

# **Kansas Consolidated Plan**

## **The 2018 Action Plan**

Consolidated Submission for Community Planning and Development Programs  
U.S. Department of Housing and Urban Development

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Governor

Prepared by:

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## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The Kansas Consolidated Plan is mandated by the U.S. Department of Housing and Urban Development (HUD). The objectives of the Consolidated Plan, as identified by HUD and accepted by the Kansas Department of Commerce (Commerce), the Kansas Housing Resources Corporation (KHRC), and the Kansas Department of Health and Environment (KDHE), are to:

- Create communities of opportunity
- Foster a comprehensive vision of development
- Promote coordination of local activities
- Establish a continuum of care with homeless persons
- Support economic opportunities for target areas
- Assist low-and-moderate income persons, minority- and women-owned businesses
- Encourage innovative projects

The Kansas Consolidated Plan affirms the three national objectives of Title I of the Housing and Community Development Act of 1974, as amended, including activities which:

- Primarily benefit low-and-moderate income persons
- Aid in the prevention of slums and blight
- Alleviate conditions which pose a serious and immediate threat to the health or welfare of a community

The Kansas Consolidated Plan also endorses the objectives of the National Affordable Housing Act of 1990, which are to:

- Ensure that all residents have access to decent shelter
- Increase the supply of affordable housing
- Make neighborhoods safe and livable; expand opportunities for homeownership
- Provide a reliable supply of mortgage finance
- Reduce generational poverty in assisted housing

The Kansas Consolidated Plan also addresses the needs of persons living with HIV/AIDS.

The Kansas Consolidated Plan supports the objectives of the Stewart B. McKinney Homeless Assistance Act of 1987.

Accordingly, the Kansas Consolidated Plan describes the priorities and guidelines of the four federally funded programs, including: Community Development Block Grant (CDBG) program, HOME Investment Partnerships (HOME) program, Housing Trust Fund (HTF), Emergency Solutions Grant (ESG) program, and Housing Opportunities for Persons with AIDS (HOPWA) program. The Department of Commerce will administer the CDBG program. Kansas Housing Resources Corporation (KHRC) will administer the HOME, HTF, and ESG programs. The Kansas Department of Health and Environment (KDHE) will administer the HOPWA program.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The three overarching objectives guiding the proposed activities are:

- Providing decent affordable housing
- Creating suitable living environments
- Creating economic opportunities

Outcomes show how programs and activities benefit a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the four federal programs are:

- Improved availability/accessibility
- Improved affordability
- Improved sustainability

All future activities funded under the five-year Consolidated Plan will support at least one objective and one outcome. The framework for realizing the objectives and outcomes include the following goals:

- Provide decent, affordable housing
- Provide a suitable living environment
- Expand economic opportunities
- Increase homeownership
- End chronic homelessness

Kansas Performance Measures are established to monitor the State's progress on outcomes and objectives for each program. While each program has successfully provided services in the past, these

new measures should enhance the State's ability to quantify the results of those activities and convey a complete picture of housing and community development activities. For FY 2018, the CDBG Program projects 44,000 persons will be provided a suitable living environment, 70 households will have access to decent housing, and 104 persons will be provided an economic opportunity. The ESG Program projects to assist 3,375 households with the availability of a suitable living environment and provide 1,000 decent affordable homes to Kansas families. The HOME Program projects to make 319 decent homes affordable to Kansas families. The HTF will create or rehabilitate 15 units. The HOPWA Program projects to make 500 decent homes affordable to Kansas families living with HIV/AIDS.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The State of Kansas made progress on its priority needs and objectives in FY 2016, the last complete period for which a Consolidated Annual Performance and Evaluation Report (CAPER) was conducted. The best indicators of results, i.e., performance measures, are described below for the Community Development Division of the Department of Commerce (Commerce), Kansas Housing Resources (KHRC), and Kansas Department of Health and Environment (KDHE).

#### **Community Development Block Grant (CDBG) Program:**

The CDBG program awarded \$8,461,094 of funding to 25 new projects in 2016. These projects also involved \$16,549,533 of matching funds from public and private sources. As usual, the two largest categories were Water/Sewer, and Community Facilities. Water/Sewer projects accounted for 36% of the awarded funds, and Community Facilities used 44%. Housing Rehabilitation utilized 12% of the funds. Due to a slow rebound in the non-metropolitan economy, there was only one Economic Development project and one Urgent Need project awarded in 2016. There were no Kan-Step projects awarded during the year. All projects funded in 2016 will be closed within the next couple of years, and the results will be documented in the PERS.

#### **HOME Investment Partnerships (HOME) Program:**

The State received \$4.48 million in HOME funds and awarded the same in FY 2016. The HOME Program served 78 households with their First Time Homebuyer Program, TBRA served 1089 households, and the Rental Program developed 19 new constructed units.

#### **National Housing Trust Fund**

The State received \$3 million and awards were made. This was the first allocation received for the HTF, and no developments were completed during the 2016 CAPER reporting period.



### **Housing Opportunities for Persons with AIDS (HOPWA) Program:**

The HOPWA Program assisted a total of 181 persons with rent, assisted utilities, rent deposits and transitional assistance in 2016. A brochure printed in response to the Analysis of Impediments to Fair Housing Choice (AI) showed that underreporting of fair housing violations is largely due to lack of education. Two hundred brochures were distributed throughout the State to clients through Ryan White case managers. "Questions and Answers about the Fair Housing Act" identified violations clients might encounter and provided information on how to report violations. Three hundred seventy eight clients accessed support services, including nutrition, transportation, and counseling.

### **Emergency Solutions Grant (ESG) Program:**

In FY 2016, the KHRC received a total of \$1,565,179 in ESG funds. KHRC awarded ESG funds for services in street outreach, emergency shelters, homelessness prevention, rapid re-housing, HMIS, and administrative activities. These activities were targeted to households that were literally homeless or at imminent risk of homelessness with incomes 0-30% of Area Median Family Income (AMFI) and to individuals and families in the following at-risk homeless categories: chronically homeless, HIV/AIDS, elderly, veterans, mental health, youth, domestic violence victims and substance abuse. During FY2016, a total of 2,696 persons were housed in the shelters, Street Outreach assisted a total of 82 persons, Rapid Re-Housing assistance was provided to 521 persons, Homeless Prevention assistance was provided to 170 persons.

## **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

One public hearing was held for public input on community development needs in the 2018 Action Plan. The community development public hearings were announced through a public notice in the Kansas Register on February 2, 2017, and additional e-mail notification. The public hearing occurred in Topeka on March 08, 2017. Results of the public hearing have been incorporated into the community development parts of the 2018 Action Plan.

One public needs hearing was held for public input on housing priorities in the 2018 Action Plan. The public hearing was announced through a public notice in the Kansas Register on July 27, 2017, posted on the Kansas Housing Resources Corporation website, and additional e-mail notification. The public input hearing on housing occurred in Topeka, Kansas, on August 10, 2017. There were 15 attendees.

One public hearing was held on October 5, 2017, for public comment on the preliminary draft of the 2018 Action Plan. The public hearing was announced through a public notice in the Kansas Register on September 21, 2017, posted on the Kansas Housing Resources Corporation website, and additional e-mail notification. The announcement of the public comment hearing included information on where to

find the complete document for public examination. The public comment period was October 1, 2017 – October 31, 2017. A summary of citizen comments is provided at the end of the plan.

**5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

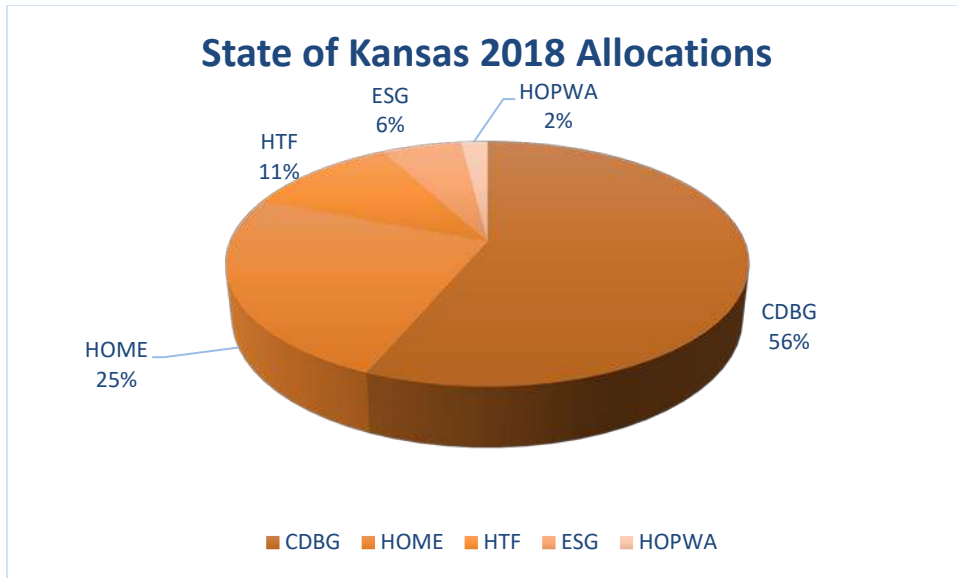
See attached.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

See attached.

**7. Summary**

The Kansas Department of Commerce, Kansas Housing Resources Corporation, and Kansas Department of Health and Environment are the partner agencies for the 2014-2018 Consolidated Plan and 2018 Action Plan.



State of Kansas 2018 Allocations

## PR-05 Lead & Responsible Agencies - 91.300(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator		KANSAS	Department of Business and Community Development
HOPWA Administrator			Kansas Department of Health and Environment
HOME Administrator		KANSAS	HOME Program
ESG Administrator		KANSAS	ESG Administration
		KANSAS	HOME/HTF Program

**Table 1 – Responsible Agencies**

### Narrative

The Consolidated Plan was developed in partnership between the Kansas Department of Commerce (Commerce), Kansas Housing Resources Corporation (KHRC), and the Kansas Department of Health and Environment (KDHE). The table above should include KHRC as Administrator of the Housing Trust Fund (HTF). The strategies defined in the State of Kansas five-year 2014-2018 Consolidated Plan and the 2018 Annual Action Plan are implemented by state agencies, municipalities, non-profits, lenders, and housing developers. These groups are consulted on a regular basis when developing and carrying out the strategies and goals of the Annual Action Plan. The state also requested input from COCs, civic leaders, and public housing agencies.

Kansas Housing Resources Corporation, Kansas Department of Commerce, and the local USDA Rural Development conduct quarterly interagency meetings to plan and review collaborative efforts related to housing. KHRC has also been placed on e-mail/ mailing lists for upcoming events held by Kansas African American Affairs Commission and Kansas Hispanic & Latino Affairs Commission.

KHRC also collaborates with the Kansas Department for Aging and Disability Services (disability services) and KDHE (Medicaid) to facilitate the partnerships necessary to effectively utilize the new funding opportunities created under the Frank Melville Supportive Housing Act of 2010. HUD's Section 811 program, included in the Frank Melville Supportive Housing Act, provides supportive housing opportunities for persons with disabilities. The changes affected in the 2010 reforms to the Section 811 program put added emphasis on community integration, leveraging of other project development resources (such as HOME and Low Income Housing Tax Credits) and collaboration with State social service and Medicaid agencies to provide necessary services to support disabled individuals in independent living.

#### **Consolidated Plan Public Contact Information**

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## **AP-10 Consultation - 91.110, 91.300(b); 91.315(l)**

### **1. Introduction**

The strategies defined in the State of Kansas five-year 2014-2018 Consolidated Plan and the 2018 Annual Action Plan are implemented by state agencies, municipalities, non-profits, lenders, and housing developers. These groups are consulted on a regular basis when developing and carrying out the strategies and goals of the Annual Action Plan. The state also requested input from COCs, civic leaders, and public housing agencies.

#### **Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

Kansas Housing Resources Corporation (KHRC) consulted with local governments and State agencies on the preparation of the 2014-2018 Consolidated Plan and the 2018 Action Plan. KHRC contacted the local Consolidated Plan coordinators of entitlement areas to offer assistance on local Consolidated Plan documents and to invite recommendations on State community development and housing initiatives.

Kansas Housing Resources Corporation, Kansas Department of Commerce, and the local USDA Rural Development conduct quarterly interagency meetings to plan and review collaborative efforts related to housing. KHRC has also been placed on e-mail/ mailing lists for upcoming events held by Kansas African American Affairs Commission and Kansas Hispanic & Latino Affairs Commission.

KHRC also collaborates with the Kansas Department for Aging and Disability Services (disability services) and KDHE (Medicaid) to facilitate the partnerships necessary to effectively utilize the new funding opportunities created under the Frank Melville Supportive Housing Act of 2010. HUD's Section 811 program, included in the Frank Melville Supportive Housing Act, provides supportive housing opportunities for persons with disabilities. The changes affected in the 2010 reforms to the Section 811 program put added emphasis on community integration, leveraging of other project development resources (such as HOME and Low Income Housing Tax Credits) and collaboration with State social service and Medicaid agencies to provide necessary services to support disabled individuals in independent living.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The State of Kansas continues to support continuum of care approach among State ESG recipients. KHRC collaborates on a recurring basis with the Balance of State CoC and the Johnson County CoC.

All funds from the State's ESG funding are made available to the non-ESG entitlement continuums. Continuum of Care components include affordable, accessible, and integrated permanent housing and homeless services that enable individuals and families to reach the maximum degree of self-sufficiency possible. In reviewing ESG applications, the State relies on local units of government to determine what their communities' unique homeless needs may be, and how the ESG program can assist with those needs. This approach allows local jurisdictions to determine their own priorities and needs in addressing homelessness in their communities.

**Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

KHRC partners with the Balance of State (BoS) Continuum of Care (CoC) for a coordinated, strategic approach to planning for programs that assist individuals and families who are homeless. The BoS CoC coordinator is an active member of the ESG application review team and annually participates in the ESG application review and award process. KHRC and the BoS CoC co-facilitate a BoS CoC committee, The Balance of State HMIS oversight Committee (BHOC) to develop and evaluate HMIS performance standards and outcomes monthly. As required by HUD regulations all ESG recipients are required to participate in a Homeless Management Information System (HMIS). KHRC as the HMIS lead agency for the BoS CoC ensures that all recipients receiving Kansas ESG funds are collecting homeless data.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	KANSAS HOUSING RESOURCES CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through e-mail and phone calls.
2	<b>Agency/Group/Organization</b>	KANSAS DEPARTMENT OF COMMERCE
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through e-mail and phone calls.



3	<b>Agency/Group/Organization</b>	UNIVERSITY OF KANSAS MEDICAL CENTER MEDICAL PRACTICE ASSOCIATION
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	HOPWA Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through e-mail and phone calls.
4	<b>Agency/Group/Organization</b>	Kansas Interagency Council on Homelessness
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through e-mail and phone calls.
5	<b>Agency/Group/Organization</b>	Kansas Labor Information Center
	<b>Agency/Group/Organization Type</b>	Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through e-mail and phone calls.

6	<b>Agency/Group/Organization</b>	Kansas Department of Health and Environment
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	HOPWA Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through e-mail and phone calls.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable. All relevant agencies involved in implementing the Consolidated Plan and Annual Action Plan were consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Kansas Balance of State Continuum of Care	The Kansas BoS CoC was consulted concerning the goals to address homelessness and to ensure consistency with the Strategic Plan.
State of Kansas Opening Doors Strategic Plan	Kansas Interagency Council on Homelessness	The goals in the Strategic Plan were used to outline the goals in the Consolidated Plan.
Kansas Economic Development Strategic Plan	Office of the Governor	Strategic Goal 5 calls for economic development and the creation of 37 jobs and assistance to businesses. One of the "Economic Development Strategic Plan" goals is the provision of workforce and infrastructure resources targeted towards faster economic growth and job creation.

**Table 3 - Other local / regional / federal planning efforts**

## **Narrative**

### Kansas Development Finance Agency (KDFA)

In addition, Kansas Development Finance Agency (KDFA) possesses multiple bond financing capabilities for multiple jurisdictions in the state. For example, KDFA issues revenue bonds to finance projects of the Kansas Board of Regents and State agencies. KDFA issues bonds for public and private educational facilities and healthcare facilities. KDFA issues tax-exempt bonds to make below market interest rate loans to farmers. KDFA issues private activity bonds to finance agricultural and industrial enterprises, corporate and management offices. In particular, KDFA is empowered to exercise all powers granted to public housing authorities by the State. In the past, KDFA has issued revenue bonds to finance numerous multifamily housing developments in Kansas. According to KDFA's Mission Statement, KDFA was "created and dedicated to the economic growth and prosperity of our State, KDFA works with qualifying public and private entities to identify financial resources and appropriate financial structures. For information on capital finance mechanisms available to governmental and qualifying private enterprises, KDFA is a statewide, multipurpose financial resource."

### Community Housing Development Organizations (CHDOs)

Kansas has 20 CHDOs that are developing or managing HOME-assisted rental housing. Since 1992, the State has allocated at least 15 percent of HOME funds to CHDO program activities and no more than five percent of HOME funds to CHDO operating expenses. The CHDO set-aside is only a base for rental housing. CHDOs can expand their rental housing activities with Housing Tax Credits, Private Activity Bonds, and Housing Trust Funds. Further, only the CHDO set-aside is restricted to rental housing.

### Process for Local Government

An application process has been developed for communities to access resources for financial assistance to address both housing and non-housing community development needs. In general, the Kansas Department of Commerce (Department of Commerce), the Kansas Housing Resources Corporation (KHRC), and the Kansas Department of Health and Environment (KDHE) will approve funding for development projects

which satisfy one or more of the following criteria. The criteria include the following: community need, community effort, resident need, resident risk, and preventive action.

Sub Committee on Housing and Homelessness – Members of the Governor’s Subcommittee on Housing and Homelessness (SHH) work to effectively advocate efforts for homeless services through service providers and the consumers who experience mental illness. The subcommittee is charged with researching and offering recommendations to the Governor’s Behavioral Services Planning Committee regarding housing and homelessness issues experienced by adults diagnosed with severe and persistent mental illness and by children diagnosed with severe emotional disturbances and their family members.

Kansas Citizens Subcommittee on Alcohol and Other Drugs – Members of the Subcommittee advise, confer and consult with the Secretary of the Kansas Department of Aging and Disability Services (KDADS) on matters related to people who are attempting to reverse effects of substance use disorders, mental illness and other behavioral health disorders while also addressing issues such as affordable and safe housing. Working directly with community mental health staff allows for local/area contact to allow such opportunities to exist.

## **AP-12 Participation - 91.115, 91.300(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The State of Kansas conducted three public hearings on housing and community development issues to allow citizens to provide input into the 2018 Kansas Annual Action Plan. This is the policy framework for federally-funded community development and housing programs. The public hearings focused on housing and community development needs throughout the State and strategies to address those needs. The notice was also available via download on the Kansas Housing Resources Corporation (KHRC) website at [www.kshousingcorp.org](http://www.kshousingcorp.org).

The public hearings were announced through a public notice in the Kansas Register on July 27, 2017. The public needs hearing occurred in Topeka on August 10, 2017. A public notice was also published in the Kansas Register on September 21, 2017 for the October 5, 2017 public hearing. The public hearings were designed to encourage participation by local, regional, statewide institutions, Continuum of Care, and other public and private organizations. The public hearing notices included the amount of federal dollars the State anticipated receiving, in addition to encouraging participation by individuals with disabilities or limited English proficiency.

One public hearing was held for public input on community development needs in the 2018 Action Plan. The community development public hearings were announced through a public notice in the Kansas Register on February 2, 2017, and additional direct mail notification. The public hearing occurred in Topeka on March 08, 2017. Results of the public hearing have been incorporated into the community development parts of the 2018 Action Plan.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Notice Placed in the Kansas Register July 21, 2016	Statewide	Notice placed in the Kansas Register July 27, 2017, announcing the August 10, 2017, needs hearing.	No comments received.	No comments received.	
2	Public Meeting	Statewide; also email and hardcopy of the notice was sent to a statewide databank	Public Needs Hearing held August 10, 2017, with 15 individuals attending.	No Comments received.	No comments received.	
3	Notice Placed in the Kansas Register September 15, 2016.	Statewide	Notice placed in the Kansas Register September 21, 2017, announcing the October 5, 2017, public hearing.			
4	Public Meeting	Statewide	Public Hearing held October 5, 2017, with 13 individuals attending.	See attached.	See attached.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

## AP-15 Expected Resources – 91.320(c)(1,2)

### Introduction

The following table displays the resources to be allocated to non-entitlement areas of Kansas. The below are allocations for 2018, by program:

- CDBG: \$14.94 million
- HOME: \$6.47 million
- HTF: \$3 million
- ESG: \$1.56 million
- HOPWA \$512,927

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	14,946,612	600,000	0	15,546,612	1,446,612	Kansas CDBG funds can easily be matched by receiving communities. While required, matching CDBG dollars is encouraged as it better utilizes CDBG funds.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	6,477,943	100,000	0	6,577,943	6,477,943	The First Time Homebuyers Program and the HOME Rental Program both require a local match.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	512,927	0	0	512,927	512,927	Kansas HOPWA funds can easily be matched by receiving communities, especially through pairing funding with local non-profits. While not required, matching HOPWA dollars is encouraged as it better utilizes HOPWA funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	1,557,055	0	0	1,557,055	1,557,055	Kansas ESG funds must be matched dollar-for dollar by the local recipient. KHRC is awarded these funds annually and makes them available to local units of government of non ESG entitlement communities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	3,000,000	0	0	3,000,000	3,000,000	The Housing Trust Fund does not require matching funds.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

HOME and HTF funds leverage private mortgages, grants, other federal programs, bond financing, and tax credits. Match for the HOME Program will be met through a combination of cash from non-federal sources, foregone fees, bond financing, and donated land and labor. HTF does not require match funds.

For the FY 2016 CDBG program \$8,461,031 in funds were awarded. These funds included the regular 2016 CDBG allocation, rollover funds, and State Revolving Loan Funds. These projects leveraged approximately \$16,549,533 in other public and private funds. This leveraging will continue in FY 2015-2018.

For the Low Income Housing Tax Credit (LIHTC) program KHRC will collaborate with cities, counties, and regions of the state to determine high

need areas for rental housing. The HOME, HTF, and Low Income Housing Tax Credit staff works closely together to ensure the most efficient use of rental housing funding.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Not applicable.

## **Discussion**

While leveraged funds and support from outside partners broadens the accomplishments of each program, the historical trend of funding reductions significantly impacts the CDBG and HOME programs. Reduced federal funding makes it more difficult to leverage supplemental resources and provide technical assistance on other resource opportunities. Therefore, the federal reductions reduce the amounts that can be leveraged.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Water and Sewer Improvements	2014	2018	Non-Housing Community Development		Water and Sewer Improvements	CDBG: \$7,473,306	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 21500 Persons Assisted
2	Increase the quality of affordable housing: CDBG	2014	2018	Affordable Housing		Affordable Housing	CDBG: \$1,245,195	Rental units rehabilitated: 0 Household Housing Unit Homeowner Housing Rehabilitated: 17 Household Housing Unit Buildings Demolished: 14 Buildings
3	Small Town Environment Program: KAN STEP	2014	2018	Non-Housing Community Development			CDBG: \$0	
4	Community Facilities	2014	2018	Non-Housing Community Development		Community Facility Improvements	CDBG: \$5,231,314	Other: 15 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Urgent Need	2014	2018	Affordable Housing Non-Housing Community Development		Affordable Housing	CDBG: \$448,398	Other: 1 Other
6	State Administration and Technical Assistance	2014	2018	Affordable Housing Non-Housing Community Development		Affordable Housing	CDBG: \$548,398	
7	First-Time Homebuyers	2014	2018	Affordable Housing		Affordable Housing	HOME: \$632,699	Direct Financial Assistance to Homebuyers: 74 Households Assisted
8	Tenant Based Rental Assistance (TBRA)	2014	2018	Affordable Housing Public Housing		Affordable Housing	HOME: \$1,450,000	Tenant-based rental assistance / Rapid Rehousing: 210 Households Assisted
9	HOME Rental Development	2014	2018	Affordable Housing		Affordable Housing	HOME: \$1,800,000	Rental units constructed: 31 Household Housing Unit Rental units rehabilitated: 4 Household Housing Unit
10	Housing Trust Fund	2014	2018	Affordable Housing		Affordable Housing		Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 5 Household Housing Unit



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	Emergency Solutions Grant (ESG) Program	2014	2018	Homeless		Homeless Prevention and Housing	ESG: \$1,564,753	Homelessness Prevention: 1000 Persons Assisted Housing for Homeless added: 3375 Household Housing Unit
12	Housing Opportunities for Persons with AIDS(HOPWA)	2014	2018	Persons with HIV		Housing Opportunities for Persons with AIDS	HOPWA: \$452,803	Homelessness Prevention: 150 Persons Assisted Housing for People with HIV/AIDS added: 1350 Household Housing Unit HIV/AIDS Housing Operations: 500 Household Housing Unit Other: 250 Other

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Water and Sewer Improvements
	Goal Description	
2	Goal Name	Increase the quality of affordable housing: CDBG
	Goal Description	
3	Goal Name	Small Town Environment Program: KAN STEP
	Goal Description	

4	Goal Name	Community Facilities
	Goal Description	
5	Goal Name	Urgent Need
	Goal Description	
6	Goal Name	State Administration and Technical Assistance
	Goal Description	
7	Goal Name	First-Time Homebuyers
	Goal Description	
8	Goal Name	Tenant Based Rental Assistance (TBRA)
	Goal Description	
9	Goal Name	HOME Rental Development
	Goal Description	
10	Goal Name	Housing Trust Fund
	Goal Description	
11	Goal Name	Emergency Solutions Grant (ESG) Program
	Goal Description	
12	Goal Name	Housing Opportunities for Persons with AIDS(HOPWA)
	Goal Description	



## AP-25 Allocation Priorities – 91.320(d)

### Introduction:

The State of Kansas will distribute development resources in proportion to development needs in the State. In general, the Kansas Department of Commerce (Commerce), the Kansas Housing Resources Corporation (KHRC), and the Kansas Department of Health and Environment (KDHE) will approve funding for development projects which satisfy one or more of the following criteria:

- **Community Need** - Comparison of development needs between cities, counties, and regions of the State. Development resources will be allocated to areas of greatest need, i.e., unmet need.
- **Community Effort** - Comparison of the shares of assisted development between cities, counties, and regions of the State. Areas with low shares of assisted development will be encouraged to seek a fair share of development resources.
- **Resident Need** - Comparison of income eligible persons within cities, counties, and regions of the State. Development resources will be allocated first to the lowest income eligible persons within an area.
- **Resident Risk** - Comparison of persons with multiple risks versus single risks, within cities, counties, and regions of the State, i.e., unemployment, cost burden, racial minority, single parent, physical disability, etc. Development resources will be allocated first to persons with multiple risks within an area.
- **Preventive Action** - Preventing shortages of development resources within cities, counties, and regions of the State. Development resources will be allocated early to areas undergoing economic development and/or deinstitutionalization of persons with disabilities.

Note that in the table below the amount for Participating Jurisdiction Administrative Reserve and CHDO Operating Reserve Set-aside is not in the table. Both of these are funded under the HOME program. The percentage for the Participating Jurisdiction Administrative Reserve is 10% and the CHDO Operating Reserve Set-aside is 3%. This would equal 100% of HOME funds. For HTF, the 10% allowed for administration is not in the

table, and when added to the 90% for rental development, equals 100%.

### Funding Allocation Priorities

	Water and Sewer Improvements (%)	Increase the quality of affordable housing: CDBG (%)	Small Town Environment Program: KAN STEP (%)	Community Facilities (%)	Urgent Need (%)	State Administration and Technical Assistance (%)	First-Time Homebuyers (%)	Tenant Based Rental Assistance (TBRA) (%)	HOME Rental Development (%)	Housing Trust Fund (%)	Emergency Solutions Grant (ESG) Program (%)	H Opp for AID
CDBG	36	12	0	45	4	3	0	0	0	0	0	
HOME	0	0	0	0	0	0	14	31	40	0	0	
HOPWA	0	0	0	0	0	0	0	0	0	0	0	
ESG	0	0	0	0	0	0	0	0	0	0	100	
HTF	0	0	0	0	0	0	0	0	0	90	0	

Table 7 – Funding Allocation Priorities

### Reason for Allocation Priorities

In the above chart, HOME is 85% due to the allowable 5% for CHDO Operations and 10% for administration. Housing Trust Fund is 90% due to the 10% allowable for administration.

#### Infrastructure:

Water and sewer projects are consistently the most frequently requested projects for funding assistance due to rural characteristics. Water improvement projects are the highest need category due to the highest rate of violations (health, safety, etc.). The western portion of Kansas has been especially hard-hit due to the drought, so the request for water-related projects is still very high.

#### Housing:

A State Housing Strategy outlined a list of the customer priorities to address housing issues in Kansas:

- 1) Owners
- 2) Renters
- 3) Vulnerable populations
- 4) Homeless persons

Economic Development:

Economic development and job creation was identified as a key part of the identified goals and objectives for Kansas.

Homelessness:

Addressing homelessness in Kansas is a critical issue.

Kansas Housing Resources Corporation (KHRC) will use ESG funds for Street Outreach, Emergency Shelters, Homelessness Prevention, Rapid Re-Housing, HMIS, and administrative activities.

Community Facility Improvements

Community facility improvements, with projects ranging from improving bridges and streets, were identified as a high priority during community meetings and feedback from stakeholders.

Creating communities of opportunity and supporting economic opportunities for target areas is the basis for the high priority given to downtown commercial rehabilitation. Addressing downtown commercial districts by assisting private property owners in the rehabilitation of blighted buildings is one method of addressing downtown redevelopment. All projects must meet the “slum and blight” national objective.

HOPWA:

HOPWA formula and competitive funding has provided statewide housing resources for persons living with HIV/AIDS in Kansas, beginning with direct services in the fall of 2003.

**How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?**

The State of Kansas will distribute development resources in proportion to development needs in the State. In general, the Kansas Department of Commerce (Commerce), the Kansas Housing Resources Corporation (KHRC), and the Kansas Department of Health and Environment (KDHE) will approve funding for development projects which satisfy one or more of the following criteria: (1) Community Need, (2) Community Effort, (3) Resident Need, (4) Resident Risk, and (5) Preventive Action.

The statewide priority needs include: Water and Sewer Improvements, Affordable Housing, Economic Development, Homeless Prevention and Housing, Community Facility Improvements, and Downtown Commercial Rehabilitation. All of these are considered high priorities.

## AP-30 Methods of Distribution – 91.320(d)&(k)

### Introduction:

The below matrix discusses in detail how activities funded through the CDBG, HOME, HTF, ESG, and HOPWA will be distributed.

### Distribution Methods

Table 8 - Distribution Methods by State Program

1	<b>State Program Name:</b>	a. Water and Sewer Improvements
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The Water and Sewer annual competition will be separate from the Community Facilities annual competition, although threshold requirements apply equally to both categories. More specific award criteria for this program will be discussed in the application packet for this category. Appearance before the interagency review committee consisting of a core group of the Kansas Department of Commerce, the Kansas Department of Health and Environment, and the U.S. Department of Agriculture, Rural Development, is part of the rating criteria of this program.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	The State of Kansas will distribute development resources in proportion to development needs in the state. In general, the Kansas Department of Commerce (Commerce), the Kansas Housing Resources Corporation (KHRC), and the Kansas Department of Health and Environment (KDHE) will approve funding for development projects which satisfy one or more of the following criteria: 1. Community Need, 2. Community Effort, 3. Resident Need, 4. Resident Risk, 5. Preventive Action.



<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The State of Kansas will distribute development resources in proportion to development needs in the state. In general, the Kansas Department of Commerce (Commerce) will approve funding for development projects which satisfy one or more of the following criteria: 1. Community Need, 2. Community Effort, 3. Resident Need, 4. Resident Risk, 5. Preventive Action. Applicants can access application manuals and other resources at: <a href="http://www.kansascommerce.com/index.aspx?NID=127">http://www.kansascommerce.com/index.aspx?NID=127</a></p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	It is estimated that from 25% to 55% of CDBG funds will be expended on water and sewer facilities in any given year, depending on the level of need for public facilities during the five-year period. The project grant amount is limited to \$2,000 per beneficiary up to a maximum of \$700,000.
	<b>Describe threshold factors and grant size limits.</b>	See above.

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>Under the Consolidated Plan, the State will fund single activity projects that address community and business needs in Kansas. These projects are separated into single activity or purpose projects that attempt to address the needs of the communities in Kansas. The CDBG program is divided into seven single activity programs. The programs are: Housing, Economic Development, Kan Step, Community Facilities, Water/Wastewater, Downtown Commercial Rehabilitation, and Urgent Need. Each program has its own application and application due date.</p> <p>The Business and Community Development Division continually reviews its operations to best serve the needs of Kansas communities. In cooperation with other funding agencies, the Kansas Interagency Advisory Committee (KIAC) was established to provide better guidance and direction for communities seeking funding for water and sewer projects. The committee includes representatives from the CDBG Program, Kansas Department of Health &amp; Environment, and USDA Rural Development. The committee holds meetings six times per year to hear presentations from communities and their engineering consultants concerning their proposed water or sewer projects. This allows the agencies to ask questions and make recommendations before the applications are formulated and submitted.</p> <p>CDBG Staff also participates in the Public Water Supply Coordinating Committee, which seeks to promote more efficient use of funding dollars by encouraging regional solutions to water issues rather than having each small community operate their own treatment and supply system. In addition to the funding agencies that comprise KIAC, it also includes the Kansas Department of Agriculture, the Kansas Rural Water Association, the Kansas Water Office, the Kansas Municipal Utilities Association, and WSU Environmental Finance Center.</p>
2	<b>State Program Name:</b>	b. Housing Rehabilitation
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	Housing rehabilitation was consistently identified by communities as a key need within the respective regions of Kansas.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>The State of Kansas will distribute development resources in proportion to development needs in the state. In general, the Kansas Department of Commerce will approve funding for development projects which satisfy one or more of the following criteria: 1. Community Need, 2. Community Effort, 3. Resident Need, 4. Resident Risk, 5. Preventive Action, 6. Target Area Impact. Applicants can access application manuals and other resources at:  <a href="http://www.kansascommerce.com/index.aspx?NID=127">http://www.kansascommerce.com/index.aspx?NID=127</a></p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Applicants can access application manuals and other resources at:  <a href="http://www.kansascommerce.com/index.aspx?NID=127">http://www.kansascommerce.com/index.aspx?NID=127</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	See above.
	<b>Describe threshold factors and grant size limits.</b>	The maximum grant is \$300,000.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	To increase the quality of affordable housing.
<b>3</b>	<b>State Program Name:</b>	c. Small Town Environment Program: KAN STEP
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The State had set aside up to 15% of the available funds to offer a volunteer, self-help means of financing community improvement projects limited to water and public or nonprofit buildings. The Kansas Small Towns Environment Program (KAN STEP) is designed to help Kansas communities with an acknowledged community improvement problem in water or public building areas, solve that problem through sweat equity and volunteerism at the local level. This program is aimed at smaller, underserved communities in the State. The funds help to offset the large initial capital cost of infrastructure type programs.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>KAN STEP provides direction, technical assistance, guidance, and support to help make it happen. There was one application round on February 15, 2017, for the 2017 program.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>See above.</p>



<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	The maximum grant amount is \$2,000 per beneficiary up to a maximum of \$300,000. In order to qualify for the program, the project must document a 35% cost saving by using volunteer labor.
	<b>Describe threshold factors and grant size limits.</b>	See above.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	To help Kansas communities with an acknowledged community improvement problem in water or public building areas, solve that problem through sweat equity and volunteerism at the local level. The KAN STEP program has been suspended in 2018 due to lack of applicants.
4	<b>State Program Name:</b>	d. Community Facilities
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	Projects may consist of, but are not limited to, improvements in fire protection, bridges, community and senior centers, health facilities, streets, architectural barrier removal, natural gas systems, electrical systems, public service activities, and nonprofit entities. These grants are awarded on a competitive basis once per year.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>See above.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>See above.  <a href="http://www.kansascommerce.com/cdbg">www.kansascommerce.com/cdbg</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	<p>The project grant amount is limited to \$2,000 per beneficiary up to a maximum of \$700,000.</p> <p>It is estimated that from 15% to 45% of CDBG funds will be expended on community facilities in any given year, depending on the level of need for public facilities during the five-year period.</p>
	<b>Describe threshold factors and grant size limits.</b>	See above.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	To provide CDBG funds for improvements in fire protection, bridges, community and senior centers, health facilities, streets, architectural barrier removal, natural gas systems, electrical systems, public service activities, and nonprofit entities.
5	<b>State Program Name:</b>	e. Urgent Need
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	Project activities must address an urgent need resulting from a sudden and severe natural or other disaster that has created conditions that pose a serious and immediate threat to the health or welfare of the community. Awards will be made to address only the solution to the immediate problem and not necessarily the long-term solution. The conditions must have become urgent within six months following the event. Applications are accepted on an as-needed basis at a maximum amount of \$400,000 per grant. CDBG Staff attends Kansas Hazard Mitigation Team meetings on a quarterly basis in which team members discuss hazard mitigation coordination and available resources, including any recent state disasters.

<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	Applications are accepted on an as-needed basis at a maximum amount of \$400,000 per grant.
<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	See above.



<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	Applications are accepted on an as-needed basis at a maximum amount of \$400,000 per grant.
	<b>Describe threshold factors and grant size limits.</b>	The maximum grant amount is \$400,000.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	To address an urgent need resulting from a sudden and severe natural or other disaster that has created conditions that pose a serious and immediate threat to the health or welfare of the community.
6	<b>State Program Name:</b>	f. State Administration and Technical Assistance
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The State will use no more than \$100,000 plus three percent of the total CDBG grant amount, program income, and revolving loan funds for State administration and technical assistance of the program. Not more than 20 percent of the total CDBG grant may be used for administrative, planning, and/or technical assistance combined costs from both State and local levels.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p><a href="http://www.kansascommerce.com/cdbg">www.kansascommerce.com/cdbg</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	
	<b>Describe threshold factors and grant size limits.</b>	

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Same as above.
<b>7</b>	<b>State Program Name:</b>	g. Economic Development
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	Economic Development funds may be used by a local unit of government to provide infrastructure or business financing assistance for a new business locating in or an existing business expanding in, a community. The local government may choose to offer assistance to an existing local firm attempting to remain in business.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>See above.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Technical assistance is available from the State during preparation of the application to ensure that the application will meet threshold requirements.</p> <p><a href="http://www.kansascommerce.com/cdbg">www.kansascommerce.com/cdbg</a></p>



<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>See below.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Funds are available for FY 2017 and FY 2018 through an open window process starting on January 1 and closing on December 10. The maximum amount that can be applied for is \$750,000, and the minimum amount is \$25,000. Projects must meet the public benefit test of at least 1 full-time job for up to \$35,000 of assistance. All projects must meet the low-and-moderate income job creation/job retention national objective. Funds for Economic Development will come from Program Income.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Provide CDBG ED funds to a local unit of government to provide infrastructure or business financing assistance for a new business locating in or an existing business expanding in a community. The local government may choose to offer assistance to an existing local firm attempting to remain in business. Projects must meet the public benefit test of at least 1 full-time job per \$35,000 of assistance. Funds for Economic Development projects will come from Program Income.
8	<b>State Program Name:</b>	h. Downtown Commercial Rehabilitation
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The purpose of the program is to help communities improve the quality of their downtown commercial districts by assisting private property owners in the rehabilitation of blighted buildings. All projects must meet the slum and blight national objective. There is one competitive round per year. This will change for FY 2018 to an open window from January 1st to December 10th.

<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<p>The State of Kansas will distribute development resources in proportion to development needs in the state. In general, the Kansas Department of Commerce will approve funding for development projects which satisfy one or more of the following criteria: 1. Community Need, 2. Community Effort, 3. Resident Need, 4. Resident Risk, 5. Preventive Action. Applicants can access application manuals and other resources at: <a href="http://www.kansascommerce.com/index.aspx?NID=127">http://www.kansascommerce.com/index.aspx?NID=127</a></p>
<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	<p>See above.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	
	<b>Describe threshold factors and grant size limits.</b>	See above.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	The CDBG program hopes to rehabilitate five downtown buildings that will house five viable businesses in the downtown district. Funds for Downtown Commercial Rehabilitation will come from Program Income.
9	<b>State Program Name:</b>	i. First Time Homebuyers
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	The First Time Homebuyers program will be administered in partnership with approved lending institutions. The State will enter into written agreements with lenders to provide leveraging of the funds allotted to the program. The State has established a lender's consortium that will provide first mortgage home loans to leverage First Time Homebuyers down payment assistance. The applicants can find a list of lenders by county served on our website: <a href="http://www.kshousingcorp.org">www.kshousingcorp.org</a> .

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Assisted households must meet HUD's definition of low-income, with household income at or below 80% of area median gross income (AMGI) as published annually by HUD. They must qualify as first time homebuyers as defined in 24CFR Part 92, and agree to occupy the home purchased as their principal residence for the required affordability period.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	



<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	Funds are distributed to eligible applicants on a first-come, first-served basis, until allocated funds are depleted.
	<b>Describe threshold factors and grant size limits.</b>	For FTHB, up to 20 percent of the purchase price of the home may be provided to an approved buyer at closing to assist with down payment, closing costs, and legal fees. Households must pay no more than 30% of their income towards their housing, and no less than 20%.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
10	<b>State Program Name:</b>	j. Tenant Based Rental Assistance
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	TBRA funding will be allocated under written agreement to local jurisdictions and non-profits that apply as third-party program administrators, referred to as sub-recipients, on a competitive basis, after meeting organizational capacity and threshold requirements for administering a rental assistance program in their communities. Funding is distributed monthly through direct deposit to sub-recipient agencies. Rental assistance is paid month by month by the sub-recipient directly to the landlord and/or the local utility (electric, gas, water) provider.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>There are four application ratings criteria for the program: Project Need (300 Points); Project Impact (300 Points); Capacity (100 Points); and Non-local HOME PJ (50 Points).</p> <p>Project Need relates to special populations addressed in the application, such as the homeless, involuntarily displaced, etc. Points are awarded for those paying more than 30 percent of income for rent, more than 50 percent of income for rent, the number of homeless persons identified in the application, the number of identified single parent households, poverty levels to be targeted, length of the agency's waiting list, special population needs, and overall community need. Project Impact relates to the measures of success in relationship to self-sufficiency and the degree of community impact on identified needs. Capacity relates to the ability and experience to operate and maintain a rental subsidy program. Non-local HOME PJ relates to local jurisdictions that do not receive a direct allocation of HOME funds.</p> <p>Eligibility for the program is based on income. Consistent with 24CFR Part 92, families assisted must be at 60 percent or below the area median income. Sub-recipients may establish Tenant Based Rental Assistance (TBRA) preferences, such as those for persons with disabilities, the elderly, very low income, and homeless Kansans. Housing Authorities, non-profit agencies, and others may apply for funding.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	Funds will be distributed, on a competitive basis, after thresholds have been met and applicants have demonstrated organizational capacity to deliver a federally funded rental assistance program. KHRC notifies previous TBRA grantees when the application is available. Additionally, the application is available on the website at least 60 days before the due date: <a href="http://www.kshousingcorp.org">www.kshousingcorp.org</a>
	<b>Describe threshold factors and grant size limits.</b>	Grant applications may not exceed \$300,000. An allowance for administrative costs is added to the total awarded the sub-recipient.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
<b>11</b>	<b>State Program Name:</b>	k. HOME Rental Development
	<b>Funding Sources:</b>	HOME

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>Eligible activities under the HOME Rental Development Program (HOME Rental) will be acquisition and/or rehabilitation of existing rental housing and new construction of rental housing. In compliance with 24CFR Part 92, HOME-assisted rental units will be subject to rent and income restrictions contained in that statute. KHRC will provide a competitive advantage to applications for funding which commit to income and rent targeting at lower levels than required by statute.</p> <p>KHRC will fund rental development activities which support the objectives of the HOME program to provide affordable housing to lower income households by expanding and maintaining the supply of decent, safe, sanitary, accessible, and affordable rental housing, expanding the capacity of non-profit housing providers, strengthening the ability of state and local governments to provide housing, and leveraging private sector participation. To satisfy the Community Housing Development Organization (CHDO) set-aside requirements of the HOME program, KHRC shall reserve at least 15% of the total HOME allocation for CHDOs acting as owner, developer, or sponsor of a housing development.</p> <p>KHRC may also allocate no more than five percent of the total HOME allocation for eligible CHDO operating expenses. The amount awarded is entirely at the discretion of the KHRC, and subject to 24 CFR, Part 92. Funds from this pool that are not utilized for CHDO operating expenses may be used for other HOME-eligible activities.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>A formal system will be used to evaluate, select, and fund applications for loans. The selection criteria are designed to facilitate an objective assessment of need for the proposed housing, the applicant's capacity to develop and manage affordable housing, and the specific characteristics of the proposed activity (including but not limited to location and site planning, building design and construction, affordability, cost reasonableness, and financial sustainability). When the application becomes available it will be posted on KHRC's website: <a href="http://www.kshousingcorp.org">www.kshousingcorp.org</a>, and reasonable attempts will be made to notify active Community Housing Development Organizations of its availability. The application dates and review period will coincide with those of KHRC's Low Income Housing Tax Credit (LIHTC) and National Housing Trust Fund (HTF) application rounds, in order to facilitate the combining and leveraging of those resources to develop affordable housing.</p> <p>Applicants will be evaluated for the capacity and experience necessary to build and manage a successful project, and the ability to ensure viability over the statutory affordability period.</p> <p>Applications will be scored on the following criteria:</p> <ol style="list-style-type: none"> <li>1) Location and need for the housing</li> <li>2) Development characteristics</li> <li>3) Applicant Qualifications</li> <li>4) Proposed tenant population characteristics, and</li> <li>5) Sustainability and Financial Viability.</li> </ol> <p>Specific scoring numbers and criteria are subject to adjustment, and will be published along with the funding application and application guidelines.</p> <p>The applicant must be a Community Housing Development Organization (CHDO), or a partnership (LP or LLC) of which a CHDO is a managing member or partner. The applicant must have the experience and capacity to carry out any activity proposed to use HOME funds.</p> <p>Projects will be selected for geographic diversity including urban and rural communities across the state.</p>
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	<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	
	<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	

	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The application process for HOME rental housing development funds is competitive. See above process for details.</p>

<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Before an application is scored and ranked, it must meet threshold requirements for the program:</p> <ol style="list-style-type: none"> <li>1. The application must be for a qualified residential rental development that meets the HOME Program requirements at 24 CFR Part 92, as amended;</li> <li>2. The development must meet the low-income housing priorities as identified in the applicable state or local Consolidated Plan;</li> <li>3. The development is ready to proceed as documented by: <ul style="list-style-type: none"> <li>• Evidence of appropriate site control;</li> <li>• Zoning approval or application for zoning approval with a letter from the zoning administrator citing that the zoning request is consistent with the local plan or that the local plan could be changed to be consistent with the zoning request;</li> <li>• Evidence of availability of adequate utilities at the site;</li> <li>• Commitment letters for all sources of financing;</li> </ul> </li> <li>4. Rural Development (RD) Form AD 622 commitment, if applicable;</li> <li>5. Applicants for HOME CHDO Set-Aside funds must meet the following criteria: <ul style="list-style-type: none"> <li>• The applicant must be a Community Housing Development Organization (CHDO) certified as such by the Kansas Housing Resources Corporation.</li> <li>• The CHDO must have the capacity to Own, Develop, or Sponsor affordable rental housing, as appropriate to the application, and as defined at 24 CFR 92.300.</li> </ul> </li> <li>6. A complete application - any application that is not complete may be automatically rejected.</li> </ol> <p>Grant awards will not exceed \$500,000.</p>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
<b>12</b>	<b>State Program Name:</b>	I. Housing Trust Fund
	<b>Funding Sources:</b>	HTF

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>Distribution of Funds:</p> <p>KHRC will not distribute HTF funds through local jurisdiction subgrantees.</p> <p>HTF funds will be distributed statewide, including HOME and CDBG Entitlement Communities to eligible recipients whose applications address the criteria outlined in this allocation plan as well as priority housing needs as identified in the state’s Consolidated Plan.</p> <p>HTF funds will be offered as a loan, with payments deferred for the duration of the statutory affordability period, provided the activity is completed per the written agreement, and remains compliant with the terms of both the statute and written agreement for the duration of that affordability period.</p> <p>Eligible activities under Housing Trust Fund (HTF) are acquisition and/or rehabilitation of existing rental housing and new construction of rental housing. In compliance with 24CFR Part 93, HTF-assisted rental units will be subject to rent and income restrictions contained in that statute for a minimum of 30 years. KHRC will provide a competitive advantage to applications for funding which demonstrate project sustainability well beyond the statutory 30 year affordability period.</p> <p>KHRC will fund rental development activities which support the objectives of the HTF program to provide affordable housing to extremely-low-income households by expanding and maintaining the supply of decent, safe, sanitary, accessible, and affordable rental housing and leveraging private sector participation.</p> <p>KHRC may also allocate no more than one third of the total HTF allocation for eligible operating cost assistance and reserves in accordance with 24 CFR 93.201(e). The amount awarded is entirely at the discretion of the KHRC, and subject to the project underwriting requirements contained in the statute.</p> <p>When the application becomes available, it is posted on our website: <a href="http://www.kshousingcorp.org">www.kshousingcorp.org</a>. The application also coincides with the tax credit and HOME rental development application rounds.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Applicants will be evaluated for the capacity and experience necessary to build and manage a successful project, and the ability to ensure viability over the statutory affordability period.</p> <p>The applicant must be a for-profit or non-profit developer with the experience and capacity to carry out any activity proposed to use HTF funds.</p> <p>Eligible applicants will include for-profit and non-profit developers and public housing agencies (but may not be used for public housing except as described at 24 CFR 93.203). HTF funds will <i>not</i> be distributed through grants to subgrantees, including state or local units of government.</p> <p>A formal system will be used to evaluate, select, and fund applications for loans. The selection criteria are designed to facilitate an objective assessment of need for the proposed housing, the applicant's capacity to develop and manage affordable housing, and the specific characteristics of the proposed activity (including but not limited to location and site planning, building design and construction, affordability, cost reasonableness, and financial sustainability). When the application becomes available it will be posted on KHRC's website: <a href="http://www.kshousingcorp.org">www.kshousingcorp.org</a>, and reasonable attempts will be made to notify potential applicants of its availability. The application dates and review period will coincide with those of KHRC's Low Income Housing Tax Credit (LIHTC) and HOME Rental Development application rounds, in order to facilitate the combining and leveraging of those resources to develop affordable housing.</p> <ol style="list-style-type: none"> <li>1. Projects will be selected for geographic diversity including urban and rural communities across the state.</li> <li>2. Applications will be evaluated for local need. Geographic priorities will be communities (cities, counties, geographic regions, neighborhoods) with significantly higher rates of poverty or shortage of housing for Extremely Low Income (ELI) households compared to other locations.</li> <li>3. Applications will receive consideration only if it can be demonstrated to be financially viable, at a minimum, throughout the 30-year affordability period. Applications will be evaluated and prioritized for sustainability beyond that minimum threshold, including through the availability of project based rental assistance.</li> </ol>
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		4. Applications will be scored based on the applicant's ability to obligate HTF funds and undertake the project in a timely manner, as evidenced by current and past performance, commitment of other funding sources, site control, local support, development capacity, etc.
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<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>(Continued from above as there is not enough space to complete the question)</p> <ol style="list-style-type: none"> <li>1. Above</li> <li>2. Above</li> <li>3. Above</li> <li>4. Above</li> <li>5. Applications which include a long term commitment for project based rental assistance will be prioritized for the ability to maintain positive cash flow while keeping rents affordable to ELI households.</li> <li>6. Applications may provide housing for specific subpopulations that are understood to have a higher rate of household poverty (such as elderly, disabled, victims of domestic abuse, persons aging out of foster care or transitioning from institutions, homeless families and individuals, etc.), or if they integrate extremely low income households into more economically diverse neighborhoods or housing developments. HTF activities may limit beneficiaries or provide preferences to specific populations with extremely low income as allowed by the HTF Interim Rule at 24 CFR 93.303(d)(3). Consistent with the Kansas Annual Action Plan AP-30, proposed HTF projects may provide limitations or preferences for elderly, households covered by the Housing for Older Persons Act (HOPA), disabled, victims of domestic abuse, persons aging out of the foster care system or transitioning from institutions, and homeless families or individuals; provided those preferences do not violate the nondiscrimination requirements at 24 CFR 93.350. The tenant protections enumerated at 24 CFR 93.303 apply to all HTF-assisted housing regardless of beneficiary limitations or preference, or other program requirements.</li> <li>7. Applications will be prioritized based on the extent to which a project is located near essential services, transportation, and supportive services necessary for the health and independence of the target population, and the extent to which there is a commitment from the applicant or associated entities to provide supportive services. Acceptance of supportive</li> </ol>
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		<p>services cannot, however, be a requirement for occupancy of an HTF assisted unit, nor can refusal of services be grounds for termination or non-renewal of a lease.</p> <p>8. Applications will be evaluated based on the extent to which other resources are leveraged, from both federal and non-federal sources. Priority will be given to projects that successfully leverage non-federal sources of funds to create a sustainable project.</p>
	<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available</b></p> <p><b>to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>HTF funds will be used exclusively for rental housing development, including new construction, acquisition and/or rehabilitation. No more than one-third of the annual allocation may be used for operating deficit assistance. Up to 10% of the total allocation will be used for eligible administrative and planning costs. The application process for HTF rental housing development funds is competitive among eligible recipients.</p>
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<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Before an application is scored and ranked, it must meet threshold requirements for the program:</p> <ol style="list-style-type: none"> <li>1. The application must be for a qualified residential rental development that meets the HTF Program requirements at 24 CFR Part 93;</li> <li>2. The development must meet the extremely-low-income housing priorities as identified in the applicable state or local Consolidated Plan;</li> <li>3. KHRC will consider applications from eligible recipients as follows: Recipients, as defined at 24 CFR 92.2, are organizations, agencies or other entities (for-profit or non-profit) that receive HTF funds to undertake an eligible project. HTF funds will not be subgranted by KHRC to units of local government.</li> <li>4. The development is ready to proceed as documented by: <ul style="list-style-type: none"> <li>• Evidence of appropriate site control;</li> <li>• Zoning approval or application for zoning approval with a letter from the zoning administrator citing that the zoning request is consistent with the local plan or that the local plan could be changed to be consistent with the zoning request;</li> <li>• Evidence of availability of adequate utilities at the site;</li> <li>• Commitment letters for all sources of financing;</li> </ul> </li> <li>5. A complete application - any application that is not complete may be automatically rejected;</li> <li>6. Awards will be limited to an amount not to exceed the per unit subsidy limit for the number of HTF assisted units identified in the application and are subject to underwriting and subsidy layering review. Depending on the number and quality of applications received, and the amount requested, if uncommitted funds remain after the initial application round, KHRC may consider increasing the amount of some awards in exchange for additional units or deeper rent targeting; or may elect to hold a second round of competitive applications.</li> </ol>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	A goal of 15 HTF assisted rental units will be acquired, rehabilitated or constructed for households with extremely low income (ELI).
13	<b>State Program Name:</b>	m. Emergency Solutions Grant Program
	<b>Funding Sources:</b>	ESG
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>Kansas Housing Resources Corporation (KHRC) administers the Emergency Solutions Grant (ESG) for the State to address homelessness. ESG is allocated to the state through a formula-funded program by the Department of Housing and Urban Development.</p> <p>KHRC will use ESG funds for street outreach, emergency shelters, homelessness prevention, rapid re-housing, HMIS, and administrative activities. These activities will be targeted to households that are literally homeless or at imminent risk of homelessness whose income is 0-30% of Area Median Family Income and to individuals and families that are in the following at risk homeless categories: Chronically homeless, HIV/AIDS, elderly, veterans, mental health, youth, domestic violence victims and substance abuse.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>KHRC is awarded these funds annually and makes them available for application to local units of government of non ESG entitlement communities of Kansas. As part of their application, local units of government allocate funds for specific activities to private nonprofit organizations that provide services to the homeless in their community. A recipient nonprofit organization must be tax exempt under Section 501 (c) (3) of the Internal Revenue Code and must have an acceptable accounting system, have a voluntary board, and practice non-discrimination in hiring practices and the provision of services.</p> <p>ESG funds must be matched dollar-for-dollar by the local recipient. KHRC will require all sub recipients to make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub-recipient must identify the source of match at the time of applying for ESG. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources.</p> <p>The ESG regulations provide that up to 7.5% of a grantee's funds may be spent for administering the grant. KHRC will pass on 2.5% of this allocation to local units of government.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>KHRC will utilize the application process for the Emergency Solutions Grant (ESG) program. KHRC will sub-grant ESG funds to cities and counties in non- ESG entitlement funded areas. KHRC recognizes the importance of individual cities and counties to identify sub-recipients and coordinate the specific services outlined in ESG for their individual jurisdictions. KHRC will also accept applications and provide direct funding to agencies and organizations that serve at-risk homeless populations and are capable of providing ESG services on a statewide level for that at risk homeless population.</p> <p>KHRC will announce the Notice Of Funding Availability (NOFA) for the ESG funds and begin to accept and receive applications as described above. Depending on when HUD signs the grant agreement, deadlines for receipt of applications will be established. An Application Review Committee will rank applications received in response to the NOFA. The scoring criteria will include a project description, identified need, coordination of potential local homeless assistance and housing programs, past performance and administrative capacity.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	Funds are made available annually to local units of government, who in turn distribute them to agencies in their community that assist the homeless.
	<b>Describe threshold factors and grant size limits.</b>	Rehabilitation funds have a three or ten year use requirement depending on the amount of funds invested in the shelter. No more that 60% of the total ESG funds may be used for emergency shelter and street outreach activities. The remaining funds will be used for the Homeless Prevention, Rapid Re-Housing and HMIS activities.



	<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>The State of Kansas supports a continuum of care approach among State ESG recipients. KHRC collaborates on a recurring basis with the Balance of State CoC (BoS CoC) and the Johnson County CoC. All funds from the State's ESG funding are made available to the non-ESG entitlement continuums. Continuum of Care components include affordable, accessible, and integrated permanent housing and homeless services that enable individuals and families to reach the maximum degree of self-sufficiency possible. In reviewing ESG applications, the State relies on local units of government to determine what their communities' unique homeless needs may be, and how the ESG program can assist with those needs. This approach allows local jurisdictions to determine their own priorities and needs in addressing homelessness in their communities.</p> <p>Performance standards will be established and continue to evolve over the next few years as the ESG Interim Rule is implemented and as ESG program outcomes are determined through the evaluation of Homeless Management Information System (HMIS) data and through integration of ESG services into their local continuum of care.</p>
14	<b>State Program Name:</b>	n. HOPWA
	<b>Funding Sources:</b>	HOPWA
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The Kansas Department of Health and Environment (KDHE) manages the Housing Opportunities for Persons with AIDS (HOPWA) program to ensure affordable housing and prevent homelessness among HIV positive individuals and their families.</p> <p>HOPWA funding provides housing assistance and related supportive services to develop community-wide strategies and form partnerships with area nonprofit organizations. HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs. Ongoing analysis of quality of life through surveys and Steering Committee recommendations indicate the highest priority of need based on reduced funding will be for long-term tenant-based rental assistance (TBRA) and permanent housing placement.</p>

	<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>See above and below.</p>
	<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>The HOPWA funding will be distributed to landlords, mortgagors, utility providers and individual clients through the Ryan White CARE case management system. This system consists of 10 case management sites funded by the Health Resources and Services Administration (HRSA), Ryan White CARE Act, Part B.</p> <p>The University of Kansas, School of Medicine-Wichita, Medical Practice Association (UKSM-W MPA), is the program sponsor for the Kansas HOPWA Program. In 1993, the UKSM-W MPA received federal funding to administer a statewide Ryan White, Part C, CARE Act program under the medical direction of Dr. Donna E. Sweet. The UKSM-W MPA HIV program provides primary care for 60 percent of the clients in the Kansas Ryan White Part B program and over 80 percent of clients in Western, South Central, and Southeast Kansas.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>As stated above, the HOPWA funding will be distributed to landlords, mortgagors, utility providers and individual clients through the Ryan White CARE case management system. This system consists of 7 case management sites funded by the Health Resources and Services Administration (HRSA), Ryan White CARE Act, Part B.</p> <p>The UKSM-W MPA HIV program will administer the payment of HOPWA housing assistance and other requests for assistance submitted through the Ryan White case management system.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The service area for HOPWA formula and competitive funding includes all Kansas counties except Leavenworth, Wyandotte, Johnson, Miami, Franklin, and Lynn. Kansas counties in the Kansas City metropolitan area receive HOPWA formula funding through the City of Kansas City, Missouri. The Kansas service area is classified as rural. HOPWA formula and competitive funding has provided statewide housing resources for persons living with HIV/AIDS in Kansas, beginning with direct services in the fall of 2003.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	
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**Discussion:**

The above methods of distribution will be followed for each activity, as described.

## AP-35 Projects – (Optional)

### Introduction:

The projects within this plan will support the three overarching objectives identified in our 2014 - 2018 Consolidated Plan:

- Providing decent affordable housing
- Creating suitable living environments
- Creating economic opportunities

And the activities funded will support at least one objective and one outcome:

- Provide decent, affordable housing
- Provide a suitable living environment
- Expand economic opportunities
- Increase homeownership
- End chronic homelessness

#	Project Name
1	2018 HOME FTHB
2	2018 HOME TBRA
3	2018 HOME RECAP HP
4	2018 HOME Rental
5	2018 HTF
6	2018 HOPWA - MPA
7	HESG 18 KANSAS HOUSING RESOURCES CORP
8	2018 State Revolving Loan Fund
9	2018 CDBG Regular Money
10	2018 Local Revolving Loan Fund

**Table 9 – Project Information**

### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

State funding is allocated in such a way as to address areas of greatest need and the needs determined by communities through their public participation processes. Obstacles to addressing underserved needs relate to capacity and funding limitations.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	2018 HOME FTHB
	<b>Target Area</b>	
	<b>Goals Supported</b>	First-Time Homebuyers
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	:
	<b>Description</b>	First Time Homebuyer
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
2	<b>Project Name</b>	2018 HOME TBRA
	<b>Target Area</b>	
	<b>Goals Supported</b>	Tenant Based Rental Assistance (TBRA)
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	:
	<b>Description</b>	Tenant Based Rental Assistance
	<b>Target Date</b>	



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	2018 HOME RECAP HP
	<b>Target Area</b>	
	<b>Goals Supported</b>	First-Time Homebuyers
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	:
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>4</b>	<b>Project Name</b>	2018 HOME Rental
	<b>Target Area</b>	
	<b>Goals Supported</b>	HOME Rental Development
	<b>Needs Addressed</b>	
	<b>Funding</b>	:
	<b>Description</b>	
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>5</b>	<b>Project Name</b>	2018 HTF
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	:
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>6</b>	<b>Project Name</b>	2018 HOPWA - MPA
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Opportunities for Persons with AIDS(HOPWA)
	<b>Needs Addressed</b>	Housing Opportunities for Persons with AIDS
	<b>Funding</b>	:
	<b>Description</b>	

	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>7</b>	<b>Project Name</b>	HESG 18 KANSAS HOUSING RESOURCES CORP
	<b>Target Area</b>	
	<b>Goals Supported</b>	Emergency Solutions Grant (ESG) Program
	<b>Needs Addressed</b>	Housing Opportunities for Persons with AIDS
	<b>Funding</b>	:
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>8</b>	<b>Project Name</b>	2018 State Revolving Loan Fund
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Economic Development Downtown Commercial Rehabilitation
	<b>Funding</b>	CDBG: \$500,000

	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
9	<b>Project Name</b>	2018 CDBG Regular Money
	<b>Target Area</b>	
	<b>Goals Supported</b>	Water and Sewer Improvements Increase the quality of affordable housing: CDBG Community Facilities Urgent Need State Administration and Technical Assistance
	<b>Needs Addressed</b>	Water and Sewer Improvements Affordable Housing Community Facility Improvements
	<b>Funding</b>	CDBG: \$13,000,000
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	2018 Local Revolving Loan Fund

<b>10</b>	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	



**AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)**

**Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?**

No

**Available Grant Amounts**

**Acceptance process of applications**

## **AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)**

**Will the state allow units of general local government to carry out community revitalization strategies?**

No

### **State's Process and Criteria for approving local government revitalization strategies**

The State of Kansas has not chosen to target particular geographical areas for special assistance under their Programs. Rather, all non-entitlement communities are allowed to submit applications in one of the outlined funding categories on a competitive basis. Thus, Kansas has not authorized or approved any local government revitalization strategies.



## **AP-50 Geographic Distribution – 91.320(f)**

### **Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed**

The State of Kansas has chosen not to target particular geographical areas for special assistance. Rather, Kansas allows all the non-entitlement communities to submit applications in our funding categories on a competitive basis. The Housing Trust Fund is available statewide, on a competitive basis. See below for further discussion.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The State of Kansas will distribute development resources in proportion to development needs. In general, the Kansas Department of Commerce (Commerce), the Kansas Housing Resources Corporation (KHRC), and the Kansas Department of Health and Environment (KDHE) will approve funding for development projects which satisfy one or more of the following criteria: (1) Community Need, (2) Community Effort, (3) Resident Need, (4) Resident Risk, and (5) Preventive Action.

Kansas is served by an incomplete system of service providers across the State. However, the majority of the service providers are located in the areas where need has been shown to be the greatest according to the Census data available and other economic indicators.

The rating system for the highest priority needs listed above includes points for those applications demonstrating the highest percentage of low- moderate-income persons. It is through this means that the geographic priorities are established for the CDBG program funds that will be awarded where the greatest need exists.

### **Discussion**

The Housing Trust Fund applications will be evaluated for local need. Geographic priorities will be communities (cities, counties, geographic regions, neighborhoods) with significantly higher rates of poverty or shortage of housing for Extremely Low Income (ELI) households compared to other locations. A market study is recommended, and is required for projects of 12 or more units. For consistency of information, the American Factfinder “Community Facts” feature on the U.S. Census website will be

used to measure these factors. <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

1. Applications will receive higher scoring if located in a city or county with more than 20% of total people living below the poverty line. Applications will receive higher scoring if 30% or more of households in the community are paying gross rent equal to 35% or more of household income. Applications demonstrating a greater need for units affordable to ELI households, as supported by a market study or analysis will be prioritized over those which have lesser need or have not clearly documented the local market.

Age of local housing stock: Subject to housing need, above, applications will score higher in communities where more than 80% of local housing stock was built prior to 1980.

## Affordable Housing

### AP-55 Affordable Housing – 24 CFR 91.320(g)

#### Introduction:

The one year goals vary by program and the population to be served. Some of the data in the following tables may overlap due to some programs that assist households in addition to individuals. Those served by the Tenant Based Rental Assistance (TBRA) program, for instance, may be homeless receiving rental assistance, in addition to those receiving TBRA who aren't homeless but have special needs.

One Year Goals for the Number of Households to be Supported	
Homeless	3,445
Non-Homeless	284
Special-Needs	105
Total	3,834

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1,275
The Production of New Units	43
Rehab of Existing Units	389
Acquisition of Existing Units	84
Total	1,791

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion:

The above goals are reported on annually in the Consolidated Annual Performance Report (CAPER).

## **AP-60 Public Housing - 24 CFR 91.320(j)**

### **Introduction:**

The State will from time to time provide support and technical assistance to PHAs upon local request.

Specific financial assistance to PHAs under any of the Consolidated Plan formula grant programs will be considered as any other application competing for those funds, unless the administering State agency determines that both cause and authority exist to prioritize such funding under the current Consolidated Plan and the program's guidelines.

### **Actions planned during the next year to address the needs to public housing**

This Annual Plan is for a State grantee. No summary information is available on the actions planned for the multiple public housing authorities in Kansas.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

To encourage public housing residents to become more involved in homeownership, KHRC has begun sending emails to the PHAs regarding the First Time Homebuyer Program. KHRC will ask that they post the information in a common area for residents viewing.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

See above.

### **Discussion:**

## **AP-65 Homeless and Other Special Needs Activities – 91.320(h)**

### **Introduction**

The ESG program works diligently with the Balance of State CoC, and other CoCs, as well as with our state agency partners to better serve the needs of communities and homeless persons across the State.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

##### ESG

- *Emergency Shelters*
- *Street Outreach*
- *Homeless Prevention*
- *Rapid Re-housing*

The one year goal for ESG housing programs includes: In total 3,375 Households assisted, 250 homeless prevention cases, 1,000 households assisted with rent.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Kansas Balance of State Continuum of Care (BoS CoC) will continue to utilize Homeless Prevention Rapid Re-housing through the ESG Program and existing BoS CoC HUD funded projects to move individuals and families from homelessness to permanent housing. In 2016, seventeen BoS CoC grantees applied for renewal and there were three new applications (only one was awarded). The final award for the BoS CoC competition was \$2,594,677. The BoS CoC has a total of 911 emergency shelter beds. In the 2017 Point-In-Time Homeless (PIT) count a total of 1,037 people reported being literally homeless: Sheltered in Emergency Shelter Total Persons - 504, Sheltered in Transitional Housing Total Persons - 391, Unsheltered Total Persons - 142.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals**

**and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Kansas Balance of State Continuum of Care (BoS CoC) Coordinated Entry Committee (CEC) oversees the Coordinated Entry process to ensure that those who request or need assistance in all 8 regions are matched with appropriate housing and services. To standardize the process, the CEC developed and implemented policies and procedures including a policy for the 8 Regional Coordinated Entry Teams (RCET) to use the Vulnerability Index – Service Prioritization Assistance Tool (VI-SPDAT) along with policies that focus on client choice and safety. To date, all RCETs have been trained on the policies and procedures as well as on the VI-SPDAT. The RCETs include Continuum of Care (CoC), Emergency Solutions Grant (ESG), Projects for Assistance in Transition from Homelessness (PATH), and Supportive Services for Veterans Families (SSVF) funded organizations. This also includes community based organizations that serve at risk populations. The RCETs meet monthly as does the CEC to review the regional and BoS CoC master lists to ensure that clients are receiving the resources they need. Apart from Domestic Violence providers, the shared Homeless Management Information System is used to enter the VI-SPDAT data and generate the by-name master list for the BoS CoC, that can be sorted by region.

KHRC anticipates that the Housing Trust Fund (HTF) will create additional permanent rental housing opportunities for Extremely Low Income families, including homeless families.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Foster Care

Foster Care's Independent Living Coordinators have been educated on the CoC system and are now getting involved with Kansas's five CoC communities. Youths who leave the foster care system because they have attained 18 years of age are eligible to participate in Independent Living Services through the Chafee Foster Care Independence Program. This is a voluntary program and at age 18 young adults may choose not to participate. The program offers funds to help pay the costs of setting up a household,

such as rent and utility deposits, buying household goods, etc.

### Health Care

The State of Kansas is still in the development phase of establishing a protocol/policy preventing health care institutions from discharging patients into homelessness. The Kansas Department of Health and Environment, and its providers, follow State and federal regulations in relation to discharge planning; however, neither State nor federal regulations address the assurance that hospital patients will not be discharged into homelessness.

### Mental Health

The Kansas Department for Aging and Disability Services, which includes mental health and substance use disorder services, enacted a policy in 2006 that ensures to the maximum extent possible that all individuals who are discharged from State funded institutions or systems of care have housing options available in order to prevent their being discharged into homelessness. However, an individual can exercise his/her right to refuse treatment and/or aid with placement, therefore becoming homeless upon discharge.

### Corrections

Each prison under the Kansas Department of Corrections (KDOC) system has “release planners” that coordinate with inmates and parole officers to determine the most successful post-release residence for each individual. There are several determining factors and resource individuals involved in this process. KDOC takes a multi-discipline team approach. The release planning process begins 16 months before the inmate releases from prison.

### Housing Trust Fund

It is expected that the Housing Trust Fund will create new permanent rental housing opportunities for Extremely Low Income families, including homeless families.

## **Discussion**

The ESG program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

**AP-70 HOPWA Goals – 91.320(k)(4)**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	300
Tenant-based rental assistance	150
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	150
Total	600



## **AP-75 Barriers to affordable housing – 91.320(i)**

### **Introduction:**

The State's current Fair Housing Action Plan emphasizes activities that will increase knowledge of fair housing rights and reporting mechanisms among the general public, key service providers and policy makers. These include informing housing providers and consumers about fair housing rights and responsibilities, mandating State funded housing providers to promote fair housing choice and enlisting decision makers to advance the cause of fair housing.

Kansas Housing Resources Corporation (KHRC) coordinates and chairs the Kansas Fair Housing Taskforce. The Taskforce seeks to inform housing providers and consumers about fair housing rights and responsibilities, encourage State-funded housing providers to promote fair housing choice, and enlist decision-makers to advance the cause of fair housing.

This helps all Kansans to exercise the right to housing of choice and to raise a family or own a home in dignity and without fear of discrimination. Apartment dwellers and homeowners, property managers, real estate agents, interest groups, and individuals all benefit from the educational information and training workshops offered.

The Taskforce consists of representatives from Commerce, KHRC, KDHE and representatives from fair housing organizations across the State. The team meets occasionally to coordinate activities that will further fair housing choice in Kansas.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The activities of the Fair Housing Taskforce and its partners are split between those in which the Taskforce has a direct role, an indirect role, and a collaborative role.

#### **Direct Role:**

- Post the fair housing logo and message on agency websites. Include the Governor's Proclamation, Impediments to Fair Housing, Action Plan, and Fair Housing Team.
- Adopt architectural standards that promote accessible, adaptable, and universal design of housing. Encourage architects, builders, and developers to apply these standards to new construction, Housing Tax Credit, Private Activity Bond, HOME and HTF Rental Development projects, and encourage use where practical in housing rehabilitation and home ownership

projects. Conduct rental housing seminars, including fair housing components, through partnership with a statewide rental initiative. Recruit landlords, tenants, property managers, and realtors of private and public sector rental housing. Cover rental applications, screening, leases, security deposits, maintenance, crime prevention, and eviction.

- Include a fair housing component in all grantee, developer and property manager training.
- Use data from the U.S. Census and other sources to identify areas of minority concentration. Promote developments and activities that a) provide housing and services to those communities, b) provide opportunities for 'housing choice' to those communities, and c) affirmatively market programs and services to those communities.

#### Indirect Role

- Funding agencies are encouraged to require that grantees (local governments, private developers or owners, and nonprofit organizations receiving housing funds) create and maintain an Affirmative Fair Housing Marketing Plan identifying potentially underserved local populations and efforts to market to those constituencies; require that entities document a process to inform potential program participants of their fair housing rights, and of their avenues for appeal; and request that the entities complete and verify a minimum of one fair housing activity per year per loan or grant. Categories of fair housing activities include: Planning, Research and Development; Business and Finance; Information and Education; Complaints and Remedies.
- Provide regular training, technical assistance, and monitoring for housing grantees, developers and managers to ensure compliance with fair housing requirements. Incorporate fair housing information into grant management and program compliance training. Staff will complete, and submit, Fair Housing Tracking reports on all housing projects monitored.

#### Collaborative Role:

- Request the Governor, city mayors, and county commissioners issue fair housing month proclamations for each April (Fair Housing Month).
- Distribute fair housing information at professional and trade conferences. Attend events of local government officials, banking executives, real estate agents, landlord associations, community action agencies, independent living centers, or others.
- Present fair housing training and workshops, including educational courses or modules, to encourage proactive use of housing resources. Reach out to consumer and grass roots organizations, such as domestic violence shelters, job training centers, student associations, support groups, etc. Address topics of accessibility, predatory lending, local/state equivalency to

federal enforcement, hate crimes and other issues.

### **Discussion:**

Additionally, in section MA-40, Barriers to Affordable Housing, the State's 2014-2018 Kansas Consolidated Plan identifies the barriers to affordable housing as:

- Most housing and service providers feel that a significant share of fair housing violations in the State are unreported.
- This lack of reporting is largely due to lack of knowledge of fair housing rights and how to file complaints. Fear of retribution and apathy were also cited as reasons for not reporting. Many housing and service providers seemed to be unaware of protections by gender or family status.
- Current violations are most likely to impact persons with disabilities and, in Southwest Kansas, large Hispanic families. Violations may include refusal to make reasonable accommodations for persons with disabilities and refusal to rent on the basis of national origin or family size. Concentrated ownership of rental units in some parts of the State creates a dynamic where potential complainants are easily intimidated. Additionally, a survey found a lack of group homes in certain areas and a lack of accessible housing for people with disabilities.
- The most common protected classes for complaints were people with physical disabilities and national origin (note: this data is statewide, including entitlement areas).
- Predatory lending was seen as a concern. The most common forms of predatory lending were reported to be lenders making unaffordable loans, repeated inducements for refinancing so that lenders could earn points on transactions, and payday/title loans. A review of the data lead to three primary conclusions: Regardless of race, gender or income, the most common reason for loan denials is poor credit history, followed by debt-to-income ratios; African Americans and Hispanics have less success in applying for loans than other races. Native Americans have varying degrees of success compared to other races depending on income levels and loan types, and denial rates decline as incomes rise, but gender has no impact on loan approval or denial.

## **AP-85 Other Actions – 91.320(j)**

### **Introduction:**

In addition to the actions detailed in the previous sections, the state of Kansas will continue to address the other issues covered in the 2014 - 2018 Consolidated Plan, including the following:

### **Actions planned to address obstacles to meeting underserved needs**

The greatest obstacle to meeting the underserved needs in the State of Kansas, aside from lack of funding, is the lack of professional organizations and private providers of grant-writing and administrative capabilities in the areas needed. The majority of the 637 communities eligible for applying for funding in the CDBG program is under 1,000 in population and lacks the local capacity not only to administer the programs but also to seek out the available services and funds with which to address their problems. However, the CDBG program utilizes the assistance of 10 Regional Program Managers by the Kansas Department of Commerce to help locate and identify available services and resources.

### **Actions planned to foster and maintain affordable housing**

Kansas Housing Resources Corporation, Kansas Department of Commerce, and the local USDA Rural Development conduct quarterly interagency meetings to plan and review collaborative efforts related to housing. KHRC has also been placed on e-mail/ mailing lists for upcoming events held by Kansas African American Affairs Commission and Kansas Hispanic & Latino Affairs Commission.

### **Actions planned to reduce lead-based paint hazards**

The State will follow, and monitor grantees to ensure compliance with, the HUD lead-based paint regulations implementing Title X of the Housing and Community Development Act of 1992. These regulations cover the CDBG, HOME, ESG, and HOPWA programs, and identify the appropriate type of activity to control lead paint hazards, in projects using federal funds. The \$25,000 abatement threshold in Title X has not been adjusted since it was established, while construction/ rehabilitation costs have escalated. This precludes a number of homes from being rehabilitated because abatement costs make it financially unfeasible. The State will further comply with LBP regulations of the EPA and those enacted by the State of Kansas, including KDHE's licensing requirements for rehabilitation contractors.

KHRC will coordinate with KDHE for training, education and other resources related to lead based paint

hazards, and will require that grantees and sub grantees utilize staff and contractors that have the appropriate training and certification. KHRC is represented on the Healthy Homes Advisory Committee, a body organized and coordinated by KDHE and which meets quarterly to review current issues related to LBP.

### **Actions planned to reduce the number of poverty-level families**

The State developed an Economic Development Strategic Plan, released in 2011, to facilitate statewide economic development. The plan is based on a belief that State government has two fundamental roles to play in the process of economic development. First, it must establish a business environment that motivates as much risk-taking and competition as possible in the context of a level playing field. Second, it must steward taxpayer resources in the most effective manner possible; when the government strives to do its job well with as few resources as possible, it leaves more resources available for risk-taking and competition.

The State, in partnership with non-profit agencies and businesses, can influence the chances of moving families and individuals up and out of poverty by supporting local and regional efforts to improve family incomes.

State and regional projects and initiatives that will impact the employment and economic levels of employees and residents, such as infrastructure improvements to water and sewer systems, community facilities, and downtown commercial rehabilitation, will create a positive economic environment.

### **Actions planned to develop institutional structure**

The biggest gap in the institutional delivery system is the large territory that must be covered by a limited number of staff members. As discussed earlier, technical assistance and monitoring in the western part of the State is carried out by one field area representative of the Division. Of the 105 counties in the State of Kansas, this one employee is responsible for 57 of these counties. Population in the majority of these counties totals less than 5,000 persons each and the distance and time required to travel makes it a difficult situation. KHRC will continue to work with other State agencies and local communities to overcome the gaps in institutional structure.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Kansas Housing Resources Corporation (KHRC) continues to enhance collaboration and coordination with public and private housing and social service agencies, including local USDA Rural Development and the Kansas Department for Aging and Disability Services (disability services) and KDHE (Medicaid). KHRC will also cooperate with cities, counties, and regions of the State for the best locations for affordable

housing development using Low Income Housing Tax Credit (LIHTC), HTF, HOME, and the State Housing Trust Fund (SHTF).

**Discussion:**

The state will continue to form partnerships as other identified needs arise.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

#### Introduction:

The following identifies state revolving loan program income available for use for state CDBG funded activities.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	1,500,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>1,500,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

Kansas utilizes only the forms of investment included in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Federal Recapture (hereinafter "Recapture") provisions require that KHRC recoups all or a portion of the HOME assistance to the homebuyers if the housing subsidized does not continue to be the principal residence of the family for the duration of the period of affordability. The period of affordability is based upon the total amount of HOME funds subject to Recapture described in 24 CFR 92.254 (a)(5)(ii)(A)(5). For Note Holder, this period is ten (10) years for homebuyers assisted by the HOME Program. The HOME investment that is subject to Recapture is based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit.

If Borrower sells the property during the 10 year period of affordability, Note Holder shall calculate the Recapture amount using the *Reduction method*. Under this method, the terms of forgiveness shall be as follows:

Principal amounts of less than fifteen thousand dollars (\$15,000) shall be reduced by a pro rata monthly reduction of one-half (1/2) of the principal balance over a period of sixty (60) months and the remaining one-half (1/2) of principal shall be forgiven after one hundred twenty (120) months, *provided* all rules and regulations associated with the Program are complied with.

Principal amounts of fifteen thousand dollars (\$15,000) or greater shall be reduced on a pro rata monthly reduction for one-half (1/2) of the principal balance over a period of one hundred twenty (120) months and the remaining one-half (1/2) of principal shall be forgiven after one hundred twenty (120) months, *provided* that all rules and regulations associated with the Program are complied with.

However, should a property's appraised value be below the amount required for full repayment, or the property has been on the market for over 6 months without a contract, the *Shared Net Proceeds* method may be used. The net proceeds are the sales price minus loan repayment (other than HOME funds) and closing costs. The net proceeds may be divided proportionally as set forth in the



following mathematical formulas:

$$\text{HOME Investment} / (\text{HOME Investment} + \text{Homeowner investment}) = \text{HOME Percentage}$$

$$\text{Homeowner Investment} / (\text{HOME Investment} + \text{Homeowner investment}) = \text{Homeowner Percentage}$$

If the property goes into foreclosure or Borrower deeds the property in lieu of foreclosure, Note Holder shall calculate the Recapture amount using the *Shared Net Proceeds method*. Under this method, if there are no net proceeds or the net proceeds are insufficient to repay the HOME investment due, Note Holder will only Recapture the net proceeds, if any. The net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs. The net proceeds may be divided proportionally as set forth in the following mathematical formulas:

$$\text{HOME Investment} / (\text{HOME Investment} + \text{Homeowner investment}) = \text{HOME Percentage}$$

$$\text{Homeowner Investment} / (\text{HOME Investment} + \text{Homeowner investment}) = \text{Homeowner Percentage}$$

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

A period of affordability of units acquired with HOME funds will be followed per CFR 92.254(a)(4). The soft second mortgage will be forgiven over a 60 month period or 120 month period depending upon the level of assistance received.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

### **Emergency Solutions Grant (ESG) Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

KHRC will require ESG awardees to have established and implemented written standards for

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providing ESG assistance prior to executing grant award contracts.

KHRC will require awardees to establish written standards that include:

- a) Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG).
- b) Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
- c) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.
- d) Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.
- e) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.
- f) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The State of Kansas supports a continuum of care approach among State ESG recipients. KHRC collaborates on a recurring basis with the Balance of State CoC and the Johnson County CoC. All funds from the State's ESG funding are made available to the non ESG entitlement continuums. Continuum of Care components include affordable, accessible, and integrated permanent housing and homeless services that enable individuals and families to reach the maximum degree of self-sufficiency possible. In reviewing ESG applications, the State relies on local units of government to determine what their communities' unique homeless needs may be, and how the ESG program can assist with those needs. This approach allows local jurisdictions to determine their own priorities and needs in addressing homelessness in their communities.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Funds are made available annually to local units of government, who in turn distribute them to agencies in their community that assist the homeless.

KHRC is awarded these funds annually and makes them available for application to local units of government of non ESG entitlement communities of Kansas. As part of their application, local units of government allocate funds for specific activities to private nonprofit organizations that provide services to the homeless in their community. A recipient nonprofit organization must be tax exempt under Section 501 (c) (3) of the Internal Revenue Code and must have an acceptable accounting system, have a voluntary board, and practice non-discrimination in hiring practices and the provision of services.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.
  1. 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

This requirement does not apply to states.

5. Describe performance standards for evaluating ESG.

Performance standards will be established and continue to evolve over the next few years as the ESG Interim Rule is implemented and as ESG program outcomes are determined through the evaluation of Homeless Management Information System (HMIS) data and through integration of ESG services into their local continuum of care. The program's focus has changed from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

#### **Housing Trust Fund (HTF)**

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**Reference 24 CFR 91.320(k)(5)**

1. How will the grantee distribute its HTF funds? Select all that apply:

☒ Applications submitted by eligible recipients

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

KHRC will not distribute HTF funds through local jurisdiction subgrantees.

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

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

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

A formal system will be used to evaluate, select, and fund applications for loans. The selection criteria are designed to facilitate an objective assessment of need for the proposed housing, the applicant's capacity to develop and manage affordable housing, and the specific characteristics of the proposed activity (including but not limited to location and site planning, building design and construction, affordability, cost reasonableness, and financial sustainability). When the application becomes available it will be provided on request, and reasonable attempts will be made to notify potential applicants of its availability. The application dates and review period will coincide with those of KHRC's Low Income Housing Tax Credit (LIHTC) and HOME Rental Development application rounds, in order to facilitate the combining and leveraging of those resources to develop affordable housing. Additional HTF application rounds may be scheduled if necessary to distribute the available

funds.

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

Projects will be selected for geographic diversity including urban and rural communities across the state.

Applications will be evaluated for local need. Geographic priorities will be communities (cities, counties, geographic regions, neighborhoods) with significantly higher rates of poverty or shortage of housing for Extremely Low Income (ELI) households compared to other locations.

Applications will receive consideration only if it can be demonstrated to be financially viable, at a minimum, throughout the 30-year affordability period. Applications will be evaluated and prioritized for sustainability beyond that minimum threshold, including through the availability of project based rental assistance.

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

HTF funds will be distributed statewide, including HOME and CDBG Entitlement Communities to eligible recipients whose applications address the criteria outlined in this allocation plan as well as priority housing needs as identified in the state's Consolidated Plan. Applications will be evaluated for local need. Geographic priorities for the development of housing for general occupancy will be communities (cities, counties, geographic regions, neighborhoods) with significantly higher rates of poverty or shortage of housing for Extremely Low Income (ELI) households compared to other locations. Developments which preserve housing with PBRA, or which target housing for populations with historically higher rates of ELI, such as elderly, disabled, or homeless households, may receive priority

regardless of other geographic factors.

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

Applications will be scored based on the applicant's ability to obligate HTF funds and undertake the project in a timely manner, as evidenced by current and past performance, commitment of other funding sources, site control, local support, development capacity, and other relevant factors. Applicants with few or uncompleted projects will be scored lower than those with a development portfolio of completed, successfully occupied properties.

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

Applications which include a long term commitment for project based rental assistance will receive scoring priority as having the ability to maintain positive cash flow while keeping rents affordable to ELI households.

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

Applications will receive consideration only if it can be reasonably demonstrated to be financially viable throughout the 30-year affordability period. Applications will be evaluated and prioritized for sustainability beyond that minimum threshold, including through significant leveraging of other funding sources, and the availability of project based rental assistance or other ongoing operating resources.

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

Applications will be prioritized based on the extent to which a project is located near essential services, transportation, and supportive services necessary for the health and independence of the target population, and the extent to which there is a commitment from the applicant or associated entities to provide supportive services. Acceptance of supportive services cannot, however, be a requirement for occupancy of an HTF assisted unit, nor can refusal of services be grounds for termination or non-renewal of a lease.

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

Applications will be evaluated based on the extent to which other resources are leveraged, from both federal and non-federal sources. Priority and scoring advantage will be given to projects that successfully leverage non-federal sources of funds to create a sustainable project.

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

Yes

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

Yes

**6. Performance Goals and Benchmarks.** The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress,

consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

**7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.**

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

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

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

A review of HOME and LIHTC applications submitted to KHRC in February 2018 determined that the per unit total costs for new construction averaged \$177,000, with a range of \$145,000 to \$240,000. Cost per square foot ranged from \$110 to \$225, with an average of \$175. There was not a measurable trend of cost differences among communities across the state. Acquisition and rehabilitation projects had a wider range, with historic conversions having significantly higher costs.

Using \$175/square foot, and a per-unit size from 750 (0 bedroom) to 1600 sq. ft. (4 bedroom) as 'modest' housing, KHRC has determined that the current (2017) HOME subsidy limits for Kansas are a reasonable benchmark for the HTF program. KHRC has adopted the HOME subsidy limits below as the 2018 HTF per-unit subsidy limits.

The grantee strongly encourages applicants to design projects that are less costly than these limits would allow. Each proposal will be evaluated for cost reasonableness and the ability to leverage other resources.

0 BR	1 BR	2 BR	3 BR	4+ BR
\$141,049	\$161,694	\$196,61	\$254,362	\$279,208



**8. Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

Rehab standards are attached.

## Rehabilitation Standards

### For HOME and Housing Trust Fund Rental Development

At a minimum, housing to be rehabilitated using HOME and/or Housing Trust Fund financing must be rehabilitated or repaired to meet the following requirements:

1. **HEALTH AND SAFETY:** The property must be inspected for health and safety hazards and deficiencies, and any such deficiencies must be addressed immediately (within 48 hours) after acquisition (or commitment of funds, if later), if the affected unit is to remain occupied, or the affected common area is to remain in use.
2. **BUILDING CODE:** In the absence of local building codes, the housing must be rehabilitated to meet the International Existing Building Code of the International Code Council. The general contractor or architect shall certify compliance with the applicable code.
3. **LEAD BASED PAINT:** Buildings must be rehabilitated in compliance with the HUD Lead Based Paint standard at 24 CFR Part 35, Subpart J. If necessary, developer must provide for relocation of any occupants from units or buildings where rehabilitation has the potential to create or disturb lead paint hazards. [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr35\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr35_main_02.tpl)
4. **UPCS:** Rehabilitation must, *at a minimum*, ensure that all buildings and units, on completion, meet the Uniform Physical Condition Standards for Multifamily and Single Family Housing Rehabilitation. Appendix A identifies the minimum UPCS requirements to be addressed in the rehabilitation inspection and Scope of Work. <https://www.hudexchange.info/onecpd/assets/File/HTF-FAQ-Appendices-UPCS-for-Multifamily-and-Single-Family-Housing-Rehabilitation.pdf>
5. **SYSTEMS:** Major systems, including structural support, roofing, cladding and weatherproofing, plumbing, electrical and HVAC, must be replaced or repaired based on an estimated useful life of the systems. If the estimated life is less than 5 years, the system should be replaced. If the useful life of any component is estimated at less than the affordability period, adequate

reserve contributions must be scheduled to ensure funds for replacement when anticipated.

6. CAPITAL NEEDS ASSESSMENT: For projects of 12 units or more, a capital needs assessment must be performed by an independent party, and scope of work determined based on that assessment. The CNA and scope of work must be reviewed and approved by KHRC prior to commencement of work.
7. ACCESSIBILITY: The accessibility requirements of Section 504 of the Rehabilitation Act of 1973 apply, as well as Titles II and III of the ADA, and the requirements of the Fair Housing Act. HUD Notice CPD-00-09 (<https://www.hudexchange.info/resources/documents/Notice-CPD-00-09-Section-504-Fair-Housing-Act-HOME-CDBG.pdf>) describes the requirements of Section 504 as they relate to the HOME and CDBG programs. Kansas projects funded using the HTF may use this notice as guidance.
  - a. For multifamily projects (4 or more units) undergoing 'substantial alterations' (15 or more units total, with rehab costs at or above 75% of replacement cost of the completed facility), at least 5% of the units must meet UFAS standards for physical accessibility, and 2% must be accessible to individuals with sensory impairments.
  - b. For rehabilitation below that threshold, units must be made accessible to the maximum extent feasible, up to the 5%/2% requirement; and if alteration of elements within a unit amount to a 'substantial alteration' of that unit, it must be made accessible to UFAS standards, up to 5% of the total units.
  - c. All modifications, regardless of project size or building configuration, must take accessibility into account. When moving or altering entrances and doorways, installing walkways, remodeling bathrooms, relocating switches and controls, etc., reasonable measures must be taken to enhance usability and accessibility.
8. ENERGY EFFICIENCY: The scope of work must include measures to improve the energy efficiency and reduce water usage in the unit. If replacing HVAC equipment, doors and windows, appliances, lighting equipment, etc., such replacement must be with equipment that meets or exceeds current standards for energy efficiency. If equipment is not to be replaced during rehab, but is budgeted with reserves for later replacement, the subsequent

replacement must be with energy efficient equipment. Buildings undergoing 'substantial alteration' shall be improved to meet the current energy standard for federally assisted housing (currently IECC 2009).

- a. Furnaces shall be a minimum 92% efficient.
  - b. Air conditioning shall be a minimum of 14 SEER.
  - c. Air source heat pumps shall be a minimum HSPF of 8.5.
  - d. Windows shall have a U-value of <.30.
  - e. Appliance replacement must be with Energy Star units, if available.
  - f. Insulation shall be added where possible to a minimum attic value of R-38 (R-49 preferred). Wall insulation should be evaluated, and blown in cellulose or similar used, when feasible, to get an R-13 rating.
  - g. Careful attention must be paid to air sealing, including doors and windows, wall or attic penetrations, access panels, etc.
  - h. Certification by an approved energy rater of post-rehab HERS scores at 85 or below is an acceptable substitute for specific prescriptive specifications, and may provide design flexibility.
  - i. Energy rating by an approved rater, with blower door test and recommendations is required for projects involving 'substantial rehabilitation, or of 6 units or more. For multifamily buildings, a representative sampling is acceptable.
  - j. EXCEPTIONS: Waivers may be granted to specific elements or requirements for projects where doing so is not architecturally feasible (e.g., restoration of an historic property).
9. LOCAL AND STATE REQUIREMENTS: All housing rehabilitated with HOME and/or HTF funds shall comply with state and local building codes, property standards, occupancy standards, disaster mitigation requirements, and other ordinances and zoning requirements.
10. ENVIRONMENTAL REVIEW: Projects funded with HOME or HTF are subject to an environmental review process, which may result in specific requirements as conditions of approval. The scope of work must address any such conditions, and documentation must be provided to verify compliance. Examples include, but are not limited to, asbestos removal, radon mitigation, noise attenuation, historic preservation, lead hazard

remediation, etc. No rehabilitation may take place prior to completion and approval of the environmental review.

Reference: 24 CFR Parts 92 and 93, the IEBC, 24 CFR Parts 8 and 35, 24 CFR 100.205, and the UPCS Standards at 24 CFR 5.703 are incorporated in this document by reference, and should be consulted for a complete understanding of the requirements.

Kansas Housing Resources Corporation reserves the right to update and amend this document periodically to incorporate new or revised information.

KHRC Rehabilitation Standards - UPCS Inspectable Items

KHRC Rehab Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing of Single Family Rehabilitation	<b>NOTE: Deficiencies highlighted in yellow are life-threatening and must be addressed immediately, if occupied or before occupancy.</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>	<b>Minimum Rehab Standard</b>
<b>Health, Safety and Life Threatening Conditions - All Areas</b>			
<b>Air quality</b>	Air Quality - Fire Hazard - Propane/Natural Gas/Methane Gas	Any propane, natural gas or methane leaks or odors detected that could pose a risk of explosion/ fire and/or health risk from inhalation	All gas lines and appliances must be inspected for leaks or potential leaks, and corrected by a licensed professional. Immediate evacuation or occupied buildings and adjacent areas is required if detected.
<b>Electrical</b>	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels	Entire electrical system shall be inspected and hazards or potential hazards corrected
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus	Electrical system shall be inspected for proximity to water sources, and potential hazards corrected or eliminated by qualified professionals



KHRC Rehabilitation Standards - UPCS Inspectable Items

Fire Safety and Flammables	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	An exit which is not accessible or easily usable because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other obstructions exist	All fire exits including egress windows shall be inspected and determined to be clear, usable, and accessible; and any corrections made prior to occupancy
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	Exit signs, if required by state or local codes or regulations, shall be present, in good condition, and illuminated.
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks	If present, window bars must be in good condition and easily operated to allow safe, quick egress
	Fire Escape - Blocked Egress/Ladders	Obstructions restrict or block people from exiting	Routes to, from and through the unit must be accessible and clear of obstruction, with a minimum 36" clear route and 32" clear openings where feasible. Window egress, fire escapes and ladders, if present, must be unobstructed.
	Smoke Detector - Missing/Inoperable	Operable smoke detectors are required in each bedroom or sleeping area, in the vicinity outside of sleeping rooms, and on each level of the common living area. Hard wired, interconnected, with battery backup.	Smoke detectors must be present and operable in each bedroom, aforementioned areas, and in any other locations as required by applicable state or local codes and regulations. Smoke detectors are to be hard wired and interconnected with battery backup

KHRC Rehabilitation Standards - UPCS Inspectable Items

	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion	Any flammable materials that must be stored onsite shall be in secure and fire-safe storage.
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required	Fire extinguishers, if required, or if otherwise provided by owner, shall be inspected and maintained as required by state or local codes and regulations and shall have inspection tags verifying such.
	Misaligned Chimney/Ventilation System	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	Ventilation of exhaust gases from combustion appliances must be in conformance with local codes and manufacturer specifications, and must provide positive ventilation of such gases from the building.
Fire Protection	Missing Sprinkler Head	Sprinkler system is missing parts for operation	If required or otherwise present, sprinkler systems must be complete, intact, operational, and subject to regular inspection by qualified professional.
Other Health and Safety - All Areas			
Health, Safety and Life Threatening Conditions	Address all above as applicable		
Air Quality	Sewer odors	Sewer odors, any	DWV shall be inspected by a qualified professional and must be in intact condition, free of obstructions, and must drain and vent properly. Necessary corrections to be performed by a licensed plumber.



KHRC Rehabilitation Standards - UPCS Inspectable Items

Air Quality	Radon	Tested radon levels at or above 4.0 pCi/l	Each building ground floor level shall be tested by a qualified radon professional; if levels >4.0 pCi/l are detected, retesting at same location is required. If below 4.0, test a third time. If two readings are above 4.0, submit a mitigation plan to KHRC for approval.
Air Quality	Mold and/or mildew	Evidence of mold or mildew	All interior surfaces must be free of mold, mildew, or moist conditions which are conducive to the growth of such. Rehab scope shall include cleaning, repair and correction of any mold inducing conditions, and shall provide for adequate ventilation and air exchange within the buildings, including powered mechanical ventilation if indicated.
Electrical	Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing or not fitting correctly	All outlets, switches and boxes must have intact covers that are appropriate to each fixture.
Other Hazards	Garbage and Debris - Indoors and Outdoors	Inadequate storage capacity, or storage in areas not sanctioned for staging or storing garbage or debris	Rehab scope shall provide for secure, accessible storage for solid waste in an appropriate location, and of adequate volume to contain garbage and debris generated between removal times. Removal times shall be not less than weekly.

KHRC Rehabilitation Standards - UPCS Inspectable Items

Other Hazards	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	Site and buildings shall be free of hazards involving sharp edges, such as exposed rebar or other metal, broken glass, etc. Inspection shall identify, and scope of work shall include mitigation or correction of any such hazards
Other Hazards	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk	Walkways and travelled areas shall be safe and free of defects or unnecessary obstructions or abrupt and unexpected elevation changes
Other Hazards	Elevator - Tripping	An 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	Elevators, if present, shall operate properly and be free of tripping hazards. Regular inspections shall be performed by qualified professionals
Pool or other areas	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence	If present, pools and other potentially dangerous areas must be securely fenced and lockable, and must comply with state or local codes.
Pests	Infestation - Insects	Evidence of infestation of insects including roaches and ants	The property shall be free of infestations or conditions which might create or harbor infestations, including overgrowth of vegetation, unsealed areas where pests can enter, sources of water and food, etc. If signs of infestation are present, treatment shall be provided by a licensed pest control firm.

KHRC Rehabilitation Standards - UPCS Inspectable Items

Pests	Infestation - Rats/Mice/Vermin	Evidence of rats or mice-- sightings, rat or mouse holes, or droppings	Property shall be inspected for indications of infestation. If present, mitigation by a qualified professional is required. Clean area, bait or trap for rodents, inspect for, repair and seal access points in area and building.
Other Hazards	Hazards - Other	Any general defects or hazards that pose risk of bodily injury	The property shall be inspected for any potential hazards not otherwise identified in this document, and scope of work shall include mitigation of any such hazard.
<b>Site Requirements</b>			
<b>Health, Safety and Life Threatening Conditions</b>	<b>Address all above as applicable</b>		
<b>Mailboxes/Project Signs</b>	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing	Mailboxes shall be provided, whether individual or central, that are lockable and compliant with USPS requirements. May be in common area inside of buildings if permitted by USPS.

KHRC Rehabilitation Standards - UPCS Inspectable Items

Grounds	Erosion and drainage	Site does not drain positively away from buildings. Runoff is displacing or may displace soils or eroding surfaces around structures and on usable areas of the site.	Site must drain positively away from buildings with minimal to no erosion. Repair eroded or damaged soil areas, and any structures, paving or other features which have been affected. Fill, grade and landscape as appropriate to provide positive drainage, eliminate erosion or ponding, and to create vegetative or other means of stabilizing and holding soil.
Grounds	Overgrown/Penetrating Vegetation	Overgrowth of vegetation risks damaging a component, area or system of the property or makes areas unusable for the intended purpose	Site and buildings shall be free from overgrown or penetrating vegetation. Remove vegetation as needed. Replacement should be with appropriate low maintenance, drought tolerant species and landscape materials to create an attractive, safe, and usable outdoor space. Repair or replace any site or building components damaged by overgrowth.
Grounds	Signs Damaged or missing	Property signage including those required for traffic control, accessibility, and visitor/resident convenience are missing, damaged, incorrectly placed or illegible	Required signage (e.g., handicapped parking, fire lanes, etc.) must be present. Ensure that required signage is in good condition, legible, properly sized and placed. Required accessibility signage must be present and compliant with applicable regulations and requirements.

KHRC Rehabilitation Standards - UPCS Inspectable Items

<b>Parking Lots/Driveways/Roads</b>	Cracks, ponding, potholes, loose material, settlement/heaving	Paving is to be structurally sound with smooth surfaces free of significant defects (cracks, potholes, settling, trip hazards or other safety risks, or loose materials (unless designed as such, e.g. for permeability)	Paving materials shall be inspected to ensure they are structurally sound, smooth, and free of significant defects. The scope of work shall include needed repairs or replacement.
<b>Play Areas and Equipment</b>	Damaged/Broken Equipment, deteriorated surfaces	Paving is to be structurally sound with smooth surfaces free of significant defects (cracks, potholes, settling, trip hazards or other safety risks, or loose materials (unless designed as such, e.g. for permeability)	Play equipment and surfaces shall be safe, maintained in good condition, and free from hazards such as lead paint, sharp or protruding objects, rusty or deteriorating components. Remove or fully repair damaged equipment. Replace as appropriate to property use and amenities agreed to in project proposal.
<b>Refuse Disposal</b>	Broken/Damaged Enclosure- Inadequate Outside Storage Space	A wall or gate of the enclosure is damaged; gate is not easily operable; trash container is too small to store refuse until disposal; or trash storage is not accessible to persons with mobility impairments	Trash enclosures shall be structurally sound, and adequately sized to contain the receptacle(s). Repair or replace trash enclosures as necessary to ensure safe, accessible and adequate storage area for occupants to deposit trash until scheduled disposal

KHRC Rehabilitation Standards - UPCS Inspectable Items

<b>Retaining Walls</b>	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk	Retaining walls, where present, must be in good repair and structurally sound. Repair or replace damaged wall if needed for soil retention, erosion prevention, management of runoff, etc., or is desired for aesthetic purposes.
<b>Storm Drainage</b>	Damaged/Obstructed	The system is partially or fully blocked by debris, or design is such that it is vulnerable to blockage from runoff	Stormwater system shall be adequately sized and free flowing to divert runoff away from buildings and areas of use. Repair as needed, and correct any problems including incorrect grading or swales, need for fencing or other features to catch debris before entering the system, etc.
<b>Walkways/Steps</b>	Broken/Missing or non-compliant Hand Railing	A hand rail is missing, damaged, loose or otherwise defective; or does not meet local codes or requirements for accessibility	Handrails shall be intact, structurally sound, free of defects and shall be in compliance with state and/or local codes and requirements, Fair Housing Act, ADA and Section 504 requirements, as applicable.

KHRC Rehabilitation Standards - UPCS Inspectable Items

Walkways/Steps	Cracks/Settlement/Heaving/Spalling/Other deterioration	Any defects other than very minor one with only cosmetic impact	Walkways and steps must be safe, sound, and free from trip hazards or other hazards. Repair or replace affected section or entire component to ensure safe, sound, hazard-free surfaces. If replaced, must meet State, Local and Federal requirements for accessibility unless it is infeasible for other reasons
Walkways/Steps	Damaged wood, composites or other materials	Any structural or surface damage, missing paint or sealant, cracking, splitting etc. which creates a hazard or impacts the use of the component	Walkways and steps must be in sound condition and good repair. Repair or replace with like materials or suitable, durable substitute.
<b>Building Exterior</b>			
<b>Health, Safety and Life Threatening Conditions</b>	<b>Address all above as applicable</b>		
<b>Graffiti</b>	Graffiti	Any graffiti on any exposed surface.	If graffiti is present, remove or cover/paint to match or blend with surrounding area.
<b>Doors</b>	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; or that has visible damage to any of those components	Doors and door structure must be intact, in good condition, and operable as designed. Replace damaged component with like materials, or replace entire door assembly.

KHRC Rehabilitation Standards - UPCS Inspectable Items

Doors	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked easily and securely because of damage to the door's hardware	Doors must function smoothly and easily. Lever handles are preferable, and shall be installed when replacing doors or hardware. Replacement components shall be appropriate to the type of door (exterior, interior, security needs, etc.).
Doors	Damaged surfaces	Any door that has a hole or holes, warped or deteriorated surfaces, peeling/cracking/no paint or rust that affects the integrity or appearance of the door surface, or broken/missing glass	Door surfaces and panels shall be intact, in good repair, and free from damage or defects. Replace door or repair and/or refinish to like-new condition
Doors	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	Screen or storm doors must be free of damage, must operate smoothly, and must have intact glass and screens that are free of rust, holes or tears. Repair or replace components or doors as indicated.
Doors	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	Caulking, seals, and weatherstripping shall be intact, in good condition, and shall meet the intended purpose. Replace as needed with materials designed for 10 year lifespan



KHRC Rehabilitation Standards - UPCS Inspectable Items

Doors	Missing Door	Any exterior door that is missing	If door is not present, install new door or entire door assembly, with hardware. If feasible, ensure that new door meets accessibility requirements (minimum 32" clear opening, lever handles, 1/2" maximum threshold).
Doors	Visibly Missing Components	Any component is not present, including hardware, handles, windows or screens, panels, trim, etc.	Doors must be complete, with all components as designed. Repair or replace as needed.
<b>Foundations</b>	Cracks/gaps/movement	Large cracks 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	Foundation walls must be intact, reasonably level and plumb, and must support the structure as designed. Inspect and address site grading, structural integrity of foundation. Shore up as needed with structural supports and seal all cracks or gaps with appropriate materials. Architect, engineer or local code official shall certify integrity of walls.
Foundations	Spalling/Exposed Rebar	Significant spalled areas affecting foundation wall or any exposed reinforcing material--rebar or other	Concrete must have structural integrity and be free of significant spalling or deterioration; and must not have exposed rebar. Repair or replace affected areas.
<b>Lighting</b>	Broken Fixtures/Bulbs	Broken lighting fixtures or bulbs	Exterior lighting must be present and adequate for safety and security. Fixtures must be intact, operable as designed, and in good condition.

KHRC Rehabilitation Standards - UPCS Inspectable Items

Roofs	General Roof Condition	Limited useful life.	All roofing shall be inspected, and an estimate of useful life and replacement plan shall be included in the Capital Needs Assessment and Scope of Work. Replace if less than 5 years.
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible	Replace all or replace missing or damaged components with like materials and finishes
Roofs	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible	Replace missing or damaged components with like materials and finishes
Roofs	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions	Roof drain and gutter system shall be in good repair and effective in directing water away from the building and foundation. Repair or replace as necessary.
Roofs	Damaged/Torn Membrane/Missing Ballast	Balast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration	Flat roofing shall be intact, in good repair, and free from damage, defects, or evidence of being near its useful life. Replace as needed.
Roofs	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	Roof drain and gutter system shall be in good repair and effective in directing water away from the building and foundation. Repair or replace
Roofs	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration	Shingle roofing shall be in good repair, with no missing or damaged shingles or components. Replace roofing as indicated, with minimum 30 year 3-tab or architectural (50 year recommended).

KHRC Rehabilitation Standards - UPCS Inspectable Items

Roofs	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials	Inspect and correct cause of standing water, including any structural settling or deflection; replace roof surface and underlying materials
<b>Walls</b>	Cracks/Gaps	Any crack or gap that presents a possible sign of structural problem or opportunity for water penetration	Inspect and correct structural problems; repair or replace wall components to correct damage, finish to match
Walls	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	Remove chimney if not required. Replace to code if needed.
Walls	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage	Caulking or mortar shall be intact with no cracking or other significant deterioration, and shall function as designed. Remove and replace affected caulking or mortar with like colors
Walls	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage	Wall surfaces shall be provide an unbroken barrier from external elements. Repair or replace affected wall cladding with like materials and colors, or replace all.
Walls	Stained/Peeling/Needs Paint	Any exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration	Exterior wall finish shall provide a barrier to exposure from water penetration. Repair any damaged siding, prime and paint two coats to match.

KHRC Rehabilitation Standards - UPCS Inspectable Items

<b>Windows</b>	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass	Windows shall be intact and weathertight. Reglaze or replace affected window(s). Replacement shall be with energy efficient units.
Windows	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness	Window components shall be intact and undamaged. Repair or replace damaged components, prime and paint or cover with vinyl, aluminum or similar
Windows	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length	Windows shall have removable screens or storm windows with screens that are intact, operate smoothly as designed and are free of significant holes or tears.
Windows	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	Caulking, glazing and mechanical seals shall be intact and function as designed. Repair and replace as necessary, and repair or replace any damaged house components
Windows	Peeling/Needs Paint	Any exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration	Repair any damage, prime and paint two coats, or cover with metal or vinyl cladding
<b>Building Systems</b>			
<b>Health, Safety and Life Threatening Conditions</b>	<b>Address all above as applicable</b>		

KHRC Rehabilitation Standards - UPCS Inspectable Items

Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed	Water supply is to be inspected, and shall be in good condition with no leaks or evidence of corrosion which is likely to lead to failure. Water pressure must be adequate for service to all units, fixtures and common areas. Replace any leaking, restricted or deteriorating pipes, valves, joints, unions, etc. with new.
Domestic Water	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor	Hot water heater must have a functioning TPR valve with an outlet no more than 2" from the floor. Inspect all water heaters, and replace components as indicated.
Domestic Water	Rust/Corrosion on Heater Chimney	The 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	Gas water heaters must have intact functioning vent system to completely exhaust combustion gases to the exterior of the building
Domestic Water	Plumbing - Leaking Faucet/Pipes	Any leaking pipes, faucets or fixtures	All plumbing shall be inspected, and leaking pipes, fixtures, valves, etc. included in scope of work for repair or replacement.
Domestic Water	Water Supply Inoperable	There is no running water in any area of the building where there should be	Water supply must provide adequate water pressure to all fixtures inside and on the exterior of the building. Inspect all fixtures and replace or repair pipes, valves or fixtures as necessary

KHRC Rehabilitation Standards - UPCS Inspectable Items

<b>DWV/Sanitary</b>	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	Inspection by qualified professional from local fixtures out to sewer main. Camera inspection recommended. Repair or replace as necessary.
DWV/Sanitary	Plumbing - Clogged Drains	Drain is completely or partially clogged or deteriorated	DWV system shall be inspected and any needed repairs or replacement included in the scope of work.
DWV/Sanitary	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing	Repair and replace as needed
<b>Hot Water Heater</b>	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases	Repair or replace vent/chimney as required, or install electric heater.
Hot Water Heater	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly	Water heaters must be capable of providing adequate hot water to common elements and for domestic use by the expected household size. Inspection of all water heaters by a qualified professional and replacement if indicated.
Hot Water Heater	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components	Inspect water heater for leaks. Repair or replace if indicated.
Hot Water Heater	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor	TPR valve must be present, and outlet shall terminate no more than 2" from the floor. Inspect and correct if needed.
Hot Water Heater	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice	Water heater must be in good condition, with no evidence of significant rust or corrosion. Replacement by licensed plumber.

KHRC Rehabilitation Standards - UPCS Inspectable Items

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	Electrical panel must be clear of obstructions and accessible according to state or local code. Remove obstacles or relocate panel by licensed electrician and require electrician to sign off on proper location of panel
Electrical	GFI - Inoperable	The GFI does not function	GFI outlets required for all 15 A and 20A bathroom receptacles, those that serve kitchen or wet bar countertop surfaces, storage or work areas (including garage and accessory buildings) and any outdoor receptacles. Applicable state or local code, when stricter, will take precedence. Install or replace as needed.
Electrical System	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident	Inspect panel and breakers by licensed electrician. Replace as indicated
Electrical System	Evidence of Leaks/Corrosion	Any 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	Correct to stop leak, clean and repair affected areas. Relocate source of water away from electrical components if practical
Electrical System	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire	Wiring must be intact and fully insulated with no bare or exposed wires. Inspection, and replacement if indicated by licensed electrician

KHRC Rehabilitation Standards - UPCS Inspectable Items

Electrical System	Missing Breakers/Fuses	Any open and/or exposed breaker port	Breaker ports must contain functional breakers or be covered. Correction by licensed electrician
Electrical System	Lighting fixture missing, damaged or inoperable	An outlet or switch is missing	Light fixtures or switched outlets must be present in living areas. Fixtures must be in safe, operable condition with bulbs which provide appropriate illumination for the location, and no broken components. Repair or replace fixtures, replace bulbs with energy efficient ones.
<b>Elevators</b>	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there	If present, elevators must function as designed. Inspection and current certificates shall be obtained per state and local codes.
<b>Emergency Power</b>	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function	If present or required, emergency lighting and power must function as designed. Correction by licensed electrician
<b>HVAC</b>	General	Energy Efficiency	Replacement HVAC units must be energy efficient. For gas furnaces, a minimum AFUE rating of >92% is required. For AC units at least 14 SEER is required, and air source heat pumps shall have a minimum HSPF of 8.5. Higher efficiency units are recommended.



KHRC Rehabilitation Standards - UPCS Inspectable Items

HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing	If system is steam or hot water, boiler system must be inspected by a qualified professional. Repair or replace as needed.
HVAC	HVAC - Inoperable	HVAC does not function as designed. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged	HVAC system shall be functional, and provide heating and cooling appropriate to the unit and climate zone. All controls shall operate, and HVAC components shall respond as designed. All HVAC units shall be inspected and addressed in the capital needs assessment and/or scope of work.
HVAC	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping	Inspection by certified HVAC professional. Repair or replace as indicated
HVAC	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticable pit or crevice	Inspection by certified HVAC professional. Repair or replace as indicated
HVAC	HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged	All HVAC components are to be inspected and tested, and repaired or replaced to operate as designed.
HVAC	Misaligned Chimney/Ventilation System	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	Inspection by certified HVAC professional. Repair or replace as indicated
<b>Roof Exhaust System</b>	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function	Inspect and repair or replace as indicated

KHRC Rehabilitation Standards - UPCS Inspectable Items

<b>Common Areas and Living Units</b>			
<b>Health, Safety and Life Threatening Conditions</b>		<b>Address all above as applicable</b>	
Laundry	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside	Dryer vent must be present, intact, clear of lint, and function as designed to exhaust dryer to outside. Replace as necessary.
Kitchen	Cabinets - Missing/Damaged	Any portion of cabinet, doors, or shelves are missing or the laminate is separating	Repair or replace with like materials and finishes
Kitchen	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration	Clean out drain, repair or replace as needed
Kitchen	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should	Dishwasher and garbage disposal shall be free of visible corrosion or damage, and shall function as designed. Inspect, test and replace as indicated.
Kitchen	Countertops - Missing/Damaged	Any portion of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food	Countertops are to be intact and free of deterioration, cracking, separation of laminate or other damage. Replace if damaged.
Kitchen	Range Hood /Exhaust Fans -	Inoperable or noisy fan, missing or damaged screen, accumulation of grease or dirt	Range hoods or fans, if present, shall be in good condition, free of damage, rust or corrosion, and operate as designed. Repair or replace as needed

KHRC Rehabilitation Standards - UPCS Inspectable Items

Kitchen	Range/Stove - Missing/Damaged/Inoperable	One or more burners, oven or other component are not functioning as designed, or there is visible damage or rust, or missing or broken controls	Appliances shall be new or near-new condition, or shall be replaced in the scope of work. Appliances shall function as designed with no visible damage or deterioration. Replacement appliances shall be Energy Star certified.
Kitchen	Refrigerator - Damaged/Inoperable	The refrigerator has accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which impacts its performance or appearance	Appliances shall be new or near-new condition, or shall be replaced in the scope of work. Appliances shall function as designed with no visible damage or deterioration. Replacement appliances shall be Energy Star certified.
Kitchen	Plumbing - Leaking Faucet/Pipes	Any leaking pipes, faucets or fixtures	Pipes and fixtures shall be free of leaks or conditions (corrosion, mineral buildup at joints, etc.) indicating potential failure. Repair or replacement as needed
Kitchen	Sink - Damaged/Missing	Any cracks in sink or extensive discoloration over any portion of the sink surface or sink is missing	Sink shall be present, and in good condition with no significant visible damage, staining or corrosion, and shall function as intended.
Bathroom	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, missing or peeling paint or veneer, evidence of water damage, or doors that are not functioning as intended	Cabinets shall be sound and complete, with no visible damage or missing components, and shall function as intended

KHRC Rehabilitation Standards - UPCS Inspectable Items

Bathroom	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration of tub or shower surface or tub or shower is missing	Tub or shower shall be present and in good condition with no significant visible damage other than minor scratching, scuffing or small areas of discoloration. Replace damaged or missing fixtures.
Bathroom	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	Each toilet shall be inspected and tested for proper operation. Toilet shall be present, in undamaged condition, and shall operate as designed. Toilets that are damaged or inoperable, or that are designed to require more than 1.6 gallons per flush shall be replaced.
Bathroom	Lavatory Sink - Damaged/Missing	Sink has extensive discoloration or cracks in the basin or the sink or associated hardware have failed or are missing	Sink shall be present, and in good condition with no significant visible damage, and shall function as intended.
Bathroom	Ventilation/Exhaust System - Inoperable	exhaust fan is not functioning or window designed for ventilation does not open	Bathroom shall have an exhaust fan that operates as intended with no visible rust or deterioration, and shall operate quietly and without squeaking, rattling or other noises that would indicate potential failure. Replacement fans shall be Energy Star certified. If fan is not present, bathroom shall have a window that is easily operable for ventilation without unduly compromising privacy.

KHRC Rehabilitation Standards - UPCS Inspectable Items

<b>Call for Aid</b>	Call for Aid - Inoperable	The system does not function as it should	If present or required, must function as designed. Repair or replace, or remove if not required.
<b>Stairs/Ramps</b>	Broken/Damaged/Missing Steps	A step is missing or broken	Steps must be in good repair, free of trip or other hazards, and code compliant for rise and run.
Stairs	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable	Hand rails must be intact, secure, free of damage or deterioration, and code compliant for location.
Stairs	Baluster/Side Railings Damaged	Any damaged, missing or incorrectly spaced balusters or side rails that limit the safe use of an area	Inspect and measure height, spacing of spindles, etc. for code compliance. Repair or replace as indicated.
Ramp	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be safely used by people on foot, in wheelchair, or using walkers; or shows evidence of continuing deterioration	Walkways and ramps shall be intact, free of deterioration or obstructions, and when repaired or replaced shall meet Fair Housing accessibility standard
<b>Ceiling</b>	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or cracks	Ceiling shall be intact surface with minimal deterioration and good finish. Repair or replace and paint as needed.
Ceiling	Ceiling - Peeling/Needs Paint	Ceiling has peeling paint or is missing paint	Paint is intact with no peeling, crazing, cracking or missing portions. Remove loose paint and touch up, or prime and repaint entire surface

KHRC Rehabilitation Standards - UPCS Inspectable Items

Ceiling	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area over a ceiling area greater than 1 foot square	Ceiling is free of any evidence of water or moisture damage. Inspect, identify sources of moisture and correct. Replace damaged section, prime with stain hiding product and repaint, or cover with appropriate surface material.
Doors	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	Doors and frames must be complete and free of damage, with all components as designed. Repair or replace as necessary
Doors	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	Inspect all doors. Door hardware must function as designed, must open smoothly and easily, and must be easy to close, latch and lock. Repair or replace as indicated.
Doors	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	Door surfaces and panels must be intact and undamaged, with no rust, holes, broken glass or deteriorating paint. Repair and replace as indicated
Doors	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	Exterior doors must be weathertight, and must operate smoothly and easily. Repair or replace seals, weatherstripping, caulking etc. as necessary.

KHRC Rehabilitation Standards - UPCS Inspectable Items

Doors	Doors - Missing Door	Any door that is missing that is required for the functional use of the space	Doors must be present where required for functional use of space, including bedrooms, bathrooms, closets, and other spaces where privacy or security are needed. Replace to match closely other existing doors.
Floors	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types	Floors must be structurally sound, level, and free of trip hazards including abrupt or non-transitioning changes in elevation. Repair substructure and floor, replace floor covering if indicated
Floors	Floors - Floor Covering Damaged	Floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	Floor coverings are to be intact, in good condition, with minimal to no staining, fraying, cuts or tears or other damage. Replace with like materials and finishes
Floors	Floors - Missing Floor/Tiles	Floor tile or other flooring components are missing	Floor coverings including tile, laminates or similar shall cover the entire floor area, except for area rugs used for appearance and comfort. Repair with like materials, or replace entirely.
Floors	Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint	Floor finish shall be complete, intact, and undamaged. Scrape, sand and repaint; or cover with suitable flooring material

KHRC Rehabilitation Standards - UPCS Inspectable Items

Floors	Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches	Floor and subfloor shall be structurally sound. Repair any damaged substructure and subfloor, and replace floor covering if indicated
Floors	Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area covering a flooring area greater than 1 foot square	Floors shall be free of staining, damage, mold or mildew from moisture. Locate and eliminate water source, repair and refinish or install new floor material or cover
General	Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing	Mailbox meeting USPS specs must be provided for each unit in an accessible location, and shall be lockable if in a location regularly accessed by others.
<b>Walls</b>	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment	Walls shall be sound, plumb, and free of bulging or buckling. Correct structural causes. Repair or tear out wall components and replace as needed to obtain smooth walls that are plumb and square with adjacent surfaces.
Walls	Walls - Damaged	Any hole in wall including multiple nail holes	Walls shall be generally free of holes. Patch or spackle, prime and paint; or cover with alternative wall treatment (e.g., wallpaper, paneling)
Walls	Walls - Damaged/Deteriorated Trim	Wall trim is damaged	Wall trim is to be intact, secured as designed, and undamaged. Repair or replace as needed.
Walls	Walls - Peeling/Needs Paint	Interior wall paint is damaged, peeling or missing	Patch, prime and paint



KHRC Rehabilitation Standards - UPCS Inspectable Items

Walls	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a common area	Surfaces are to be free of staining or evidence of mold, mildew or moisture. Locate and repair sources of moisture, patch, prime and repaint surfaces
<b>Windows</b>	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass	Windows shall be intact and weathertight. Reglaze or replace window(s). Replacement with energy efficient units
Windows	Windows - Damaged Window Sill	The sill is damaged or deteriorated, including deep gouges, cracked, split or rotted wood, missing or peeling paint, separation from the framing or surrounding trim	Sills shall be intact and solid with no visible damage or misalignment. Repair as needed.
Windows	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken	Windows shall be secure, shall operate as designed without undue effort, and shall be lockable from the inside.
Windows	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals	Window seals, glazing and weatherstripping shall be in good condition and function as designed. Repair as needed.
Windows	Windows - Peeling/Needs Paint	Interior window paint is peeling or missing	Window paint shall be intact and shall be determined free of lead hazards. Repair as needed, clean, prime and repaint following LBP protocols.

KHRC Rehabilitation Standards - UPCS Inspectable Items

<b>Trash Collection Areas - Interior</b>	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	Trash collection chutes or devices must operate as designed for safe and sanitary disposal of garbage.
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**Housing Trust Fund (HTF) FAQ  
Appendices:  
Uniform Physical Condition  
Standards for Multifamily and  
Single Family Housing  
Rehabilitation**

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

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Site**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Site Drainage
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
Mailboxes/Project Signs	Mailbox Missing/Damaged
	Signs Damaged
Parking Lots/Driveways/Roads	Cracks
	Ponding
	Potholes/Loose Material
	Settlement/Heaving
Play Areas and Equipment	Damaged/Broken Equipment
	Deteriorated Play Area Surface
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling/Exposed rebar

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Building Exterior**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screen/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
	Missing Door
Fire Escapes	Blocked Egress/Ladders
	Visibly Missing Components
Foundations	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Lighting	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
	Stained/Peeling/Needs Paint
Windows	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Building Systems**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Domestic Water	Leaking Central Water Supply
	Missing Pressure Relief Valve
	Rust/Corrosion on Heater Chimney
	Water Supply Inoperable
Electrical System	Blocked Access/Improper Storage
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	Missing Breakers/Fuses
	Missing Outlet Covers
Elevators	Not Operable
Emergency Power	Auxiliary Lighting Inoperable (if applicable)
Fire Protection	Missing Sprinkler Head
	Missing/Damaged/Expired Extinguishers
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Elevator - Tripping
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards – Tripping Hazards
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
HVAC	Boiler/Pump Leaks
	Fuel Supply Leaks
	General Rust/Corrosion
	Misaligned Chimney/Ventilation System
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable
Sanitary System	Broken/Leaking/Clogged Pipes or Drains
	Missing Drain/Cleanout/Manhole Covers



**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Common Areas**

<b>Inspectable Item Location</b>	<b>Observable Deficiency</b>
Basement/Garage/Carport	Baluster/Side Railings - Damaged
Closet/Utility/Mechanical	Cabinets - Missing/Damaged
Community Room	Call for Aid - Inoperable
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks
Kitchen	Ceiling - Peeling/Needs Paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew
Lobby	Countertops - Missing/Damaged
Office	Dishwasher/Garbage Disposal - Inoperable
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)
Storage	Doors - Damaged/Missing Screen/Storm/Security Door
	Doors - Deteriorated/Missing Seals (Entry Only)
	Doors - Missing Door
	Dryer Vent - Missing/Damaged/Inoperable
	Electrical - Blocked Access to Electrical Panel
	Electrical - Burnt Breakers
	Electrical - Evidence of Leaks/Corrosion
	Electrical - Frayed Wiring
	Electrical - Missing Breakers
	Electrical - Missing Covers
	Floors - Bulging/Buckling
	Floors - Floor Covering Damaged
	Floors - Missing Floor/Tiles
	Floors - Peeling/Needs Paint
	Floors - Rot/Deteriorated Subfloor
	Floors - Water Stains/Water Damage/Mold/Mildew
	GFI - Inoperable
	Graffiti
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged
	HVAC - General Rust/Corrosion
	HVAC - Inoperable
	HVAC - Misaligned Chimney/Ventilation System
	HVAC - Noisy/Vibrating/Leaking
	Lavatory Sink - Damaged/Missing
	Lighting - Missing/Damaged/Inoperable Fixture
	Mailbox - Missing/Damaged
	Outlets/Switches/Cover Plates - Missing/Broken
	Pedestrian/Wheelchair Ramp
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator - Damaged/Inoperable
	Restroom Cabinet - Damaged/Missing

Inspectable Item Location	Observable Deficiency
	Shower/Tub - Damaged/Missing
	Sink - Missing/Damaged
	Smoke Detector - Missing/Inoperable
	Stairs - Broken/Damaged/Missing Steps
	Stairs - Broken/Missing Hand Railing
	Ventilation/Exhaust System - Inoperable
	Walls - Bulging/Buckling
	Walls - Damaged
	Walls - Damaged/Deteriorated Trim
	Walls - Peeling/Needs Paint
	Walls - Water Stains/Water Damage/Mold/Mildew
	Water Closet/Toilet - Damaged/Clogged/Missing
	Windows - Cracked/Broken/Missing Panes
	Windows - Damaged Window Sill
	Windows - Inoperable/Not Lockable
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound
	Windows - Peeling/Needs Paint
	Windows - Security Bars Prevent Egress
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Pools and Related Structures	Fencing - Damaged/Not Intact
Trash Collection Areas	Chutes - Damaged/Missing Components

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Unit**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains, Faucets
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System – Absent/Inoperable
	Water Closet/Toilet - Damaged/Clogged/Missing
Call-for-Aid (if applicable)	Inoperable
Ceiling	Bulging/Buckling/Leaking
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting
	Deteriorated/Missing Seals (Entry Only)
	Missing Door
Electrical System	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
	Missing Breakers/Fuses
	Missing Covers
Floors	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges

Inspectable Item	Observable Deficiency
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Misaligned Chimney/Ventilation System
	Inoperable Unit/Components
	Leaking Valves/Tanks/Pipes
	Pressure Relief Valve Missing
	Rust/Corrosion
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged
	Inoperable
	Misaligned Chimney/Ventilation System
	Noisy/Vibrating/Leaking
	Rust/Corrosion
Kitchen	Cabinets - Missing/Damaged
	Countertops - Missing/Damaged
	Dishwasher/Garbage Disposal - Inoperable
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator-Missing/Damaged/Inoperable
	Sink - Damaged/Missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable
Lighting	Missing/Inoperable Fixture
Outlets/Switches	Missing
	Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged
Smoke Detector	Missing/Inoperable
Stairs	Broken/Damaged/Missing Steps
	Broken/Missing Hand Railing
Walls	Bulging/Buckling
	Damaged
	Damaged/Deteriorated Trim
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Windows	Cracked/Broken/Missing Panes
	Damaged Window Sill
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Inoperable/Not Lockable
	Peeling/Needs Paint
	Security Bars Prevent Egress

**Uniform Physical Condition Standards for Single Family Housing Rehabilitation –  
Requirements for Site**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Site Drainage (affecting unit)
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Play Equipment – Broken or Damaged
	Hazards – Other (e.g., outbuildings)
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Mailboxes/Project Signs	Mailbox Missing/Damaged
	Signs Damaged
Driveways	Cracks
	Potholes/Loose Material
	Settlement/Heaving
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling

## Appendix B: Uniform Physical Condition Standards for Single Family Housing Rehabilitation

### Requirements for Building Exterior

Inspectable Item	Observable Deficiency
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screen/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
	Missing Door
Foundations	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Lighting	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
	Stained/Peeling/Needs Paint
Windows	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress

### Requirements for Unit

Inspectable Item	Observable Deficiency
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System – Inoperable (if applicable)
	Water Closet/Toilet - Damaged/Clogged/Missing
Ceiling	Bulging/Buckling
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass
	Deteriorated/Missing Seals (Entry Only)
Electrical System	Missing Door
	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
	Missing Breakers/Fuses
Floors	Missing Covers
	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Inoperable Unit/Components



Inspectable Item	Observable Deficiency
	Leaking Valves/Tanks/Pipes
	Pressure Relief Valve Missing
	Rust/Corrosion
HVAC System	Inoperable
	Misaligned Chimney/Ventilation System
	Noisy/Vibrating/Leaking
	Rust/Corrosion
Kitchen	Cabinets - Missing/Damaged
	Countertops - Missing/Damaged
	Dishwasher/Garbage Disposal – Leaking/Inoperable
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator-Missing/Damaged/Inoperable
	Sink - Damaged/Missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable
Lighting	Missing/Inoperable Fixture
Outlets/Switches	Missing
	Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged
Smoke Detector	Missing/Inoperable
Stairs	Broken/Damaged/Missing Steps
	Broken/Missing Hand Railing
Walls	Bulging/Buckling
	Damaged
	Damaged/Deteriorated Trim
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Windows	Cracked/Broken/Missing Panes
	Damaged/Rotting Window Sill
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Inoperable/Not Lockable
	Peeling/Needs Paint
	Security Bars Prevent Egress

## **HOUSING REHABILITATION MATERIAL APPLICATION STANDARDS**

### **IMPORTANT**

**Please read material application & performance standards carefully.**

**Contractor will obtain and pay for all necessary licenses, permits and privileges required in his work, and perform all work in strict accordance with the laws and ordinances in force in the State of Kansas, and in the locality in which this work is to be performed. Contractor will investigate what Federal, State, or Municipal laws and requirements are applicable and comply with all in an approved manner.**

**Lead Safe Work Practices will be implemented on all homes built prior to 1978.**

**SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP; THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.**

## **CARPENTRY SPECIFICATIONS**

### **A. Concrete Work**

1. The concrete mix shall be 3,000 pounds transit mix or with a 5 1/2 sack mix for both interior and exposed concrete.
2. No concrete shall be poured on frozen ground.
3. All concrete flat work must be over a 2" layer of gravel/sand on compacted earth and be reinforced properly.
4. All flat work concrete must be a minimum of 4" thick with 1/2" pre-molded asphalt or non-bituminous fiber-filled material expansion joints at entrance platforms, steps, intersections with driveways or walks, and in long runs at least every 50'.
5. Control joints must be provided at no more than 5' intervals for sidewalks and 20' intervals for floors, concrete drives, and parking slabs.
6. Footings must be below the freeze line, 8" thick, and reinforced properly with rebar.
7. Foundation walls must be 8" wide and reinforced properly with rebar.

**CONTRACTOR MUST CALL FOR A SITE INSPECTION AFTER SITE IS READY FOR CONCRETE AND 24 HOURS PRIOR TO POURING. AFTER 24 HOURS HAS ELAPSED CONTRACTOR MAY PROCEED. NOTIFY THE PROJECT INSPECTOR.**

### **B. Masonry Work**

1. No masonry work shall be done when the temperature of the surrounding air is likely to cause freezing.
2. All joints must be completely filled with mortar.
3. All brick, stone, or block used should match, if possible, adjacent work. The owner(s) must approve samples before starting the work, unless the work is to be painted or covered.
4. Soft salmon type brick shall not be allowed.
5. Tuck-pointing shall only be done after the joints have been raked out to a minimum depth of 1/2" and wetted.
6. All damaged, loose, or salmon brick, in area to be rebuilt, must be removed until sound brickwork is encountered.
7. New brick patches must be toothed into and match in the existing work in site, joints, and bond.
8. Veneer brickwork must be tied to frame wall with galvanized wall ties on every third course, 32" on center, and shall conform to above specifications.

9. All new retaining walls over 24" high must have #4 steel dowels placed every 2' and be imbedded at least 6" into the footings.
10. Retaining wall footings shall be three times the thickness of the wall in width and 8" deep, containing three (3) #4 steel rebar.
11. All retaining walls over 24" high shall have weep holes at grade level at 8' intervals.
12. All block replacement foundation walls shall have a galvanized steel bed reinforcement (8" mesh) in 2<sup>nd</sup> course and 5<sup>th</sup> course of block. Concrete block or poured wall may be used for all foundation walls.

C. Grade

Shall mean backfill along foundation with topsoil and provide sufficient slope in finish grade to provide drainage away from house.

D. Framing Lumber

1. Must be No. 3 Southern Pine, SB, SPF, standard grade, or better.
2. Studs must be Stud Grade.
3. Allowable spans for floor, roof, and ceiling joists no greater than 24" centers.
4. Bearing partition stud walls may not be less than 2" x 4" studs with dimension perpendicular to the wall, 16" on center.
5. Floor joist spacing may be no more than 16" on center when 25/32" flooring is to be applied directly to the joist; or, 16" on center when any lesser thickness of finish flooring is to be laid over a sub-floor.
6. Gutting of structural members shall not be done without the approval of the Project Inspector.

E. Sub-Flooring

1. Plywood shall be Southern Yellow Pine (SYP), 1/2" minimum where 25/32" finished flooring is to be laid or 5/8" where resilient flooring is to be laid and joists are not over 16" on center.
2. Nail plywood sub-floor to joint at each bearing with No.8 cemented or galvanized, or No. 6 threaded nails spaced 6" on center along all edges, and 10" on center along intermediate members.
3. Install plywood with outer piles at right angles to the joists and staggered so that the end joists in adjacent panels bear on different joists.

4. Common boards used as sub-flooring shall not be over 11" wide or less than 3/4" thick when laid on joist spaced 10" on center, and shall be laid diagonally if hard wood flooring is laid.
  5. Nail boards with No. 8 box nails or No. 6b threaded nails, as follows:
    - a. Two (2) nails in 3" boards.
    - b. Two (2) nails in 4" boards.
    - c. Three (3) nails in 6" boards.
    - d. Four (4) nails in 8" boards.
    - e. Five (5) nails in 12" boards.
- F. Underlayment
1. Shall be 3/8" structural grade plywood or 1/4" underlayment.
  2. Nail underlayment with cement coated, rosin coated, or ring shank nails placed on 4" centers on all edges and over the face of each piece.
  3. Cement Board in high moisture area installed using Manufacturer Specifications
- G. Finish Flooring
1. Strip Wood Flooring
    - a. Material must be softwood with 25/32" minimum thickness.
    - b. Shall be 3 1/4" maximum width.
    - c. Nails shall be as recommended by flooring manufacturer. Blind nail tongue and groove flooring, driving nail at an approximate angle of 50 degrees. Space nails every 10" to 12" on center.
  2. Sheet Vinyl Flooring
    - a. Minimum 0.065" gauge overall thickness.
    - b. Shall be 0.025" gauge wear layer, 10' wide rolls.
    - c. The owner(s) shall be shown at least three (3) samples to select from a quality that will cost no more than \$20 per yard including installation.
    - d. Mastic shall be as recommended by flooring manufacturer. (No gluing only along the edges will be allowed).
    - e. All joints and cracks in base shall be filled, smoothed, and leveled.
    - f. Where irregular floor conditions exist, install underlayment to receive vinyl flooring.
    - g. Layout to minimize joints in vinyl flooring. Small strips or patching will not be allowed.
    - h. Owner(s) shall sign color sample.
  3. Carpeting and Padding
    - a. The owner(s) will select from at least three (3) carpet samples.

- b. Based on a specified allowance, not to exceed more than \$20 per yard including installation.
- c. Owner(s) shall sign color sample.
- d. Where irregular floor conditions exist, install underlayment to receive carpet.
- e. Carpet shall be stain and soil resistant treated, FHA approved, and installed in strict accordance with manufacturer's specifications.
- f. Padding shall be, FHA approved, and installed according to manufacturer's specifications.

**CARPET WILL NOT BE ALLOWED IN BATHROOMS, KITCHENS, AND UTILITY ROOMS.**

**H. Finish Lumber**

- 1. Shall be free from tool marks and other objectionable defects.
- 2. Solid lumber and miscellaneous trim for interior finish shall be vinyl or solid stock white pine, if stained. Finger joints, allowed if painted.
- 3. All exterior solid lumber and trim shall be sealed against the weather. Exterior porches and all wood meeting the ground shall be treated lumber.
- 4. Porches shall have a top, intermediate, and bottom railing.

**I. Exterior Doors**

- 1. Doors:
  - a. Shall be new, wood flush, particle core, exterior grade, and standard entrance doors with window light. A pre-hung insulated steel door may also be used.
  - b. Shall conform to the thickness of the doorjamb and be hung on three (3) 3 1/2 x 3 1/2" butt hinges, flush mounted.
  - c. Shall have a minimum 10" x 10" glass window installed or peep hole (client to decide).
  - d. Replacement shall include weather stripping, installation of door sweeps, locksets, and hinges.
  - e. After installation, doors are to be neat in appearance and operate smoothly to insure an airtight seal.
  - f. Replacement doors are to be finished as per painting specifications.
- 2. Weather Stripping:
  - a. All existing weather-stripping (W/S) is to be removed prior to the installation.
  - b. W/S shall be installed on both sides and top of doorjamb and shall be Q-Ion (Vinyl clad foam) with aluminum back or equivalent.
  - c. The doorstop shall be caulked as needed to complete the airtight seal.
  - d. Adjust door as necessary to insure airtight seal with the W/S.
  - e. The installation is to be airtight, neat in appearance, without buckling or gaps, and installed in such a manner that it is considered permanent.

3. Sweeps:
    - a. Sweeps are to be a metal strip with a vinyl or neoprene insert installed according to the manufacturer's instructions.
    - b. Install on the inside of doors that open inward or on the exterior of doors that open outward, so as not to interfere with the smooth operation of the door.
    - c. Must be installed with mounting screws no further than two inches (2") from each end.
    - d. Bottom edge of the sweep is to touch the threshold for proper seal.
  4. Locksets:
    - a. Locksets to be installed on exterior doors must be of a keyed type.
    - b. Install according to manufacturer's specifications.
    - c. Two (2) working keys are to be supplied to the client when the new lockset is installed.
  5. Thresholds:
    - a. Shall saddle try type with door bottom.
    - b. Are to fit snugly between the jambs and fasten with screws, and form an airtight seal between door and threshold.
  6. Garage Door
    - a. Must be a 25 gauge galvanized Door
    - b. Must be insulated
- J. Storm Doors
1. Shall mean aluminum clad, solid core construction with baked-on finish, self-storing design to contain two glass panels and one, full-size screen panel. Similar in quality to the Cole Sewell "Solid Saver" Model 530.
  2. Shall have closures and hardware including stop springs.
  3. Adjust for proper tension and operation.
  4. Shall have corner bracing for additional support.
- K. Windows
1. Frames, sill, sash, trim, and hardware shall match existing work in design and dimension unless otherwise specified in the work write-up.
  2. New windows shall be single hung double pane insulated vinyl, aluminum, or wood frame, equal to or better than Columbia Industries C-1600 with screens.

3. Positive locking devices ("cam action" sash locks) shall be provided on all windows, which are accessible from the exterior, and all existing interior finish hardware shall be made operative or replaced.
4. Finish per painting specifications.
5. Glass and Glazing (for glass replacement).
  - a. Windows shall be glazed or re-glazed, where required, with single strength clear grade B glass.
  - b. Window glazing shall be oil base and contain no asbestos or lead.
6. Putty shall consist of pure linseed oil, pure whiting, natural color, or standard commercial grade putty.
7. Prime all wood sash before the placing of putty.
8. Glass shall be bedded in putty and secured in place with glazier points and face puttied. All excess putty shall be removed and all glass left clean.

L. Storm Windows

1. Are to be standard aluminum frames, self-storing, with removable sash and screen section similar in quality to the Columbia Series 400.
2. Adjust for proper tension and operation.
3. Shall have corner bracing for additional support.

M. Stucco

1. Mortar for all applications shall consist of one (1) part Portland cement to not less than three (3) or more than five (5) parts of damp loose aggregate by volume. Hydrate lime may be used but shall not exceed 10 percent by weight or more than 25 percent by volume of the cement used.
2. The temperature of the surrounding air shall not be less than 40 degrees F. during application and for at least 48 hours thereafter.
3. Surfaces to receive stucco shall be covered with 3.40 pounds per square yard metal lath lapped at end and sides a minimum of 1", and nailed 10" on center vertically and 6" on center horizontally.
4. Apply a minimum of two (2) or three (3) coats. The final coat shall not be applied sooner than seven (7) days after the preceding coat. Before applying the final coat, the surface shall be dampened evenly to obtain uniform suction.
5. Apply two (2) coats on masonry to a minimum thickness of 5/8".
6. Apply three (3) coats over wood surfaces to a minimum thickness of 7/8".



7. Prior to stucco being painted, it shall be washed down with 5 percent muriatic acid solution and rinsed clean with clear water.
8. Patching of stucco, when called for in the Work Write-Up, shall include the removal of all loose material encountered until sound construction is reached, including the removal of rotted or deteriorated lath.

N. Plastering

1. Gypsum plaster materials shall be standard commercial brands.
2. Mixing and application of gypsum plasters shall be in accordance with American Standard Specifications for Gypsum Plastering.
3. Apply plaster in three (3) coats and in two (2) coats double up work-minimum thickness 1/2".
4. Gypsum lath shall be applied with long dimension across supports and with end joints staggered.
5. Nail gypsum lath with 12 or 13 gauge lathing nails having approximately 3/8" heads spaced not more than 4" on center with a minimum of four (4) nails in each lath. Use six (6) nails for 24" wide lath. Length of nail shall be that which shall provide at least 1" penetration in horizontal supports and 3/4" penetration in vertical supports.
6. Gypsum lath shall not be used as a base for Portland cement plaster.
7. Wood lath shall be securely nailed and wetted down prior to applying plaster.
8. Metal lath shall be applied according to manufacturer's directions whether used for patching or new work.
9. Patching of plaster, when called for in the Work Write-Up, shall include the removal of all loose material encountered until sound construction is reached, including the removal of rotted or deteriorated lath. Crack repair in plaster walls shall be cut out to a depth of not less than 1/4" and a width of 1/4". All areas are to be wetted thoroughly before applying plaster filler.

O. Wallboard

1. Shall be tape joint gypsum board, carefully fitted and sized prior to nailing in place. Minimum thickness is to be 1/2".
2. Water resistant gypsum board is to be installed on bathroom walls, or any high moisture area.
3. All joints are to be staggered.
4. Nails or sheetrock screws shall be driven with their shanks perpendicular to the face of the board and seated below the surface of the board without breaking the paper, in accordance with the following:

<u>Thickness</u>	<u>Ceiling</u>	<u>Side Walls</u>	<u>Type of Nail</u>
1/2"	7" O.C. 5" O.C.	No. 4 glue coated	
5/8"	6" O.C. 7" O.C.	1-7/8 6d cement coated	

5. Perforated Tape Mix:

- a. Shall comply with the recommendation of the manufacturer. A minimum temperature of 55 degrees F. shall be maintained in the room where the work is done until the cement is completely dry. Follow manufacturer's directions for application.
- b. Over joints, the tape shall be embedded in cement and covered with a thin layer of cement. A second and third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be feather-edged and extended beyond the previous coat, approximately 2". The finish coat shall be sanded lightly and imperfections filled in prior to any painting or decorating.
- c. Check to see that all nails have been driven so that their heads are below the surface without breaking the paper. Cover nails with three (3) applications of cement, allowing time to dry between each coat painted or other decoration.
- d. The final coat shall be sanded lightly before application of inside corners and shall be reinforced with tape imbedded in cement and finished the same as b. over joints.
- e. Outside wood molding, metal molding, or metal corner reinforcement shall protect corners. Metal corner re-enforcement shall be finished with two (2) coats of cement, as specified.
- f. Provide metal edge trim where wallboard edge abuts dissimilar material.

6. Finish to match existing texture.

P. Ceilings

1. Acoustical tile or 2' x 4' drop grid ceilings may be used.
2. Furring strips, when called for, shall be a minimum of 3/4" x 2" and attached with #8 nails driven through to ceiling joists at 10" intervals.
3. Suspended Ceilings
  - a. Exposed T-Bar, as specified, installed in strict accordance with manufacturer's recommendations.
  - b. Unexposed T-Bar, as specified, installed in strict accordance with manufacturer's recommendations.
4. Plaster/ Drywall
  - a. Use a heavy textured spray finish, when required, to repair cracked plaster and/or cracks in ceiling board.

Q. Siding Repairs/Replacement

1. Repairs of siding shall match material of existing siding.

2. Installation of siding shall be 12" lap hard board and/or Fiber cement. siding, unless otherwise noted on the Work Write-Up. Paint as called for in the painting specifications.
3. Remove siding only when called for in Work Write-Up.
4. Vinyl Siding:
  - a. Shall be 40 mills (.040") thick or better.
  - b. Colored completely through.
  - c. Siding shall be installed over a minimum ¼" fan fold foam core, and shall carry a lifetime warranty for defects in material and color fading.
  - d. Warranty shall be placed in the owner(s) name and the contractor shall send all documentation to the company with a copy to the client.
  - e. Installation shall include wrapping all windows, soffit, fascia, porch ceiling, and pillars, et al.
  - f. Any exterior painted surfaces (including window sash) not wrapped shall be painted according to the painting specifications.
  - g. Owner(s) shall pick one siding color and one trim color from samples of siding and a complimentary trim color.
  - h. Owner(s) shall sign sample of color choice. No bright or "hot" colors allowed.

R. Caulking

1. Caulk shall be appropriate for materials being sealed. All caulk shall have a material life of at least 15 years.
2. Fully caulk around the following areas:
  - a. Window and door frames - all sides.
  - b. Where different materials meet.
  - c. Inside and outside corner trim boards.
  - d. Between foundation and wall plates or siding.
  - e. Around vents, fans, and window air conditioners.

S. Interior Doors

1. Shall be 1-3/8" hollow core.
2. Must be stained or painted to owner's option.
3. Complete with hardware and latch set.

T. Wallpapering - Not Allowed

U. Water Resistant Paneling

1. 1/8" thick, vinyl coated paneling recommended by the manufacturer for high moisture areas. Complete with vinyl trim at all joints.

2. Secure to sound backing using adhesive as recommended by manufacturer.
3. Owner(s) to select color and pattern from manufacturer's standard items. Owner(s) to sign sample selection.
4. Shall not be used as shower/tub surround.

V. Wood Paneling

1. Shall be 3/32" minimum thickness.
2. APA A-D interior paneling.
3. Furnish and install wood trim as required for a complete installation. Stain trim to match paneling.
4. Paneling to be selected by owner(s) based on specified allowance.
5. Owner(s) to sign sample of selection.

W. Kitchen Cabinets

1. Job Built:
  - a. Shall be 3/4" fir or birch plywood with solid wood band on all exposed edges.
  - b. Stain a minimum of two (2) coats of lacquer (selected by owner(s)).
2. Factory Built:
  - a. Residential grade, standard construction for wood cabinets.
  - b. Standard stain finish (selected by owner(s)).
  - c. Laminated (heat and stain resistant) counter top and edge trim with back splash.
3. Upper Cabinets:
  - a. Two (2) adjustable shelves.
  - b. Doors complete with hardware.
4. Base Cabinets:
  - a. Continuous drawers with standard glides across top section of all cabinets except sink area.
  - b. One (1) adjustable shelf behind doors - all areas below drawer sections.
  - c. Laminated (heat and stain resistant) counter top and edge trim with back splash.
  - d. Cabinets complete with hardware.

- X. Insulation - All insulation material shall be cellulose, unless otherwise specified in the Work Write-Up.  
All attics must be insulated to a R-38, where possible.

1. Insulation Barrier:
  - a. Install insulation barriers specifically manufactured for use with the type of insulation installed.
  - b. Installation is to be in accordance with manufacturer's recommendations.
  - c. All chimneys, flues, recessed lights, and furnaces are to have insulation barriers around them.
2. Gable Vents:
  - a. Openings are to be cut with close tolerance to insure a watertight fit.
  - b. Vent is to be nailed or screwed into the frame.
  - c. All damaged siding is to be repaired or replaced. Siding without sheathing behind it is to have the vent framed in and mounted on the frame to insure a tight fit.
  - d. Ventilation ratio shall be not less than 1/300.
3. Roof Vents:
  - a. Roof vents are to be prepared and cut to close tolerance to insure a watertight fit.
  - b. The hole in the roof shall be no smaller than the throat size of the vent being installed so as not to restrict airflow.
  - c. Discarded materials are not to be dropped into the attic area. The Contractor shall remove discarded materials from the work site.
  - d. Vents (galvanized or aluminum) are to be sealed and nailed with galvanized or aluminum nails.
  - e. If the high/low method is used in installing roof vents, 50 percent of the vents must be located in the upper portion to be ventilated at least 3' above lower vents, with the remaining 50 percent of the required ventilation provided by eave, soffit, or roof vents.
  - f. In the case of the high/low method of ventilation, a ratio shall not use less than 1/150.
  - g. Vents are to appear evenly spaced from the ground and be neat in appearance.
4. Soffit Vents:
  - a. Vents are to be installed to insure free ventilation space to the attic area.
  - b. Vents are to be evenly spaced and a uniform distance from the sidewall.
  - c. Vents are to be screwed to the soffit.
5. Attic Access:
  - a. R-19 batt insulation is to be stapled or nailed to the top of the door.
  - b. Insulated manufactured doors may also be used. Insulation dams are to be constructed from 1" x 10" or better and are to be used to hold back attic insulation.
  - c. All attic accesses are to be weather-stripped using foam, tubular, or metal flap weather strip, nailed, or placed on the jamb.
  - d. When rebuilding an attic access, use 1" x 4" for the jamb and doorstop to form the flange. The door itself can be made of 3/4" plywood and insulated with R-19 batt insulation. 1" x 4", or smaller, is to be used as casing. The door and

surrounding area is to be airtight. Damaged ceiling area is to be repaired with like materials, all wood installed is to be sealed against moisture.

6. Floor Insulation:
  - a. R-13 batt insulation is to be installed between floor joists, unless otherwise specified.
  - b. Insulation is to be secured with nails, staples, or wire.
  - c. The vapor barrier shall be towards the conditioned side.
7. Duct Insulation:
  - a. All loose joints on hot air ducts (also air conditioning ducts in attics) shall be sealed to prevent air leakage.
  - b. The ducts are to be wrapped using a standard R-5 or better vinyl wrapped fiberglass batt or standard duct wrap.
  - c. Cellulose can be blown against the ductwork to hold the insulation.
  - d. Duct insulation installed in a basement or crawl space is to have a vapor barrier installed to the outside.
8. Wall Insulation:
  - a. Walls shall be insulated to a minimum of R-13.
  - b. Building codes shall be considered regarding knob and tube wiring situations.
  - c. All exterior walls are to be insulated.
  - d. Siding is to be removed and replaced.
  - e. Damaged siding is to be replaced.
  - f. All sidewall insulation shall be densely packed cellulose.
9. Perimeter Insulation:
  - a. R-13 faced fiberglass is to be securely fastened to the underside of the floor, extending down the boxing area, unless otherwise specified.
  - b. Covers the inside foundation wall and then out into the crawlspace at least 2'.
  - c. Vapor barrier, shall be 6 mil plastic with 2' overlapped seams.
10. Insulation Material (Mineral):
  - a. Fiber Material or Product:
    - (1) Blanket batt conformance to F.5. HH-1-521E and ASTM C665-70.
    - (2) Board conformance to F.5. HH-1-526C and ASTM C612-70 or C726-72.
    - (3) Duct Material Conformance to F.5. HH-1-558B.
11. Insulation Material (Organic Fiber):
  - a. Cellulose conformance to HH-1-515D dated April 1988.
  - b. Block and Board conformance to F.S. LLL-12-525A and ASTM C208-72 and fire safety requirements.
12. Water Heater Blanket:

- a. Specifically manufactured for the purpose.
- b. Minimum R-5.
- c. Capable of meeting a flame spread classification not to exceed 150 (per ASTM E-84).

#### **PLUMBING AND HEATING SPECIFICATIONS**

##### **A. Water Piping**

- 1. Above ground shall be type L copper tubing with copper solder joint fittings made up with 95-5 solder as recommended by manufacturer or PEX.
- 2. Connections to valves shall be made with N.P.T. to solder adapters.
- 3. Schedule 40 PVC cold plastic water pipe may also be used for water piping and Schedule 40 CPVC for hot plastic water piping.
- 4. All plastic water pipe shall be supported every 4'.
- 5. The site of new pipes shall be in conformance with the Uniform Plumbing Code. Valves shall be 150# brass with ends similar to fittings. Valves shall be provided at each piece of equipment to permit removal without shutting off service. Unions will be provided to permit removal of equipment without cutting pipe.
- 6. Supply lines to faucets shall be flex lines or copper tubing.
- 7. Shut-offs is required on all supply lines.

##### **B. Plumbing Fixtures**

- 1. Trim shall be chrome plated and supplies to each water closet shall be provided with stop valves to permit removal without shutting off service.
- 2. All plumbing fixtures and trim called for in the Work Write-Up shall be of standard grade equal to American Standard, Crane, or Kohler.
- 3. Shower shall have a rod and shower curtain installed, at minimum.

##### **C. Kitchen Equipment**

- 1. Sink shall be double compartment stainless steel or enameled steel with self-sealing edge.
- 2. Refrigerator shall be a minimum 18 cu. ft., self-defrosting, 2-door unit appliance.
- 3. White or Almond (major brand mid priced model).
- 4. Ranges shall be electric or gas, with oven and oven light, and timer. White or Almond (major brand mid-priced range).
- 5. Gas ranges shall be attached to the gas supply with a steel flex gas line and shut off.

##### **D. Heating Systems**

- 1. Every heater that is existing or installed must be equipped with the following:

- a. One hundred percent safety.
  - b. Code approved, metalbestos vent.
  - c. Proper gas piping and stops, installed in accordance with recommendations of the Uniform Plumbing Code.
  - d. Shut-off valves.
  - e. All transite vents are to be removed.
  - f. Blower.
  - g. New Thermostat.
2. If no local codes, must meet National Gas Code (NGC).
  3. All new heating plants shall be sized and installed to provide sufficient proper heating and proper distribution for the size and requirements of the individual house. HVAC systems shall not be oversized by more than 15 percent.
  4. New furnaces shall be a minimum of 80 percent efficient, forced air with a warranty of not less than ten years. 90% efficient furnaces shall be sealed combustion.
  5. No outside units or attic units shall be installed or units in crawl space unless specified in the Work Write-Up.
  6. No flexible ductwork is allowed unless approved by inspector at the bid conference.
  7. No open return air is allowed. All ductwork is to be included in bid.
  8. All ductwork shall be sealed using mastic (example RCD #6).
  9. All ductwork in unconditioned spaces shall be insulated.
  10. Furnace and/or air conditioner shall be on separate circuits.
  11. All appliances must be installed in accordance with manufacturer's specifications.
  12. Must have easy access to filter.
  13. If furnace is in basement, it must be raised a minimum of 2".
  14. Plenum must be installed to receive future A-coil.

**E. Water Heaters**

1. Water heaters, existing or installed, shall have the following:
  - a. Pressure and temperature relief valve.
  - b. Proper vent, gas piping, and shut off.
  - c. All transite vents to be replaced with code approved vent.
2. Pressure and temperature relief valves shall be extended within 2' of the floor, but no closer than 6".

**NOTE: All cutting of walls, floors, ceilings, partitions, etc., for the purpose of rehabilitation work and the air sealing of openings around same, including the removal of all debris caused thereby, shall be performed by the contractor performing the work. Repairs shall match existing materials, be finished to a smooth condition, and painted. (Refer to applicable Specifications for details.)**



**SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP, THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.**

#### **ELECTRICAL SPECIFICATIONS**

All electrical work shall be in conformance with the National Electrical Code (NEC)

##### **A. Wiring Devices**

1. Single pole room lighting switches and three-way and four-way switches shall be UL approved.
2. Plug-ins shall be standard grounded receptacles except for plug-ins within 6' from water source shall be GFI.
3. Plates for all switches and receptacles shall be non-conducting type (including screws) and UL approved.
4. Dryer shall have separate 220 circuit.
5. Furnace, air conditioner, refrigerator, dishwasher, and stove shall have separate circuit.
6. Garbage disposal shall have separate circuit(s) and wall switched receptacle.

##### **B. Lighting Fixtures**

1. Contractor shall provide all lighting fixtures complete with lamps, glassware, mounting hardware, frames and trim, stems, ballasts, sockets, etc., to provide a complete operating UL approved fixture at each location, as called for in the Work Write-Up. Energy efficient compact fluorescents bulb(s) are required in all replaced fixtures.
2. Porcelain lamp-holders are prohibited unless approved by the Project Inspector.

##### **C. Panel Boards**

1. Shall be UL approved, with the minimum components as listed:
  - a. NEMA 1 enclosure for indoor and NEMA 3R for exterior use.
  - b. 200A mains (minimum) unless noted otherwise.
  - c. 200A 2-pole main breaker (minimum) unless otherwise noted.
  - d. Seven (7) 1-pole branch breakers (minimum).
  - e. 2-pole breakers as required.
  - f. Separate/Neutral.
  - g. Separate ground bar.
  - h. Additional equipment as required meeting the National Electrical Code (NEC).

\* Unless specified differently by inspector.

D. Wire

1. Wire and cables shall be copper.
2. All wire and cable shall comply with the standardization rules of the AIEE as to conductivity and shall be free from kinks, splices, and defects when installed. Conductors shall be in accordance with the requirements of IPCEA Publication's latest edition.
3. All wire used in this project shall be new and shall be identified by type and by manufacturer.
4. Branch circuit wiring shall be non-metallic sheath Type NM.
5. Service conductors shall be Type XHHW.
6. All wiring shall be concealed in wall, ceiling, or floor cavities. Wiring required to be exposed shall, be installed in intermediate grade metal conduct.
7. All receptacles and other electrical equipment, except light fixtures, shall have a separate equipment ground conductor bonded to their metal cases, frames, etc. (except as noted).

E. Lightning Arresters

1. 175 v., 2-pole lightning arresters shall be installed per NEC.
2. Rewiring of house shall meet NEC.

F. Smoke Alarms

1. Install a 10-year Lithium battery smoke alarms unless rewiring house.
2. If rewiring, install hardwired smoke alarms.

**Note: All cutting of walls, floors, ceilings, partitions, etc., for the purpose of rehabilitation work and the air sealing of openings around same, including the removal of all debris caused thereby, shall be performed by the contractor performing the work. Repairs shall match existing materials, be finished to a smooth condition, and painted. (Refer to applicable Specifications for details.)**

**CONTRACTOR MUST OBTAIN PRIOR WRITTEN APPROVAL FROM OWNER(S) BEFORE REMOVING FROM THE PREMISES ANY REUSABLE ITEMS, WHICH HAVE BEEN REPLACED.**

## PAINTING AND VARNISHING SPECIFICATIONS

Preparation and painting of all surfaces shall be completed in accordance with HUD's "Safe Work Practices".

### A. Preparation of Surface

#### 1. Exterior:

- a. Wood surfaces to be painted or varnished shall be prepared in accordance with HUD's Safe Work Practices in the removal of loose, chipping and peeling paint, rough spots, and any obvious oil and/or grease that may be covering existing wood or a paint.
- b. All paint chips and residue from the preparation must be REMOVED from the site.
- c. Where previous coats have chipped and peeled, the edge shall be wet scraped and puttied to obtain a smooth surface before new paint is applied.
- d. Exterior painting shall include painting all doors and windows, removing all storm windows, repairing windows, replacing all broken or cracked glass, and re-glazing and caulking all joints and seams with paintable caulk. Clean and reinstall all storm windows upon completion.
- e. All nail holes shall be puttied and all defects in the surface shall be eliminated by the repair or complete replacement of the defective part, this includes siding, sills, casings, etc.

#### 2. Interior:

- a. Wood surfaces to be painted or varnished shall be prepared in accordance with HUD's Safe Work Practices in the removal of loose, chipping and peeling paint, rough spots, and any obvious oil and/or grease that may be covering existing wood or a paint.
- b. Plaster or wallboard surfaces shall be sound, smooth, and free from holes, cracks, or irregularities.
- c. All old wallpaper shall be entirely removed or covered with sheetrock, taped, then painted.
- d. No paint or varnish shall be applied until all nail holes have been puttied and all defects in woodwork have been eliminated by the insertion of dutchmen or complete replacement of the damaged part.

### B. Materials – Lead based paint is in violation of HUD Lead-Based Paint Regulations and shall not be used.

#### 1. Exterior:

- a. All exterior paint must meet or exceed Sherwin Williams 15 year # A-100 and shall be delivered to site in manufacturer's sealed containers.
- b. Each container shall be labeled giving type of paint color and application specification.
- c. Before proceeding with exterior painting, samples of colors shall be shown to the owner(s) for selection. The owner(s) is limited to one (1) base color and one (1)

- trim color. Owner(s) shall sign the chosen color sample. Color options will be in a neutral color range, no bright or "hot colors" are allowed.
- d. The primer coat shall be Alkyd oil tinted to match topcoat, produced by the same manufacturer as the finish coat.
2. Interior:
    - a. Interior paint shall meet or exceed Sherwin William's Classic #99 for flat, semi-gloss, or satin gloss, and shall be delivered to the site in the manufacturer's sealed containers.
    - b. Primer for new sheetrock shall meet or exceed Sherwin William's Pro-Mar #400 latex primer.
    - c. Before proceeding with painting or varnishing, color samples shall be shown to the owner(s) for selection. The owner(s) is limited to one (1) base color and one (1) trim color. Owner(s) shall sign the chosen color sample.
    - d. Texture finish sample shall be submitted to the owner(s) for approval before application. Owner(s) shall sign sample choice.
    - e. The finish coat in kitchens and bathrooms shall be semi-gloss enamel and provide a durable and washable surface.
    - f. The primer shall be tinted to match topcoat, produced by the same manufacturer as the finished coat.
    - g. Varnish shall be polyurethane varnish.
  3. Application:
    - a. Exterior:
      - (1) All paint, unless specifically approved otherwise, shall be applied by brush or roller.
      - (2) Apply each material at manufacturer's recommended spreading rate.
      - (3) Do not apply exterior paint when temperature is 50° F. and falling, or when temperature is below 40° F. and steady, or in rainy, damp, or frosty weather until surface is thoroughly dry. Contact the Project Inspector if considering the Sherwin Williams product "Low Temp 35"
      - (4) The Contractor shall be responsible for protecting all areas and surfaces that are not to receive paint and shall clean and repair or replace any such areas, surfaces, or items so damaged.
      - (5) Finish work shall be uniform, of approved color, smooth, and free from runs, sags, and defective brushing and rolling. Edges of paint adjoining other materials or colors shall be sharp and clean.
    - b. Interior:
      - (1) New paint applied on walls that are painted with a glossy paint or has a shine must be first prepared to remove glossy surface and cleaned prior to painting.
      - (2) The Contractor shall be responsible for protecting all areas and surfaces that are not to receive paint and shall clean and repair or replace any such areas, surfaces, or items so damaged.

- (3) Finish work shall be uniform, of approved color, smooth, and free from runs, sags, and defective brushing and rolling. Edges of paint adjoining other materials or colors shall be sharp and clean.
- (4) Ceiling paint will be allowed when applying to ceilings.

c. Required Coatings:

- (1) Exterior wood, etc. (previously painted).
  - i. One (1) coat of exterior wood primer, tinted same as topcoat.
  - ii. Two (2) coats exterior latex house paint.
  - iii. Warranty is void if not followed.
- (2) Exterior wood and hardboard (bare):
  - i. One (1) coat exterior wood primer; tinted same as topcoat.
  - ii. Two (2) coats exterior latex house paint.
  - iii. Warranty is void if not followed.
- (3) Interior drywall:
  - i. Two (2) coats latex satin-gloss enamel wall paint.
  - ii. New drywall (1) coat of latex primer, (2) coats of satin-gloss enamel wall paint.
- (4) Wood porch floors and wood steps:
  - i. Two (2) coats porch floor enamel.
  - ii. Redwood and CCA does not need to be painted.
- (5) Spray textured drywall ceilings:
  - i. One (1) coat latex flat wall paint.
  - ii. One (1) coat spray texture.

SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP, THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.

## ROOFING SPECIFICATIONS

Replacement of roof, when called for on the Work Write-Up, shall be defined as removing all existing shingles, flashings, valley tin, drip edge, and felt; then providing all new felt, valley tin, flashing, metal drip edge, and shingles, et al. Damaged sheathing or areas without solid sheathing shall have 15/32" construction grade plywood or 7/16" OSB Louisiana Pacific Interseal installed for sheathing

### A. Sheathing

1. Shall be 15/32" construction (CDX) grade plywood or 7/16" OSB Louisiana Pacific Interseal, APA Exposure #1 criteria or equal (THIS PRODUCT IS NOT "NORBOARD").
2. Nail sheathing with cement coated, rosin coated, or ring shank nails placed on 4" centers on all edges and over the face of each piece.

### B. Underlayment

1. Shall be asphalt saturated felt, minimum 30#, which has low vapor resistance. Coated felts or laminated waterproof papers, which act as vapor barriers, should not be used.
2. Underlayment should be applied over the entire roof as soon as the roof sheathing has been completed.
3. Underlayment should be lapped 1' from both sides over all hips and ridges.
4. Only sufficient fasteners are to be used to hold the underlayment securely in place until shingles are applied.
5. Shingles are not to be applied over wet underlayment.

### C. Shingles

1. Shall be new Heritage or 3-tab, (equal to or better than 25-year), asphalt shingle squares, (nominal) weight, installed according to manufacturer's specifications, using nails only.
2. Cut shingles at valleys (2" each side of valley center to expose a minimum of 4"). Woven valleys are not allowed.
3. Owner(s) to select shingle color by signing a sample of the chosen shingle. Contractor is to keep signed shingle until final completion certificate is signed.

### D. Metal Roofing

1. Shall be 29 gauge painted metal roofing equal to or better than Metal Sales Pro Panel II.
2. All metal roofing shall be attached with the proper length metal to wood screws with seal washers.

3. Owners shall sign sample of color choice. Color options will be a neutral color range, no bright or "hot colors" are allowed.

D. Flashing

Shall be 30 nominal gauge galvanized steel securely fastened and tarred to watertight and water-shedding condition.

E. Gutters/Downspouts/Splash Blocks

1. Standard, 5" Ogee, galvanized, white, steel, or 26 gauge aluminum gutters, securely fastened at 4' maximum intervals. Owner(s) to chose color to compliment house.
2. Downspouts may be round or square, corrugated and anchored at top and bottom.
3. All joints are to be watertight.
4. Install 3" splash blocks at all downspout locations. If not concrete, the splash blocks shall be anchored.
5. Install blocking and/or fascia board where necessary between gutter and eaves to properly align gutter to receive run-off from roof.
6. Owner(s) shall sign sample of color choice. No bright or "hot" colors allowed.

NOTE: SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP, THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.

## DEMOLITION SPECIFICATIONS

### A. Structures, Trees, and Site Clearance

1. The removal and proper disposal of the dilapidated structure(s). Check with the landfill operator prior to beginning demolition for instructions on "proper disposal".
2. The capping off of the sewer and waterlines.
3. The complete removal of all concrete, cement or blocks, back-fill any basement to grade. Level site to be mowed. Seeding is the responsibility of the property owner.
4. Only remove trees that are within 6' of structure to be demolished.

### B. Abandoned Septic Systems

1. Remove all liquid contents and the top of the tank. If the pit begins to fill with water, puncture the floor.
2. Fill the cavity with earth, sand, or gravel. Pack the fill to 5' below the surface, knock down sides 2' below grade, and then complete the fill with subsoil, packing as fill is being installed. The structure is now ready for the plug.
3. A minimum of a 6" of bentonite clay or 24" reinforced cement plug is to be applied. The plug must extend beyond the lining of the original diameter of the hole.

### C. Abandoned Wells

1. Remove any pumping equipment.
2. Disinfect the water prior to filling by adding 1 gallon of chlorine bleach for every 10' of water.
3. Fill the well with sand and gravel mix to the water level.
4. Fill the remainder of the well above the water level with natural clay material (subsoil low in organic matter) compacted to form a solid column.
5. Six feet from top of casing, pour a 3' plug of cement or neat cement or sodium bentonite clay.
6. Excavate around the casing to the top of the plug, cut off casing, and backfill the excavation with compacted earth material.

Note: Contractor may be instructed to cut the casing at 4' below grade to allow the plug to extend beyond the edge of the casing. This mushroom plug will help provide extra protection from water movement along either side of the casing.



## SAFE WORK PRACTICES

All work must be conducted in a lead safe work practice manner according to HUD Approved Lead Safe Work Practice Training by someone who has received HUD Approved Lead Safe Work Practices Training, is a Kansas Department of Health and Environment certified Lead Based Paint Worker, or is supervised by a Kansas Department of Health and Environment Lead Based Paint Supervisor.

Reference **Lead Paint Safety, A Field Guide for Painting, Home Maintenance, and Renovation Work**, U.S. Department of Housing and Urban Development Office of Healthy Homes and Lead Hazard Control.

### A. Prohibited Methods of Lead Based Paint Removal

1. Open flame burning or torching.
2. Machine sanding or grinding without a high-efficiency particulate air (HEPA) local exhaust control.
3. Abrasive blasting or sandblasting without a HEPA local exhaust control.
4. Heat guns operating above 1100° F. or charring the paint.
5. Dry sanding or dry scraping, except dry scraping in conjunction with heat guns or within 1' of electrical outlets.
6. Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the Consumer Product Safety Commission.

### B. Occupant Protection and Worksite Preparation

1. Occupants and their belongings shall be protected.
2. The worksite must be prepared according to safe work practice standards.

### C. Cleaning for Clearance

After rehabilitation/hazard reduction activities have been completed, the worksite shall be cleaned using cleaning methods, products, and devices that are successful in cleaning up dust-lead hazards, such as a HEPA vacuum or other method of equivalent efficacy, and lead specific detergents or equivalent.

### D. Safe Work Practices Are Not Required

1. On a home built after 1978.
2. On housing exclusively for the elderly (62 years of age or older) or people with disabilities unless a child under six is expected to reside there.
3. On zero-bedroom dwellings.

4. On property that has been found to be free of lead-based paint by a certified lead-based paint inspector/risk assessor.
5. On property where all lead-based paint has been removed.
6. On unoccupied housing that will remain vacant until it is demolished.
7. On non-residential property.
8. On any rehabilitation or housing improvement that does not disturb a painted surface.

## **Subpart J—Rehabilitation**

**Source:** 64 FR 50212, Sept. 15, 1999, unless otherwise noted.

### **§ 35.900 Purpose and applicability.**

(a) *Purpose and applicability.* (1) The purpose of this subpart J is to establish procedures to eliminate as far as practicable lead-based paint hazards in a residential property that receives Federal rehabilitation assistance under a program administered by HUD. Rehabilitation assistance does not include project-based rental assistance, rehabilitation mortgage insurance or assistance to public housing.

(2) The requirements of this subpart shall not apply to HOME funds which are committed to a specific project in accordance with §92.2 of this title before September 15, 2000. Such projects shall be subject to the requirements of §92.355 of this title that were in effect at the time of project commitment or the requirements of this subpart.

(3) For the purposes of the Indian Housing Block Grant program and the CDBG Entitlement program, the requirements of this subpart shall apply to all residential rehabilitation activities (except those otherwise exempted) for which funds are first obligated on or after September 15, 2000. For the purposes of the State, HUD-Administered Small Cities, and Insular Areas CDBG programs, the requirements of this subpart shall apply to all covered activities (except those otherwise exempted) for which grant funding is awarded to the unit of local government by the State or HUD, as applicable, on or after September 15, 2000. For the purposes of the Emergency Shelter Grant Program (42 U.S.C. 11371–11378) and the formula grants awarded under the Housing Opportunities for Persons with AIDS Program (HOPWA) (42 U.S.C. 12901 et. seq.), the requirements of this subpart shall apply to activities for which program funds are first obligated on or after September 15, 2000.

(4) For the purposes of competitively awarded grants under the HOPWA Program and the Supportive Housing Program (42 U.S.C. 11481–11389), the requirements of this subpart shall apply to grants awarded under Notices of Funding Availability published on or after September 15, 2000.

(5) For the purposes of the Indian CDBG program (§1003.607 of this title), the requirements of this subpart shall not apply to funds whose notice of funding availability is announced or funding letter is sent before September 15, 2000. Such project grantees shall be subject to the regulations in effect at the time of announcement or funding letter.

(b) The grantee or participating jurisdiction may assign to a subrecipient or other entity the responsibilities set forth in this subpart.

### **§ 35.905 Definitions and other general requirements.**

Definitions and other general requirements that apply to this subpart are found in subpart B of this part.

**§ 35.910 Notices and pamphlet.**

(a) *Notices.* In cases where evaluation or hazard reduction or both are undertaken as part of federally funded rehabilitation, the grantee or participating jurisdiction shall provide a notice to occupants in accordance with §35.125. A visual assessment alone is not considered an evaluation for the purposes of this part.

(b) *Lead hazard information pamphlet.* The grantee or participating jurisdiction shall provide the lead hazard information pamphlet in accordance with §35.130.

[69 FR 34272, June 21, 2004]

**§ 35.915 Calculating Federal rehabilitation assistance.**

(a) *Applicability.* This section applies to recipients of Federal rehabilitation assistance.

(b) *Rehabilitation assistance.* (1) Lead-based paint requirements for rehabilitation fall into three categories that depend on the amount of Federal rehabilitation assistance provided. The three categories are:

(i) Assistance of up to and including \$5,000 per unit;

(ii) Assistance of more than \$5,000 per unit up to and including \$25,000 per unit; and

(iii) Assistance of more than \$25,000 per unit.

(2) For purposes of implementing §§35.930 and 35.935, the amount of rehabilitation assistance is the lesser of two amounts: the average Federal assistance per assisted dwelling unit and the average per unit hard costs of rehabilitation. Federal assistance includes all Federal funds assisting the project, regardless of the use of the funds. Federal funds being used for acquisition of the property are to be included as well as funds for construction, permits, fees, and other project costs. The hard costs of rehabilitation include all hard costs, regardless of source, except that the costs of lead-based paint hazard evaluation and hazard reduction activities are not to be included. Costs of site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to compliance with the requirements of this part are not to be included in the hard costs of rehabilitation. All other hard costs are to be included, regardless of whether the source of funds is Federal or non-Federal, public or private.

(c) *Calculating rehabilitation assistance in properties with both assisted and unassisted dwelling units.* For a residential property that includes both federally assisted and non-assisted units, the rehabilitation costs and Federal assistance associated with non-assisted units are not included in the calculations of the average per unit hard costs of rehabilitation and the average Federal assistance per unit.

(1) The average per unit hard costs of rehabilitation for the assisted units is calculated using the following formula:

$$\text{Per Unit Hard Costs of Rehabilitation } \$ = (a/c) + (b/d)$$

Where:

a = Rehabilitation hard costs for all assisted units (not including common areas and exterior surfaces)

b = Rehabilitation hard costs for common areas and exterior painted surfaces

c = Number of federally assisted units

d = Total number of units

(2) The average Federal assistance per assisted dwelling unit is calculated using the following formula:

$$\text{Per unit Federal assistance} = e/c$$

Where:

e = Total Federal assistance for the project

c = Number of federally assisted units

[69 FR 34272, June 21, 2004]

#### **§ 35.920 [Reserved]**

#### **§ 35.925 Examples of determining applicable requirements.**

The following examples illustrate how to determine whether the requirements of §§35.930(b), (c), or (d) apply to a dwelling unit receiving Federal rehabilitation assistance (dollar amounts are on a per unit basis):

(a) If the total amount of Federal assistance for a dwelling is \$2,000, and the hard costs of rehabilitation are \$10,000, the lead-based paint requirements would be

those described in §35.930(b), because Federal rehabilitation assistance is up to and including \$5,000.

(b) If the total amount of Federal assistance for a dwelling unit is \$6,000, and the hard costs of rehabilitation are \$2,000, the lead-based paint requirements would be those described in §35.930(b). Although the total amount of Federal dollars is more than \$5,000, only the \$2,000 of that total can be applied to rehabilitation. Therefore, the Federal rehabilitation assistance is \$2,000 which is not more than \$5,000.

(c) If the total amount of Federal assistance for a unit is \$6,000, and the hard costs of rehabilitation are \$6,000, the lead-based paint requirements are those described in §35.930(c), because the amount of Federal rehabilitation assistance is more than \$5,000 but not more than \$25,000.

(d) If eight dwelling units in a residential property receive Federal rehabilitation assistance [symbol c in §35.915(c)(2)] out of a total of 10 dwelling units [d], the total Federal assistance for the rehabilitation project is \$300,000 [e], the total hard costs of rehabilitation for the dwelling units are \$160,000 [a], and the total hard costs of rehabilitation for the common areas and exterior surfaces are \$20,000 [b], then the lead-based paint requirements would be those described in §35.930(c), because the level of Federal rehabilitation assistance is \$22,000, which is not greater than \$25,000. This is calculated as follows: The total Federal assistance per assisted unit is \$37,500 ( $e/c = \$300,000/8$ ), the per unit hard costs of rehabilitation is \$22,000 ( $a/c + b/d = \$160,000/8 + \$20,000/10$ ), and the level of Federal rehabilitation assistance is the lesser of \$37,500 and \$22,000.

[64 FR 50212, Sept. 15, 1999, as amended at 69 FR 34272, June 21, 2004]

#### **§ 35.930 Evaluation and hazard reduction requirements.**

(a) *Paint testing.* The grantee or participating jurisdiction shall either perform paint testing on the painted surfaces to be disturbed or replaced during rehabilitation activities, or presume that all these painted surfaces are coated with lead-based paint.

(b) *Residential property receiving an average of up to and including \$5,000 per unit in Federal rehabilitation assistance.* Each grantee or participating jurisdiction shall:

(1) Conduct paint testing or presume the presence of lead-based paint, in accordance with paragraph (a) of this section. If paint testing indicates that the painted surfaces are not coated with lead-based paint, safe work practices and clearance are not required.

(2) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed.

(3) After completion of any rehabilitation disturbing painted surfaces, perform a clearance examination of the worksite(s) in accordance with §35.1340. Clearance is not required if rehabilitation did not disturb painted surfaces of a total area more than that set forth in §35.1350(d).

*(c) Residential property receiving an average of more than \$5,000 and up to and including \$25,000 per unit in Federal rehabilitation assistance. Each grantee or participating jurisdiction shall:*

(1) Conduct paint testing or presume the presence of lead-based paint, in accordance with paragraph (a) of this section.

(2) Perform a risk assessment in the dwelling units receiving Federal assistance, in common areas servicing those units, and exterior painted surfaces, in accordance with §35.1320(b), before rehabilitation begins.

(3) Perform interim controls in accordance with §35.1330 of all lead-based paint hazards identified pursuant to paragraphs (c)(1) and (c)(2) of this section.

(4) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed and is known or presumed to be lead-based paint.

*(d) Residential property receiving an average of more than \$25,000 per unit in Federal rehabilitation assistance. Each grantee or participating jurisdiction shall:*

(1) Conduct paint testing or presume the presence of lead-based paint in accordance with paragraph (a) of this section.

(2) Perform a risk assessment in the dwelling units receiving Federal assistance and in associated common areas and exterior painted surfaces in accordance with §35.1320(b) before rehabilitation begins.

(3) Abate all lead-based paint hazards identified by the paint testing or risk assessment conducted pursuant to paragraphs (d)(1) and (d)(2) of this section, in accordance with §35.1325, except that interim controls are acceptable on exterior surfaces that are not disturbed by rehabilitation and on paint-lead hazards that have an area smaller than the *de minimis* limits of §35.1350(d). If abatement of a paint-lead hazard is required, it is necessary to abate only the surface area with hazardous conditions.

(4) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed and is known or presumed to be lead-based paint.

[64 FR 50214, Sept. 15, 1999; 65 FR 3387, Jan. 21, 2000, as amended at 69 FR 34273, June 21, 2004]

**§ 35.935 Ongoing lead-based paint maintenance activities.**

In the case of a rental property receiving Federal rehabilitation assistance under the HOME program, the grantee or participating jurisdiction shall require the property owner to incorporate ongoing lead-based paint maintenance activities in regular building operations, in accordance with §35.1355(a).

[69 FR 34273, June 21, 2004]

**§ 35.940 Special requirements for insular areas.**

If a dwelling unit receiving Federal assistance under a program covered by this subpart is located in an insular area, the requirements of this section shall apply and the requirements of §35.930 shall not apply. All other sections of this subpart J shall apply. The insular area shall conduct the following activities for the dwelling unit, common areas servicing the dwelling unit, and the exterior surfaces of the building in which the dwelling unit is located:

*(a) Residential property receiving an average of up to and including \$5,000 per unit in Federal rehabilitation assistance.* (1) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed by rehabilitation.

(2) After completion of any rehabilitation disturbing painted surfaces, perform a clearance examination of the worksite(s) in accordance with §35.1340. Clearance shall be achieved before residents are allowed to occupy the worksite(s). Clearance is not required if rehabilitation did not disturb painted surfaces of a total area more than that set forth in §35.1350(b).

*(b) Residential property receiving an average of more than \$5,000 per unit in Federal rehabilitation assistance.* (1) Before beginning rehabilitation, perform a visual assessment of all painted surfaces in order to identify deteriorated paint.

(2) Perform paint stabilization of each deteriorated paint surface and each painted surface being disturbed by rehabilitation, in accordance with §§35.1330(a) and (b).

(3) After completion of all paint stabilization, perform a clearance examination of the affected dwelling units and common areas in accordance with §35.1340. Clearance shall be achieved before residents are allowed to occupy rooms or spaces in which paint stabilization has been performed.



**9. Resale or Recapture Guidelines.** Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

HTF will not be used to assist first-time homebuyers.

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

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

1. Applications may provide housing for specific subpopulations that are understood to have a higher rate of household poverty (such as elderly, disabled, victims of domestic abuse, persons aging out of foster care or transitioning from institutions, homeless families and individuals, etc.), or if they integrate extremely low income households into more economically diverse neighborhoods or housing developments. HTF activities may limit beneficiaries or provide preferences to specific populations with extremely low income as allowed by the HTF Interim Rule at 24 CFR 93.303(d)(3). Consistent with the Kansas Annual Action Plan AP-30, proposed HTF projects may provide limitations or preferences for elderly, households covered by the Housing for Older Persons Act (HOPA), disabled, victims of domestic abuse, persons aging out of the foster care system or transitioning from institutions, and homeless families or individuals; provided those preferences do not violate the nondiscrimination requirements at 24 CFR 93.350. The tenant protections enumerated at 24 CFR 93.303 apply to all HTF-assisted housing regardless of beneficiary limitations or preference, or other program requirements.

**12. Refinancing of Existing Debt.** Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’s refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum

level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

HTF funds will not be used to refinance existing debt.

**Discussion:**

HOME's selection of eligible applicants can be found under AP - 30, i. FTHB, j. TBRA, and k. Rental Development. Also, this information can be found on the website [www.kshousingcorp.org](http://www.kshousingcorp.org).

## Attachments

## Citizen Participation Comments

**Comment (Need Fair Housing Resources):** One commenter stated there is a need for Fair Housing resources for mitigating issues with tenants.

**Response:** KHRC is now funding a statewide tenant/landlord education service where tenants or landlords can call us with questions and concerns. We educate them about their rights and responsibilities under the law. If we recognize a case that might be good for referral to mediation, there is a contract in place with Kansas Legal Services for free mediation services.

KHRC was also a primary sponsor of the 2018 Washburn Law School Fair Housing Summit in March 2018 which educated the community on Fair Housing and tenant issues. KHRC also provided free Fair Housing webinars that addressed tenant/landlord issues to over 450 people in April 2018.

**Comment (Emergency repairs and disability modification):** Two commenters stated there is a need for emergency home repair and/or rehabilitation for senior and/disabled home owners.

**Response:** KHRC recognizes the significant value the KAMP program had for people with mobility or other physical impairments. Unfortunately, KHRC no longer has access to State or other funding to maintain the program. A stand-alone accessibility modification program is not an eligible activity under the HOME program. Should a funding source be identified, KHRC would consider resuming this valuable activity.

Accessibility modifications are an eligible activity for a community funded within the State's CDBG housing rehabilitation program, administered by the Kansas Department of Commerce. Up to 20% of the funds on the rehabilitation budget line item can be used for emergencies and accessibility modifications for disabled households located outside of the target area. Within the target area, accessibility modifications would be included as part of the rehabilitation work for a disabled household.

**Comment (Universal Design):** One commenter stated there was a need for rental housing to be built according to universal design so less accommodations need to be made post construction.

**Response:** HOME and HTF rental development is subject to the requirements of the Fair Housing Act and Section 504 for accessible design and constructions. One-two and three-unit buildings that are not subject to the FHAct's design requirements must comply with the Kansas accessibility statute at KSA 58-1402. Funding applications receive scoring preference for including more than the minimum number of UFAS units. Developers are encouraged to incorporate additional features and design elements to enhance accessibility.

**Comment (Voucher program):** Once commenter stated that voucher type programs need to be expanded so low income persons do not have to live in an income based apartment complex.

**Response:** The HOME-funded Tenant Based Rental Assistance (TBRA), provides rental assistance that is portable, and allows tenants the opportunity to live in a house or apartment of their choosing, provided the unit meets the program's requirements for physical condition, affordability, and the owner's willingness to accept that assistance. Participants are not steered, directed, or required to live in specific housing complexes or units.

**Comment (More one bedroom/studio units):** One commenter stated there should be more affordable one bedroom or studio units for single persons on social security.

**Response:** KHRC has an annual application round for HOME and HTF rental development funds, which coincides with the Low-Income Housing Tax Credit (LIHTC) round. Projects for all three are selected on a range of criteria, including an assessment of local needs and markets, and the targeting of housing units for people with special housing needs. Projects awarded those funds generally include a mix of developments with units for larger families, as well as some targeted to smaller, lower income households. Although not necessary typical, in one recent award round over 50% of the units in funded developments are one bedroom.

The HTF program specifically targets the development of housing for people with extremely low income (ELI). Depending on the development, this program lends itself well to creation of those smaller, very affordable units.

HOME Tenant Based Rental Assistance (TBRA) is available to eligible households of any size, subsidizing rent so it is affordable based on income. TBRA works well for individuals and families on a very low, fixed income, including single persons.

**Comment (Permanent Supportive Housing):** One commenter stated it would benefit communities to increase permanent supportive housing.

**Response:** Consistent with the HOME Final Rule at 24 CFR 92.253(c), KHRC does not allow the use of HOME funds to develop, lease or manage rental housing where acceptance of services is a requirement of occupancy; except as allowed as part of a qualifying transitional housing program. KHRC supports applications for funding where supportive services are *offered* or made more accessible, but they cannot be required. The HOME Rental Development program provides scoring incentives for projects that address the needs identified above.

## National Housing Trust Fund 2018 Kansas Allocation Plan

### Introduction/Background

Section 1131 of the Housing and Economic Recovery Act of 2008 (HERA) established the National Housing Trust Fund (HTF), administered by HUD. The HTF is initially funded from fees on new business by Fannie Mae and Freddie Mac. HUD published an interim rule for HTF on January 30, 2015, codified at 24 CFR Part 93.

The State of Kansas has selected Kansas Housing Resources Corporation (KHRC) as the State Designated Entity to administer the program.

### Purpose

The purpose of the HTF is to provide grants to State governments to increase and preserve the supply of rental housing for extremely low- and very low-income families, including homeless families.

### Program Requirements

The HTF regulations are modeled on those of the HOME Program, with some key differences, most notably those related to lower income restrictions and a 30-year affordability period.

### Income Targets and Affordability

For 2018, all housing units developed with HTF funds must serve Extremely Low Income (ELI) households; those at or below 30% of Area Median Income or the Federal Poverty Guideline, whichever is greater. HUD will publish rent limits annually, based on affordability at those income limits. HTF-assisted housing units must remain affordable and available to ELI households for a minimum of 30 years.

2017 HTF Rent Limits for Kansas are at:

[https://www.hudexchange.info/resource/reportmanagement/published/HTF\\_RentLimits\\_State\\_KS\\_2017.pdf](https://www.hudexchange.info/resource/reportmanagement/published/HTF_RentLimits_State_KS_2017.pdf)

### Funding Levels

Annual allocations to states are based on a formula, with a minimum allocation per state of \$3 million. The Kansas allocation is expected to be at the minimum level for 2018.

### Eligible Activities

HTF funds will be used for the development of decent, safe and affordable rental housing, including new construction, reconstruction, or rehabilitation of modest housing. 90% of the funds allocated to Kansas (\$2.7 Million) will be directed to the creation or preservation of affordable rental housing, with the remaining 10% available to KHRC for planning and administrative costs. Eligible costs are the hard costs and related soft costs of housing development, and limited operating cost assistance or operating reserve contributions as described at 24 CFR 93.201. Home ownership activities will not be eligible for HTF funding in Kansas.

### Threshold factors and application funding limits

Applications must meet threshold requirements for the HTF program as described at 24 CFR Part 93.

1. The application must be for a qualified residential development, and must contain a description of eligible activities to be conducted with HTF funds as required in 24 CFR 93.200.

2. The applicant must be an eligible recipient as described below, with the experience and ability to develop rental housing of the size and complexity proposed in the application. KHRC will not subgrant HTF funds to units of local government.
3. Proposals require evidence of site control (ownership, purchase option, letter of intent to donate, etc.).
4. Proposals should demonstrate local support for the development (including but not limited to a resolution of support from the local jurisdiction, proper zoning, consistency with any local housing or development plans, documentation of public informational meetings or notices, other efforts to solicit and consider local input, etc.).
5. The development must meet the extremely low income restrictions as described in the HTF interim rule at 24 CFR Part 93 and as defined by HUD. 2017 HTF Income Limits for Kansas are at: [https://www.hudexchange.info/resource/reportmanagement/published/HTF\\_IncomeLimits\\_State\\_KS\\_2017.pdf](https://www.hudexchange.info/resource/reportmanagement/published/HTF_IncomeLimits_State_KS_2017.pdf)
6. The proposed development must have all other funding committed or applied for concurrently. Applications for LIHTC and HOME Rental Development funds from KHRC are due at the same time as the application for HTF funds, and, if included, should be clearly identified as sources in the HTF application. Other sources which have received either a firm or conditional commitment must be documented as such by those sources. Anticipated sources which are 'applied for', but not yet awarded or committed shall be documented with application dates, anticipated award dates, and verification from those sources that the project is eligible and under consideration for funding. It is important to the evaluation of a project that the level of commitment of other funds be clear. **No project will receive a commitment of HTF funds unless and until all other financing is secured and committed to the project.**

#### Eligible Recipients

An eligible recipient, defined at 24 CFR 93.2 is an organization, agency, or other entity (including a public housing agency, or a for-profit or non-profit entity) that receives HTF funds to undertake an eligible project.

A recipient must be able to:

- a) make acceptable assurances to KHRC that it will comply with the requirements of the HTF program during the entire period from selection of the recipient to receive HTF funds, through the conclusion of all HTF-funded activities,
- b) demonstrate the ability and financial capacity to undertake, comply and manage the proposed HTF activity,
- c) demonstrate its familiarity with and ability to comply with all applicable Federal, State and local requirements and regulations, and,
- d) have demonstrated experience and capacity to own, construct or rehabilitate, and manage the proposed affordable housing project.

#### Application Process

Applications will be available in the fall of 2018. Completed applications must be returned to KHRC, with all supporting documents, by 4:30 PM on Friday, February 1, 2019. This date coincides with the applications for LIHTC and HOME Rental Development funds. The application for funding will generally follow the form of the applications for LIHTC and HOME Rental Development. Proposals will be evaluated and scored by HOME/HTC staff with recommendations submitted to KHRC's Loans and Grants Committee for review and approval. The review process will take approximately 90-120 days from submission to final determination and award offer.



## **HTF Funding Priorities**

### **Distribution of Funds**

- 1) KHRC will not distribute HTF funds through local jurisdiction subgrantees.
- 2) Application for HTF funds will be accepted statewide, including in HOME and CDBG Entitlement Communities, from eligible recipients whose proposals address the criteria outlined in this allocation plan as well as priority housing needs as identified in the state's Consolidated Plan.
- 3) HTF funds will be offered as a non-amortizing deferred payment loan with simple interest. Loan payments are deferred for the duration of the statutory affordability period, provided the activity is completed per the written agreement and remains compliant with the terms of the statute and written agreement for the duration of the affordability period required by the statute or the written agreement.
- 4) Repayment of funds: All loan payments or program income shall be paid to KHRC for deposit in the local HTF account. KHRC will report on the receipt and use of all loan payments or other program income in the program's computerized disbursement and information system, and ensure that program income received by KHRC is expended on HTF eligible activities prior to drawing down additional HTF from the Treasury. All program income will be used in accordance with HTF program requirements.

### **Application Selection Criteria**

Applications for funding must contain a description of the eligible activities to be conducted with HTF funds, as described in 24 CFR 93.200.

Projects will be selected for geographic diversity including urban and rural communities across the state, subject to an assessment of local need and market for rental housing for extremely low income households.

**SCORING:** Applications will be scored on criteria totaling approximately 350 points, divided among four categories: Location/Need; Development Characteristics; Applicant Qualifications; and Tenant Population Characteristics. Actual point values may be subject to adjustment prior to release of the application.

- 1) **Location/Need (100 points):** Proposals will be evaluated for local need. Geographic priorities will be communities (cities, counties, geographic regions, neighborhoods) with significantly higher rates of poverty or shortage of housing for Extremely Low Income (ELI) households compared to other locations. A market study is recommended, and is required for projects of 12 or more units. For consistency of information, the American Factfinder "Community Facts" feature on the U.S. Census website will be used to measure these factors.  
<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
  - a. Proposals will receive higher scoring if located in a city or county with more than 20% of total people living below the poverty line.

- b. Proposals will receive higher scoring if 30% or more of households in the community are paying gross rent equal to 35% or more of household income.
  - c. Proposals demonstrating a greater need for units affordable to ELI households, as supported by a market study or analysis will be prioritized over those which have lesser need or have not clearly documented the local market.
  - d. Age of local housing stock: Subject to housing need, above, proposals will score higher in communities where more than 80% of local housing stock was built prior to 1980.
- 2) **Development Characteristics (90 points):** Proposals will be evaluated and receive points for the following:
- a. Proximity to essential services, transportation, and supportive services necessary for the health and independence of the target population.
  - b. Leveraging of other funding sources: a sliding scale assigns more points for proposals with HTF as a lower percentage of development costs. Higher point value will be assigned to proposals where LIHTC or non-Federal sources are used.
  - c. A contract or commitment of Project Based Rental Assistance (PBRA), scored on the percentage of units with assistance. PBRA can help to ensure positive cash flow from ELI units. Project budget proforma with PBRA must show cash flow and a DSC < 1.15.
  - d. Affordability: 80% of all units have rents 10% or more below FMR.
  - e. Energy efficiency: a proposal will receive points for a commitment to Energy Star, LEED certification or other measures which exceed the minimum (IECC 2009) requirements.
  - f. Accessibility: points will be assigned to proposals which include more than the minimum number of Section 504 accessible units.
  - g. Storm shelters: proposals will receive points for inclusion of safe rooms in individual units or in an accessible community building.
- 3) **Applicant Qualifications (60 points):** In addition to threshold requirements for applicant experience, proposals will receive points for the following:
- a. Recent (past 4 years) completion of affordable housing project with comparable size and complexity.
  - b. Specific identification in the application of a development team with affordable housing experience, including architect, general contractor, legal and accounting team, etc.
  - c. Owner/management interest in a portfolio of affordable housing properties, with no projects identified by KHRC as having significant ongoing or unresolved compliance issues.
- 4) **Tenant Population Characteristics (100 points):** Proposal will receive points for:
- a. Targeting of senior or disabled populations.
  - b. Developments which serve the lowest income tenants, based on percentage of units and income targeting overall.
  - c. Permanent housing for homeless families or individuals, individuals exiting a nursing facility or institution, victims of domestic violence, or youth aging out of foster care.
  - d. Housing for ELI families with children.
  - e. Proposals for housing with a long term commitment for supportive services to help a target population maintain stable housing.

**Sustainability:** A proposal will receive consideration only if it can be demonstrated to be financially viable throughout the 30-year affordability period. Proposals will be evaluated for sustainability beyond that threshold.

- 1) Proposals shall include an operating proforma demonstrating a reasonable expectation of positive cash flow throughout the 30-year affordability period.
- 2) A debt service coverage ratio (DSCR) of >1.15 is generally the minimum acceptable.
- 3) Proposals must include adequate contributions to replacement reserves to assure funds are available for repair and replacement of major systems as needed.
- 4) HTF-assisted units, because of income and rent restrictions, are likely to need greater reserves than other properties. \$400-450 PUPA should be considered minimum.
- 5) For rehabilitation, a Capital Needs Assessment is required for 12 or more units. The proposal must estimate the remaining useful life of all major systems and components, and include adequate reserves for replacement.

#### **Applicant and Application Requirements**

- 1) Applicants will be evaluated for the capacity and experience necessary to build and manage a successful project, and the ability to ensure viability over the statutory affordability period. A successful applicant will have experienced staff, and a strong development team with a track record of completing and operating affordable housing projects of similar size and complexity.
- 2) Applications will generally follow the form of the current HOME and LIHTC application, with additional information required as appropriate to HTF program requirements.
- 3) The applicant must be a developer with the experience and capacity to carry out any activity proposed to use HTF funds.
- 4) Eligible applicants will include for-profit and non-profit developers, partnerships formed for the purpose of affordable housing development, and public housing agencies (funds may not be used for public housing except as described at 24 CFR 93.203).

#### **Duration of Affordability Period**

HTF-assisted rental units have a statutory affordability period of 30 years. A mortgage and restrictive use covenant will enforce this requirement.

#### **Priority Housing Needs of Kansas**

Priority will be given based on the merits of the application in meeting priority housing needs as described in the 2014 Kansas Consolidated Plan. The most common housing problem at all income levels is cost burden. For households at or below 30% of AMI, the priority need is for households cost burdened at greater than 50% of income, followed by cost burden greater than 30% of income.

#### **Assurances – An applicant must:**

- 1) Provide acceptable assurances to KHRC that it will comply with the requirements of the HTF program throughout the development and entire affordability period;
- 2) Provide assurances that HTF funds will only be used for eligible activities as described in 24 CFR 93.200;
- 3) Demonstrate the organizational and financial capacity to carry out the proposed activity, including the ability to own, develop and manage affordable rental housing;

- 4) Demonstrate the knowledge and ability to comply with the requirements of all other sources of funding (Federal, State, local or non-governmental) being used in conjunction with HTF funds;
- 5) Certify that an HTF-assisted project will comply fully with HTF requirements and all other applicable Federal, State and local requirements from the time of application through the statutory affordability period.

#### **Performance Goals and Benchmarks**

15 HTF-assisted rental units will be acquired, rehabilitated or constructed for households with extremely low income (ELI).

Up to 1/3 of the annual allocation may be used for operating cost assistance in conjunction with new units acquired, constructed or rehabilitated with HTF funds.

#### **Maximum Per Unit Development Subsidy Limits**

A review of HOME and LIHTC applications submitted to KHRC in 2015 determined that the average per unit total costs range from \$153,000 for larger senior projects (typically one and two bedrooms), to approximately \$190,000 for smaller family projects (typically three and four bedrooms). Total costs per square foot, averaged for building type, ranged from \$134 to \$157. There was not a measurable trend of cost differences among communities across the state.

Using a square foot cost of \$160, and assuming 'modest' housing to be at or below the listed square footage below, KHRC has adopted the following subsidy limits statewide. Successful applications will include other sources of funding. KHRC strongly encourages applicants to design projects that are less costly than these limits would allow, and will evaluate each proposal for cost reasonableness and the ability to leverage other resources.

0 BR (750 sq ft)	1 BR (850 sq ft)	2 BR (1200 sq ft)	3 BR (1500 sq ft)	4+ BR (1600 sq ft)
\$120,000	\$136,000	\$192,000	\$240,000	\$256,000

#### **Rehabilitation Standards**

Rehabilitated HTF-assisted units will be required to meet, at a minimum, the attached rehabilitation standards and any subsequent amendments or updates.

#### **Resale and Recapture Provisions**

Homeownership activities will not be funded in Kansas with HTF.

#### **Affordable Homeownership Limits**

Homeownership activities will not be funded with HTF.

#### **Limitation of Beneficiaries or Preferences**

HTF activities may limit beneficiaries or provide preferences to specific populations with extremely low income as allowed by the HTF Interim Rule at 24 CFR 93.303(d)(3). Consistent with the Kansas Annual Action Plan AP-30, proposed HTF projects may provide limitations or preferences for elderly, households covered by the Housing for Older Persons Act (HOPA), disabled, victims of domestic abuse, persons aging out of the foster care system or transitioning from institutions, and homeless families or individuals;

provided those preferences do not violate the nondiscrimination requirements at 24 CFR 93.350. The tenant protections enumerated at 24 CFR 93.303 apply to all HTF-assisted housing regardless of beneficiary limitations or preference, or other program requirements.

If the project receives funding from another Federal program that limits eligibility to a particular segment of the population, and where the HTF-assisted housing is tailored to serve that population, it does not violate nondiscrimination requirements. A project may limit occupancy to persons with disabilities who need services provided at the project if a) that limitation or preference is limited to persons whose disabilities significantly interfere with their ability to obtain and maintain housing, b) those persons will not be able to maintain housing without appropriate supportive services, and c) the services cannot be provided in a nonsegregated setting. In any case, the acceptance of services cannot be required as a condition of initial or continued tenancy. An owner may advertise the availability of services for a particular type of disability, but the housing must be available to all otherwise qualified persons who may benefit from the services, per 93.303(d)(3)(ii).

HTF-assisted units may not be used as student housing.

**Refinancing Existing Debt**

KHRC will not provide HTF funds to refinance existing debt.

## **Rehabilitation Standards**

### **For HOME and Housing Trust Fund Rental Development**

General Standards

Appendix A: UPCS Rehabilitation Requirements

Appendix B: UPCS Multifamily and Single Family Checklist

Appendix C: Materials Standards

Appendix D: Lead Paint Hazards – Subpart J

### **General Standards**

At a minimum, housing to be rehabilitated using HOME and/or Housing Trust Fund financing must be rehabilitated or repaired to meet the following requirements:

1. **HEALTH AND SAFETY:** The property must be inspected for health and safety hazards and deficiencies, and any such deficiencies must be addressed immediately (within 48 hours) after acquisition (or commitment of funds, if later), if the affected unit is to remain occupied, or the affected common area is to remain in use during rehabilitation.
  - a. Health and Safety deficiencies requiring immediate attention include, but are not limited to the following:
    - i. Air quality – propane, natural gas, or methane detected
    - ii. Electrical hazards – exposed wires, open panels, water leaks on/near electrical equipment, missing breakers or fuses, missing/damaged outlet or switch covers
    - iii. Blocked egress, fire escapes, or missing fire escape components, security bars preventing egress
    - iv. Blocked or unusable fire exits
    - v. Blocked or damaged HVAC or WH ventilation
    - vi. Missing or inoperable fire extinguishers
    - vii. Missing or inoperable smoke detectors
2. **SYSTEMS:** Major systems, including structural support, roofing, cladding and weatherproofing, plumbing, electrical and HVAC, must be replaced or repaired based on an estimated useful life of the systems. For projects of 12 or more units, this requires a Capital Needs Assessment. Smaller projects may use an assessment based on an architect's evaluation and professional inspections of the mechanical systems. If the estimated life is less than 5 years, the system should be replaced during rehabilitation. If the useful life of any component is estimated at less than 30 years, regardless of whether it is being replaced, an estimate of its useful life and replacement cost are required. Adequate reserve contributions must be scheduled to ensure funds for replacement when anticipated.
3. **LEAD BASED PAINT:** Buildings must have a Lead Based Paint Risk Assessment, and rehabilitation must be planned and executed in compliance with all requirements of the HUD Lead Based Paint standard at 24 CFR Part 35, Subpart J, and with the requirements of the State of Kansas Department of Health and Environment. If relocation of occupants is required by the presence of



imminent lead paint hazards, or a scope of work which requires disturbance of lead paint hazards in living areas, developer must budget and provide for relocation of any occupants from units or buildings where rehabilitation work is being performed in accordance with the requirements.

Appendix D: Subpart J is attached at the end of this document. 24 CFR Part 35 is available here:

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr35\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr35_main_02.tpl)

4. ACCESSIBILITY: Rehabilitation must comply with the accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as well as Titles II and III of the ADA, and the requirements of the Fair Housing Act. HUD Notice CPD-00-09 (<https://www.hudexchange.info/resources/documents/Notice-CPD-00-09-Section-504-Fair-Housing-Act-HOME-CDBG.pdf>) describes the requirements of Section 504 as they relate to the HOME and CDBG programs. Kansas projects funded using the HTF may use this notice as guidance.
  - a. For multifamily projects undergoing 'substantial alterations' (15 or more units total, with rehab costs at or above 75% of replacement cost of the completed facility), at least 5% of the units must meet UFAS standards for physical accessibility, and 2% must be accessible to individuals with sensory impairments.
  - b. For rehabilitation below either threshold ('other alterations'), units must be made accessible to the maximum extent feasible, up to the 5%/2% requirement. If alteration of elements within a unit amount to a 'substantial alteration' of that unit, it must be made accessible to UFAS standards, up to 5% of the total units.
  - c. All modifications, regardless of project size or building configuration, must take accessibility into account. When moving or altering entrances and doorways, installing walkways, remodeling bathrooms or kitchens, relocating switches and controls, etc., those elements must comply with the applicable accessibility requirement.
5. DISASTER MITIGATION: Much of Kansas includes areas of vulnerability to tornados, damaging storms, and strong winds. Where feasible, KHRC recommends, but does not require, that rehabilitation projects be designed to provide areas of reinforced shelter from these elements. When providing such measures is not practical, the owner shall make every effort to identify safe areas nearby for residents to find shelter.
6. BUILDING CODE: The State of Kansas does not have a statewide building code. Rehabilitation must comply with all local building codes and requirements. At a minimum, and in the absence of local building codes, rehabilitation shall be carried out in accordance with the International Existing Building Code of the International Code Council. The general contractor or architect shall certify compliance with the applicable code.
7. UPCS: Rehabilitation must, *at a minimum*, ensure that all buildings and units, on completion, meet the Uniform Physical Condition Standards for Multifamily and Single Family Housing Rehabilitation. Buildings will be inspected throughout the affordability period for ongoing compliance with this standard. Appendix A: UPCS Rehabilitation Requirements and Appendix B: Uniform Physical Condition Standards for Multifamily and Single Family Housing Rehabilitation are attached at the end of this document. Appendix B is available online here: <https://www.hudexchange.info/onecpd/assets/File/HTF-FAQ-Appendices-UPCS-for-Multifamily-and-Single-Family-Housing-Rehabilitation.pdf>
8. CAPITAL NEEDS ASSESSMENT: For projects of 12 units or more, a capital needs assessment must be performed by an independent party, and scope of work determined based on that assessment. The CNA and scope of work must be reviewed and approved by KHRC prior to commencement of work. For smaller projects, an inspection report and the scope of work may be produced by an architect

or other professional, whose qualifications shall be included with the scope of work when it is submitted to KRHC.

9. **ENERGY EFFICIENCY:** The scope of work must include measures to improve the energy efficiency and reduce water usage in the unit. If replacing HVAC equipment, doors and windows, appliances, lighting equipment, etc., such replacement shall be with equipment that meets or exceeds current standards for energy efficiency. If equipment is not to be replaced during rehab, but is budgeted with reserves for later replacement, the subsequent replacement must be with energy efficient equipment. Buildings undergoing 'substantial alteration' shall be improved to meet the current energy standard for federally assisted housing (currently IECC 2009).
  - a. Furnaces shall be a minimum 92% efficient.
  - b. Air conditioning shall be a minimum of 14 SEER.
  - c. Air source heat pumps shall be a minimum HSPF of 8.5.
  - d. Programmable thermostats recommended (required if replacing HVAC equipment).
  - e. Windows shall have a U-value of <.30.
  - f. Appliance replacement must be with Energy Star units, if such units are available.
  - g. Insulation shall be added where possible to a minimum attic value of R-38 (R-49 preferred). Wall insulation should be evaluated, and blown in cellulose or similar used, when feasible, to get an R-value of R-13 or higher.
  - h. Unconditioned basements and crawlspaces shall be insulated to applicable energy code standards (currently IECC 2009).
  - i. Careful attention must be paid to air sealing, including doors and windows, wall or attic penetrations, access panels, etc.
  - j. Certification by an approved energy rater of post-rehab HERS scores at 85 or below is an acceptable substitute for prescriptive specifications, and may provide design flexibility.
  - k. Energy rating by an approved rater, with blower door test and recommendations is required for projects involving 'substantial rehabilitation', or of 6 units or more. For multifamily buildings, a representative sampling is acceptable.
  - l. Any nonconditioned space that is altered to become conditioned space shall be brought into full compliance with the applicable energy code (currently IECC 2009).
  - m. High efficiency lightbulbs shall be used where feasible, an in at least 50% of fixtures.
  - n. **EXCEPTIONS:** Waivers may be granted to specific elements or requirements for projects where doing so is not architecturally feasible (e.g., restoration of an historic property).
10. **LOCAL AND STATE REQUIREMENTS:** All housing rehabilitated with HOME and/or HTF funds shall comply with state and local building codes, property standards, occupancy standards, disaster mitigation requirements, and other ordinances and zoning requirements.
11. **ENVIRONMENTAL REVIEW:** Projects funded with HOME or HTF are subject to an environmental review process, which may result in specific requirements as conditions of approval. The scope of work must address any such conditions, and documentation must be provided to verify compliance. Examples include, but are not limited to, asbestos removal, radon mitigation, noise attenuation, historic preservation, lead hazard remediation, etc. No rehabilitation may take place prior to completion and approval of the environmental review.

Reference: 24 CFR Parts 92 and 93, the IEBC, 24 CFR Parts 8 and 35, 24 CFR 100.205, and the UPCS Standards at 24 CFR 5.703 are incorporated in this document by reference, and should be consulted for a complete understanding of the requirements.

Kansas Housing Resources Corporation reserves the right to update and amend this document periodically to incorporate new or revised information.



Appendix A - KHRC Rehabilitation Standards - UPCS Inspectable Items

KHRC Rehab Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing of Single Family Rehabilitation	<i>NOTE: Deficiencies highlighted in yellow are life-threatening and must be addressed immediately, if occupied or before occupancy.</i>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>	<b>Minimum Rehab Standard</b>
<b>Health, Safety and Life Threatening Conditions - All Areas</b>			
<b>Air quality</b>	Air Quality - Fire Hazard - Propane/Natural Gas/Methane Gas	Any propane, natural gas or methane leaks or odors detected that could pose a risk of explosion/ fire and/or health risk from inhalation.	All gas lines and appliances must be inspected for leaks or potential leaks, and corrected by a licensed professional. Immediate evacuation of occupied buildings and adjacent areas is required if detected.
<b>Electrical</b>	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels.	Entire electrical system shall be inspected and hazards or potential hazards corrected.
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus.	Electrical system shall be inspected for proximity to water sources, and potential hazards corrected or eliminated by qualified professionals.

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<b>Fire Safety and Flammables</b>	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	An exit which is not accessible or easily usable because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other obstructions exist.	All fire exits including egress windows shall be inspected and determined to be clear, usable, and accessible; and any corrections made prior to occupancy.
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign.	Exit signs, if required by state or local codes or regulations, shall be present, in good condition, and illuminated.
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.	If present, window bars must be in good condition and easily operated to allow safe, quick egress.
	Fire Escape - Blocked Egress/Ladders	Obstructions restrict or block people from exiting.	Routes to, from and through the unit must be accessible and clear of obstruction with a minimum 36" clear route and 32" clear openings where feasible. Window egress, fire escapes and ladders, if present, must be unobstructed.
	Smoke Detector - Missing/Inoperable	Operable smoke detectors are required in each bedroom or sleeping area, in the vicinity outside of sleeping rooms, and on each level of the common living area. Hard wired, interconnected, with battery backup.	Smoke detectors must be present and operable in each bedroom, aforementioned areas, and in any other locations as required by applicable state or local codes and regulations. Smoke detectors are to be hard wired and interconnected with battery backup.

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	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion.	Any flammable materials that must be stored onsite shall be in secure and fire-safe storage.
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required.	Fire extinguishers, if required, or if otherwise provided by owner, shall be inspected and maintained as required by state or local codes and regulations and shall have inspection tags verifying such.
	Misaligned Chimney/Ventilation System	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.	Ventilation of exhaust gases from combustion appliances must be in conformance with local codes and manufacturer specifications, and must provide positive ventilation of such gases from the building.
Fire Protection	Missing Sprinkler Head	Sprinkler system is missing parts for operation.	If required or otherwise present, sprinkler systems must be complete, intact, operational, and subject to regular inspection by qualified professional.
Other Health and Safety - All Areas			
Health, Safety and Life Threatening Conditions	Address all above as applicable		
Air Quality	Sewer odors	Sewer odors, any.	DWV shall be inspected by a qualified professional and must be in intact condition, free of obstructions, and must drain and vent properly. Necessary corrections to be performed by a licensed plumber.

Appendix A - KHRC Rehabilitation Standards - UPCS Inspectable Items

Air Quality	Radon	Tested radon levels at or above 4.0 pCi/l .	Each building ground floor level shall be tested by a qualified radon professional; if levels >4.0 pCi/l are detected, retesting at same location is required. If below 4.0, test a third time. If two readings are above 4.0, submit a mitigation plan to KHRC for approval.
Air Quality	Mold and/or mildew	Evidence of mold or mildew.	All interior surfaces must be free of mold, mildew, or moist conditions which are conducive to the growth of such. Rehab scope shall include cleaning, repair and correction of any mold inducing conditions, and shall provide for adequate ventilation and air exchange within the buildings, including powered mechanical ventilation if indicated.
Electrical	Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing or not fitting correctly.	All outlets, switches and boxes must have intact covers that are appropriate to each fixture.
Other Hazards	Garbage and Debris - Indoors and Outdoors	Inadequate storage capacity, or storage in areas not sanctioned for staging or storing garbage or debris.	Rehab scope shall provide for secure, accessible storage for solid waste in an appropriate location, and of adequate volume to contain garbage and debris generated between removal times. Removal times shall be not less than weekly.

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Other Hazards	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm.	Site and buildings shall be free of hazards involving sharp edges, such as exposed rebar or other metal, broken glass, etc. Inspection shall identify, and scope of work shall include mitigation or correction of any such hazards.
Other Hazards	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk.	Walkways and travelled areas shall be safe and free of defects or unnecessary obstructions or abrupt and unexpected elevation changes.
Other Hazards	Elevator - Tripping	An 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.	Elevators, if present, shall operate properly and be free of tripping hazards. Regular inspections shall be performed by qualified professionals.
Pool or other areas	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence.	If present, pools and other potentially dangerous areas must be securely fenced and lockable, and must comply with state or local codes.
Pests	Infestation - Insects	Evidence of infestation of insects including roaches and ants.	The property shall be free of infestations or conditions which might create or harbor infestations, including overgrowth of vegetation, unsealed areas where pests can enter, sources of water and food, etc. If signs of infestation are present, treatment shall be provided by a licensed pest control firm.

Appendix A - KHRC Rehabilitation Standards - UPCS Inspectable Items

Pests	Infestation - Rats/Mice/Vermin	Evidence of rats or mice-- sightings, rat or mouse holes, or droppings .	Property shall be inspected for indications of infestation. If present, mitigation by a qualified professional is required. Clean area, bait or trap for rodents, inspect for, repair and seal access points in area and building.
Other Hazards	Hazards - Other	Any general defects or hazards that pose risk of bodily injury.	The property shall be inspected for any potential hazards not otherwise identified in this document, and scope of work shall include mitigation of any such hazard.
<b>Site Requirements</b>			
<b>Health, Safety and Life Threatening Conditions</b>	<b>Address all above as applicable</b>		
<b>Mailboxes/Project Signs</b>	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing.	Mailboxes shall be provided, whether individual or central, that are lockable and compliant with USPS requirements. May be in common area inside of buildings if permitted by USPS.

Appendix A - KHRC Rehabilitation Standards - UPCS Inspectable Items

Grounds	Erosion and drainage	Site does not drain positively away from buildings. Runoff is displacing or may displace soils or eroding surfaces around structures and on usable areas of the site.	Site must drain positively away from buildings with minimal to no erosion. Repair eroded or damaged soil areas, and any structures, paving or other features which have been affected. Fill, grade and landscape as appropriate to provide positive drainage, eliminate erosion or ponding, and to create vegetative or other means of stabilizing and holding soil.
Grounds	Overgrown/Penetrating Vegetation	Overgrowth of vegetation risks damaging a component, area or system of the property or makes areas unusable for the intended purpose.	Site and buildings shall be free from overgrown or penetrating vegetation. Remove vegetation as needed. Replacement should be with appropriate low maintenance, drought tolerant species and landscape materials to create an attractive, safe, and usable outdoor space. Repair or replace any site or building components damaged by overgrowth.
Grounds	Signs Damaged or missing	Property signage including those required for traffic control, accessibility, and visitor/resident convenience are missing, damaged, incorrectly placed or illegible.	Required signage (e.g., handicapped parking, fire lanes, etc.) must be present. Ensure that required signage is in good condition, legible, properly sized and placed. Required accessibility signage must be present and compliant with applicable regulations and requirements.

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<b>Parking Lots/Driveways/Roads</b>	Cracks, ponding, potholes, loose material, settlement/heaving	Paving is to be structurally sound with smooth surfaces free of significant defects (cracks, potholes, settling, trip hazards or other safety risks, or loose materials (unless designed as such, e.g. for permeability).	Paving materials shall be inspected to ensure they are structurally sound, smooth, and free of significant defects. The scope of work shall include needed repairs or replacement.
<b>Play Areas and Equipment</b>	Damaged/Broken Equipment, deteriorated surfaces	Paving is to be structurally sound with smooth surfaces free of significant defects (cracks, potholes, settling, trip hazards or other safety risks, or loose materials (unless designed as such, e.g. for permeability).	Play equipment and surfaces shall be safe, maintained in good condition, and free from hazards such as lead paint, sharp or protruding objects, rusty or deteriorating components. Remove or fully repair damaged equipment. Replace as appropriate to property use and amenities agreed to in project proposal.
<b>Refuse Disposal</b>	Broken/Damaged Enclosure- Inadequate Outside Storage Space	A wall or gate of the enclosure is damaged; gate is not easily operable; trash container is too small to store refuse until disposal; or trash storage is not accessible to persons with mobility impairments.	Trash enclosures shall be structurally sound, and adequately sized to contain the receptacle(s). Repair or replace trash enclosures as necessary to ensure safe, accessible and adequate storage area for occupants to deposit trash until scheduled disposal.



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<b>Retaining Walls</b>	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk.	Retaining walls, where present, must be in good repair and structurally sound. Repair or replace damaged wall if needed for soil retention, erosion prevention, management of runoff, etc., or is desired for aesthetic purposes.
<b>Storm Drainage</b>	Damaged/Obstructed	The system is partially or fully blocked by debris, or design is such that it is vulnerable to blockage from runoff.	Stormwater system shall be adequately sized and free flowing to divert runoff away from buildings and areas of use. Repair as needed, and correct any problems including incorrect grading or swales, need for fencing or other features to catch debris before entering the system, etc.
<b>Walkways/Steps</b>	Broken/Missing or non-compliant Hand Railing	A hand rail is missing, damaged, loose or otherwise defective; or does not meet local codes or requirements for accessibility.	Handrails shall be intact, structurally sound, free of defects and shall be in compliance with state and/or local codes and requirements, Fair Housing Act, ADA and Section 504 requirements, as applicable.

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Walkways/Steps	Cracks/Settlement/Heaving/Spalling/Other deterioration	Any defects other than very minor ones with only cosmetic impact.	Walkways and steps must be safe, sound, and free from trip hazards or other hazards. Repair or replace affected section or entire component to ensure safe, sound, hazard-free surfaces. If replaced, must meet State, Local and Federal requirements for accessibility unless it is infeasible for other reasons.
Walkways/Steps	Damaged wood, composites or other materials	Any structural or surface damage, missing paint or sealant, cracking, splitting etc. which creates a hazard or impacts the use of the component.	Walkways and steps must be in sound condition and good repair. Repair or replace with like materials or suitable, durable substitute.
<b>Building Exterior</b>			
<b>Health, Safety and Life Threatening Conditions</b>	<b>Address all above as applicable</b>		
<b>Graffiti</b>	Graffiti	Any graffiti on any exposed surface.	If graffiti is present, remove or cover/paint to match or blend with surrounding area.
<b>Doors</b>	Damaged Frames / Threshold / Lintels or Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim; or that has visible damage to any of those components.	Doors and door structure must be intact, in good condition, and operable as designed. Replace damaged component with like materials, or replace entire door assembly.

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Doors	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked easily and securely because of damage to the door's hardware.	Doors must function smoothly and easily. Lever handles are preferable, and shall be installed when replacing doors or hardware. Replacement components shall be appropriate to the type of door (exterior, interior, security needs, etc.).
Doors	Damaged surfaces	Any door that has a hole or holes, warped or deteriorated surfaces, peeling/cracking/no paint or rust that affects the integrity or appearance of the door surface, or broken/missing glass.	Door surfaces and panels shall be intact, in good repair, and free from damage or defects. Replace door or repair and/or refinish to like-new condition.
Doors	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.	Screen or storm doors must be free of damage, must operate smoothly, and must have intact glass and screens that are free of rust, holes or tears. Repair or replace components or doors as indicated.
Doors	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.	Caulking, seals, and weatherstripping shall be intact, in good condition, and shall meet the intended purpose. Replace as needed with materials designed for 10 year lifespan.

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Doors	Missing Door	Any exterior door that is missing.	If door is not present, install new door or entire door assembly, with hardware. If feasible, ensure that new door meets accessibility requirements (minimum 32" clear opening, lever handles, 1/2" maximum threshold).
Doors	Visibly Missing Components	Any component is not present, including hardware, handles, windows or screens, panels, trim, etc.	Doors must be complete, with all components as designed. Repair or replace as needed.
<b>Foundations</b>	Cracks/gaps/movement	Large cracks 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.	Foundation walls must be intact, reasonably level and plumb, and must support the structure as designed. Inspect and address site grading, structural integrity of foundation. Shore up as needed with structural supports and seal all cracks or gaps with appropriate materials. Architect, engineer or local code official shall certify integrity of walls.
Foundations	Spalling/Exposed Rebar	Significant spalled areas affecting foundation wall or any exposed reinforcing material - rebar or other.	Concrete must have structural integrity and be free of significant spalling or deterioration; and must not have exposed rebar. Repair or replace affected areas.
<b>Lighting</b>	Broken Fixtures/Bulbs	Broken lighting fixtures or bulbs.	Exterior lighting must be present and adequate for safety and security. Fixtures must be intact, operable as designed, and in good condition.

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Roofs	General Roof Condition	Limited useful life.	All roofing shall be inspected, and an estimate of useful life and replacement plan shall be included in the Capital Needs Assessment and Scope of Work. Replace if less than 5 years.
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible.	Replace all or replace missing or damaged components with like materials and finishes.
Roofs	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible.	Replace missing or damaged components with like materials and finishes.
Roofs	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions.	Roof drain and gutter system shall be in good repair and effective in directing water away from the building and foundation. Repair or replace as necessary.
Roofs	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.	Flat roofing shall be intact, in good repair, and free from damage, defects, or evidence of being near its useful life. Replace as needed.
Roofs	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.	Roof drain and gutter system shall be in good repair and effective in directing water away from the building and foundation. Repair or replace.
Roofs	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration.	Shingle roofing shall be in good repair, with no missing or damaged shingles or components. Replace roofing as indicated, with minimum 30 year 3-tab or architectural (50 year recommended).

Appendix A - KHRC Rehabilitation Standards - UPCS Inspectable Items

Roofs	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials.	Inspect and correct cause of standing water, including any structural settling or deflection; replace roof surface and underlying materials.
<b>Walls</b>	Cracks/Gaps	Any crack or gap that presents a possible sign of structural problem or opportunity for water penetration.	Inspect and correct structural problems; repair or replace wall components to correct damage, finish to match.
Walls	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.	Remove chimney if not required. Replace to code if needed.
Walls	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage.	Caulking or mortar shall be intact with no cracking or other significant deterioration, and shall function as designed. Remove and replace affected caulking or mortar with like colors.
Walls	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage.	Wall surfaces shall provide an unbroken barrier from external elements. Repair or replace affected wall cladding with like materials and colors, or replace all.
Walls	Stained/Peeling/Needs Paint	Any exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration.	Exterior wall finish shall provide a barrier to exposure from water penetration. Repair any damaged siding, prime and paint two coats to match.

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<b>Windows</b>	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass.	Windows shall be intact and weathertight. Reglaze or replace affected window(s). Replacement shall be with energy efficient units.
Windows	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness.	Window components shall be intact and undamaged. Repair or replace damaged components, prime and paint or cover with vinyl, aluminum or similar materials.
Windows	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length.	Windows shall have removable screens or storm windows with screens that are intact, operate smoothly as designed and are free of significant holes or tears.
Windows	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure.	Caulking, glazing and mechanical seals shall be intact and function as designed. Repair and replace as necessary, and repair or replace any damaged house components.
Windows	Peeling/Needs Paint	Any exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration.	Repair any damage, prime and paint two coats, or cover with metal or vinyl cladding.
<b>Building Systems</b>			
Health, Safety and Life Threatening Conditions	Address all above as applicable		

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Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed.	Water supply is to be inspected, and shall be in good condition with no leaks or evidence of corrosion which is likely to lead to failure. Water pressure must be adequate for service to all units, fixtures and common areas. Replace any leaking, restricted or deteriorating pipes, valves, joints, unions, etc. with new.
Domestic Water	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor.	Hot water heater must have a functioning TPR valve with an outlet no more than 2" from the floor. Inspect all water heaters, and replace components as indicated.
Domestic Water	Rust/Corrosion on Heater Chimney	The 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.	Gas water heaters must have intact functioning vent system to completely exhaust combustion gases to the exterior of the building.
Domestic Water	Plumbing - Leaking Faucet/Pipes	Any leaking pipes, faucets or fixtures.	All plumbing shall be inspected, and leaking pipes, fixtures, valves, etc. included in scope of work for repair or replacement.
Domestic Water	Water Supply Inoperable	There is no running water in any area of the building where there should be.	Water supply must provide adequate water pressure to all fixtures inside and on the exterior of the building. Inspect all fixtures and replace or repair pipes, valves or fixtures as necessary.



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<b>DWV/Sanitary</b>	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.	Inspection by qualified professional from local fixtures out to sewer main. Camera inspection recommended. Repair or replace as necessary.
DWV/Sanitary	Plumbing - Clogged Drains	Drain is completely or partially clogged or deteriorated.	DWV system shall be inspected and any needed repairs or replacement included in the scope of work.
DWV/Sanitary	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing.	Repair and replace as needed.
<b>Hot Water Heater</b>	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases.	Repair or replace vent/chimney as required, or install electric heater.
Hot Water Heater	Inoperable Unit/Components	Hot water from hot water tap is no warmer than room temperature indicating hot water heater is not functioning properly.	Water heaters must be capable of providing adequate hot water to common elements and for domestic use by the expected household size. Inspection of all water heaters by a qualified professional and replacement if indicated.
Hot Water Heater	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components.	Inspect water heater for leaks. Repair or replace if indicated.
Hot Water Heater	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor.	TPR valve must be present, and outlet shall terminate no more than 2" from the floor. Inspect and correct if needed.

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Hot Water Heater	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration, or a pit or crevice.	Water heater must be in good condition, with no evidence of significant rust or corrosion. Replacement by licensed plumber.
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.	Electrical panel must be clear of obstructions and accessible according to state or local code. Remove obstacles or relocate panel by licensed electrician and require electrician to sign off on proper location of panel.
Electrical	GFI - Inoperable	The GFI does not function.	GFI outlets required for all 15A and 20A bathroom receptacles, those that serve kitchen or wet bar countertop surfaces, storage or work areas (including garage and accessory buildings) and any outdoor receptacles. Applicable state or local code, when stricter, will take precedence. Install or replace as needed.
Electrical System	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident.	Inspect panel and breakers by licensed electrician. Replace as indicated.
Electrical System	Evidence of Leaks/Corrosion	Any 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.	Correct to stop leak, clean and repair affected areas. Relocate source of water away from electrical components if practical.

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Electrical System	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire.	Wiring must be intact and fully insulated with no bare or exposed wires. Inspection, and replacement if indicated by licensed electrician.
Electrical System	Missing Breakers/Fuses	Any open and/or exposed breaker port.	Breaker ports must contain functional breakers or be covered. Correction by licensed electrician.
Electrical System	Lighting fixture missing, damaged or inoperable	An outlet or switch is missing.	Light fixtures or switched outlets must be present in living areas. Fixtures must be in safe, operable condition with bulbs which provide appropriate illumination for the location, and no broken components. Repair or replace fixtures, replace bulbs with energy efficient ones.
<b>Elevators</b>	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there.	If present, elevators must function as designed. Inspection and current certificates shall be obtained per state and local codes.
<b>Emergency Power</b>	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function.	If present or required, emergency lighting and power must function as designed. Correction by licensed electrician.

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HVAC	General	Energy Efficiency	Replacement HVAC units must be energy efficient. For gas furnaces, a minimum AFUE rating of >92% is required. For AC units at least 14 SEER is required, and air source heat pumps shall have a minimum HSPF of 8.5. Higher efficiency units are recommended.
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing.	If system is steam or hot water, boiler system must be inspected by a qualified professional. Repair or replace as needed.
HVAC	HVAC - Inoperable	HVAC does not function as designed. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged.	HVAC system shall be functional, and provide heating and cooling appropriate to the unit and climate zone. All controls shall operate, and HVAC components shall respond as designed. All HVAC units shall be inspected and addressed in the capital needs assessment and/or scope of work.
HVAC	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping.	Inspection by certified HVAC professional. Repair or replace as indicated.
HVAC	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticable pit or crevice.	Inspection by certified HVAC professional. Repair or replace as indicated.
HVAC	HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged.	All HVAC components are to be inspected and tested, and repaired or replaced to operate as designed.

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HVAC	Misaligned Chimney/Ventilation System	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.	Inspection by certified HVAC professional. Repair or replace as indicated.
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function.	Inspect and repair or replace as indicated.
<b>Common Areas and Living Units</b>			
<b>Health, Safety and Life Threatening Conditions</b>	<b>Address all above as applicable</b>		
Laundry	Dryer Vent - Missing/Damaged or Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside.	Dryer vent must be present, intact, clear of lint, and function as designed to exhaust dryer to outside. Replace as necessary.
Kitchen	Cabinets - Missing/Damaged	Any portion of cabinet, doors, or shelves are missing or the laminate is separating.	Repair or replace with like materials and finishes.
Kitchen	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration.	Clean out drain, repair or replace as needed.
Kitchen	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should.	Dishwasher and garbage disposal shall be free of visible corrosion or damage, and shall function as designed. Inspect, test and replace as indicated.
Kitchen	Countertops - Missing/Damaged	Any portion of the countertop working surface is missing, deteriorated, or damaged below the laminate - not a sanitary surface to prepare food.	Countertops are to be intact and free of deterioration, cracking, separation of laminate or other damage. Replace if damaged.

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Kitchen	Range Hood /Exhaust Fans -	Inoperable or noisy fan, missing or damaged screen, accumulation of grease or dirt.	Range hoods or fans, if present, shall be in good condition, free of damage, rust or corrosion, and operate as designed. Repair or replace as needed.
Kitchen	Range/Stove - Missing/Damaged or Inoperable	One or more burners, oven or other components are not functioning as designed, or there is visible damage or rust, or missing or broken controls.	Appliances shall be new or near-new condition, or shall be replaced in the scope of work. Appliances shall function as designed with no visible damage or deterioration.
Kitchen	Refrigerator - Damaged/Inoperable	The refrigerator has accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which impacts its performance or appearance.	Appliances shall be new or near-new condition, or shall be replaced in the scope of work. Appliances shall function as designed with no visible damage or deterioration. Replacement appliances shall be Energy Star certified.
Kitchen	Plumbing - Leaking Faucet/Pipes	Any leaking pipes, faucets or fixtures.	Pipes and fixtures shall be free of leaks or conditions (corrosion, mineral buildup at joints, etc.) indicating potential failure. Repair or replacement as needed.
Kitchen	Sink - Damaged/Missing	Any cracks in sink or extensive discoloration over any portion of the sink surface or sink is missing.	Sink shall be present, and in good condition with no significant visible damage, staining or corrosion, and shall function as intended.

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Bathroom	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, missing or peeling paint or veneer, evidence of water damage, or doors that are not functioning as intended.	Cabinets shall be sound and complete, with no visible damage or missing components, and shall function as intended.
Bathroom	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration of tub or shower surface or tub or shower is missing.	Tub or shower shall be present and in good condition with no significant visible damage other than minor scratching, scuffing or small areas of discoloration. Replace damaged or missing fixtures.
Bathroom	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.	Each toilet shall be inspected and tested for proper operation. Toilet shall be present, in undamaged condition, and shall operate as designed. Toilets that are damaged or inoperable, or that are designed to require more than 1.6 gallons per flush shall be replaced.
Bathroom	Lavatory Sink - Damaged/Missing	Sink has extensive discoloration or cracks in the basin or the sink or associated hardware have failed or are missing.	Sink shall be present, and in good condition with no significant visible damage, and shall function as intended.

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Bathroom	Ventilation/Exhaust System - Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open.	Bathroom shall have an exhaust fan that operates as intended with no visible rust or deterioration, and shall operate quietly and without squeaking, rattling or other noises that would indicate potential failure. Replacement fans shall be Energy Star certified. If fan is not present, bathroom shall have a window that is easily operable for ventilation without unduly compromising privacy.
Call for Aid	Call for Aid - Inoperable	The system does not function as it should.	If present or required, must function as designed. Repair or replace, or remove if not required.
Stairs/Ramps	Broken/Damaged/Missing Steps	A step is missing or broken.	Steps must be in good repair, free of trip or other hazards, and code compliant for rise and run.
Stairs	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable.	Hand rails must be intact, secure, free of damage or deterioration, and code compliant for location.
Stairs	Baluster/Side Railings Damaged	Any damaged, missing or incorrectly spaced balusters or side rails that limit the safe use of an area.	Inspect and measure height, spacing of spindles, etc. for code compliance. Repair or replace as indicated.
Ramp	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be safely used by people on foot, in wheelchair, or using walkers; or shows evidence of continuing deterioration.	Walkways and ramps shall be intact, free of deterioration or obstructions, and when repaired or replaced shall meet Fair Housing accessibility standard.



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<b>Ceiling</b>	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or cracks.	Ceiling shall be intact surface with minimal deterioration and good finish. Repair or replace and paint as needed.
Ceiling	Ceiling - Peeling/Needs Paint	Ceiling has peeling paint or is missing paint.	Paint is intact with no peeling, crazing, cracking or missing portions. Remove loose paint and touch up, or prime and repaint entire surface.
Ceiling	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew - such as a darkened area - over a ceiling area greater than 1 foot square.	Ceiling is free of any evidence of water or moisture damage. Inspect, identify sources of moisture and correct. Replace damaged section, prime with stain hiding product and repaint, or cover with appropriate surface material.
<b>Doors</b>	Doors - Damaged Frames/Threshold/Lintels or Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim.	Doors and frames must be complete and free of damage, with all components as designed. Repair or replace as necessary.
Doors	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.	Inspect all doors. Door hardware must function as designed, must open smoothly and easily, and must be easy to close, latch and lock. Repair or replace as indicated.
Doors	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.	Door surfaces and panels must be intact and undamaged, with no rust, holes, broken glass or deteriorating paint. Repair and replace as indicated.

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Doors	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.	Exterior doors must be weathertight, and must operate smoothly and easily. Repair or replace seals, weatherstripping, caulking etc. as necessary.
Doors	Doors - Missing Door	Any door that is missing that is required for the functional use of the space.	Doors must be present where required for functional use of space, including bedrooms, bathrooms, closets, and other spaces where privacy or security are needed. Replace to match closely other existing doors.
Floors	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types.	Floors must be structurally sound, level, and free of trip hazards including abrupt or non-transitioning changes in elevation. Repair substructure and floor, replace floor covering if indicated.
Floors	Floors - Floor Covering Damaged	Floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	Floor coverings are to be intact, in good condition, with minimal to no staining, fraying, cuts or tears or other damage. Replace with like materials and finishes.
Floors	Floors - Missing Floor/Tiles	Floor tile or other flooring components are missing.	Floor coverings including tile, laminates or similar shall cover the entire floor area, except for area rugs used for appearance and comfort. Repair with like materials, or replace entirely.

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Floors	Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint.	Floor finish shall be complete, intact, and undamaged. Scrape, sand and repaint; or cover with suitable flooring material.
Floors	Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches.	Floor and subfloor shall be structurally sound. Repair any damaged substructure and subfloor, and replace floor covering if indicated.
Floors	Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew - such as a darkened area - covering a flooring area greater than 1 foot square.	Floors shall be free of staining, damage, mold or mildew from moisture. Locate and eliminate water source, repair and refinish or install new floor material or cover.
General	Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing.	Mailbox meeting USPS specs must be provided for each unit in an accessible location, and shall be lockable if in a location regularly accessed by others.
<b>Walls</b>	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment.	Walls shall be sound, plumb, and free of bulging or buckling. Correct structural causes. Repair or tear out wall components and replace as needed to obtain smooth walls that are plumb and square with adjacent surfaces.
Walls	Walls - Damaged	Any hole in wall including multiple nail holes.	Walls shall be generally free of holes. Patch or spackle, prime and paint; or cover with alternative wall treatment (e.g., wallpaper, paneling).

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Walls	Walls - Damaged/Deteriorated Trim	Wall trim is damaged.	Wall trim is to be intact, secured as designed, and undamaged. Repair or replace as needed.
Walls	Walls - Peeling/Needs Paint	Interior wall paint is damaged, peeling or missing.	Patch, prime and paint.
Walls	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew - such as a common area.	Surfaces are to be free of staining or evidence of mold, mildew or moisture. Locate and repair sources of moisture, patch, prime and repaint surfaces.
<b>Windows</b>	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass.	Windows shall be intact and weathertight. Reglaze or replace window(s). Replacement with energy efficient units.
Windows	Windows - Damaged Window Sill	The sill is damaged or deteriorated, including deep gouges, cracked, split or rotted wood, missing or peeling paint, separation from the framing or surrounding trim.	Sills shall be intact and solid with no visible damage or misalignment. Repair as needed.
Windows	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken.	Windows shall be secure, shall operate as designed without undue effort, and shall be lockable from the inside.
Windows	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals.	Window seals, glazing and weatherstripping shall be in good condition and function as designed. Repair as needed.
Windows	Windows - Peeling/Needs Paint	Interior window paint is peeling or missing.	Window paint shall be intact and shall be determined free of lead hazards. Repair as needed, clean, prime and repaint following LBP protocol.

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<b>Trash Collection Areas - Interior</b>	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.	Trash collection chutes or devices must operate as designed for safe and sanitary disposal of garbage.
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**Housing Trust Fund (HTF) FAQ  
Appendices:  
Uniform Physical Condition  
Standards for Multifamily and  
Single Family Housing  
Rehabilitation**

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



**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Site**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Site Drainage
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Mailboxes/Project Signs	Mailbox Missing/Damaged
	Signs Damaged
Parking Lots/Driveways/Roads	Cracks
	Ponding
	Potholes/Loose Material
	Settlement/Heaving
Play Areas and Equipment	Damaged/Broken Equipment
	Deteriorated Play Area Surface
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling/Exposed rebar

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Building Exterior**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screen/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
	Missing Door
Fire Escapes	Blocked Egress/Ladders
	Visibly Missing Components
Foundations	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Lighting	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
	Stained/Peeling/Needs Paint
Windows	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Building Systems**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Domestic Water	Leaking Central Water Supply
	Missing Pressure Relief Valve
	Rust/Corrosion on Heater Chimney
	Water Supply Inoperable
Electrical System	Blocked Access/Improper Storage
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	Missing Breakers/Fuses
	Missing Outlet Covers
Elevators	Not Operable
Emergency Power	Auxiliary Lighting Inoperable (if applicable)
Fire Protection	Missing Sprinkler Head
	Missing/Damaged/Expired Extinguishers
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Elevator - Tripping
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards – Tripping Hazards
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
HVAC	Boiler/Pump Leaks
	Fuel Supply Leaks
	General Rust/Corrosion
	Misaligned Chimney/Ventilation System
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable
Sanitary System	Broken/Leaking/Clogged Pipes or Drains
	Missing Drain/Cleanout/Manhole Covers

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Common Areas**

<b>Inspectable Item Location</b>	<b>Observable Deficiency</b>
Basement/Garage/Carport	Baluster/Side Railings - Damaged
Closet/Utility/Mechanical	Cabinets - Missing/Damaged
Community Room	Call for Aid - Inoperable
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks
Kitchen	Ceiling - Peeling/Needs Paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew
Lobby	Countertops - Missing/Damaged
Office	Dishwasher/Garbage Disposal - Inoperable
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)
Storage	Doors - Damaged/Missing Screen/Storm/Security Door
	Doors - Deteriorated/Missing Seals (Entry Only)
	Doors - Missing Door
	Dryer Vent - Missing/Damaged/Inoperable
	Electrical - Blocked Access to Electrical Panel
	Electrical - Burnt Breakers
	Electrical - Evidence of Leaks/Corrosion
	Electrical - Frayed Wiring
	Electrical - Missing Breakers
	Electrical - Missing Covers
	Floors - Bulging/Buckling
	Floors - Floor Covering Damaged
	Floors - Missing Floor/Tiles
	Floors - Peeling/Needs Paint
	Floors - Rot/Deteriorated Subfloor
	Floors - Water Stains/Water Damage/Mold/Mildew
	GFI - Inoperable
	Graffiti
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged
	HVAC - General Rust/Corrosion
	HVAC - Inoperable
	HVAC - Misaligned Chimney/Ventilation System
	HVAC - Noisy/Vibrating/Leaking
	Lavatory Sink - Damaged/Missing
	Lighting - Missing/Damaged/Inoperable Fixture
	Mailbox - Missing/Damaged
	Outlets/Switches/Cover Plates - Missing/Broken
	Pedestrian/Wheelchair Ramp
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator - Damaged/Inoperable
	Restroom Cabinet - Damaged/Missing

Inspectable Item Location	Observable Deficiency
	Shower/Tub - Damaged/Missing
	Sink - Missing/Damaged
	Smoke Detector - Missing/Inoperable
	Stairs - Broken/Damaged/Missing Steps
	Stairs - Broken/Missing Hand Railing
	Ventilation/Exhaust System - Inoperable
	Walls - Bulging/Buckling
	Walls - Damaged
	Walls - Damaged/Deteriorated Trim
	Walls - Peeling/Needs Paint
	Walls - Water Stains/Water Damage/Mold/Mildew
	Water Closet/Toilet - Damaged/Clogged/Missing
	Windows - Cracked/Broken/Missing Panes
	Windows - Damaged Window Sill
	Windows - Inoperable/Not Lockable
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound
	Windows - Peeling/Needs Paint
	Windows - Security Bars Prevent Egress
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Pools and Related Structures	Fencing - Damaged/Not Intact
Trash Collection Areas	Chutes - Damaged/Missing Components

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Unit**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains, Faucets
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System – Absent/Inoperable
	Water Closet/Toilet - Damaged/Clogged/Missing
Call-for-Aid (if applicable)	Inoperable
Ceiling	Bulging/Buckling/Leaking
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting
	Deteriorated/Missing Seals (Entry Only)
	Missing Door
Electrical System	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
	Missing Breakers/Fuses
	Missing Covers
Floors	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges

Inspectable Item	Observable Deficiency
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Misaligned Chimney/Ventilation System
	Inoperable Unit/Components
	Leaking Valves/Tanks/Pipes
	Pressure Relief Valve Missing
	Rust/Corrosion
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged
	Inoperable
	Misaligned Chimney/Ventilation System
	Noisy/Vibrating/Leaking
	Rust/Corrosion
Kitchen	Cabinets - Missing/Damaged
	Countertops - Missing/Damaged
	Dishwasher/Garbage Disposal - Inoperable
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator-Missing/Damaged/Inoperable
	Sink - Damaged/Missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable
Lighting	Missing/Inoperable Fixture
Outlets/Switches	Missing
	Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged
Smoke Detector	Missing/Inoperable
Stairs	Broken/Damaged/Missing Steps
	Broken/Missing Hand Railing
Walls	Bulging/Buckling
	Damaged
	Damaged/Deteriorated Trim
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Windows	Cracked/Broken/Missing Panes
	Damaged Window Sill
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Inoperable/Not Lockable
	Peeling/Needs Paint
	Security Bars Prevent Egress

**Uniform Physical Condition Standards for Single Family Housing Rehabilitation –  
Requirements for Site**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Site Drainage (affecting unit)
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Play Equipment – Broken or Damaged
	Hazards – Other (e.g., outbuildings)
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Mailboxes/Project Signs	Mailbox Missing/Damaged
	Signs Damaged
Driveways	Cracks
	Potholes/Loose Material
	Settlement/Heaving
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling



## Appendix B: Uniform Physical Condition Standards for Single Family Housing Rehabilitation

### Requirements for Building Exterior

Inspectable Item	Observable Deficiency
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screen/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
	Missing Door
Foundations	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
Lighting	Infestation - Rats/Mice/Vermin
	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
	Stained/Peeling/Needs Paint
Windows	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress

### Requirements for Unit

Inspectable Item	Observable Deficiency
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System – Inoperable (if applicable)
	Water Closet/Toilet - Damaged/Clogged/Missing
Ceiling	Bulging/Buckling
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass
	Deteriorated/Missing Seals (Entry Only)
Electrical System	Missing Door
	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
	Missing Breakers/Fuses
Floors	Missing Covers
	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Inoperable Unit/Components

Inspectable Item	Observable Deficiency
	Leaking Valves/Tanks/Pipes
	Pressure Relief Valve Missing
	Rust/Corrosion
HVAC System	Inoperable
	Misaligned Chimney/Ventilation System
	Noisy/Vibrating/Leaking
	Rust/Corrosion
Kitchen	Cabinets - Missing/Damaged
	Countertops - Missing/Damaged
	Dishwasher/Garbage Disposal – Leaking/Inoperable
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator-Missing/Damaged/Inoperable
	Sink - Damaged/Missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable
Lighting	Missing/Inoperable Fixture
Outlets/Switches	Missing
	Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged
Smoke Detector	Missing/Inoperable
Stairs	Broken/Damaged/Missing Steps
	Broken/Missing Hand Railing
Walls	Bulging/Buckling
	Damaged
	Damaged/Deteriorated Trim
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Windows	Cracked/Broken/Missing Panes
	Damaged/Rotting Window Sill
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Inoperable/Not Lockable
	Peeling/Needs Paint
	Security Bars Prevent Egress

## HOUSING REHABILITATION MATERIAL APPLICATION STANDARDS

### IMPORTANT

Please read material application & performance standards carefully.

Contractor will obtain and pay for all necessary licenses, permits and privileges required in his or her work, and perform all work in strict accordance with the laws and ordinances in force in the State of Kansas, and in the locality in which this work is to be performed. Contractor will investigate what Federal, State, or Municipal laws and requirements are applicable and comply with all in an approved manner.

Lead Safe Work Practices will be implemented on all homes built prior to 1978.

SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP, THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.

## CARPENTRY SPECIFICATIONS

### A. Concrete Work

1. The concrete mix shall be 3,000 pounds transit mix or with a 5 1/2 sack mix for both interior and exposed concrete.
2. No concrete shall be poured on frozen ground.
3. All concrete flat work must be over a 2" layer of gravel/sand on compacted earth and be reinforced properly.
4. All flat work concrete must be a minimum of 4" thick with 1/2" pre-molded asphalt or non-bituminous fiber-filled material expansion joints at entrance platforms, steps, intersections with driveways or walks, and in long runs at least every 50'.
5. Control joints must be provided at no more than 5' intervals for sidewalks and 20' intervals for floors, concrete drives, and parking slabs.
6. Footings must be below the freeze line, 8" thick, and reinforced properly with rebar.
7. Foundation walls must be 8" wide and reinforced properly with rebar.

CONTRACTOR MUST CALL FOR A SITE INSPECTION AFTER SITE IS READY FOR CONCRETE AND 24 HOURS PRIOR TO POURING. AFTER 24 HOURS HAS ELAPSED CONTRACTOR MAY PROCEED. NOTIFY THE PROJECT INSPECTOR.

### B. Masonry Work

1. No masonry work shall be done when the temperature of the surrounding air is likely to cause freezing.
2. All joints must be completely filled with mortar.
3. All brick, stone, or block used should match, if possible, adjacent work. The owner(s) must approve samples before starting the work, unless the work is to be painted or covered.
4. Soft salmon type brick shall not be allowed.
5. Tuck-pointing shall only be done after the joints have been raked out to a minimum depth of 1/2" and wetted.
6. All damaged, loose, or salmon brick, in area to be rebuilt, must be removed until sound brickwork is encountered.
7. New brick patches must be toothed into and match in the existing work in site, joints, and bond.
8. Veneer brickwork must be tied to frame wall with galvanized wall ties on every third course, 32" on center, and shall conform to above specifications.

9. All new retaining walls over 24" high must have #4 steel dowels placed every 2' and be imbedded at least 6" into the footings.
10. Retaining wall footings shall be three times the thickness of the wall in width and 8" deep, containing three (3) #4 steel rebar.
11. All retaining walls over 24" high shall have weep holes at grade level at 8' intervals.
12. All block replacement foundation walls shall have a galvanized steel bed reinforcement (8" mesh) in 2<sup>nd</sup> course and 5<sup>th</sup> course of block. Concrete block or poured wall may be used for all foundation walls.

C. Grade

Shall mean backfill along foundation with topsoil and provide sufficient slope in finish grade to provide drainage away from house.

D. Framing Lumber

1. Must be No. 3 Southern Pine, SB, SPF, standard grade, or better.
2. Studs must be Stud Grade.
3. Allowable spans for floor, roof, and ceiling joists no greater than 24" centers.
4. Bearing partition stud walls may not be less than 2" x 4" studs with dimension perpendicular to the wall, 16" on center.
5. Floor joist spacing may be no more than 16" on center when 25/32" flooring is to be applied directly to the joist; or, 16" on center when any lesser thickness of finish flooring is to be laid over a sub-floor.
6. Gutting of structural members shall not be done without the approval of the Project Inspector.

E. Sub-Flooring

1. Plywood shall be Southern Yellow Pine (SYP), 1/2" minimum where 25/32" finished flooring is to be laid or 5/8" where resilient flooring is to be laid and joists are not over 16" on center.
2. Nail plywood sub-floor to joint at each bearing with No.8 cemented or galvanized, or No. 6 threaded nails spaced 6" on center along all edges, and 10" on center along intermediate members.
3. Install plywood with outer piles at right angles to the joists and staggered so that the end joists in adjacent panels bear on different joists.

4. Common boards used as sub-flooring shall not be over 11" wide or less than 3/4" thick when laid on joist spaced 10" on center, and shall be laid diagonally if hard wood flooring is laid.
  5. Nail boards with No. 8 box nails or No. 6b threaded nails, as follows:
    - a. Two (2) nails in 3" boards.
    - b. Two (2) nails in 4" boards.
    - c. Three (3) nails in 6" boards.
    - d. Four (4) nails in 8" boards.
    - e. Five (5) nails in 12" boards.
- F. Underlayment
1. Shall be 3/8" structural grade plywood or 1/4" underlayment.
  2. Nail underlayment with cement coated, rosin coated, or ring shank nails placed on 4" centers on all edges and over the face of each piece.
  3. Cement Board in high moisture area installed using Manufacturer Specifications.
- G. Finish Flooring
1. Strip Wood Flooring
    - a. Material must be softwood with 25/32" minimum thickness.
    - b. Shall be 3 1/4" maximum width.
    - c. Nails shall be as recommended by flooring manufacturer. Blind nail tongue and groove flooring, driving nail at an approximate angle of 50 degrees. Space nails every 10" to 12" on center.
  2. Sheet Vinyl Flooring
    - a. Minimum 0.065" gauge overall thickness.
    - b. Shall be 0.025" gauge wear layer, 10' wide rolls.
    - c. The owner(s) shall be shown at least three (3) samples to select from a quality that will cost no more than \$20 per yard including installation.
    - d. Mastic shall be as recommended by flooring manufacturer.
    - e. All joints and cracks in base shall be filled, smoothed, and leveled.
    - f. Where irregular floor conditions exist, install underlayment to receive vinyl flooring.
    - g. Layout to minimize joints in vinyl flooring. Small strips or patching will not be allowed.
    - h. Owner(s) shall sign color sample.
  3. Carpeting and Padding
    - a. The owner(s) will select from at least three (3) carpet samples.
    - b. Based on a specified allowance, not to exceed more than \$20 per yard including installation.



- c. Owner(s) shall sign color sample.
- d. Where irregular floor conditions exist, install underlayment to receive carpet.
- e. Carpet shall be stain and soil resistant treated, FHA approved, and installed in strict accordance with manufacturer's specifications.
- f. Padding shall be, FHA approved, and installed according to manufacturer's specifications.

CARPET WILL NOT BE ALLOWED IN BATHROOMS, KITCHENS, AND UTILITY ROOMS.

#### H. Finish Lumber

- 1. Shall be free from tool marks and other objectionable defects.
- 2. Solid lumber and miscellaneous trim for interior finish shall be vinyl or solid stock white pine, if stained. Finger joints, allowed if painted.
- 3. All exterior solid lumber and trim shall be sealed against the weather. Exterior porches and all wood meeting the ground shall be treated lumber.
- 4. Porches shall have a top, intermediate, and bottom railing.

#### I. Exterior Doors

- 1. Doors:
  - a. Shall be new, wood flush, particle core, exterior grade, and standard entrance doors with window light. A pre-hung insulated steel door may also be used.
  - b. Shall conform to the thickness of the doorjamb and be hung on three (3) 3 1/2 x 3 1/2" butt hinges, flush mounted.
  - c. Shall have a minimum 10" x 10" glass window installed or peep hole (client to decide).
  - d. Replacement shall include weather stripping, installation of door sweeps, locksets, and hinges.
  - e. After installation, doors are to be neat in appearance and operate smoothly to insure an airtight seal.
  - f. Replacement doors are to be finished as per painting specifications.
- 2. Weather Stripping:
  - a. All existing weather-stripping (W/S) is to be removed prior to the installation.
  - b. W/S shall be installed on both sides and top of doorjamb and shall be Q-Ion (Vinyl clad foam) with aluminum back or equivalent.
  - c. The doorstop shall be caulked as needed to complete the airtight seal.
  - d. Adjust door as necessary to insure airtight seal with the W/S.
  - e. The installation is to be airtight, neat in appearance, without buckling or gaps, and installed in such a manner that it is considered permanent.

#### 3. Sweeps:

- a. Sweeps are to be a metal strip with a vinyl or neoprene insert installed according to the manufacturer's instructions.
  - b. Install on the inside of doors that open inward or on the exterior of doors that open outward, so as not to interfere with the smooth operation of the door.
  - c. Must be installed with mounting screws no further than two inches (2") from each end.
  - d. Bottom edge of the sweep is to touch the threshold for proper seal.
- 4. Locksets:
  - a. Locksets to be installed on exterior doors must be of a keyed type.
  - b. Install according to manufacturer's specifications.
  - c. Two (2) working keys are to be supplied to the client when the new lockset is installed.
- 5. Thresholds:
  - a. Shall saddle try type with door bottom.
  - b. Are to fit snugly between the jambs and fasten with screws, and form an airtight seal between door and threshold.
- 6. Garage Door:
  - a. Must be a 25 gauge galvanized Door.
  - b. Must be insulated.
- J. Storm Doors
  - 1. Shall mean aluminum clad, solid core construction with baked-on finish, self-storing design to contain two glass panels and one, full-size screen panel. Similar in quality to the Cole Sewell "Solid Saver" Model 530.
  - 2. Shall have closures and hardware including stop springs.
  - 3. Adjust for proper tension and operation.
  - 4. Shall have corner bracing for additional support.
- K. Windows
  - 1. Frames, sill, sash, trim, and hardware shall match existing work in design and dimension unless otherwise specified in the work write-up.
  - 2. New windows shall be single hung double pane insulated vinyl, aluminum, or wood frame, equal to or better than Columbia Industries C-1600 with screens.

3. Positive locking devices ("cam action" sash locks) shall be provided on all windows, which are accessible from the exterior, and all existing interior finish hardware shall be made operative or replaced.
4. Finish per painting specifications.
5. Glass and Glazing (for glass replacement).
  - a. Windows shall be glazed or re-glazed, where required, with single strength clear grade B glass.
  - b. Window glazing shall be oil base and contain no asbestos or lead.
6. Putty shall consist of pure linseed oil, pure whiting, natural color, or standard commercial grade putty.
7. Prime all wood sash before the placing of putty.
8. Glass shall be bedded in putty and secured in place with glazier points and face puttied. All excess putty shall be removed and all glass left clean.

L. Storm Windows

1. Are to be standard aluminum frames, self-storing, with removable sash and screen section similar in quality to the Columbia Series 400.
2. Adjust for proper tension and operation.
3. Shall have corner bracing for additional support.

M. Stucco

1. Mortar for all applications shall consist of one (1) part Portland cement to not less than three (3) or more than five (5) parts of damp loose aggregate by volume. Hydrate lime may be used but shall not exceed 10 percent by weight or more than 25 percent by volume of the cement used.
2. The temperature of the surrounding air shall not be less than 40 degrees F. during application and for at least 48 hours thereafter.
3. Surfaces to receive stucco shall be covered with 3.40 pounds per square yard metal lath lapped at end and sides a minimum of 1", and nailed 10" on center vertically and 6" on center horizontally.
4. Apply a minimum of two (2) or three (3) coats. The final coat shall not be applied sooner than seven (7) days after the preceding coat. Before applying the final coat, the surface shall be dampened evenly to obtain uniform suction.
5. Apply two (2) coats on masonry to a minimum thickness of 5/8".
6. Apply three (3) coats over wood surfaces to a minimum thickness of 7/8".

7. Prior to stucco being painted, it shall be washed down with 5 percent muriatic acid solution and rinsed clean with clear water.
8. Patching of stucco, when called for in the Work Write-Up, shall include the removal of all loose material encountered until sound construction is reached, including the removal of rotted or deteriorated lath.

N. Plastering

1. Gypsum plaster materials shall be standard commercial brands.
2. Mixing and application of gypsum plasters shall be in accordance with American Standard Specifications for Gypsum Plastering.
3. Apply plaster in three (3) coats and in two (2) coats double up work-minimum thickness 1/2".
4. Gypsum lath shall be applied with long dimension across supports and with end joints staggered.
5. Nail gypsum lath with 12 or 13 gauge lathing nails having approximately 3/8" heads spaced not more than 4" on center with a minimum of four (4) nails in each lath. Use six (6) nails for 24" wide lath. Length of nail shall be that which shall provide at least 1" penetration in horizontal supports and 3/4" penetration in vertical supports.
6. Gypsum lath shall not be used as a base for Portland cement plaster.
7. Wood lath shall be securely nailed and wetted down prior to applying plaster.
8. Metal lath shall be applied according to manufacturer's directions whether used for patching or new work.
9. Patching of plaster, when called for in the Work Write-Up, shall include the removal of all loose material encountered until sound construction is reached, including the removal of rotted or deteriorated lath. Crack repair in plaster walls shall be cut out to a depth of not less than 1/4" and a width of 1/4". All areas are to be wetted thoroughly before applying plaster filler.

O. Wallboard

1. Shall be tape joint gypsum board, carefully fitted and sized prior to nailing in place. Minimum thickness is to be 1/2".
2. Water resistant gypsum board is to be installed on bathroom walls, or any high moisture area.
3. All joints are to be staggered.
4. Nails or sheetrock screws shall be driven with their shanks perpendicular to the face of the board and seated below the surface of the board without breaking the paper, in accordance with the following:

<u>Thickness</u>	<u>Ceiling</u>	<u>Side Walls</u>
1/2"	7" O.C. 5" O.C.	No. 4 glue coated
5/8"	6" O.C. 7" O.C.	1-7/8 6d cement coated

5. Perforated Tape Mix:

- a. Shall comply with the recommendation of the manufacturer. A minimum temperature of 55 degrees F. shall be maintained in the room where the work is done until the cement is completely dry. Follow manufacturer's directions for application.
- b. Over joints, the tape shall be embedded in cement and covered with a thin layer of cement. A second and third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be feather-edged and extended beyond the previous coat, approximately 2". The finish coat shall be sanded lightly and imperfections filled in prior to any painting or decorating.
- c. Check to see that all nails have been driven so that their heads are below the surface without breaking the paper. Cover nails with three (3) applications of cement, allowing time to dry between each coat painted or other decoration.
- d. The final coat shall be sanded lightly before application of inside corners and shall be reinforced with tape imbedded in cement and finished the same as b. over joints.
- e. Outside wood molding, metal molding, or metal corner reinforcement shall protect corners. Metal corner re-enforcement shall be finished with two (2) coats of cement, as specified.
- f. Provide metal edge trim where wallboard edge abuts dissimilar material.

6. Finish to match existing texture.

P. Ceilings

1. Acoustical tile or 2' x 4' drop grid ceilings may be used.
2. Furring strips, when called for, shall be a minimum of 3/4" x 2" and attached with #8 nails driven through to ceiling joists at 10" intervals.
3. Suspended Ceilings
  - a. Exposed T-Bar, as specified, installed in strict accordance with manufacturer's recommendations.
  - b. Unexposed T-Bar, as specified, installed in strict accordance with manufacturer's recommendations.
4. Plaster/ Drywall
  - a. Use a heavy textured spray finish, when required, to repair cracked plaster and/or cracks in ceiling board.

Q. Siding Repairs/Replacement

1. Repairs of siding shall match material of existing siding.
2. Installation of siding shall be 12" lap hard board and/or Fiber cement siding, unless otherwise noted on the Work Write-Up. Paint as called for in the painting specifications.
3. Remove siding only when called for in Work Write-Up.
4. Vinyl Siding:
  - a. Shall be 40 mills (.040") thick or better.
  - b. Colored completely through.
  - c. Siding shall be installed over a minimum ¼" fan fold foam core, and shall carry a lifetime warranty for defects in material and color fading.
  - d. Warranty shall be placed in the owner(s) name and the contractor shall send all documentation to the company with a copy to the client.
  - e. Installation shall include wrapping all windows, soffit, fascia, porch ceiling, and pillars, et al.
  - f. Any exterior painted surfaces (including window sash) not wrapped shall be painted according to the painting specifications.
  - g. Owner(s) shall pick one siding color and one trim color from samples of siding and a complimentary trim color.
  - h. Owner(s) shall sign sample of color choice. No bright or "hot" colors allowed.

R. Caulking

1. Caulk shall be appropriate for materials being sealed. All caulk shall have a material life of at least 15 years.
2. Fully caulk around the following areas:
  - a. Window and door frames - all sides.
  - b. Where different materials meet.
  - c. Inside and outside corner trim boards.
  - d. Between foundation and wall plates or siding.
  - e. Around vents, fans, and window air conditioners.

S. Interior Doors

1. Shall be 1-3/8" hollow core.
2. Must be stained or painted to owner's option.
3. Complete with hardware and latch set.

T. Wallpapering - Not Allowed

U. Water Resistant Paneling

1. 1/8" thick, vinyl coated paneling recommended by the manufacturer for high moisture areas. Complete with vinyl trim at all joints.
2. Secure to sound backing using adhesive as recommended by manufacturer.
3. Owner(s) to select color and pattern from manufacturer's standard items. Owner(s) to sign sample selection.
4. Shall not be used as shower/tub surround.

V. Wood Paneling

1. Shall be 3/32" minimum thickness.
2. APA A-D interior paneling.
3. Furnish and install wood trim as required for a complete installation. Stain trim to match paneling.
4. Paneling to be selected by owner(s) based on specified allowance.
5. Owner(s) to sign sample of selection.

W. Kitchen Cabinets

1. Job Built:
  - a. Shall be 3/4" fir or birch plywood with solid wood band on all exposed edges.
  - b. Stain a minimum of two (2) coats of lacquer (selected by owner(s)).
2. Factory Built:
  - a. Residential grade, standard construction for wood cabinets.
  - b. Standard stain finish (selected by owner(s)).
  - c. Laminated (heat and stain resistant) counter top and edge trim with back splash.
3. Upper Cabinets:
  - a. Two (2) adjustable shelves.
  - b. Doors complete with hardware.
4. Base Cabinets:
  - a. Continuous drawers with standard glides across top section of all cabinets except sink area.
  - b. One (1) adjustable shelf behind doors - all areas below drawer sections.
  - c. Laminated (heat and stain resistant) counter top and edge trim with back splash.
  - d. Cabinets complete with hardware.

- X. Insulation - All insulation material shall be cellulose, unless otherwise specified in the Work Write-Up.  
All attics must be insulated to a R-38, where possible.

1. Insulation Barrier:

- a. Install insulation barriers specifically manufactured for use with the type of insulation installed.
- b. Installation is to be in accordance with manufacturer's recommendations.
- c. All chimneys, flues, recessed lights, and furnaces are to have insulation barriers around them.

2. Gable Vents:

- a. Openings are to be cut with close tolerance to insure a watertight fit.
- b. Vent is to be nailed or screwed into the frame.
- c. All damaged siding is to be repaired or replaced. Siding without sheathing behind it is to have the vent framed in and mounted on the frame to insure a tight fit.
- d. Ventilation ratio shall be not less than 1/300.

3. Roof Vents:

- a. Roof vents are to be prepared and cut to close tolerance to insure a watertight fit.
- b. The hole in the roof shall be no smaller than the throat size of the vent being installed so as not to restrict airflow.
- c. Discarded materials are not to be dropped into the attic area. The Contractor shall remove discarded materials from the work site.
- d. Vents (galvanized or aluminum) are to be sealed and nailed with galvanized or aluminum nails.
- e. If the high/low method is used in installing roof vents, 50 percent of the vents must be located in the upper portion to be ventilated at least 3' above lower vents, with the remaining 50 percent of the required ventilation provided by eave, soffit, or roof vents.
- f. In the case of the high/low method of ventilation, a ratio shall not use less than 1:150.
- g. Vents are to appear evenly spaced from the ground and be neat in appearance.

4. Soffit Vents:

- a. Vents are to be installed to insure free ventilation space to the attic area.
- b. Vents are to be evenly spaced and a uniform distance from the sidewall.
- c. Vents are to be screwed to the soffit.

5. Attic Access:

- a. R-19 batt insulation is to be stapled or nailed to the top of the door.
- b. Insulated manufactured doors may also be used. Insulation dams are to be constructed from 1" x 10" or better and are to be used to hold back attic insulation.



- c. All attic accesses are to be weather-stripped using foam, tubular, or metal flap weather strip, nailed, or placed on the jamb.
  - d. When rebuilding an attic access, use 1" x 4" for the jamb and doorstop to form the flange. The door itself can be made of 3/4" plywood and insulated with R-19 batt insulation. 1" x 4", or smaller, is to be used as casing. The door and surrounding area is to be airtight. Damaged ceiling area is to be repaired with like materials, all wood installed is to be sealed against moisture.
6. Floor Insulation:
- a. R-13 batt insulation is to be installed between floor joists, unless otherwise specified.
  - b. Insulation is to be secured with nails, staples, or wire.
  - c. The vapor barrier shall be towards the conditioned side.
7. Duct Insulation:
- a. All loose joints on hot air ducts (also air conditioning ducts in attics) shall be sealed to prevent air leakage.
  - b. The ducts are to be wrapped using a standard R-5 or better vinyl wrapped fiberglass batt or standard duct wrap.
  - c. Cellulose can be blown against the ductwork to hold the insulation.
  - d. Duct insulation installed in a basement or crawl space is to have a vapor barrier installed to the outside.
8. Wall Insulation:
- a. Walls shall be insulated to a minimum of R-13.
  - b. Building codes shall be considered regarding knob and tube wiring situations.
  - c. All exterior walls are to be insulated.
  - d. Siding is to be removed and replaced.
  - e. Damaged siding is to be replaced.
  - f. All sidewall insulation shall be densely packed cellulose.
9. Perimeter Insulation:
- a. R-13 faced fiberglass is to be securely fastened to the underside of the floor, extending down the boxing area, unless otherwise specified.
  - b. Covers the inside foundation wall and then out into the crawlspace at least 2'.
  - c. Vapor barrier, shall be 6 mil plastic with 2' overlapped seams.
10. Insulation Material (Mineral):
- a. Fiber Material or Product:
    - (1) Blanket batt conformance to F.5. HH-1-521E and ASTM C665-70.
    - (2) Board conformance to F.5. HH-1-526C and ASTM C612-70 or C726-72.
    - (3) Duct Material Conformance to F.5. HH-1-558B.
11. Insulation Material (Organic Fiber):

- a. Cellulose conformance to HH-1-515D dated April 1988.
  - b. Block and Board conformance to F.S. LLL-12-525A and ASTM C208-72 and fire safety requirements.
12. Water Heater Blanket:
- a. Specifically manufactured for the purpose.
  - b. Minimum R-5.
  - c. Capable of meeting a flame spread classification not to exceed 150 (per ASTM E-84).

#### PLUMBING AND HEATING SPECIFICATIONS

##### A. Water Piping

- 1. Above ground shall be type L copper tubing with copper solder joint fittings made up with 95-5 solder as recommended by manufacturer or PEX.
- 2. Connections to valves shall be made with N.P.T. to solder adapters.
- 3. Schedule 40 PVC cold plastic water pipe may also be used for water piping and Schedule 40 CPVC for hot plastic water piping.
- 4. All plastic water pipe shall be supported every 4'.
- 5. The site of new pipes shall be in conformance with the Uniform Plumbing Code. Valves shall be 150# brass with ends similar to fittings. Valves shall be provided at each piece of equipment to permit removal without shutting off service. Unions will be provided to permit removal of equipment without cutting pipe.
- 6. Supply lines to faucets shall be flex lines or copper tubing.
- 7. Shut-offs is required on all supply lines.

##### B. Plumbing Fixtures

- 1. Trim shall be chrome plated and supplies to each water closet shall be provided with stop valves to permit removal without shutting off service.
- 2. All plumbing fixtures and trim called for in the Work Write-Up shall be of standard grade equal to American Standard, Crane, or Kohler.
- 3. Shower shall have a rod and shower curtain installed, at minimum.

##### C. Kitchen Equipment

- 1. Sink shall be double compartment stainless steel or enameled steel with self-sealing edge.
- 2. Refrigerator shall be a minimum 18 cu. ft., self-defrosting, 2-door unit appliance.

3. White or Almond (major brand mid priced model).
4. Ranges shall be electric or gas, with oven and oven light, and timer. White or Almond (major brand mid-priced range).
5. Gas ranges shall be attached to the gas supply with a steel flex gas line and shut off.

D. Heating Systems

1. Every heater that is existing or installed must be equipped with the following:
  - a. One hundred percent safety.
  - b. Code approved, metalbestos vent.
  - c. Proper gas piping and stops, installed in accordance with recommendations of the Uniform Plumbing Code.
  - d. Shut-off valves.
  - e. All transite vents are to be removed.
  - f. Blower.
  - g. New Thermostat.
2. If no local codes, must meet National Gas Code (NGC).
3. All new heating plants shall be sized and installed to provide sufficient proper heating and proper distribution for the size and requirements of the individual house. HVAC systems shall not be oversized by more than 15 percent.
4. New furnaces shall be a minimum of 80 percent efficient, forced air with a warranty of not less than ten years. 90% efficient furnaces shall be sealed combustion.
5. No outside units or attic units shall be installed or units in crawl space unless specified in the Work Write-Up.
6. No flexible ductwork is allowed unless approved by inspector at the bid conference.
7. No open return air is allowed. All ductwork is to be included in bid.
8. All ductwork shall be sealed using mastic (example RCD #6).
9. All ductwork in unconditioned spaces shall be insulated.
10. Furnace and/or air conditioner shall be on separate circuits.
11. All appliances must be installed in accordance with manufacturer's specifications.
12. Must have easy access to filter.
13. If furnace is in basement, it must be raised a minimum of 2".
14. Plenum must be installed to receive future A-coil.

E. Water Heaters

1. Water heaters, existing or installed, shall have the following:
  - a. Pressure and temperature relief valve.
  - b. Proper vent, gas piping, and shut off.
  - c. All transite vents to be replaced with code approved vent.
2. Pressure and temperature relief valves shall be extended within 2' of the floor, but no closer than 6".

NOTE: All cutting of walls, floors, ceilings, partitions, etc., for the purpose of rehabilitation work and the air sealing of openings around same, including the removal of all debris caused thereby, shall be performed by the contractor performing the work. Repairs shall match existing materials, be finished to a smooth condition, and painted. (Refer to applicable Specifications for details.)

SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP, THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.

#### ELECTRICAL SPECIFICATIONS

All electrical work shall be in conformance with the National Electrical Code (NEC)

##### A. Wiring Devices

1. Single pole room lighting switches and three-way and four-way switches shall be UL approved.
2. Plug-ins shall be standard grounded receptacles except for plug-ins within 6' from water source shall be GFI.
3. Plates for all switches and receptacles shall be non-conducting type (including screws) and UL approved.
4. Dryer shall have separate 220 circuit.
5. Furnace, air conditioner, refrigerator, dishwasher, and stove shall have separate circuit.
6. Garbage disposal shall have separate circuit(s) and wall switched receptacle.

##### B. Lighting Fixtures

1. Contractor shall provide all lighting fixtures complete with lamps, glassware, mounting hardware, frames and trim, stems, ballasts, sockets, etc., to provide a complete operating UL approved fixture at each location, as called for in the Work Write-Up. Energy efficient compact fluorescents bulb(s) are required in all replaced fixtures.
2. Porcelain lamp-holders are prohibited unless approved by the Project Inspector.

##### C. Panel Boards

1. Shall be UL approved, with the minimum components as listed:
  - a. NEMA 1 enclosure for indoor and NEMA 3R for exterior use.
  - b. 200A mains (minimum) unless noted otherwise.
  - c. 200A 2-pole main breaker (minimum) unless otherwise noted.
  - d. Seven (7) 1-pole branch breakers (minimum).
  - e. 2-pole breakers as required.
  - f. Separate/Neutral.
  - g. Separate ground bar.
  - h. Additional equipment as required meeting the National Electrical Code (NEC).

\* Unless specified differently by inspector.

D. Wire

1. Wire and cables shall be copper.
2. All wire and cable shall comply with the standardization rules of the AIEE as to conductivity and shall be free from kinks, splices, and defects when installed. Conductors shall be in accordance with the requirements of IPCEA Publication's latest edition.
3. All wire used in this project shall be new and shall be identified by type and by manufacturer.
4. Branch circuit wiring shall be non-metallic sheath Type NM.
5. Service conductors shall be Type XHHW.
6. All wiring shall be concealed in wall, ceiling, or floor cavities. Wiring required to be exposed shall, be installed in intermediate grade metal conduct.
7. All receptacles and other electrical equipment, except light fixtures, shall have a separate equipment ground conductor bonded to their metal cases, frames, etc. (except as noted).

E. Lightning Arresters

1. 175 v., 2-pole lightning arresters shall be installed per NEC.
2. Rewiring of house shall meet NEC.

F. Smoke Alarms

1. Install a 10-year Lithium battery smoke alarms unless rewiring house.
2. If rewiring, install hardwired smoke alarms.

Note: All cutting of walls, floors, ceilings, partitions, etc., for the purpose of rehabilitation work and the air sealing of openings around same, including the removal of all debris caused thereby, shall be performed by the contractor performing the work. Repairs shall match existing materials, be finished to a smooth condition, and painted. (Refer to applicable Specifications for details.)

## PAINTING AND VARNISHING SPECIFICATIONS

Preparation and painting of all surfaces shall be completed in accordance with HUD's "Safe Work Practices".

### A. Preparation of Surface

#### 1. Exterior:

- a. Wood surfaces to be painted or varnished shall be prepared in accordance with HUD's Safe Work Practices in the removal of loose, chipping and peeling paint, rough spots, and any obvious oil and/or grease that may be covering existing wood or a paint.
- b. All paint chips and residue from the preparation must be REMOVED from the site.
- c. Where previous coats have chipped and peeled, the edge shall be wet scraped and puttied to obtain a smooth surface before new paint is applied.
- d. Exterior painting shall include painting all doors and windows, removing all storm windows, repairing windows, replacing all broken or cracked glass, and re-glazing and caulking all joints and seams with paintable caulk. Clean and reinstall all storm windows upon completion.
- e. All nail holes shall be puttied and all defects in the surface shall be eliminated by the repair or complete replacement of the defective part, this includes siding, sills, casings, etc.

#### 2. Interior:

- a. Wood surfaces to be painted or varnished shall be prepared in accordance with HUD's Safe Work Practices in the removal of loose, chipping and peeling paint, rough spots, and any obvious oil and/or grease that may be covering existing wood or a paint.
- b. Plaster or wallboard surfaces shall be sound, smooth, and free from holes, cracks, or irregularities.
- c. All old wallpaper shall be entirely removed or covered with sheetrock, taped, then painted.
- d. No paint or varnish shall be applied until all nail holes have been puttied and all defects in woodwork have been eliminated by the insertion of dutchmen or complete replacement of the damaged part.

### B. Materials – Lead based paint is in violation of HUD Lead-Based Paint Regulations and shall not be used.

#### 1. Exterior:

- a. All exterior paint must meet or exceed Sherwin Williams 15 year # A-100 and shall be delivered to site in manufacturer's sealed containers.
- b. Each container shall be labeled giving type of paint color and application specification.

- c. Before proceeding with exterior painting, samples of colors shall be shown to the owner(s) for selection. The owner(s) is limited to one (1) base color and one (1) trim color. Owner(s) shall sign the chosen color sample. Color options will be in a neutral color range, no bright or "hot colors" are allowed.
  - d. The primer coat shall be Alkyd oil tinted to match topcoat, produced by the same manufacturer as the finish coat.
2. Interior:
- a. Interior paint shall meet or exceed Sherwin William's Classic #99 for flat, semi-gloss, or satin gloss, and shall be delivered to the site in the manufacturer's sealed containers.
  - b. Primer for new sheetrock shall meet or exceed Sherwin William's Pro-Mar #400 latex primer.
  - c. Before proceeding with painting or varnishing, color samples shall be shown to the owner(s) for selection. The owner(s) is limited to one (1) base color and one (1) trim color. Owner(s) shall sign the chosen color sample.
  - d. Texture finish sample shall be submitted to the owner(s) for approval before application. Owner(s) shall sign sample choice.
  - e. The finish coat in kitchens and bathrooms shall be semi-gloss enamel and provide a durable and washable surface.
  - f. The primer shall be tinted to match topcoat, produced by the same manufacturer as the finished coat.
  - g. Varnish shall be polyurethane varnish.
3. Application:
- a. Exterior:
    - (1) All paint, unless specifically approved otherwise, shall be applied by brush or roller.
    - (2) Apply each material at manufacturer's recommended spreading rate.
    - (3) Do not apply exterior paint when temperature is 50° F. and falling, or when temperature is below 40° F. and steady, or in rainy, damp, or frosty weather until surface is thoroughly dry. Contact the Project Inspector if considering the Sherwin Williams product "Low Temp 35"
    - (4) The Contractor shall be responsible for protecting all areas and surfaces that are not to receive paint and shall clean and repair or replace any such areas, surfaces, or items so damaged.
    - (5) Finish work shall be uniform, of approved color, smooth, and free from runs, sags, and defective brushing and rolling. Edges of paint adjoining other materials or colors shall be sharp and clean.
  - b. Interior:
    - (1) New paint applied on walls that are painted with a glossy paint or has a shine must be first prepared to remove glossy surface and cleaned prior to painting.
    - (2) The Contractor shall be responsible for protecting all areas and surfaces that are not to receive paint and shall clean and repair or replace any such areas, surfaces, or items so damaged.

- (3) Finish work shall be uniform, of approved color, smooth, and free from runs, sags, and defective brushing and rolling. Edges of paint adjoining other materials or colors shall be sharp and clean.
  - (4) Ceiling paint will be allowed when applying to ceilings.
- c. Required Coatings:
- (1) Exterior wood, etc. (previously painted).
    - i. One (1) coat of exterior wood primer, tinted same as topcoat.
    - ii. Two (2) coats exterior latex house paint.
    - iii. Warranty is void if not followed.
  - (2) Exterior wood and hardboard (bare):
    - i. One (1) coat exterior wood primer; tinted same as topcoat.
    - ii. Two (2) coats exterior latex house paint.
    - iii. Warranty is void if not followed.
  - (3) Interior drywall:
    - i. Two (2) coats latex satin-gloss enamel wall paint.
    - ii. New drywall (1) coat of latex primer, (2) coats of satin-gloss enamel wall paint.
  - (4) Wood porch floors and wood steps:
    - i. Two (2) coats porch floor enamel.
    - ii. Redwood and CCA does not need to be painted.
  - (5) Spray textured drywall ceilings:
    - i. One (1) coat latex flat wall paint.
    - ii. One (1) coat spray texture.

SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP, THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.



## ROOFING SPECIFICATIONS

Replacement of roof, when called for on the Work Write-Up, shall be defined as removing all existing shingles, flashings, valley tin, drip edge, and felt; then providing all new felt, valley tin, flashing, metal drip edge, and shingles, et al. Damaged sheathing or areas without solid sheathing shall have 15/32" construction grade plywood or 7/16" OSB Louisiana Pacific Interseal installed for sheathing

### A. Sheathing

1. Shall be 15/32" construction (CDX) grade plywood or 7/16" OSB Louisiana Pacific Interseal, APA Exposure #1 criteria or equal (THIS PRODUCT IS NOT "NORBOARD").
2. Nail sheathing with cement coated, rosin coated, or ring shank nails placed on 4" centers on all edges and over the face of each piece.

### B. Underlayment

1. Shall be asphalt saturated felt, minimum 30#, which has low vapor resistance. Coated felts or laminated waterproof papers, which act as vapor barriers, should not be used.
2. Underlayment should be applied over the entire roof as soon as the roof sheathing has been completed.
3. Underlayment should be lapped 1' from both sides over all hips and ridges.
4. Only sufficient fasteners are to be used to hold the underlayment securely in place until shingles are applied.
5. Shingles are not to be applied over wet underlayment.

### C. Shingles

1. Shall be new Heritage or 3-tab, (equal to or better than 25-year), asphalt shingle squares, (nominal) weight, installed according to manufacturer's specifications, using nails only.
2. Cut shingles at valleys (2" each side of valley center to expose a minimum of 4"). Woven valleys are not allowed.
3. Owner(s) to select shingle color by signing a sample of the chosen shingle. Contractor is to keep signed shingle until final completion certificate is signed.

### D. Metal Roofing

1. Shall be 29 gauge painted metal roofing equal to or better than Metal Sales Pro Panel II.

2. All metal roofing shall be attached with the proper length metal to wood screws with seal washers.
3. Owners shall sign sample of color choice. Color options will be a neutral color range, no bright or "hot colors" are allowed.

D. Flashing

Shall be 30 nominal gauge galvanized steel securely fastened and tarred to watertight and water-shedding condition.

E. Gutters/Downspouts/Splash Blocks

1. Standard, 5" Ogee, galvanized, white, steel, or 26 gauge aluminum gutters, securely fastened at 4' maximum intervals. Owner(s) to chose color to compliment house.
2. Downspouts may be round or square, corrugated and anchored at top and bottom.
3. All joints are to be watertight.
4. Install 3' splash blocks at all downspout locations. If not concrete, the splash blocks shall be anchored.
5. Install blocking and/or fascia board where necessary between gutter and eaves to properly align gutter to receive run-off from roof.
6. Owner(s) shall sign sample of color choice. No bright or "hot" colors allowed.

NOTE: SHOULD THERE BE ANY CONFLICTS BETWEEN THESE SPECIFICATIONS AND THE WORK WRITE-UP, THE PROJECT INSPECTOR SHOULD BE CONTACTED FOR A FINAL DETERMINATION.

## DEMOLITION SPECIFICATIONS

### A. Structures, Trees, and Site Clearance

1. The removal and proper disposal of the dilapidated structure(s). Check with the landfill operator prior to beginning demolition for instructions on "proper disposal".
2. The capping off of the sewer and waterlines.
3. The complete removal of all concrete, cement or blocks, back-fill any basement to grade. Level site to be mowed. Seeding is the responsibility of the property owner.
4. Only remove trees that are within 6' of structure to be demolished.

### B. Abandoned Septic Systems

1. Remove all liquid contents and the top of the tank. If the pit begins to fill with water, puncture the floor.
2. Fill the cavity with earth, sand, or gravel. Pack the fill to 5' below the surface, knock down sides 2' below grade, and then complete the fill with subsoil, packing as fill is being installed. The structure is now ready for the plug.
3. A minimum of a 6" of bentonite clay or 24" reinforced cement plug is to be applied. The plug must extend beyond the lining of the original diameter of the hole.

### C. Abandoned Wells

1. Remove any pumping equipment.
2. Disinfect the water prior to filling by adding 1 gallon of chlorine bleach for every 10' of water.
3. Fill the well with sand and gravel mix to the water level.
4. Fill the remainder of the well above the water level with natural clay material (subsoil low in organic matter) compacted to form a solid column.
5. Six feet from top of casing, pour a 3' plug of cement or neat cement or sodium bentonite clay.
6. Excavate around the casing to the top of the plug, cut off casing, and backfill the excavation with compacted earth material.

Note: Contractor may be instructed to cut the casing at 4' below grade to allow the plug to extend beyond the edge of the casing. This mushroom plug will help provide extra protection from water movement along either side of the casing.

## SAFE WORK PRACTICES

All work must be conducted in a lead safe work practice manner according to HUD Approved Lead Safe Work Practice Training by someone who has received HUD Approved Lead Safe Work Practices Training, is a Kansas Department of Health and Environment certified Lead Based Paint Worker, or is supervised by a Kansas Department of Health and Environment Lead Based Paint Supervisor.

Reference Lead Paint Safety, A Field Guide for Painting, Home Maintenance, and Renovation Work, U.S. Department of Housing and Urban Development Office of Healthy Homes and Lead Hazard Control.

### A. Prohibited Methods of Lead Based Paint Removal

1. Open flame burning or torching.
2. Machine sanding or grinding without a high-efficiency particulate air (HEPA) local exhaust control.
3. Abrasive blasting or sandblasting without a HEPA local exhaust control.
4. Heat guns operating above 1100° F. or charring the paint.
5. Dry sanding or dry scraping, except dry scraping in conjunction with heat guns or within 1' of electrical outlets.
6. Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the Consumer Product Safety Commission.

### B. Occupant Protection and Worksite Preparation

1. Occupants and their belongings shall be protected.
2. The worksite must be prepared according to safe work practice standards.

### C. Cleaning for Clearance

After rehabilitation/hazard reduction activities have been completed, the worksite shall be cleaned using cleaning methods, products, and devices that are successful in cleaning up dust-lead hazards, such as a HEPA vacuum or other method of equivalent efficacy, and lead specific detergents or equivalent.

### D. Safe Work Practices Are Not Required

1. On a home built after 1978.
2. On housing exclusively for the elderly (62 years of age or older) or people with disabilities unless a child under six is expected to reside there.
3. On zero-bedroom dwellings.

4. On property that has been found to be free of lead-based paint by a certified lead-based paint inspector/risk assessor.
5. On property where all lead-based paint has been removed.
6. On unoccupied housing that will remain vacant until it is demolished.
7. On non-residential property.
8. On any rehabilitation or housing improvement that does not disturb a painted surface.

## **Subpart J—Rehabilitation**

**Source:** 64 FR 50212, Sept. 15, 1999, unless otherwise noted.

### **§ 35.900 Purpose and applicability.**

(a) *Purpose and applicability.* (1) The purpose of this subpart J is to establish procedures to eliminate as far as practicable lead-based paint hazards in a residential property that receives Federal rehabilitation assistance under a program administered by HUD. Rehabilitation assistance does not include project-based rental assistance, rehabilitation mortgage insurance or assistance to public housing.

(2) The requirements of this subpart shall not apply to HOME funds which are committed to a specific project in accordance with §92.2 of this title before September 15, 2000. Such projects shall be subject to the requirements of §92.355 of this title that were in effect at the time of project commitment or the requirements of this subpart.

(3) For the purposes of the Indian Housing Block Grant program and the CDBG Entitlement program, the requirements of this subpart shall apply to all residential rehabilitation activities (except those otherwise exempted) for which funds are first obligated on or after September 15, 2000. For the purposes of the State, HUD-Administered Small Cities, and Insular Areas CDBG programs, the requirements of this subpart shall apply to all covered activities (except those otherwise exempted) for which grant funding is awarded to the unit of local government by the State or HUD, as applicable, on or after September 15, 2000. For the purposes of the Emergency Shelter Grant Program (42 U.S.C. 11371–11378) and the formula grants awarded under the Housing Opportunities for Persons with AIDS Program (HOPWA) (42 U.S.C. 12901 et. seq.), the requirements of this subpart shall apply to activities for which program funds are first obligated on or after September 15, 2000.

(4) For the purposes of competitively awarded grants under the HOPWA Program and the Supportive Housing Program (42 U.S.C. 11481–11389), the requirements of this subpart shall apply to grants awarded under Notices of Funding Availability published on or after September 15, 2000.

(5) For the purposes of the Indian CDBG program (§1003.607 of this title), the requirements of this subpart shall not apply to funds whose notice of funding availability is announced or funding letter is sent before September 15, 2000. Such project grantees shall be subject to the regulations in effect at the time of announcement or funding letter.

(b) The grantee or participating jurisdiction may assign to a subrecipient or other entity the responsibilities set forth in this subpart.

### **§ 35.905 Definitions and other general requirements.**

Definitions and other general requirements that apply to this subpart are found in subpart B of this part.

**§ 35.910 Notices and pamphlet.**

(a) *Notices.* In cases where evaluation or hazard reduction or both are undertaken as part of federally funded rehabilitation, the grantee or participating jurisdiction shall provide a notice to occupants in accordance with §35.125. A visual assessment alone is not considered an evaluation for the purposes of this part.

(b) *Lead hazard information pamphlet.* The grantee or participating jurisdiction shall provide the lead hazard information pamphlet in accordance with §35.130.

[69 FR 34272, June 21, 2004]

**§ 35.915 Calculating Federal rehabilitation assistance.**

(a) *Applicability.* This section applies to recipients of Federal rehabilitation assistance.

(b) *Rehabilitation assistance.* (1) Lead-based paint requirements for rehabilitation fall into three categories that depend on the amount of Federal rehabilitation assistance provided. The three categories are:

(i) Assistance of up to and including \$5,000 per unit;

(ii) Assistance of more than \$5,000 per unit up to and including \$25,000 per unit; and

(iii) Assistance of more than \$25,000 per unit.

(2) For purposes of implementing §§35.930 and 35.935, the amount of rehabilitation assistance is the lesser of two amounts: the average Federal assistance per assisted dwelling unit and the average per unit hard costs of rehabilitation. Federal assistance includes all Federal funds assisting the project, regardless of the use of the funds. Federal funds being used for acquisition of the property are to be included as well as funds for construction, permits, fees, and other project costs. The hard costs of rehabilitation include all hard costs, regardless of source, except that the costs of lead-based paint hazard evaluation and hazard reduction activities are not to be included. Costs of site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to compliance with the requirements of this part are not to be included in the hard costs of rehabilitation. All other hard costs are to be included, regardless of whether the source of funds is Federal or non-Federal, public or private.

(c) *Calculating rehabilitation assistance in properties with both assisted and unassisted dwelling units.* For a residential property that includes both federally assisted and non-assisted units, the rehabilitation costs and Federal assistance associated with non-assisted units are not included in the calculations of the average per unit hard costs of rehabilitation and the average Federal assistance per unit.

(1) The average per unit hard costs of rehabilitation for the assisted units is calculated using the following formula:

$$\text{Per Unit Hard Costs of Rehabilitation } \$ = (a/c) + (b/d)$$

Where:

a = Rehabilitation hard costs for all assisted units (not including common areas and exterior surfaces)

b = Rehabilitation hard costs for common areas and exterior painted surfaces

c = Number of federally assisted units

d = Total number of units

(2) The average Federal assistance per assisted dwelling unit is calculated using the following formula:

$$\text{Per unit Federal assistance} = e/c$$

Where:

e = Total Federal assistance for the project

c = Number of federally assisted units

[69 FR 34272, June 21, 2004]

#### **§ 35.920 [Reserved]**

#### **§ 35.925 Examples of determining applicable requirements.**

The following examples illustrate how to determine whether the requirements of §§35.930(b), (c), or (d) apply to a dwelling unit receiving Federal rehabilitation assistance (dollar amounts are on a per unit basis):

(a) If the total amount of Federal assistance for a dwelling is \$2,000, and the hard costs of rehabilitation are \$10,000, the lead-based paint requirements would be



those described in §35.930(b), because Federal rehabilitation assistance is up to and including \$5,000.

(b) If the total amount of Federal assistance for a dwelling unit is \$6,000, and the hard costs of rehabilitation are \$2,000, the lead-based paint requirements would be those described in §35.930(b). Although the total amount of Federal dollars is more than \$5,000, only the \$2,000 of that total can be applied to rehabilitation. Therefore, the Federal rehabilitation assistance is \$2,000 which is not more than \$5,000.

(c) If the total amount of Federal assistance for a unit is \$6,000, and the hard costs of rehabilitation are \$6,000, the lead-based paint requirements are those described in §35.930(c), because the amount of Federal rehabilitation assistance is more than \$5,000 but not more than \$25,000.

(d) If eight dwelling units in a residential property receive Federal rehabilitation assistance [symbol c in §35.915(c)(2)] out of a total of 10 dwelling units [d], the total Federal assistance for the rehabilitation project is \$300,000 [e], the total hard costs of rehabilitation for the dwelling units are \$160,000 [a], and the total hard costs of rehabilitation for the common areas and exterior surfaces are \$20,000 [b], then the lead-based paint requirements would be those described in §35.930(c), because the level of Federal rehabilitation assistance is \$22,000, which is not greater than \$25,000. This is calculated as follows: The total Federal assistance per assisted unit is \$37,500 ( $e/c = \$300,000/8$ ), the per unit hard costs of rehabilitation is \$22,000 ( $a/c + b/d = \$160,000/8 + \$20,000/10$ ), and the level of Federal rehabilitation assistance is the lesser of \$37,500 and \$22,000.

[64 FR 50212, Sept. 15, 1999, as amended at 69 FR 34272, June 21, 2004]

#### **§ 35.930 Evaluation and hazard reduction requirements.**

(a) *Paint testing.* The grantee or participating jurisdiction shall either perform paint testing on the painted surfaces to be disturbed or replaced during rehabilitation activities, or presume that all these painted surfaces are coated with lead-based paint.

(b) *Residential property receiving an average of up to and including \$5,000 per unit in Federal rehabilitation assistance.* Each grantee or participating jurisdiction shall:

(1) Conduct paint testing or presume the presence of lead-based paint, in accordance with paragraph (a) of this section. If paint testing indicates that the painted surfaces are not coated with lead-based paint, safe work practices and clearance are not required.

(2) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed.

(3) After completion of any rehabilitation disturbing painted surfaces, perform a clearance examination of the worksite(s) in accordance with §35.1340. Clearance is not required if rehabilitation did not disturb painted surfaces of a total area more than that set forth in §35.1350(d).

*(c) Residential property receiving an average of more than \$5,000 and up to and including \$25,000 per unit in Federal rehabilitation assistance. Each grantee or participating jurisdiction shall:*

(1) Conduct paint testing or presume the presence of lead-based paint, in accordance with paragraph (a) of this section.

(2) Perform a risk assessment in the dwelling units receiving Federal assistance, in common areas servicing those units, and exterior painted surfaces, in accordance with §35.1320(b), before rehabilitation begins.

(3) Perform interim controls in accordance with §35.1330 of all lead-based paint hazards identified pursuant to paragraphs (c)(1) and (c)(2) of this section.

(4) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed and is known or presumed to be lead-based paint.

*(d) Residential property receiving an average of more than \$25,000 per unit in Federal rehabilitation assistance. Each grantee or participating jurisdiction shall:*

(1) Conduct paint testing or presume the presence of lead-based paint in accordance with paragraph (a) of this section.

(2) Perform a risk assessment in the dwelling units receiving Federal assistance and in associated common areas and exterior painted surfaces in accordance with §35.1320(b) before rehabilitation begins.

(3) Abate all lead-based paint hazards identified by the paint testing or risk assessment conducted pursuant to paragraphs (d)(1) and (d)(2) of this section, in accordance with §35.1325, except that interim controls are acceptable on exterior surfaces that are not disturbed by rehabilitation and on paint-lead hazards that have an area smaller than the *de minimis* limits of §35.1350(d). If abatement of a paint-lead hazard is required, it is necessary to abate only the surface area with hazardous conditions.

(4) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed and is known or presumed to be lead-based paint.

[64 FR 50214, Sept. 15, 1999; 65 FR 3387, Jan. 21, 2000, as amended at 69 FR 34273, June 21, 2004]

**§ 35.935 Ongoing lead-based paint maintenance activities.**

In the case of a rental property receiving Federal rehabilitation assistance under the HOME program, the grantee or participating jurisdiction shall require the property owner to incorporate ongoing lead-based paint maintenance activities in regular building operations, in accordance with §35.1355(a).

[69 FR 34273, June 21, 2004]

**§ 35.940 Special requirements for insular areas.**

If a dwelling unit receiving Federal assistance under a program covered by this subpart is located in an insular area, the requirements of this section shall apply and the requirements of §35.930 shall not apply. All other sections of this subpart J shall apply. The insular area shall conduct the following activities for the dwelling unit, common areas servicing the dwelling unit, and the exterior surfaces of the building in which the dwelling unit is located:

*(a) Residential property receiving an average of up to and including \$5,000 per unit in Federal rehabilitation assistance.* (1) Implement safe work practices during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed by rehabilitation.

(2) After completion of any rehabilitation disturbing painted surfaces, perform a clearance examination of the worksite(s) in accordance with §35.1340. Clearance shall be achieved before residents are allowed to occupy the worksite(s). Clearance is not required if rehabilitation did not disturb painted surfaces of a total area more than that set forth in §35.1350(b).

*(b) Residential property receiving an average of more than \$5,000 per unit in Federal rehabilitation assistance.* (1) Before beginning rehabilitation, perform a visual assessment of all painted surfaces in order to identify deteriorated paint.

(2) Perform paint stabilization of each deteriorated paint surface and each painted surface being disturbed by rehabilitation, in accordance with §§35.1330(a) and (b).

(3) After completion of all paint stabilization, perform a clearance examination of the affected dwelling units and common areas in accordance with §35.1340. Clearance shall be achieved before residents are allowed to occupy rooms or spaces in which paint stabilization has been performed.

