive lumps, breaks, tears, inconsistent birds mouths, 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.	
<b>Replacement Standard</b>	
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).	

<b>Gutters and Downspouts</b>	
<b>Repair Standard</b>	
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.	

<b>Replacement Standard</b>	
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

<b>Infiltration</b>	
<b>Repair Standard</b>	
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 50Pascal pressure (0.35 ACH50).	
<b>Replacement Standard</b>	
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).	

<b>Insulation</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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 Rvalue for the dimensional lumber used to construct walls. The ENERGY STAR Thermal Bypass Inspection Checklist should be completed, found at: <a href="http://www.energystar.gov/ia/partners/bldrs_lenders_raters/downloads/Thermal_Bypass_Inspection_Checklist.pdf">http://www.energystar.gov/ia/partners/bldrs_lenders_raters/downloads/Thermal_Bypass_Inspection_Checklist.pdf</a>	

<b>Bath Ventilation</b>	
<b>Repair Standard</b>	
All bathroom ventilation shall meet the local building code (or IEBC) for bath ventilation that was in effect at the time of their construction.	
<b>Replacement Standard</b>	
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).	

<b>Kitchen Ventilation</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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).	

<b>Roof Ventilation</b>	
<b>Repair Standard</b>	
All structures shall meet the local building code (or IEBC) for roof ventilation that was in effect at the time of their construction.	
<b>Replacement Standard</b>	
All new roofing systems shall meet current local code requirements (or IEBC) for ventilation.	

**8. Interior Standards**

<b>Interior Walls and Ceilings</b>	
<b>Repair Standard</b>	
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 un-keyed 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.	
<b>Replacement Standard</b>	
All walls, in areas not subject to moisture, shall be replaced with ½” 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).	

<b>Flooring</b>	
<b>Repair Standard</b>	
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 property attached. Tile floors shall be free of cracked, broken, loose or missing tiles with grout intact.	

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.

<b>Replacement Standard</b>	
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Floor framing shall meet local code requirements (or IEBC). Subfloors shall be a minimum of ¾ inch plywood. Kitchens, baths, and other water-susceptible area shall receive resilient sheet goods.
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Whenever practical, rooms other than kitchens and baths with existing wood flooring shall be maintained as wood floors and refinished when appropriate. All new flooring shall be installed in accordance with manufacturer’s recommendations. New basement slabs shall be installed to local codes (or IEBC).
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<b>Closets</b>
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<b>Repair Standard</b>	
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Existing closets shall be maintained in good repair and have a shelf and clothes rod.
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<b>Replacement Standard</b>	
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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.
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<b>Cabinets and Countertop</b>
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<b>Repair Standard</b>	
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Kitchens shall have countertop and storage space adequate for the preparation and storage of food. Countertops shall free of wear, water damage, and uplifting 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.
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<b>Replacement Standard</b>	
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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.
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<b>Appliances</b>
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<b>Repair Standard</b>	
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All appliances in units shall be in proper working order and in clean and sanitary condition.
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<b>Replacement Standard</b>	
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All new appliances shall be “Energy Star” rated.
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## 9. Electric

Note: If there is no local building code, then all electrical work shall comply with the Nevada State Code.

<b>Lighting</b>	
<b>Repair Standard</b>	
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. Existing fixtures with incandescent lamp fittings shall have CFL replacement lamps installed.	
<b>Replacement Standard</b>	
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.	

<b>Interior Electric Distribution</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
If wall finishes are removed, those areas shall be wired to the latest version of local codes (or State Electrical Code).	

<b>Service and Panel</b>	
<b>Repair Standard</b>	
Each unit's 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.	
<b>Replacement Standard</b>	
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 Nevada Plumbing Code.

<b>Drain, Waste, Vent Lines</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
If walls are removed exposing vent and waste lines, those lines shall be reworked or replaced to the current mechanical code.	

<b>Plumbing Fixtures</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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.	
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.	

<b>Plumbing Minimum Equipment</b>	
<b>Repair Standard</b>	
All existing equipment shall be operational and leak free.	
<b>Replacement Standard</b>	
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.	

<b>Water Heaters</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
Hot water systems that are replaced shall be of adequate capacity, be installed per manufacturer's specifications and meet local codes (or IEBC). High efficiency power-vented or sealed combustion tankless models are allowed.	

<b>Water Supply</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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**

<b>Air Conditioning</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	
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.	

<b>Chimney</b>	
<b>Repair Standard</b>	
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.	
<b>Replacement Standard</b>	

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**

#### **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. 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**

#### **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 > 92% AFUE or better, to the extent possible. Heat pumps shall be rated at > 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's installation specifications and local codes (or IEBC).

## APPENDIX – A

### Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

<b>Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation</b>		
<i>NOTE: Observable Deficiencies in *<b>Bold Italic</b> are considered life-threatening and must be addressed immediately, if the housing is occupied.</i>		
<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
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
	<b>*Air Quality - Propane/Natural Gas/Methane Gas Detected</b>	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
	<b>*Electrical Hazards - Exposed Wires/Open Panels</b>	Exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	<b>*Electrical Hazards - Water Leaks on/near Electrical Equipment</b>	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	<b>*Flammable Materials - Improperly Stored</b>	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
<b>Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation</b>		
<i>NOTE: Observable Deficiencies in *<b>Bold Italic</b> are considered life-threatening and must be addressed immediately, if the housing is occupied.</i>		
<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	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
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 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

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<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
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
<b>Requirements for Building Exterior</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
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	<b>*Blocked Egress/Ladders</b>	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

<b>Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation</b>		
<i>NOTE: Observable Deficiencies in <b>*Bold Italic</b> are considered life-threatening and must be addressed immediately, if the housing is occupied.</i>		
<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	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	<b>*Electrical Hazards - Exposed Wires/Open Panels</b>	Exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	<b>*Electrical Hazards - Water Leaks on/near Electrical Equipment</b>	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	<b>*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</b>	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
	<b>*Emergency Fire Exits - Missing Exit Signs</b>	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	<b>*Flammable/Combustible Materials – Improperly Stored</b>	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 preparation and storage areas
	Infestation - Rats/Mice/Vermin	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

**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.

<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	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 separated 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
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

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<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	<b>*Security Bars Prevent Egress</b>	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
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
	<b>*Missing Outlet Covers</b>	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
	<b>*Missing/Damaged/Expired Extinguishers</b>	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
	<b>*Air Quality - Propane/Natural Gas/Methane Gas Detected</b>	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

<b>Multifamily Rehabilitation Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation</b>		
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<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	Air Quality - Sewer Odor Detected	Detectable sewer odors that could pose a health risk if inhaled for prolonged periods
	<b>*Electrical Hazards - Exposed Wires/Open Panels</b>	Exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	<b>*Electrical Hazards - Water Leaks on/near Electrical Equipment</b>	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
	<b>*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</b>	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
	<b>*Emergency Fire Exits - Missing Exit Signs</b>	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	<b>*Flammable Materials - Improperly Stored</b>	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/Vermin	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

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<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	<b>*Misaligned Chimney/Ventilation System</b>	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
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

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

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<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
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
	<b>*Electrical - Missing Covers</b>	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

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Requirements for Site		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	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.
	<b>*HVAC - Misaligned Chimney/Ventilation System</b>	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
	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
	<b>*Outlets/Switches/Cover Plates - Missing/Broken</b>	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

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<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
	<b>*Smoke Detector - Missing/Inoperable</b>	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
	<b>*Windows - Security Bars Prevent Egress</b>	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Pools and Related Structures	Fencing - Damaged/Not Intact	Damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	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

**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.