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## HOUSING TRUST FUND REHABILITATION STANDARDS

### PURPOSE

The following standard is written to comply with the Idaho's most current adopted codes, federal program regulations, federal cross-cutting regulations, local code/ordinances/standards, and applicable Federal and State laws.

### INTENT

With respect to the type of materials used and how the work is performed, as identified in the following rehabilitation standards, it is IHFA's intent that current adopted Idaho and local codes should be followed, unless otherwise indicated.

### UNIFORM PHYSICAL CONDITION STANDARDS 24 CFR 5.703.

HTF rehabilitation also includes the repair/replacement of deficiencies identified as part of the Uniform Physical Condition Standards (UPCS) inspection. The UPCS inspection and checklist is a required component of the rehabilitation. Any deficiency item must be included as part of the rehabilitation scope of work.

UPCS is the Section 8 housing quality standard to ensure housing remains decent, safe, sanitary, and in good repair as described in

### QUALITY OF WORK

- A. Rehabilitation work will be code compliant, completed in a thorough and workmanlike manner, in accordance with industry practice and contractually agreed upon plans and specifications as well as any subsequent mutually agreed upon change orders during the construction process. Developers will employ best practice industry standards relating to quality assurance to verify all work completed.
- B. Project Design Professionals
  - 1. Projects will be designed by licensed professionals where required by the statutes of the jurisdiction in which the project is to be constructed
  - 2. As required, Developer will contract with licensed architectural and engineering design professionals to provide appropriate professional services for the project. It is the responsibility of each licensed professional to insure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable Federal, State, and local codes. (See Section III below.)
  - 3. In addition, the architect or engineer will provide contract specifications that stipulate quality standards, materials choices and installation methods and standards. Such specifications may reference other appropriate standards set by different trades associations and testing agencies such as ASTM, Underwriters Laboratory (U/L), Tile Council of America, National Gypsum Association, National Roofing Contractors Association (NRCA), Architectural Woodwork Institute (AWI), SMACNA, ASTM, AFME, etc.
- C. Warranties shall be required per the standard construction contracts on all materials, equipment, and workmanship.

**I. CODE COMPLIANCE**

All work shall comply with all applicable Idaho state and local codes, ordinances, and zoning requirements. Key currently updated Idaho State Codes are located at [https://dbs.idaho.gov/Codes/What\\_codes\\_does\\_DBs\\_use.pdf](https://dbs.idaho.gov/Codes/What_codes_does_DBs_use.pdf)

Please note that the IHFA HTF grantee must demonstrate compliance with all state and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods such as state inspector certification.

A code review analysis will be produced by the project's design professionals itemizing the applicable codes for each area of discipline.

The HTF Standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure HTF-assisted project and units are decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See

[UNIFORM](#) PHYSICAL CONDITION STANDARDS for Inspectable Items and Observable Deficiencies

Owner/Developer must demonstrate compliance with HTF rehabilitation Standards (state and local code/ zoning/ordinances) through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods, such as state inspector certification.

A code review analysis will be produced by the project's design professionals itemizing the applicable codes for each area of discipline.

**II. Building Codes:**

- 2012 International Building Code
- 2012 International Residential Code parts I, II, IV and IX
- 2012 International Energy Conservation Code
- 2012 International Existing Building Code
- IDAPA 07.03.01 - RULES OF BUILDING SAFETY, Idaho Administrative Rules amending the above codes, see page 18 (marked page 3) through 29 (marked page 9) at [https://dbs.idaho.gov/rules/2016/2016\\_Building\\_Statutes\\_Rules\\_pkt.pdf](https://dbs.idaho.gov/rules/2016/2016_Building_Statutes_Rules_pkt.pdf)

**Plumbing Code:**

- Idaho State Plumbing Code based on the 2009 Uniform Plumbing Code
- Rules Governing Plumbing Safety IDAPA 07.02.02- 07.02.07  
[https://dbs.idaho.gov/rules/2016/2016\\_Plumbing\\_Statutes\\_Rules\\_pkt.pdf](https://dbs.idaho.gov/rules/2016/2016_Plumbing_Statutes_Rules_pkt.pdf)

**Mechanical Codes:**

- 2012 International Mechanical Code – IDAPA rule 07.07.01.004
- 2012 International Fuel Gas Code – IDAPA rule 07.07.01.005
- 2012 International Residential Code Parts V & VI – IDAPA rule 07.07.01.006

- The rules are located on pages 18 through 21 at the following
- link: [https://dbs.idaho.gov/rules/2016/2016 HVAC Statutes Rules\\_pkt.pdf](https://dbs.idaho.gov/rules/2016/2016_HVAC_Statutes_Rules_pkt.pdf)

**Elevator Codes:**

- ANSI/ASME A17.1 2010, Safety Code for Elevators and Escalators with the following exceptions: i. Compliance with section 2.8.3.3.2 shall require that the means for disconnecting the main power as required by this section to be within sight of controller. ii. Compliance with section 8.11.2.1.5(c) Car and Counterweight Buffer testing shall be conducted at slow speed in accordance with Item 5.9.2.1(a) in ANSI/ASME A17.2 2007. iii. Compliance with Section 2.2.2.5, which requires a sump pump or drain in the elevator pit, shall be optional. If a sump pump or drain is installed, it shall meet the requirements of this section. A sump with a cover shall be provided in each elevator pit.
- ANSI/ASME A17.2 2007 Guide for Inspection of Elevators, Escalators, & Moving Walks.
- ANSI/ASME A17.3 2008 Safety Code for Existing Elevators and Escalators.
- ANSI/ASME A17.4 1999 Guide for Emergency Personnel.
- ANSI/ASME A17.5 2004 Elevator and Escalator Electrical Equipment.
- ANSI/ASME A17.6 2010 Standard for Elevator Suspension, and Governor Systems.
- ANSI/ASME A17.7 2007 Performance-based Safety Code for Elevators and Escalators.
- ANSI/ASME A18.1 2008 Safety Standards for Platform Lifts and Chairlifts.
- ASME QE-1 2010 Standard for the Qualification of Elevator Inspectors.
- IDAPA 07.07.01 [https://dbs.idaho.gov/rules/2016/2016 Elevator Statutes Rules\\_pkt.pdf](https://dbs.idaho.gov/rules/2016/2016_Elevator_Statutes_Rules_pkt.pdf)
- Fire Code (administered by the State Fire Marshal):
- 2012 Idaho Fire Code, see <http://www.doi.idaho.gov/SFM/>

**Electrical Codes:**

- 2014 National Electrical Code, including amendments as listed in IDAPA 07.01.06.
- IDAPA Electrical Administrative Rules - 07.01.01 – 07.01.11  
[https://dbs.idaho.gov/rules/2016/2016\\_Electrical\\_Statutes\\_Rules\\_pkt.pdf](https://dbs.idaho.gov/rules/2016/2016_Electrical_Statutes_Rules_pkt.pdf)
- 2013 edition of the National Fire Alarm and Signaling Code (NFPA 72)
- 2012 edition of the International Fire Code (IFC)
- 2012 edition of the International Energy Conservation Code (IECC)
- 2012 edition of the Life Safety Code (NFPA 101)

**III. HEALTH AND SAFETY**

If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See [Rehabilitation Scope of Work - UPCS Unit Inspection Sample Size](#) [Inspectable Items and Observable Deficiencies](#)

#### IV. SCOPE OF WORK DETERMINATION

In developing a scope of work, developers will work with IHFA to ensure that all requirements under the HTF Rehabilitation Standards are satisfied and that the proposed scope of work meets the goals of Part I above. IHFA approval of the scope of work is required in accordance with IHFA Administrative Plan and these standards.

#### V. EXPECTED USEFUL LIFE / REHABILITATION SCOPE & CAPITAL PLANNING

- A. In developing a scope of work on housing rehabilitation projects, developers will consider the remaining expected useful life of all building components with regard to building long-term sustainability and performance. Specifically, each building component with a remaining expected useful life of less than the applicable HTF period of affordability (30 years) shall be considered for replacement or repair. Additionally, new components with an expected useful life of less than 30 years shall be considered for future replacement.
- B. Once a scope of work has been developed by the grantee and their development partners the grantee must also develop a Capital Plan in compliance with IHFA policy on Capital Needs Assessments (see link above). Whether or not a particular building component has been replaced, repaired, or otherwise updated as part of the rehabilitation scope of work, all building components, and major systems must demonstrate adequate funding to be viable for at least 20 years, the length of the capital plan, with subsequent updates every five years during the 30-year affordability period.
  - *Example #1: Kitchen cabinets with a remaining useful life of 8 years may be left in place and not included in the rehabilitation scope. However, adequate funding shall be demonstrated in the building capital plan to replace those cabinets in year 8 of the post-rehabilitation capital plan.*
  - *Example #2: If a building component, such as a new roof, is installed during the rehabilitation and has an expected useful life of 25 years, it will not show up on the initial CNA*

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

#### VI. ENERGY EFFICIENCY

- 1) As outlined in those standards, all projects will either achieve the target energy efficiency objectives of the standard or present IHFA with an operational case for project sustainability pursuant to the financial structure of the project.
- 2) In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be to maximize the effectiveness of the energy efficiency related work scopes.

**VII. DISASTER MITIGATION**

- A. To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.
- B. Specifically regarding flood hazards, the most relevant potential natural disaster for the State of Idaho:
  - 1. Projects shall meet FEMA federal regulation, and HUD's floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20.
  - 2. Projects shall meet fluvial erosion prevention requirements per local municipality regulations.

**VIII. BIDDING AND PROJECT MANAGEMENT**

All projects follow their own written procurement procedure. Procedure must reflect applicable state and local laws, federal regulations, including Section 3, and Minority and Women-Owned Business Entity Outreach. Developer will submit a project management plan in the HTF application that outlines how the project will be managed (e.g. General Contractor (GC) bid project, Construction Management (CM) project or other project management plan). Any changes to project management operational structure which substantially varies from the plan provided to IHFA at the time the HTF award requires prior notification by IHFA HTF staff.

**IX. PROJECT ARCHITECTURAL REHABILITATION DESIGN STANDARDS****Building Occupancy & Construction Type**

Fire resistance rating separation requirements per code

**Historic Buildings**

- A. Shall comply with IBC, Chapter 3409
- B. Historic buildings shall be rehabilitated in a manner consistent with the requirements of Section 106 of the National Historic Preservation Act and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings. In the absence of a Programmatic Agreement among the State of Idaho Historic Preservation Officer, IHFA, and the Advisory Council on Historic Preservation for the administration of the HTF Program (the "HTF Programmatic Agreement"), scopes of work shall be reviewed and approved by IHFA's Historic Preservation Consultant in consultation with the State Historic Preservation Officer. If/when there is an HTF Programmatic Agreement, scopes of work shall be reviewed and approved by IHFA's Historic Preservation Consultant in accordance with the HTF Programmatic Agreement.

**Accessibility Requirements**

1. Housing that is rehabilitated with HTF funds must meet all applicable federal and state regulations regarding accessibility for persons with disabilities. An overview of these requirements is provided below; however, the applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.
2. General Requirements:
  - a. Projects shall meet applicable Federal and State Regulations and Rules
  - b. The number of accessible apartment units shall be determined by the code requirements.
3. Projects shall comply with other standards as may apply or be required by funding sources (i.e. USDA Rural Development)
4. Comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8
  - a. Substantial rehabilitation (defined as projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost):
    - i. At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS).
    - ii. In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments.
    - iii. Common spaces must be made accessible to the greatest extent feasible
  - b. For projects with “less-than-substantial” rehabilitation (anything less than “substantial”), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.

**Building Design**

1. Developers are encouraged to draft an architectural program document outlining the goals for the project.
2. Building access – in general the access to a building shall be safe, logical, readily identifiable, sheltered from the weather, and meeting the exit requirements to a public way. Pathways of circulation within a building shall also be safe and logical.
3. Means of egress components shall be in conformance with Chapter 10 of the IBC, including complete layout of the exits, corridor and stair dimensional requirements and arrangement, doors sizes and swings, door hardware, panic exit devices, door self-closers, interior finishes, walking surfaces, fire separations, stair enclosures, guards and railings, ramps, occupant load calculations, illumination, and signage.
4. Apartment layout:
  - a. Room sizes –minimum in accordance with IBC 1208 and/or local codes.
  - b. Interior environment shall comply with Chapter 12 of the IBC.
  - c. Kitchens – in general, for apartment buildings – each unit will have a functional and code-



- compliant kitchen. SRO's and other special housing types may be an exception
- d. Baths – in general, for apartment buildings – each unit will have a functional and code compliant bath in accordance with IBC 1210. SRO's and other special housing types may be an exception
5. Storage – adequate clothes closets, pantry, and general storage shall be provided.
6. Amenity Spaces - provision for laundry facilities, bike storage, trash, & recycling, and other utility or common spaces may be made in accordance with the goals of the project program. The project developers are encouraged to consider adding such amenities as may be appropriate to enhance the livability of the housing for the tenants.
7. Solid Waste Disposal – provision shall be made to enable the tenants and property management staff to handle and store solid waste.
8. Existing outbuildings and utility structures, which are being retained, shall be in sound and serviceable condition, and not create health, safety, or undue maintenance issues for the project.

## **X. REHABILITATION CONSTRUCTION STANDARDS**

### **A. Site**

#### **1. General:**

- a. Assure that the site is safe, clean, and usable, and designed with details, assemblies and materials to provide ongoing durability without undue future maintenance.
- b. Site design and engineering shall be by a licensed professional civil engineer, or other qualified professional.
- c. Design and systems shall conform to all applicable codes, rules, and regulations including local and municipal zoning.

#### **2. Sprinkler water service**

- a. Underground water service as required for building sprinkler system shall be in accordance with applicable codes.

#### **3. Drainage**

- a. Assure that the grading surrounding the building will slope away from the building and drain properly, without ponding or erosion.

#### **4. Sewer connections to municipal sewage systems and on-site sewage disposal:**

- a. Existing sewer laterals that are to be reused should be evaluated to assure that they are serviceable and have a remaining useful life of 30 years, or are covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
- b. New systems designed to conform to currently adopted codes and regulations.

#### **5. Water service:**

- a. Existing municipal water supplies to buildings shall be evaluated to assure that they are serviceable, of adequate capacity and have a remaining useful life of 30 years, or are covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year

affordability period.

- b. Required new systems shall be designed to conform to currently adopted codes and regulations.

6. Vehicular access to public way

- a. Site design shall conform to local zoning, local public works, and Idaho Transportation Department regulations, as well as be sensible in its layout to maximize vehicular and pedestrian safety.

7. On-site Parking

- a. Parking shall be adequate for project type, meet local codes, and be designed to drain well, with a durable appropriate surface material. Handicapped parking shall be provided as required.

8. Pedestrian access and hardscape

- a. In general, paved walkways within the site will be designed to provide sensible pedestrian access from the public way into the site, from parking areas, and provide access to buildings. All walkways should generally conform to applicable codes for width and slopes, and fall protection. Site stairs shall be safe and sound, constructed of durable materials, with proper rise and run, and with code-approved railings as required. Accessible routes into buildings shall be provided as required by code.

9. Site amenities

- a. Site amenities may be provided which enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills, and fencing, etc. Site amenities shall be accessible as required by code.

10. Mailboxes

- a. Provision will be made for USPS-approved cluster mailbox units if required by the USPS.

11. Landscaping

- a. Lawns, ground cover, planting beds, perennial plants, shrubs, and trees may be provided to enhance the livability, and to provide a positive aesthetic sense.
- b. Planting choices specified should be low maintenance, non-invasive species, of an appropriate size and scale and located, when adjacent to building structures, with regard to their size at maturity.

12. Solid waste collection & storage

- a. If necessary, provision shall be made for the outdoor storage and collection of solid waste and recycling materials in receptacles (dumpsters, wheeled trashcans, totes). Enclosures may be provided and should be accessible as required by code.

13. Site lighting

- a. Shielded fixtures may be provided to illuminate parking and pedestrian walkways,

and will conform to local zoning.

14. Fuel Storage

- a. On-site outdoor placement and storage of fuels per applicable regulations and utility requirements.

15. Underground or overhead utilities

- a. As regulated by code and utility rules.

**B. Foundations**

1. Existing foundations shall be examined by qualified professionals.

- a. Foundations to be adequately sized, free of broken components or deterioration, which may compromise the load bearing structural integrity.

- b. Design and implement structural reinforcements or reconstruction as necessary.

2. Above-grade masonry unit block or brick shall be reasonably stable, plumb and sound with no missing units or voids.

3. Re-pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly.

4. New below-grade structures to conform to Chapter 18 of IBC as appropriate.

5. Basement floors:

- a. Mechanical rooms - Provide sound concrete floors with raised housekeeping pads for equipment.

- b. Tenant accessed utility spaces (storage, laundry rooms, etc.) – provide sound concrete floors.

- c. Dead spaces

- i. provide concrete rat slabs,

- ii. where earthen floors are to remain, provide wear layer of pea gravel (or similar suitable material) over vapor barriers

6. Moisture mitigation

- a. Water and dam proofing – where possible and as may be required by existing conditions of groundwater and storm water intrusion into subsurface portions of buildings, provide waterproofing or damp proofing as appropriate.

- b. Provide vapor barriers covered with a wear layer of pea gravel over earthen basement or crawl space floors to remain.

- c. Ventilation of basements and crawl spaces per IBC, Chapter 1203.

**C. Masonry Components**

1. Buildings with masonry bearing walls shall be examined for their structural integrity. Existing masonry building components shall be examined to assure sound condition, and repaired as necessary to provide the load-bearing capacity, resistance to water penetration, and aesthetic quality to assure the

assemblies will perform for the purpose intended.

- a. Masonry shall be plumb, and structurally sound.
2. Repair or replace deteriorated portions or missing units.
  - a. Brick veneer shall be sound, or repaired to be sound.
3. Masonry mortar joints shall be sound, and free of loose or deteriorated mortar, with no voids.
  - a. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly, and prevent water intrusion.
4. Historic masonry designated to remain shall be restored to sound serviceable condition, and in accordance with Section 106 of National Historic Preservation Act.
  - a. Where masonry is considered historic, repairs will be carried out utilizing the Secretary of the Interior's "Standards of Rehabilitation" and related NPS Preservation Briefs for "Re-pointing Mortar Joints on Historic Masonry Buildings"
5. Chimneys
  - a. Assure structural integrity, reconstruct, and repoint as necessary
  - b. If used for fuel heating appliances – provide lining as may be required by code and as prescribed by the heating appliance manufacturer.

#### **D. Structure**

Deficiencies identified shall be addressed and repairs designed and specified as necessary to correct such conditions:

- a. Repairs shall be made to any deteriorated load-bearing structural elements.
- b. Reinforce, install supplemental or replace structural members determined not to be adequate for use.

#### **E. Enclosure - Shell**

##### Roofing

- a. Existing
  - i. Examine existing roofing and flashing systems to determine suitability for continued use. Continued life expectancy of existing roofing should be a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
  - ii. Repair existing roofing as required.
  - iii. Existing historical slate roofs shall be repaired in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements if applicable.
- b. New Roofing
  - i. New roofing shall be installed where existing roofing does not meet requirements for continued use.
  - ii. New roofing system components shall be compatible, and include - the nail base, the underlayment layer, ice & water shield self-adhesive membrane flashings, metal

flashings, and roofing. • Strip existing roofing and dispose of properly.

- Examine exposed existing substrate for structural soundness
- Install new roofing system per code and per NCRA trade practices, and manufacturer specifications.
- Flashings – deteriorated flashings shall be replaced, and the weatherproof integrity of the roof system shall be assured.

c. Ventilation

- i. Roof assemblies shall be properly ventilated in accordance with applicable code requirements, and appropriate building science detailing.

2. Exterior Finishes

a. Cladding

i. Wood Siding –

1. Examine existing siding for soundness – shall be free of major cracks, rot, and other deterioration, which may compromise its useful life and be suitable to hold exterior paint.
2. Siding shall be free of gaps and holes and provide continuous weatherproof system.
3. Repair or re-side as necessary to provide a weather resistant enclosure.
4. Replace existing wood siding on historic buildings as necessary in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.

ii. Masonry – Masonry bearing walls and veneers shall be restored as necessary

1. Refer to Section XI C – Masonry
2. Refer also to Section XI F.2.b for insulation requirements
3. All work on historic masonry shall be done in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.

- (i) Other existing cladding system types and materials shall be repaired and/or restored in-kind with matching or similar materials to provide a durable weather resistant enclosure.

3. Trim – Exterior trim and architectural woodwork.

a. Existing wood trim:

- i. Existing trim to remain must be sound, free of defects and deterioration, which compromises its use.
- ii. Repair and restore trim to usable condition. Patch or replace in kind any deteriorated wood trim components.
- iii. Repair of historic woodwork and trims shall be in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.

- b. New wood trim shall be installed in a workmanlike manner. Reference may be made to Architectural Woodwork Institute (AWI), Architectural Woodwork Standards (AWS).
- c. Other trim materials (PVC, cementitious, etc.) which are suitable may be used as appropriate and shall be installed per manufacturer's recommendations.
- d. Trim, which is part of the weather tight enclosure, shall be flashed or caulked with joint sealers as necessary to prevent water intrusion.

#### 4. Paint

- a. In general, all existing exterior wood surfaces shall receive new paint coatings, except as appropriate due to the recent application of paint and/or the sound condition of existing coatings
- b. Examine surfaces and apply paint only to sound acceptable materials / surfaces.
  - i. Prepare surfaces properly, removing loose or peeling previous paint.
  - ii. Paint prep shall be done in accordance with applicable lead safe standards. (See Section XI N.1.b)
- c. Before painting, assure that any moisture issues, which may compromise the life expectancy of the paint system, are remedied.
- d. Exterior paint systems shall be compatible, and installed in accordance with manufacturers' specifications.

#### 5. Porches, decks and steps

- a. Existing porches, decks, steps and railings proposed to remain shall be examined and repaired as necessary. Repair and reconstruction shall be carried out to assure that they will have a continued useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
- b. Inspect structure for soundness and reconstruct any deteriorated members as required.
- c. Install new support piers as may be required.
- d. Patch existing decking with matching materials, or install new durable decking.
- b. Railings
  - i. shall be sound and adequately fastened to meet code requirements for structural loading. Repair or replace in-kind as appropriate.
  - ii. Shall meet code requirements for height of protective guards, or have supplemental guards installed.
- e. Steps shall be safe and sound and meet applicable codes, with railings as necessary.
- f. Historic porches designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.
- g. All porch elements shall be able to withstand the weather elements to prevent premature deterioration.

**F. Enclosure – Thermal**

1. Energy Efficiency - In general, most buildings will be rehabbed with a goal of increasing the thermal shell efficiency.
  - a. As outlined in those standards all projects will either achieve the target energy efficiency objectives of the standards or present IHFA with an operational case for project sustainability pursuant to the financial structure of the project.
  - b. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.
2. Insulation
  - a. Insulation levels shall conform to Code.
  - b. Masonry walls shall be insulated utilizing current building science detailing to ensure ongoing integrity of masonry systems.
3. Air sealing
  - a. Attention must be paid to the air barrier of each building and should be well thought out, detailed, and carefully executed.
  - b. Blower door testing shall be performed to verify compliance and successful execution.
4. Indoor air quality

In general, all thermal upgrades to a building will take into consideration indoor air quality and moisture control/mitigation, and apply the current state of the art building science in this regard. Treatment of existing stone, concrete, or masonry basement walls, and of existing basement earthen floors or un-insulated basement slabs will be taken into consideration with regard to the need for moisture mitigation.
5. Ventilation
  - a. Venting of crawl spaces, attics and sloped ceilings shall be per code.
  - b. See Section XI E1c for roof assembly ventilation.

**G. Acoustical Treatments**

1. Dwelling units separated acoustically using Chapter 1207 of IBC as a guideline minimum standard.

**H. Doors**

1. General
  - a. Doors to meet applicable code requirements of the IBC, Chapter 10.
  - b. Meet egress requirements for dimensions, swing and clearances, and be accessibility compliant as required.
  - c. Be sound and secure.
  - d. New doors shall be installed per manufacturers' recommendations and standard trade

practice standards.

- e. Flash properly, and have shim spaces insulated.
- f. Existing doors to remain should be examined and determined to be suitable for reuse with a remaining life after restoration of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
  - i. Restore as required to provide useful life.
  - ii. Shall be tested and modified as necessary to operate properly.
  - iii. Install new weather stripping and sweeps to provide seal against weather elements and air infiltration.
  - iv. Historic doors designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.
- 2. Apartment doors - Apartment unit entry doors shall be fire rated as required.
- 3. Other doors – Access doors shall meet code requirements for fire rating.
- 4. Door hardware shall operate properly, be secure and shall meet accessibility standards .

## **I. Windows**

- 1. Windows shall be of legal egress size when required by code.
- 2. Existing windows:
  - a. Existing windows to remain should be examined and determined to be suitable for reuse with a reasonable remaining life after restoration of 30 years without undue future maintenance, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
  - b. Capable of providing adequate seal against air infiltration, weather elements, and be determined to be appropriately energy efficient in keeping with the overall energy efficiency strategy of the project.
  - c. Install new weather stripping to provide seal against weather elements and air infiltration.
  - d. Air seal shim spaces and window weight pockets if possible.
  - e. Restore and modify as required to provide useful life.
  - f. Shall be tested and modified as necessary to operate smoothly and properly per code.
  - g. Historic windows designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.
  - h. Hardware shall be intact and operational, or be replaced with new hardware as required
- 3. New Windows:
  - a. Where existing windows do not meet the standards for egress, condition, and/or energy



efficiency deemed appropriate to the project, they shall be replaced by new windows.

b. New windows shall be code compliant. Developers are encouraged to consider upgrading to Tier II level by providing R-5 windows.

c. Additionally, new window units should be tested assemblies meeting ASTM standards for water penetration & air leakage.

d. All windows shall be installed per manufacturer's installation guidelines and specifications, and shall incorporate appropriate detail, flashings, joint sealers, and air sealing techniques.

### **J. Interior Finishes**

1. In general, all interior finishes will be new and installed per manufacturer's recommendations and the standards of quality construction per trade practices and associations related to the particular product or trade.

2. Per chapter 8 of the IBC.

3. Walls & ceilings

a. Where existing finishes are proposed to remain, they will be determined to meet the standard of being sound, durable, lead-safe, and have a remaining useful life of no less than 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.

b. Where existing finishes are proposed to remain as part of a fire rated assembly, the State DBS and/or local Authority Having Jurisdiction shall assist in making a determination as to the suitability. Refer to codes as they pertain to archaic materials, and relevant NPS Preservation Briefs.

4. Flooring

a. Existing wood flooring in good condition should be repaired, sanded and refinished.

b. All new flooring materials (resilient flooring, wood flooring, laminate flooring, carpet, and/or ceramic tile) shall be installed over suitable substrates per manufacturer's specs and the trade association practices.

5. Trim - Wood trim and architectural woodwork

a. Existing trim shall be repaired and restored to usable condition, free of deterioration that compromises its use. Repair of historic woodwork & trims shall be in accordance with the Secretary of the Interior's "Standards for Rehabilitation" project requirements.

b. New wood trim shall be installed in a workmanlike manner. Reference may be made to AWI standards.

6. Paint –

a. In general, all interior ceiling, wall, and trim surfaces shall receive renewed coatings of paint (or other clear/stain) finishes. Painting shall be done in a workmanlike manner, and in accordance with the manufacturer's recommendations. All painting including preparation of existing surfaces shall be done in a lead-safe manner

**K. Specialties**

1. Toilet accessories – each bath will have appropriate accessories such as towel bars, robe hooks, bath tissue holders, etc., installed and securely fastened in place. Accessories shall be located per accessibility requirements, where necessary.
2. Medicine cabinets and mirrors – install in each apartment bath as appropriate. Items shall be located per accessibility requirements, where necessary.
3. Signage and identification – building signage shall be provided as required.
4. Exit signage will be provided as required by code and be accessibility compliant as required.
5. Fire protection specialties – provide fire extinguishers in buildings, and in apartments as required by code and/or by state or local fire authorities. Locate as directed by authorities.
6. Shelving – provide durable, cleanable shelving for pantries, linen closets, clothes closets and other storage as appropriate, securely fastened in place.

**L. Equipment**

1. All new equipment to be ENERGY STAR® rated.
2. Existing equipment to be retained and continued to be used shall be in serviceable condition with an expected useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
3. Kitchen appliances –
  - a. Provide new, full-size (30”, 4-burner) stove and refrigerator in each apartment.
  - b. Existing appliances to be reused shall be in good and serviceable condition.
  - c. Provide other appliances (such as microwaves) as may be appropriate to the project.
  - d. All appliances in accessible apartment units shall be accessibility compliant, and located in an arrangement providing required clear floor spaces.
4. Laundries –where adequate space is available and when appropriate to meet the project goals, washers and dryers may be provided in laundry rooms or in apartments.
  - a. Where a project is served by natural gas, consideration of the use of natural gas dryers is encouraged.
5. Solid waste handling – Provide trash and recycling receptacles as appropriate to enable the tenants and property management staff to handle and store solid .
6. Playground equipment – Provide safe, code-approved new playground equipment

**M. Furnishings - Casework**

1. Kitchen cabinetry and counters
  - a. Existing cabinetry and/or countertops proposed to remain shall be in good condition with a remaining useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
  - b. New cabinetry shall be of good quality, meeting ANSI/KCMA A161.1-2012 “Performance & Construction Standards for Kitchen Cabinetry and Bath Vanities”

standards. Other industry standards for cabinetry may be used as guidelines, such as the Kitchen Cabinet Manufacturer's Association (KCMA) "Severe Use Specification – 2014," the Architectural Woodwork Institute's (AWI) Architectural Woodwork Standards and Cabinet Fabrication Handbook.

- ii. New counters shall be provided with a cleanable sanitary surface material impervious to water such as high pressure laminate (HPL). • Shop fabricated as one-piece assembly where possible. Seal field joints.
- Installed level and securely fastened to cabinetry

#### **N. Special Construction**

- a. Asbestos – project will be assessed for the existence of asbestos-containing building materials by qualified professionals:
  - i. National Emission Standards for Hazardous Air Pollutants (NESHAP) apply.
  - ii. Removal of asbestos shall be carried out per Federal EPA and State regulations and rules.
- b. Lead - Health and Safety and Lead Safe Housing:

Lead-Based Paint • Federal regulations related to lead-based paint apply to target housing, which is defined as any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child of less than 6 years of age resides or is expected to reside in such housing for the elderly or persons with disabilities) or any zero-bedroom dwelling. Rehabilitation of target housing must be completed in a manner that insures the health and safety of workers and residents, especially children. A number of regulations apply when lead painted surfaces are disturbed in residential properties, primarily requiring the appropriate training of workers and the use of safe work practices. In some cases, use of federal funds for rehabilitation will trigger a higher level of lead paint treatments based on the amount of federal money being used. The following regulations must be adhered to during all rehabilitation of target housing:

#### **Federal Regulations:**

- HUD Lead Safe Housing Rule (Title 24, Part 35) requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing.  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/enforcement/lshr](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr)
- EPA Renovation Repair and Painting Rule (40 CFR Part 745) – Requires contractors conducting renovation, repair or maintenance that disturbs paint in "target" housing be licensed by EPA and use lead-safe work practices to complete the work. Developers must ensure contractors are properly trained and licensed. More information is available at <http://www2.epa.gov/lead>
- HUD/EPA Disclosure Regulations (Title 24, Part 35, Subpart A) – Requires owners of target housing to disclose all lead paint records and related information to potential

buyers and/or tenants. More information is available at:

[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_12347.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12347.pdf)

• OSHA Lead in Construction Rule (29 CFR Part 1926.62) - Proscribes personal protection measures to be taken when workers are exposed to any lead during construction projects. More information is available at:

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10641](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10641)

## **O. Conveyance Systems**

1. Elevators may be installed when appropriate and possible, when such elevator is part of the project's program goals, or as required by code, as follows:

- a. ASME 17.1 Safety Code for Elevators - 2013
- b. State of Idaho Elevator Code.

2. Existing elevators and lifts may be retained if they are appropriate to the use of the building and in serviceable condition with an expected useful life of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period, and approved by agencies having jurisdiction.

## **P. Mechanical**

1. General:

a. All mechanical systems shall be designed by a mechanical engineer or other qualified professional.

b. Energy efficiency:

- i. As outlined in the HTF Standards, all projects will either achieve the target energy efficiency objectives of the standard or present IHFA with an operational case for project sustainability pursuant to the financial structure of the project.
- ii. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.

c. All mechanical systems shall meet all applicable codes as noted above.

- i. Plumbing fixtures will be accessibility compliant as required
- ii. 2012 Fire & Building Code, Section 6 as pertains to boilers

2. Fire protection

a. In general, all buildings assisted with HTF funds shall have fire suppression as required by applicable codes with approved sprinkler systems installed as required by Code, and approved by the Idaho Department of Building Safety:

- i. System design shall conform to applicable NFPA standard 13 or 13R.
- ii. System calculations and design shall be done by a qualified person.
- iii. System installed by State approved persons holding appropriate TQP certificates.

- iv. Underground water services for sprinkler system shall meet NFPA 24.
- v. Provide fire pumps, standpipes, and fire department connection as required per NFPA 13, 14 & 25.

b. Where possible, piping for the sprinkler system shall be concealed.

### 3. Plumbing

- a. Where existing components of a system are to be reused, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period. Substandard or critical non-code compliant components shall be replaced.
- c. All fixtures, piping fittings and equipment shall be lead-free.
- d. Kitchen fixtures – When existing kitchen fixtures are not reused in accordance with a. above, new sinks and faucets, and associated plumbing shall be installed in each apartment.
- e. Bath fixtures – When existing bath fixtures are not reused in accordance with a. above, new water saving toilets, tubs and tub surrounds, lavatory sinks, and faucets shall be installed in each apartment. i. Three and four-bedroom apartments are encouraged to be designed to include 1½ baths minimum where adequate space is available.
- f. Provision for laundry rooms or laundry hook-ups may be made per project's program requirements.
- g. Provision for other utility plumbing for janitor sinks, floor drains, outdoor faucets, drains for dehumidification systems, etc., may be made as desired or required.

### 4. Heating

- a. System design:
  - i. Where existing components of a system are proposed to be reused, they will be examined and determined to be in good and serviceable condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period.
- b. Temperature control - The temperature in each apartment shall be individually thermostatically controlled.
- c. Provide adequate heat in common spaces.
- d. Install pipe insulation as required by code.
- e. Motors and pumps – high efficiency Brushless Permanent Magnet Pumps (BLPM) with variable frequency drives (VFD)
- f. Control wiring and control strategies with outdoor temperature reset.
- g. Finned Tube Radiation – where used - high output heavy gauge enclosure baseboard finned tube radiation is recommended to provide a more durable product

with a longer expected useful life. Replace existing as appropriate.

5. Ventilation

- a. Code-compliant indoor air quality will be addressed by the installation of either exhaust only or balanced (heat recovery) ventilation systems as required by:
  - i. International Mechanical Code.
  - ii. ASHRAE 62.2
  - iii. REBS or Mechanical engineer
- b. Balanced mechanical ventilation systems are encouraged.
- c. Ventilation controls shall be per applicable codes

6. Domestic Hot Water:

- a. System shall be designed as required per code
- b. Install pipe insulation per code.

**Q. Electrical**

1. Project electrical design should be done by a licensed electrical engineer or other qualified professional.
2. Project electrical must be installed by a licensed electrician
3. Design shall be comply with all the applicable codes listed above. In general, the electrical system should be new throughout a building:
4. Where existing service entrances, disconnects, meters, distribution wiring, panels, and devices are proposed to remain, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the 20-year capital plan and/or subsequent 5-year updates during the 30-year affordability period. The designer, in concert with the State electrical inspector, shall examine the system and equipment. Existing components of the electrical system may be reused as appropriate. Substandard or critical non-code compliant components shall be replaced.
5. Utility connections shall be installed per the rules and regulations of the electrical utility.
6. Electrical service and metering:
  - a. The service entrance size shall be calculated to handle the proposed electrical loads.
  - b. Metering and disconnects shall be per code and mounted at approved locations.
  - c. Elevator wiring shall conform to the ANSI 17.1 and the Idaho Elevator Safety Rules.
7. Electrical distribution system:
  - a. Lighting and receptacle circuits shall be designed per code.
  - b. Locations and layout of devices and lighting to be logical and accessibility

compliant where required.

- c. Provision shall be made for the wiring of dedicated equipment circuits and connections for heating, ventilation equipment/exhaust fans, pumps, appliances, etc.
- 8. Artificial Lighting shall be provided using IBC 1205 as a minimum guideline.
  - a. Developers are encouraged to upgrade to Energy Star® Category.
- 9. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning (and Act 250 if necessary).
- 10. Emergency and exit lighting/illuminated signage shall be per the International Fire Code.
- 11. Fire detection and alarms:
  - a. Shall be installed as required by code.
  - b. Smoke detectors shall be installed per code.
  - c. CO detectors shall be installed per code.
- 12. Communication low-voltage wiring – provisions for TV, telephone, internet data, security, and intercoms should be considered and installed as appropriate to the project's use and livability.
- 13. PV Solar – an optional solar-powered photovoltaic panel system may be installed in accordance with the National Electrical code, State energy code, and the regulations of the governing utility.

## **XI. UNIFORM PHYSICAL CONDITION STANDARDS CHECKLIST**

- 1. The UPCS checklist must be completed as part of the Physical Needs Assessment in the HTF application for funds. Any item called out on the UPCS checklist must be repaired or replaced as part of the rehabilitation project's scope of work.
- 2. A physical inspection of all units and tenant common areas is required as part of the Physical Needs Assessment (building code, ADA, Section 504, local standards, etc).
- 3. Unit sampling size (see below) applies only to the UPCS inspection requirement.

**Rehabilitation Scope of Work - UPCS Unit Inspection Sample Size**

<b>Minimum Unit Sample Size Reference Chart</b>			
<b>Units on the Property</b>	<b>Minimum Unit Sample Size</b>	<b>Units on the Property</b>	<b>Minimum Unit Sample Size</b>
1	1	26 - 29	14
2	2	30 - 34	15
3	3	35 - 40	16
4	4	41 - 47	17
5 - 6	5	48 - 56	18
7	6	57 - 67	19
8 - 9	7	68 - 81	20
10 - 11	8	82 - 101	21
12 - 13	9	102 - 130	22
14 - 16	10	131 - 175	23
17 - 18	11	176 - 257	24
19 - 21	12	258 - 449	25
22 - 25	13	450 - 1461	26
1462 - 9999	27		



HOUSING TRUST FUND UPCS INSPECTABLE ITEM	*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work *'NO' indicates no repair or replacement needed. Not required in the Scope of Work	*YES	*NO
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.		Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed	

Property Site				
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it was designed		
Holes	Hole in fence or gate is larger than 6 inches by 6 inches			
Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security			
Grounds	Erosion	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures, threatens the safety of pedestrians or makes the grounds unusable		
Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or impassable			
Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds. More than 20%-is unusable for its intended purpose due to poor drainage or ponding			
Health & Safety	Air Quality - Sewer Odor detected	Sewer odors that could pose a health risk if inhaled for prolonged periods		
Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion, fire and/or pose a health risk if inhaled			
Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)			
Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution, or explosion			
Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion			
Garbage and Debris - Outdoors	Too much garbage has gathered- more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris			
Hazards - Other	Any general defects or hazards that pose risk of bodily injury			
Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm			
Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk			

HOUSING TRUST FUND UPCS INSPECTABLE ITEM		*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work *'NO' indicates no repair or replacement needed. Not required in the Scope of Work	*YES	*NO
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.			Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		
Infestation - Insects	Evidence of infestation of insects, including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk			
Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat/ mouse holes, or droppings substantial enough to present a health and safety risk			
Mailboxes/Project Signs	Mailbox cannot be locked or is missing			
Signs Damaged	The project sign is not legible or readable because of deterioration or damage			
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lot(s), driveways, roads or which pose a safety hazard		
Ponding	3 inches or more of water has accumulated, making 5% or more of the parking lot or driveway unusable or unsafe			
Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/impassable for vehicles and/or pedestrians or could cause tripping or falling			
Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/impassable or creates unsafe conditions for pedestrians and vehicles			
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk		
Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk			
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling, or trash cannot be stored in the designated area because it is too small to store refuse until disposal		
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk		
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended		
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable		
Cracks/Settlement/Heaving	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard			
Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches that affects traffic ability			

HOUSING TRUST FUND UPCS INSPECTABLE ITEM	<b>*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work</b>  <b>*'NO' indicates no repair or replacement needed. Not required in the Scope of Work</b>		<b>*YES</b>	<b>*NO</b>
<b>**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.</b>			<b>Check Yes or No for each item below</b>	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		

<b>Building Exterior</b>				
Doors	Damaged Frames/ Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim		
Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware			
Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes 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			
Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing			
Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should			
Missing Door	Any exterior door that is missing			
<b>**Fire Escapes</b>	<b>Blocked Egress/Ladders</b>	<b>Stored items or other barriers restrict or block people from exiting</b>		
Visibly Missing Components	Any of the functional components that affect the function of the fire escape. For example, one section of a ladder or railing, are missing			
Foundations	Cracks/Gaps	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		
Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material, such as rebar, etc.			
<b>**Health and Safety</b>	<b>Electrical Hazards - Exposed Wires/Open Panels</b>	<b>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</b>		
<b>**Electrical Hazards - Water Leaks on/near Electrical Equipment</b>	<b>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</b>			
<b>**Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</b>	<b>The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</b>			
Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign			

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**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.				Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed			
Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion				
Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris				
Hazards - Other	Any general defects or hazards that pose risk of bodily injury				
Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm				
Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk				
Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk				
Infestation/Rats/Mice/Vermin	Evidence of rats or mice-Rat or mouse holes, or droppings substantial enough to present a health and safety risk				
Lighting	Broken Fixtures Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing			
Roofs	Damaged Soffits /Fascia	Soffits or fascia that should be there are missing so damaged that water penetration is visibly			
Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible				
Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions				
Damaged/Torn Membrane/ Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration				
Missing/Damaged Components from Downspout/ Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior				
Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration				
Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials				
Walls	Cracks/Gaps	Large crack or gap that is more than 3/8 inches wide or deep and 6 inches long presents a possible sign of serious structural problem or opportunity for water penetration			
Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard				
Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage				

HOUSING TRUST FUND UPCS INSPECTABLE ITEM		*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work *'NO' indicates no repair or replacement needed. Not required in the Scope of Work		*YES	*NO
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.				Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed			
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				
Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration				
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane			
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				
Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length				
Missing/Deteriorated Caulking/Seals/Glazing	There are missing or deteriorated caulk or seals- With evidence of leaks or damage to the window or surrounding structure				
Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration				
**Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks				

HOUSING TRUST FUND UPCS INSPECTABLE ITEM	*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work  *'NO' indicates no repair or replacement needed. Not required in the Scope of Work		*YES	*NO
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.			Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		

Building Systems				
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed		
Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor			
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			
Water Supply Inoperable	There is no running water in any area of the building where there should be			
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency		
Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident			
Evidence of Leaks/Corrosion	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			
Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire			
Missing Breakers/Fuses	Any open and/or exposed breaker port			
**Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections			
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there		
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function		
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped		
**Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required			
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk		
Air Quality - Propane/Natural Gas/Methane Gas	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire			

HOUSING TRUST FUND UPCS INSPECTABLE ITEM	*'YES' indicates repair or replacement is needed; Item must be included in the Scope of Work *'NO' indicates no repair or replacement needed. Not required in the Scope of Work	*YES	*NO
**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.		Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed	

Detected	and/or pose a health risk if inhaled		
Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods		
Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)		
Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion		
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		
Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit		
Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign		
Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion		
Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris		
Hazards - Other	Any general defects or hazards that pose risk of bodily injury		
Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm		
Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk		
Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk		
Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk		
HVAC	Boiler/Pump Leaks		
Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping		
General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice		
Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas,		

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			Check Yes or No for each item below	
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed		

	propane, wood pellets etc.) that causes improper or dangerous venting of gases			
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function		
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding— a sign of leaks or clogged drains		
Missing Drain/Cleanout/Manhole Covers	Protective cover missing			

Common Areas				
Basement/Garage/Carport	Baluster/Side Railings damaged	Any damaged or missing balusters or side rails that limit the safe use of an area		
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating		
Community Room	Call for Aid - Inoperable	The system does not function as it should		
Halls/Corridors/Stairs	Ceiling-Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long		
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint		
Laundry Room	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		
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food		
Office	Dishwasher/Garbage Disposal	The dishwasher or garbage disposal does not operate as it should		
Other Community Spaces	Damaged Doors, Frames, Threshold, Lintels, Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim		



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<b>**NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.</b>			<b>Check Yes or No for each item below</b>	
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>		
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware		
Restrooms	Doors-Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass		
Storage	Doors-Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing		
Doors	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should		
Doors	Missing Door	Any door that is missing that is required for the functional use of the space		
Dryer Vent	Missing/Damaged/Inoperable	Is not effectively vented to the outside the dryer vent is missing or it is not functioning because it is blocked.		
Electrical	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	Carbon residue, melted breakers or arcing scars are evident			
Electrical	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			
Electrical	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire			
Electrical	Any open and/or exposed breaker port			
Electrical-Missing Covers	A cover is missing, which results in exposed visible electrical connections			