

STATE OF WEST VIRGINIA  
CONSOLIDATED ANNUAL ACTION PLAN  
FISCAL YEAR 2019

AMENDED



WEST VIRGINIA DEVELOPMENT OFFICE | WEST VIRGINIA HOUSING DEVELOPMENT FUND

The FY2019 AAP has been amended for funding provided to the State of West Virginia by the U.S. Department of Housing and Urban Development (HUD). Under the Coronavirus Aid Relief and Economic Security (CARES) Act, the State will receive \$8,377,856 in CDBG-CV1 funding for use in non-Entitlement areas; \$5,690,597 in ESG-CV funding, and \$84,023 in HOPWA-CV for use statewide. In a second round of CDBG CARES Act Funding, the State will receive \$5,750,278 in CDBG-CV2 funding for use statewide. In a second round of ESG CARES Act funding, the State will receive \$7,166,583 in ESG-CV2 funding for use statewide.

## Executive Summary

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

#### 1. Introduction

The State of West Virginia's 2019 Action Plan is part of the Five-Year Consolidated Plan covering 2015-2019. The Consolidated Plan and Annual Action Plan are required by the U.S. Department of Housing and Urban Development (HUD) as a prerequisite to receive funding through the following programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Trust Fund (HTF), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). Pursuant to the authority by the State of West Virginia's Governor, Jim Justice, the West Virginia Development Office (WVDO) and West Virginia Housing Development Fund (WVHDF) will administer the above referenced federal funds on behalf of the State. The CDBG, ESG and HOPWA programs are administered by the WVDO. The WVHDF administers HOME and HTF funded programs. The WVDO serves as the lead agency for the State's Consolidated and Annual Action Plan. These State agencies have collaborated in the preparation of the annual Action Plan for program year 2019, beginning July 1, 2019 through June 30, 2020. As guided by 24 CFR Part 91, the Annual Action Plan contains all required sections, priorities, and general strategies to allow for the implementation of the programs contained in this plan. It establishes goals for meeting priority needs over the next program year and reflects past performance. Additional documents related to the Annual Action Plan are submitted under the Grantee's Unique Appendices as required. These documents include the Update to the Analysis of Fair Housing Impediments and all supporting material, as well as documents related to public input derived through the Citizen Participation Plan. As guided by 24 CFR Part 91, the Annual Action Plan contains all required sections, priorities, and general strategies to allow for the implementation of the programs contained in this plan. It establishes goals for meeting priority needs over the next program year and reflects past performance. Additional documents related to the Annual Action Plan are submitted under the Grantee's Unique Appendices as required. These documents include the Update to the Analysis of Fair Housing Impediments and all supporting material, as well as documents related to public input derived through the Citizen Participation Plan.

On March 27, 2020, the Coronavirus Act Relief and Economic Security Act (CARES), Public Law 116-136 was signed, providing \$5 billion for Community Development Block Grant (CDBG-CV), Emergency Solutions Grant (ESG-CV) and Housing Opportunities for Persons with AIDS (HOPWA-CV) to prevent, prepare for, and respond to the COVID-19 and the economic and housing impacts caused by this unprecedented crisis. Due to COVID-19, the Department of Housing and Urban Development (HUD) issued and signed on March 31, 2020 a "Mega Waiver". The West Virginia Development Office (WVDO) and the West Virginia Housing Development Fund (WVHDF) has applied and received approval for the following waivers under the "Mega Waiver" and received approval from HUD. Pursuant to John Gibbs' April 10, 2020, memorandum concerning the availability of waivers and suspensions of the CDBG, ESG, HOPWA, and HOME Program requirements in response to COVID-19 pandemic, requested the following to provide maximum flexibility to better assist low to moderate-income households as they deal with the effects of the COVID-19 pandemic.

### **Citizen Participation Plan (CPP) Related Waivers**

Requested waiver/suspension: Citizen Participation Public Comment Period for Consolidated Plan Amendment

Citations: Section 24CFR 91.105(c)(2) and (k), 24CFR 91.115(c)(2) and (i) and 24CFR

Request: WVDO is requesting the reduction of the public comment period from 30 days to 5 days and amending the Citizen Participation Plan to notice the public of the change.

Justification: The suspension will allow the State of West Virginia to respond quickly to the growing spread and effects of COVID-19.

Requested waiver/suspension: Citizen Participation Reasonable Notice and Opportunity to Comment

Citations: 24CFR 91.105(c)(2) and (k), 24CFR 91.115(c)(2) and (i) and 24CFR 91.401

Request: WVDO is requesting the reduction of the notice of public comment period from 14 days to 7 days and amending the Citizen Participation Plan to notice the public of the change.

Justification: The suspension will allow the State of West Virginia to respond quickly to the growing spread and effects of COVID-19.

### **ESG Related Waivers**

Requested waiver: HMIS Lead Activities

Citations: 24 CFR 576.107(a)(2)

Request: WVDO requests this waiver under condition that the recipient must be the HMIS Lead to pay costs under 24 CFR 576.102(a)(2) is waived to the extent necessary to allow any recipient to use ESG funds to pay costs of upgrading or enhancing its local HMIS to incorporate data on ESG Program participants and ESG activities related to COVID-19. This waiver is in effect for 6-months beginning on the date of this memorandum.

Waiver requested: Re-evaluations for Homelessness Prevention Assistance

Citations: 24 CFR 576.401(b)

Request: WVDO requests this waiver regarding required frequency of re-evaluations for homelessness prevention assistance under section 576.401(b) is waived for up to 2-years beginning on the date of this memorandum, so long as the recipient or subrecipient conducts the required re-evaluations not less than once every 6 months.

Requested waiver: Housing Stability Case Management

Citations: 24 CFR 576.401(e)

Request: WVDO requests this waiver whereas the recipients or subrecipients must require program participants to meet with a case manager not less than once per month to assist them in ensuring long-term housing stability, unless the Violence Against Women Act of 1994 or Family Violence Prevention and Services Act prohibits the recipient or subrecipient from making its shelter or housing conditional on the participant's acceptance of services. Waiving the monthly case management requirement as specified below will allow recipients to provide case management on an as needed basis and reduce the possible spread and harm of COVID-19. This waiver is in effect for two months beginning on the date of this memorandum.

Waiver requested: Restriction of Rental Assistance to Units with Rent at or Below FMR

Citations: 24 CFR 576.106(d)(1)

Request: The WVDO requests this waiver because quickly moving people into permanent housing is especially critical in preventing the spread of COVID-19. Waiving the limit on rental assistance to rents that are equal to or less than the FMR, established by HUD, will assist recipients and subrecipients in more quickly locating additional units to house individuals and families experiencing homelessness. The FMR restriction is waived for any individual or family receiving Rapid Re-housing or Homelessness Prevention assistance who executes a lease for a unit during the 6-month period beginning on the date of this memorandum. The ESG recipient or subrecipient must still ensure that the units in which ESG assistance is provided to these individuals and families meet the rent reasonableness standard.

## **HOME Related Waivers**

WVHDF has received HUD approval for the following HOME Waivers/Suspensions in response to the COVID-19 pandemic, which provide maximum administrative flexibility to better assist low- and very low-income households as they deal with the effects of the COVID-19 pandemic.

Suspension of the 10% limit of the FY 2019 allocation and program income received for administrative and planning costs and increasing the limit up to 25%.

Reduction of the CHDO Set-Aside requirement to 0% for fiscal year 2019 allocation.

Suspension limiting the amount of CHDO operating assistance up to 5% of each annual HOME allocation and waiving the requirement that a CHDO not currently receiving CHDO Set-Aside funding for a specific project must expect to receive such funding within twenty-four months, and increase the limit up to 10%, permit a CHDO to receive funding to fill operating budget shortfalls, even if the amount exceeds the higher of \$50,000 or 50% of its annual operating budget, and not include a provision in the written agreement that the CHDO is expected to receive CHDO Set-Aside funds within twenty-four months of receiving the additional operating assistance.

A 100% reduction of Matching Contribution for HOME funds expended between October 1, 2019 and June 30, 2020. (Note: Matching Contribution remains effective from July 1, 2019 through October 1, 2019.)

## **HOPWA Related Waivers**

Requested Waiver: HOPWA – Self-Certification of Income and Credible Information on HIV Status

Citations: Source Documentation for Income and HIV Status Determinations, CFR 574.530, Recordkeeping

Request: WVDO requests this waiver to permit HOPWA grantees and project sponsors to rely upon a family member's self-certification of income and credible information on their HIV status (such as knowledge of their HIV-related medical care) in lieu of source documentation to determine eligibility for HOPWA assistance of families and grantees affected by COVID-19.

Requested Waiver: HOPWA – FMR Rent Standard

Citations: Rent Standard for Tenant-Based Rental Assistance (TBRA), 24 CFR 574.320(a)(2), Rent Standard

Request: WVDO requests this waiver regarding FMR rent standard limit permits HOPWA grantees to establish rent standards, by unit size, that are reasonable, and based upon rents being charged for comparable unassisted units in the area, taking into account the location, size, type, quality, amenities, facilities, management and maintenance of each unit. Grantees, however, are required to ensure the reasonableness of rent charged for a unit in accordance with §574.320(a)(3). This waiver is required to expedite efforts to identify suitable housing units for rent to HOPWA beneficiaries and HOPWA-eligible families that have been affected by COVID-19, and to provide assistance to families that must rent units at rates that exceed the HOPWA grantee's normal rent standard as calculated in accordance with §574.320(a)(2).

Requested Waiver: HOPWA – Property Standards for TBRA

Citations: Property Standards for Tenant-Based Rental Assistance (TBRA), CFR 574.310(b), Housing Quality Standards

Request: WVDO requests this waiver enabling grantees and project sponsors to expeditiously meet the critical housing needs of the many eligible families that have been affected by COVID-19 while also minimizing the spread of the coronavirus.

Requested Waiver: HOPWA Space and Security

Citations: Adequate Space and Security, 24 CFR 574.310(b)(2)(iii), Space and security

Request: WVDO requests this waiver to enable grantees and project sponsors operating housing facilities and shared housing arrangements the flexibility to use optional appropriate spaces for quarantine services of eligible households affected by COVID-19. Optional spaces may include the placement of families in a hotel/motel room where family members may be required to utilize the same space not allowing for adequate space and security for themselves and their belongings.

## **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 State of West Virginia will continue to follow previously implemented performance measurements prescribed by HUD. All activities funded will address one of these three primary objectives which will provide an outcome of availability/accessibility, affordability and/or sustainability:

1. Provide decent affordable housing
2. Create economic opportunities

### 3. Create suitable living environments

Similarly, all funded activities will achieve one of the following:

1. Increase the supply of affordable rental housing: HOME Program approximately 74 units; and HTF Program approximately 50 units.
2. Support homeownership opportunities for low to moderate income first-time homebuyers: HOME Program - approximately 10 units.
3. Increase affordable, accessible housing opportunities for special needs populations: HOPWA and ESG Program - 210 individuals.
4. Support local efforts to assure that households in a housing crisis are able to obtain and/or maintain housing stability: HOPWA and ESG Program - 2100 individuals.
5. Support job creation or retention efforts: CDBG Program - 0 jobs.
6. Support local community development efforts to assist low- and moderate-income citizens to achieve an improved quality of life by supporting locally developed strategies to protect, maintain, and expand access to facilities, and services and to revitalize deteriorating downtown and residential neighborhood areas: CDBG Program - 0 facilities.
7. Support local government efforts to provide affordable infrastructure systems to strengthen the foundations for economic growth and alleviate conditions that affect environmental quality, public health, or welfare: CDBG Program – 5,972 persons will benefit from new and improved infrastructure systems, to include water and wastewater and broadband. Broadband Planning Grants will benefit 10 counties within the State of West Virginia.
8. Respond quickly to the growing spread and effects of COVID-19.

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

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

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

For FY 2018 program year, 7-1-17 through 6-30-18, the State achieved the following outcomes:

#### 1. Increase the supply of affordable rental housing:

- HOME CHDO: Construction of 7 Single Family housing units and 12 rental units.
- HOME Rental: 89 rental units.
- HOME CHDO Operating Assistance Grants: 7 CHDOs.

2. Supporting homeownership opportunities for low to moderate income first-time homebuyers:

NewHOME Program: Acquisition of 1 new units and acquisition of 12 existing units.

3. Increase affordable, accessible housing opportunities for special needs populations:

- HOPWA and ESG Program:
- During the last program year, 6,500 people were assisted through the ESG program.
- Total HOPWA housing subsidy assistance 172 households.

4. Enhance the quality of housing for low to moderate income homeowners:

- HOME Program: One single family owner occupied rehabilitation loan in response to the 6-23-16 Flood.

5. Support local efforts to assure that households in a housing crisis are able to obtain and/or maintain housing stability:

- ESG Programs: 1,719 individuals were able to obtain housing stability.

6. Support job creation or retention efforts:

- CDBG Program: No projects were awarded in 2018.

7. Support local community development efforts to assist low-and moderate-income citizens to achieve an improved quality of life by supporting locally developed strategies to protect, maintain, and expand access to facilities, and services and to revitalize deteriorating downtown and residential neighborhood areas:

- Each infrastructure project that received CDBG funding assisted low-to moderate-income citizens in achieving an improved quality of life through the development of clean, reliable water, wastewater and broadband.
- The CDBG projects either improved the current infrastructure or extended services to previously unserved areas, and this continues to be a critical need in many areas of West Virginia.
- During the last program year, 7 CDBG Infrastructure projects were completed through the state.



8. Support local government efforts to provide affordable infrastructure systems to strengthen the foundations for economic growth and alleviate conditions that affect environmental quality, public health, or welfare:

- CDBG Program: Invested \$13,084,044 in 20 public infrastructure projects (9 water and sewer and 11 broadband development), serving approximately 5,972 persons. Broadband Planning grants benefited approximately 10 counties in the State of West Virginia.

**Additional text for Evaluation of past performance**

In addition to the above outcomes, the CDBG program implemented the following with plans to continue to build upon such activities:

- CDBG Implementation Meetings: Mandatory implementation meetings were conducted with each new grantee, in which WVDO staff reviewed the goals and objectives of the CDBG program, and specific requirements concerning environmental review, labor compliance, Section 3, Fair Housing, procurement, citizen participation and other rules and regulations.
- Fair Housing: The WVDO and the WVHDF conducted an interim update to the Analysis of Impediments to Fair Housing in 2018. Additionally, the WVDO Compliance Unit monitors all Grantee's Fair Housing activities annually to ensure compliance.

Environmental Review: The WVDO continues to administer procedures to ensure that all projects fully comply with the environmental review requirements under 24 CFR Part 58.

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

Summary from citizen participation section of plan.

In developing the annual Action Plan, the WVDO and WVHDF followed the State's Citizen Participation Plan and consulted with a broad range of local, regional and state organizations, including local units of government, continuums of cares (CoCs) and other interested parties through outreach efforts. This draft plan was published on the West Virginia Department of Commerce website and was widely distributed via email and in hard copies as outlined in the plan upon request. The State encouraged all citizens to participate in the planning process. Accommodations were made for non-English speaking persons and persons with mobility, visual, or hearing impairments as needed.

Three public hearings were publicized at least 14 days in advance in six major newspapers across the State and by website postings, distribution through email, and available within State offices. A copy of the draft plan was emailed to each of the State's Regional Planning and Development Councils. The first hearing was conducted on April 10, 2019 to obtain citizens' views about housing, homelessness, public

facilities and services and non-housing community development needs in the State as directed by the citizen participation plan. The second hearing was held on April 16th and the third on April 25th in different locations across the state. The public was invited to submit written comments to the plan within a comment period which began on April 1st and concluded on May 1st, 2019.

The draft CARES ACT Amendment Public Notice of the amendment to the FY2019 and 5 day comment period was publicized at least 7 days in advance in six major newspapers across the State, posted on the WVCAD and WVHDF website and distribution through email. A copy of the CARES Act amended FY2019 Annual Action Plan and 2020 Amended Citizen Participation Plan was emailed to each of the State's Regional Planning and Development Councils, Continuums of Care, posted on the WVCAD website and available to the public upon request. The State encouraged all citizens to participate in the planning process. Accommodations were made for non-English speaking persons and persons visual or hearing impairments as needed.

## **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.

The State received a variety of comments regarding the various programs during the public hearings as well as submitted during the comment period. Wherever possible, public hearings were structured to incorporate discussion of specific local needs.

Please refer to Citizen Participation Outreach chart in section AP-12 for an overview of all comments, including the verbal comments and written comments submitted by citizens during the public meeting process. All comments were considered as the Action Plan was developed and finalized.

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

All comments were considered in the development of the plan. Comments or views were gathered through direct participation at the public hearing as well as written comments provided during the public comment periods.

## **7. Summary**

WVDO and WVHDF will administer the previously referenced federal programs on behalf of the State of West Virginia, with the WVDO acting as the lead agency for the State's Consolidated and Annual Action Plan.

All activities funded will address one of the three primary objectives of providing decent affordable housing, creating economic opportunities, and/or creating suitable living environments, which will provide an outcome of availability/accessibility, affordability, and/or sustainability.

In developing the Action Plan, the WVDO and WVHDF followed the State's Citizen Participation Plan and consulted with a broad range of local, regional and state organizations, including local units of government, continuums of cares (CoCs) and other interested parties through outreach efforts. The draft plan was available on the West Virginia Department of Commerce's website, circulated via email, and three public hearings were held in different regions of the State to foster public participation. Written comments were received during this process and all consultations have been considered during the development of the Annual Action Plan.

**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	WEST VIRGINIA	West Virginia Development Office
HOPWA Administrator	WEST VIRGINIA	West Virginia Development Office
HOME Administrator	WEST VIRGINIA	West Virginia Housing Development Fund
ESG Administrator	WEST VIRGINIA	West Virginia Development Office
	WEST VIRGINIA	West Virginia Housing Development Fund

**Table 1 – Responsible Agencies**

**Narrative**

The HOME Investment Partnerships and Housing Trust Fund will be administered by the WVHDF.

**Consolidated Plan Public Contact Information**

Two separate agencies -- the West Virginia Development Office and the West Virginia Housing Development Fund -- administer the five key programs included in the HUD Consolidated and Annual Action Plan. Each agency organized and implemented planning activities to include key contacts in the development of the plan. The West Virginia Department of Commerce, West Virginia Development Office is the lead agency and administers the CDBG, ESG and HOPWA programs as detailed in the Consolidated Plan. The HOME Investment Partnerships and Housing Trust Fund will be administered by the West Virginia Housing Development Fund.



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

### **1. Introduction**

The State of West Virginia works annually with a variety of individuals and organizations to identify gaps in services and identify solutions to such gaps. To supplement this ongoing stakeholder engagement, the State conducted three public hearings and made the draft 2019 Annual Action Plan available for comment as guided by the Citizen Participation Plan. The draft plan was also posted to the West Virginia Development Office website for comment.

As required by the Citizen Participation Plan, the partner agencies (WVDO and WVHDF) distributed information about the planning process and sought to engage involvement from a wide constituency, including participation from low and moderate-income persons, organizations that serve vulnerable segments of the population, related constituent groups, individuals living in slum and blighted areas, and in areas where CDBG, HOME, HTF, ESG and HOPWA funds are used. In addition, the State provided a copy of the draft plan to the 11 Regional Planning and Development Councils. The Regional Councils represent the cities and counties within a specific geographic area and encourage a regional approach to community and economic development initiatives. Realizing that many issues transcend city and county boundaries, the Regional Councils are comprised of representatives from each unit of local government.

### **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**

In the last several years, affordable housing providers and representatives of health, mental health, housing and public service agencies have substantially strengthened their networking and coordination activities. The State has actively encouraged and participated in these efforts and will continue to do so. In consultation with the 4 CoCs in the state, the WVDO acts as a conduit for leading the process of identifying barriers and strategies to address the needs of those experiencing homelessness and those at risk of becoming homeless.

The State of West Virginia works with the following agencies to enhance coordination:

- Social service agencies: The State provides funds to improve services to low and moderate income persons
- Housing providers: The State provides funds to improve the quality of emergency shelters
- Private industry, business and developers: to streamline efforts in efficiently and effectively utilize all available resources

Each year as part of the homeless programs application process, local agencies and organizations are invited to submit proposals for funding for eligible activities. These groups participate in the planning process by attending public hearings, informational meetings and completing reports as necessary.

**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 West Virginia supports all 4 CoCs: (Northern Panhandle CoC (NPC), Balance of State CoC (BOS), Kanawha Valley Collective CoC (KVC) and Cabell-Huntington-Wayne CoC (CHW) in efforts to address the needs of the homeless in the community. WVDO requires that all recipients of ESG funds participate in the annual Point in Time (PIT) count and Housing Inventory County (HIC) Shelter count. All recipients of ESG funding are required to be active members in the CoC which covers the provider's service area and to participate in that CoCs coordinated assessment process.

The State of West Virginia has worked to restructure its homeless assistance funding to better align with the State and Federal goals to reduce the number of individuals and families experiencing homelessness, shorten the length of time persons are homeless, and to reduce the number of people returning to homelessness.

**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**

The WVDO coordinates with partners in the 4 CoCs and external stakeholders to ensure that the ESG program is part of an integrated, statewide strategy to ending homelessness and improving housing and stability outcomes for families and individuals.

Allocation of ESG funds: Funding availability is announced by the WVDO annually. Applications are emailed to past ESG funding recipients and all CoC leads for information distribution. Applications are also available through the WVDO website for any new applicants wishing to apply. Applications are reviewed based on the proposed implementation of eligible activities and ability to meet performance and compliance objectives. During the review process, all four CoCs are consulted to ensure that applicants are active members of the CoC, that they participate in the Point in Time count and that the policies and practices of the applicants reflect their ability to meet the needs of the population to be served as defined by the CoC. Given the relationship with three of the four CoC's in the State as direct recipients of ESG funding, it is challenging to balance the input of the CoC's. On-going communication and coordination with the CoC's and the national trend have aided the State to determine the percentage of funds that go into each ESG funded activity. Additionally, review of needs across the state voiced by CoC's compared with data drive these determinations. It is the goal of the State to continue

coordination with CoCs through attendance at meetings to continue to understand trends and community needs and adjust the program accordingly.

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Policies and procedures for HMIS: The four CoCs in the State of West Virginia identify an HMIS lead which serves on a statewide HMIS steering committee. This steering committee works to develop statewide policies and procedures. WVDO is a member of the statewide HMIS steering committee.

## **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>	Region I Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
2	<b>Agency/Group/Organization</b>	Region II Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
3	<b>Agency/Group/Organization</b>	Region III Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.

4	<b>Agency/Group/Organization</b>	Region IV Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
5	<b>Agency/Group/Organization</b>	Region V Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
6	<b>Agency/Group/Organization</b>	Region VI Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.

7	<b>Agency/Group/Organization</b>	Region VII Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
8	<b>Agency/Group/Organization</b>	Region VIII Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
9	<b>Agency/Group/Organization</b>	Region IX Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.

10	<b>Agency/Group/Organization</b>	Region X Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
11	<b>Agency/Group/Organization</b>	Region XI Planning and Development Council
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
12	<b>Agency/Group/Organization</b>	RELIGIOUS COALITION FOR COMMUNITY RENEWAL
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment 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>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
13	<b>Agency/Group/Organization</b>	CHANGE, INC.
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment 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>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.



14	<b>Agency/Group/Organization</b>	NORTH CENTRAL WV COMMUNITY ACTION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment 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>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
15	<b>Agency/Group/Organization</b>	Mountain Opportunities Corporation
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
16	<b>Agency/Group/Organization</b>	Community Action of South Eastern WV (CASE)
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
17	<b>Agency/Group/Organization</b>	COALFIELD DEVELOPMENT CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
18	<b>Agency/Group/Organization</b>	FAIRMONT COMMUNITY DEVELOPMENT PARTNERSHIP
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
19	<b>Agency/Group/Organization</b>	MOUNTAIN CAP OF WEST VIRGINIA, INC.
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Community Action Agency

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment 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>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
20	<b>Agency/Group/Organization</b>	STOP ABUSIVE FAMILY ENVIRONMENTS
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
21	<b>Agency/Group/Organization</b>	HUNTINGTON HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.

22	<b>Agency/Group/Organization</b>	MINGO COUNTY HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Correspondent Lender
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
23	<b>Agency/Group/Organization</b>	YWCA Charleston
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Service-Fair Housing Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This consultation focused on ways in which the WVDO and WVHDF could partner with the YWCA Charleston and related agencies to affirmatively further Fair Housing. This consultation was requested by the WVDO to explore an issue identified in the State's Analysis of Impediments to Fair Housing, "Unacceptable Levels of Sexual Harassment in Rental Housing." Discussion points included potential partner organizations and opportunities to increase awareness of this issue and subsequently develop action items to address it.

24	<b>Agency/Group/Organization</b>	West Virginia Geological and Economic Survey
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
25	<b>Agency/Group/Organization</b>	West Virginia National Guard
	<b>Agency/Group/Organization Type</b>	Other government - Federal Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Military
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
26	<b>Agency/Group/Organization</b>	West Virginia Air National Guard
	<b>Agency/Group/Organization Type</b>	Other government - Federal Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Military
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
27	<b>Agency/Group/Organization</b>	West Virginia Broadband Enhancement Council
	<b>Agency/Group/Organization Type</b>	Other government - State Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
28	<b>Agency/Group/Organization</b>	WEST VIRGINIA HOUSING DEVELOPMENT FUND
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Housing Finance Agency

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Coordination of the State Analysis of Impediments to Fair Housing and the Assessment of Fair Housing. Promotion of events related to Fair Housing.
29	<b>Agency/Group/Organization</b>	WV Human Rights Commission
	<b>Agency/Group/Organization Type</b>	Services - Housing Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Civil Rights Advocate
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Coordination of the State Analysis of Impediments to Fair Housing and the Assessment of Fair Housing. Discussion of partnerships for events and training.
30	<b>Agency/Group/Organization</b>	WV Childhood Lead Poisoning Prevention Program
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health Child Welfare Agency Other government - State Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Lead-based Paint 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>	This consultation provided information concerning the State's strategy for collecting and analyzing information related to lead-based paint in children, 72 months of age or less. The information is derived from the Healthy Homes Lead Poisoning Surveillance System (HHLPSS). West Virginia Code, Chapter 16-35-4a, requires systematic blood lead level screening of children, with reporting to the State Health Department.

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

No agency types were specifically excluded and all comments and suggestions were considered.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	WV Coalition to End Homelessness	The Strategic Plan and the CoC both strive to reduce an individual's time homeless, reduce recidivism, expedite housing placement via Coordinated Entry, and spearhead the Housing First approach through the State's shelter system.

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

**Narrative**

The Cabell-Huntington-Wayne Continuum of Care has a partnership with the local health department that informs them of complaints against any unit regarding lead. At this time, that is the only active partnership with state or local health or child welfare agencies that monitor a master list of housing units containing lead. However, subrecipients complete the required lead inspection to assure that families are not being placed in buildings/units with lead. Subrecipients, should they encounter a unit with lead, records such and removes said units from availability within their agency. The State will work with each CoC to coordinate a partnership moving forward that monitors such information.

In addition to the required assessment, record keeping and education, some subrecipients have additional procedures in place regarding lead identification and associated actions. Some subrecipients test students for EBLL when entering the Head Start Program and track within that program. Others work with clients who have reported lead poisoning and their healthcare providers and report incidents of lead poisoning to the WV Bureau of Public Health for tracking.



## **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 West Virginia 2019 Action Plan was developed with public input as per the Citizen Participation Plan. The 2019 draft plan was published on the WVDO website on April 1st, 2019 and was distributed via email and provided via paper copy as requested. An executive summary of the draft plan was sent to the State's 11 RPDCs to circulate to the mayors and county commissions in each region. A complete copy of the draft Con Plan was placed in each of the RPDC offices, and a public notice of its availability for review and comment was published in newspapers of general local circulations.

Three public hearings were scheduled to review the plan and provide opportunities for discussion. The WVDO and WVHDF hosted hearings various locations throughout the State during the month of April. In addition, hearings were located at a variety of venues to provide an array of input from individuals and/or agency representatives. These hearings provided an opportunity for in-depth discussion of specific local needs as they relate to each program.

The following public hearings were scheduled to review the PY 2019 Annual Action Plan:

April 10, 2019 (Wednesday)

2:30-4:00 p.m.

WV Housing Development Fund

First Floor Training Room

5710 MacCorkle Ave, S.E. Charleston, WV 25304

April 16, 2019 (Tuesday)

4:00-5:30 p.m.

West Virginia University -- Beckley

Robert C. Byrd Learning Building

3rd Floor, Room 322

Beckley, WV 25801

April 25, 2019 (Thursday) 2:30 - 4:00 p.m. Fairmont-Morgantown Housing Authority

Multi-Purpose Room

103 12th Street

Fairmont, WV 26554

A 30-day public comment period was provided for review and consultation following the availability of the 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	Public Hearing	Non-targeted/broad community  Residents of Public and Assisted Housing	A public hearing was held at West Virginia Housing Development Fund in Charleston, WV on April 10, 2019.	No comments were received.	Not applicable. No comments were received during the public hearing in Charleston, WV on April 10, 2019.	

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)
2	Public Hearing	Non-targeted/broad community Residents of Public and Assisted Housing	A public hearing was held at WV University - Beckley in the Robert C. Byrd Learning Center on April 16, 2019.	One attendee stated that he would like for the CDBG awards to be announced earlier in the year and would like for the CDBG application process to be earlier in the year. It was noted that it is difficult to strategically plan and apply for new CDBG funding when awards have not been made for the previous year.	Not applicable. All comments were received during the public hearing in Beckley, WV on April 16, 2019. The State of West Virginia will understand the need for a quick turn around with regards to project decisions and will work towards expediting the awards process.	

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)
3	Public Hearing	Non-targeted/broad community Residents of Public and Assisted Housing	A public hearing was held at Fairmont-Morgantown Housing Authority on April 25, 2019.	One attendee requested that the WVDO consider adding demo to the FY19 Action Plan. Additionally, another attendee requested that the WVDO consider moving up the application process as to not delay awards.	Comments were accepted and considered during the development of this the FY 2019 Annual Action Plan. Demolition is currently not a part of the State of West Virginia's Consolidated Plan and historically has not been a high priority for the State. To address this request, the State will consider adding Demolition during the creation of the next 5-year consolidated plan. The State of West Virginia understands the need for a quick turn around with regards to project decisions and will work towards expediting the awards process.	37

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)
5	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Charleston Gazette on 3/24/2019.	No comments were received.	N/A.	
6	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Dominion Post on 3/24/2019.	No comments were received.	N/A.	
7	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Herald-Dispatch on 3/24/2019/	No comments were received.	N/A.	

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)
8	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Register-Herald on 3/24/2019.	No comments were received.	N/A.	
9	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in The Journal on 3/24/2019.	No comments were received.	N/A.	
10	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Wheeling News Register on 3/24/2019.	No comments were received.	N/A.	

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)
11	Distribution of Draft Plan	Consultation with Regional Planning and Development Councils	The draft plan is provided to each of the State's Regional Planning and Development Council. The State requests that a copy is available in each office for public review as requested. Agency personnel are also asked to review the plan and provide comments and suggestions regarding local needs.	No comments were received.	N/A.	
12	Internet Outreach	Non-targeted/broad community	The 2019 Annual Action Plan draft was available on the WVDO website for public review and comment	No comments were received.	N/A.	<a href="http://www.wvcad.org/resources">http://www.wvcad.org/resources</a>



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)
13	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft CARES ACT amendment annual action plan was published in the Charleston Gazette on 6/7/2020.			
14	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft CARES ACT amendment annual action plan was published in the Dominion Post on 6/7/2020.			
15	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft CARES ACT amendment annual action plan was published in the Herald-Dispatch on 6/7/2020.			

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)
16	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft CARES ACT amendment annual action plan was published in the Register-Herald on 6/7/2020.			
17	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft CARES ACT amendment annual action plan was published in the The Journal on 6/7/2020.			
18	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft CARES ACT amendment annual action plan was published in the Wheeling News Register on 6/7/2020.			

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)
19	Internet Outreach	Non-targeted/broad community	The 2019 AAP CARES ACT amendment was available on WVDO website for public comment.			
20	Distribution of Draft Plan	Consultation with Regional Planning and Development Councils and Other Stakeholders	The draft CARES Act amendment was provided to each of the State's Regional Planning and Development Council and stakeholders list.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

This plan is prepared as a collaborative effort of two agencies: The West Virginia Development Office is responsible for the Community Development Block Grant program, the Emergency Solutions Grant, and Housing Opportunities for Persons with AIDS and the West Virginia Housing Development Fund is responsible for the Home Investment Partnerships Program and Housing Trust Fund programs.

#### 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	13,672,767	0	0	13,672,767	13,672,767	The State will continue to invest in critical infrastructure and broadband projects in low- and moderate-income areas.

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	4,729,494	2,000,000	0	6,729,494	6,729,494	

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	512,579	0	0	512,579	512,579	Funds are used to leverage additional resources for housing assistance and supportive services.

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	1,581,574	0	0	1,581,574	1,581,574	Funds require 100% matching contributions. Funds are used leverage additional resources for homelessness prevention, rapid re-housing, emergency shelter operations and case management services.
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	3,000,000	10	0	3,000,010	3,000,010	

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: \$		
Housing Trust Fund	public - federal	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab	3,000,000	0	0	3,000,000	3,000,000	
Other ESG-CV ESG-CV1	public - federal	Admin and Planning Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Other	12,857,180	0	0	12,857,180	12,857,180	The State will continue to invest in all ESG projects from the effects of COVID-19 statewide.



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: \$		
Other HOPWA-CV	public - federal	Admin and Planning Permanent housing in facilities Rental Assistance STRMU Supportive services TBRA	84,023	0	0	84,023	84,023	The State will continue to invest in all HOPWA projects from the effects of COVID-19 statewide.
Other CDBG-CV1 CDBG-CV2	public - federal	Admin and Planning Public Improvements Public Services Other	14,128,134	0	0	14,128,134	14,128,134	The State will continue to invest in public facilities, public service, planning, TA and Admin projects from the effects of COVID-19 in low- and moderate-income areas.

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**

The State of West Virginia will utilize multiple sources of state, federal, local, and private funds to address the needs identified in this Action Plan.

CDBG:

The CDBG Program does not require a match (apart from Planning Grants, which require a 10% cash match); however, credit is given for leveraged funds during the review process. Sources of leveraged funding frequently include:

- Infrastructure and Jobs Development Council (IJDC) Grants and Loans
- Drinking Water Revolving Loan Funds (DWTRF)
- Clean Water Revolving Loan Funds (CWSRF)
- West Virginia Water Development Authority
- Local Lending Institutions
- Local Funds
- Private Resources
- State Resources
- U.S. Department of Agriculture - Rural Development
- Appalachian Regional Commission
- U.S. Economic Development Authority
- U.S. Army Corps of Engineers
- CDBG-CV1 and CDBG-CV2 do not require a match or leverage funds

HOME:

Any HOME Program match obligation incurred by the State during FY 2019 may be met through eligible State affordable housing activities, including, but not limited to, the following:

- Mortgage Revenue Bond Program
- LAMP Program
- Payment of HOME Originator fees from the general funds of the WVHDF
- Down payment/Closing Cost Assistance Program
- Development Financing Program (eligible multi-family project financing)

- Affordable Housing Fund

The State may use additional sources of match to meet any match obligation if it determines that additional sources are necessary and eligible.

In addition, HOME Rental and HTF funds will be leveraged with Low-Income Housing Tax Credits. As a result developers will increase the supply of safe, rental housing for households at or below 30%, 40% AMI, 50% AMI, and 60% AMI.

ESG:

The ESG Program requires a dollar-for-dollar match in non-ESG funds from the State for their allocated amount. To meet this requirement, the State requires that applicants for State ESG funding provide a dollar-for-dollar match for their program costs. The matching requirement can be met with either cash or non-cash contributions of in-kind or donated resources as guided by federal regulation. ESG-CV 1 and ESG-CV 2 do not require a match.

HOPWA:

HOPWA subrecipients report on all sources of leveraging utilized to assist households in the HOPWA program. The leveraging information gives the state an idea of the community collaborations subrecipients are undertaking, whether subrecipients can reach their leveraging goals set out in their annual action plans, and if they are utilizing a variety of available resources to serve HOPWA eligible households. HOPWA-CV does not require a match.

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

To facilitate the development of adequate infrastructure systems, the State has identified as a priority of the CDBG program, local governments may utilize publicly owned land for planned infrastructure improvements. These improvements benefit the entire community. Examples may include existing or acquired property that will serve as the location of public improvement facility, such as a water treatment facility or wastewater treatment facility. In certain circumstances, new installations for water, wastewater or broadband may be constructed in existing rights of way or through an existing easement. Local governments may also acquire property as needed for the provision of adequate water, wastewater and broadband facilities and distribution systems.

CDBG funds may be used to pay for the cost of identifying the property to be acquired, appraisals, the preparation of legal documents, and other costs associated with acquisition required to complete a CDBG project. Such expenses qualify under the area benefit category for infrastructure projects that serve a primarily residential area consisting of residents who are at least 51% low- and moderate-income persons.

CDBG-CV1 and CDBG-CV2 will be contingent on the issuance of the Federal Register.

**Discussion**

The WVHDF HOME Program anticipates the use of the HUD HOME award, estimated Program Income, and leveraged funds to successfully implement all aspects of the HOME Program.

The WVHDF HTF Program anticipated the use of the HTF award, and estimated Program Income, and leveraged funds to successfully implement all aspects of the HTF Program.

## 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
<b>1</b>	Development of Public Infrastructure	2015	2016	Non-Housing Community Development		CDBG Priority 1 (Infrastructure Development)	CDBG: \$13,672,767 CDBG-CV1: \$1,675,571 CDBG-CV2: \$1,150,056	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3281 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 4310 Households Assisted
<b>2</b>	Increase affordable, accessible housing	2015	2016	Affordable Housing		HOME Priority 2 (HOME Leverage Loan Program) HOME Priority 4 (HOMErent Program) HOME Priority 5 (CHDO Program) HOME Priority 6 (CHDO Oper Exp Grant Program) Housing Trust Fund (HTF)	HOME: \$4,729,494 Housing Trust Fund: \$3,000,000	Rental units constructed: 59 Household Housing Unit Rental units rehabilitated: 65 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted Other: 4 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Job creation and retention	2015	2016	Non-Housing Community Development		CDBG Priority 3 (Job Creation)	CDBG: \$0 HOPWA: \$0 HOME: \$0 ESG: \$0 HTF: \$0 Housing Trust Fund: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Facade treatment/business building rehabilitation: 0 Business Brownfield acres remediated: 0 Acre Rental units constructed: 0 Household Housing Unit Rental units rehabilitated: 0 Household Housing Unit Homeowner Housing Added: 0 Household Housing Unit Homeowner Housing Rehabilitated: 0 Household Housing Unit Direct Financial Assistance to Homebuyers: 0 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted Homeless Person Overnight Shelter: 0 Persons Assisted Overnight/Emergency Shelter / Transitional Housing
						Annual Action Plan 2019		
OMB Control	No: 2506-0117 (exp. 06/30/2018)							

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	ESG Shelter Goal 2	2015	2019	Affordable Housing Homeless Non-Homeless Special Needs		ESG need 2	ESG: \$642,652 ESG-CV: \$500,000	Homeless Person Overnight Shelter: 1700 Persons Assisted
5	ESG ReHousing and Prevention Goal 1	2015	2019	Homeless Non-Homeless Special Needs		ESG Need 1	ESG: \$875,779 ESG-CV: \$3,500,000	Tenant-based rental assistance / Rapid Rehousing: 350 Households Assisted Homelessness Prevention: 1150 Persons Assisted
6	Provide Suitable Living Environment HOPWA	2015	2019	Non-Homeless Special Needs			HOPWA: \$512,579 HOPWA-CV: \$84,023	Tenant-based rental assistance / Rapid Rehousing: 250 Households Assisted HIV/AIDS Housing Operations: 7 Household Housing Unit
7	Increase the supply of affordable housing	2015	2016	Affordable Housing		CDBG Priority 1 (Infrastructure Development)	CDBG: \$149,875,000	Rental units rehabilitated: 300 Household Housing Unit Homeowner Housing Rehabilitated: 1000 Household Housing Unit
8	Local Community Development	2015	2016	Affordable Housing			CDBG-CV1: \$6,702,285 CDBG-CV2: \$4,600,222	Public service activities for Low/Moderate Income Housing Benefit: 8000 Households Assisted Other: 4 Other

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Development of Public Infrastructure
	<b>Goal Description</b>	<p><b>CDBG Water and Sewer Infrastructure:</b> Grant funding may be provided to local governments in the development of water and sewer infrastructure projects. Estimated number of persons to be assisted is 7,477.</p> <p><b>CDBG Technology and Innovation:</b> Grant funding may be provided to local governments in the development of broadband infrastructure projects or for Planning Only projects for feasibility studies that support future infrastructure development. The total estimated number of persons to be assisted under this category in FY 2019 is 1,000.</p> <p><b>CDBG Disaster Resilience and Recovery:</b> Grant funding may be provided to local governments for Disaster Recovery and Resilience projects. For 2019 the State is not allocating a specific amount for this activity but will utilize any available funds on an as needed basis. This is based on the lack of applications received for this activity in the previous year.</p> <p><b>CDBG-CV1:</b> Grant funding may be provided to non-Entitlement local units of government in the development of public facilities to prevent and address the effects of COVID-19</p> <p><b>CDBG-CV-2:</b> Grant funding may be provided Statewide local units of government in the development of public facilities to prevent and address the effects of COVID-19.</p>
2	<b>Goal Name</b>	Increase affordable, accessible housing
	<b>Goal Description</b>	
3	<b>Goal Name</b>	Job creation and retention
	<b>Goal Description</b>	



4	<b>Goal Name</b>	ESG Shelter Goal 2
	<b>Goal Description</b>	<p>ESG program funds will be used to provide overnight emergency shelter to individuals and families experiencing homelessness. This goal will address the need to reduce the number of individuals and families experiencing homelessness, shorten the length of homelessness to less than 30 days, and reduce the homelessness recidivism rate.</p> <p><b>ESG-CV 1 and ESG-CV 2:</b> Grant funding may be provided to non-profit organizations to respond to, prevent the spread of, and prepare for the effects of COVID-19 within the full range of eligible ESG activities dependent on the release of the federal register regarding use of funds. Funding will be released in waves with the first \$1,000,000 of ESG-CV 1 being dedicated to Street Outreach and Emergency Shelter. All ESG-CV 1 and ESG-CV 2 remaining funds to be allocated will be reserved for additional future waves in response to the current situation in WV regarding COVID-19 and its impact on residents.</p>
5	<b>Goal Name</b>	ESG ReHousing and Prevention Goal 1
	<b>Goal Description</b>	<p>ESG Program funds will be used to provide Rapid Rehousing and Homelessness Prevention activities to low and very low income individuals and families. This goal will address the need to increase flexibility of funding to prevent homelessness and support Rapid Rehousing for individuals and families.</p> <p><b>ESG-CV 1 and ESG-CV 2:</b> Grant funding may be provided to non-profit organizations to respond to, prevent the spread of, and prepare for the effects of COVID-19 within the full range of eligible ESG activities dependent on the release of the federal register regarding use of funds. Funding will be released in waves with the first \$3,000,000 of ESG-CV 1 being dedicated to Homelessness Prevention (Rental Assistance) and additional RRH needs within organizations. All ESG-CV 1 and ESG-CV 2 remaining funds to be allocated will be reserved for additional future waves in response to the current situation in WV regarding COVID-19 and its impact on residents.</p>
6	<b>Goal Name</b>	Provide Suitable Living Environment HOPWA
	<b>Goal Description</b>	HOPWA program funds will be used to provide operations, short term rent assistance, mortgage assistance, utility assistance, tenant-based rental assistance, permanent housing placement and supportive services to low-income individuals with HIV/AIDS and their families.

7	<b>Goal Name</b>	Increase the supply of affordable housing
	<b>Goal Description</b>	<p>The State of West Virginia was awarded \$149,875,000 in CDBG-DR funds due to the flooding in June 2016.</p> <p>The budget is as follows:</p> <ul style="list-style-type: none"> <li>• Housing Restoration Program - \$64,378,950</li> <li>• Rental Assistance Program - \$16,000,000</li> <li>• Hazard Mitigation Grant Program Match - \$12,440,000</li> <li>• Bridge HOME Program - \$2,080,000</li> <li>• Restore Riverview Project - \$5,712,000</li> <li>• Slum and Blight Removal Program - \$5,875,000</li> <li>• Multifamily Rental Housing Program - \$5,875,000</li> <li>• Economic Development Program - \$20,020,300</li> <li>• Planning - \$10,000,000</li> <li>• State Administration - \$7,493,750</li> <li>• The CDBG-DR Plan may be viewed at <a href="http://wvfloodrecovery.com/useful-resources/">http://wvfloodrecovery.com/useful-resources/</a> .</li> </ul>
8	<b>Goal Name</b>	Local Community Development
	<b>Goal Description</b>	CDBG-CV1: Grant funding may be provided to non-Entitlement local units of government in the quantifiable increase of public

	<p>services to prevent and address the effects of COVID-19</p> <p>CDBG-CV-2: Grant funding may be provided Statewide local units of government in the quantifiable increase of public services to prevent and address the effects of COVID-19.</p> <p>CDBG-CV1: Grant funding may be provided to non-Entitlement local units of government to address planning needs to prevent and address the effects of COVID-19</p> <p>CDBG-CV-2: Grant funding may be provided Statewide local units of government to address planning needs to prevent and address the effects of COVID-19.</p>
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## AP-25 Allocation Priorities – 91.320(d)

### Introduction:

The table assigns a percentage for each State HUD Funded Program under each goal. These funds are expected to be made available to address the housing-related needs and non-housing community development needs described in the strategies, priority needs, and objectives section of the Consolidated Plan.

### Funding Allocation Priorities

	Development of Public Infrastructure (%)	Increase affordable, accessible housing (%)	Job creation and retention (%)	ESG Shelter Goal 2 (%)	ESG ReHousing and Prevention Goal 1 (%)	Provide Suitable Living Environment HOPWA (%)	Increase the supply of affordable housing (%)	Local Community Development (%)	Total (%)
CDBG	100	0	0	0	0	0	0	0	100
HOME	0	0	0	0	0	0	100	0	100
HOPWA	0	0	0	0	0	100	0	0	100
ESG	0	0	0	40	60	0	0	0	100
HTF	0	0	0	0	0	0	0	0	0
Housing Trust Fund	0	0	0	0	0	0	100	0	100
Other CDBG-CV1	20	0	0	0	0	0	0	80	100
Other CDBG-CV2	20	0	0	0	0	0	0	80	100

Other ESG-CV	0	0	0	10	90	0	0	0	100
Other ESG-CV2	0	0	0	0	100	0	0	0	100
Other HOPWA- CV	0	0	0	0	0	100	0	0	100

**Table 7 – Funding Allocation Priorities**

### Reason for Allocation Priorities

The allocation priorities are based upon needs identified through the citizen participation and consultation process. Funding levels are established to support the goals identified in the Consolidated Plan.

Development of public infrastructure continues to be the priority need for the CDBG funding. Realizing that reliable infrastructure forms the foundation for other opportunities, the State will invest 100 percent of the CDBG funding to develop suitable living conditions and create an environment conducive to future community and economic development.

Recognizing the need to narrow the digital divide in low- and moderate-income communities, West Virginia will provide resources to further the development of broadband infrastructure by dedicating a portion of its FY 2019 CDBG allocation to broadband development. The State recognizes that enabling the connectivity of its communities empowers residents with resources, such as job training, education, and economic opportunity, particularly among vulnerable populations. The WVDO will coordinate projects with the West Virginia Broadband Enhancement Council and the West Virginia Geological and Economic Survey, Office of GIS Coordination. Initial applications will be due September 30, 2019. A second funding cycle may be added in Spring 2020, upon notification to local governments and other stakeholders. The use of CDBG funding for this purpose will enable the State to:

- Assist planning, analysis, and assessment activities that further the strategic deployment of broadband across the State.
- Make investments that leverage other federal, state, and local funding in the deployment of broadband infrastructure.
- Provide funding for broadband pilot and demonstration projects that provide for the innovative deployment and installment of broadband facilities and infrastructure.

HOME: The \$4,729,494 will be allocated to the State and estimated \$2,000,000 of 2019 Program Income are allocated 100% to increasing the supply of affordable housing.

HTF: The 2019 \$3,000,000 and estimated \$10 Program Income are allocated 100% to increasing the supply of affordable housing.

ESG: Allocates ESG funds through a competitive application process. Eligible applicants include local units of government and nonprofit organizations. Priority is given to those applicants not serving entitlement areas.

By allocating through a competitive process, subrecipients determine needs that are supported through community needs assessments in coordination with their CoC's. Most recipients identify rapid rehousing as a priority need in their service area. The WVDO places a focus on rapid rehousing and prevention programs as a critical piece in ending homelessness for those clients who receive the services.

HOPWA: Allocates HOPWA funds annually through a competitive application process. Eligible applicants include nonprofit organizations. Through this process, the WVDO ensures that funds are allocated to applicants that: Clearly state the need for the services in their area and provide data to support the need. Provide housing assistance and appropriate support services to enable low-income individuals with HIV/AIDS to remain in their homes and to reduce their risks of homelessness. Improve access to health care and other supportive services for individuals with HIV/AIDS.

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

CDBG: Because the annual demand for funding far exceeds the amount of funding available on an annual basis, it is not uncommon to receive the same water and wastewater infrastructure project applications for several consecutive years. Most infrastructure projects address serious health or environmental concerns in eligible areas. Each investment of CDBG funding improves this situation; however, many residents continue to struggle with inadequate and/or unsafe water and wastewater systems. This is particularly a hardship in low- and moderate-income areas in which residents don't have available resources needed to adequately support infrastructure investment. Because the development of water and wastewater systems continues to be a critical need, a majority of CDBG funding is used for this purpose.

The State proposes to support the development of broadband infrastructure through the dedication of a portion from its annual allocation. Broadband development is categorized as Technology and Innovation for infrastructure development and planning. The State developed this

program through a Substantial Amendment to the FY 2017 Action Plan. Public comments at that time detailed the lack of broadband internet and its implications regarding business development, tourism, education, as well as the correlating negative impact on economic opportunities for vulnerable populations.

ESG and HOPWA: By using a competitive application process, the WVDO assures the funds are used to continue serving those most at need. The overall goal of the ESG program is to end homelessness. By streamlining resources in such a way to serve those hardest to serve, chronically homeless individuals and families, and quickly stabilizing their housing, these goals can be met. Shelters are funded with the understanding that the maximum shelter stay for their residents be no more than 30 days. This is not used as a way to move clients back onto the streets but rather quickly rehouse them.

HOME: In order to increase the supply of affordable housing in the State, HOME employs several programs. HOME Leverage Loan aids qualified homebuyers in the purchase of houses. HOME Rental and CHDO aid developers in the new construction and rehabilitation of residential rental units. CHDO Operating Expense Grant provides funds for certified CHDOs so that a portion of a CHDO's operating expenses can be reimbursed. Each commitment of HOME funds increases the supply of safe, decent, sanitary, and affordable housing in the State.

HTF: In order to increase the supply of affordable housing in the State, HTF funds will be used to aid developers in the new construction and rehabilitation of multifamily residential rental units.

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

### Introduction:

The methods of distribution identify the process each State HUD-funded program will follow to distribute funds. The CDBG funds development of communities within the State’s strategy is based upon the consolidated plan, and the identification of local priorities for investments that are consistent with the objectives of the program. The method of distribution is designed to permit flexibility in the utilization of other sources of funding and timing of investment decisions.

In 2016, HUD directed that States evaluate the availability of broadband access through its rule entitled, "Modernizing the HUD Consolidated Planning Process to Narrow the Digital Divide and Increase Resilience to Natural Disasters." As communities and economies become more connected, broadband infrastructure is an increasing concern, particularly among rural areas of West Virginia and areas in which low- and moderate-income individuals do not have access to this technology. To support this initiative, and to assess the availability of broadband in West Virginia, the State will dedicate funds to support planning for broadband development and broadband infrastructure projects.

A proposed 2019 CDBG program budget is provided with this document. The State will adjust allocation amounts as necessary within each category to align with demonstrated needs and to ensure that all CDBG funding is allocated in an efficient and effective manner. Funds more than demonstrated needs at the end of each CDBG funding cycle, and/or recaptured funds, will be returned to an “available status” and may be used to fund applications in eligible categories.

HUD’s April 10, 2020, memorandum outline the availability of waivers and suspensions of the HOME Program requirements in response to COVID-19 pandemic. On May 21, 2020, WVHDF requested waivers/suspensions that will permit maximum administrative flexibility to better assist low- and very-low income households as they deal with the effect of the COVID-19 pandemic. HUD approval was granted on May 22, 2020.

### Distribution Methods

Table 8 - Distribution Methods by State Program

1	State Program Name:	CDBG
	Funding Sources:	CDBG



**Describe the state program addressed by the Method of Distribution.**

An activity may be funded in whole or in part with CDBG funds only if all the following criteria are met:

1. Each activity must be eligible under Section 105 of the Act as summarized in 24 CFR 570: Title 24 - Housing and Urban Development, Part 570 Community Development Block Grants.
2. Each activity must fulfill one of the three national objectives.
3. Each activity must meet environmental review and clearance procedures. A notice of the CDBG grant application period is provided, on an annual basis, to all units of local government and the State's 11 Regional Planning and Development Councils. All application guidelines and documents are posted to the WVDO website and provided upon request.

All units of local government in non-entitlement areas of the State may apply for CDBG funding. All applications determined to be eligible and to meet a national objective shall advance and be reviewed for funding. The purpose of the review is to screen applications for competitiveness in relation to the amount of funds available. To the extent applicable, criteria to be considered during the review will include:

1. The relationship to a national objective and number of low- and moderate-income persons served.
2. The relationship to CDBG program design objectives.
3. The public health, environmental, and economic development benefits of the project.
4. The degree to which the project will correct identified deficiencies or achieve compliance with required standards.
5. The cost effectiveness of the project.
6. The availability of other sources of funding for the project.
7. The degree to which the project achieves state, regional, and local planning goals,
8. The readiness of the project to proceed, if funded, and
9. Other CDBG considerations, such as existing open grants, other requests for the same area, applicant's capacity to administer and operate the project and grant, if approved, fair housing initiatives proposed, impact upon minority areas, and the geographical distribution of funds.

The addition of funding categories for Broadband Community Development, including program guidelines for planning and infrastructure projects; are detailed in complete Program Design

**Describe all of the criteria that will be used to select applications and the relative importance of these criteria.**

In addition to the criteria stated in the Method of Distribution, the following criteria will be emphasized during the review process: 1). Existing open grants that are not proceeding according to the timeframe established in the grant agreement; 2). Readiness of the project to proceed; and 3). Commitment of all other funding sources. For example, an application for a project from a community that has no threshold restrictions, is fully funded, and has completed all design work necessary to proceed to construction will receive priority consideration for funding if the project meets all other review criteria.

**Coordination and Review by the Infrastructure and Jobs Development Council (IJDC) for Water, Wastewater, and Economic Development:** The WVDO will conduct a technical evaluation and review to include consultation with local, regional, state, and federal agencies, including those of the IJDC, to assess and clarify statements of community development and housing needs and needs of low- and moderate-income persons; assess performance in meeting citizen participation requirements; determine project eligibility in accordance with Section 105 of the Act; determine relationship to one or more of the three national objectives in accordance with 24 CFR Part 570.483; and verify consistency of the application to the recommendation of the IJDC, if applicable. Applications deemed not eligible or not to fulfill a national objective shall be removed from consideration and the applicant so notified. No action shall be taken inconsistent with the recommendations of the IJDC. The WVDO reserves the right to petition the IJDC for reconsideration of any decision that runs counter to the provisions of 24 CFR Part 570 and/or any HUD policy or regulation regarding program eligibility.

**Coordination with and Review by the West Virginia Broadband Enhancement Council (WVBEC) for Broadband Projects:** The WVDO will conduct a technical evaluation to include consultation with local, regional, state, and federal agencies, including those of the WVBEC and the Office of GIS Coordination. The review is to assess and clarify statements of community development needs and needs of low- and moderate-income persons as well as low- and moderate-income areas; assess applicant's performance in meeting citizen participation requirements; determine eligibility in accordance with Section 105 of the Act; determine relationship to one or more of the three national objectives in accordance with 24 CFR Part 570.483; and verify consistency of the application to the recommendation of the WVBEC, if applicable. Applications deemed not eligible or not to fulfill a national objective shall be removed from consideration and the applicant so notified. No action shall be taken inconsistent with the recommendations of the WVBEC. The WVDO reserves the right to petition the WVBEC for reconsideration of any decision that runs counter to the provisions of 24 CFR Part 570 and/or any HUD policy or regulation regarding program eligibility.

<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 current CDBG application and instruction forms are available on the WVDO website. The application and instruction forms provide a comprehensive review of program requirements, application procedures, criteria for eligibility, applicable federal and state regulations, and details regarding the CDBG program design. Recipients may also contact the office for a copy. The WVDO also provides a Policies and Procedures Manual, the purpose of which is:</p> <ul style="list-style-type: none"> <li>• To assist grant recipients in the administration of CDBG projects;</li> <li>• To provide practical information concerning legal, financial and program requirements; and</li> <li>• To establish a comprehensive approach to grant approval, documentation, implementation, project management, audit and closeout of CDBG projects.</li> </ul> <p>The manual is intended as a guide, not as a substitute for a thorough knowledge of state and Federal laws and regulations. Though not all inclusive, the manual covers the major areas of CDBG administration, provides required and suggested forms and instructions, and provides references for applicable laws and regulations. The manual was updated in 2015 and will be used in several different program years. As new federal or state requirements are implemented, the WVDO may issue supplemental policy notifications. In all cases, the current and applicable federal or state regulation will apply.</p> <p>For project and activity eligibility and program updates, the current program year CDBG Program Description and Application Guidelines should be consulted. Revisions and/or additions to this manual will be updated and made available on the (WVDO) website at <a href="http://www.wvcad.org/">http://www.wvcad.org/</a>.</p>
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<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>Not applicable.</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>Not applicable.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Application categories, ceilings and deadlines are provided for each of the following eligible uses of CDBG funding:</p> <ol style="list-style-type: none"> <li>1. <u>Water and Wastewater Projects</u>: Applications must be postmarked by August 30, 2019. No application for water or wastewater may be submitted without an IJDC determination letter. An IJDC Technical Review letter must be submitted to WVDO with an applicant’s project application to be considered for 2019 funding. The Director reserves the right to partially fund a project. Projects may be selected for a Design and Administration award of up to \$200,000, not to exceed 80 percent of total design costs.</li> <li>2. <u>Community Development Projects; such as Planning Projects and General Community Development</u>: Applications must be postmarked by August 30, 2019. Planning Projects shall be limited to \$100,000, with a 10 percent local cash match. Joint planning projects shall be limited to \$120,000 regardless of the number of jurisdictions in the joint application, with a 10 percent local cash match. General Community Development Projects include eligible projects other than water, wastewater, or job creation/retention. This category may include land development or revolving loan fund proposals. The Director reserves the right to partially fund a project.</li> <li>3. <u>Job Creation Projects</u>: Applications must be postmarked by October 30, 2019. Funds granted to Job Creation Projects are subject to the public benefit standards established by HUD. No more than \$35,000 per net new job may be awarded. For Development Projects (Water, Wastewater, Site Development), the limit per project is \$1,250,000.</li> <li>4. <u>Technology and Innovation-Broadband</u>: The State dedicated a portion of its CDBG allocation towards broadband development in one or more funding cycles with the first application deadline of September 30, 2019. Additional funding cycles may be added in Spring 2020, upon notification to local governments and other stakeholders. Infrastructure projects are limited to \$1,250,000. Planning grants shall be limited to a range of \$30,000 to \$50,000 per municipality; \$50,000 to \$75,000 per county; and \$75,000 to \$125,000 per regional applicant. Pilot and/or Demonstration projects shall be limited to \$500,000. Matching funds are not required. The Director reserves the right to partially fund a project.</li> </ol>
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**Describe threshold factors and grant size limits.**

Threshold Requirements--Performance Standards: The following jurisdictions may not apply for funds unless a waiver is obtained. (1) Jurisdictions having active grants from the FY 2015 or earlier program years that have not received an interim closeout. (2) Jurisdictions having active grants from the FY 2016 program year that have not initiated sufficient construction activity to bring the project to completion until activity is at least 75 percent complete. (3) Jurisdictions holding a FY 2019 "Letter of Intent" may not apply for funds for another project in the same category. For example, if the jurisdiction has a "Letter of Intent" for a water/wastewater project, they can still apply for a general community development, planning, and economic development project IF they meet the above threshold requirements. A waiver request may be submitted; however, significant progress must have been made on the project holding the "Letter of Intent." This will be an extremely difficult waiver to obtain.

Threshold Requirements—Recapture Schedule: In addition to the above standards that prohibit the application of CDBG funds for the FY 2019 program, be advised that letters will mailed in September 2019 indicating that projects funded in FY 2015 or earlier that have not entered into construction contracts by December 31, 2019, may have all funds recaptured as of January 15, 2020.

Grant size limits: Infrastructure: Water and Wastewater projects are capped at \$1,500,000; Economic Development- Job Creation projects are capped at \$1,250,000; General Community Development projects are capped at \$500,000; Planning Projects are capped at \$100,000 or \$120,000 for a Joint Planning Project; Technology and Innovation-Broadband Planning projects must range between \$30,000 to \$125,000; Broadband Infrastructure projects are capped at \$1,250,000; and Pilot and/or Demonstration projects are capped at \$500,000. In all categories, the Director reserves the right to partially fund a project. The Director of the Community Development Division will consider requests for a waiver of the above thresholds if the applicant can show that the circumstances surrounding the failure to meet the performance standard were due to circumstances beyond the control of the applicant. If a waiver is granted, the applicant must commit to a strategy to resolve the problem, against which future performance will be measured. Failure to meet this performance standard and subsequent closeout of the project will prohibit future waivers from being considered – job creation or retention excepted. In any case, the Director may grant a waiver for a job creation or retention project if the problematic project was based upon job creation or retention, the director agrees that adequate efforts are being made and as a result of those efforts it is reasonable to assume that jobs will be created, a waiver may be granted.

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The State shall amend its action plan if the method of distribution contained in the action plan submitted to HUD is to be changed. The State shall determine the necessary changes; prepare the proposed amendment; provide citizens and units of general local government with reasonable notice of, and an opportunity to comment on, the proposed amendment; consider comments received; make the action plan available to the public at the time it is submitted to HUD; and submit the amended action plan to HUD before the state may implement changes embodied in the amendment.</p> <p>The method of distribution will support the State’s goals as outlined previously. The State expects to support local government efforts to provide affordable infrastructure systems to strengthen the foundations for economic growth and alleviate conditions that affect environmental quality, public health or welfare. This is estimated to affect a total of 5,972 LMI individuals.</p>
2	<p><b>State Program Name:</b></p>	<p>CDBG-CV1 – non-Entitlements Only</p>
	<p><b>Funding Sources:</b></p>	<p>CDBG-CV1</p>

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>An activity may be funded in whole or in part with CDBG funds only if all the following criteria are met and is subject to change based on the issuance of the final Federal Register for CDBG-CV1 funds:</p> <ol style="list-style-type: none"> <li>1. All units of local government in non-entitlement areas of the State may apply for CDBG-CV1 funding.</li> <li>2. Each activity must be eligible under Section 105 of the Act as summarized in 24 CFR 570: Title 24 - Housing and Urban Development, Part 570 Community Development Block Grants.</li> <li>3. Each activity must fulfill one of the three national objectives.</li> <li>4. Documentable connection between the coronavirus impact on client needs as a result of COVID-19 pandemic and the applicant's service delivery.</li> <li>5. Each activity must meet environmental review and clearance procedures, if applicable.</li> <li>6. Number of low- and moderate-income persons served. Must serve at least 51% or more low to moderate income persons. This can be Low to moderate income area (LMA), survey must be conducted of the service area to document project service area as 80% or below of area median income, or Low to moderate income clientele (LMC) at least 51% of the beneficiaries of the project must be LMI defined as 80% or below of area median income.</li> <li>7. The relationship to CDBG program design objectives.</li> <li>8. The level of documented need in the project area.</li> <li>9. The readiness of the project to proceed, if funded, and</li> <li>11. Other CDBG considerations, applicant's capacity to administer and operate the project and grant, if approved, fair housing initiatives, impact upon minority areas, and the geographical distribution of funds will be reviewed.</li> <li>12. Duplication of benefits- Applicants will be required to complete DOB documentation at application and will be required to continue to report on DOBs throughout the expenditure period for the CDBG-CV1 funds.</li> </ol> <p>A Duplication of Benefits (DOB) occurs when a program beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total need for a particular funding need. The amount of the duplication is the amount of assistance provided in excess of the need. It is the Department's responsibility to ensure that each CDBG-CV1 Activity provides assistance only to the extent that the project's funding needs have not been met by another source. See the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) (42 U.S.C. § 5155; HUD Memorandum dated 9 April 2020, subject: 'CARES Act Flexibilities for CDBG funds used to support coronavirus response and plan amendment waiver'). Section 312 of the Stafford Act prohibits federal agencies from providing assistance to any "person, business concern, or other entity" for any loss to which the entity has already received financial assistance from another source (42 USC § 5155(a)). The Federal Register Notice, published November 16, 2011 (Docket No. FR-5582-N), requires adequate policies and procedures in place to prevent a DOB and the recapture of funds, if necessary.</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>In addition to the criteria stated in the Method of Distribution, the following criteria will be emphasized during the review process: 1) Tie back to COVID-19 effect and 2). No Duplication of Benefits 3) Readiness of the project to proceed; 4) priority given to projects have greatest benefit to low to moderate income persons. The current CDBG application and instruction forms are available at <a href="http://www.wvcad.org/resources">http://www.wvcad.org/resources</a>. The application and instruction forms provide a comprehensive review of program requirements, application procedures, criteria for eligibility, applicable federal and state regulations, and details regarding the CDBG program design. Recipients may also contact the office for a copy. The WVDO also provides a Policies and Procedures Manual on the (WVDO) website at <a href="http://www.wvcad.org/resources">http://www.wvcad.org/resources</a>. The manual is intended as a guide, not as a substitute for a thorough knowledge of state and Federal laws and regulations. In all cases, the current and applicable federal or state regulation will apply.</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>The CDBG-CV1 application and instruction forms will be available on the WVDO website. The application and instruction forms provide a comprehensive review of program requirements, application procedures, criteria for eligibility, applicable federal and state regulations, and details regarding the CDBG program design. Recipients may also contact the office for a copy. The WVDO also provides a Policies and Procedures Manual, the purpose of which is: assist grant recipients in the administration of CDBG-CV1 projects; To provide practical information concerning legal, financial and program requirements; and to establish a comprehensive approach to grant approval, documentation, implementation, project management, audit and closeout of CDBG projects. The manual is intended as a guide, not as a substitute for a thorough knowledge of state and Federal laws and regulations. Though not all inclusive, the manual covers the major areas of CDBG administration, provides required and suggested forms and instructions, and provides references for applicable laws and regulations. The manual was updated in 2015 and will be used in several different program years. As new federal or state requirements are implemented, the WVDO may issue supplemental policy notifications. In all cases, the current and applicable federal or state regulation will apply for project and activity eligibility and program updates, the CDBG-CV1 Program Description and Application Guidelines should be consulted. Revisions and/or additions to this manual will be updated and made available on the (WVDO) website at <a href="http://www.wvcad.org/">http://www.wvcad.org/</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>Not Applicable.</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>Not Applicable.</p>

**Describe how resources will be allocated among funding categories.**

**Public Facilities**

- Construct or rehabilitate a facility for testing, diagnosis, or treatment due to the COVID-19 outbreak
- Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system
- Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery

**Provision of New or Quantifiably Increased Public Services**

- Service Delivery Costs-General service delivery cost can include salary and benefits, supplies, overhead (utilities), transportation/mileage providing the activities listed as follows:
- Provide testing, diagnosis or other services at a fixed or mobile location.
- Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities
- Support operations of food banks and food pantries including staff costs, supplies, utilities, maintenance, sanitary maintenance, and insurance
- Support feeding programs to vulnerable populations such as seniors, children, and youth affected by the COVID-19 outbreak
- Provide emergency payments (no more than three months) on behalf of individuals and families to prevent homelessness, including utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction

**Planning Grants and Planning Only Grants**

- Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
- Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap

		<p>The following are NON-ELIGIBLE under the CDBG-CV1 funding:</p> <ul style="list-style-type: none"> <li>• Political activities</li> <li>• General government activities</li> <li>• Direct cash payment to clients (beneficiaries)</li> </ul> <p>WVDO reserves the right to adjust the allocations between the categories above based upon the actual number of applications received, amounts requested by applicants, the readiness to proceed of the applications that are submitted and issuance of the final Federal Register.</p>
	<p><b>Describe threshold factors and grant size limits.</b></p>	<ul style="list-style-type: none"> <li>• Public Facilities projects have an award limit of \$1,500,000</li> <li>• Public Service projects have an award limit of \$250,000</li> <li>• Planning grants have no grant size limit</li> <li>• No match required for all programs</li> </ul>
	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>Public Infrastructure (public facilities): 1,000 households served</p> <p>Local Community Development (public services): 4,000 households served</p> <p>Other (planning): 2 plans completed</p>

<b>3</b>	<b>State Program Name:</b>	CDBG-CV2
	<b>Funding Sources:</b>	CDBG-CV2

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>CDBG-CV2 funds will be awarded on a competitive basis through an open application process at least biannually.</p> <p>An activity may be funded in whole or in part with CDBG funds only if all the following criteria are met and is subject to change based on the issuance of the final Federal Register for CDBG-CV2 funds:</p> <ol style="list-style-type: none"> <li>1. All units of local government in the State of may apply for CDBG-CV2 funding.</li> <li>2. Each activity must be eligible under Section 105 of the Act as summarized in 24 CFR 570: Title 24 - Housing and Urban Development, Part 570 Community Development Block Grants.</li> <li>3. Each activity must fulfill one of the three national objectives.</li> <li>4. Documentable connection between the coronavirus impact on client needs as a result of COVID-19 pandemic and the applicant’s service delivery.</li> <li>5. Each activity must meet environmental review and clearance procedures.</li> <li>6. Number of low- and moderate-income persons served. Must serve at least 51% or more low to moderate income persons. This can be Low to moderate income area (LMA), survey must be conducted of the service area to document project service area as 80% or below of area median income, or Low to moderate income clientele (LMC) at least 51% of the beneficiaries of the project must be LMI defined as 80% or below of area median income.</li> <li>7. The relationship to CDBG program design objectives.</li> <li>8. The level of documented need in the project area.</li> <li>9. The readiness of the project to proceed, if funded, and</li> <li>10. Other CDBG considerations, applicant's capacity to administer and operate the project and grant, if approved, fair housing initiatives, impact upon minority areas, and the geographical distribution of funds will be reviewed.</li> <li>11. Duplication of benefits- Applicants will be required to complete DOB documentation at application and will be required to continue to report on DOBs throughout the expenditure period for the CDBG-CV2 funds.</li> </ol> <p>A Duplication of Benefits (DOB) occurs when a program beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total need for a particular funding need. The amount of the duplication is the amount of assistance provided in excess of the need. It is the Department’s responsibility to ensure that each CDBG-CV2 Activity provides assistance only to the extent that the project’s funding needs have not been met by another source. See the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) (42 U.S.C. § 5155; HUD Memorandum dated 9 April 2020, subject: ‘CARES Act Flexibilities for CDBG funds used to support coronavirus response and plan amendment waiver’). Section 312 of the Stafford Act prohibits federal agencies from providing assistance to any “person, business concern, or other entity” for any loss to which the entity has already received financial assistance from another source (42 USC § 5155(a)). The Federal Register Notice, published November 16, 2011 (Docket No. FR-5582-N), requires adequate policies and procedures in place to prevent a DOB and the recapture of funds, if necessary.</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>In addition to the criteria stated in the Method of Distribution, the following criteria will be emphasized during the review process: 1) Tie back to COVID-19 effect and 2). No Duplication of Benefits 3) Readiness of the project to proceed; 4) priority given to projects have greatest benefit to low to moderate income persons.</p> <p>The current CDBG application and instruction forms are available at <a href="http://www.wvcad.org/resources">http://www.wvcad.org/resources</a>. The application and instruction forms provide a comprehensive review of program requirements, application procedures, criteria for eligibility, applicable federal and state regulations, and details regarding the CDBG program design. Recipients may also contact the office for a copy.</p> <p>The WVDO also provides a Policies and Procedures Manual on the (WVDO) website at <a href="http://www.wvcad.org/resources">http://www.wvcad.org/resources</a>. The manual is intended as a guide, not as a substitute for a thorough knowledge of state and Federal laws and regulations. In all cases, the current and applicable federal or state regulation will apply.</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>The CDBG-CV2 application and instruction forms will be available on the WVDO website. The application and instruction forms provide a comprehensive review of program requirements, application procedures, criteria for eligibility, applicable federal and state regulations, and details regarding the CDBG program design. Recipients may also contact the office for a copy. The WVDO also provides a Policies and Procedures Manual, the purpose of which is: To assist grant recipients in the administration of CDBG-CV2 projects; To provide practical information concerning legal, financial and program requirements; and To establish a comprehensive approach to grant approval, documentation, implementation, project management, audit and closeout of CDB-CV2 projects. The manual is intended as a guide, not as a substitute for a thorough knowledge of state and Federal laws and regulations. Though not all inclusive, the manual covers the major areas of CDBG administration, provides required and suggested forms and instructions, and provides references for applicable laws and regulations. The manual was updated in 2015 and will be used in several different program years. As new federal or state requirements are implemented, the WVDO may issue supplemental policy notifications. In all cases, the current and applicable federal or state regulation will apply. For project and activity eligibility and program updates, the CDBG-CV2 Program Description and Application Guidelines should be consulted. Revisions and/or additions to this manual will be updated and made available on the (WVDO) website at <a href="http://www.wvcad.org/">http://www.wvcad.org/</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>Not Applicable.</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>	Not Applicable.
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<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p><b>Public Facilities</b></p> <ul style="list-style-type: none"> <li>• Construct or rehabilitate a facility for testing, diagnosis, or treatment due to the COVID-19 outbreak</li> <li>• Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system</li> <li>• Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery</li> </ul> <p><b>Provision of New or Quantifiably Increased Public Services</b></p> <ul style="list-style-type: none"> <li>• Service Delivery Costs-General service delivery cost can include salary and benefits, supplies, overhead (utilities), transportation/mileage providing the activities listed as follows: <ul style="list-style-type: none"> <li>• Provide testing, diagnosis or other services at a fixed or mobile location.</li> <li>• Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities</li> <li>• Support operations of food banks and food pantries including staff costs, supplies, utilities, maintenance, sanitary maintenance, and insurance</li> <li>• Support feeding programs to vulnerable populations such as seniors, children, and youth affected by the COVID-19 outbreak</li> <li>• Provide emergency payments (no more than three months) on behalf of individuals and families to prevent homelessness, including utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction</li> </ul> </li> </ul> <p><b>Planning Grants and Planning Only Grants</b></p> <ul style="list-style-type: none"> <li>• Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State’s 20 percent administration, planning and technical assistance cap.</li> </ul>
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	<b>Describe threshold factors and grant size limits.</b>	<ul style="list-style-type: none"> <li>• Public Facilities projects have an award limit of \$1,500,000</li> <li>• Public Service projects have an award limit of \$250,000</li> <li>• Planning grants have no grant size limit</li> <li>• No match required for all programs</li> </ul>
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>Public Infrastructure (public facilities): 1,000 households served</p> <p>Local Community Development (public services): 4,000 households served</p> <p>Other (planning): 2 plans completed</p>
<b>4</b>	<b>State Program Name:</b>	ESG
	<b>Funding Sources:</b>	ESG

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The WVDO administers the ESG program in West Virginia as a grantee of HUD, and in compliance with the HEARTH Act and other federal requirements. To facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, the HEARTH Act mandates area-wide systems coordination including: Consultation with Continuums of Care; Coordination with other programs targeted to people experiencing homelessness; Systems and program coordination with mainstream resources (health, employment, education etc.); Centralized or coordinated assessment; Written standards for providing ESG assistance; and Participation in HMIS, or in the case of victim service providers, a comparable system. WVDO allocates ESG funds through a competitive application process.</p> <p>As a threshold consideration, all applicants must demonstrate how their housing or service projects directly serve persons who are homeless as defined by HUD and demonstrate how the housing and services provided will improve housing stability for those persons. Applicants must describe homeless verification methods, and how they will track outputs and outcomes (stable housing) for persons served. Both HUD-funded and State Housing Trust Fund for the Homeless (HTF)-funded ESG funds are available to nonprofit organizations (including community and faith-based organizations) and local government entities. Agencies must demonstrate collaboration with local mainstream service providers and local provider groups that are dedicated to housing and service interventions that serve persons experiencing homelessness. Agencies must also participate in HUD-mandated continuum of care planning appropriate to the jurisdiction where their activities are located.</p> <p>Funding decisions will be based on a number of factors, including but not limited to, population to be served; the eligibility of described activities; minimum criteria for organizational capacity, community or service area need; past or projected project performance; responsiveness to timeliness and information requested; and HMIS performance.</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>All applications must be submitted before the deadline to be considered for review. Any application received after the deadline will not be reviewed. If all applicable sections of the application are not completed, the application will not be scored. All applications that meet the standards outlined in 1 and 2 above will be scored and evaluated by a review team comprised of WVDO staff. Each question in the narrative is worth 10 total points and will be scored by component. Each appendix is worth 5 points. Budget/Outcome forms are worth 50 points each. One point will be given to all applicants from non-entitlement areas in accordance with the WV consolidated plan. Points may be deducted for compliance issues for applicants who have had the grant in the previous years.</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>Not applicable.</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>The WVDO receives the ESG allocation directly through the US Department of Housing and Urban Development from annual awards. HUD will notify each ESG-eligible State, metropolitan city, urban county, and territory of the amount of its allocation.</p> <p>The State prepares a competitive grant application that is distributed to all interested parties, CoCs and currently funded ESG recipients, and posted on the WVDO website. Training and technical assistance calls are held to guide potential applicants through the application process. At the end of the application period, all complete eligible applications are reviewed by a team of WVDO staff and a risk assessment is performed for each applicant. The risk assessment results are taken into consideration when determining funding decisions and applying possible additional conditions on an award.</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>Not applicable.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The State has determined based upon local needs to allocate no more than 40 percent of ESG funds to operations and essential services related to shelter and street outreach. Of the funds that are awarded for rapid rehousing and prevention services, no more than 20% may go toward prevention services and no less than 80% to rapid rehousing services. No more than 30% of a subrecipient's budget may be dedicated to HMIS activities.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The WVDO does not assign threshold factors for ESG. Grants are awarded based upon previous year's spending, a documented need supported by data, and the applicants ability to meet objectives prescribed in federal regulations and funding availability.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The method of distribution ensures that subrecipients possess the financial and organizational capacity to address the needs of those experiencing homelessness and at risk of becoming homeless in their service areas. These needs will be addressed through providing quality emergency shelter, rapid rehousing and prevention services and street outreach to those currently experiences homelessness. The ultimate goal of ESG is to prevent homelessness and assist families and individuals experiencing homelessness to find housing as quickly as possible. ESG will aim to assist approximately 2100 individuals through ESG activities – rapid rehousing, prevention and emergency overnight shelter.</p>
5	<p><b>State Program Name:</b></p>	<p>ESG-CV</p>
	<p><b>Funding Sources:</b></p>	<p>ESG-CV, ESG-CV2</p>

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>ESG-CV funds will be awarded on a competitive basis through an open application process at least biannually.</p> <p>An activity may be funded in whole or in part with ESG-CV funds only if all the following criteria are met and is subject to change based on the issuance of the final Federal Register for ESG-CV funds:</p> <ol style="list-style-type: none"> <li>1. Non-profit 501(c)(3) organizations registered within the State may apply.</li> <li>2. Each activity must be eligible under HUD ESG program regulations.</li> <li>3. Documentable connection between the coronavirus impact on client needs as a result of COVID-19 pandemic and the applicant’s service delivery.</li> <li>4. Number of low- and moderate-income persons served.</li> <li>5. The relationship to ESG program design objectives.</li> <li>6. The level of documented need in the project area.</li> <li>7. The readiness of the project to proceed if funded.</li> <li>8. Other programmatic considerations, applicant's capacity to administer and operate the project and grant, if approved, fair housing initiatives, impact upon minority areas, and the geographical distribution of funds will be reviewed.</li> <li>9. Duplication of benefits- Applicants will be required to complete DOB documentation at application and will be required to continue to report on DOBs throughout the expenditure period for the ESG-CV funds.</li> </ol>
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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>All Application Review: All applications determined to be eligible will be reviewed for funding. To the extent applicable, criteria to be considered during the review will include:</p> <ul style="list-style-type: none"> <li>a) ESG program proposal and estimation of homeless/at-risk of homelessness persons/households served,</li> <li>b) the relationship to ESG program design objectives,</li> <li>c) the Continuum of Care's review and recommendation of the applicant to successfully administer the grant program and how it supports the CoC Strategic Plan,</li> <li>d) the degree to which the project will address homelessness in the service area and how the applicant will use referrals and M.O.U.'s with partner organizations to assist in the accomplishment of applicant program goals,</li> <li>e) the cost effectiveness of each proposed program activity in comparison to the estimated number served,</li> <li>f) the degree to which the project achieves state, regional, and local goals in providing stable and affordable housing and supportive services to homeless/at-risk of homelessness households,</li> <li>g) the readiness of the program to begin with awarded funds and the organizational and programmatic capacity to administer activities,</li> <li>h) the proposed outcomes and accomplishments the project is to achieve</li> <li>i) any open ESG awards, any past grant awards, in regard to monitoring findings, both programmatic and fiscal</li> <li>j) any past instances in which past awarded funding has been revoked or recaptured for reallocation</li> </ul>
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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>Not Applicable.</p>
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<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>All Application Review: All applications determined to be eligible will be reviewed for funding. To the extent applicable, criteria to be considered during the review will include:</p> <ul style="list-style-type: none"> <li>a) ESG program proposal and estimation of homeless/at-risk of homelessness persons/households served,</li> <li>b) the relationship to ESG program design objectives,</li> <li>c) the Continuum of Care's review and recommendation of the applicant to successfully administer the grant program and how it supports the CoC Strategic Plan,</li> <li>d) the degree to which the project will address homelessness in the service area and how the applicant will use referrals and M.O.U.'s with partner organizations to assist in the accomplishment of applicant program goals,</li> <li>e) the cost effectiveness of each proposed program activity in comparison to the estimated number served,</li> <li>f) the degree to which the project achieves state, regional, and local goals in providing stable and affordable housing and supportive services to homeless/at-risk of homelessness households,</li> <li>g) the readiness of the program to begin with awarded funds and the organizational and programmatic capacity to administer activities,</li> <li>h) the proposed outcomes and accomplishments the project is to achieve</li> <li>i) any open ESG awards, any past grant awards, in regard to monitoring findings, both programmatic and fiscal</li> <li>j) any past instances in which past awarded funding has been revoked or recaptured for reallocation</li> </ul>
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<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>Not Applicable.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>In accordance with the Interim Rule of December 5, 2011, emphasis will be placed on the Rapid Re-housing and Homelessness Prevention categories of the program. This will be in place with ESG-CV funds as it has been expressed through consultation that rental assistance within Homelessness Prevention will be a great need in keeping individuals housed who have fallen behind on rent payments due to COVID-19. WV will give greater priority to applicants for Rapid Re-housing/Homelessness Prevention of those who are chronically homeless, homeless veterans, and/or homeless families and children.</p> <p>The WVDO understands that with WV's unique geographical and socioeconomic makeup of the state, it is understood that each agency has diverse and differing needs to serve the homeless population. It is in this regard that the WVDO does not attempt to dictate what eligible activities are to be used but instead let the organizations decide on what is best for their coverage areas.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>WV intends to make initial grant awards of no less than \$10,000 and no more than \$175,000 per applicant for the provision of the following ESG components: 1. Street Outreach 2. Emergency Shelter 3. Homelessness Prevention 4. Rapid Re-housing 5. Homeless Management Information System (HMIS) 6. Administration or any combination of components in response to COVID-19. Applicants must demonstrate that the proposed activities will meet all program requirements and be undertaken in a timely fashion. Requests for additional funds will be considered upon expending initial awards.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>These funds will continue to support our regular ESG goals in assisting project sponsors with the additional costs due to COVID-19 and response to, in preparation of, and to prevent the further spread of COVID-19.</p> <p>The expected outcomes for the ESG-CV program is:</p> <ul style="list-style-type: none"> <li>• Shelter beds provided - 200 persons</li> <li>• Rapid Rehousing - 350 persons</li> <li>• Homelessness Prevention - 1000 persons</li> </ul>
6	<b>State Program Name:</b>	HOME
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The projected use of funds reflects the strategy of the State for the use of HOME funds in order to increase the supply of decent, safe, sanitary, and affordable housing. This strategy is based upon the consolidated plan, the identification of local priorities, and making commitments that are consistent with the objectives of the HOME Program. The method of distribution is designed so that the supply of decent, safe, sanitary, and affordable housing is increased providing funds that will enable families at or below 80% AMI to purchase houses; allow for the acquisition construction and/or rehabilitation of rental units; provide operating expense grants to CHDOs; and allow the State to administer the HOME Program for the entire State.</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>HOME Leverage Loan Program: The criteria to be considered during the review will include, but are not limited to: (1) the total family income; (2) front-end and back-end ratios; (3) mortgage and lending underwriting; and (4) the ability to sustain the home. HOME Rental Programs: The criteria to be considered during the review will include, but is not limited to: Developer capacity, Fiscal soundness of developer(s), Continuous site control in the name of the ownership entity, Identification and commitment of other funding sources, Project feasibility, Examination of market conditions to ensure an adequate need, Number of assisted units, and Subsidy layering of federal funds. The final selection criteria will be detailed in the RFP. CHDO Operating Expense Grant Funds: As a result of HUD's approval, the criteria to be considered during the review will include: Need for Grant Program; Experience and qualifications of paid employees; Timeliness and accuracy of past draw submissions.</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>Not applicable.</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>Not applicable.</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>Not applicable.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>As a result of HUD's approval The \$4,729,494 HOME award will be approximately allocated as: CHDO no less than Set-Aside is 0% of award, CHDO Operating no greater than 10% of award, HOME Rental 62% of award, Leverage 3% of award, and Admin 2510% of award. The estimated \$2,000,000 Program Income will be approximately allocated as HOME Rental 75% of PI and Admin no greater that 25% of PI.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>HOME Leverage Loan Program: funding per award is limited to \$14,999. HOME Rental and CHDO Programs: funding is limited to \$800,000 per project, unless WVDHF underwriting determines otherwise, and the HUD maximum per unit subsidy limit for all HOME-assisted units in the project. As a result of HUD's approval, the CHDO Set-Aside requirement is 0% for FY2019. CHDO Operating Expense Grant As a result of HUD's approval, funding is limited to no greater than 10% of the FY2019 HOME Allocation, which is \$472,949; the requirement that a CHDO not currently receiving CHDO Set-Aside funding for a specific project must expect to receive such funding with 24 months is waived; and the amount may exceed the higher of \$50,000 or 50% of the CHDO's annual operating budget. Administration: As a result of HUD's approval, funding is limited to 25% of the FY2019 allocation, which is \$472,949, and 25% of HOME program income.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>HOME Leverage Loan Program: as a result of the method of distribution, the outcome measure is providing funds to leverage additional funds for the purchase 10 single family houses. HOME Rental Program: as a result of the method of distribution, the outcome measure is 70 rental units. CHDO Program: Following HUD’s approval, the outcome measure is 0 rental units. CHDO Operating Expense Grant Program: Following HUD’s approval, the outcome measure is anticipated to provide operating expense grants to 8 CHDOs. Administration: Following HUD’s approval, the outcome measure is to provide the state with the funds necessary to operating the HOME Program with additional flexibility to better assist low-and very-low income households as they deal with the effect of the COVID-19 pandemic.</p>
7	<p><b>State Program Name:</b></p>	<p>HOPWA</p>
	<p><b>Funding Sources:</b></p>	<p>HOPWA</p>



<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The WVDO manages the HOPWA program for the State of West Virginia. The WVDO ensures project sponsors will provide affordable housing and prevent homelessness among persons living with HIV/AIDS and their families. HOPWA funding provides housing assistance and related supportive services to develop community-wide strategies and form partnerships with non-profit agencies across the state. HOPWA funds can be used for a wide range of housing and essential services costs.</p> <p>As a threshold consideration, all applicants must demonstrate how their housing or service projects directly serve persons who are homeless as defined by HUD and demonstrate how the housing and services provided will improve housing stability for those persons. Applicants must describe homeless verification methods, and how they will track outputs and outcomes (stable housing) for persons served. HUD ESG funds are available to nonprofit organizations (including community and faith-based organizations). Agencies must demonstrate collaboration with local mainstream service providers and local provider groups that are dedicated to housing and service interventions that serve persons experiencing homelessness. Agencies must also participate in HUD-mandated continuum of care planning appropriate to the jurisdiction where their activities are located.</p> <p>Funding decisions will be based on several factors, including but not limited to, population to be served; the eligibility of described activities; minimum criteria for organizational capacity, community or service area need; past or projected project performance; responsiveness to timeliness and information requested; and HMIS performance.</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>	<ol style="list-style-type: none"> <li>1. All applications must be submitted before the deadline to be considered for review. Any application received after the deadline will not be reviewed.</li> <li>2. If all applicable sections of the application are not completed, the application will not be scored.</li> <li>3. All applications that meet the standards outlined above will be scored and evaluated by a review team comprised of WVDO staff.</li> <li>4. Each question in the narrative is worth 10 total points and will be scored by component.</li> <li>5. Each appendix is worth 5 points.</li> <li>6. Budget/Outcome forms are worth 50 points each.</li> <li>7. Points may be deducted for compliance issues for applicants who have had the grant in the previous years.</li> </ol>
<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>Not applicable.</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>Not applicable.</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 WVDO will facilitate a request for proposals (applications) advertised through the CoC network and posted online for HIV/AIDS service providers. The RFP will gather information on the number of persons/households they plan to serve, housing plans, housing services, organizational capacity, performance goals, supportive services, and their proposed budget. At the end of the application period, all complete eligible applications are reviewed by a team of WVDO staff and a risk assessment is performed for each eligible applicant. The risk assessment results are taken into consideration when determining funding decisions and applying possible additional conditions on an award.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>WVDO remains committed to housing concerns for the targeted population of these funds. With this, housing is a critical component and at least 60 percent of all HOPWA funding is dedicated to housing activities.</p>

	<b>Describe threshold factors and grant size limits.</b>	The WVDO does not assign threshold factors for HOPWA. Grants are awarded based upon previous year's spending, a documented need supported by data, and applicants ability to meet objectives prescribed in federal regulations and funding availability.
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	The method of distribution ensures that subrecipients possess the financial and organizational capacity to address the needs of those experiencing homelessness and at risk of becoming homeless in their service areas. These needs will be addressed through providing a suitable living environment for those living with HIV/AIDS. At least 80 percent of households assisted with HOPWA funding are to remain stably housed after a year.
<b>8</b>	<b>State Program Name:</b>	HOPWA - CV
	<b>Funding Sources:</b>	HOPWA-CV

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>HOPWA-CV funds will be awarded to existing PY2019 project sponsors as they have full geographic coverage of the state in providing services.</p> <p>The full range of HOPWA activities will be funded for project sponsors as long as the following criteria are met and is subject to change based on the issuance of the final Federal Register for HOPWA-CV funds:</p> <ol style="list-style-type: none"> <li>1. Each activity must be eligible program activities.</li> <li>2. Each activity must be in response to, in preparation of, or to prevent the spread of COVID-19.</li> <li>3. Documentable connection between the coronavirus impact on client needs as a result of COVID-19 pandemic and the applicant’s service delivery.</li> <li>4. Number of low- and moderate-income persons served living with HIV/AIDS and their families.</li> <li>5. The readiness of the project to proceed, if funded.</li> <li>6. Other HOPWA considerations, applicant's capacity to administer and operate the project and grant, if approved, fair housing initiatives, impact upon minority areas, and the geographical distribution of funds will be reviewed.</li> </ol>
<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Applications will not be available for this funding as the additional award of HOPWA-CV is \$84,023 and enough only to assist our current project sponsors in the additional costs in response to COVID-19.</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>Not applicable.</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>Not applicable.</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 WV Development Office will accept proposals from eligible 501(c)(3) organizations currently serving as project sponsors. In the event an existing project sponsor does not request HOPWA CV funds, applications will be solicited for that coverage area.</p> <p>Applicants should complete the HOPWA proposal and associated forms and attachments by submission to the WV Development Office by mail, or electronically to the current program manager in accordance with instructions outlined in the guidelines as posted at <a href="http://www.wvcad.org/housing-opportunities-for-persons-with-aids">http://www.wvcad.org/housing-opportunities-for-persons-with-aids</a>.</p> <p>All applications are reviewed for completeness and eligible activities. Then the applications will be evaluated based on a 205 point scale. Part of the evaluation is based on the participants' involvement in the CoC and knowledge of the programs or activities of the applicant and/or its vendors. No application will be funded with less than 75% of available points.</p> <p>Grantees will disperse the funds based on the need for the full range of eligible activities: short term rent, mortgage, and utility payments; tenant based rental assistance; resource identification; permanent housing placement and supportive services.</p>
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<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Each applicant provides a detailed response to the six areas delineated in the HOPWA program announcement listed below along with their Outcome measures.</p> <ol style="list-style-type: none"> <li>1. Estimate the number and characteristics of eligible persons who will be served by the proposed activities. Provide a description of how their eligibility for participation in the program will be determined.</li> <li>2. List the general locations and costs of the proposed activities.</li> <li>3. Describe how the proposed activities will address urgent and supportive service needs (not currently addressed by available public and private resources) of eligible persons. Include a description of the public and private resources that are to be made available in connection with the proposed HOPWA-supported activities.</li> <li>4. Describe the method used (outreach, referrals, existing shelter network) to inform eligible persons of housing assistance/services availability. Describe the process for selecting program participants.</li> <li>5. Describe procedures that have been, or will be, implemented to ensure coordination of HOPWA assistance with state and local government agencies responsible for providing services to persons with AIDS or related diseases. Include, where applicable, a description of coordination efforts with Ryan White funded agencies. Describe how community-based, non-profit HIV/AIDS services organizations have been consulted and involved in the application planning process.</li> </ol>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Usage of HOPWA funding for grantees will be in proportion to the number of live HIV/AIDS cases in each respective region. Additionally, service utilization patterns have been factored into this distribution.</p>



	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Outcome measures are the number of persons/households that will receive housing assistance based on established goals and objectives. The HOPWA program will provide decent affordable housing to benefit low income persons living with HIV/AIDS by providing services to 644 households through tenant based rental assistance, short term rent, mortgage and utility assistance, supportive services, permanent housing placement, and resource identification. This will enable clients to establish and/or maintain a stable living environment in housing that is decent, affordable, safe and sanitary. Thus, through better access to care and support, there is an improved quality of life and increased housing stability for HIV/AIDS clients and their families. HOPWA-CV funds will be used to further support these outcomes in response to COVID-19.
9	<b>State Program Name:</b>	Housing Trust Fund
	<b>Funding Sources:</b>	HTF Housing Trust Fund
	<b>Describe the state program addressed by the Method of Distribution.</b>	The projected use of funds reflects the strategy of the State for the use of HTF funds in order to increase the supply of decent, safe, sanitary, and affordable housing for extremely low income and very low income populations. This strategy is based upon the consolidated plan, the identification of local priorities, and making commitments that are consistent with the objectives of the HTF Program. The method of distribution is designed so that the supply of decent, safe, sanitary, and affordable housing is increased by providing funds that will allow for the construction, acquisition, and rehabilitation of rental units for extremely low income and very low income populations in the State.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p><u>HTF Program</u>: The criteria to be considered during the review will include, but is not limited to: Developer capacity; Fiscal soundness of developer(s); The extent to which to project has Federal, State or local project-based rental assistance so rents are affordable to extremely low income and very low income populations in the State; Continuous site control in the name of the ownership entity; Identification and commitment of other funding sources; Project feasibility; Examination of market conditions to ensure an adequate need; Number of assisted units; and Subsidy layering of federal funds. The final selection criteria will be detailed in the RFP.</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>Not applicable.</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>Not applicable.</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>Not applicable.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p><u>HTF Rental Program</u>: will provide funds for nonprofit and for profit developers for the development (new construction, acquisition, and/or rehabilitation) of rental housing opportunities for extremely low income and very low income populations in the State. Up to 90% of the grant award (up to \$2,700,000) and program income will be allocated to this funding category.</p> <p><u>Administration</u>: will be used by the West Virginia Housing Development Fund in the administration of the HTF Program for the State. 10% of the grant award (\$300,000) and program income will be allocated to this funding category.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p><u>HTF Rental Program</u>: funding per award is limited to \$1,300,000, unless WVHDF underwriting determines otherwise, and must comply with the HUD maximum per unit subsidy limit.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	<u>HTF Rental Program</u> : as a result of the method of distribution, the outcome measure is 50 rental units.
10	<b>State Program Name:</b>	Housing Trust Fund
	<b>Funding Sources:</b>	HTF Housing Trust Fund
	<b>Describe the state program addressed by the Method of Distribution.</b>	The projected use of funds reflects the strategy of the State for the use of HTF funds in order to increase the supply of decent, safe, sanitary, and affordable housing for extremely low income and very low income populations. This strategy is based upon the consolidated plan, the identification of local priorities, and making commitments that are consistent with the objectives of the HTF Program. The method of distribution is designed so that the supply of decent, safe, sanitary, and affordable housing is increased by providing funds that will allow for the construction, acquisition, and rehabilitation of rental units for extremely low income and very low income populations in the State.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p><u>HTF Program</u>: The criteria to be considered during the review will include, but is not limited to: Developer capacity; Fiscal soundness of developer(s); The extent to which to project has Federal, State or local project-based rental assistance so rents are affordable to extremely low income and very low income populations in the State; Continuous site control in the name of the ownership entity; Identification and commitment of other funding sources; Project feasibility; Examination of market conditions to ensure an adequate need; Number of assisted units; and Subsidy layering of federal funds. The final selection criteria will be detailed in the RFP.</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>Not applicable.</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>Not applicable.</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>Not applicable.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p><u>HTF Rental Program</u>: will provide funds for nonprofit and for profit developers for the development (new construction, acquisition, and/or rehabilitation) of rental housing opportunities for extremely low income and very low income populations in the State. Up to 90% of the grant award (up to \$2,700,000) and program income will be allocated to this funding category.</p> <p><u>Administration</u>: will be used by the West Virginia Housing Development Fund in the administration of the HTF Program for the State. 10% of the grant award (\$300,000) and program income will be allocated to this funding category.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p><u>HTF Rental Program</u>: funding per award is limited to \$1,300,000, unless WVHDF underwriting determines otherwise, and must comply with the HUD maximum per unit subsidy limit.</p>

<b>What are the outcome measures expected as a result of the method of distribution?</b>	<u>HTF Rental Program</u> : as a result of the method of distribution, the outcome measure is 50 rental units.
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**Discussion:**

Additional administrative requirements for CDBG program are described below:

**Cost Overruns:**

Requests for cost overruns may be submitted at any time during the year and considered without competition. Cost overruns cannot include an increase in the scope of the approved project unless it is clearly demonstrated that the new scope is required by regulatory agencies. In addition, cost overruns cannot bring a project's total above the funding ceiling established for the project type. The Director of the Community Development Division has the authority to approve cost overruns less than \$100,000. All others must obtain IJDC approval (for water and sewer projects only) and must be approved by the Governor's Office.

**Cost Underruns:**

The WVDO reserves the right to recapture all unexpended funds remaining upon project completion. If the total amount of the awarded project contract (or contracts) is less than the approved budget cost for construction, excess CDBG funds cannot be used to add items or activities or change the scope of the project unless additives were used in the bid document. All requests must have prior approval from the WVDO. Grant funds that remain available following a cost underrun or bid underrun is subject to recapture and may be prorated with other funding agencies.

**Grant Anticipation Notes (GANS):**

Due to the WVDO's efforts to improve its expenditure rate, a new program is being initiated to allow grantees that have a full split year commitment to borrow funds in anticipation of a future CDBG allocation. This will allow projects to move forward in a timely manner and not wait for the formal commitment of CDBG funds. The application forms have been altered to include a line item for all costs associated with the GANS. If project has potential to be considered for a GANS, a \$50,000-line item is recommended to ensure that all soft costs associated with this interim financing program are covered.

**Minimize Displacement:**

Section 104(d) of Title I of the Housing and Community Development Act of 1974 contains requirements for a residential anti-displacement and relocation assistance plan. Each State recipient must adopt, make public, and certify to the State that it is following a "residential anti-displacement and relocation assistance plan." The Federal Register at 24 CFR, Part 570.488, sets forth relocation, displacement, replacement housing, and real property acquisition policies and requirements applicable to the State CDBG program.

**Land Acquisition Requirements Prior to Bidding**

The Grantee must obtain all land, rights-of-ways and easements necessary for carrying out the project prior to bidding the project. The provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 are applicable to the purchase of real property and all permanent easements. Please see HUD Handbook 1378: Tenant Assistance Relocation and Real Property Acquisition for additional information. See Chapter 10: Property Acquisition for additional details.

## AP-35 Projects – (Optional)

### Introduction:

CDBG: The State has no planned projects for 2019 that will carry over from 2018. All 2019 CDBG funded projects will be selected through a competitive review process.

HOME: The HOME Program does not identify specific projects requiring HOME funds. However, the WVHDF issues RFPs for developers to request HOME funds to develop a project.

HTF: The HTF Program does not identify specific projects requiring HTF funds. However, the WVHDF issues RFPs for developers to request HTF to develop a project.

The ESG and HOPWA programs do not identify specific projects to be funded. Funding for ESG and HOPWA projects will not be determined until program-specific applications are received and evaluated, and the grant agreement has been executed. The WVDO uses an application process for nonprofit agencies for both ESG and HOPWA and funds those projects that best meet the needs of their CoC and communities.

#	Project Name
1	CDBG Administration
2	State Technical Assistance

**Table 9 – Project Information**

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

Funding priorities and categories are slightly modified within the CDBG program, with the addition of broadband planning and infrastructure last program year. However, the development of water and sewer infrastructure remains a high priority. While federal funding exists to address critical needs, West Virginia communities will continue to struggle with inadequate water systems, creating more need than available funding. Each investment of CDBG funding will improve these circumstances; however, many residents will continue to struggle with inadequate and/or unsafe water and wastewater systems.

Realizing that infrastructure development forms the basic foundation for other opportunities, the WVDO will continue to invest in viable projects to develop suitable living conditions and create an environment conducive to community and economic development in low- to moderate-income areas. Similarly, broadband development projects will be reviewed to ensure consistency with the State's Consolidated Plan.

In addition to the challenges associated with infrastructure development, as described above, specific obstacles to meeting underserved housing needs include:

- West Virginia housing costs exceed household income
- Significant quantity of substandard housing
- Absence of state resources for affordable housing
- Increased federal priority on community integration for disabled persons has highlighted a severe shortage in subsidized, affordable, and accessible housing
- Serious market decrease in the demand for tax exempt bonds has limited leveraging opportunities
- Rural challenges to providing homeless services

## AP-38 Project Summary

### Project Summary Information

<b>1</b>	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	Development of Public Infrastructure Job creation and retention Increase the supply of affordable housing
	<b>Needs Addressed</b>	CDBG Priority 1 (Infrastructure Development) CDBG Priority 2 (Facilities and Services) CDBG Priority 3 (Job Creation)
	<b>Funding</b>	CDBG: \$373,455
	<b>Description</b>	State Administration
	<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>	State Administration Allocation to assist in the completion of all funded projects and to administer the State CDBG Program.  State Administration allocation \$373,455.00 -- Projected  State Administration Allocation to assist in the completion of all funded projects and to administer the State CDBG Program.

<b>2</b>	<b>Project Name</b>	State Technical Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Development of Public Infrastructure Job creation and retention Increase the supply of affordable housing
	<b>Needs Addressed</b>	CDBG Priority 1 (Infrastructure Development) CDBG Priority 2 (Facilities and Services) CDBG Priority 3 (Job Creation)
	<b>Funding</b>	CDBG: \$136,727
	<b>Description</b>	State allocation for Technical 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>	State Allocation to assist with Technical Assistance required to assist communities with community and economic development activities.

## **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?**

Yes

### **Available Grant Amounts**

No commitment to guarantee shall be made if the total outstanding notes or obligations guaranteed under the Section 108 program exceed \$7,000,000. The amount any one project may receive shall be limited to not more than \$3,000,000 or less than \$100,000. It should be noted that Section 108 funds may not be used for administrative costs. Additionally, only Section 108 projects that create new jobs will be considered for funding.

### **Acceptance process of applications**

Project application documentation shall be evaluated for meeting basic HUD eligibility requirements. Projects must attract private investment and be financially feasible. No funds may be used for the refinancing of existing debt. The quality of the jobs to be created; the relationship of the project to State economic development initiatives or plans; and standard credit considerations that include the assessment of risk, the terms of the loan, and the availability of accepted collateral will be considered.

#### Review analysis will include, but will not be limited to:

1. Types of jobs to be created or retained, benefits provided, opportunity for longevity.
2. Historical and projected financial statements prepared in accordance with generally accepted accounting principles.
3. Personal financial statements of stockholders in the "for-profit" business being assisted.
4. Appraisals, environmental assessments, historical reviews, surveys, and feasibility studies.
5. Resumes of the management team of the "for-profit" being assisted.
6. Product description and analysis.
7. Market analysis of the project or service.
8. Loan commitments, option agreements, leases, and/or borrowing agreements, as appropriate.

Complete Section 108 applications will be accepted on a continuing basis. Applications determined to be eligible and fulfilling all HUD requirements will be reviewed. The State reserves the right to request and require any additional information or impose additional requirements it determines necessary to make a responsible decision regarding the loan. After having evaluated the proposed application, the final decision as to whether to forward the application to HUD will be at the sole discretion of the West Virginia Economic Development Authority.



## **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?**

Yes

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

Community Advancement and Development Program Priority: The State will not refuse to award funds based on the activity selected by a local unit of government. However, grant awards will emphasize the State’s commitment toward the objectives stated within this plan.

The Community Advancement and Development Division Director reserves the right to work with any eligible unit of local government on a new type of application based on community needs. This may be a pilot project to establish guidelines for a future type of application to be included in the program design. These projects must have a documented inability to compete under the categories listed below and assist the State's commitment toward objectives stated within this plan. The application ceiling will be \$500,000. The funds will be allocated based upon availability of funds at the time of application.

Self-Help Water: The applications meet the above criteria. Applications will be solicited through the Regional Planning and Development Councils. Self-Help Water applications will be accepted year-round, based upon the availability of funds. The Director reserves the right to establish the application deadline based on the specific needs of the project.

Local financial participation will lend value to the consideration of any proposal. A project may address a single need or address a substantial portion of the identified community development and housing needs. Activities serving different geographic areas must be qualified separately.

## **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**

Funds for the programs described within this plan are not distributed based upon geographic factors. The competitive application process allows for the justification of needs to locally-driven projects that address priority needs. Therefore, the 2019 Action Plan aims to serve any geographic area of the State of West Virginia that expresses need.

Investing across a large and diverse area is challenging; however, WVDO and WVHDF continue to evaluate its methods of distribution to assure that funds for these critical programs (CDBG, ESG, HOME, HTF, HOPWA) meet the priority needs within West Virginia. Each program varies in its methods for fund distribution, but as a rule WVDO gives priority to non-entitlement areas within the state. Each specific program is tailored to meet federal and program specific regulations and to best meet the needs specific to each target population.

As per AP-65, for the ESG Program, WVDO requires each subrecipient to prioritize funds based on those individuals with the greatest need and highest barriers to housing. The subrecipients must identify a process determining what qualifies as the highest need which many times involves the utilization of the scores derived from the coordinated assessment.

For CDBG funding, the WVDO works with the State Data Center to complete two assessments of data, in addition to the HUD Low- and Moderate-Income Statistical Data (LMISD). The State's Distressed Index Analysis and a Per Capita Investment Analysis are also considered during the funding application process. The Distressed Index provides a variety of population data with corresponding scores and rankings.

The Distressed Index Analysis includes, but is not limited to: income, employment, poverty and housing data. Higher distressed rate equals higher rank and score. The Per Capita Investment Analysis provides a historical list of all CDBG investment by county including per capita investment with a corresponding rank. A lower per capita investment equals higher rank.

During the CDBG application review and scoring process, up to an additional 5 points may be awarded to each application based on the project's Per Capita Investment by County ranking and up to another 5 points based on the Distressed County Index ranking. Applications with a higher Per Capita Investment by County rank and with a higher Distressed County rank are awarded more points in these areas. It should be noted that the two R/ECAP communities in the state of West Virginia, McDowell and Cabell Counties, are areas with higher Per Capita Investment ranks and higher Distressed County Index ranks. Applications benefiting R/ECAP communities are likely to receive full points in both to these areas.

HOME and HTF: The geographic areas in which an affordable housing project may receive direct HOME

and/or HTF assistance includes all fifty-five counties in the State. The WVHDF conducts a Site & Neighborhood Standards Review for each proposed HOME or HTF project to confirm compliance with 24 CFR 92.202 and 24 CFR 93.150, respectively, in order to provide housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provision of title VI of the Civil Rights Act of 1964, the Fair Housing Act, and promotes greater choice of housing opportunities. This review ensures compliance with 24 CFR 983.57(e) and notates the (i) adequacy of site; (ii) site conditions; and (iii) site standards.

### **Geographic Distribution**

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

**Table 10 - Geographic Distribution**

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

CDBG: Funding supports projects and activities in non-CDBG entitlement areas.

HOME: The rationale for the entire State as the entire geographic priority area results from: The need for affordable housing, whether new construction or rehabilitation, exists for the State's fifty-five counties. Consequently, there are no Target Areas within the State receiving a percentage of HOME and/or HTF funds.

HTF: The rationale for the entire State as the entire geographic priority area results from: The need for affordable housing, whether new construction or rehabilitation, exists for the State's fifty-five counties. Consequently, there are no Target Areas within the State receiving a percentage of HOME and/or HTF funds.

ESG: Funding is not allocated based on a geographic distribution method. Allocation is determined based on data supported identification of need. An extra point is given during the application process to all applicants that are proposing to serve non-entitlement areas.

HOPWA: Funding is not allocated based on a geographic distribution method. Allocation is determined based on data supported identification of need. An extra point is given during the application process to all applicants that are proposing to serve non-entitlement areas.

### **CARES ACT Amendment**

CDBG-CV1-Non-Entitlement local units of government as allowed by funding award by HUD.

CDBG-CV-2-Statewide as allowed by funding guidance by HUD per Methodology for Round 2 CDBG-CV CARES ACT Funding.

ESG-CV1 and CV 2: Statewide geographic distribution to non-profit organizations serving the homeless or at-risk of homelessness.

HOPWA-CV: Statewide geographic distribution to non-profit organizations serving persons living with HIV/AIDS and their families.

### **Discussion**

As stated above, the entire State is the geographic area for which a proposed affordable housing project may receive HOME and/or HTF assistance. Resulting from the limited amounts of HOME and HTF funding, the WVHDF relies on a proposed project's market study and the Statewide Housing Needs Assessment to confirm an adequate market exists for the project.

Because the State's significant affordable housing needs exceed the limited amount of HOME and HTF funding, the WVHDF equitably ranks proposed projects so that HOME and HTF funds are judiciously awarded. Moreover, the WVHDF provides technical assistance and offers a reasonable, competitive developer fee to encourage developers to submit proposals that respond to the affordable housing needs throughout the State. All these features are used to encourage the submission of project applications so that HOME and HTF funds may be used to address communities needing affordable housing. Furthermore, for LIHTC projects requesting HOME and/or HTF, application scoring includes points awarded for Property Location and Housing Needs Characteristics, which give additional weight to distressed locations.

## Affordable Housing

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

#### Introduction:

The State will focus its HOME Program resources on three areas:

1. HOMEownership Opportunities (HO) with the HOME Leverage Loan Program (HLLP).

The State's HOME Program (Program) is operated as a direct program. The WVHDF, the State-designated HOME Program administrator, issues a permanent financing commitment for a project when all Program conditions are met, and the State retains full control of the quality of the loans. In most instances, HLLP loans are closed in the name of the WVHDF as an instrumentality of the State. Nonprofit Housing Providers, approved lenders, or government entities will be responsible for the submission of compliance documents before closing. Closing agents will be responsible for any compliance documents to be prepared or delivered at, or immediately following, the loan closing.

The Fund may offer leveraging opportunities during FY 2019. Leveraging will be offered to families with incomes at or below 80 percent area median income. The adoption of the leveraging plan will simultaneously include the implementation of procedures sufficient to ensure full compliance with all necessary regulations.

2. Community Housing Development Organizations (CHDOs) - At least fifteen percent (15 percent) of the State's allocation will be set aside for CHDO.
3. HOME Rental with loans to promote the improvement and creation of rental housing opportunities for low- and very low-income families.

The HOME Program offers loans to CHDO, nonprofit, and for-profit developers for the acquisition, new construction, and/or rehabilitation of affordable projects. Specific application information is available in the annual RFP and RFP Guidelines on the WVHDF website.

The State will focus its HTF Program resources on: HTF Program with loans to promote the new construction, acquisition, and/or rehabilitation of rental housing units for extremely low- and very low-income populations. The State's HTF Program is operated as a direct program.

The WVHDF, the State-designated HTF Program administrator, issues a permanent financing commitment for a project when all Program conditions are met, and the State retains full control of the quality of the loans.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	134
Special-Needs	0
Total	134

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	59
Rehab of Existing Units	65
Acquisition of Existing Units	10
Total	134

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

**Discussion:**

With the limited HOME and HTF resources awarded by HUD to the State of West Virginia, on its own, is not enough to significantly address the affordable housing needs in the State. The number of affordable housing units is dependent on the collaborative partnerships with other groups (nonprofits, community action agencies, continuum of cares, housing authorities, community development agencies, for profit developers) and investments to expand the supply of affordable housing in the State.

In addition, them WVDO and WVHDF have participated in the Housing Policy Group to forward goals and efforts to facilitate affordable housing the State of West Virginia. This group included representatives of major housing advocates and stakeholders in the development, administration and management of affordable housing resources. The collaboration was designed to develop a comprehensive plan for affordable housing and responds to specific initiatives outlined therein. The WVDO and WVHDF will continue to accomplish goals consistent with the 2015-2019 Consolidated Plan and the housing framework created to achieve the same result.

The WVHDF maintains email list serves to communicate with housing partners. In addition the WVHDF conducted conference calls to discuss and explain the RFP application with prospective developers.

The State will use CDBG-DR funds to create several affordable housing units through the 2019-2020

program year. One-year goals include, but are not limited to, serving the following households:

Homeless population: 2

Non-homeless population: 409

Special needs population: 0

The State of West Virginia is allocating \$71,899,250 to provide replacement single-family housing. All applicants in the CDBG-DR Housing Program are from Low- and Moderate-Income households. The State is also allocating \$16,000,000 for a Rental Housing Repair Program with a focus on prioritizing those properties that are occupied by low-to-moderate income tenants and received a high amount of flood damage.



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

### **Introduction:**

Public housing authorities (PHAs) are an important component of the state affordable rental housing delivery system. The public housing authorities provide subsidized rental housing units and tenant based rental assistance (certificates/vouchers) for low and moderate income households throughout the state. However, since local housing authorities are established by units of local government subject to state enabling legislation, neither the State nor the WVHDF have direct oversight of the operations of local public housing authorities.

The WVHDF frequently communicates with the public housing authorities located in the State regarding HLLP, HOME Rental and HTF.

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

While the WVDO does not have jurisdiction over public housing agencies, several public housing authorities and other housing and community development agencies that use federal funds are required to obtain a certification that their program plans are consistent with the Consolidated Plan for their jurisdiction. The State Consolidated Plan serves the majority of the state since only a few local jurisdictions develop Consolidated Plan documents.

#### Planned Actions:

- Serve as the lead agency for reviewing housing plans for consistency with the housing component of the State Consolidated Plan. Applicants for federal funds must submit their requests for a Certification of Consistency with the Consolidated Plan to the WVDO prior to submitting their applications to the appropriate federal agency.

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

Most often, lack of understanding about the home buying process poses a barrier to affordable housing. A lack of knowledge regarding the options, requirements, and variables inherent in the home buying process can place a potential home buyer at risk for entering into a purchase that does not truly fit their individual budget or circumstances. Positive educational efforts can provide potential home buyers with the base of knowledge they need to make informed decisions and place them in a home that they can afford.

As the largest public housing authority in the State, the Charleston-Kanawha Housing Authority (CKHA) models programs that support residential involvement and leadership. Of CKHA's 12 sites, approximately six maintain strong, active councils. CKHA management meets with these councils on a quarterly basis to discuss management practices and policies, resident concerns, complaints, and activities. These resident councils act as the overall Resident Advisory Board (RAB) for CKHA. The CKHA is governed by a five-member board appointed by the Mayor of the City of Charleston, with two of those members recommended by the Kanawha County Commission. One of the five board members *must* be a resident of CKHA. This needs to be updated.

The CKHA offers a Family Self-Sufficiency (FSS) Program for residents of both public housing and Section 8. The objective of the FSS program is to help motivated families move toward self-sufficiency. In a similar initiative, CKHA's Housing Choice Voucher Homeownership Program is designed to promote and support homeownership by first time buyers through the use of HUD's Housing Choice Voucher program. Instead of using their voucher assistance to support a monthly rental payment, the homeownership program will permit qualified families to achieve the dream of homeownership and still only have to pay thirty percent (30%) of their monthly-adjusted income toward their mortgage, escrow, and utilities.

The Homeownership program is made possible through various partnerships. Under the Housing Counseling and Homeownership Religious Coalition for Community Renewal (RCCR), 268 families received counseling, 24 families attended the Homebuyer Education class and 31 families became first time home owners during the period 7-1-17 and 6-30-18. This needs to be updated.

The CKHA has had 22 successful Section 8 Homeownership purchases and the program is a great testimony to the collaborative efforts of Federal, State, and local agencies as well as private and non-profit groups.

#### Planned Actions:

- Support the homebuyer education program by providing information about HLLP. In the homeownership education class, instructors take participants through each step of the home buying process, from budgeting to loan closing
- PHAs also assist residents with a number of programs designed to help motivated families work toward personal, financial and residential goals
- The partner agencies will continue to increase collaboration with the PHAs and plan to conduct public hearings at PHA sites
- The WVHDF is willing to partner with PHAs to finance opportunities for participating families

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

Local housing authorities are established by units of local government subject to state enabling legislation, neither the State nor the WVHDF have direct oversight of the operations of local public housing authorities.

Overall, housing authorities in West Virginia continue to serve the public in a satisfactory manner, according to HUD measurement standards. Currently, there is one “troubled” PHA in the State of West Virginia – Weirton PHA. The WVDO will continue to share information that may be of benefit to Weirton PHA or any public housing authorities, for the continuous improvement of performance.

**Discussion:**

The WVDO will work closely with the Charleston HUD office Public Housing staff to keep track of the status of PHAs. WVDO will work with the Charleston HUD office to identify opportunities to engage any PHAs that are identified as “troubled,” and develop information and support to assist in areas of deficiency. With this partnership with Charleston HUD, there will be regular communication developed with “troubled” PHAs to assist in the identification of corrective action steps to address deficiencies. WVDO will also look for opportunities for face-to-face engagement such as attending PHA meetings to share information and problem solve. The WVDO will encourage PHA attendance of training events held by the WVDO and will work to participate in training events held by PHAs. This collaborative effort will assist in developing and maintaining positive working relationships with PHAs to increase the effectiveness of housing and homelessness initiatives. Although the State does not have direct oversight or jurisdiction of PHAs, the WVDO can seek to work with any other State agency who may provide funding to PHAs, in order to facilitate corrective actions for those with a “troubled” status. Creating such a relationship with other state agencies, if applicable, as well as a strong partnership with Charleston HUD will allow for greater overall oversight of PHAs within West Virginia.

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

### **Introduction**

The State will continue working to reduce and end homelessness with all four continuums of care. The WVDO will continue to award funds to subrecipients at the local level to deliver housing and non-housing homeless services to persons in need.

The Consolidated Planning process identified existing programs and services that assist the State of West Virginia's homeless and other special needs populations as well as gaps in the delivery system. The State has a network of homeless assistance providers including emergency and domestic violence shelters, street outreach workers and community advocates that work together to refer those experiencing homelessness to services that assist them to regain stable housing. The State works diligently to increase the number of providers offering Rapid Rehousing so as to allow shelter beds to be available on an emergency basis.

One Year Action: Encourage through the application process the emphasis of increasing affordable housing for special needs populations given these vulnerable populations can be difficult to reach. The WVDO will aim to provide funding to a network of providers the incorporate rapid rehousing and outreach as a primary function of the homeless programs, with a goal of more than half of the entities funded providing such services.

ESG-CV and HOPWA-CV will be utilized the same as ESG and HOPWA with all program activities being funded. CV funds will be used in relation to COVID-19 in response to, in preparation of, and prevention of further spread.

### **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**

The WVDO, through the administration of the ESG grant, requires all subrecipients to participate in the point-in-time count and actively participate in their CoC and coordinated assessment process. Through coordination with CoCs, subrecipients are in contact with Projects for Assistance in Transition from Homelessness (PATH) workers who primarily work to locate and engage unsheltered persons and families. As a result of these efforts, subrecipients regularly reach out to and assess the needs of those experiencing and at risk of homelessness. Funds are available each year for subrecipients to provide street outreach as a way to reach out to individuals and connect them to resources. However, it is expected that there will be less street outreach activities funded in the 2019 program year than previous

years due to the number of applications received.

One Year Action: The WVDO recognizes that street outreach is a valuable tool to engage individuals experiencing homelessness into the continuum of services that can begin to assess their individual needs. The ESG Program plans to reach the 2100 individuals served goal by utilizing the activities described above by actively pursuing eligible participants through all allowable avenues and utilizing partners and a strong referral system internally within organizations, as well as externally, to supplement outreach efforts.

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

Through the State of West Virginia's ESG Program, the State leverages multiple funding sources to meet the needs of individuals and families experiencing homelessness. The WVDO encourages the use of emergency shelters throughout the state as a critical piece of the crisis intervention. In 2018, WVDO awarded ESG funding to 18 subrecipients to meet the emergency shelter needs of residents. The WVDO encourages subrecipients to connect those experiencing homelessness with emergency shelter where they can be linked with mainstream and supportive services. These shelters should strive for a length of stay of 30 days or less.

One Year Action: The WVDO will continue to fund shelter operations next year and will make final determinations once applications are received. The State of West Virginia no longer funds transitional housing. While transitional housing programs still exist and serve a critical access point for those not able to be placed in permanent housing. The State has seen a significant number of transitional housing programs convert to permanent supportive housing and will continue to explore and encourage these changes as appropriate when needs are assessed through the annual Housing Inventory Count (HIC).

### **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 State places an emphasis on rapid rehousing as an important tool to transition and/or quickly house individuals and families in need. The State's ESG program also encourages shelters to meet the goal so that no one is in shelter for more than 30 days. During the 2018 ESG competitive application round, the State required shelter applicants to either create a rapid rehousing component or to prove community partnership with an existing rapid rehousing program that would provide such services to those in the shelter.

The WVDO requires each subrecipient to prioritize funds based on those individuals with the greatest

need and highest barriers to housing. The subrecipients must identify a process of determining what qualifies as the highest need. Many subrecipients utilize the scores derived from the coordinated assessment to determine the highest need.

One Year Action: The WVDO will continue to emphasize the importance of rapid rehousing through the application process so that more sites will provide rapid rehousing services.

**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**

In lieu of a state plan for clients afflicted with a mental illness, the four Continuums of Care within the state independently address discharge planning procedures on a local level through member coordination with comprehensive behavioral health centers in their respective region when these clients are engaged in the coordinated entry process. While a number of mental health patients return to the care of family and friends upon discharge, some clients of state hospitals or diversion facilities lack a support system capable or willing to provide even short-term shelter. When no discharge plan is in place, or clients are unable to care for themselves, CoC and centralized intake staff provide referrals to resources such as personal care homes and assisted living facilities, in addition to direct support, including assistance with an application for public housing, searches for private market housing, and referral to local social service and mainstream benefit providers. If eligible for Emergency Solutions Grant funding, case managers will assess the client needs and assist them in completing requirements to receive those benefits. WV is a recipient of the Emergency Solutions Grant in which agencies and shelters from across the state are funded to provide rapid re-housing and other support services to those individuals at or below 30% AMI.

Members of the Northern Panhandle Continuum of Care (NPCoC) regularly review all discharge planning protocols and work with specific stakeholders, including two local hospitals, to ensure there are adequate procedures for ensuring people who are institutionalized are not discharged and become homeless. Within the NPCoC, the development and implementation of innovative service models, such as Community Engagement Specialists, allow Greater Wheeling Coalition to End Homelessness (GWCFH) staff to take an active role in discharge planning, the scheduling of medical appointments, assistance with housing placement, and on-going monitoring and maintenance care. When necessary, GWCFH staff contact a mental health liaison, as well as family or friends to make shelter arrangements. Specific

destinations when discharged from mental health facilities include private market rate apartments, family/friends' homes, or state/local-funded housing options such as Northwood Health Systems. Most recently, GWCFH began attending local Northern Panhandle Reentry Council meetings in an effort to develop new partnerships and bring awareness to proper discharge planning standards as it relates to homelessness.

The Cabell-Huntington-Wayne Continuum of Care (CHWCoC) Coordinated Entry Team has worked to develop partnerships with publicly funded institutions, systems of care, and public/private service agencies. Representatives from those organizations/systems participate in the CoC Coordinated Entry Subcommittee, which works to ensure persons at-risk of homelessness are connected to resources at intake that will help to prevent homelessness at discharge. The CE team includes a homelessness prevention and diversion component, which includes intensive supportive services for categories 2-4 to ensure they do not become category 1 homeless. CHWCoC also has a prevention/diversion team that is privately funded and operated by Information & Referral services. This team provides supportive services and financial assistance to prevent homelessness, taking referrals from the above-mentioned systems of care.

In the Kanawha Valley Collective Continuum of Care (KVCCoC) the hospital care system is quite extensive with several major hospitals within the coverage area. Through the CE process, potential clients are assessed and connected to whatever CoC or ESG funding and resources that are available.

**Please continue to the Discussion section of AP-65 below to read the remainign portion of this narrative. Thank you.**

## **Discussion**

The WVDO and the four CoCs continue to work to address key issues for those experiencing homelessness in our State.

In addition, the WVHDF has participated in Housing Policy Group to forward goals and efforts to facilitate affordable housing the State of West Virginia. This group included representatives of major housing advocates and stakeholders in the development, administration and management of affordable housing resources. The WVHDF will continue to accomplish goals consistent with the 2015-2019 Consolidated Plan and the housing framework created to achieve the same result.

The WVHDF interacts with several active, vibrant CHDOs that openly discuss methods to effectively address and meet the needs of affordable housing for low-income families in various regions within the State.

**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 continued:**

The largest challenge lies within the more rural counties within the state. The majority of area within the state is covered by the Balance of State CoC (BoS CoC), or WV Coalition to End Homelessness (WVCEH) which serves 44 counties. There is a far greater need for case management and support services upon exit from publicly funded institutions and systems of care. It is a large challenge for these rural areas as there typically lacks any major health systems or local hospitals that may provide any sort of adequate protocols for connecting these individuals to services upon exit. Many of these individuals, who do not return home to family or friends, enter into the homeless population. ESG or CoC funded programs and shelters may be their only source for assistance in being connected to services, case managers, finding housing or emergency shelter. WVCEH has been working with the Adult and Juvenile justice system mental health providers (PSYMED, Inc.) to address the discharge issue and has appointed a staff member to begin working on the administrative level on the healthcare systems of care across our CoC. Otherwise, most people who are seeking housing resources are being connected to the CE hotline through shelters, outreach, or self-referral.

The State is also working to coordinate efforts amongst the four Continuums of Care and create and foster partnerships with additional statewide service providers to enhance collaborative resources and services for the homeless and those at risk of homelessness. This working group operates in the absence of the West Virginia Interagency Council on Homelessness (WVICH) which has been inactive during the past program year. Until the organization is reactivated, the working group will continue to meet in order to address the goals and strategies stated within *“Opening Doors in West Virginia: A Plan to Prevent and End Homelessness/2015-2020.”*

One Year Action: Through the collaboration with the four CoCs, a greater emphasis will be placed on identifying a need to call attention to polices as necessary to address key items.



**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	80
Tenant-based rental assistance	130
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	0
Total	210

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

### **Introduction:**

The WVDO and WVHDF and its housing partners will continue efforts to lower the barriers to affordable housing identified in the strategic plan and below. In addition to taking actions to alleviate barriers to affordable housing, the State is also dedicated to ensuring that fair access to housing is not only in affordable units but throughout the entire housing market is addressed.

- Provide a range of educational and technical assistance opportunities for lenders, homebuyers and other housing organizations including comprehensive instruction on promotion of fair housing and compliance to the Fair Housing Act and related Acts;
- Identification of fair housing issues, including those specific to protected classes;
- Continued and expanded involvement with a coalition of homeless service providers on identification of training needs and community needs, as well as policy and strategy development including work with federal, state and local organizations to increase capacity to address public awareness of fair housing;
- Continued usage of programs along with expanded utilization of outreach methods to access hard to reach populations and combat barriers faced by vulnerable populations.

### **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 State intends to take the following specific actions to remove negative effects of public issues that serve as barriers to affordable housing:

#### **Barrier: Predatory Lending**

Planned Actions: (a) Meet with lenders operating in the HOME program to raise awareness; (b) Continue to place an emphasis on the topic in homebuyer education courses; and (c) Thoroughly review and discuss re-financing options with current HOME Program mortgage holders as inquiries are received.

#### **Barrier: Homeownership Education**

Planned Actions: (a) Require HLLP borrowers utilizing the Program to also attend homebuyer education

#### **Barrier: Community Opposition**

Planned Actions: (a) Review policies/procedures to identify issues that have the potential to create

obstacles to the creation/placement of affordable housing; (b) Seek out opportunities to provide training to raise awareness on the facts of affordable housing and to alleviate fears and the benefit it offers

**Barrier: Populations with Special Needs**

Planned Actions: (a) Address the lack of specific guidance or training which explains the circumstances under which the FHA and ADA may require housing providers to allow applicants and tenants to use service/assistance animals; (b) Enhance work with HOPWA providers and PHAs to develop policies/procedures that allow for those living with HIV/AIDS to receive vouchers through confidential channels.

**Barrier: Down payment and Closing Costs**

Planned Actions: (a) Utilize HLLP to qualified participants to borrow up to \$14,999 at 0% interest rate with a term of five years; reduced by 20%/year that the homebuyer occupies the housing as principal residence

**Barrier: Cost of Affordable Housing**

Planned Actions: (a) Review study by WVU that centers on the costs of construction for affordable housing which could be a driver in future policy development; (b) Consult with the homebuilding industry, local governments, and affordable housing advocates in considering the potential impact of state statutes and state/local regulations on the affordability of housing; (c) Evaluate program change effectiveness issues to address affordable housing across the State and identification of additional gaps and actions to combat such gaps; coupled with promotion of supplemental loan programs to assist low-income homebuyers

**Barriers: Housing Quality**

Planned Actions: (a) Require that all HOME assisted construction projects meet the provisions of the International Building Code (IBC); (b) Emphasize the attainment of public health/safety goals for new construction/maintenance in most cost effective manner

**Discussion:**

Additional Barriers to those listed in Strategic Plan:

**Lack of functional policies that address the State's housing challenges**

*West Virginia Housing Policy Framework:* Developed in 2013 by West Virginia Housing Policy Work Group. CommunityWorks in West Virginia convened a group of stakeholders in the planning process,

under a grant from the Claude Worthington Benedum Foundation. The group established broad goals and policy direction related to housing policy to address the state's housing challenges. The framework includes five major goals, with specific recommendations for each:

- Raise the importance of housing in state governance and promote accountability, effectiveness and consistency in housing policy administration
- Increase resources for housing development, preservation and rehabilitation
- Promote statewide planning, coordination and integration of housing with other state improvement efforts
- Increase the quantity and quality of housing stock
- Ensure that West Virginia can meet the housing needs of its senior, special needs, and homeless populations

A copy of the *West Virginia Housing Policy Framework* is available at the following location:  
<https://communityworkswv.org/member-services>

**Sexual harassment in rental housing:** One of the topics of a new rule from HUD to protect the most vulnerable women from predatory landlords.

Planned Actions: As appropriate and possible, the WVDO will work with the WVHRC to attend landlord meetings to discuss the topic and inquire of reported instances. The State will produce educational information to provide tenants with resource information through nonprofit organizations that serve this vulnerable segment of the State's population.

#### **Discrimination within Housing Brokerage Services**

Planned Action: The West Virginia Association of Realtors and the West Virginia Real Estate Commission train real estate professionals in Fair Housing, Cultural Diversity and Ethics. The WVDO and WVDHF continue to stress the importance of Fair Housing to the Association and Commission. At this time, the WVDO and WVHDF are working on plans to conduct a joint training session with the West Virginia Association of Realtors to the format of the Association's existing training for Diversity and Fair Housing as required for real estate professionals.

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

### **Introduction:**

In addition to the actions described elsewhere in this plan the following other actions will be pursued.

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

Despite efforts made by service providers, a significant number of obstacles must be overcome in order to meet underserved needs. Planning and effective use of limited resources is critical to addressing needs. The State works to increase focus on compliance with federal regulations through monitoring and program evaluation in an effort to continue to identify obstacles and solutions and create opportunities for future funding.

#### **Obstacle: Lack of accessible and comprehensive housing statistics and data**

##### **Planned Actions:**

- WVHDF's website offers a link to the 2014 Statewide Housing Needs Assessment, which offers a comprehensive overview of housing in West Virginia. The 2014 Statewide Housing Needs Assessment is available at the following location: <https://www.wvhdf.com/about-wvhdf>
- The WVHDF is conducting a 2019 Housing Needs Assessment.

#### **Obstacle: Lack of means of communication/inquiries regarding programs for underserved applicants**

##### **Planned Actions:**

- WVHDF's website has multiple locations in which a user can click to request more information about the HOME program, HTF program, and other applicable programs.

#### **Obstacle: Ability to target projects in locations of greatest need**

##### **Planned Actions:**

- Developers submitting a HOME or HTF application must submit a market analysis that thoroughly examines neighborhood market conditions and realistically demonstrates need for the project for which HOME and/or HTF funds are being requested.

#### **Obstacle: Increased need for supportive services for no/low income individuals/households**

##### **Planned Actions:**

- Funding providers that connect participants to mainstream services, such as employment

services, job training programs, housing vouchers, financial literacy classes

**Obstacle: Challenges of effective usage of land/property and zoning opportunities**

**Planned Actions:**

- See Discussion Section

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

The State of West Virginia will take the following actions during the 2019 program year to preserve affordable housing units that may be lost from the assisted housing inventory:

**Planned Actions:**

- Utilize and expand the Home Repair Component of the Low-Income Home Energy Assistance Program provided through the West Virginia Weatherization Assistance Program carried out by Community Action Agencies
- Utilize the United States Department of Agriculture (USDA) Rural Development Home Repair Program (Section 504 Home Repair Program) by both referring low income participants of other programs as well as potentially partnering existing programs with this program
- Review annually all CoC Housing Inventory Charts to examine current available housing inventory, take action as necessary to preserve current inventory
- Examine and utilize the 2014 WVHDF Statewide Housing Needs Assessment created to provide a comprehensive housing assessment that focuses on the current and anticipated housing need in each of the 55 counties of West Virginia
- HOME Rental Training to provide instruction emphasizing compliance requirements to employees of owners/developers of HOME projects during the affordability period, which aids in fostering and maintaining affordable housing
- WVHDF co-sponsors an annual West Virginia Housing Conference, which allows housing agencies and individuals involved with housing throughout the state to learn and collaborate on a variety of housing topics including how to maintain (and add to) the current affordable housing inventory

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

The State has varying processes in place from different programs to both assess whether lead-based paint hazards exist, and alleviating such hazards, if allowable by a particular program's regulations.

The West Virginia Office of Maternal, Child and Family Health, Childhood Lead Poisoning Prevention Program, is the central point of data collection concerning lead exposure through the Healthy Homes Lead Poisoning Surveillance System. West Virginia Code, Chapter 16-35-4a, requires a blood level screening for children under the age of 72 months. This information is reported to the State Health Department. The screening incorporates an assessment of the child's environment and social conditions to determine risks for lead poisoning. At a minimum, programs provide identification of hazards and participant education if such hazards cannot be addressed by a State program. The State is currently working to increase the number of children in the screening program, as part of its current grant with the U.S. Centers for Disease Control.

The HOME program ensures that any pre-1978 property be inspected and any lead-based paint issues are addressed pursuant to 24 CFR 58. The HOME program undertakes the following steps to mitigate the presence of lead-based paint in any HOME-assisted property through the following actions:

- Conducting visual lead inspections (and physical testing) of any structure where appropriate per specific program guidelines;
- Completing appropriate measures to remove the hazard during rehabilitation or reconstruction of homes when allowable and re-inspection of situation when required;
- Ensuring that organizations are properly certified to identify, test, and alleviate lead based paint hazards;
- Providing program participant education regarding lead based paint hazards and information on how such hazards can be alleviated (if remedies are not allowable by a particular program); and
- Ensuring program staff and organizations abide by the West Virginia Lead Abatement Law and Rule and other Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations as applicable.

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

Through the programs offered by the State, program recipients will work with participants to connect them to mainstream public and private benefits as well through referrals to other programs to build a variety of skills in order to reduce the number of individuals and families in poverty. Recipients are encouraged to work with other social service providers in the community, such as the Community Action Agencies which are the network of agencies dedicated to eliminating poverty.

#### Planned Actions:

- Provide participants with supportive services such as life skills training, job skills training,

education etc.

- Provide connection to employment opportunities
- Provide opportunities to maximize income such as the Earned Income Tax Credit Program
- Coordination and cross-training/education with housing partners to build a foundation of knowledge at all participating organizations of available assistance and programs, as well as systems that focus on ending homelessness
- Increasing the supply of affordable housing through programs such as HOME Leverage Loan, HOME CHDO and HOME Rental Programs
- Increasing the supply of affordable housing through the HTF program.

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

The State has established an institutional structure to address the needs of poverty-level families and homeless persons. The State works with many different organizations, both public and private, to continue to develop and maintain the institutional structure as follows: the community economic development activities of programs are carried out through contractual agreements with units of local government. The housing activities, both production and preservation activities, are accomplished through partnerships with units of local government, non-profits, housing developers, and specifically through partnerships with state certified Community Housing Development Organizations (CHDOs). Homelessness, HIV/AIDS, and other special needs services result from WVDO and WVHDF's relationship with a network of non-profit service providers including shelters and units of local government across the state of West Virginia. The West Virginia Department of Health and Human Resources (WVDHHR) is the primary agency responsible for the delivery of financial services and other services to poverty-level families throughout the entire state who also plays an important role in the structure.

The following are gaps/weaknesses as identified in the strategic plan and associated actions planned:

**Gap/Weakness: Providing targeted funding in areas of greatest need given limited providers and funding**

**Planned Actions:**

- Create additional partnership and collaborations to be able to reach the areas of the state of greatest need
- Increase program educational opportunities from the State to encourage new providers

**Gap/Weakness: Lack of PHA oversight by the State**

**Planned Actions:**



- Increase partnership opportunities with these entities to complete local projects or activities
- Share information about regulations, updates to programs, and new potential opportunities

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

The institutional structure developed fosters coordination between public and private housing and social services agencies, in collaboration with the State. Continuously improving this coordination remains a priority for the State.

#### Planned Actions:

- Utilize planned conference opportunities to increase networking and communication among available housing providers, both public and private
- Utilize CoC participation in landlord association meetings to bridge the gap of available resources

#### **Discussion:**

The State has limited amounts of developable land in certain regions due to the mountainous topography. The planned reuse of abandoned residential property, coupled with the productive reuse of idled and underutilized commercial, industrial and mining properties, will maximize this valuable resource and foster the redevelopment of areas with existing public infrastructure. In addition, many communities continue to struggle with abandoned properties that decrease property value and deter the development of additional affordable housing. The WVDO participates when possible to enhance collaboration between individuals and groups developing strategies to address these land and property issues.

While many planning and zoning issues are addressed in West Virginia Code, Chapter 8A: Land Use Planning, many areas of the State lack the expertise to fully implement each component of the land use planning law. To address this need, the West Virginia University College of Law, Land Use and Sustainable Development Law Clinic (LUSD Law Clinic) continues to provide legal services to local governments, landowners, and non-profit organizations to develop land conservation strategies and practices. The LUSD Law Clinic provides technical assistance to Local government officials, planners and other land use decision-makers to encourage sustainable development in appropriate areas of the community. For example, the LUSD Law Clinic works with several communities to draft comprehensive land use plans and ordinances, per the requirements of the West Virginia Code.

According to the Code, these comprehensive plans must be updated every 10 years. These comprehensive plans address the following issues: Land Use, Housing, Transportation, Infrastructure,

Public Services, Recreation, Economic Development, Community Design, Preferred Development Areas, Renewal and/or Redevelopment, Financing, and Historic Preservation. In addition, comprehensive plans must be prepared prior to a subdivision or zoning ordinance. The West Virginia Land Stewardship Act, signed into law in 2013, created the West Virginia Land Stewardship Corporation (WVLSC); a collaboration among multiple sectors to provide West Virginia and its citizens a statewide, nonpartisan community and economic development non-profit corporation.

The State brings agencies together to address issues and will continue to evaluate past development and future collaboration and increase training activities. The West Virginia Property Rescue Initiative was created in 2015 to assist cities, counties, and other eligible borrowers in the deconstruction, demolition and acquisition of residential structures. The WVHDF will provide technical assistance and funding to counties and municipalities for the identification, purchase, removal and rehabilitation of dilapidated properties. The removal of unsafe structures will improve the health and safety communities throughout the State, while preparing residential areas for future redevelopment.

The WVDO staff participated in the Mountain State Land Use Academy during the FY 2018 program year, and will continue to be involved in supporting these important initiatives. This ongoing partnership among lead agencies in this field will continue to enhance the State's approach to land use and zoning issues.

## Program Specific Requirements

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

#### Introduction:

CDBG: The State of West Virginia, consistent with the primary objective of CDBG funds plan the following actions:

- not less than 70 percent of the aggregate of the federal Title I assistance distributed under this program design statement shall be used for the support of activities that benefit persons of low and moderate income in the non-entitlement areas
- a minimum of 70 percent of CDBG funds will be used to benefit persons of low and moderate income over a consecutive three-year period.

Therefore, the 70 percent threshold will be maintained through the 2019 Annual Action Plan, as well as the period covered by the Five-Year Consolidated Plan, which spans Fiscal Years 2015 through 2019.

#### Additional key points:

- Program Income that does not exceed \$35,000 in a single year is retained by the unit of local government; thus, not reported here
- The State has not undertaken a project under the Urgent Need category. This category could be utilized in circumstances which meet stringent regulations.
- The State CDBG program has not undertaken a Section 108 program and, therefore, reports no proceeds.
- All activities which are eligible for federal CDBG funding, under Section 105 of the Federal Housing and Community Development Act of 1974, as amended, are eligible for funding. The State's method of distribution is provided in section AP-30: Annual Action Plan-Method of Distribution. The State's priorities are provided in section SP-25: Strategic Plan-Priority Needs.

HOME: The State of West Virginia, consistent with the primary objectives of the HUD HOME award will use estimated program income and leveraged funds to successfully implement the program.

#### Additional key points:

Eligible individuals/families to purchase or rent a HOME unit earn up to and including 80% AMI.

Eligible applicants for HOME funds will be for profit and nonprofit developers, who have demonstrated the capacity for carrying out housing projects.

WVHDF will use the Request for Proposals (RFP) process for solicitation to receive applications

requesting HOME funds for affordable housing. Detailed information regarding RFPs is obtained via WVHDF email list serve, WVHDF website, and a variety of meetings that a WVHDF HOME representative attends (i.e., public hearings, FAHE meetings, and the annual WV Housing Conference).

Each RFP will be thoroughly reviewed and ranked per the scoring criteria to determine funded projects.

Eligible populations receive HOME information through: a. network of nonprofits throughout the State; and b. the WVHDF website.

Since the State receives a small HOME award, and there is a great need for affordable housing, WVHDF does not limit beneficiaries or give preference to a particular segment of the low-income population.

**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	0
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>0</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.	100.00%

**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:

Not applicable: no other forms of investment are being used beyond those identified 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:

The WVHDF uses the following guidelines for recapture when used for homebuyer activities:

HOME Leverage Loan Program: If the original homebuyer no longer occupies the home as his or her principal residence, either voluntarily (i.e., sale or rental) or involuntarily (i.e., foreclosure), before the end of the Affordability Period applicable to that unit, the homebuyer may be responsible for repaying to the Fund the HOME funds that enabled the homebuyer to purchase the unit.

Affordability period follows 24 CFR 92.254 (a)(4): Homeownership assistance HOME amount per-unit and Affordability Period:

- Under \$15,000 - 5 years
  - \$15,000 to \$40,000 - 10 years
  - Over \$40,000 - 15 years
- The HOME Loan is subject to recapture under 24 CFR 92.254 and is subject to repayment if the HOME-assisted property does not meet the affordability period set forth above. The Recapture Policy will become effective if (a) the HOME-assisted homebuyer sells, transfers, or disposes the HOME-assisted property either voluntarily or involuntarily; (b) the HOME-assisted homebuyer, or if said homebuyer is married, the survivor of said homebuyer or said homebuyer's spouse, dies. The Fund will also require repayment of the outstanding balance of the HOME loan if the assisted homebuyer refinances the first mortgage loan (which was senior to the Fund's loan) at which time the remaining principal balance is due unless the Fund and any other subordinate mortgagees agree to a one-time only subordination of their mortgage loans to the new first mortgage loan. An assisted buyer fails to or ceases to occupy the HOME-assisted property as their principal residence will be in default. The entire outstanding balance of the HOME assisted provided will be due (with no prorated forgiveness otherwise available under a HOME Leverage Loan). The Recapture Policy will follow the provisions set forth under 24 CFR 92.254(a)(5)(ii) to recoup all or a portion of the HOME Loan from the net proceeds of the sale. Net proceeds are the sales price of the HOME-assisted property less the superior loan repayment (other than HOME Loan) and any reasonable and customary closing costs incurred by the seller. If the Net Proceeds from the sale of the HOME-assisted property are sufficient to recapture the outstanding HOME Loan balance of the

Promissory Note, the HOME-assisted homebuyer shall be allowed to retain the excess of the Net Proceeds. In the event Net Proceeds of the sale are insufficient to cover the outstanding HOME Loan balance of the Promissory Note, the HOME-assisted homebuyer will only be responsible for returning the Net Proceeds and any excess balance of the HOME loan will be forgiven.

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:

HOME Leverage Loan Program: If the original homebuyer no longer occupies the home as his/her principal residence, either voluntarily or involuntarily, before the end of the Affordability Period applicable to that unit, the homebuyer may be responsible for repaying to the Fund the HOME funds that enabled the homebuyer to purchase the unit. Affordability period follows 24 CFR 92.254 (a)(4):

Homeownership assistance HOME amount per-unit and Affordability Period:

- Under \$15,000 - 5 years \$15,000 to \$40,000 - 10 years Over \$40,000 - 15 years The amount of HOME funds subject to recapture is based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit ("Direct HOME Subsidy"). Direct HOME Subsidy includes the down payment, closing costs, interest subsidies or other HOME assistance provided directly to the homebuyer. In addition, Direct HOME Subsidy includes any assistance that reduced the purchase price from fair market value to an affordable price. Recapture is limited to the net proceeds available from the sale. Net proceeds is defined as the sales price minus loan repayments (other than HOME funds) and closing costs. If the net proceeds from the sale of the unit are not sufficient to recapture the full amount of the Direct HOME Subsidy plus recover the amount of the homebuyer's down payment and any capital improvements made by the owner since purchase, the Fund will share the net proceeds proportionally with the homebuyer as follows. Same process as listed above in #2. If the net proceeds from the sale of the unit are sufficient to recapture the full amount of the HOME funds invested, plus recover the amount of the homebuyer's down payment and any capital improvements made by the owner since purchase, the homebuyer shall be allowed to retain the excess net proceeds.
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:

There are no plans for using HOME funds 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)

All sites receiving ESG funding have been required by the WVDO to establish written standards for provision of emergency shelter, rapid rehousing and homelessness prevention. The State does not develop statewide written standards due to the complex needs and characteristics of the service areas where ESG assistance is provided. As part of the application and monitoring process the WVDO conducts reviews of each project sponsor's written standards to ensure they are compliant with all state and federal regulations. The monitor also ensures that those standards are being followed by reviewing client records and financial documentation.

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

All four CoCs use the VI-SPDAT as the coordinated assessment. Meetings take place throughout the 4 CoC's to discuss prioritization lists and service delivery. The CoC acts as a single point of entry for the geographic area.

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).

Applications are sent electronically to all current subrecipients, shared with the Continuum of Care lead for each CoC to be shared with the membership. Application and supporting materials are made available on the WVDO website. Two technical assistance calls take place during the application period to provide clarification on the application process. At the end of the application period, all complete eligible applications are reviewed by a team of WVDO staff and a risk assessment is performed for each applicant. The risk assessment results are taken into consideration when determining funding decisions and applying possible additional conditions on an award.

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.

According to guidance from HUD, (<https://www.hudexchange.info/faqs/1111/to-whom-does-the-homeless-participation-requirement-at-24-cfr/>) this requirement does NOT apply to a recipient that is a State, or to subrecipients. State recipients may require subrecipients to provide for the

participation of homeless or formerly homeless person(s) on their board or policy making entity. (See 24 CFR § 576.405(b)). However, the WVDO does review subrecipients' process for consulting with homeless or formerly homeless individuals in regards to program and policy development. Applicants are required, as a part of the application process, to detail how they request feedback from participants and what impact that feedback has on programs and policies.

5. Describe performance standards for evaluating ESG.

During the application process, applicants define their performance goals and plans for achieving those goals throughout the program year. These applications are reviewed to ensure that the performance goals align with the goal of ESG and all applicable state and federal regulations. Subrecipients receive both desktop and onsite monitoring each year. These monitoring processes focus on the subrecipients' compliance with all state and federal regulations as well as the adherence to agency specific policies, practices and goals.

**Housing Trust Fund (HTF)**  
**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".

N/A



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

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

Eligible applicants for HTF funding include nonprofit and for-profit entities and must meet minimum qualifications and demonstrate proficiency as developers and asset managers.

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”.

The application will provide evidence that the applicant, at minimum (all categories are minimum requirements and no points will be awarded):1. Will comply with the requirements of the HTF program and that rental units assisted with HTF will comply with HTF requirements;2. Demonstrate financial capacity to undertake, comply with, and manage the HTF eligible activity;3. Have experience and capacity to conduct eligible HTF activities by demonstrating ability to own, construct, manage and operate an affordable multifamily residential rental project that includes HTF units;4. Show familiarity with the requirements of other federal, state, or local housing programs that will be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such program through demonstrated experience with developing, owning, and managing affordable multifamily residential rental projects; and 5. Demonstrate the ability to understand and manage practices related to leasing to tenant populations at or below 30% AMI, including homeless households or persons with special needs.

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”.

In addition to regulations (24 CFR 93) and State application criteria, eligible applicants submitting an application for HTF funding will be reviewed according to the following:

1. The extent to which a proposed project has federal, state, or local project-based rental assistance (up to 25 points available);
2. Demonstrate that the project is financially feasible for the 30-year affordability period (minimum

requirement, no points awarded);

3. Gross tenant paid rent (tenant paid rent plus utility allowance) must not exceed 30% of AMI (minimum requirement, no points awarded);

4. Sources and uses of funds are clearly defined (minimum requirement, no points awarded);

5. Financial commitments (for HTF applications also requesting LIHTC, up to 25 points will be awarded for financial commitments);

6. Current market demand in the neighborhood in which the project will be located (minimum requirement, no points awarded);

7. Experience and capacity of applicant as evidenced by previous projects developed in the State (minimum requirement, no points awarded); and

8. Developer (development team) has no outstanding and/or unresolved issues of noncompliance after the end of the correction period as regulated by the State's Asset Management Department (minimum requirement, no points awarded).

When an application is received, it will be reviewed for eligibility, scored, and ranked.

Applications that comply with both the HTF regulations and application requirements will be issued a letter (letter of intent, waiting list letter, or denial letter). Applicants receiving a denial letter will not be further considered but should reevaluate the application and apply in response to a future HTF funding round. Applications that are not fully completed and/or received after the submission date will be returned and not further considered.

All projects receiving a letter of intent will be subject to credit underwriting and undergo a subsidy layering review to ensure that the financing awarded is no greater than what is needed for financial feasibility. The affordability period for HTF projects will not exceed 30 years, since the WVHDF anticipates projects will require re-capitalization at approximately 30 years.

The State will be responsible for executing contracts.

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".

<p style="margin: 0in 0in 10pt;"><font face="Calibri" size="3">Resulting from the relatively small

amount of HTF funds available the State will limit one HTF award per census tract in the 2019 funding cycle, unless no feasible alternative exists.

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".

While no application points are awarded for this category, since it's a minimum requirement, a review of the developer's capacity, from prior performance records, will include an assessment of the developer's ability to own, construct, manage, and operate an affordable multifamily residential rental project that includes HTF units. Developers who do not have a history of or have demonstrated an inability to own, construct, manage, and operate an affordable multifamily residential rental project that received federal funds will not receive a letter of intent for HTF funds.

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".

For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families: For projects receiving HTF:

15 points will be awarded to a property which has property-based rental assistance (e.g. Rural Development, HUD, or applicable public housing authority) for at least 25% but less than 50% of the residential rental units in the property; OR

20 points will be awarded to a property which has property-based rental assistance (e.g. Rural Development, HUD, or applicable public housing authority) for at least 50% but less than 75% of the residential rental units in the property; OR

25 points will be awarded to a property which has property-based rental assistance (e.g. Rural Development, HUD, or applicable public housing authority) for at least 75% of the residential rental units in the property.

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”.

Developers whose projects receive HTF funding will execute and record a Declaration of Restrictive Covenants document for a 30-year affordability period. Complying with the 30-year affordability period is a minimum requirement, and no points are awarded for this category.

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”.

Funding includes the projects quality of housing characteristics including:

1. Energy Star Certified Whole-Unit HVAC, up to 15 points awarded
2. Energy Star Certified Kitchen Appliances, up to 15 points awarded
3. Energy Star Certified Exterior Doors and Windows, up to 15 points awarded
4. Stove Top Fire Suppression or Prevention, up to 15 points awarded
5. Energy Star Certified LED Light Fixtures, Ceiling Fans, and Bath Exhaust Fans, up to 10 points
6. Energy Star Certified Washer and Dryer, up to 20 points

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”.

For projects requesting HTF, without LIHTC and with or without HOME, application points will be awarded for the federal funds requested in relation to the total project costs.

LEVERAGE—PROPOSED HOME AND/OR HTF FUNDS REQUEST RELATIVE

TO TOTAL HOME and/or HTF PROJECT COSTS EQUALS: (maximum 30 points)

Less than or equal to 20%.....30

Greater than 20% to less than or equal to 40%.....20

Greater than 40% to less than or equal to 60%.....10

Greater than 60% to less than or equal to 100%.....0

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.

Please see the attached 2018 Maximum Per Unit Subsidy Limits for the HTF Program, which are identical to the HOME Program as a result of consistent construction costs throughout the state.

STATE OF WEST VIRGINIA MAXIMUM PER-UNIT SUBSIDY LIMITS 2018 HOME & HTF PROGRAMS					
Region	0 BR	1 BR	2 BR	3 BR	4+ BR
Region 1	\$147,074	\$168,600	\$205,017	\$265,228	\$291,136
Region 2	\$147,074	\$168,600	\$205,017	\$265,228	\$291,136
Region 3	\$147,074	\$168,600	\$205,017	\$265,228	\$291,136
Region 4	\$147,074	\$168,600	\$205,017	\$265,228	\$291,136
Region 5	\$147,074	\$168,600	\$205,017	\$265,228	\$291,136
Region 6	\$147,074	\$168,600	\$205,017	\$265,228	\$291,136
Region 7	\$147,074	\$168,600	\$205,017	\$265,228	\$291,136

Region	Counties
Region 1	Kanawha and Putnam
Region 2	Fayette, Greenbrier, Logan, McDowell, Mercer, Mingo, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster and Wyoming
Region 3	Berkley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton
Region 4	Brooke, Hancock, Marshall, Ohio and Wetzel
Region 5	Boone, Cabell, Lincoln, Mason and Wayne
Region 6	Calhoun, Doddridge, Gilmer, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood
Region 7	Barbour, Braxton, Clay, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker and Upshur.

1. The maximum per unit subsidy limits are based on the per-unit dollar statutory limits for elevator-type projects as established under Section 234 of the National Housing Act. The HUD CPD Division annually adjusts the limits by a High Cost Percentage (HCP) for each of the seven (7) regions in West Virginia.
2. The maximum per unit subsidy limits under the HOME Program are limited to the lesser of the Section 221(d)(3) mortgage limits as adjusted by the applicable HCP or 240% of the basic Section 221(d)(3) mortgage limits for each of the seven (7) regions in West Virginia.
3. The maximum amount of HOME and/or HTF funds that may be invested on a per unit basis in a specific County **may not exceed** the maximum per unit subsidy limit established for the respective Region. (24 CFR 92.250 and 24 CFR 93.300)
4. The effective date of the maximum per unit subsidy limits is **July 18, 2018**.
5. The 2018 Maximum Per-Unit Subsidy Limits are subject to change based on Statutory Mortgage Limits Rule. (01/01/2013) New limits are subject to HUD final approval.
6. The single limits are appropriate for the entire state as a result of consistent construction costs throughout the state.

**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).

Please see the attached Rehabilitation Standards.





# GENERAL REHABILITATION SPECIFICATIONS MANUAL

West Virginia Housing Development Fund  
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Charleston, WV 25304  
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*The West Virginia Housing Development Fund is an Equal Housing Opportunity Lender*

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## GENERAL SPECIFICATIONS

### DIVISION 1--GENERAL

#### SECTION 1A DEFINITIONS

1. "HDF" means the West Virginia Housing Development Fund or its authorized representative.
2. "Contractor" means the individual or firm contracting with the Owner for performance of any or all of the work specified by the Work Write-Up.
3. "Owner" means the person, persons or their authorized representative identified as such on the Work Write-Up and contracting with the Contractor for performance of the prescribed work.
4. "Building Code" means the current West Virginia State Building Codes, which include: 2015 International Building Code, 2015 International Residential Code (with exceptions), 2015 International Property Maintenance Code, 2009 International Energy Conservation Code, 2015 International Plumbing Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Existing Building Code, 2015 NFPA Life Safety Code, 2014 National Electric Code, and 2009 ANSI A117.1 American National Standards for Accessibility & Usable Buildings.

#### SECTION 1B REFERENCES/STANDARDS

All work to be performed and materials supplied shall conform to the standards of the following professional societies.

1. Concrete work shall conform to the standards of the American Concrete Institute (ACI).
2. All masonry work shall be installed in accordance with the National Concrete Masonry Association.
3. Steel work shall conform to the standards and grading rules of the American Steel Association.
4. Plywood shall conform to the grading rules of the American Plywood Standards Committee.
5. Lumber shall conform to the grading rules of the American Lumber Standards Committee.
6. Roof shingles shall carry an Underwriter's Laboratory label for conformance to the fire resistance standards, and shall conform to the Asphalt Roofers Manufacturer's Association.

7. Other materials shall meet the standard under the specification division as specified.
8. All electrical work shall be installed in accordance with the 2014 National Electric Code.
9. All plumbing shall be installed in accordance with the 2015 International Plumbing Code.
10. All heating systems or shall be installed in accordance with ASHRAE, the 2009 International Energy Conservation Code, the 2015 International Mechanical Code and Fuel Gas Code.
11. All construction work shall comply with the 2015 International Building Code, the 2015 International Residential Code, the 2015 NFPA Life Safety Code, and the 2009 ANSI A117.1 American National Standards for Accessibility & Usable Buildings.
12. Energy Star Certified homes, Version 3, National Program Requirements.
13. ASTM--94 Specifications for ready mixed concrete.
14. ASTM--C150 Specifications for Portland cement.
15. ASTM--C270 Specifications for mortar for unit masonry.
16. ASTM--A185 & A615 concrete reinforcing.
17. ASTM--C1116 fiber reinforcing in concrete.
18. ACI--318 concrete reinforcing.

**SECTION 1C                    GENERAL SPECIFICATIONS FOR HOUSING REHABILITATION**

These General Rehabilitation Standards provide minimum specifications for items, materials, and installation to be furnished under the construction contract for the rehabilitation of residential properties. These minimum standards are designed to ensure that properties are free of foreseeable hazards and adverse conditions that may affect the life, health, and safety of the occupants. These specifications were prepared by HDF Technical Services staff for use in the housing rehabilitation projects that utilize federal funding for HUD-administered housing projects. Any questions on the intent or interpretation of these specifications shall be referred to the Technical Services Department for clarification.

**SECTION 1D                    CODES, ORDINANCES, AND STANDARDS**

Work required by the Work Write-Up or any specifications shall be performed in accordance with all applicable codes (current State Building Code), ordinances, and these attached General Rehabilitation Standards (GRS) prepared by the HDF. If a contradiction exists between the Codes and the Work Write-Up or the GRS, the requirement of the Code will apply, except when the

requirement of the Work Write-Up or the GRS exceeds those of the Codes. In that case, whichever requirement in the Work Write-Up or the GRS is most stringent will apply. The current West Virginia State Building Code includes the following standards: 2015 International Building Code, 2015 International Residential Code (with exceptions), 2015 International Property Maintenance Code, 2009 International Energy Conservation Code, 2015 International Plumbing Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Existing Building Code, 2015 NFPA Life Safety Code, 2014 National Electric Code, and 2009 ANSI A117.1 American National Standards for Accessibility & Usable Buildings. All above-noted Codes, specifically the International Building Code and International Residential Code, will be simply referenced as the Building Code throughout these GRS.

#### **SECTION 1E                    GENERAL CONDITIONS**

The work shall include all labor, materials, equipment, permits, work write-ups, and drawings for the completion of the work identified and reasonably inferred as necessary to produce the intended results by the Contract Documents. The intended results shall correct all health and safety (life threatening) issues; major systems issues (structural; roofing; cladding; windows; doors, plumbing; electrical; and heating, ventilation, and air conditioning); lead-based paint hazards; accessibility concerns; and any applicable disaster mitigation issues. The remaining useful life of the major systems must be determined for rental housing and a capital needs assessment will be required for projects of 26 units or more. The major systems for homeownership housing must have a minimum remaining useful life span of 5 years.

#### **SECTION 1F                    PERMITS, BONDS, LICENSES, AND INSPECTIONS**

Any and all permits, bonds or licenses required for the execution of the work specified by the Work Write-Up shall be obtained and paid for by the Contractor prior to the start of that work. Contractors and subcontractors are responsible for obtaining any progress or final inspections from the local jurisdiction's building departments and the HDF. Failure to call for the required inspections or proceeding without inspection, such as covering work without approval and deviating from approved plans and specs, may result in violations that could include no payment. Upon project completion, each unit must be decent, safe, sanitary, and in good repair. Each unit must comply with the items contained in the Housing Quality Standards and Uniform Physical Conditions Standards. These items include the following.

1. **Exterior:**
  - A. **Foundations:** All foundations must be sound and free from hazards.
  - B. **Stairs, Porches, and Rails:** All stairs, porches, and rails must be sound and free from hazards.
  - C. **Roof and Gutters:** The roof and gutters must be sound and free from hazards.
  - D. **Exterior Surfaces:** All exterior surfaces must be sound and free from hazards.
  - E. **Manufactured Homes:** Units must be properly set, contain permanent foundations, and be tied down.
  - G. **Fencing and Gates:** All fencing and gates must be sound and free from hazards.



- H. Grounds and Storm Drainage: Proper drainage must be provided, no erosion present, and no overgrown vegetation present.
- I. Mailboxes and Signs: No missing or damaged components should be present.
- J. Market Appeal: Site should be free of litter and any visible graffiti.
- K. Parking Lots and Drives: All parking lots and drives must be sound and free from hazards.
- L. Play Areas and Equipment: Play areas and equipment should be safe and free of any hazards.
- M. Refuse Disposal: Site should be free of hazards and adequate storage for refuse must be provided.
- N. Retaining Walls: Retaining walls must be sound and free from hazards.
- O. Walks, Steps, and Ramps: All walks, steps, and ramps must be sound and free from hazards.

2. **Interior:**

- A. Living Room: Is a living room present?
- B. Kitchen: Is a kitchen present?
- C. Bath: Is a bathroom present?
- D. Other Rooms Used for Living: Are other rooms used for living present?
- E. Electric: Is the electrical system free of hazards? Does each room have two working outlets or one working outlet with one working light fixture?
- F. Window: Is at least one window present? Windows must be free of deterioration and missing or broken panes.
- G. Doors: All doors must be sound and free of hazards or deterioration.
- H. Security: All windows and doors that are accessible from the exterior must be lockable.
- I. Ceiling: All ceilings must be sound and free from hazards.
- J. Walls: All walls must be sound and free from hazards.
- K. Floors: All floors must be sound and free from hazards.
- L. Stove/Range: Unit must have a working stove or range free from hazards.
- M. Refrigerator: Unit must have a working refrigerator free from hazards.
- N. Sink: Unit must have a permanently-attached sink and in good working order with hot and cold water.
- O. Dishwasher and Garbage Disposal: If dishwasher and garbage disposal are provided, they must be in working condition and free of hazards.
- P. Space for Storage, Preparation, and Serving Food: Adequate space for storage, preparation, and serving food must be provided.
- Q. Toilet: A toilet must be present and in good working condition.
- R. Lavatory: A lavatory must be present, permanently attached, and in good working condition with hot and cold water.
- S. Tub/Shower: A tub or shower must be present and in good working condition with hot and cold water.
- T. Ventilation: A window must be provided in the bath or a mechanical exhaust system in good working condition. Mechanical ventilation must discharge air to the exterior.

- U. Smoke Detectors: At least one battery-operated smoke detector or hard-wired smoke detector in working order must be provided on each level of a unit.
  - V. Heating: Heating adequately capable of providing heat to all rooms, free from hazards, and properly ventilated as necessary must be provided.
  - W. Water Heater: All water heaters must be properly located, installed in a safe manner, and not contain any hazards.
  - X. Plumbing: The plumbing system must be free of leaks and corrosion. The system must be an approved public or private system.
  - Y. Sewer: The sanitary system must be properly connected to an approved public or private system.
  - Z. Call for Aid: All call for aid or emergency call systems must be operable.
3. **Health & Safety:**
- A. Access: Must be able to enter a unit without passing through another unit.
  - B. Exits: Acceptable fire exits must be provided from a unit that is not obstructed.
  - C. Infestation: All units must be free of infestation from rodents, vermin, insects, and other pests.
  - D. Garbage and Debris: The site and units must be free of all litter, garbage, and debris.
  - E. Interior Stairs/Common Halls: All areas must be safe and free of hazards.
  - F. Other Interior Hazards: All areas must be safe and free of hazards.
  - G. Elevators: All elevators must have a current inspection certificate and be in safe, working condition.
  - H. Air Quality: The site and units must be free of any air pollutants that threaten the occupants' health.
  - I. Site and Neighborhood: Site and neighborhood must be free from any health and safety issues.
  - J. Flammable and Combustible Materials: Properties must not contain any type of improperly-stored flammable and combustible materials.
  - K. Lighting: Site and unit must not contain any broken or missing light fixtures or bulbs.
  - L. Emergency Power: All auxiliary lighting and exit signs must be in good working order.
  - M. Fire Protection: Properties must not contain any expired fire extinguishers or missing and damaged sprinkler heads or equipment.

#### **SECTION 1G INSURANCE REQUIREMENTS**

Each contractor must carry adequate liability insurance coverage, as well as proper workers' compensation coverage. The contractor shall not commence work until he/she has obtained all insurance required.

#### **SECTION 1H PROJECT INSPECTION**

The Contractor shall visit the project site and determine any conditions which may affect his work. This shall include inspection of the site and structure(s). Any conditions affecting his work shall be taken into consideration in his bid proposal and execution of the work to be performed.

**SECTION 1I                      STANDARDS AND WORKMANSHIP**

Work required by the Work Write-Up and these GRS shall be performed with specified or approved equal materials and equipment by mechanics skilled in their respective trades. Standards for satisfactory quality workmanship shall be established by the intent of the contract, compliance with all applicable codes, ordinances, these GRS, accepted trade and industry standards, and the HDF. The Contractor shall also warrant his work against faulty materials and workmanship for a period of one year and replace same at the direction of the HDF at no cost to the Owner or HDF.

**SECTION 1J                      MATERIALS**

Unless otherwise specified, all materials and equipment incorporated in the work required by the Work Write-Up and these GRS shall be new and of the quality specified by these GRS. The Contractor shall, if requested, furnish evidence as to the kind and quality of materials. It is the intent of the Work Write-Up to permit the use of materials of any manufacturer so long as they are fully consistent with the quality and performance requirements of these GRS. Substitution shall be approved and executed by contract change order. It shall be understood that the use of materials other than those designated, without prior approval by contract change order, shall constitute a violation of the contract and that the Owner or HDF shall have the right to require the removal of such materials and their replacement with the designated materials at the Contractor's expense.

**SECTION 1K                      WORK DESCRIPTION**

A Work Write-Up for each property, identified by Owner and address, will indicate all work to be performed with locations. Locations may be related to drawings which are included as part of the Work Write-Up. Anything specified on the drawings and not listed in the Work Write-Up shall be treated as if required by the Work Write-Up. Work specified by the Work Write-Up shall comply with the requirements of these GRS. Each item of the Work Write-Up includes reference to specific requirements of these GRS. These references do not preclude the requirement to meet all other applicable requirements of these GRS. All work specified by the Work Write-Up shall include all labor, material, equipment, and permits necessary to perform the work unless otherwise specified.

If there is a conflict between the requirements of these GRS and the requirements of the Work Write-Up which may include drawings, the Contractor shall notify the HDF for a determination as to which applies.

**SECTION 1L                      COMPLIANCE WITH MANUFACTURERS' RECOMMENDATIONS**

Installation of products, assemblies, and equipment specified will be in accordance with manufacturers' instructions, recommendations, and specifications. Associated installation products, methods, and hardware shall be as recommended by the manufacturers.

**SECTION 1M            ENGINEERING**

When engineering is required as part of the Work Write-Up, the engineering requirements shall supersede the requirements of these GRS. Engineering required for the execution of the work shall be obtained by the Owner, seller, or Contractor.

**SECTION 1N            PROPERTY DAMAGE AND SECURITY**

The correction of any damage to the project site or adjacent properties as a result of any activities associated with the Contractor's execution of the work shall be the responsibility of the Contractor. Settlement actions for damages shall be to the satisfaction of the property Owner(s). The Contractor shall ensure security of buildings by use of existing locking devices and boarding of any openings as a result of his work. New work and newly-installed products shall be protected from damage through completion of the project. Any damage to such work or products shall be repaired or products replaced to the satisfaction of the Owner and HDF. The Contractor shall be held responsible for any damage or defacement caused in the process of delivery of materials or execution of work. Responsibility shall include the repair or replacement cost of damaged surfaces.

**SECTION 1O            INSTRUCTION MANUALS AND WARRANTIES**

When provided by the manufacturer, the Contractor shall provide to the Owner the owner's manuals, guarantees, warranties, and certificates for furnished materials and equipment.

**SECTION 1P            TRASH REMOVAL**

The Contractor shall remove from the site all trash, debris, and waste materials accumulated during fulfillment of the contract by the Contractor, subcontractor, and any other personnel used in the performance of the contract. Trash, debris, and waste materials awaiting removal from the site shall be controlled to avoid scattering and unsightly accumulation. The Contractor shall not use the Owner's trash facility. The premises and dwelling units shall be free from excessive accumulations of rubbish and garbage that presents a health and safety hazard. The owner must provide proper facilities for the placement of all rubbish and garbage.

**SECTION 1Q            MARKET APPEAL**

Any unusual negative site characteristics that have a negative impact on the curb appeal of the project must be corrective. These items include deterioration of any items, graffiti, and litter.

## **DIVISION 2--DEMOLITION & SITE WORK**

### **SECTION 2A            DEMOLITION**

Any damage or loss resulting from demolition activities shall be corrected at the expense of the Contractor. Safety conditions shall be maintained at all times, and the Contractor shall use all precautions necessary, especially at excavations, to provide the necessary protection for the Owner, the public, and inspectors visiting the site. Debris as a result of demolition shall be removed from the site, streets, adjoining walks, and properties. Debris shall be removed from the site in approved containers to legal disposal sites in accordance with local ordinances and applicable environmental regulations.

### **SECTION 2B            EXCAVATION**

Open holes and excavations as a result of demolition shall be filled with earth material free of rubbish or rocks larger than 3" in diameter. Fill shall be mechanically compacted in 6" lifts to a minimum of 90% of the maximum proctor density ASTM D-698. Fill shall not be flooded. When only a component of a structure or equipment/fixture therein is removed, it shall be removed complete without damage to other portions of the property. When any unsightly voids, holes, outlines, etc., are left as a result of such removal, they shall be repaired and finished to match adjacent materials and finishes.

### **SECTION 2C            TREE AND SHRUB REMOVAL**

Tree or shrub removal specified shall include removal of stump and roots to a depth of approximately 12" below finish grade level, backfilling of excavation, and hauling debris from site.

### **SECTION 2D            FENCE REMOVAL**

Fencing along property line shall be removed only with the written consent of the property Owner. This consent shall be obtained by the Owner and forwarded to the HDF. Fencing material, including concrete below grade, shall be removed from site.

### **SECTION 2E            STRUCTURES**

When a structure is to be demolished, the entire structure and all debris shall be removed from site, including all foundations, sidewalks, steps, retaining walls, floor slabs, etc. Demolition should begin at top levels and work down through the building. When only a portion of a structure is to be demolished, the remaining structure, including concrete portions, shall be neatly cut or finished off.

**SECTION 2F INTERIOR**

When interior demolition is performed, all adjacent areas and furnishings shall be protected from damage and dust. When any existing mechanical or electrical component requires relocation as a result of demolition, it shall be relocated in a functional manner.

**SECTION 2G CONCRETE (WALLS, STEPS, STOOPS, WALKS, DRIVES, ETC.)**

Demolition and removal of concrete shall include concrete below grade.

**SECTION 2H MASONRY CHIMNEYS**

When a chimney or portion thereof is removed, all resulting openings shall be filled in to match adjacent structural and finish materials so that no outlines remain. If chimney supported any shelving, rods, etc., these items shall be replaced with new material to fit new space. When a chimney is removed entirely, the chimney foundation may remain unless otherwise specified.

**SECTION 2I EQUIPMENT AND FIXTURES**

When an item of equipment or fixture is removed, it shall be removed complete to include all associated ducting, piping, wiring, and connections in or passing through finished spaces. When removal of any such piping, ducting, or wiring results in any abandoned lines, they shall be properly capped or terminated. Termination of lines shall be outside of finished spaces and all evidence of their existence shall be removed. When a heating system or unit is removed, it shall be removed complete to include furnace or boiler, all ducting or piping (supply and return), gas supply and flue, registers or radiators, thermostats, and all other related hardware. If the condition, installation, and location of gas supply and venting are in compliance with these general specifications and all applicable codes, they may be used for the replacement system if a replacement system is specified. When only a component of the unit is to be removed, it shall be removed complete without damage to other portions of that system.

**SECTION 2J UTILITIES**

When electric appliances are changed from electric to gas and installed in the same location, the existing service shall remain. When gas appliances are changed from gas to electric and installed in the same location, the existing service shall remain. Gas shall be shut off and properly capped. When the Contractor's work results in any abandoned utility or other service lines or equipment, the appropriate authority shall be notified so that the lines or equipment can be removed or properly deactivated. When the work results in any abandoned piping, ducting, wiring, fittings, or associated equipment readily visible or accessible, it shall be disconnected and removed. When an electrical box contains a device that is to be abandoned, the box shall not be used as a junction box if the cover would be in a finished space.

## **SECTION 2K            JUNK AND TRASH**

All junk and trash shall be removed and disposed in a proper manner. Area shall be raked or swept clean and level with surrounding grade. Disposal shall be in accordance with local ordinances.

## **SECTION 2L            SALVAGE RIGHTS**

Owner has salvage rights only when identified in the Work Write-Up. Unless specified in the Work Write-Up that items are to be provided to or returned to the Owner, the Contractor shall be responsible for removing and disposing of all debris.

## **SECTION 2M            EARTHWORK**

1. **Excavation:** Excavate to grades specified on the Work Write-Up. The bottoms of footing foundation trenches are to be level. Footings must rest on undisturbed natural soil or properly compacted, engineered fill. Haul all excess excavated dirt from site or as directed in Work Write-Up.
2. **Backfill:**
  - A. **General:** Backfill and grade to obtain finish grades as specified. Backfill material shall be free of organic material, construction debris, and any rocks larger than 2" in diameter. Backfill shall be placed to expose 6" of foundation while providing positive drainage away from the unit. Backfill shall not be placed on frozen or muddy surfaces.
  - B. **Compaction:** Backfill shall be compacted to a minimum of 90% of the maximum Proctor Density ASTM D-698. Compaction shall be by mechanical tamping. Water shall not be used for compacting.
  - C. **Engineering:** Engineering report shall supersede A and B.
3. **Grading and Drainage:** Site grading shall accomplish the following:
  - A. Allow drainage of surface water away from structure 6" within the first 10' (5% slope).
  - B. Avoid concentrating runoff onto neighboring properties.
  - C. Minimize erosion.
  - D. Provide wood-to-earth separation for affected structures on property.
  - E. In areas where dirt has been disturbed, the area is to be free of all rocks larger than 1" in diameter and rubbish and have a rake finish.
  - F. Swales shall be a minimum of 5' from building and contain a minimum 2% slope.
  - G. Soil shall be compacted, uniformly spread and be suitable for plant growth.

## **SECTION 2N            DRIVEWAYS**

1. **Preparation:**
  - A. Establish proper grade and drainage to include removing or providing additional soil as required to meet applicable requirements of Division 2, Sections 2B and 2M-3.

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- B. The subgrade shall be evenly graded to a depth that will permit the installation of the required new materials to the desired finish grade. When establishing driveways in locations where no previous driveways have occurred, geotechnical fabric is to be placed prior to placing the first lift of stone.
  - C. Sod or vegetation shall be removed, and any soft or mucky places shall be dug out and filled with a granular material thoroughly compacted.
2. **Gravel Installation:**
    - A. Gravel installation shall include edging of 4" redwood, cedar, treated wood, or galvanized metal securely staked prior to installation of gravel. Note: Edging may be omitted if edge of gravel abuts sidewalk, curb, structure, or other suitable edge.
    - B. Finish material shall be as specified and a minimum of 4" deep and spread uniformly over the entire area.
  3. **New Asphalt Installation:**
    - A. Asphalt pavement shall have a minimum compacted thickness of 2". Base shall be of crushed stone, gravel, or durable road material and properly compacted to 4" minimum thickness.
    - B. Asphalt material shall be obtained from a local established asphalt batch plant and asphalt driveways shall be constructed only by a contractor or subcontractor that specializes in asphalt work. Surface shall be rolled with a 5- to 10-ton roller; areas inaccessible to a power roller shall be thoroughly tamped with hot iron tamper. Asphalt shall be applied only in suitable weather conditions. The Contractor will pay special attention to properly attaching the new driveway to all existing sidewalks, porches, garage floors, and any other abutting areas.
  4. **Asphalt Repair:**
    - A. Bituminous paving is to be repaired by removing loose material and cleaning area with water or air pressure. Repairs are to be made with an approved asphalt patch material following the manufacturer's instructions for installation.
    - B. Existing blacktop driveway shall be resurfaced by installing and rolling 1½" of new bituminous surfacing over the existing sound base prepared as required by asphalt paving methods.
  5. **Concrete Installation:** see Division 3, Sections 3A and 3C

**SECTION 20 FENCING**

1. **General:** The exact location of any new fencing shall be established by the property Owner.
2. **Fence Repair:** Sections of all types of fences to be repaired shall be restored to a condition comparable to new, including gates. Replacement materials shall match existing.



3. **Chain Link:**
  - A. **Fabric:** Chain link fabric shall be 1-1½ gauge wire woven in a 2" galvanized mesh. Fabric shall be tied to posts and top rail with aluminum or galvanized wire.
  - B. **Posts:** Line posts shall be 1 5/8" OD galvanized pipe spaced at a maximum of 10'0" on center and set in concrete a minimum of 24" below grade. End posts, corner posts, and gate posts shall be 2½" OD galvanized pipe set in concrete a minimum of 30" below grade. Holes shall be large enough to provide space for 2" of concrete around post.
  - C. **Top Rails:** Top rails of 1 3/8" OD galvanized pipe shall be included in all installations.
  - D. **Gates:** Gates shall be constructed of 1 3/8" OD galvanized pipe with welded or factory fitted joints. Fabric in gates shall be same as fence.
  - E. **Fittings and Hardware:** Fittings and hardware shall be either galvanized steel, aluminum, or galvanized malleable metal. Provide and install all fittings and hardware for a complete installation.
  
4. **Wood:**
  - A. **Material:** Fencing components shall be of material specified.
  - B. **Fasteners:** Nails, staples, bolts, etc. shall be galvanized or cadmium plated.
  - C. **Posts:** Posts shall be 4" x 4" spaced a maximum of 8'0" on center and set in concrete a minimum of 30" below grade. Concrete shall be sloped ½" from post to finished grade. Posts shall be set on 6" of gravel at bottom. Hole shall be large enough to provide space for 4" of concrete around post.
  - D. **Rails:** Fences with vertical board facings shall have 2" x 4" rails. Two rails are required for fences up to 6'0" high. Rails shall be securely fastened to posts to rigidly support all loads.
  - E. **Facing Boards:** Facing boards shall be of the style specified. Facing boards with knots exceeding 1/3 of board width will not be accepted. When style of fence is such that boards may be fastened to either side of posts, the Contractor shall have the Owner specify the selected side in writing.
  - F. **Gates:** Gates shall match the fence in which they are placed and shall include all hardware necessary for the specific application. Hinges shall be bolted to both support post and gate. Gates shall be constructed to withstand normal usage and shall include a minimum of one cross brace secured by a gusset at each end.

## SECTION 2P LANDSCAPE WORK

1. **Tree and Shrub Placement:** Plants shall be nursery grown, sound, healthy, vigorous, free from plant diseases and insects or their eggs, and shall have normal, healthy root systems.
2. **Tree and Shrub Pruning:** Trees and shrubs shall be pruned in accordance with accepted nursery practice. Broken and disfigured branches shall be removed. When limbs larger than 2" in diameter are removed, the butt ends that remain on the tree shall be properly sealed. Pruning shall ensure adequate clearance from structures and utility lines. All new trees are to be staked in place until such time as the root ball has imbedded into the existing soil.

3. **Existing Shrubs:** Plants should be dug up and prepared for storage in a proper manner that does not damage the branches, root system, and future development of the plant. The plant should be protected from drying out.
4. **Sodding:**
  - A. **Preparation:** Preparation for sodding shall include:
    - (1) Removal of all vegetation to ground level.
    - (2) Removal of all rock and rubbish, rototilling, and raking to provide a smooth, firm base.
    - (3) Establishment of proper grade and drainage including removal or addition of suitable soil as required for finish, sodded surface to meet requirements of Section 2M-3 of this Division.
  - B. **Material:** Sod shall be a strain or blend of strains of Kentucky Blue Grass and supplied by a turf farm whose sod meets the requirements of the American Sod Producers Association.
  - C. **Installation:**
    - (1) Sod shall be installed within time limit set forth by turf farm supplying sod.
    - (2) Fertilize as recommended by turf farm supplying sod (one application required).
    - (3) Provide property Owner with warranty and written care and maintenance instructions supplied by turf farm.
5. **Lawn Reconditioning:** Lawn reconditioning shall consist of the following:
  - A. **Preparation:** Preparation for seeding shall include:
    - (1) Raking all debris from area to be reconditioned and scratch surface as required.
    - (2) Fertilizing with starter fertilizer as recommended by seed producer.
    - (3) Topsoil shall be used to establish the finish grade and be evenly spread to a minimum of 2-4".
  - B. **Material:** Seed shall be a strain or blend of strains of Kentucky Blue Grass as recommended by local suppliers.
  - C. **Placement:** Placement of seed shall include:
    - (1) Spreading seed and raking in accordance with seed provider's instructions.
    - (2) Providing initial watering.
    - (3) Providing property Owner with written care and maintenance instructions from seed producer.
6. **Rock:** Rock installation shall consist of the following:
  - A. **Preparation:** Preparation for rock shall include:
    - (1) Establish proper grade and drainage including removal or addition of soil to meet requirements of Section 2M-3 of this Division.
    - (2) Grade the subgrade evenly to a depth of 4" below desired finish grade.
  - B. **Placement:** Placement rock shall include:
    - (1) Edging installation, if specified, shall be securely staked prior to installation of rock.

- (2) Subgrade covering installation of 6 mil visqueen over entire subgrade prior to installation of rock.
- (3) Finish material placement a minimum of 4" deep and spread uniformly over entire area.

**SECTION 2Q            ACCESS**

Access to each dwelling unit must be free of any obstructions and is required from parking areas or other amenities on site. Access to the unit must also be private. A building must contain an alternate means of exit in case of fire. The emergency exit from a building may consist of fire stairs, another door, or windows. The emergency exit must not be blocked.

**SECTION 2R            PLAYGROUND/PLAY AREAS**

Existing playground or play areas must be maintained in decent and safe condition. All equipment must be free from any defects. The areas must contain mulch and be enclosed by a fence capable of supporting all loads.

**SECTION 2S            POOLS**

Swimming pools, decorative fountains, or retention ponds must be enclosed by a fence suitable to prevent unwanted activities or unsupervised children access to those areas. Entrance locations must have acceptable locking hardware.

**SECTION 2T            SITE AND NEIGHBORHOOD**

The site and neighborhood must be reasonably free from disturbing noises or other dangers to the health, safety, and general welfare of the occupants. The site and neighborhood may not be subject to serious adverse natural or manmade environmental conditions, such as dangerous walks or steps, flooding, poor drainage, sewer hazards, mudslides, air pollution, noise, vermin, or fire hazards.

## DIVISION 3--CONCRETE

### SECTION 3A GENERAL REQUIREMENTS

1. **Preparation:**
  - A. Concrete work shall include all excavation, backfill, and compaction required for complete job. Surfaces adjacent to concrete shall be restored to match adjacent surfaces, unless otherwise specified.
  - B. Sod and vegetation shall be removed and any soft or mucky places shall be dug out and filled with granular material thoroughly compacted.
  
2. **Concrete Design:**
  - A. Concrete shall reach the following minimum compression strengths within 28 days.
    - (1) Concrete walls and interior slabs: 2500 pounds per square inch (psi).
    - (2) Driveways, curbs, sidewalks, patios, porches and garage floors: 3000 psi.
  - B. All cast-in-place concrete shall be from a local, established concrete plant that can provide specified design mixes and supply product data if necessary.
  - C. All slab-on-grade concrete will be placed on a minimum of 4" of compacted, crushed stone.
  
3. **Form Work:**
  - A. **Walls:** Cast-in-place concrete shall be formed with wood; steel; aluminum; plastic; a composite of cement and foam insulation; or a composite of cement and wood chips. Forms shall be substantially free of surface defects and sufficiently tight to prevent leakage. They shall be properly braced and tied to maintain the design position and shape. Form ties shall be steel; solid plastic; foam plastic; a composite of cement and wood chips or foam plastic; or other suitable material capable of resisting the fluid pressures of fresh concrete. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member's weight and any superimposed loads. Form ties shall be removed to a point flush with concrete surface or recessed and grouted.
  - B. **Flat Work:** Cast in place flat work shall be formed with 2x material or steel forms, except that flat work more than 4" above grade shall be formed with the same materials noted above for walls. Forms shall be properly braced and tied to maintain the design position and shape. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member's weight and any superimposed loads.
  
4. **Mixing:** Unless prior approval is obtained in writing from the Owner with HDF concurrence, all concrete shall be ready-mixed and transported to the site by an established ready-mix company. All concrete exposed to freezing is to have 5% +/- 1% air added to the mix.

5. **Reinforcement:**
  - A. **Walls:** Concrete stem foundation walls shall have a minimum of one #4 bar within 12" of the top of the wall and one #4 bar located 3"-4" from the bottom of the footing.
  - B. **Flat Work:** Concrete floors, walks, decks, porches, patios, and driveways shall have reinforcing materials. Reinforcement shall consist of reinforcing bars, steel wire, steel welded wire fabric, polypropylene fibers, or by accepted engineering practices. Block outs (12" minimum clear distance in all directions) must be installed around all valve boxes, manholes, poles, etc., encountered in walk or driveway areas. Concrete shall be placed in the blocked out areas at a point in time after the walk or driveway has been cast. Resilient bituminous fiber expansion joint must be installed around the blocked out area between the two pours.
  - C. **Pads:** Unless otherwise specified, all pads must be reinforced as per Section 3A 5-B above, or by accepted engineering practices.
6. **Placing:** Concrete shall be placed continuously where possible or provide construction joints with reinforcement for transfer of stress. Concrete work shall be straight and plumb with square corners and shall be placed in such a manner that when forms are removed no honeycombs, large voids, or form marks are evident and face has a generally uniform appearance. If these requirements are not met, the Contractor shall be responsible for surfacing entire face to a uniform appearance.
7. **Protection of Concrete:** Concrete shall be protected from any weather condition which could compromise the strength or appearance of the finished concrete. The Contractor shall protect the concrete from traffic and vandalism until concrete will withstand normal traffic without damage. The Contractor shall be responsible for repairing or removing and replacing, without added cost to the Owner or HDF, any concrete, the strength or appearance of which is damaged from improper protection, workmanship or materials.
8. **Repair of Concrete Surfaces:** Repair shall be true and level with adjacent surfaces and finishes shall match existing. Repair of concrete surfaces shall include:
  - A. Removing existing spalling concrete, loose concrete, or loose cement coating.
  - B. Cleaning area to ensure good bonding of patch material.
  - C. Wetting the surface and keeping moist during entire process.
  - D. Filling all voids and cracks with a mixture of concrete and bonding agent placed in accordance with manufacturer's recommendations.
  - E. Repairing any existing cement coating.

### SECTION 3B CONCRETE WALLS

1. **Concrete Foundation Walls:**
  - A. Cast-in-place foundation walls must be a minimum of 8" thick and a maximum of 4'0" in height. Foundation walls over 4'0" in height shall be constructed in accordance with accepted engineering practices and shall include installation of all recommended

foundation drain systems. Installation shall include sump pump and pit when required to get water to grade.

- B. The top of finish walls shall be such that no more than two sill plates are required to maintain finish floor elevation. Beam pockets shall be formed and beam support shall be provided.
- C. When constructing a foundation for an existing structure, the new foundation shall be placed so that vertical alignment with the existing exterior walls and corners is achieved.

2. **Concrete Retaining Walls:**

- A. Retaining walls not laterally supported at the top must not exceed 2'0" in height.
- B. Walls over 2'0" in height shall be constructed in accordance with accepted engineering practices.

3. **Piers:** Piers shall be a minimum of 12" in diameter and 36" in depth unless otherwise specified.

**SECTION 3C CONCRETE FLAT WORK**

1. **Concrete Walks, Ramps, Steps, Stoops, Patios, Driveways, and Aprons:**

- A. Total thickness of all concrete shall be 4" minimum. Exposed surfaces shall be free of honeycombs, voids, and form marks and have a generally uniform appearance. Provide exterior flat concrete with light broom finish. Proper drainage shall be maintained away from all building walls with a minimum slope of 1/8" per foot. Edges shall be tooled with a device designed specifically for this purpose.
- B. Concrete walks shall be a minimum of 36" wide, unless otherwise specified. When walk joins steps that are wider than walk, the walk shall be tapered to step width from a point approximately 48" from steps. Score sidewalks with 1/2" control joints at a maximum of 5'0" on center and provide 1/2" x 4" resilient bituminous fiber expansion joints at points where walk abuts existing concrete.
- C. Score driveways and patios with 1/2" control joints at a maximum of 10'0" on center in both directions. Provide and install 1/2" x 4" resilient bituminous fiber expansion joints every 20 linear feet (lf) of driveway and at points where driveway and patios abut existing concrete. Control joints are to be tooled in place at the time of the placement or saw cut as soon as the concrete will withstand the weight of the workman and saw.
- D. Vehicle garage door apron shall be poured flush with garage floor, and extend 1' to each side of garage door opening and extend out 2' flush with driveway grade. Slope aprons away from the garage at a minimum of 1/4" per foot.

2. **Interior Concrete Floors:**

- A. Floors shall have steel trowel finish, smooth, and free from trowel marks. Aggregate shall be tamped away from surface using tools designed for this purpose. A 4" base course and 6 mil vapor barrier with joints lapped 6" are required for interior slabs on grade. Interior concrete floor slabs shall be a minimum of four inches (4") thick, with

one-half inch (½") x four inch (4") resilient bituminous fiber expansion material at perimeter of floor and at any other structural elements.

- B. Concrete floors shall be finished (except where floors are shown to slope to drain) with a maximum one-quarter inch (¼") variation in an eight foot (8'0") distance in any direction.
- C. Garage floors shall be sloped for drainage to overhead door opening and include a concrete apron (see paragraph 1 of this section).

### **SECTION 3D                      SIDEWALKS, CURBS, CURB RAMPS, AND DRIVEWAY APRONS**

Sidewalks, curbs, curb ramps, and driveway aprons located within public street or alley rights-of-way must be designed and constructed in accordance with local jurisdiction requirements. Handicapped-accessible curb ramps of a type and design approved by the local jurisdiction must be provided at all street and alley intersections. The portion of driveway aprons located within a public street or alley right-of-way must be constructed of concrete with a thickness of 6" minimum. All work taking place within a public right-of-way must be approved by the local jurisdiction, and the Contractor shall be responsible for obtaining such approval.

## DIVISION 4--MASONRY

### SECTION 4A GENERAL REQUIREMENTS

1. **Placing:** Masonry shall be laid in running bond with level courses, uniform joints, square corners, and plumb verticals. Joints to be struck flush where covered with finish or not exposed to view and with a concave tool where exposed. When new and existing masonry are joined, transition shall be structurally sound and watertight, and if exposed, shall be uniform in appearance. Work shall include all necessary anchors, lintels and ties.
2. **Cold Weather Precaution:** Masonry work shall be protected from any weather condition which could compromise the strength or appearance of the finished work.
3. **Mortar:** Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S or M mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.

### SECTION 4B FOUNDATIONS AND RETAINING WALLS

1. **Preparation:** Masonry work shall include all excavation, backfill, reinforcing, coring, etc. as specified:  
**Foundation Walls:** Masonry foundation walls must be a minimum of 8" thick and wall heights must comply with section R404 of the IRC, or be constructed in accordance with accepted engineering practices. Foundation walls that enclose usable or habitable space below grade must include damp-proofing, a foundation drain system, or a sump pump and pit when required to get water to grade. All joints in all locations are to be fully bedded and tooled whether they are visible or not.
2. **Retaining Walls:**
  - A. Retaining walls not laterally support at the top must not exceed 2'0" in height.
  - B. Walls over two feet 2'0" in height shall be constructed in accordance with accepted engineering practices.
3. **Piers:** Masonry piers must not exceed 10 times their least dimension. Isolated piers must be grouted solid unless their unsupported height is less than 4 times their least dimension. Hollow piers must have a 4" pier cap or solid masonry unit or have the top course of the pier filled with grout or concrete.
4. **Mortar:** Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.



**SECTION 4C            REPAIR OF EXISTING**

1. **Walls:** When repair of existing masonry is specified all materials and installation methods used shall match existing materials and finishes as closely as possible. Any or all of the following methods, as required, shall be used to achieve this.
  - A. **Tuck Pointing:** When tuck-pointing is required the work shall include:
    - (1) Removing existing mortar to a minimum of 3/4" and all loose and deteriorated mortar.
    - (2) Cleaning joint edges to ensure good bonding.
    - (3) Wetting the surface and keeping moist during the entire process.
    - (4) Forcing mortar into joints with caulking tool.
    - (5) Striking joint to seal and blend in with existing.
    - (6) Cleaning entire surface to remove all mortar from face of masonry (brick, rock or stone).
  - B. **Resetting Existing Units:** Existing masonry units may be reused if undamaged and clean.
  - C. **Parging:** When parging is required, the work shall have a uniform and even finish and shall include:
    - (1) Brushing and washing down entire surface to remove loose and deteriorated material.
    - (2) Keeping surface damp while applying parging.
    - (3) Coating entire surface with skim coat of masonry mixed at a ratio of three parts sand and one part masonry cement.
  - D. **Shotcrete:** When shotcreting is required, refer to International Building Code ("IBC"), 2015 Edition, Section 1910, Page 427, the finish shotcrete surface shall not contain sags, segregation, honeycombing, sand pockets, or other obvious defects.
  
2. **Chimney:** When a chimney is to be repaired, this includes tuck pointing, replacing damaged or missing masonry and parging, and installing a new cap and/or flue extension where necessary. Chimney caps are not to be less than 4" thick at their thinnest location.

## DIVISION 5--METALS

### SECTION 5A RAILINGS AND HANDRAILS

Railings shall be custom manufactured and securely anchored. Prefabricated railing kits may be acceptable only when approved by the Owner and HDF. Joints are to be rigid and dressed down to a smooth, even surface. Railings shall be painted with one coat of metal primer and two coats of suitable finish paint.

### SECTION 5B FOUNDATION AND ATTIC VENTS

1. **General:** When openings for vents are constructed care shall be taken to avoid unnecessary damage to adjacent components.
2. **Foundation Vents:** Foundation vents shall have a means of closing and shall be screened with corrosion resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing. Vents shall be standard quality brands designed for the specific application.
3. **Attic Vents:** Attic vents called for shall be screened with corrosion resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.

## DIVISION 6--CARPENTRY

### SECTION 6A FRAMING

1. **General:** Framing specified shall ensure that the construction provides safe support of all design loads and a suitable base for attachment of finish material. Framing lumber shall be identified by the Grade Mark of a recognized grading association. Framing shall be level and plumb, and where possible all corners shall be square. Window and door openings shall be level, plumb, and square. Engineering requirements shall supersede all requirements of this section.
2. **Sill Plates:** When new sill plates are specified, closed cell foam weatherstripping, grout, or other gasket material shall be installed under the new plates. The new plates must be attached to the foundation with ½" bolts spaced 6' on center with at least one bolt within 12" of each corner and a minimum of 2 bolts per plate. Sill plates shall be protected against decay and termites.
3. **Posts and Beams under Floor Joists:** Posts and beams shall consist of:
  - A. Three 2" x 8" or 2" x 10" members fastened together to form a beam or the equivalent.
  - B. Posts of 4" x 4" wood, 3" pipe, or general unit masonry construction spaced in accordance with the IRC are acceptable. Wood posts or pipes must be fastened to both beam and pad with brackets designed for the specific application. Installation shall assure that all beam member joints break over support posts and all points of contact with beam are shimmed for solid bearing.
  - C. Pads supporting each post 16" square x 16" deep poured-in-place concrete with two horizontal #4 rebar in each direction. Top of pad shall be level and provide a smooth surface to install block for masonry piers, brackets for wood posts, or to properly attach steel posts.
4. **Floor Framing:** For new floor systems, joist size and spacing shall be as specified in the Work Write-Up. When additional floor framing is necessary, new joist size shall be consistent with existing members.
5. **Subflooring:** Subflooring shall be plywood OSB (oriented strand board) or waferboard. Subflooring shall be glued and nailed. When matching existing, new subfloor shall provide a uniformly smooth transition.
6. **Furring and Leveling of Existing Floors:**
  - A. Remove all base and trim so that new floor sheathing will contact wall.
  - B. When leveling of floor(s) is specified, floor shall be leveled to the high point of the area being leveled unless otherwise specified. When leveling is specified for a particular room, it shall extend into any new and existing closet or pantry located in or adjacent to that room.

- C. When leveling of floor(s) is specified, continuous furring strips shall be used. Furring material shall be of structural grade and shall be installed to obtain a structurally sound and level surface for installation of finished flooring (see Division 9, Section 9E).
  - D. When furring strips run parallel to existing floor joists, they shall be installed directly over floor joists.
  - E. Contact shall be maintained the entire length of the continuous furring strip between the existing floor and furring strips and the furring strips and new floor sheathing.
  - F. The spacing of the furring strips and sheathing shall conform to the requirements of the IBC or IRC for spacing and sheathing thickness.
  - G. Sheathing shall conform to subflooring requirements of paragraph 5 above.
  - H. If shimming is necessary, shimming material shall be a structural material with full bearing.
7. **Changes in Floor Level:** When leveling the floor in one area causes level differences from adjacent floors of more than 1/2", this change shall take place at openings. When such a change in levels does occur, the transition shall be made as follows:
- A. When the difference is 3" or more, treat as a step with a vertical riser. Finish of riser shall be the same as adjoining wall or either of the two adjacent floors. Owner and HDF shall approve finish prior to installation.
  - B. When the difference is less than 3", provide a tapered rise compatible with adjacent floors constructed of solid material. Finish of tapered rise shall be the same as adjacent floor finish, unless otherwise specified. Slope shall not exceed one in five.
8. **Walls:**
- A. New walls shall be constructed of 2" x 4" studs at 16" on center, continuous length from soleplate to double top plate and all ends shall be cut square. Wall framing shall include blocking for all planned accessories. Location of all openings shall be as per drawings. Exterior walls shall have two continuous beads of caulking applied between soleplate and subfloor.
  - B. When furring of walls is specified, all furring material shall be of structural grade and shimmed as needed to obtain a rigid and plumb surface for installation of finish material.
9. **Ceiling Framing:**
- A. Framing members for new ceilings in existing spaces shall be properly sized for span and spaced 16" on center. Members shall be anchored to provide a rigid level plane with provision for perimeter nailing of wallboard.
  - B. Additional framing members for reinforcement shall be properly sized, located, and anchored to meet the structural requirements of the Building Code.
  - C. When intermediate beams are added to support ceiling joists, the beam shall be continuous between supporting members, properly sized, located, and anchored to meet the structural requirements of the Building Code. When the beam is installed in a finished space, it shall be finished to match adjacent surfaces, unless otherwise specified.

10. **Rafters and Trusses:** Rafters and trusses shall be set to provide an even plane for roof sheathing so that finished roofing has an even surface and provides a smooth transition between existing and new roofing. Rafter size and spacing shall be as specified. Rafters shall run full length without joints. When roof trusses are specified, they shall be engineered and approved drawings must be submitted showing compliance with the 2015 IRC.
11. **Roof Sheathing:** Roof sheathing shall be plywood or OSB (oriented strand board). When matching existing sheathing, transition shall provide a uniformly smooth surface.
12. **Wood Decks, Ramps, Steps, Railings, Retaining Walls:**
  - A. **Material:** Decks, ramps, steps, and railing structural components shall be approved construction grade lumber. Decking, stair treads, all guardrail components, and handrails shall be redwood, treated wood, or weather-resistant composite material. Fasteners shall be galvanized or cadmium plated. Material used shall be free of loose or missing knots. Redwood shall be sealed (see Division 9 Section 9C). Retaining wall components shall be designated for landscape use by the manufacturer.
  - B. **Construction:** Construction details shall be in accordance with the Work Write-Up and/or drawings, if applicable.
13. **Repair of Framing and Structural Members:** When the repair of framing or structural members is specified, the repair shall achieve the strength and load bearing capacity of the original member.

**SECTION 6B                    PORCHES, STOOPS AND DECKS**

1. **Replacement of Components (Flooring, Ceiling, Columns, Railings, Steps, and Skirting and Lattice):** Replacement of any components shall be with like material in style, size, and installation unless otherwise specified. Finger joint material may be used when painted. New unfinished material shall be primed or sealed and ready for final finish. Members shall be securely fastened and installed to meet at even levels and cut to abut uniformly adjacent members.
2. **Repair:** When repair of components is specified, it shall consist of matching existing materials in size, style, and finish including decorative and ornamental moldings. Repair shall include all material and methods necessary to achieve uniformity between new and existing members.

**SECTION 6C                    INTERIOR TRIM, CLOSET COMPONENTS AND SHELVING**

1. **Material:**
  - A. New interior trim shall match predominant existing material in size, style, and finish, including any decorative and ornamental molding. Trim material shall be kiln dried or otherwise seasoned solid wood. Synthetic wood or veneered trim shall not be accepted. Trim material shall be dressed free of tool marks and other objectionable

defects. When finish is to be natural or stain, trim material shall be stain grade. Finger joint material shall not be accepted. When trim is to be painted, material may be finger joint.

- B. Clothes closet, pantry closet, and open shelf material shall be 3/4" x 12" minimum wood bullnose or vinyl-covered wired shelving unless otherwise specified. Linen closet shelf material shall be 3/4" x 16" minimum wood bullnose with a minimum of five shelves. Shelves shall be painted to match adjacent finish. Closet shelf wall support shall be 1" x 4" material secured to solid backing or appropriate wire shelf brackets. Clothes closet rod shall be 1" diameter wood or metal, supported on ends with manufactured wall brackets. Rod shall not be painted. All fasteners will be attached to studs or proper blocking for all shelves. No drywall anchors will be accepted in shelving support.
- C. When closet rod and shelf are to be lowered, the height shall be coordinated with the Owner and HDF.

2. **Installation:**

- A. Trim members shall be securely fastened tight to wall and installed to run true to line, meet at even levels to adjacent corner members, and all line cuts and miters shall be even so as to abut uniformly to adjacent members. This work shall be accurately and neatly performed and the joints shall be secured to prevent separation. Trim shall be joined only at corners except for runs in excess of 12'0", in which one splice will be permitted midway of run. Casings around all openings shall be joined only at corners. External corners shall be mitered and internal corners shall be mitered or coped. Splicing of trim shall be done with mitered joints over solid backing. Fasteners used in installation shall be set below the surface. Holes shall be filled smooth with surface. When material is to be stained, fill shall match stain color.
- B. Continuous support secured to solid backing shall be installed at ends and back of closet shelves. Clothes closet shelf and rod shall have a center support bracket if span is more than (5'0"). Bracket shall be specifically designed for shelf and rod installation and securely fastened to solid backing and installed level. Rod shall be installed at a height of 56" above floor unless otherwise specified.
- C. Pantry closet and open shelves shall have center support brackets if span is more than 5'0". Bracket shall be specifically designed for shelf installation and securely fastened to solid backing.

- 3. **Repair:** Existing interior trim which is broken, splintered, cracked, chipped, warped, or otherwise defective shall be replaced or repaired with new material. Repair shall include all materials and methods necessary to achieve uniformity between new and existing members. Installation shall conform to all requirements of this section unless otherwise specified.

**SECTION 6D INTERIOR WALL PANELING**

- 1. **Material:** See Work Write-Up.

2. **Installation:** Paneling shall be installed on solid wall surfaces. It shall not be fastened directly to furring strips or open framing. Any holes in existing wall material with an area exceeding one square foot to include holes from construction activity shall be repaired. Paneling shall be installed plumb and level. When paneling abuts trim it shall be tightly fitted. Exposed paneling edges shall not be accepted.
3. **Repair:** Repair of wall paneling shall consist of securing loose wall paneling and components.

#### **SECTION 6E INTERIOR SOFFIT**

When repair of interior soffits is specified, it shall provide construction that will support all design loads and provide a suitable base for attachment of cabinets. Framing shall be level and plumb. When soffits are specified, the finished edge shall project a minimum of 1½" past the finished edge of the wall cabinet. Soffit edges shall run parallel to wall cabinets. Soffits shall have a minimum of ½" drywall, taped and finished to match adjacent surfaces.

#### **SECTION 6F KITCHEN, BATH AND UTILITY CABINETS**

1. **General:**
  - A. Cabinets shall conform to ANSI A161.1 "Recommended Minimum Construction and Performance Standards for Kitchen Cabinets". Cabinets shall be certified by the National Kitchen Cabinet Association.
  - B. No plastic or vinyl transfer finishes shall be accepted. No plastic drawers, drawer fronts, or doors shall be accepted.
  - C. Wall and base cabinets shall be of the same construction and same outside appearance.
    - (1) Face frames shall be solid 3/4" thick hardwood.
    - (2) Sides of cabinets shall be a minimum of 3/8" plywood and prefinished to match cabinet front when exposed.
    - (3) Tops and bottoms shall be a minimum 3/8" thick plywood or medium density fiberboard.
    - (4) Cabinets shall have backs constructed of a minimum 1/8" hardboard.
    - (5) Interior of all cabinets shall have a melamine finish.
    - (6) Shelves shall be a minimum of 5/8" thick medium density fiberboard surfaced with a melamine finish.
  - D. Cabinet installations shall include all accessories, operating and mounting hardware, filler strips, panels, and molding provided by the cabinet manufacturer for complete installation.
  - E. When utility or pantry cabinets are specified, they shall match kitchen cabinets in style and finishes.
2. **Installation:**
  - A. Cracks and voids in walls and floor and at junction of walls and floor shall be permanently filled and sealed prior to installation of cabinets.

- B. Where existing cabinets are removed and the area is not covered by new cabinets, the walls, floor, and trim shall be finished to match adjacent finishes.
  - C. Cabinet doors shall be properly aligned and drawers shall operate freely. Hardware shall operate smoothly and easily. Cabinets shall be installed straight, level, plumb and be securely anchored with screws of proper size and quantity. Cabinets on either side of an appliance shall align front and top. Cabinets shall be secured to each other and to the wall by counter sinking screws neatly through the rails and stiles of the cabinets. Any screw not penetrating solid material shall be removed. Holes and any damage to the interior finish shall be filled and refinished.
  - D. When shims are used in leveling cabinets, they shall be securely fastened and capable of supporting loads.
  - E. When trim exists where new cabinets are to be installed, base and trim shall be cut and removed to avoid scribing cabinets. Base and trim shall be fitted tightly and neatly to newly installed cabinets.
  - F. When cabinet installation is not tight fitting at floors, walls and ceiling, continuous molding shall be installed.
  - G. Openings necessary for plumbing and mechanical components shall be cut so that a properly-sized escutcheon or trim will conceal the opening(s). If structural integrity of the cabinet is diminished as a result of cutting, such openings shall be reinforced.
3. **Replacement and Repair of Components:** When replacement of cabinet components is specified, components to be replaced shall be consistent in style, material, and finish with existing cabinet. When repair of cabinet components is specified, repair shall restore component to its original appearance, structural integrity, and operation.
  4. **Alterations & Removal:** When wall cabinets are to be lowered, the height shall be coordinated with the Owner and the HDF. When existing countertops are to be supported as a result of base cabinet removal, see the work write-up or drawings. When reconstruction of base cabinets is specified, see the work write-up or drawings.

#### SECTION 6G COUNTERTOPS

1. **General:** Countertops shall be shop built. Surfaces shall be minimum 1/16" thick high-pressure plastic laminate. Laminate shall be applied to all exposed edges. Countertops shall have a minimum 4" backsplash. End splash shall be installed where countertop abuts walls or built-in cabinet work. If top consists of more than one section, sections shall be assembled to achieve a structurally sound, rigid, single-unit top. Joints shall be tight, aligned, and smooth. Countertop allowance shall include the retail cost of the complete top ready for installation.
2. **Installation:** Edges that abut walls or other cabinets shall be scribed to fit tight to that surface. Countertop abutting walls shall be fitted with a maximum 1/8" opening prior to caulking. Caulking shall be uniformly applied and finished to be neat and smooth. No molding will be accepted. Openings cut and holes drilled for plumbing fixtures, electrical



components, and appliances shall be neat and close fitting. Tops shall be secured to cabinet with screws installed into core of top through base cabinet.

3. **Repair:** Repair of countertops shall consist of the following:
  - A. Adhering all loose laminates and other coverings with a product specifically designed for this purpose.
  - B. Securing loose top to cabinets.
  - C. Removing deteriorated sealant at walls and around plumbing fixtures replacing with new sealant specifically designed for this purpose. Sealant shall be uniformly applied and finished to be neat and smooth.

#### **SECTION 6H STAIR OPENINGS, STAIR UNITS, HANDRAILS AND GUARDRAILS**

1. **General:** The design, construction, and installation of all stair units shall be the responsibility of the Contractor. If code requirements preclude installation of stair unit in a specified location, the Contractor shall notify the local jurisdiction before constructing the stair unit. Stair units may be job built or pre-manufactured and shall include landings as required. When the construction of a new stair opening or modification of an existing stair opening (including modifications for head room) is specified, it shall include all framing necessary to modify the existing, or create a new opening sized to accommodate the existing or specified stair unit and provide all necessary clearances. Structural members shall be approved construction-grade materials; for exterior stairs, fasteners shall be galvanized or cadmium plated. Material used for stair units shall be free of loose or missing knots. Unless otherwise specified, new stair units shall have treads and risers for closed construction and stair treads shall be 5/4" material pre-manufactured for this application. New stair unit installations shall include new handrail and appropriate hardware. Handrail shall be 1½" to 2" in circular cross section or have a perimeter of at least 4" and not more than 6". The handrail must be continuous the full length of the stairs, ends must be returned to the wall or post, and the rails must be mounted so a space not less than 1½" is present between the wall and handrail. Handrails shall be finished with a natural finish unless otherwise specified. Finger joint material may be used only when handrails are to be painted. When guardrails are specified, they shall consist of posts, rails, balusters, and necessary hardware, or finished frame walls.
2. **Installation:** Stair units shall be installed plumb and level; treads shall be level and each riser shall be plumb. Where stair units meet wall surfaces, transition shall include finish wood molding or continuous skirtboard. Handrail installations shall meet applicable code requirements. Handrail brackets shall be screwed to structural members or to securely anchored backing.
3. **Repair:** When repair of a stair unit, handrail, or guardrail is specified, it shall include the repair or replacement of any damaged, deteriorated, or missing component or portion thereof. This shall include the repair or replacement of any associated brackets, screws,

and hardware. Components shall be returned to a like-new and structurally-sound condition. Repairs shall match existing materials in style and finish.

## DIVISION 7--MOISTURE PROTECTION

### SECTION 7A DAMPPROOFING

Dampproofing shall be applied in conjunction with new foundation construction when specified and conform to IRC requirements and accepted engineering practices.

Foundation walls that enclose interior space or floors below grade shall be dampproofed from the top of the footing to the finished grade. Areas with a high water table that enclose interior space and floors below grade must be waterproofed in the same manner. Dampproofing consists of 3/8" parging that is covered with a bituminous coating, acrylic cement, surface-bonded cement, or any waterproofing method noted below. Waterproofing consists of two-ply hot-mopped felts, 55-lb. roll roofing, 6 mil polyvinyl chloride, 6 mil polyethylene, 40 mil polymer-modified asphalt, 60 mil flexible polymer cement, 1/8" cement fiber-reinforced waterproof cement, or 60 mil solvent-free liquid synthetic rubber.

### SECTION 7B PERIPHERAL DRAINS AND SUMP PUMP SYSTEMS

1. **Peripheral Drains:** Peripheral drains shall be installed in conjunction with new foundation construction when specified and conform to IRC and accepted engineering practices. Drains shall be required around all foundations that enclose habitable or usable space below grade and in areas with a high water table.
2. **Sump Pump Systems:** When a new sump pump system is specified where none exists, it shall include sump pit with container and cover designed for this application, sump pump, all electrical connections, and discharge drainage to exterior of structure. Sump pit container shall be a minimum of 18" diameter by 24" deep, designed for this application. Sump pumps shall be submersible type, minimum 1/3 horsepower (hp), automatic control, and UL approved. Discharge line with check valve shall extend from the pump through the exterior wall at a height to permit discharge into a splash block set on grade. A concrete splash block shall be included as part of this installation. When a new sump pump is to be installed in an existing system, existing components of the system shall be inspected and repaired or replaced to ensure proper operation. Pump shall be piped with solid PVC pipe only for the discharge line from the pump.

### SECTION 7C CAULKING

1. **General:** The requirements of this section shall apply to all interior and exterior work where caulking is common practice to provide a finished product or in preparation for final finish. This includes new work, repairs and alterations, and preparation for painting.
2. **Material:** Caulking shall be acrylic latex caulk unless otherwise specified.

3. **Preparation:** Surfaces to which caulking is to adhere shall be clean, dry, frost free, and sound. Loose material shall be removed prior to application. Joints greater than 3/8" in depth shall be partially filled with a rope or yarn backup (backer rod) material as recommended by the manufacturer of the caulking.
4. **Application:** Caulking shall be handled according to the manufacturer's written instructions. The completed application shall provide a weathertight surface. The caulking shall be uniformly applied and the finished surface shall be neat and smooth.

#### SECTION 7D INSULATION

1. **General:** When space limitations will not allow sufficient insulation to meet the "R Value" required by this section, these spaces will be insulated to achieve the highest "R Value" possible. The Contractor shall provide a certification of "R Value" for all insulation to the Owner and the HDF.
2. **Material:** Insulation shall be standard quality brands of batt, blanket, or loose thermal insulating materials fully suitable for the particular installation. Insulation shall be delivered to the site in manufacturer's original packaging with seals unbroken and labels intact. Insulation materials shall be noncombustible, nontoxic, and shall not attract insects or vermin.
3. **Installation:**
  - A. Attics (rooms or spaces immediately below the roof) shall be insulated to meet the International Energy Conservation Code. A minimum value of R-38 is required pending HDF review. Attic insulation shall be installed between all heated and unheated spaces. Refer to specifications or Work Write-Up.
  - B. Exterior wall cavities shall be insulated to meet the International Energy Conservation Code, to include all voids between framing and window and door units when exposed. A minimum of R-20 or R-13 + R-5 is required pending HDF review and location of unit. If finished wall surfaces must be disturbed for installation, surface shall be repaired and finished so that no evidence of work is apparent. Refer to specifications or Work Write-Up. See Appendix 3.
  - C. Exterior crawl space walls shall be insulated to meet the International Energy Conservation Code. A minimum value of R-19 to R-30 is required pending HDF review and location of unit. Floors over exterior space must be insulated as attic spaces as noted in Section 7D-3A. Refer to specifications or Work Write-Up.
  - D. Required clearances shall be maintained between mechanical and electrical components and insulation. See Appendix 3.

## SECTION 7E ROOFING

1. **General:** (see requirements of Division 7, Section 7F)
  - A. **Preparation:** Roofing installations shall include the removal of any existing material to meet local code requirements (see Division 2, Section 2A). When roof sheathing is exposed, secure any loose sheathing, and replace defective with material of same thickness to establish a firm, true base. When installation is over existing roofing, set protruding nails, nail down loose roofing, and replace curled or warped roofing material to achieve an even surface. Clear roof surface of debris. Roofing installations shall include new roof jacks. Should the home already have two or more layers of roofing, all previous roofing will be removed prior to installing a new roof.
  - B. **Repair:** Color and design of roofing material shall match existing adjacent roofing as closely as possible.
  
2. **Shingle Roofing:**
  - A. **Material:**
    - (1) 3-tab shingles shall be a minimum of 235 lbs. per square.
    - (2) T-lock asphalt shingles shall be a minimum of 240 lbs. per square.
    - (3) 3-tab fiberglass shingles shall be a minimum of 225 lbs. per square.
    - (4) T-lock fiberglass shingles shall be a minimum of 225 lbs. per square.
    - (5) Wood shingles shall be No. 1 cedar shingles with a minimum of 205-225 lbs. per square.
  - B. **Installation:**
    - (1) When asphalt shingles are to be installed over existing roofing, a minimum of 30 lb. roofing felt shall be applied prior to installation.
    - (2) When asphalt shingles are to be installed directly over roof sheathing, a minimum of 15 lb. roofing felt shall be applied prior to installation.
    - (3) Shingles shall run true to horizontal line, meet at uniform levels at ridges, be cut and properly fitted adjacent to protruding members and other shingles with allowance for thermal expansion, and true to a set line in valleys and along eaves and rakes. Shingles adjacent to eaves and rakes shall be adequately nailed along same.
    - (4) New shingles shall extend ½" beyond rake and eave edges.
  
3. **Roll Roofing:**
  - A. **Material:**
    - (1) Mineral-surfaced, single-coverage asphalt roll roofing shall be a minimum of 90 lbs. per square.
    - (2) Mineral-surface, double-coverage asphalt roll roofing shall be a minimum of 110 lbs. per square.
  - B. **Installation:**
    - (1) Roll roofing shall be run true to horizontal line, be cut even, and properly fitted to adjacent protruding members.
    - (2) Roll roofing shall be cemented and securely nailed.

- (3) Roll roofing installations shall include a minimum of 15 lb. felt and 9" edge strips. Edge strips shall overhang eaves and rakes 1/4" to 3/8".

4. **Built Up Roofing:**

- A. Material: Built-up roofing felt shall be 15 lb. fiberglass. Cement shall be hot bituminous asphalt. Cant strips shall be installed at all vertical intersections.
- B. Installation 3-Ply: Built-up roofing shall be composed of 3 plies of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.
- C. Installation 4-Ply: Built-up roofing shall be composed of 4 plies of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.

5. **EPDM Rubber Roofing:**

- A. Material: All materials by Firestone Building Products.
- B. Installation: As per manufacturer's specifications.

**SECTION 7F SHEET METAL**

1. **Roof Flashing:**

- A. Roofing installations shall include new valley flashing and other flashing necessary to achieve a weather-tight installation.
- B. Valley flashing shall be metal flashing material minimum No. 28-gauge galvanized sheet gauge corrosion resistant metal; other flashing shall be No. 26-gauge galvanized sheet corrosion resistant metal. Installation shall be in accordance with industry standards. Installation shall achieve weather-tight performance without the use of excessive and unsightly mastics.
- C. Shingle and roll roofing installations shall include style "A" metal drip edge along all eaves and rakes, drip edge shall not be installed in less than 4'0" lengths. Overhang of all existing roofing shall be trimmed back to allow proper installation of drip edge.
- D. Built up roof installations shall include gravel stop along all edges, flashing at vertical intersections, and parapet wall caps.

2. **Gutters and Downspouts:**

- A. General: Gutters shall be installed so that water flow from roof will be caught by the gutters. Each downspout shall drain a maximum of 600 square feet of roof area and downspouts shall be spaced to drain a maximum of 30 linear feet of gutter. Downspouts that discharge onto a roof shall terminate with an elbow a maximum of 1" above roof. Downspouts shall be located so that water will be diverted a minimum of 30" away from structure and will drain away from the foundation without draining onto adjoining properties.
- B. Material: Gutters shall be seamless 5" K Style. Galvanized steel gutter material shall be a minimum of No. 26 gauge. Aluminum gutter material shall be a minimum of .027

inches in thickness. Downspouts and downspout extensions shall be 3" x 2" corrugated rectangular material to match gutters. Splashblocks shall be precast concrete.

- C. **Installation:** Gutters shall have a uniform slope at the rate of one-sixteenth inch (1/16") per foot to downspout. Gutters shall be installed under drip edge when it exists. Hangers shall be securely fastened and shall be spaced a maximum of 36" on center. Strap hangers shall be concealed under roofing material. Corners and drops shall be fastened with sheet metal screws and end caps shall be stapled or crimped. Corners, drops, and end caps shall be sealed to be watertight using a mastic designed for this purpose. Downspouts shall be securely fastened at top and bottom; if over 10'0" in length, a third intermediate fastener shall be installed equal distance between top and bottom fasteners. Elbows shall be fastened with sheet metal screws and downspouts shall terminate with an elbow. Installation of gutters, downspouts, and accessories shall be in accordance with trade standards. Galvanized gutters, downspouts, and accessories shall be primed and painted (see Division 9, Section 9C).
- D. **Repair:** Repair of gutters shall include removal of all debris from gutters and realignment to achieve pitch for proper drainage. Loose gutters and downspouts shall be securely anchored and resealed. Splash blocks or extensions shall be provided and installed where missing. Repairs shall be with materials to match existing.

## **SECTION 7G EXTERIOR SIDING**

### **1. General:**

- A. **Preparation:** Preparation for siding installation shall include securing any loose wood members and replacing defective members with like material prior to installing new siding. Any existing caulking which will interfere with proper installation of new siding shall be removed. New wood furring shall be installed as required to ensure finish wall is reasonably plumb and even. Air/water infiltration paper will be installed per manufacturer's recommendations. The back side of all exterior wood siding and trim will be primed

### **B. Installation:**

- (1) Siding shall be installed to run level, plumb, and true to line, and meet at even levels at corners and existing siding. Siding abutting trim and adjacent siding shall be squarely cut and properly fitted.
- (2) Caulking shall be installed around all openings and abutting wood trim. Color of caulking shall match finish color of siding.
- (3) Installation shall include all flashing, trim, and accessories necessary for a finished, weather-resistant product. Surface preparation and installation of siding, flashing, and accessories shall be in accordance with manufacturer's recommendations.
- (4) New unfinished lap and plywood siding shall be primed or sealed ready for final finish.

- 2. **Lap Siding:** Vertical joints shall be staggered so that any two joints will be separated by at least two siding strips. Short pieces of siding shall not be concentrated in one area. Corner

trim shall fit tightly and true to vertical line of structure. Insulated backer shall be installed with all metal and vinyl siding.

3. **Repair:** When repair of siding is specified, it shall consist of the repair or replacement of any damaged or deteriorated siding members. Finish and design and siding material shall match existing adjacent siding as closely as possible. Siding used for repair or to fill in voids shall be laced into existing siding so that vertical joints shall have a minimum horizontal separation of 24".

#### **SECTION 7H SOFFIT, FASCIA, AND EXTERIOR TRIM**

1. **General:** Members shall be securely fastened and installed to run true to line and meet at even levels at corners. Cuts and miters shall be even so as to abut uniformly to adjacent member. New unfinished material shall be primed or sealed and ready for final finish.
2. **Wood:**
  - A. **Fascia and Trim:** New material shall be redwood or clear pine, unless otherwise specified. Corners and in-line joints shall be mitered.
  - B. **Soffit:** New soffit material shall be a minimum of three-eighths inch (3/8") exterior grade plywood, plugged, and sanded unless otherwise specified. Fascia shall be plowed to receive soffit.
3. **Vinyl and Metal:** Vinyl and metal members shall be installed per manufacturer's recommendations with all accessories necessary for a complete installation. Backing materials shall be as recommended by manufacturer.
4. **Repair:** When repair of components is specified, it shall consist of matching existing material in size, style, and finish including decorative and ornamental molding. Repair shall include all materials and methods necessary to achieve uniformity between new and existing members.



**DIVISION 8--DOORS, WINDOWS, GLASS, SCREENS, ANDREA WELLS;  
CRAWL SPACE, CELLAR, BASEMENT, AND ATTIC ENTRIES**

**SECTION 8A DOORS AND FRAMES**

1. **General:** Whenever door units are installed, frames, sills, and thresholds shall be plumb, level, square, and rigid. Frames shall be sized to fit the opening and wall thickness. Whenever doors are installed in existing frames, frames, sills, and thresholds shall be repaired as necessary to provide square, plumb, level, and rigid openings for the new installation. New doors shall fit properly in their frames and shall operate smoothly and easily. Contractor shall repair any voids or holes left as a result of removing existing hardware. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall and be in compliance with applicable codes. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish. When opening modification results in voids in adjacent surfaces, voids shall be filled to achieve uniformity between new and existing materials.
2. **Repair of Existing Doors, Frames and Hardware:** When repair of any door unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.
3. **Enlargement of Door Opening:** When existing door openings are enlarged as specified, it shall consist of providing properly sized framing materials to the opening to support all imposed loads. Headers and jack studs must be sized and constructed in compliance with the building code or by accepted engineering practices.
4. **Replacement of Door Components:** When replacement of any door unit component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.
5. **Finishes:** New doors shall be finished (see Division 9, Section 9C).
6. **Exterior Doors:**
  - A. **Material:**
    - (1) **Doors:** 1 3/4" solid core exterior grade, faced veneer of wood, masonite, or metal.
    - (2) **Glass/Glazing:** (see Section 8C)
    - (3) **Frame:** One-piece clear pine rabbeted frame, may be finger joint if painted.
    - (4) **Casing:** Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C, and Division 7, Section 7H)

- (5) **Hardware:** Residential grade (Kwick-Set or equal) consisting of 1½ pair of 4" x 4" butts, key-in-knob entry lockset and single throw deadbolt keyed alike, one-way viewer, and one wall or floor stop.
  - (6) **Weatherstripping:** Residential quality weatherstripping of magnetic, vinyl, or aluminum with neoprene seal.
  - (7) **Threshold:** Aluminum or wood with vinyl insert or aluminum or wood in conjunction with vinyl door sweep.
- B. **Installation:** Openings between door casing and exterior wall material shall be caulked with a paintable silicone sealant. When accessible, voids between door unit and framing shall be insulated. Doors shall be weather tight with a weather tight threshold. Installation shall be in such a manner that side and head margins are uniform. Bottom shall clear finish floor through entire swing. Complete exterior door unit shall consist of door, rabbeted jamb, butts, casings on both sides, key-in-knob entry lockset, weatherstripping, threshold, and door stop as described in paragraph 6A. Installation will include drip cap over door. Exterior door installation shall include door and all hardware and weatherstripping as described in paragraphs 6A,(1.),(5.),(6.).

7. **Interior Doors:**

A. **Passage Doors: Material:**

- (1) **Door:** 1 3/8" minimum thickness, hollow core wood veneer or solid core wood veneer.
- (2) **Frame:** One-piece clear pine or mahogany frame, may be finger joint if painted.
- (3) **Casing and Stops:** Casing and stops shall match existing materials, styles, and finishes (see Division 6, Section 6C).
- (4) **Hardware:** Residential grade (Kwick-Set or equal); bath doors shall have privacy lockset, all others shall have passage set. Installation shall include one pair of 3½" x 3½" butts and one wall or floor mounted doorstop.
- (5) **Threshold:** Beveled solid wood.

B. **Bifold and Bypass Doors: Material:**

- (1) **Door:** 1 3/8" minimum thickness, hollow core wood veneer or 1" minimum solid wood or metal.
- (2) **Frame:** One-piece clear pine or mahogany frame, may be finger joint if painted.
- (3) **Casing:** Casing shall match existing materials, styles, and finishes and include trim to conceal track (see Division 6, Section 6C).
- (4) **Hardware:** Hardware necessary for a complete installation, to include pulls and guides.

C. **Pocket Doors: Material:**

- (1) **Door:** 1 3/8" minimum thickness, hollow core wood veneer or solid core wood veneer.
- (2) **Frame:** Opening shall be finished with clear pine or mahogany frame, may be finger joint if painted.
- (3) **Casing:** Casing shall match existing materials, styles, and finishes (see Division 6, Section 6C).

- (4) **Hardware:** Hardware necessary for a complete installation, to include pulls. Bath doors shall have privacy lock set designed specifically for this application.
  - D. **Accordion Doors: Material:**
    - (1) **Door:** 1 3/8" minimum thickness, wood or vinyl.
    - (2) **Frame:** Opening shall be finished with clear pine or mahogany frame, may be finger joint if painted.
    - (3) **Casing:** Casing shall match existing materials, style, and finishes and include trim to conceal track (see Division 6, Section 6C).
    - (4) **Hardware:** Hardware as provided by the manufacturer for a complete installation.
  - E. **Installation:** Complete interior door units shall consist of all materials as described under specific door headings above and shall be installed in such a manner that side and head margins are uniform and will remain so with normal use. Door shall clear finish floor through entire swing or motion. Interior door installation shall include all hardware as described in applicable "Hardware" paragraphs above.
8. **Glass Doors for Tub and Shower Enclosures:**
- A. **Material:**
    - (1) **Frame:** Jambs, head rails, and sills shall be extruded anodized aluminum.
    - (2) **Doors:** Frame or frameless, maximum two-panel door for tub enclosure.
    - (3) **Glass and Glazing:** (see Section 8C)
  - B. **Installation:** Shower stall door and tub enclosure assemblies shall consist of all components provided by the manufacturer for the specific model and application, to include all jambs, head rails, sills, door, and all operating hardware. New assembly shall be watertight.
9. **Storm and Screen Doors:**
- A. **Wood Storm Doors: Material:**
    - (1) **Door:** Frame shall be 1 1/8" thick select clear kiln dried ponderosa pine with interchangeable glass and screen inserts sized for secure tight fit. Screen wire shall be 16 x 18 heavy duty aluminum mesh (see Section 8D).
    - (2) **Frame:** To be installed in existing finished opening.
    - (3) **Hardware:** Machine-finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive-resistant metal chain. Easy change locking latches for glass and screen interchanging; three 3" x 1 1/2" brass-plated hinges for half surface, face mount, or offset installation.
    - (4) **Weatherstripping:** Full perimeter weatherstripping of wood with neoprene or wood with wool pile. Door to have bottom sweep fitted weathertight.
  - B. **Aluminum Storm Doors: Material:**
    - (1) **Door:** 1 1/4" maximum and 1 1/16" minimum extruded hollow shape, 6063-T6 alloy aluminum, minimum .055 thickness. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).
    - (2) **Frame:** Frame shall be aluminum Z-bar type.

- (3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Hinges shall be four Oilite bearing Z-bar type.
  - (4) **Weatherstripping:** Full perimeter weatherstripping of nylon electropile with waterproof backing. Door to have expander and vinyl bottom sweep.
  - C. **Vinyl Storm Doors: Material:**
    - (1) **Door:** Frame shall be 1¼" maximum and 1 1/6" minimum by 3", extruded hollow shape rigid vinyl. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).
    - (2) **Frame:** Frame shall be vinyl Z-bar type.
    - (3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Hinge shall be full length.
    - (4) **Weatherstripping:** Full perimeter weatherstripping of nylon electropile with waterproof backing. Door to have expander and vinyl bottom sweep.
  - D. **Wood Screen Doors: Material:**
    - (1) **Door:** Frame shall be 1 1/8" select clear kiln-dried ponderosa pine. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).
    - (2) **Frame:** To be installed in existing finished opening.
    - (3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Three, 3½" x 1½" brass-plated hinges for half surface, face mount, or offset installation.
  - E. **Installation:** Complete storm screen door units shall consist of all components as described under materials listings for the specific type of door listed above. Swing of door shall be approved by Owner.
10. **Door Openers:** When an automatic door opener is specified, it shall include the installation of a 110-volt electrical outlet connected to an existing circuit and located within 18" of the door opener unit. Exact location shall be coordinated with door opener installer. Installation of electrical wiring and apparatus shall comply with the requirements of Division 16, Section 16A. When an automatic door opener is specified, it shall be installed according to manufacturer's installation instructions using only specified or supplied hardware. Installation shall be accomplished by the supplier's installer. Installation of an automatic door opener shall include the removal of storm door if existing. Removal shall comply with requirements of Division 2, Section 2A.
11. **Overhead Garage Door:**
- A. **Material:** When an overhead door unit is specified, it shall include four-section door, all tracks and track hangers, rollers and lifting hardware, keyed locking hardware, stop molding with weather seal, tension springs and hardware, and bottom weather seal. Overhead garage door shall be wood, masonite, or steel and when of sandwich construction shall have a minimum 1 3/8" thick polystyrene insulating core. When overhead garage door is of single skin and frame construction, it shall have a minimum frame thickness of 1 3/8" with a polystyrene insulating backing. When overhead garage

door is of wood construction with recessed panels, it shall have a minimum frame thickness of 1 3/8".

- B. Installation: Overhead garage doors and their components shall be installed to fit and operate correctly. Overhead garage doors shall be weather tight with particular emphasis given to seal at floor. Overhead garage door tracks shall be securely anchored and rigidly installed.

## **SECTION 8B                      WINDOWS AND FRAMES**

### **1. Primary Windows:**

#### **A. Complete Window Units:**

- (1) General: Complete window units shall include casing, sill, stool, apron, lifts, locks, screens, and all hardware necessary for a complete installation. Frames shall be sized to fit the opening and wall thickness. Style and finish of window unit will be identified Work Write-Up. When an opening is constructed in a concrete or masonry wall, the rough opening shall be constructed with redwood, pressure treated lumber, or minimum 16-gauge hollow metal. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish.
- (2) Finishes: New wood window units shall be finished (see Division 9, Section 9C).
- (3) Materials:
  - a. Window Units: Wood, aluminum, vinyl, vinyl clad (see Work Write-Up).
  - b. Casing: Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C and Division 7, Section 7H)
  - c. Hardware: Hardware shall be residential grade and shall be designed for the application.
  - d. Glass and Glazing: (see Section 8C)
- (4) Installation: Whenever complete window units are installed, units shall be plumb, level, square, and rigid. Unless otherwise specified top of window unit shall align with existing windows in room. Voids between window unit and framing shall be insulated. Joints on exterior walls between window unit and wood, masonry, or metal shall be caulked with a silicone sealant. Window units shall have a drip cap and be weather tight.

#### **B. Replacement Window Kits and Replacement Sash:**

- (1) General: Replacement window kits shall include jamb liners, sash with glass and glazing, clips, fasteners, hardware, screens, and other accessories as supplied by the manufacturer for proper installation. In addition, new side and head stops, both interior and exterior, shall be included. Replacement sash shall include new sash milled to match existing with glass and glazing, operating mechanism, and hardware to match existing. Replacement window kits and replacement sash shall

be fitted properly in the existing frames and shall operate smoothly and easily. New wood shall be finished to match existing frame (see Division 9, Section 9C).

- (2) **Materials:**
  - a. Window Sash: Wood, aluminum, vinyl, vinyl clad (see Work Write-Up).
  - b. Hardware: Hardware shall be residential grade and shall be designed for the application.
  - c. Glass/Glazing: (see Section 8C)
- (3) **Installation:** Whenever replacement window kits or a replacement sash are installed, existing frame shall be repaired as necessary to provide square, plumb, level, and rigid opening for new installation. Contractor shall repair or replace damaged trim incidental to the window. Replacement window kits shall be installed in accordance with manufacturer's recommendations.
- C. **Repair of Existing Sash, Frames, and Hardware:** When repair of any window unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.
- D. **Replacement of Window Components:** When replacement of any window component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.

2. **Storm Windows:**

- A. **General:** Storm windows shall be self-storing combination storm and screen units. Window shall be installed straight, plumb, and level in existing openings to ensure a weather tight enclosure and shall be securely anchored in accordance with the manufacturer's recommendations and be easily operable. Frame and sash member joints shall be mitered, neatly fitted, and securely fastened together with plated screws or welded joints. Weep holes shall be provided in frames. Storms and screens shall be compatible with the primary window operation and shall be neatly fitted with appropriate hardware so that the sash and screen can be removed from the inside. Installation shall include screens and necessary hardware. Exterior of primary windows and frames shall be cleaned prior to installation of storm windows. After installation all storm windows and their screens shall be thoroughly cleaned without using abrasive cleaning agents.
- B. **Aluminum Storm Windows:**
  - (1) **Material:** Window frames shall be extruded mill finish aluminum 6063 T6 alloy with nominal wall thickness of .055". Screens shall be standard mill or charcoal aluminum. Weatherstripping for interlocking panels shall be nylon electropile with waterproof backing. Aluminum windows shall conform to the Aluminum Window Manufacturer's Association standards (see Section 8C).
  - (2) **Installation:** Windows shall be installed over a bead of silicone caulking with plated screws finished to match frame. Caulking shall ensure a weather tight installation.

- C. Vinyl Storm Windows:
  - (1) Material: Window frames shall be welded vinyl extrusion of one-piece construction. Screens shall be standard mill or charcoal aluminum. Weatherstripping for interlocking panels shall be nylon electropile with waterproof backing (see Section 8C).
  - (2) Installation: Windows shall be installed over a bead of silicone caulking with platted screws finished to match frame. Caulking shall ensure a weather tight installation.
- D. Replacement of Storm Window Components: When replacement of any storm window component is specified, the new component shall match the original in all aspects.
- E. Repair of Existing Storm Windows: When repair of any storm window component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.

## SECTION 8C GLASS AND GLAZING

1. **General:** Glass shall be PPG, LOF, or equal. Thickness and type of glass and glazing shall be as recommended by the manufacturer for the specific application. Bathroom windows shall be glazed with obscure glass. Upon completion all glass shall be free of cracks, rattles and be clean.
2. **Exterior Doors:** Door lights shall be insulated glass installed to be weather tight.
3. **Glass Doors (Tub and Shower Enclosures):** Glass in tub and shower enclosures shall be safety-tempered glass.
4. **Storm Doors:** Storm door glass shall be double-strength tempered safety glass.
5. **Primary Windows:** Complete window units and replacement window kits shall have a minimum of ½" insulated glass. Unless otherwise specified, replacement sash, glass and glazing shall match existing.
6. **Storm Windows:** Storm window glass shall be double-strength.
7. **Replacement:** Glass replacement shall include the removal of all broken glass, old putty, and debris from window sash. Unless otherwise specified, replacement glass and glazing shall match existing in type, style, thickness, and installation. Glass set in metal with glazing clips shall be back-puttied with putty appropriate for the purpose, or set in neoprene glazing bed. Glass set in wood shall be secured in place with glazing points and faced puttied. Glazing compound shall be a quality commercial non-lead brand.

## SECTION 8D WINDOW SCREENS AND FRAMES

1. **General:** Whenever window screens are specified, they shall be constructed and installed to match existing in material, fabrication, operation, hardware, and finish. If existing screens are not present, screen frames shall be constructed of 1 1/16" x 2 1/2" select clear kiln dried ponderosa pine. For screens exceeding 4'0" in either dimension, an intermediate member of the same size shall be installed. Frames shall be constructed with rabbeted joints to provide a square and rigid frame. Screen mesh shall be 16 x 18 heavy-duty aluminum tightly stretched and secured to frame. Mesh edge shall be concealed with 1/2" half round molding.
2. **Repair:** When repair of any window screen component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.

## SECTION 8E AREA WELLS

1. **General:** The size of area wells required for egress shall be determined by applicable code requirements. The size of non-egress area wells shall be established by the width of the window and depth below grade. Width from foundation wall for non-egress area wells shall be 24" unless otherwise specified. The top of area wells shall be a minimum of 2" above grade. Area wells shall be securely fastened to the foundation wall at the top, bottom and intermediately. Area wells shall have a minimum of 8" of crushed stone the top of which shall be a minimum of 4" below window sill. Unless otherwise specified, area well covers shall be pre-manufactured. Metal grills shall be No. 9 gauge expanded metal with reinforced edge. Area well covers shall be secured and if used on egress window, shall be easily released. When the depth of the area well is greater than 44", a permanently-attached egress ladder shall be installed. When area well is constructed of wood, the ladder shall be wood; when constructed of metal, the ladder shall be metal. When constructed of masonry or concrete, the ladder may be wood or metal.
2. **Wood Area Wells:** When the width of area well exceeds 40", the area well shall be constructed of treated material 6" x 6" minimum. Corners furthest from the foundation wall shall be laced and corners adjacent to foundation wall shall be stacked. Number 4 rebars shall be driven continuously through all members to a depth of 24" below well bottom at all four corners. Posts adjacent to foundation wall shall be 2" x 4" minimum and anchored to foundation wall. When the width of area well is less than 40", the walls may be 2" x 6" material stacked on edge. Wall members shall be redwood or treated material. Posts furthest from foundation wall shall be 4" x 4" installed a minimum of 24" below well bottom. Posts adjacent to foundation wall shall be 2" x 4" minimum and anchored to foundation wall.
3. **Metal Area Wells:** Metal area wells shall be one-piece corrugated galvanized 20-gauge metal manufactured for this specific application.



**SECTION 8F CRAWL SPACE, CELLAR, BASEMENT, AND ATTIC ENTRIES**

1. **Interior:** When the construction of a new interior crawl space, cellar, or attic entry is specified, it shall include cutting of opening, framing of opening, entry cover with hardware, trim, and finishes necessary for a complete, functional, and structurally-sound installation. Finishes shall match surrounding finishes.
2. **Exterior:** When the construction of a new exterior crawl space, cellar, or basement entry is specified, it shall include excavation, entry well, cutting of opening, framing of opening, entry cover or door unit with hardware, trim, flashing, and finishes necessary for a complete, functional, and structurally-sound installation. Construction of entry well shall include provisions for drainage.
3. **Ladders and Stairs:** When a ladder is specified, it shall be wood or metal and permanently fastened and structurally sound to provide safe access. When stairs are specified, they shall be constructed of wood or concrete and installed in compliance with all other requirements of these specifications.
4. **Repair:** When repair of any entry component is specified, it shall be returned to a like-new and structurally-sound condition. This shall include the repair or replacement of any associated hardware. Repairs shall include all material and methods necessary to achieve uniformity between new and existing materials.

## DIVISION 9--FINISHES

### SECTION 9A STUCCO

1. **General:** When stucco is specified, installation methods and materials used shall adhere to trade standards. All materials shall be products manufactured for the specific application. Finish stucco surfaces shall be true and uniform. Work shall include preparation necessary for existing work to receive and adjoin new work. Installation shall include wire lath, ties, and fasteners. Appropriate metal bead or stop shall be installed at all edges and corners. Expansion joints shall be placed to minimize stress within the stucco finish from structural movement. Stucco shall not be applied when temperature of surrounding air is below 40 degrees Fahrenheit and falling, unless precautions against freezing are provided.
2. **Repair of Existing Stucco:** When stucco repair is specified, work shall include the removal of damaged stucco. Repair shall include new lath and stucco to match adjoining work in finish texture and color.

### SECTION 9B DRYWALL

1. **General:** When removal of existing wall or ceiling material is specified, all materials necessary to achieve a solid, sound surface for installation of new drywall shall be removed. When removal of existing wall material is specified on exterior walls prior to installation of new wallboard, exterior walls shall be insulated as required (see Division 7, Section 7D-3B). When removal of existing wall material is specified on walls where handrail brackets, grab bars, etc., are located, solid blocking shall be installed prior to installation of new drywall. Preparations for wallboard installation shall include all furring and shimming necessary to achieve a straight and plumb surface. Except for overlay installations, all new wallboard shall extend behind trim. Trim shall be tight to face of wallboard without damage or distortion to trim installation. Any drywall treatment, preparation, or installation specified in a given room shall include closets and pantries in or adjacent to this room unless otherwise specified. Fasteners of adequate length to penetrate framing members by a minimum of 3/4" shall be used. When overlay or new drywall is specified, unless otherwise specified, trim shall remain in place. When trim is to be removed and reinstalled, care shall be taken to avoid damage or scarring trim material. In the event a member is damaged, it shall be replaced with a like member. Trim shall be marked and identified for reinstallation in the same location. Reinstallation shall comply with requirements of Division 6, Section 6C. When trim is to remain, wallboard shall be cut to fit tightly against trim. When wallboard projects beyond trim, a transitional molding shall be installed to complement existing trim. When overlaying existing walls or ceilings, it is intended that the wall and ceiling materials will not be removed. However, if the Contractor elects to remove it, then it becomes his responsibility to comply with any additional requirements of the Building Code to include insulating exterior walls as required (see Appendix 4; Division 7, Section 7D; and Division 13, Section 13A). Drywall contractor shall protect adjacent areas, furnishings,

fixtures, electrical cover plates, finished hardware, heater covers, and grills from splattering, spillage, or damage during wallboard installation and from taping and texturing applications.

2. **Material:** Wallboard shall be ½" on walls and ceilings, with tapered edges unless otherwise specified. Wallboard installed in bathrooms shall be water-resistant. Type "X" fire-rated wallboard shall be installed where required by applicable codes. Nails or screws shall be treated to prevent rusting or spotting.
3. **Installation:** Care should be taken to stagger and minimize end joints. Wallboard shall be first applied to ceiling, then to walls. When both sides of partitions are to receive wallboard, joints on opposite sides shall be staggered. Wallboard shall be carefully fitted and sized prior to fastening in place. Edges and ends of wallboard shall occur on framing members, except those edges and ends which are perpendicular to the framing members. Electrical boxes and mechanical openings shall be flush with finished wallboard surface. Exposed exterior corners shall be protected with metal corner bead. Wallboard joints and inside corners shall be covered with a tape and compound designed for this specific purpose. Drywall compound shall be applied in accordance with the manufacturer's recommendations to include maintaining the minimum temperature during curing. Drywall application shall include the filling of all holes, gouges, and imperfections with drywall compound. Drywall work shall provide a true, even, smooth plane that when finished reveals no joints, fastener heads, or holes under normal lighting and viewing conditions. Texture shall be uniformly applied to the entire surface.
4. **Repair:** Repairing damaged areas shall include removing damaged material to framing on two opposite sides of damaged area and replacing with like material securely fastened to framing. Tape and finish to match adjacent surfaces and finishes with no visible signs of repair.

## SECTION 9C PAINTING

1. **General:**
  - A. **Material:** Paint materials shall be standard quality brands and fully suitable for the intended purpose. Paint materials shall be delivered to site in manufacturer's sealed containers with original labels. The printed instructions shall clearly identify the suitability of the material for the type of exposure, surface to be covered, and type of service to which paint will be subject. Special consideration shall be given to ensure that the new finish will adhere to and be compatible with the existing surface. The Contractor shall furnish the Owner with color samples and the color selected by the Owner shall be initialed by both parties and a copy provided to the HDF. No lead-based paint shall be used.
  - B. **Preparation:** All surfaces must be repaired, clean, and in a paintable condition prior to the start of any work. All new materials will be primed and have two finish coats applied. Painting contractor shall apply paint or finishes only to surfaces prepared in

accordance with this section. Painting or finishing of any surface by the painting contractor shall be considered acceptance that the surface preparation will provide for a first class job. Painting contractor shall protect vegetation, adjacent areas, and furnishings from splattering, spillage, or damage during painting. Contractor shall be responsible for paint removal or repair of damage to the Owner's satisfaction. Finish hardware, electrical cover plates, heater covers, and grills shall be removed prior to painting surrounding surfaces or otherwise protected. Painting contractor shall, after conferring with Owner, remove all abandoned hardware, including hooks, screws, nails, anchors, wire, etc. and set nails and fill holes. Painting contractor shall ensure that all surfaces to be finished are free of peeling, blistered, or crazed paint; foreign material; minor holes, cracks, or irregularities; and must be clean, smooth, and dry. Repair and patchwork shall be made with material appropriate for the specific application to achieve a sound repair. When preparing masonry for paint, remove any surface effervescence with a product designed for this purpose. Any area to be painted showing signs of mold or mildew shall be treated with a good fungicide and all areas shall be thoroughly dry before painting. Upon completion, the entire area shall be cleaned and left in a neat condition.

- C. Application: Each coat of paint shall be well brushed or rolled on, worked out evenly and allowed to dry before subsequent coat is applied. Finish work shall be uniform in color; smooth and free from defects; and smooth and free of brush marks, lap marks, bleeding, ghosting, and shadowing. Edges where paint adjoins other materials or colors shall be sharp and clean. New and previously-unpainted hardware, hardware accessories, electrical fixtures, switches, and receptacle and cover plates are not to be painted. Items of this nature previously painted shall be painted to match surrounding finish except when items are plated metal, in which case, old paint shall be removed. When doors are finished, top, bottom, and side edges shall be included. When windows are finished, bottom of lower sash rail and meeting faces of the meeting rails shall be included. The painting contractor shall verify in writing with the Owner which windows are not operable before painting and will not be responsible for making those windows operable. Failure to do so may require the painting contractor to make all windows operable. Windows that are operable before painting will be operable after painting. Bare wood shall be primed and painted, except that to be stained or clear sealed.

2. Exterior:

- A. General: Exterior painting shall be done only during favorable weather. Oil paint shall be applied when the temperature is above 40 degrees Fahrenheit, latex paint shall be applied when the temperature is above 50 degrees Fahrenheit and is expected to remain so for three hours after application. Temperature minimums shall be surface temperatures as well as air temperatures. Previously-painted windows, doors, and their trims are part of exterior painting, including those found behind storm windows or doors. Wood screen and storm window frames shall be included in exterior painting. If either is stored at the time, it is the Owner's responsibility to make them available to the Contractor. Previously-painted foundations, decks, concrete porches, and stoops shall be part of exterior painting. Natural finished items are not to be painted unless

specifically noted. When new gutters and downspouts are specified, the existing fascia and any new fascia shall be painted prior to installation of the new gutters. Exterior metal and plastic surfaces shall be painted, including railings, roof flashing, chimneys, chimney caps, and mechanical components. Exterior painting shall include as many as three different colors, as selected by Owner.

- B. **Material:** In addition to the requirements of Section 9C, 1, exterior paints shall have a minimum of 35% plus or minus 2% volume of solids for the paint.
  - C. **Preparation:** Sanding, wire brushing, scraping, and power washing are acceptable methods of cleaning. Joints and seams shall be caulked prior to painting to achieve a weather-tight and smooth finish. Loose or deteriorated putty, including points, for sash shall be replaced.
3. **Interior:**
- A. **General:** Finishes specified in a particular room shall extend into any new and existing closet, built in cabinets or pantry located in or adjacent to that room. Walls, ceilings, and previously painted doors, windows, trim, and shelving shall be included. Natural finished items are not to be painted unless specifically noted. Cabinet doors, and drawers shall be closeable and operable after painting. Interior painting shall include as many as two different colors per room as selected by Owner to a maximum of six colors for the entire interior.
  - B. **Material:** In addition to the requirements of Section 9C, 1, interior paints shall have a minimum of 30% plus or minus 2% volume of solids for the paint. Finishes used in kitchens, baths, and utility areas shall be durable and washable.
  - C. **Preparation:** It is not intended that wood surfaces scheduled for refinishing or painting be completely stripped down to bare wood. Rather, it is intended that scratches and other surface blemishes be treated so as to make them unnoticeable. When wallpaper exists on a surface that is to be painted, it shall be the responsibility of the general contractor to determine the appropriate preparation so that the final finish is in compliance with all requirements of this Section.
4. **Cabinets:** Peeling, blistered, or crazed paint shall be removed. Preparation of cabinet surfaces shall include filling of all voids, holes, cracks, surface irregularities, and unevenness of existing paints so as to be unnoticeable after final finish is applied. Special attention shall be given to the removal of grease, mildew, and other foreign matter unique to kitchen and bath locations. When cabinets are finished, interior, shelves, doors, and drawers shall be included. Wall cabinet tops, when there is no soffit, bottoms and exposed ends, including stove and refrigerator cavities, shall be included. When cabinet doors or drawers are finished, all surfaces inside and out shall be included. After refinishing all cabinet doors and drawers shall operate smoothly, easily, and close tight.
5. **Gutters, Downspouts, Flashing, Vents and Metal Railings:** New metals not previously painted shall be primed with a rust-preventing metal primer manufactured for the specific application. Previously-painted metals shall be spot primed where necessary. Finish shall inhibit rust and be manufactured for the specific application.

## SECTION 9D WALL COVERING (CERAMIC TILE AND WALLPAPER)

1. **General:** All surfaces to be covered shall be clean, smooth, and free of foreign material, holes, cracks, and irregularities and must be dry. Adjacent areas and furnishings shall be protected from splattering, spillage or damage during installation.
2. **Ceramic Wall Tile:**
  - A. **Preparation:** Existing walls shall be treated with a water-resistant sealant designed specifically for this purpose.
  - B. **Material:** Tile and grout shall be suitable for the area and application. Adhesives and other application materials shall be those recommended specifically by the manufacturer of the tile. Tile allowance shall include the retail cost of the tile only. Tile will be installed on properly-installed cement-based backer board.
  - C. **Installation:** Where possible, lay out work so that no tile less than 1/2 size occurs. The adhesive shall be applied to the entire surface to be tiled with a notched spreader blade. Tile shall be set by "floating method"; surface of tiles shall be flush. In shower area height of last course of tile shall extend a minimum of one full tile above showerhead. Tile shall extend into window recesses (sill and sides) at same height as wall tile. Tile installations shall be trimmed with tile specifically designed for the application. Joints shall be uniform, shall align vertically and horizontally and be plumb and level. Tile joints shall be filled with white grout unless otherwise specified. Joints between tub and tile and between tile and any dissimilar material shall be sealed with a tub and tile sealant. Joints shall be sponged and tooled.
  - D. **Repair:** When repairing an existing tile wall, remove all cracked, loose, chipped, or otherwise defective tile. Repair sub-surface wall material as necessary to provide a smooth and water-resistant surface for installation of replacement tile. New tile being installed next to existing tile shall match existing as closely as possible in size, color, texture and glaze. Existing tile may be cleaned and reused when feasible. When repairing and sealing grout, remove all loose and deteriorated grout and sealant prior to installing new. Installation shall conform to all requirements of this section.
3. **Wallpaper:**
  - A. **Preparation:** Existing surfaces shall be prepared to ensure that the seams or any other features of any existing wall covering will not be visible through new covering. Sealant shall be applied as recommended specifically by the manufacturer of the wall covering. Surfaces shall be coated with sizing as recommended by the manufacturer of the wall covering. Special consideration shall be given to ensure the new covering will adhere to and not affect the stability of the existing surface.
  - B. **Material:** The type of paper used shall be suitable for the area and application. Wall covering allowance shall include the retail cost of covering only.
  - C. **Installation:** Wall covering surface shall be smooth, tight, and free of bubbles. Paper shall be plumb with seam type recommended by the manufacturer. Abutting seams shall be tight and patterns shall align. Edges shall be fitted tightly against all trim. Edges where wall covering adjoins other material or finishes shall be sharp and clean.

Wallpaper shall be installed behind all wall and ceiling accessories (grills, cover plates, fixtures, etc.).

- D. Repair: Repair of wallpaper surfaces shall consist of adhering wallpaper with product specifically designed for this purpose.

## SECTION 9E FLOOR COVERINGS AND FINISHES

1. **General**: Flooring contractor shall install finish flooring materials only to surfaces prepared in accordance with the requirements of the finish material manufacturer. The placement of any finish flooring materials shall indicate the acceptance of the surface and compliance with all requirements of this section by the installer. When adhesives are used, they shall be designed for the specific application. Installation of floor coverings shall be accomplished by a skilled craftsman. Prior to installation over concrete, all cracks, depressions, and voids shall be filled or repaired. Where leveling is required, a product designed specifically for this purpose shall be used. Concrete surface shall be sealed with a sealant designed for this application prior to installation of floor covering. Floor surfaces to receive underlayment or finish floor covering shall be dry, smooth, and clean. Floor coverings and finishes specified in a particular room shall extend into any new and existing closet or pantry located in or adjacent to the room. Floor coverings shall be cut evenly and close fitting at walls and all projections and seams shall be held to a minimum. Avoid seams in high traffic areas. Floor coverings shall be installed so that patterns align in both directions. Fill strips shall not be less than 9" in width or less than 36" in length. The transition between rooms with different floor finishes shall occur at the center of the opening or the door when the door is in the closed position. When new finish floors are specified, installation shall include trimming bottoms of existing doors that are to remain to clear new finish floor. The Contractor shall be responsible for keeping the new floor covering clean and protected from stains and all other damage until acceptance by Owner or final inspection. Patching of damaged vinyl is not acceptable. The General Contractor shall ensure care instructions for products installed are provided to the Owner.
2. **Vinyl**:
  - A. **Material**: Vinyl allowance shall include the retail cost of vinyl floor covering only.
    - (1) **Vinyl Sheet Goods**: Shall be of a reputable manufacturer and meet minimum FHA standard.
    - (2) **Base**: Rubber, vinyl, or wood.
    - (3) **Stair Nosing**: Aluminum, vinyl, or rubber.
  - B. **Installation**: Vinyl installations, except when over concrete, shall include underlayment. Existing base shoe shall be removed prior to installation of vinyl. Water closet shall be removed prior to installation of vinyl. When reinstalling water closet, a new bowl wax seal shall be installed. Seams shall be tight, straight, uniform, and welded watertight using manufacturer's seam sealer. Vinyl shall be fitted tight and sealed at tub and around all floor penetrations to be watertight. Transition from one floor covering type to another shall be made using a molding product designed for the specific materials and conditions. The vinyl installation shall include all necessary trim items including

pipe escutcheons for a complete and professional installation. Installation of vinyl floor covering on stairs shall include a nosing trim specifically designed for this purpose. Tread and risers shall be one piece with no exposed edges. Rubber and vinyl base shall be continuous between corners, and all interior and exterior corners shall be premolded. For wood baseboard or base shoe installation, see Division 6, Section 6C. After floor has set sufficiently to become seated, clean with a neutral cleaner recommended by manufacturer. Floors and rubber base shall be left clean, smooth, and free from air pockets, buckles, cracks, and exposed edges.

- C. **Repair:** Vinyl repairs shall be made using manufacturer's recommended products and procedures. Finish repair shall be smooth, even, and impervious to water. Any additional vinyl required for repair shall match all characteristics of existing vinyl and pattern shall align.

3. **Carpet:**

- A. **Material:** Carpet allowance shall include the retail cost of carpet only.
  - (1) Wool, acrylic, or modacrylic pile carpet shall be 25 ounces per square yard minimum.
  - (2) 100% nylon pile carpet shall be 20 ounces per square yard minimum.
  - (3) Pad shall be 1/2" pad, 5 pound, rebond minimum, unless otherwise specified.
  - (4) Bath and kitchen carpet shall be water resistant designed for this use and shall be installed over flooring impervious to water.
- B. **Installation:** Base shoe shall be removed prior to installation of carpet. Surface of base exposed after removal of base shoe shall be finished to match adjacent surface. Installation shall be in accordance with carpet industry practices and standards. Finished carpet installation shall be free of scallops and puckers. Fasten tack strips to the floor by the most appropriate method to give permanent holding qualities. Lay pad in the largest possible lengths and widths using the minimum number of sections and lay flat without bubbles or wrinkles. Bond pad to concrete and staple to wood floors. Lay out the pad so that seams do not fall directly under the carpet seams. Tape pad seams where necessary to ensure seams remain tight. Make carpet seams uniform, unnoticeable, and permanent by the method appropriate for the type of carpet and in accordance with industry practices and standards. Treat all joining edges, regardless of seaming method, with a seam adhesive. Seams must have a minimum breaking strength of 100 pounds per inch and must be capable of withstanding all carpet cleaning processes. Products used in the seaming process shall be appropriate for the application. After installation, remove all debris, moldings, scraps, and other foreign matter. Remove any soiled spots or adhesive from the face of the carpet with the appropriate spot remover recommended by the carpet manufacturer. Remove all loose threads and vacuum carpeting.

- 4. **Underlayment:** Unless otherwise specified, 1/4" material (Luan plywood, AC plywood, waferboard, or fiber reinforced gypsum underlayment) designed and stamped for use as underlayment shall be installed.



5. **Wood Flooring (Repair and Refinishing):**

- A. **Repair:** When patching or replacing flooring, material and installation shall match existing. Where patch is more than two boards wide, the end joints shall be staggered a minimum of 4". Sand patched area and feather into existing flooring. Stain and finish new sections of flooring to match existing.
- B. **Refinish:** Remove base shoe with care prior to sanding; save for reinstallation. Reinstall base shoe after flooring has been refinished. Reinstall base shoe, and if damaged, provide new base shoe and refinish to match existing removed (see Division 6, Section 6C). Re-nail all loose flooring, set nails, and fill all holes with a product specifically designed for this purpose. Floor surface shall be machine sanded with appropriate-grit paper to achieve a smooth uniform surface. When machine sanding is impossible, hand sand to achieve a smooth, even surface. A minimum amount of wood surface shall be removed. Apply wood filler to floor surface with a product designed for this purpose. Apply a minimum of two coats of polyurethane floor finish. When floors are to be stained, apply stain evenly.

**SECTION 9F PLASTER REPAIR**

**General:** Properly prepare the area to receive patching plaster. Proper preparation shall include the removal of loose or damaged plaster cut out to clean, sharp edges to solid lath material. The areas to be patched shall be filled by one of the following methods.

- 1. **Wallboard Method:** Areas to be patched shall be filled with a thickness of wallboard that will allow the finish plaster coat to match the adjoining surface in plane, finish, and texture. The wallboard shall be securely fastened to a solid backing.
- 2. **Plastering Method:** Surfaces to be patched shall be dampened immediately before application of the new three-coat wet plaster; all surfaces shall be smooth and free of bulges and match the adjoining surface in plane, finish, and texture.

## DIVISION 10--SPECIALTIES

### SECTION 10A FOUNDATION AND ATTIC VENTS

1. **General:** When openings for vents are constructed, care shall be taken to avoid unnecessary damage to adjacent components.
2. **Foundation Vents:** Foundation vents shall have a means of closing and shall be screened with corrosion-resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing, gas meters, or furnace intake vents. Vents shall be standard quality brands designed for the specific application.
3. **Attic Vents:** Attic vents specified shall be screened with corrosive resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.

### SECTION 10B MEDICINE CABINETS AND BATH ACCESSORIES

1. **General:** Medicine cabinet and bath accessories shall be installed level and securely anchored using manufacturer's hardware at standard heights, unless otherwise requested by Owner. When installed over sink, medicine cabinet shall be centered above sink. Locations of accessories shall be coordinated with Owner. When "all" bath accessories are specified, the following shall be provided:
  - A. Two towel bars; one 24", one 30"
  - B. One paper dispenser
  - C. One shower rod (not required with glass enclosure)
  - D. One soap dish
  - E. When tilted extension mirror is specified, location shall be coordinated with Owner and HDF.
2. **Repair:** When repair of medicine cabinet or bath accessory is specified, repair shall restore item to its original appearance and operation and be securely anchored.

### SECTION 10C HOUSE NUMBERS

When new house numbers are specified, they shall be a minimum of 5" in height, made of black- or brass-finished metal and be securely fastened with screws or nails supplied by the manufacturer.

### SECTION 10D SIGNAGE AND MAIL BOXES

All signage shall be legible, include all required information, and be in good repair. When a mail box is specified, it shall be U. S. Postal-approved and if post is provided, post may be wood or

metal and shall include a platform for securing the mail box. Post shall be set in concrete and mail box shall be installed according to U. S. Postal Service requirements.

**SECTION 10E            GRAB BARS**

When grab bars are specified, all mounting holes shall be used and each screw shall be securely anchored in solid backing. If solid backing does not exist, installation shall include the removal of existing wall or ceiling covering, installation of solid backing securely anchored to wall or ceiling framing, and the replacement of wall or ceiling finishes to original condition. Heights and locations shall be coordinated with the Owner and the HDF. Horizontal bars shall be installed level and all vertical bars shall be plumb unless otherwise specified.

## DIVISION 11--EQUIPMENT

### SECTION 11A APPLIANCES

1. **General:** Appliances shall be delivered to site in manufacturer's containers and protected during construction. The Contractor shall be responsible for furnishing appliances in proper operating condition and without any defects or damages including the finish. The Contractor shall provide to the Owner operation instructions, guarantees, and warranty certificates for the furnished appliances. The energy-rating label shall remain on all appliances. When relocation of existing appliances is specified, installation requirements of this Section shall be adhered to except that the requirements for all features to operate faultlessly shall apply only to those features operating prior to relocation. The Contractor shall reconnect existing appliances temporarily removed during construction.
2. **Installation:** The Contractor shall be responsible for constructing openings for built-in appliances. The installation of appliances shall include all mechanical, electrical, and plumbing service connections necessary for all features of the appliance to function properly. When new connections are required, they shall be installed behind the appliance and out of sight. Existing connections may be used if applicable code requirements are met (see Divisions 15 and 16). The Contractor shall check and make all necessary adjustments to ensure that installed appliances and features operate faultlessly. Range, refrigerator, and dishwasher shall be installed level. Installation of garbage disposal shall include wall switch above counter top backsplash.
3. **Reconditioning Range, Refrigerator, and Dishwasher:**
  - A. Reconditioning of appliances shall include assuring the proper operation of all controls, motors, and the functions of all accessories and components. Unit shall be cleaned.
  - B. Cleaning of appliances shall include the removal of all grease, oil, dirt, dust, and debris from all finishes, elements, and components of the appliance.
4. **Appliance Refinishing:** Refinishing kitchen appliances shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.

**DIVISION 12--FURNISHINGS**

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## DIVISION 13--SPECIAL CONSTRUCTION

### SECTION 13A HAZARDOUS MATERIALS (LEAD-BASED PAINT AND ASBESTOS-CONTAINING MATERIALS)

1. **Lead-Based Paint:** The requirements of State and federal regulations must be complied with when performing any work involving lead-based paint, including but not limited to the following activities.
  - A. Disclosure

A seller or lessor of target housing shall disclose to the purchaser or lessee the presence of any known lead-based paint and/or lead-based paint hazards.
  - B. Acquisition and Federal Rehab Assistance

In projects that are part of federally-assisted acquisition and rehabilitation, the grantee or PJ shall provide the lead hazard information pamphlet in accordance with section 35.130. Lead-based paint requirements for rehabilitation fall into three categories that depend on the amount of federal assistance provided. The three categories are: (1) assistance of up to and including \$5,000 per unit; (2) assistance of more than \$5,000 up to and including \$25,000 per unit; and (3) assistance of more than \$25,000 per unit. The type of lead-based evaluation and hazard reduction requirements is dependent on the amount of federal assistance provided per unit.
  - C. Lead-Safe Work Practices

Qualified Bidders: Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, the EPA requires all contractors or firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities, and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking an eight-hour training course from an EPA-approved training provider. Only these General Contractors who have completed a State-approved **LEAD-SAFE RENOVATOR TRAINING PROGRAM** or are licensed by the State Health Department as **LEAD ABATEMENT CONTRACTORS** are recommended to bid on HDF rehabilitation projects.
  - D. Lead-Based Paint Removal/Abatement

Qualified Bidders: Only General Contractors licensed by the State Health Department as **LEAD ABATEMENT CONTRACTORS** and that have been approved by the HDF.

    - (1) The lead abatement contractor will be responsible for ensuring his/her supervisors and workers attend appropriate training and hold the appropriate State licenses.
    - (2) It is the responsibility of the General Contractor to ensure that proof of the aforementioned training and licensing is provided to the HDF for the Owner and his/her workers.

- (3) When lead-based paint is to be removed from building component surfaces, the component shall remain in place when accomplishing the removal.
  - E. The HDF requires that all units constructed prior to 1978 must be tested for lead-based paint that utilizes federal funding for rehabilitation.
2. **Asbestos-Containing Materials:** Asbestos-containing materials shall be handled and disposed of in accordance with State and Federal Regulations.
- A. The National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations under the Clean Air Act specify work practices to be followed during demolition and renovation of all structures.
  - B. The West Virginia Department of Environmental Protection requires an asbestos inspection prior to any proposed renovation and demolition activities. The Department of Health and Human Resources (64 CSR 63) and the Division of Air Quality (45 CSR 15) regulates the abatement and disposal of asbestos-containing materials, renovation operations, and demolition activities in West Virginia.

**SECTION 13B AIR QUALITY**

The site and dwelling units must be free of air pollutant levels that threaten the occupants' health. The dwelling unit must be free from dangerous levels of carbon monoxide, sewer gas, fuel gas, dust, mold, and other harmful pollutants. Adequate air circulation is required in the dwelling unit.

**SECTION 13C PEST CONTROL (ROACHES, TERMITES, AND VERMIN)**

- 1. **Roaches:** When roach treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.
- 2. **Termites:** When termite treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.

It shall be the responsibility of the Contractor to repair or replace any damaged components caused by the treatment for termites.

- 3. **Vermin:** Any unit must be free of rodents and heavy accumulations of trash, garbage, or other debris that may harbor vermin. The unit must contain adequate barriers to prevent infestation.

**SECTION 13D FIRE ALARM SYSTEM, CARBON MONOXIDE, AND EMERGENCY POWER**

When fire alarm and smoke detectors are specified, they must be installed according to the Building Code. (See Division 16, Section 16B and 16C). If a hearing-impaired person is present, the smoke detectors must have an alarm for hearing-impaired persons as specified in NFPA 74. If fuel-burning appliances are provided in a dwelling unit, carbon monoxide detectors are required to be installed based on the manufacturer's recommendations. When fire sprinklers, emergency lighting, and exit signs are specified, they must be installed according to the appropriate building code. If emergency power is provided, it must be sized accordingly, operate all necessary equipment, and be installed according to the building code.

**SECTION 13E FIRE PROTECTION SYSTEM**

New one- and two-family dwellings over one level in height, new one- and two-family dwellings containing a basement, and new one- and two-family dwellings containing a crawl space with a fuel-burning appliance below the first floor shall provide one of the following methods for fire protection of floors: (1) a ½" gypsum wallboard membrane, 5/8" wood structural panel membrane, or equivalent on the underside of the floor framing member; (2) wood floor assemblies using dimension lumber or structural composite lumber equal or greater than 2" x 10" nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) an automatic fire sprinkler system as set forth in section R313.2 of the 2009 International Residential Code for One- and Two-Family Dwellings. All new windows installed must meet the fire egress requirements noted in the building code.

**SECTION 13F STORED FLAMMABLE MATERIALS**

Flammable materials, including paint, solvent fluids, paper, gas, etc., shall not be stored or accumulated in an unsafe or unapproved manner in any dwelling unit or on site.

**SECTION 13G ACCESSIBILITY**

1. **Section 504 (24 CFR 8)**: The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.
  - A. New multifamily housing consisting of five or more units must be designed and constructed to be readily usable by persons with disabilities.
    - (1) A minimum of 5% of the dwelling units in the project must be accessible to individuals with mobility impairments. An additional 2% of the dwelling units must be accessible to individual with sensory impairments.
    - (2) The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard.
  - B. Rehabilitation indicates that if alterations are undertaken to a housing project that has 15 or more units, and the rehabilitation costs will be 75% or more of the replacement



cost of the completed project, then such projects are considered to have undergone "substantial alterations" are subject to the accessibility requirements noted in (1) for new construction above.

The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard.

2. **Americans with Disabilities Act (24 CFR 35 & 36):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.
  - A. When public areas are altered in multifamily projects constructed on or before January 26, 1993, they must be altered in accordance with the 2010 ADA standards.
  - B. Public areas must be designed and constructed in accordance with the 2010 ADA standards in multifamily projects constructed after January 26, 1993.
3. **Fair Housing Act (24 CFR 100.205):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.

All multifamily housing projects constructed after March 13, 1993, must comply with the seven design standards noted below:

- (1) an accessible entrance on an accessible route;
- (2) accessible public and common use areas;
- (3) usable doors;
- (4) accessible routes into and through the dwelling unit;
- (5) accessible light switches, electrical outlets, and environmental controls;
- (6) reinforced bathroom walls for grab bars, and
- (7) usable kitchens and bathrooms.

#### **SECTION 13H            DISASTER MITIGATION**

These standards require housing to be improved to mitigate any potential impacts from potential disasters, such as earthquakes, hurricanes, floods, and wildfires. Improved housing must comply with State or local codes, ordinances, and any other HUD requirements. Currently new projects located in a flood hazard area will not be funded and any type of rehabilitation of existing units must comply with any State and local flood mitigation plans. The State Building Code does not require any type of wildfire, seismic, or high wind requirements for the construction of new units in West Virginia; therefore, disaster mitigation for these items are not expected. Any potential wind or storm damage to units is typically covered by homeowner's insurance. Any other potential disaster issues will be mitigated as necessary.

#### **SECTION 13I            MANUFACTURED HOUSING**

1. Construction standards for new manufactured housing units must comply with 24 CFR 32890, 24 CFR 3282, and 24 CFR 8385.

2. All manufactured housing must be installed on a permanent foundation.
3. All manufactured housing must be properly tied down.
4. All road transport accessories, such as wheel and hitching devices, must be removed.

**DIVISION 14--CONVEYING SYSTEMS**

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## **DIVISION 15--MECHANICAL**

### **SECTION 15A          GENERAL REQUIREMENTS**

Equipment shall be designed for the intended applications. Equipment and items installed under this section shall operate safely without leakage, undue noise, vibration, or corrosion. Equipment shall bear a permanent and legible factory-applied nameplate to permit identification of manufacturer, model number, and type of unit. In addition, all units shall have the energy guide label approved by the Federal Trade Commission. A furnace, boiler, or water heater supported from the ground shall rest on a 4" concrete slab extending not less than 3" above the adjoining ground level. Cutting, drilling, and refinishing necessary for the proper execution of all work under this division shall be the responsibility of the Contractor. When damage to framing or structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the strength and load bearing capacity of the original member. Match existing materials in size, style, and finish, including decorative and ornamental moldings. Repairs shall include all materials and methods necessary to achieve uniformity between new and existing members. Repairs shall meet all building code requirements. When a mechanical pit is specified, it shall include a concrete floor with concrete block walls constructed in accordance with drawings. If the walls exceed 44" in height, there shall be a ladder installed as part of this installation. When work under this Section results in abandoned utilities or mechanical components, see Division 2, Sections 21 and 2J.

### **SECTION 15B          PLUMBING**

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

- A. Newly-installed piping shall be concealed in walls, ceilings, and floors unless passing through spaces not intended to be finished. In unfinished basements, piping locations shall be coordinated with the Owner to ensure piping will be concealed by future construction.
- B. Whenever possible, water pipes shall not be installed in outside walls, ventilated attics, or locations where freezing may occur. When it is necessary to install water pipes in these areas, they must be protected from freezing.
- C. Copper pipe connected to galvanized pipe shall be installed with dielectric connectors.
- D. Sill cocks shall be frost-free, anti-siphon, and installed a minimum of 10" above finish grade unless otherwise approved by the Owner. Installation in new location shall include water supply line.
- E. When a plumbing line is repaired, it shall be made fully functional using like materials. Damage, voids, and holes created as a result of work required under this Section shall be professionally repaired and refinished to eliminate all evidence of said work.
- F. Whenever possible, replace galvanized water piping still in service.

2. **Service Lines (Sewer, Water and Gas):**

- A. **Excavation:** Excavation requirements shall apply to the installation of all service lines. Contractor shall be responsible for the location of all underground services to the property. Excavation shall conform to all local, State, and federal requirements. Any damage or loss resulting from excavating activities shall be corrected at the expense of the Contractor. This includes, but is not limited to, sidewalks, driveways, fencing, and retaining walls. Excavation of trenches shall not undermine or disturb the stability of the building foundation. Excavated trenches shall run in a straight line and provide continuous support for piping along its full length. Trenches shall be back filled evenly using acceptable fill material and thoroughly compacted (see Division 2, Section 2M).
- B. **New Sewer Line:** When a new sewer line is specified, it shall be installed from the sewer main to inside the structure foundation. Foundation opening around the pipe shall be sealed to be watertight. Installation shall include exterior clean out and the location to be approved by Owner. When a new sewer line is specified and a grease trap is an active part of the sewer system, the grease trap will be bypassed. When a grease trap is to be bypassed, the cover shall be removed and the grease trap shall be cleaned and filled with sand. Every sewer line abandoned as a result of work by the Contractor shall be plugged or capped outside the foundation wall. Foundation openings abandoned as a result of the Contractor's work shall be plugged and sealed to be watertight.
- C. **Sewer Line Repair:** When repair of a sewer line is specified, the location of blockage or damage shall be determined by the Contractor. Information related to prior efforts to clear the line and likely location of blockage or damage may be available from Owner. Blockage or damage shall be removed by whatever means necessary. If this requires excavation and repair of sewer line, work shall comply with all requirements of this section.
- D. **Sewer Line Cleaning:** When the sewer line is to be cleaned, it shall be cleaned from the blockage to the main.
- E. **New Water Service Line:** When a new water service line is specified, it shall be installed from the water main to meter located inside dwelling. Existing exterior meters shall be relocated to interior of dwelling with exterior remote counter. Location of both shall be coordinated with Owner. Work shall include the reinstallation of curb stop valve and box. Water service lines shall be of a design and size to meet applicable code requirements.
- F. **Water Service Line Repair:** Repair of line and components shall be accomplished to achieve strengths and durability necessary to prevent leakage and maintain existing water flow. Work shall comply with applicable requirements of this Section.
- G. **Water Meter Relocation:** When a water meter is to be relocated, the new location shall be coordinated with Owner.
- H. **New Gas Service Line (when no service exists):** When a new gas service line is specified, it shall be installed from gas main to meter. Contractor shall be responsible for installation from meter to property line and for coordinating the installation from property line to gas main with the utility company. Location of gas meter shall be coordinated with Owner.

- I. Gas Service Line Replacement: When an existing gas service line is abandoned, installation requirements of Section 15B, Paragraph 2H, F shall apply. When existing gas service line is to be used as a conduit for the replacement line, the replacement line shall be installed from the gas main to meter. Meter may remain in existing location, except that meters located within structure shall be relocated to exterior. New location shall be coordinated with Owner.
  - J. Gas Meter Relocation: When a gas meter is to be relocated, new location shall be coordinated with Owner.
3. **Building Lines (Drains/Vents, Water, Gas)**:
- A. Drains/Vents: When a new fixture drain line is specified, it shall be from fixture to rough plumbing connection. When drain line is exposed, it shall be chrome finished. When replacement of all drain lines is specified, new lines shall be installed from inside of foundation to all fixtures and shall include fixture traps. When replacement of the entire drain/vent system is specified, replacement shall include all new drains from inside of foundation to all fixtures, including fixture traps and vents from all fixture drains through roof. When installing or replacing a portion of the drain/vent system is specified, new material shall be connected to existing with approved methods. When repair of drain/vent line is specified, repair shall achieve strength, durability, and flow of the original line.
  - B. Water Lines: When replacement of all water supply lines is specified, new lines shall be installed from inside foundation wall, or from meter when located inside dwelling, to all existing and proposed fixtures, faucets, and mechanical equipment requiring water supply. For fixtures with shut-off valves, new valves and supply lines from valves to faucet shall be installed. New shut-off valves shall be installed symmetrically at the center line of the fixture. New water supply lines may be copper or plastic and must comply with the International Plumbing Code. When new fixture supply lines are specified, installation shall be from fixture to shut-off valve. When new fixture supply lines are specified without shut-off valves, installation shall be from the fixture to rough connection. When repair of a water supply line is specified, repair shall achieve strength, durability, and flow of original line.
  - C. Gas Lines: When replacement of existing or installation of new gas supply line is specified, new line shall be installed from nearest properly-sized supply line to appliance or equipment. Shut-off and flexible connector shall not be visible upon final installation of dryer or stove in finished areas. When repair of a gas supply line is specified, repair shall achieve strength, durability, and flow of original line.
4. **Fixtures**:
- A. General: Plumbing fixtures shall be delivered to site in manufacturer's containers and protected during construction. Fixtures and plumbing accessories shall be new and installed according to all applicable plumbing codes. Fixtures installed in a new location shall include supply lines, drains, and vents. Sinks installed in cabinets shall have chrome-finished or copper supply lines; and new chrome-finished brass shut off valves. Escutcheons shall be installed where plumbing lines pass through walls or floors of

cabinets. Fixtures with exposed supply lines shall have chrome-finished risers and new chrome-finished brass shut-off valves. Valves shall be installed at floor or wall with escutcheons so that only valves and risers are exposed. Shut-off valves are not required on claw foot tub installations. Drains and supply lines for claw foot tubs shall be chrome-finished above floor line. Fixtures with exposed drain lines shall have chrome-finished P-traps and drain pipes. When existing fixtures with lead traps or drains are replaced, lead shall be replaced with PVC or ABS plastic. When a fixture component is to be replaced, it shall be of like-quality and design of original, unless otherwise specified, and shall be installed and adjusted to operate properly. When a faucet is to be repaired, the repair shall return the faucet to its original operation.

- B. Water Closets: When a new water closet is specified, it shall consist of bowl, tank, and cover constructed of vitreous china with seat and lid properly sized to fit water closet. It shall be installed with new wax ring sleeve and securely fastened with bolts and caps specifically designed for this application.
- C. Sinks: New kitchen sinks shall be stainless steel, porcelain enamel over steel, or porcelain over cast iron with a minimum depth of 8" and basket strainer(s). When a kitchen sink and faucet installation is specified, it shall include sink, sink basket strainer(s), P-trap, chrome faucet with spray (unless otherwise specified), and supply lines. New bath sinks shall be vitreous china, cultured marble, onyx, and porcelain enamel over steel or porcelain over cast iron, with waste pop-up and pop-up lever. When a bath sink and faucet installation is specified, it shall include sink, faucet with pop-up, P-trap, chrome faucet, and supply lines. Sinks are to be secured to countertop with appropriate sink fasteners and shall not be installed on post formed edge of countertops. Perimeter of sink rim shall be sealed with plumber's putty and all excess putty removed. Before installation of wall-hung sinks, the Contractor shall ensure that a minimum of 2" x 6" blocking is installed in the wall. Brackets specifically designed for the support of the sink shall be installed. When the sink design provides for support leg installation, chrome-finished support legs specifically designed for this application shall be installed.
- D. Tubs: New tubs shall be 14" minimum in height, porcelain enamel over steel, porcelain over cast iron, or fiberglass, with complete bathtub waste assembly and P-trap. Tubs shall have a slip-resistant surface unless otherwise specified. Tub shall be set level and supported at floor and wall. When a tub faucet is specified, it shall consist of valve(s) and spigots. When a combination tub/shower faucet is specified, it shall consist of valve(s), spigot, and shower head. Valves, spigots, and shower heads shall be chrome unless otherwise specified.
- E. Showers: New shower bases shall be fiberglass, plastic, or concrete with Coloroy membrane liner and ceramic finish. Complete shower base shall include waste assembly and P-trap. When a shower faucet is specified, it shall consist of valve(s) and shower head. Shower head shall be chrome finished unless otherwise specified. Shower wall finishes shall be as specified and installed according to the manufacturer's installation instruction. Shower bases shall be set level.

- F. Washer Drip Pan: New washer drip pan installation shall consist of a drip pan designed for this application, flush mounted in wall with finish trim, supply valves, and all piping and connections to building supply, drain, and vent systems.

5. **Water Heaters:**

- A. General: Water heaters shall be American Gas Association certified or UL listed and have a five-year limited warranty tank.
- B. Gas Fired: New gas-fired water heater in a new location shall include all venting flues, gas supply lines and connections, water lines and connections, gas and water shut off valves, T&P valve with drip leg, and combustion air supply. When a new gas-fired water heater is specified to replace an existing water heater in same location, it shall include gas and water connections and T&P valve with drip leg. Installation shall include the inspection of all existing venting flues, gas and water piping and valves, and combustion air supply. If necessary to meet applicable codes, the replacement or repair of these items shall be included. When a new gas line connection from water heater to shut off is specified, it may be rigid or approved flexible gas line.
- C. Electric: When a new electric water heater is specified in a new location, it shall include water line connections and valves, wiring and connections, and T&P valve with drip leg. When a new electric water heater is specified to replace an existing water heater in same location, it shall include water line connections, electrical connections, and T&P valve with drip leg. Installation shall include the inspection of all existing related wiring, water piping, and valves. If necessary to meet applicable codes, the replacement or repair of these items shall be included.

**SECTION 15C PLUMBING FIXTURE REFINISHING**

Refinishing of plumbing fixtures shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.

**SECTION 15D PLUMBING**

- 1. Barrier-Free Water Closet: For installation, see Division 15, Sections 15A and 15B.
- 2. Barrier-Free Lavatory: For installation, see Division 15, Sections 15A and 15B.
- 3. Job-Built Barrier-Free Showers: See Work Write-Up and Division 15, Sections 15A and 15B.
  - A. When a barrier-free shower is specified, it shall include:
    - (1) Installation of a roll-in shower base to include relocating the existing floor drain or installation of new floor drain and vent as applicable.
    - (2) When a pre-manufactured base is specified, it shall be manufactured by a recognized firm and be designed for the specific application. Base shall include pre-manufactured transition ramp designed for this application and constructed to be compatible with shower base.



- (3) When a poured-in-place concrete base is specified, it shall consist of a waterproof membrane specifically designed for this application, formed and poured concrete base with proper drainage, and ceramic tile finish. Base shall include transition ramp constructed as specified.
  - (4) Converting existing faucet to shower operation only or installation of new faucet if none exists.
  - (5) Replacement of existing shower head with new shower head or hand-held personal shower system; or installation of standard shower riser, if none exists, with shower head or hand-held personal shower system.
  - (6) Installation of additional matching tile so that shower walls are uniform and complete or installation of new tile in total shower area.
  - (7) Installation of chrome plated metal shower curtain rod if none exists.
- B. When wall construction is specified, it shall be included and consist of all framing, drywall and finishes.
4. **Pre-Manufactured Barrier-Free Shower Enclosure:** Shower enclosure per manufacturer's specifications.
5. **Hand-Held Personal Shower System:** When a hand-held personal shower system is specified, it shall include a diverter valve, hand-held personal shower head with wall holder, and a flexible hose with a minimum length of 108". This shall be a complete system manufactured for this application.

**SECTION 15E HEATING**

1. **Forced Air and Hot Water:**
- A. **General:** Heating systems shall be capable of maintaining a minimum temperature of 70 degrees Fahrenheit when the outside temperature is minus 10 degrees at a point 3' above the floor in the center of all habitable rooms and other spaces. Heating systems shall be designed, installed, and balanced or adjusted to provide for the distribution of heat to all habitable rooms and other spaces in accordance with the calculated heat loss of the spaces to be heated. New units shall be sized and have ratings to ensure proper heating of all habitable rooms within the dwelling. Heat loss calculations used for this purpose shall be available upon request. When a new heating system is to be installed, Contractor shall submit a drawing showing the location of all heating system components to include the location of furnace/boiler, flue, registers/radiators, and thermostat. Design shall be submitted and approved by Owner prior to commencement of installation. If in following the requirements of this Section an existing chimney or flue is to be used, it shall be cleaned as part of the installation and, if necessary, brought into compliance with applicable codes. Supply and return piping for hot water systems and all supply duct work for warm air systems located in attic, ventilated crawl space, and other unconditioned spaces shall be insulated with material having thermal characteristics equivalent to 2" blanket insulation. Duct work and flues passing through finished areas must be enclosed. The enclosure location shall be

approved by the Owner and finished to match the adjoining surfaces. New system installations shall be complete and shall include a minimum 90% energy-efficient furnace or boiler; all venting flues, proper returns, gas connections, supply lines, valves, controls, electrical connections, thermostat, and combustion air to provide perimeter-type heating through rigid metal ducting or piping with appropriate registers or radiators. Furnaces and boilers that require drainage of evaporative water where floor drain is not available shall be equipped with a system to discharge water specifically designed for this application.

- B. **Forced Air:** Whenever existing ductwork is to be reused, it shall be cleaned throughout as part of new installation. Sheet metal work shall be accurately formed, fitted snugly, and properly secured. Runs, including those under base cabinets, shall be rigid metal ducting with properly-sized registers. Registers shall be installed in the floor unless otherwise specified. Supply registers shall be equipped with shut-off dampers.
- C. **Hot Water:** Piping shall not be installed or located where freezing may occur. Piping shall be copper. If conditions warrant, plastic piping may be used with written approval from the Owner and the HDF. Number of zones and zone layout shall be approved by Owner.

2. **Electric Units:**

- A. When a separate electric heating unit is specified, it shall be permanently installed and thermostatically controlled. Its design and location shall be approved by the Owner. Installation shall include all circuits, wiring, and connections.
- B. Electric heating unit shall be sized to meet the requirements of Section 15E, Paragraph 1A for the room where unit is installed.

3. **Service and Repair:**

- A. When servicing of a furnace or boiler is specified, it shall include the following as applicable:
  - (1) Checking and adjusting the thermostat, fan control, limit control, zone valves, and belts.
  - (2) Replacing the filter(s).
  - (3) Light cleaning and lubricating of the motor(s), pump(s), etc.
  - (4) Bleeding the air from hot water systems.
  - (5) Checking flue, gas supply lines, gas valves, and heat exchangers for leaks.
  - (6) Bringing any necessary repairs to the attention of the Owner and HDF.
- B. When a component of a heating system is replaced, it shall be of like quality and design of original and shall be installed and adjusted to operate properly.
- C. When repairs are made to the heating system, the repairs shall ensure the efficiency and integrity of the system is returned as originally installed.
- D. After servicing, the mechanical contractor shall leave a certificate on the furnace or boiler indicating his company name, the work or repair completed, and the date completed.

**SECTION 15F VENTILATION (RANGE HOODS, BATH FANS, AND DRYER VENTS)**

1. **Range Hoods:** When a ducted range hood is specified, it shall include ductwork designed for the shortest practical run to the exterior and all necessary hardware and electrical connections. Range hood venting through cabinets shall be enclosed with like material purchased from cabinet manufacturer. When a ductless range hood is specified, it shall include all necessary hardware and electrical connections.
2. **Bath Fans:** When a bath fan is specified, it shall be installed with a separate wall switch, venting duct with damper, all necessary hardware, accessories, and electrical connections. Venting duct shall extend to the exterior and be protected against the elements.
3. **Dryer Vents:** When a dryer vent is specified, it shall consist of a venting duct to the exterior (maximum length of 8'0") with damper and weather cap designed for this application.
4. **Replacement of Components:** When a component of a range hood or bath fan is replaced, it shall be of like quality and design of original and shall be installed to operate properly.

## DIVISION 16--ELECTRICAL

### SECTION 16A GENERAL

Electrical wiring and devices installed shall be UL approved. Wiring shall be copper. Wiring installation shall be concealed in walls, ceilings, and floors. Materials and devices used shall be clearly marked to permit identification of manufacturer, model, and type. Cutting or drilling of walls, floors, ceilings, and partitions for the installation of electrical work and the closing and refinishing of openings cut for access shall be the responsibility of the Contractor. Finishes shall conform to the conditions of the surrounding areas. When damage to structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the structural integrity of the original member. Existing electrical wiring and devices throughout the building which will not be used shall be disconnected and removed in all spaces that are accessible (see Division 2, Section 2J). No switches shall be installed behind a door. New devices, equipment, and fixtures shall be designed for their specific applications. New light fixtures shall include new bulbs in all sockets, size and style as recommended by manufacturer. When a doorbell is specified, it shall consist of all necessary wiring (concealed), push button located convenient to entry, transformer, and bell tones per the Work Write-Up. Location of bell tone shall be coordinated with Owner. Underground electrical installations shall include restoring excavation and surrounding area to the original condition. Where more than one living unit is supplied from a single service entrance panel, the disconnect- and circuit-protecting devices for each unit shall be clearly identified. The Contractor shall provide to the Owner, operation instructions, guarantees, warranties, and certificates for furnished devices when provided by the manufacturer.

### SECTION 16B TOTAL REWIRE

When a total rewire is specified, it shall include the following:

1. **New 200 Amp Service:** New service shall include mast and wiring, meter base, and meter. If the mast penetrates the roof, a new roof jack shall be installed. Service shall include a new drop from pole to mast.
2. **New 200 Amp Distribution Panel:** New distribution panel shall include new breakers and breakers shall be identified and labeled in the service panel to indicate what they service. Location shall be coordinated with Owner, local jurisdiction, and power company.
3. **Circuit Rewiring:** Circuit rewiring shall include:
  - A. New wiring from the distribution panel to all existing openings and all electrically-operated interior and exterior devices and fixtures permanently wired into the structure's electrical system. Outlets servicing major appliances shall be relocated if necessary to ensure outlet is behind appliance and out of sight after appliances are installed. When any existing opening or device is located in violation of any applicable

codes, it shall not be rewired. When any device or fixture is in an unsafe condition, it shall not be reconnected. At the time such determination is made, it shall be brought to the attention of the Owner.

- B. Any additional openings, devices (including smoke detectors), and wiring required to meet all applicable codes (see Division 16, Sections 16 A and 16C).
- C. Any additional openings, devices, and requirements specifically specified (see Division 16, Sections 16A and 16C).
- D. New switches, outlets, and trim for all existing and added openings. Any existing decorative or custom trim plates shall be replaced only after coordination with Owner.
- E. Fixtures specified by the Work Write-Up. Fixture allowance shall be retail cost only.
- F. Where work requiring a permit occurs that have attached garages or in units with fuel-burning appliances, carbon monoxide alarms shall be provided outside of each separate sleeping area in the immediate vicinity of the bedrooms.

#### **SECTION 16C            ADDITIONS TO EXISTING SYSTEM**

When additional outlets, switches, or fixtures are specified, the boxes shall be securely anchored to support devices or fixtures to be installed and shall be installed flush with finish surfaces. Openings shall be cut so that they are concealed by standard size trim plates. When additional outlets, switches, or fixtures are specified, installation shall include boxes, wiring from service feeders to boxes, grounding-type outlets and switches with trim plates, and fixtures. Devices and trim plates shall match existing in style and color. Height and alignment (horizontal or vertical) shall be consistent with similar existing devices. Location of openings shall be coordinated with Owner. Fixtures installed over sinks shall be located on center line of sinks. When an additional 220-volt outlet is specified, installation shall include box, wiring feeder from distribution panel to box, proper-size breaker, proper outlet for intended appliance, and trim plate. When smoke detectors are specified as required by the state building code, they shall be hard-wired into the electrical system. Hardwired smoke detectors are required in each bedroom, outside of each sleeping area in the immediate vicinity of each bedroom, and on each level on the unit. Smoke detectors must also be interconnected.

#### **SECTION 16D            REPLACEMENT OF EXISTING ELECTRICAL COMPONENTS**

When replacement of a switch, outlet, or light fixture is specified, it shall consist of replacing the existing with new, installing in existing box, and attaching to the existing wiring. It shall also include the replacement of missing or broken trim plates. Replacement components shall match style and color of original components.

#### **SECTION 16E            SECURING ELECTRICAL COMPONENTS, FIXTURE REWIRING, AND ELECTRICAL SYSTEM REPAIRS**

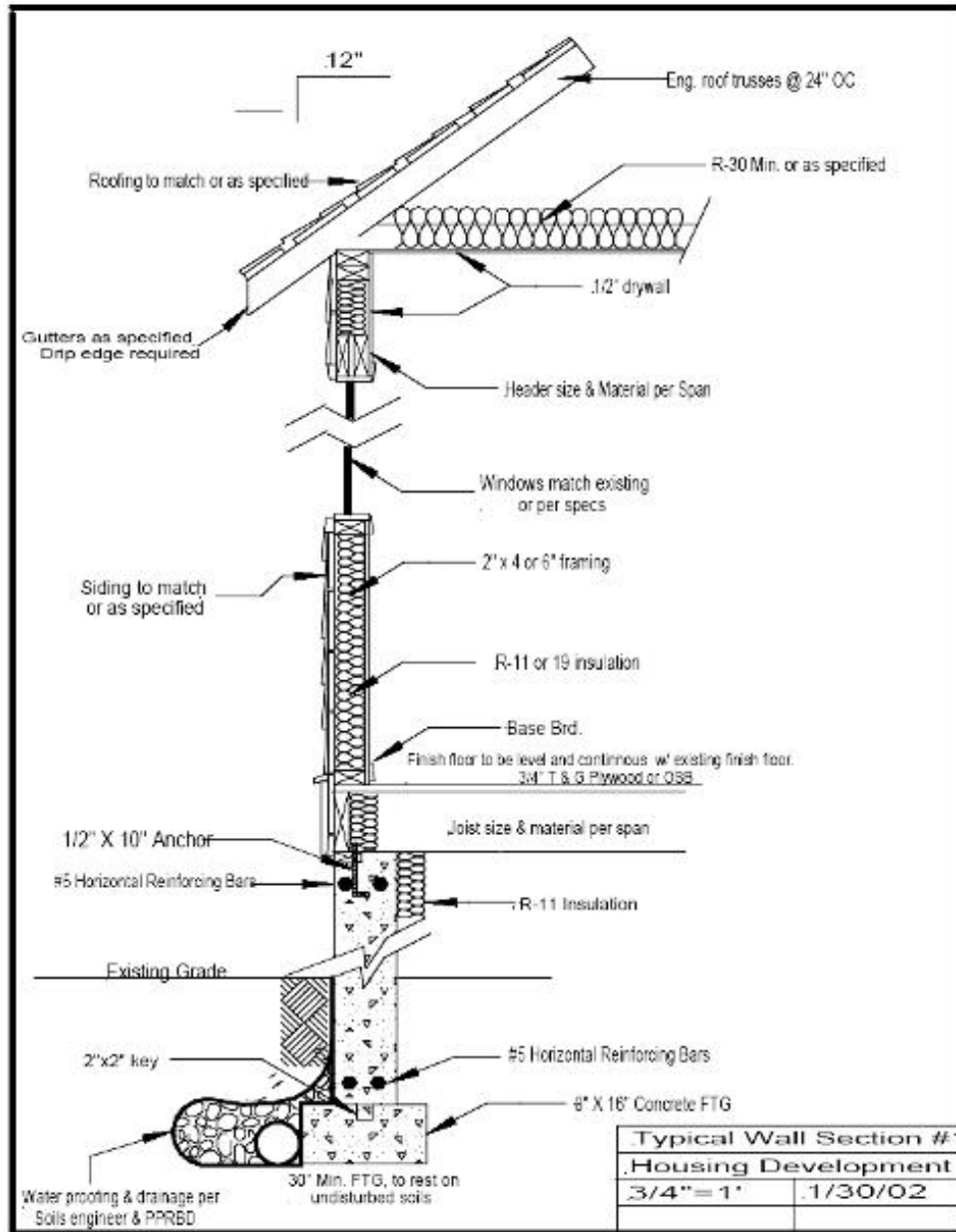
Securing of an electrical component shall consist of anchoring the device so that it is properly secured to meet the requirements of the intended use. Rewiring an existing fixture shall consist of replacing all existing wiring and damaged or broken bulb receptacles. Materials used shall

match original in style and installation. Electrical system repairs shall consist of identifying and repairing or replacing the problem component(s) so that the system functions properly.

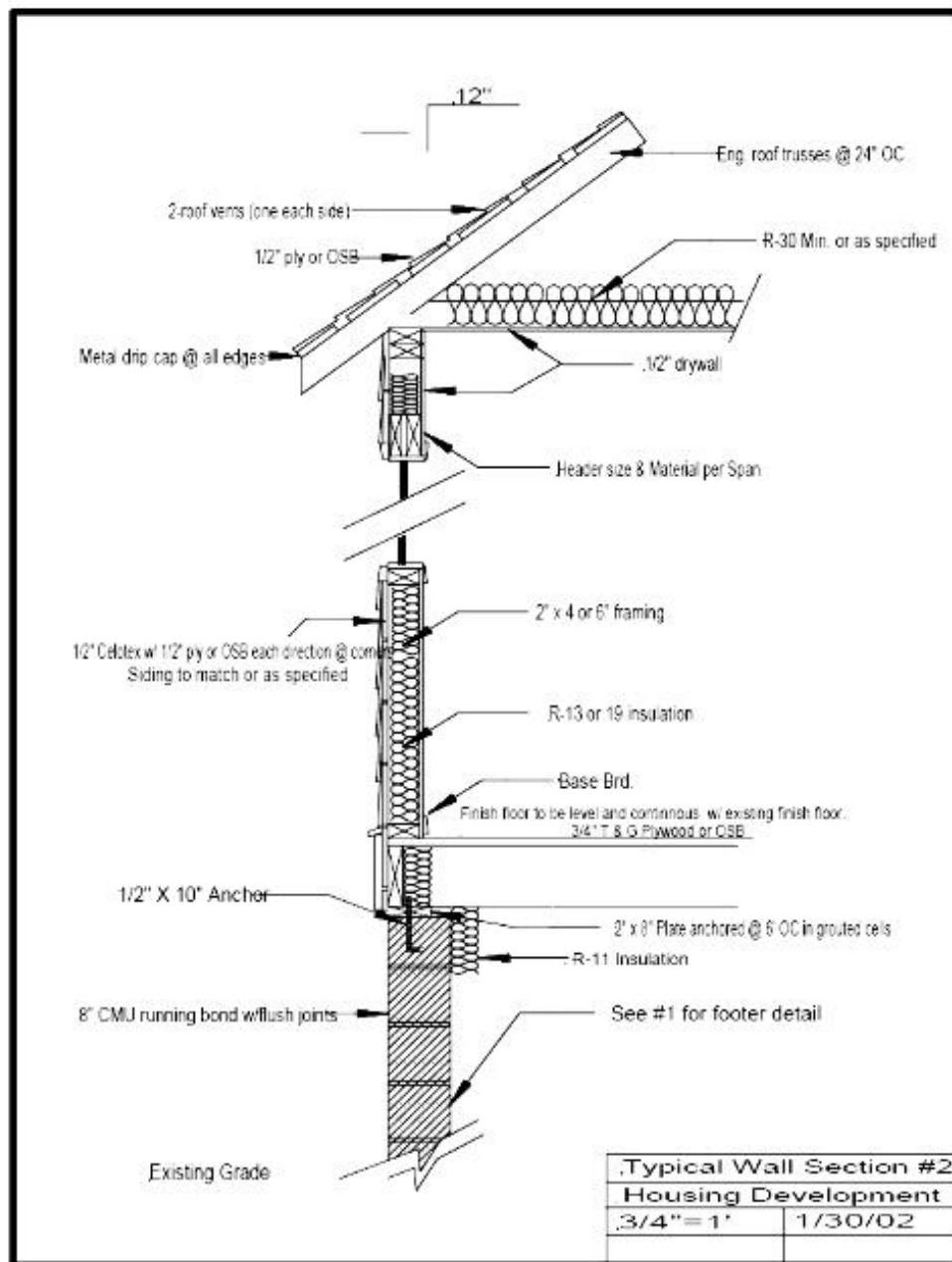
**SECTION 16F            DETACHED GARAGE**

When the rewire of a detached garage is specified, the main structure distribution panel shall be used and the requirements of Division 16, Section 16B-3 shall apply.

TYPICAL CONCRETE WALL SECTION (not to scale)



TYPICAL BLOCK WALL SECTION (not to scale)





### 2009 International Energy Conservation Code

Residential buildings include one- and two-family dwellings, townhouses, and multifamily housing three stories or less in height. All residential buildings must demonstrate compliance with the 2009 International Energy Conservation Code, which is part of the State Building Code.

There are a couple of ways to ensure compliance with the 2009 International Energy Conservation Code. The two approaches include a prescriptive package method that lists the minimum R-value or U-factor requirement for each building component such as walls, roofs, and windows. The other method is the performance approach. This approach sets criteria using simulated energy performance analysis that includes heating, cooling, and water heating energy. This approach allows the design to be compared to a baseline or reference design to verify efficiency and annual energy use. The performance approach allows more flexibility, but requires significantly more time and effort. The prescriptive package approach is fast and easy to use, but can be restrictive because it is typically based on worst-case scenario. All units in West Virginia will be located in either zone 4 or 5. The zone the unit is constructed in dictates the level of energy efficiency required.

All energy efficiency requirements are noted in Chapter 4 of the 2009 International Energy Conservation Code. As noted above the easiest and fastest compliance tool for compliance is the prescriptive package approach. Listed below are the minimum energy efficiency requirements for all units constructed in West Virginia.

- A permanent certificate must be posted in the panel box completed by the builder or project professional. The certificate must list the R-values, U-factors, SHGC of fenestration for all insulation and windows installed, and efficiencies of the HVAC system and water heating equipment.
- All joints and seams in the building thermal envelope must be thoroughly sealed to limit air infiltration and the building has been tested or visually inspected.
- All recessed lighting must be labeled and sealed.
- At least one thermostat must be provided for each separate HVAC system. A programmable thermostat is required for forced air furnaces.
- All ducts, air handlers, and filter boxes must be sealed. Testing is required for ducts installed in unconditioned space.
- All mechanical system piping carrying fluids above 105° must be insulated to a minimum of R-3.
- HVAC systems must be properly sized in accordance with M1401.3 of the International Residential Code.
- R-38 ceiling or attic insulation for zone 4 and 5.
- R-19 floor insulation for zone 4 and R-30 floor insulation for zone 5.
- Mass walls are above grade concrete, masonry, brick, or log and require R-5 continuous insulation on the interior or exterior of the unit or R-10 cavity insulation on the interior.
- Basement or crawl space masonry walls require R-10 continuous insulation on the interior or exterior of the unit or R-13 cavity insulation on the interior.
- Floor slabs require R-10 insulation for a depth of 2 feet.
- Windows must be insulated with a minimum .35 fenestration U-factor.
- Skylights must contain a minimum .6 fenestration U-factor.
- Exterior wall insulation values are dependent on zones. R-13 for zone 4 and R-20 or 13+5 for zone 5, R-13 cavity insulation and R-5 continuous insulated sheathing on exterior wall.
- Energy Star-rated appliances (dishwasher, refrigerator) and other building materials recommended. Other Energy Star-rated building materials include: air-source heat pumps, central air conditioners, gas and oil furnaces, high-efficiency hot water heaters, Energy Star-rated light fixtures (LED), and Energy Star-rated doors and windows.



Climate Zone 4 (Except Marine)	
Ceiling R-value	38
Wood Frame Wall R-value	13
Mass Wall R-value <sup>c</sup>	5/10
Floor R-value	19
Basement Wall R-value <sup>e</sup>	10/13
Slab R-value <sup>d</sup> , Depth	10, 2 ft.
Crawlspace Wall R-value <sup>e</sup>	10/13
Fenestration U-Factor <sup>b</sup>	0.35
Skylight U-Factor <sup>b</sup>	0.60
Glazed fenestration SHGC <sup>h, a</sup>	NR

Climate Zone 5 & 4 Marine	
Ceiling R-value	38
Wood Frame Wall R-value	20 or 13+5 <sup>h</sup>
Mass Wall R-value <sup>c</sup>	13/17
Floor R-value	30 <sup>g</sup>
Basement Wall R-value <sup>e</sup>	10/13
Slab R-value <sup>d</sup> , Depth	10, 2 ft.
Crawlspace Wall R-value <sup>e</sup>	10/13
Fenestration U-Factor <sup>b</sup>	0.35
Skylight U-Factor <sup>b</sup>	0.60
Glazed fenestration SHGC <sup>h, a</sup>	NR

- a. R-values are minimums. U-factors and SHGC are maximums. R-19 batts compressed into a nominal 2x6 framing cavity such that the R-value is reduced by R-1 or more shall be marked with the compressed batt R-value in addition to the full thickness R-value.
- b. The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration.
- c. "15/19" means R-15 continuous insulated sheathing on the interior or exterior of the home or R-19 cavity insulation at the interior of the basement wall". 10/13" means R-10 continuous insulated sheathing on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall.
- d. R-5 shall be added to the required slab edge R-values for heated slabs. Insulation depth shall be the depth of the footing or 2 feet, whichever is less in zones 1 through 3 for heated slabs.
- e. There are no SHGC requirements in the Marine zone.
- f. Basement Wall Insulation is not required in warm-humid locations.
- g. Or insulation sufficient to fill the framing cavity. R-19 is minimum.
- h. "13+5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.
- i. The second R-value applies when more than half the insulation is on the interior of the wall.
- j. For impact rated fenestration complying with Section R301.2.1.2 of the International Residential Code or Section 1608.1.2 of the International Building Code, the maximum U-factor shall be 0.75 in Zone 2 and 0.65 in Zone 3.



## National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

### Eligibility Requirements

The following homes are eligible to earn the ENERGY STAR:

- Detached dwelling units (e.g. single-family homes); OR
- Dwelling units in any multifamily building with 4 units or fewer; OR
- Dwelling units in multi-family buildings with 5 stories or fewer above-grade floors; OR
- Dwelling units in multi-family buildings with 4 or 5 stories above grade that have their own heating, cooling, and hot-water systems, separate from other units, and where existing units occupy 80% or more of the occupied square footage of the building. When evaluating mixed-use buildings for eligibility, exclude commercial/retail space when assessing whether the 80% threshold has been met.

Dwelling units in multifamily buildings that are not eligible to earn the ENERGY STAR through the Certified Homes Program may be eligible through the Multifamily High Rise Program – for more information visit [www.energystar.gov/multieligibility](http://www.energystar.gov/multieligibility).

Note that compliance with these requirements is not intended to imply compliance with all local code requirements that may be applicable to the home to be built.

### Partnership, Training, and Credentialing Requirements

Builders, Raters, and HVAC contractors must meet the following requirements prior to certifying homes:

- Builders are required to sign an ENERGY STAR Partnership Agreement and complete the online Version 3 Builder Orientation, which can be found at [www.energystar.gov/home3](http://www.energystar.gov/home3).
- HVAC installing contractors are required to be credentialled by an EPA-recognized HVAC Quality Installation Training and Oversight Organization (HQI/OIT). An explanation of this process can be found at [www.energystar.gov/newconstr/HQI/OIT](http://www.energystar.gov/newconstr/HQI/OIT).
- Raters and Field Inspectors are required to complete training, which can be found at [www.energystar.gov/newconstr/training](http://www.energystar.gov/newconstr/training).

### ENERGY STAR Certification Process<sup>1</sup>

1. The certification process involves flexibility to select a custom combination of measures for each home that is equivalent in performance to the minimum requirements of the ENERGY STAR Reference Design Home, Exhibit 1, as assessed through energy modeling. Use a RESNET-recognized Home Energy Rating software program to determine the ENERGY STAR HERS Index Target, which is the highest numerical HERS Index value that each rated home may achieve to earn the ENERGY STAR.<sup>2</sup>
2. Using the same software program, configure the preferred set of efficiency measures for the home to be certified and verify that the resulting HERS Index meets or exceeds the ENERGY STAR HERS Index Target, as determined in Step 1.  
Note that, regardless of the measures selected, the Mandatory Requirements for All Certified Homes in Exhibit 2 are also required and impose certain constraints on the efficiency measures selected (e.g., insulation levels, insulation installation quality, window performance, duct leakage). Furthermore, on-site power generation may only be used to meet the ENERGY STAR HERS Index Target for homes that are larger than the Benchmark Home and only for the incremental change in the ENERGY STAR HERS Index Target caused by the Size Adjustment Factor.<sup>3</sup>
3. Document the home using the measures selected in Step 2 and the Mandatory Requirements for All Certified Homes, Exhibit 2.
4. Using a Rater, verify that all requirements have been met in accordance with the Mandatory Requirements for All Certified Homes and with RESNET's On-Site Inspection Procedure for Minimum Rated Features.<sup>4</sup> The Rater is required to keep electronic or hard copies of the completed and signed Rater checklists and the HVAC Design Report.

The Rater must review all items on the Rater checklist. Raters are expected to use their experience and discretion to verify that the overall intent of each inspection checklist item has been met (i.e., identifying major defects that undermine the intent of the checklist item versus identifying minor defects that the Rater may deem acceptable).

In the event that a Rater finds an item that is inconsistent with the intent of the checklist, the home cannot earn the ENERGY STAR until the item is corrected. In addition, if the item is not possible, the home cannot earn the ENERGY STAR. In the event that an item on a Rater checklist cannot be inspected by the Rater, the home also cannot earn the ENERGY STAR. The only exceptions to this rule are in the Thermal Enclosure System Section of the Rater Field Checklist, where the builder may assume responsibility for verifying a maximum of eight items. This option shall only be used at the discretion of the Rater. When exercised, the builder's responsibility will be formally acknowledged by the builder signing the checklist for the items that they verified.

In the event that a Rater is not sure to determine whether an item is consistent with the intent (e.g., an alternative method of meeting a checklist requirement has been proposed), then the Rater shall consult their provider. If the Provider also cannot make the determination, then the Rater or Provider shall report the issue to EPA prior to report completion at [energy@homerating.com](mailto:energy@homerating.com) and will typically receive an initial response within 10 business days. If EPA believes the current program requirements leave an ambiguity as to determine whether the intent has been met, then this guidance will be provided to the provider and entered beginning with the house in question. In contrast, if EPA believes the program requirements require a revision to make the intent clear, then this guidance will be provided to the provider but only enforced for homes certified after a review period after the release of the revised program requirements, typically 60 days in length.

This process will allow EPA to make formal policy decisions as partner questions arise and to demonstrate these policy decisions through the periodic release of revised program documents to ensure consistent application of the program requirements.



# National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

## Exhibit 1: ENERGY STAR Reference Design Home

The ENERGY STAR Reference Design Home is the set of efficiency features modeled to determine the ENERGY STAR HERS Index Target for each home pursuing certification. Therefore, while the features below are not mandatory, if they are not used, then other measures will be needed to achieve the ENERGY STAR HERS Index Target. In addition, note that the Mandatory Requirements for All Certified Homes, Exhibit 2, contain additional requirements such as low-voltage leakage limits, minimum allowed insulation levels, and minimum allowed fenestration performance. Therefore, EPA recommends that partners review the documents in Exhibit 2 prior to selecting measures.

Hot Climates (2009 IECC Zones 1,2,3)	Mixed and Cold Climates (2009 IECC Zones 4,5,6,7,8)																								
<b>Cooling Equipment (Where Provided)</b>																									
<ul style="list-style-type: none"> <li>Cooling equipment modeled at the applicable efficiency levels below:</li> </ul>																									
<ul style="list-style-type: none"> <li>14.5 SEER / 12 EER AC</li> <li>Heat pump (See Heating Equipment)</li> </ul>	<ul style="list-style-type: none"> <li>13 SEER AC</li> <li>Heat pump (See Heating Equipment)</li> </ul>																								
<b>Heating Equipment</b>																									
<ul style="list-style-type: none"> <li>Heating equipment modeled at the applicable efficiency levels below, dependent on fuel and system type:</li> </ul>																									
<ul style="list-style-type: none"> <li>30 AFUE gas furnace</li> <li>30 AFUE oil furnace</li> <li>30 AFUE boiler</li> <li>3.2 HSPF / 4.1 SEER / 12 EER air source heat pump with electric or dual-fuel backup</li> </ul>	<ul style="list-style-type: none"> <li>90 AFUE gas furnace</li> <li>85 AFUE ENERGY STAR oil furnace</li> <li>85 AFUE ENERGY STAR boiler</li> <li>Heat pump, with efficiency as follows:               <ul style="list-style-type: none"> <li>CE 4: 6.5 HSPF / 14.5 SEER / 12 EER air source w/ electric or dual-fuel backup</li> <li>CE 5: 8.0 HSPF / 14.5 SEER / 12 EER air source w/ electric or dual-fuel backup</li> <li>CE 6: 8.5 HSPF / 14.5 SEER / 12 EER air source w/ electric or dual-fuel backup</li> <li>CE 7-8: 3.0 COP / 15.1 SEER ground source w/ electric or dual-fuel backup</li> </ul> </li> </ul>																								
<b>Envelope, Windows, &amp; Doors</b>																									
<ul style="list-style-type: none"> <li>A radon barrier modeled if more than 10 linear feet of outdoor air located in an unconditioned attic.</li> <li>Insulation levels modeled to 2009 IECC levels and Grade insulation per RESNET standards.</li> <li> infiltration rates modeled as follows:           <table border="1" style="margin-left: 20px;"> <tr> <td>0.7ACH50 in CE 2</td> <td>0.9ACH50 in CE 3,4</td> <td>1.0ACH50 in CE 5,6,7</td> <td>0.9ACH50 in CE 8</td> </tr> </table> </li> <li>Windows and doors modeled as follows:           <table border="1" style="margin-left: 20px;"> <tr> <td>Window U-Value</td> <td>0.80 in CE 2,3</td> <td>0.85 in CE 3</td> <td>0.92 in CE 4</td> <td>0.92 in CE 5 / 0.66 R7.2</td> </tr> <tr> <td>Window SHGC</td> <td>0.77 in CE 2,3</td> <td>0.80 in CE 3</td> <td>0.40 in CE 4</td> <td>0.76 in CE 5 / 0.66 R7.2</td> </tr> <tr> <td>Door U-value</td> <td>Opaque: 0.27</td> <td>0.30 in CE 2</td> <td>0.30 in CE 2</td> <td>0.30 in CE 2</td> </tr> <tr> <td>Door SHGC</td> <td>Opaque: Any</td> <td>0.30 in CE 2</td> <td>0.30 in CE 2</td> <td>0.30 in CE 2</td> </tr> </table> </li> </ul>		0.7ACH50 in CE 2	0.9ACH50 in CE 3,4	1.0ACH50 in CE 5,6,7	0.9ACH50 in CE 8	Window U-Value	0.80 in CE 2,3	0.85 in CE 3	0.92 in CE 4	0.92 in CE 5 / 0.66 R7.2	Window SHGC	0.77 in CE 2,3	0.80 in CE 3	0.40 in CE 4	0.76 in CE 5 / 0.66 R7.2	Door U-value	Opaque: 0.27	0.30 in CE 2	0.30 in CE 2	0.30 in CE 2	Door SHGC	Opaque: Any	0.30 in CE 2	0.30 in CE 2	0.30 in CE 2
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Door SHGC	Opaque: Any	0.30 in CE 2	0.30 in CE 2	0.30 in CE 2																					
<b>Water Heater</b>																									
<ul style="list-style-type: none"> <li>DHW equipment modeled with the following efficiency levels as applicable:</li> </ul> <table border="1" style="margin-left: 20px;"> <tr> <td>Gas</td> <td>30 Gal = 0.63 EF</td> <td>40 Gal = 0.61 EF</td> <td>50 Gal = 0.59 EF</td> <td>60 Gal = 0.57 EF</td> <td>70 Gal = 0.55 EF</td> <td>80 Gal = 0.53 EF</td> </tr> <tr> <td>Electric</td> <td>30 Gal = 0.94 EF</td> <td>40 Gal = 0.92 EF</td> <td>50 Gal = 0.92 EF</td> <td>60 Gal = 0.91 EF</td> <td>70 Gal = 0.89 EF</td> <td>80 Gal = 0.88 EF</td> </tr> <tr> <td>Oil</td> <td>30 Gal = 0.65 EF</td> <td>40 Gal = 0.63 EF</td> <td>50 Gal = 0.61 EF</td> <td>60 Gal = 0.59 EF</td> <td>70 Gal = 0.47 EF</td> <td>80 Gal = 0.46 EF</td> </tr> </table>		Gas	30 Gal = 0.63 EF	40 Gal = 0.61 EF	50 Gal = 0.59 EF	60 Gal = 0.57 EF	70 Gal = 0.55 EF	80 Gal = 0.53 EF	Electric	30 Gal = 0.94 EF	40 Gal = 0.92 EF	50 Gal = 0.92 EF	60 Gal = 0.91 EF	70 Gal = 0.89 EF	80 Gal = 0.88 EF	Oil	30 Gal = 0.65 EF	40 Gal = 0.63 EF	50 Gal = 0.61 EF	60 Gal = 0.59 EF	70 Gal = 0.47 EF	80 Gal = 0.46 EF			
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Oil	30 Gal = 0.65 EF	40 Gal = 0.63 EF	50 Gal = 0.61 EF	60 Gal = 0.59 EF	70 Gal = 0.47 EF	80 Gal = 0.46 EF																			
<b>Thermostat &amp; Ductwork</b>																									
<ul style="list-style-type: none"> <li>Programmable thermostat modeled</li> <li>Supply ducts in unconditioned attics modeled with R-8 insulation; infiltration in unconditioned spaces modeled with R-6 insulation</li> <li>Duct leakage to outdoors modeled at the greater of 1.4 CFM25 per 100 sq. ft. of conditioned floor area or 1.0 CFM25</li> </ul>																									
<b>Lighting &amp; Appliances</b>																									
<ul style="list-style-type: none"> <li>ENERGY STAR refrigerators, dishwashers, and ceiling fans modeled.</li> <li>ENERGY STAR light bulbs modeled in 82% of RESNET-eligible Ceiling Light Fixture Locations.</li> </ul>																									



## National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

Exhibit 2: Mandatory Requirements for All Certified Homes

Party Responsible	Mandatory Requirements
Rater	<ul style="list-style-type: none"> <li>• Completion of Rater Design Review Checklist</li> <li>• Completion of Rater Field Checklist</li> </ul>
HVAC System Designer	<ul style="list-style-type: none"> <li>• Completion of HVAC Design Report</li> </ul>
HVAC Installing Contractor	<ul style="list-style-type: none"> <li>• Completion of HVAC Commissioning Checklist</li> </ul>
Builder	<ul style="list-style-type: none"> <li>• Completion of Water Management System Builder Requirements</li> </ul>

Exhibit 3: Benchmark Home<sup>3</sup>

Bedrooms in Home to be Built	0	1	2	3	4	5	6	7	8
Conditioned Floor Area (square feet)	1,000	1,300	1,600	2,200	2,900	3,400	4,000	4,800	5,200

### Effective Date

All homes with a date of final inspection on or after 03/01/2012 (i.e., the date at which all of the field inspections are complete for the home, not necessarily the date when the final inspection is issued) shall be certified under Version 3, with the following exceptions:

- Regional program requirements and associated implementation schedules have been developed for homes in CA, HI, GU, HI, the Northern Mariana Islands, and PR.
- Version 3.1 implementation timelines have been defined for the States listed in Exhibit 4. Homes permitted prior to the implementation timeline are eligible to earn the ENERGY STAR under version 3 of the program requirements.

EPA intends to implement the Version 3.1 program requirements for homes beginning one year after state-level implementation of the 2012 IECC, 2015 IECC, or an equivalent code. However, EPA will make a final determination of the implementation timeline on a state-by-state basis.

Exhibit 4: ENERGY STAR Certified Homes Version 3.1 Implementation Timeline

State	Applicable to Homes with the Following Permit Date
MA	On or after 01/01/2013
DC, IL, VA, RI	On or after 04/01/2013 (except for Calverton County and Blaine County in MD for which the applicable permit date is on or after 07/01/2015)
IA	On or after 08/01/2015
DE	On or after 1/20/2015
MT, OR, WA	On or after 01/01/2016
ME, VT	On or after 04/01/2016
NV	On or after 07/01/2016
NJ	On or after 04/01/2017
TX	On or after 1/20/2017

### Notes:

1. A dwelling unit, as defined by the 2009 IECC, is a single unit that provides complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
2. Any above-grade story with 20% or more occupiable space, including commercial space, shall be counted towards the total number of stories for the purpose of determining eligibility to participate in the program. The definition of an "above-grade story" is one for which more than half of the gross surface area of the exterior walls is above-grade. All below-grade stories, regardless of type, shall not be counted when evaluating eligibility.
3. Per ASHRAE 62.2-2010, occupiable space is any enclosed space inside the pressure boundary and intended for human activities or continual human occupancy, including, but not limited to, areas used for living, sleeping, dining, and cooking, toilets, closets, halls, storage and utility areas, and laundry areas.
4. Central domestic hot water systems are allowed if so an energy provider a 90% of the domestic hot water for the residential units. Required for homes permitted starting 07/01/2016. Revised 10/4/2016. Page 3 of 6



## National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

5. Units in multi-family buildings with 4 or 5 stories above grade, including mixed-use buildings, that have their own heating, cooling, & hot water systems, separate from other units, but where any units occupy <math>50\%</math> of the residential (i.e., excluding commercial) total space for mixed-use buildings) containable square footage of the building, may earn the ENERGY STAR through either the Certified Homes Program or the Multifamily High Rise (MFHR) Program if permitted on or to July 1, 2012. Units in buildings of the type that are permitted after this date shall only be eligible to earn the ENERGY STAR through the MFHR Program.
8. Where requirements of the local codes, manufacturers' installation instructions, engineering documents, or regional ENERGY STAR programs overlap with these program requirements, EPA offers the following guidance:
  - a. Where the overlapping requirements exceed the ENERGY STAR requirements, these overlapping requirements shall be met.
  9. Where overlapping requirements conflict with a requirement of the ENERGY STAR program (e.g., slab insulation is prohibited to allow visual access for termite inspections), then the conflicting requirement within these program requirements shall not be met. Certification shall only be allowed if the Rater has determined that no equivalent option is available that could meet the intent of the conflicting requirement (e.g., switching from a slab-on to interior slab edge insulation). Note that a home must still meet its ENERGY STAR HERS Index Target. Therefore, other efficiency measures may be needed to compensate for the omission of the conflicting requirement.
7. Prior to Rev. 08, homes were permitted to be certified using either a Prescriptive Path or a Performance Path. Homes with a permit date on or after 60 days after the release of Rev. 08 shall only use the Performance Path, which has been renamed the ENERGY STAR Certification Process. To minimize disruption to projects that are in process, homes with a permit date before 6/01/2016 are permitted to use a modified version of the Prescriptive Path in lieu of the Performance Path. For more information about this compliance option, visit [www.energystar.gov/3prescripnewpath](http://www.energystar.gov/3prescripnewpath).
9. The software program shall automatically determine (i.e., without relying on a user-configured ENERGY STAR Reference Design) the target for each home by following the ENERGY STAR HERS Index (a.k.a. Procedure, Version 3 (Rev. 08)), available on EPA's website.
8. The average-size home with a specific number of bedrooms is termed the "Benchmark Home". The conditioned floor area of a Benchmark Home (BFA<sub>BH</sub>) is determined by selecting the appropriate value from exhibit 5. For homes with more than 9 bedrooms, the BFA<sub>BH</sub> shall be determined by multiplying BFA<sub>9</sub> by the total number of bedrooms <math>B</math> adding 400 sq. ft. A bedroom is defined by RESNET as a room or space 70 sq. ft. or greater size, with egress window or door, used or intended to be used for sleeping. A "kitchen", "library", or "home office" with a door, egress window or 70 sq. ft. or greater size or other similar rooms shall count as a bedroom. All living rooms and foyers shall not. An egress window, as defined in 2009 IRC section R310, shall refer to any operable window that provides for a means of escape and access to rescue in the event of an emergency. The egress window definition has been summarized for convenience. The egress window shall:
  - have a sill height of not more than 44 in. above the floor; AND
  - have a minimum net clear opening of 5.7 sq. ft.; AND
  - have a minimum net clear opening height of 20 in.; AND
  - have a minimum net clear opening width of 20 in.; AND
  - be operational from the inside of the room without the use of keys, tools or special knowledge.
10. The term "Rater" refers to the person completing the third-party inspections required for certification. This person shall: a) be a Certified Home Energy Rater, Rating Field Inspector, or an equivalent designation as determined by a Verification Oversight Organization such as RESNET, and, b) have attended and successfully completed an EPA-recognized training class. See [www.energystar.gov/3prescripnewpath](http://www.energystar.gov/3prescripnewpath).
- Raters who operate under a Sampling Protocol are permitted to verify the Minimum Rated Features of the home and to verify any Checklist Item designated "Rater Verified" using the RESNET approved sampling protocol for homes outside California, and the CDC-approved sampling protocol for homes in CA. No parties other than Raters are permitted to use sampling. All other items shall be verified for each certified home. For example, no items on the HVAC Commissioning Checklist are permitted to be verified using a sampling protocol.
11. The Revision of the National Program Requirements is required for all homes permitted after 07/01/2016, but is allowed to be used for any home permitted or completed prior to this date. The Rater may define the permit date as either the date that the permit was issued or the date of the contract on the home. In cases where permit or contract dates are not available, Raters have discretion to estimate permit dates based on other construction schedule factors. These assumptions should be both defensible and documented.
12. The following map illustrates the Climate Zone boundaries as defined by the 2009 ICC Figure 901.1.



Required for homes permitted / starting 07/01/2016

Revised 12/4/2015

Page 4 of 6

WEST VIRGINIA HOUSING DEVELOPMENT FUND CONSTRUCTION INSPECTION REPORT

PROJECT DATA									
Name	Location	Program Type	# of Buildings/Units	Start Date	Completion Date	Total Construction Time			
CONTACT		AGENCY		ADDRESS			PHONE		
Date of Inspection	Amount of Advance	Weather	Temperature	Site	Progress Scheduled/Actual	Site Arrival Time	Site Departure Time	Completion Date with Extension	

Type of Inspection:

Work in Progress:

Findings & Comments:

Follow-Up Actions:

Recommendations:

Days-Beach Compliance:

INSPECTOR NAME:

(Title)  
(Phone)

- cc: Nela Tesuran
- Joshua Brown
- John Walsh
- (WV DOT Personnel)

THIS DOCUMENT IS THE PROPERTY OF THE WEST VIRGINIA HOUSING DEVELOPMENT FUND AND IS TO BE KEPT CONFIDENTIAL. IT IS TO BE USED ONLY FOR THE PURPOSES FOR WHICH IT WAS PREPARED AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. ANY UNAUTHORIZED USE OR DISSEMINATION OF THIS DOCUMENT IS STRICTLY PROHIBITED.

**Inspection Checklist**

Housing Choice Voucher Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0166  
(Exp. 04/30/2018)

Public reporting burden for this collection of information is estimated to average 0.07 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

Assurances of confidentiality are not provided under this collection.

The collection of information is authorized under Section 8 of the U.S. Housing Act of 1957 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the Section 8 rental assistance program.

**Privacy Act Statement:** The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1957 (42 U.S.C. 1437f). Collection of the name and address of both family and the owner is mandatory. The information is used to determine if a unit meets the housing quality standards of the Section 8 rental assistance program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family participation.

Name of Family		Total HUD Number	Date of Request (mm/dd/yyyy)
Inspector		Neighborhood/Case#/Unit	Date of Inspection (mm/dd/yyyy)
Type of Inspection: Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection <input type="checkbox"/>		Date of Last Inspection (mm/dd/yyyy)	PH#

**A. General Information**

Inspected Unit	Year Constructed (yyyy)	Housing Type (check all that apply) <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex or Two Family <input type="checkbox"/> Row House or Town House <input type="checkbox"/> Low Rise 3-4 Stories including Garden Apartment <input type="checkbox"/> High Rise 5 or More Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Other
Full Address (including Street, City, County, State, ZIP)		
Number of Children in Family (under 18)		
Owner	Phone Number	
Name of Owner or Agent Authorized to Lease Unit Inspected		
Witness of Owner or Agent		

**B. Summary Decision On Unit (To be completed after form has been filled out)**

Pass	Number of Bedrooms for Purpose of the FMR or Payment Standard	Number of Bathing Rooms
Fail		
Inconclusive		

Inspection Checklist				Comment	Final Approval Date (mm/dd/yyyy)
Item No.	1. Living Room	Yes/Pass	No/Fail		
1.1	Living Room Present				
1.2	Electricity				
1.3	Electrical Hazards				
1.4	Security				
1.5	Window Condition				
1.6	Ceiling Condition				
1.7	Wall Condition				
1.8	Floor Condition				



\* Room Codes: 1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room); 2 = Dining Room or Dining Area;  
 3 = Second Living Room, Family Room, Den, Playroom; TV Room; 4 = Entrance Hall, Corridor, Hall, Staircase; 5 = Attic and Bathroom; 6 = Other

Item No.	1. Living Room (Continued)	Y/N	NA	Is-Excl	Comments	Final Approval Date (mm/dd/yyyy)
1.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				No Applicable	
<b>2. Kitchen</b>						
2.1	Kitchen Area Present					
2.2	Flexibility					
2.3	Electrical Hazards					
2.4	Security					
2.5	Window Condition					
2.6	Ceiling Condition					
2.7	Wall Condition					
2.8	Floor Condition					
2.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				No Applicable	
2.10	Stove or Range with Oven					
2.11	Refrigerator					
2.12	Sink					
2.13	Space for Storage, Preparation, and Serving of Food					
<b>3. Bathroom</b>						
3.1	Bathroom Present					
3.2	Flexibility					
3.3	Electrical Hazards					
3.4	Security					
3.5	Window Condition					
3.6	Ceiling Condition					
3.7	Wall Condition					
3.8	Floor Condition					
3.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				No Applicable	
3.10	Flush Toilet in Enclosed Room in Unit					
3.11	Fixed Wash Basin or Lavatory in Unit					
3.12	Tub or Shower in Unit					
3.13	Ventilation					

Previous editions are obsolete

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Form HUD-92450 (4/2015)  
 HHS/HEALTH/7500 E

Item 4. Other Rooms Used For Living and Halls		Fed. Reg. No.	Is-Case	Comments	Final Agency Date (mm/dd/yyyy)
4.1 Room Code* and Room Location	<input type="checkbox"/> Left	(Circle One) None/Center/Left	Rear	(Circle One) Front/Center/Rear	___ Floor Level
4.2 Electricity/Lumination					
4.3 Electrical Hazards					
4.4 Security					
4.5 Window Condition					
4.6 Ceiling Condition					
4.7 Wall Condition					
4.8 Floor Condition					
4.9 Lead-Based Paint				<input type="checkbox"/> Not Applicable	
Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?					
4.10 Smoke Detectors					
4.1 Room Code* and Room Location	<input type="checkbox"/> Rear	(Circle One) Right/Center/Left	Rear	(Circle One) Front/Center/Rear	___ Floor Level
4.2 Electricity/Lumination					
4.3 Electrical Hazards					
4.4 Security					
4.5 Window Condition					
4.6 Ceiling Condition					
4.7 Wall Condition					
4.8 Floor Condition					
4.9 Lead-Based Paint				<input type="checkbox"/> Not Applicable	
Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?					
4.10 Smoke Detectors					
4.1 Room Code* and Room Location	<input type="checkbox"/> Rear	(Circle One) Right/Center/Left	Rear	(Circle One) Front/Center/Rear	___ Floor Level
4.2 Electricity/Lumination					
4.3 Electrical Hazards					
4.4 Security					
4.5 Window Condition					
4.6 Ceiling Condition					
4.7 Wall Condition					
4.8 Floor Condition					
4.9 Lead-Based Paint				<input type="checkbox"/> Not Applicable	
Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?					

Item No.	4. Other Rooms Used For Living and Halls		No. Pass	No. Fail	In Comp.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code * and Room Location	Left	(Circle One) Right/Down/Up	Room	(Circle One) Front/Center/Rear	Floor Level	
4.2	Electricity/Illumination						
4.3	Electrical Hazards		<input type="checkbox"/>				
4.4	Security		<input type="checkbox"/>				
4.5	Window Condition						
4.6	Ceiling Condition						
4.7	Wall Condition		<input type="checkbox"/>				
4.8	Floor Condition		<input type="checkbox"/>	<input type="checkbox"/>			
4.9	Lead-Based Paint					Not Applicable	
	Are all painted surfaces free of deteriorated paint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.10	Smoke Detectors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1	Room Code * and Room Location	Rear	(Circle One) Right/Down/Up	Room	(Circle One) Front/Center/Rear	Floor Level	
4.2	Electricity/Illumination						
4.3	Electrical Hazards						
4.4	Security						
4.5	Window Condition						
4.6	Ceiling Condition						
4.7	Wall Condition						
4.8	Floor Condition						
4.9	Lead-Based Paint					Not Applicable	
	Are all painted surfaces free of deteriorated paint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.10	Smoke Detectors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5. All Secondary Rooms (Rooms not used for living)</b>							
5.1	None	Go to Part 5					
5.2	Security						
5.3	Electrical Hazards						
5.4	Other Potentially Hazardous Features in these Rooms						

Item No.	6. Building Exterior	Yes	No	In- Part	Conc.	Comment	Final Approval Date/Ins/Asst/Asst
6.1	Condition of Foundation						
6.2	Condition of Stairs, Rails, and Porches						
6.3	Condition of Roof/Gutters						
6.4	Condition of Exterior Surfaces						
6.5	Condition of Chimney						
6.6	Lead Paint: Exterior Surfaces Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed 20 square feet of total exterior surface area?					No/Apply/Asst	
6.7	Manufactured Home Tie Downs						
<b>7. Heating and Plumbing</b>							
7.1	Adequacy of Heating Equipment						
7.2	Safety of Heating Equipment						
7.3	Ventilation/Cooling						
7.4	Water Heater						
7.5	Approvable Water Supply						
7.6	Plumbing						
7.7	Sewer Connection						
<b>8. General Health and Safety</b>							
8.1	Access to Unit						
8.2	Fire Exits						
8.3	Evidence of Infestation						
8.4	Garbage and Debris						
8.5	Refuse Disposal						
8.6	Interior Stairs and Common Halls						
8.7	Other Interior Hazards						
8.8	Elevators						
8.9	Interior Air Quality						
8.10	Site and Neighborhood Conditions						
8.11	Lead-Based Paint: Owner's Certification					No/Apply/Asst	

If the owner is required to control any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified paint-based paint risk assessor, or certified lead-based paint inspector, the PHA must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received by the PHA before the execution of the HAP contract or within the time period stated by the PHA in the owner HQS violation notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.

**C. Special Amenities (Optional)**

This Section is for optional use of the PHA. It is designed to collect additional information about other positive features of the unit that may be present. Although the features listed below are not included in the Housing Quality Standards, the tenant and PHA may wish to take this into consideration in decisions about renting the unit and the responsibilities of the tenant. Check for any positive features found in relation to the unit.

**D. Questions to Ask the Tenant (Optional)**

**1. Living Room**

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other (Specify) \_\_\_\_\_

**2. Kitchen**

- Dishwasher
- Separate freezer
- Garbage disposal
- Eating counter/breakfast nook
- Plenty of abundant shelving or cabinets
- Double oven/self-cleaning oven, microwave
- Double sink
- High quality cabinets
- Abundant counter-top space
- Work-in appliances
- Exceptional size relative to needs of family
- Other (Specify) \_\_\_\_\_

**3. Other Rooms Used for Living**

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other (Specify) \_\_\_\_\_

**4. Bath**

- Special feature shower head
- Built-in stool lamp
- Large mirrors
- Glass door on shower/tub
- Separate dressing room
- Double sink or special lavatory
- Exceptional size relative to needs of family
- Other (Specify) \_\_\_\_\_

**5. Overall Characteristics**

- Storm windows and doors
- Other forms of weatherization (e.g., insulation, weather stripping) Screen doors on windows
- Good upkeep of grounds (i.e. site cleanliness, landscaping, condition of lawn)
- Garage or parking facilities
- Driveway
- Large yard
- Good maintenance of building exterior
- Other (Specify) \_\_\_\_\_

**6. Disabled Accessibility**

- Unit is accessible to a particular disability:  Yes  No  
 Disability: \_\_\_\_\_

1. Does the owner make repairs when asked? Yes  No
2. How many people live there?
3. How much money do you pay to the owner/agent for rent? \$ \_\_\_\_\_
4. Do you pay for anything else? (specify) \_\_\_\_\_
5. Who owns the range and refrigerator? (insert O = Owner or T = Tenant) Range \_\_\_\_\_ Refrigerator \_\_\_\_\_ Microwave
6. Is there anything else you want to tell us? (specify) Yes  No

Previous editions are obsolete.

Page 7 of 8

Form HUD-63880 (4/00-0)  
or Handbook 7421.8

**II. Inspection Summary/Comments (Optional)**  
 Provide a summary description of each item which resulted in a rating of "Fail" or "Pass with Comments."

Unit ID Number	Inspection	Date of Inspection (mm/dd/yyyy) Address of Inspected Unit	
Type of Inspection	Initial	Special	Reinspection
Inspection Number	Reason for "Fail" or "Pass with Comments" Rating		

Continued on additional page: Yes  No

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Previous versions are obsolete Page 6 of 6 Form HUD-52500 (4/2013) HUD Handbook 7-200.3





Uniform Physical Condition Standards - Comprehensive Listing

Page: \_\_\_ of \_\_\_

Inspectable Area: Building Exterior

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Building Number: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Doors	Damaged Frames/Thresholds/Insects/Tilt						N
	Damaged Hardware/Handles						
	Damaged Surface (Holes/Panel/Cracking/Glass)						
	Damaged/Missing Screen/Storm/Security Door						NL
	Defunct/Missing Callings/Signs						
Fire Escapes	Blocked Egress/Ladders						I
	W/Any Missing Components						T
Foundations	Cracks/Spalls						
	Soil/Ingress/Leaks						
Health and Safety	Electrical Hazards - Exposed Wires/Over Panels						I
	Electrical Hazards - Water Leaks on/over Electrical Equipment						I
	Emergency Fire Exits - Emergency Fire Exits Blocked/Inoperable						I
	Emergency Fire Exits - Missing Exit Signs						N
	Flammable/Combustible Materials - Improperly Stored						N
	Garbage and Debris - Outdoors						N
	Hazards - Other						N
	Hazards - Sharp Edges						N
	Hazards - Tripping						N
	Installation - Insects						N
	Installation - Rebar/Reinforcement						N
Lifting	Broken/Slanted/Duble						
	Damaged Components						
Roofs	Damaged Components						
	Damaged/Blocked Drains						
	Damaged/Loose/Leaking/Bulging						
	Missing/Damaged Components (for Downspout/Gutter)						
	Missing/Damaged Shingles						
Walls	Cracks/Spalls						
	Damaged Chimneys						NL
	Missing/Damaged Caulking/Seals						
	Missing/Flashed/Leaking/Rotting						
Windows	Blocked/Leaking/Cracked/Panes						NL
	Damaged/Slit/Frames/Leaking/Tilt						
	Damaged/Missing Screens						
	Missing/Defunct/Callings/Signs/Obstructed						
	Painting/Peeling/Paint						
	Security Bars/Prevent Egress						T

-In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the "Final Dictionary of Deficiency Definitions (FADD) Version 2.0, dated 03/09/2020. This document can be found at: [http://www.hud.gov/offices/osp/fadd\\_v2\\_0.pdf](http://www.hud.gov/offices/osp/fadd_v2_0.pdf) (325 pages, 343 KB)

-Additional clarification to these definitions is contained in the "FADD 2020 Compliance Bulletin" which can be found at: [http://www.hud.gov/offices/osp/fadd\\_v2\\_0.pdf](http://www.hud.gov/offices/osp/fadd_v2_0.pdf) (24 Pages, 275 KB)

-Only Level 3 is applied to independent Health & Safety deficiencies

-In the H&S column, "I" is "Immediate Health & Safety concern whereas "T" is a "Threatening" concern which calls for immediate attention or remedy and will stay on the "Exigent Health and Safety Report" at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing

Page: \_\_\_\_ of \_\_\_\_

Inspectable Area: **Building Systems**

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Building Number: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Domestic Water	Leaking Control Valve Supply						LT
	Wear/aged Chimney/Ventilation System						NLT
	Wear/ Pressure Relief Valve						NLT
	Rust/Corrosion - Toilet Chimney						NLT
	Water Supply Inaccessible						NLT
Electrical System	Blocked Access to Upper Storage						NLT
	Dead Breakers						NLT
	Evidence of Flicker/Vibrations						NLT
	Exposed Wiring						LT
	Wear/ Breaker Malfunction						LT
	Wear/ Covers						LT
Elevators	No. Operable						NLT
Emergency Power	Alarms/ Lighting Inoperable						
	Run Up Records/Documentation Not Available						
Fire Protection	Wear/ Sprinkler Head						NLT
	Wear/Damaged/Expired Extinguishers						LT
Health & Safety	Air Quality - MBH under MISOV Observed						NL*
	Air Quality - Propane/ Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NL*
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Flammable Hazards - Water Leaks on/ near Electrical Equipment						LT
	Flammable - Tripping						NL*
	Emergency - The Exits - Emergency Fire Exits Blocked/ Inaccessible						LT
	Emergency - The Exits - Missing Exit Signs						NL*
	Flammable Materials - Improperly Stored						NL
	Garbage and Debris - Tripovers						NL
	Hazards - Other						NL
	Hazards - Sharp Edges						NL*
	Hazards - Tripping						NL*
	Insulation - Missing						NL*
	Insulation - Rot/Mold/Vermin						NL*
HVAC	Boiler/ Pump Leaks						
	Fuel Supply Leaks						NLT
	General Rust/Corrosion						NLT
	Wear/aged Chimney/Ventilation System						LT
Rooftop/ground System	Not Labeled - Visual Inoperable						
Sanitary System	Broken/Leaking/Clogged Pipes or Drains						NLT
	Wear/ Drain/Cleanout/ Vent Pipe Covers						

In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (FADD) Version 2.3, dated 01/24/2010. This document can be found at <http://www.hud.gov/offices/cead/cead/fadd23.pdf> (305 Pages, 348 KB).

Additional clarification on these definitions is contained in the RCAC FADD Completion Bulletin which can be found at <http://www.hud.gov/offices/cead/cead/bulletin.pdf> (24 Pages, 275 KB).

Only level 3 is applied to independent Health & Safety deficiencies.

In the H&S column, NLT is a "Non-Life-Threatening" Health & Safety concern whereas LT is a "Life-Threatening" concern which calls for immediate attention or remedy and will show up on the Critical Health and Safety Report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing  
 Inspectable Area: **Common Areas**

Page \_\_\_\_ of \_\_\_\_

Property ID Name: \_\_\_\_\_  
 Building Number: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_

X	Inspectable Item Location	Observable Deficiency	NOD	Level			9A	I-85
				1	2	3		
	Basement/Below Ground	Def. on/Under Rm. Ings - Damaged						
	Ceiling/ceiling/Mechanics	Ceiling - Missing/Damaged						
	Community Room	Call for Aid - Incomplete						NLT
	Day Care	Painting - Peeling/Chipping						
	Hall/Corridors/Stairs	Ceiling - Holed/Leaking Tiles/Panels/Ceiling						
	Kitchen	Ceiling - Peeling/Needs Paint						
	Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew						
	Lobby	Entrance - Missing/Damaged						
	Office	Disinfectant/Germicide Dispersal - Incomplete						
	Office Community Spaces	Doors - Damaged/Frames/Thresholds/Inlets/Trim						NLT
	Reception/Waiting	Doors - Damaged/Hardware/Inlets						
	Reception/PC Structures	Doors - Damaged/Isolating/Screen/Bottom/Security Door						NLT
	Storage	Doors - Damaged/Isolating/Screen/Bottom/Security Door						
		Doors - Missing/Trim						
		Overhead - Missing/Overhead/Inlets						
		Electrical - Blocked Access to Electrical Panels						NLT
		Electrical - Burn/Beakers						NLT
		Fire alarm - Function of Fire Alarm Control						NLT
		Lighting - Missing/Trim						
		Electrical - Missing Breakers						LT
		Electrical - Missing Covers						LT
		Floors - Missing/Chipping						
		Floors - Floor Covering Damaged						
		Floors - Missing Room Tiles						
		Floors - Peeling/Needs Paint						
		Floors - No Fire Extinguisher Station						
		Floors - Water Stains/Water Damage/Mold/Mildew						
		EIFT - Incomplete						NLT
		Crack II						
		HVAC - Control Unit/Control Panel System Control/Leaking/Damaged						
		HVAC - General Substitution						
		HVAC - Inoperative						
		HVAC - Missing/Dirty/Inoperative/Control System						LT
		HVAC - Missing/Leaking/Leaking						
		Laboratory Sink - Damaged/Missing						NLT
		Lighting - Missing/Damaged/Inoperative/Fluorescent						
		Locks - Missing/Damaged						
		Mailroom/Storage/Room - Boxes - Missing/Leaking						LT
		Pedestrian/Wheelchair Ramp						
		Pumbing - Clogged/Drains						NLT
		Pumbing - Leaking/Faulty Pipes						NLT
		Range Hood/Exhaust Fan - Leaking/Overheating/Inoperative						
		Range Hood - Missing/Damaged/Inoperative						
		Refrigerator - Damaged/Inoperative						
		Reception Counter - Damaged/Leaking						
		Shower/Tub - Damaged/Leaking						
		Sink - Missing/Damaged						NLT
		Sink/Drainage - Missing/Inoperative						LT
		Sinks - Leaking/Damaged/Leaking/Inoperative						NLT
		Stairs - Broken/Missing/Hand Railing						NLT
		Temperature/Humidity System - Inoperative						
		Walls - Bumping/Chipping						
		Walls - Damaged						
		Walls - Damaged/Chipped/Trim						
		Walls - Peeling/Needs Paint						
		Walls - Water Stains/Water Damage/Mold/Mildew						
		Walls - Glass/Inlets - Damaged/Leaking/Leaking						
		Windows - Cracked/Leaking/Leaking/Panels						NLT
		Windows - Damaged/Window Sill						
		Windows - Inoperative/Leaking/Leaking						NLT

	Windows - Missing/Obstructed/Glazing/Sealing/Clipping Component						
	Windows - Missing/Sealed Pan						
	Windows - Storm Doors/Screen Doors						LT
Health & Safety	Air Quality - Mold and/or Mildew Growth						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detector						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Overhead Power						LT
	Emergency Exits - Obstruction/Blocked/Unmarked/Unlit						LT
	Emergency Fire Exits - Emergency Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Gas Appliances - Leaking						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Stair/Flyer						NLT
	Hazards - Tripping						NLT
	Infection - Insects						NLT
	Insulation - Missing/Damaged						NLT
Pool and Related Structures	Leaking - Damaged/Not Insured						
Pool - Related	Pool - Not Covered						
Trash Collection Areas	Unlabeled - Damaged/Missing Components						

- In order to accurately categorize a deficiency as a Level 1, Level 2 or Level 3 (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (FDSD) version 2.3, dated 05/09/2006. This document can be found at: [http://www.hud.gov/offices/ce/foia/defdef/defdef\\_050906.pdf](http://www.hud.gov/offices/ce/foia/defdef/defdef_050906.pdf) (307 Pages, 343 KB)
- Additional information on these definitions is contained in the HUD AHS Completion (Submittal) Manual located at: [http://www.hud.gov/offices/ce/foia/defdef/defdef\\_050906.pdf](http://www.hud.gov/offices/ce/foia/defdef/defdef_050906.pdf) (24 Pages, 270 KB)
- Only Level 3 is applied to independent Health & Safety deficiencies.
- In the HUD column, "LT" is "Non-life-Threatening" health & Safety item and "NLT" is "Life-Threatening" item and deficiencies in immediate need of remedy and will show up on the Urgent Health and Safety report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing

Page: \_\_\_\_ of \_\_\_\_

Inspectable Area: Unit

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Building/Unit Number: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NDD	Level			NA	H&S
			1	2	3		
Bath Room	Bath Room Cabinets - Damaged/Missing						
	Laundry Sink - Damaged/Missing						NLT
	Pumbing - Clogged Drains						NLT
	Pumbing - Leaking Toilet/Pipes						NLT
	Shower/Tub - Damaged/Missing						NLT
	Ventilation/Exhaust System - Inoperable						
Water Closet/Toilet	Water Closet/Toilet - Damage/Clogged/Missing						NLT
	Inoperable						NLT
Ceiling	Hanging/Dangling						
	Holes/Missing Tiles/Panels/Cracks						
	Peeling/Flaking Paint						
	Water Stains/Water Damage/Mold/Mildew						
Doors	Damaged Frames/Thresholds/Inset/Trim						NLT
	Damaged Hardware/Locks						
	Damaged/Missing Screens/Glazing/Security Door						NLT
	Damaged Hardware - Hinges/Hair/Missing/Glass						
	Defective/Missing Seals (Entry Only) Missing Door						NLT
Electrical System	Ducked Access to Electrical Panel						NLT
	Hum Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	GF-CI - Inoperable						NLT
	Missing Breakers/Fuses Missing Covers						NLT
Floors	Dangling/Dangling						
	Hard Covering - Damage						
	Missing Flooring Tiles						
	Peeling/Flaking Paint						
	Rail Interference/Runoff						
Health & Safety	Water Stains/Water Damage/Mold/Mildew						
	Air Quality - Mold and/or Mildew Detected						NLT
	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/over Electrical Equipment						LT
	Emergency Fire Exits - Emergency Signs Not Visible/Accessible						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Clutter						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Installation - Insects						NLT
	Installation - Pests/Water/Drain						NLT
	Hot Water Heater	Missing Gas Chimney/Ventilation System					
Inoperable Unit/Connections							NLT
Leaking Valves/Tanks/Pipes							
Pressure-Relief Valve Missing							NLT
Rust/Corrosion							NLT
HVAC System	Corrosion/Refrigerant Heat System Covers Missing/Damaged						
	Inoperable						
	Missing Gas Chimney/Ventilation System						LT

	Noisy/Vibrating/Leaking						
	Rust/Corrosion						
Kitchen	Cabinets - Missing/Damaged						NLT
	Countertops - Missing/Damaged						NLT
	Dishwasher/Dish Rack/Disposal - Inoperable						
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking - Faucet/Pipes						NLT
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable						
	Range/Stove - Missing/Damaged/Inoperable						
	Refrigerator - Missing/Damaged/Inoperable						NLT
Laundry Area (Room)	Sinks - Damaged/Leaking						NLT
	Dryer/Vent - Missing/Damaged/Inoperative						
Lighting	Missing/Inoperable Fixture						NLT
Outlets/Switches	Missing						LT
	Missing/Broken Cover Plates						LT
Paint/Finish/Trim	Salts/Spills/Rainage Damage						
Smoke Detector	Missing/Inoperable						LT
Stairs	Broken/Damaged/Missing Steps						NLT
	Handrail/Missing Hand Rail						NLT
Walls	Bulging/Flaking						
	Damaged						
	Cracked/Deteriorated Trim						
	Peeling/Needs Paint						
	Water Stains/Water Damage/Mold/Mildew						
Windows	Cracked/Broken/Missing Panes						NLT
	Damaged Window Sill						
	Missing/Deteriorated Caulking/Seals/Sealing Compound						
	Inoperable/Insecure						NLT
	Peeling/Needs Paint						
	Security Risk/Protruding						LT

In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (FADD) version 2.3 dated 10/16/2010. This document can be found at: [http://www.hud.gov/offices/cepf/assess\\_cric2.3.pdf](http://www.hud.gov/offices/cepf/assess_cric2.3.pdf) (327 Pages, 373 KB)

Additional clarification to these definitions is contained in the READ PASS Completion Bulletin which can be found at: [http://www.hud.gov/offices/cepf/assess\\_bulletin.pdf](http://www.hud.gov/offices/cepf/assess_bulletin.pdf) (24 Pages, 275 KB)

Only level 3 is applied to independent Health & Safety deficiencies

In the F&S column, NLT is a "Non-Life-Threatening" Health & Safety concern whereas LT is a "Life-Threatening" concern which calls for immediate attention or remedy or it will end up on the Critical Health and Safety Report at the end of an inspection.

**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".

N/A



# GENERAL REHABILITATION SPECIFICATIONS MANUAL

West Virginia Housing Development Fund  
5710 MacCorkle Avenue, SE  
Charleston, WV 25304  
304.391.8600  
Revised July 2016



*The West Virginia Housing Development Fund is an Equal Housing Opportunity Lender*



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## GENERAL SPECIFICATIONS

### DIVISION 1--GENERAL

#### SECTION 1A DEFINITIONS

1. "HDF" means the West Virginia Housing Development Fund or its authorized representative.
2. "Contractor" means the individual or firm contracting with the Owner for performance of any or all of the work specified by the Work Write-Up.
3. "Owner" means the person, persons or their authorized representative identified as such on the Work Write-Up and contracting with the Contractor for performance of the prescribed work.
4. "Building Code" means the current West Virginia State Building Codes, which include: 2015 International Building Code, 2015 International Residential Code (with exceptions), 2015 International Property Maintenance Code, 2009 International Energy Conservation Code, 2015 International Plumbing Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Existing Building Code, 2015 NFPA Life Safety Code, 2014 National Electric Code, and 2009 ANSI A117.1 American National Standards for Accessibility & Usable Buildings.

#### SECTION 1B REFERENCES/STANDARDS

All work to be performed and materials supplied shall conform to the standards of the following professional societies.

1. Concrete work shall conform to the standards of the American Concrete Institute (ACI).
2. All masonry work shall be installed in accordance with the National Concrete Masonry Association.
3. Steel work shall conform to the standards and grading rules of the American Steel Association.
4. Plywood shall conform to the grading rules of the American Plywood Standards Committee.
5. Lumber shall conform to the grading rules of the American Lumber Standards Committee.
6. Roof shingles shall carry an Underwriter's Laboratory label for conformance to the fire resistance standards, and shall conform to the Asphalt Roofers Manufacturer's Association.

7. Other materials shall meet the standard under the specification division as specified.
8. All electrical work shall be installed in accordance with the 2014 National Electric Code.
9. All plumbing shall be installed in accordance with the 2015 International Plumbing Code.
10. All heating systems shall be installed in accordance with ASHRAE, the 2009 International Energy Conservation Code, the 2015 International Mechanical Code and Fuel Gas Code.
11. All construction work shall comply with the 2015 International Building Code, the 2015 International Residential Code, the 2015 NFPA Life Safety Code, and the 2009 ANSI A117.1 American National Standards for Accessibility & Usable Buildings.
12. Energy Star Certified homes, Version 3, National Program Requirements.
13. ASTM--94 Specifications for ready mixed concrete.
14. ASTM--C150 Specifications for Portland cement.
15. ASTM--C270 Specifications for mortar for unit masonry.
16. ASTM--A185 & A615 concrete reinforcing.
17. ASTM--C1116 fiber reinforcing in concrete.
18. ACI--318 concrete reinforcing.

#### **SECTION 1C            GENERAL SPECIFICATIONS FOR HOUSING REHABILITATION**

These General Rehabilitation Standards provide minimum specifications for items, materials, and installation to be furnished under the construction contract for the rehabilitation of residential properties. These minimum standards are designed to ensure that properties are free of foreseeable hazards and adverse conditions that may affect the life, health, and safety of the occupants. These specifications were prepared by HDF Technical Services staff for use in the housing rehabilitation projects that utilize federal funding for HUD-administered housing projects. Any questions on the intent or interpretation of these specifications shall be referred to the Technical Services Department for clarification.

#### **SECTION 1D            CODES, ORDINANCES, AND STANDARDS**

Work required by the Work Write-Up or any specifications shall be performed in accordance with all applicable codes (current State Building Code), ordinances, and these attached General Rehabilitation Standards (GRS) prepared by the HDF. If a contradiction exists between the Codes and the Work Write-Up or the GRS, the requirement of the Code will apply, except when the

requirement of the Work Write-Up or the GRS exceeds those of the Codes. In that case, whichever requirement in the Work Write-Up or the GRS is most stringent will apply. The current West Virginia State Building Code includes the following standards: 2015 International Building Code, 2015 International Residential Code (with exceptions), 2015 International Property Maintenance Code, 2009 International Energy Conservation Code, 2015 International Plumbing Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Existing Building Code, 2015 NFPA Life Safety Code, 2014 National Electric Code, and 2009 ANSI A117.1 American National Standards for Accessibility & Usable Buildings. All above-noted Codes, specifically the International Building Code and International Residential Code, will be simply referenced as the Building Code throughout these GRS.

#### **SECTION 1E                    GENERAL CONDITIONS**

The work shall include all labor, materials, equipment, permits, work write-ups, and drawings for the completion of the work identified and reasonably inferred as necessary to produce the intended results by the Contract Documents. The intended results shall correct all health and safety (life threatening) issues; major systems issues (structural; roofing; cladding; windows; doors, plumbing; electrical; and heating, ventilation, and air conditioning); lead-based paint hazards; accessibility concerns; and any applicable disaster mitigation issues. The remaining useful life of the major systems must be determined for rental housing and a capital needs assessment will be required for projects of 26 units or more. The major systems for homeownership housing must have a minimum remaining useful life span of 5 years.

#### **SECTION 1F                    PERMITS, BONDS, LICENSES, AND INSPECTIONS**

Any and all permits, bonds or licenses required for the execution of the work specified by the Work Write-Up shall be obtained and paid for by the Contractor prior to the start of that work. Contractors and subcontractors are responsible for obtaining any progress or final inspections from the local jurisdiction's building departments and the HDF. Failure to call for the required inspections or proceeding without inspection, such as covering work without approval and deviating from approved plans and specs, may result in violations that could include no payment. Upon project completion, each unit must be decent, safe, sanitary, and in good repair. Each unit must comply with the items contained in the Housing Quality Standards and Uniform Physical Conditions Standards. These items include the following.

1. **Exterior:**
  - A. **Foundations:** All foundations must be sound and free from hazards.
  - B. **Stairs, Porches, and Rails:** All stairs, porches, and rails must be sound and free from hazards.
  - C. **Roof and Gutters:** The roof and gutters must be sound and free from hazards.
  - D. **Exterior Surfaces:** All exterior surfaces must be sound and free from hazards.
  - E. **Manufactured Homes:** Units must be properly set, contain permanent foundations, and be tied down.
  - G. **Fencing and Gates:** All fencing and gates must be sound and free from hazards.

- H. Grounds and Storm Drainage: Proper drainage must be provided, no erosion present, and no overgrown vegetation present.
- I. Mailboxes and Signs: No missing or damaged components should be present.
- J. Market Appeal: Site should be free of litter and any visible graffiti.
- K. Parking Lots and Drives: All parking lots and drives must be sound and free from hazards.
- L. Play Areas and Equipment: Play areas and equipment should be safe and free of any hazards.
- M. Refuse Disposal: Site should be free of hazards and adequate storage for refuse must be provided.
- N. Retaining Walls: Retaining walls must be sound and free from hazards.
- O. Walks, Steps, and Ramps: All walks, steps, and ramps must be sound and free from hazards.

2. **Interior:**

- A. Living Room: Is a living room present?
- B. Kitchen: Is a kitchen present?
- C. Bath: Is a bathroom present?
- D. Other Rooms Used for Living: Are other rooms used for living present?
- E. Electric: Is the electrical system free of hazards? Does each room have two working outlets or one working outlet with one working light fixture?
- F. Window: Is at least one window present? Windows must be free of deterioration and missing or broken panes.
- G. Doors: All doors must be sound and free of hazards or deterioration.
- H. Security: All windows and doors that are accessible from the exterior must be lockable.
- I. Ceiling: All ceilings must be sound and free from hazards.
- J. Walls: All walls must be sound and free from hazards.
- K. Floors: All floors must be sound and free from hazards.
- L. Stove/Range: Unit must have a working stove or range free from hazards.
- M. Refrigerator: Unit must have a working refrigerator free from hazards.
- N. Sink: Unit must have a permanently-attached sink and in good working order with hot and cold water.
- O. Dishwasher and Garbage Disposal: If dishwasher and garbage disposal are provided, they must be in working condition and free of hazards.
- P. Space for Storage, Preparation, and Serving Food: Adequate space for storage, preparation, and serving food must be provided.
- Q. Toilet: A toilet must be present and in good working condition.
- R. Lavatory: A lavatory must be present, permanently attached, and in good working condition with hot and cold water.
- S. Tub/Shower: A tub or shower must be present and in good working condition with hot and cold water.
- T. Ventilation: A window must be provided in the bath or a mechanical exhaust system in good working condition. Mechanical ventilation must discharge air to the exterior.



- U. Smoke Detectors: At least one battery-operated smoke detector or hard-wired smoke detector in working order must be provided on each level of a unit.
  - V. Heating: Heating adequately capable of providing heat to all rooms, free from hazards, and properly ventilated as necessary must be provided.
  - W. Water Heater: All water heaters must be properly located, installed in a safe manner, and not contain any hazards.
  - X. Plumbing: The plumbing system must be free of leaks and corrosion. The system must be an approved public or private system.
  - Y. Sewer: The sanitary system must be properly connected to an approved public or private system.
  - Z. Call for Aid: All call for aid or emergency call systems must be operable.
3. **Health & Safety:**
- A. Access: Must be able to enter a unit without passing through another unit.
  - B. Exits: Acceptable fire exits must be provided from a unit that is not obstructed.
  - C. Infestation: All units must be free of infestation from rodents, vermin, insects, and other pests.
  - D. Garbage and Debris: The site and units must be free of all litter, garbage, and debris.
  - E. Interior Stairs/Common Halls: All areas must be safe and free of hazards.
  - F. Other Interior Hazards: All areas must be safe and free of hazards.
  - G. Elevators: All elevators must have a current inspection certificate and be in safe, working condition.
  - H. Air Quality: The site and units must be free of any air pollutants that threaten the occupants' health.
  - I. Site and Neighborhood: Site and neighborhood must be free from any health and safety issues.
  - J. Flammable and Combustible Materials: Properties must not contain any type of improperly-stored flammable and combustible materials.
  - K. Lighting: Site and unit must not contain any broken or missing light fixtures or bulbs.
  - L. Emergency Power: All auxiliary lighting and exit signs must be in good working order.
  - M. Fire Protection: Properties must not contain any expired fire extinguishers or missing and damaged sprinkler heads or equipment.

#### **SECTION 1G INSURANCE REQUIREMENTS**

Each contractor must carry adequate liability insurance coverage, as well as proper workers' compensation coverage. The contractor shall not commence work until he/she has obtained all insurance required.

#### **SECTION 1H PROJECT INSPECTION**

The Contractor shall visit the project site and determine any conditions which may affect his work. This shall include inspection of the site and structure(s). Any conditions affecting his work shall be taken into consideration in his bid proposal and execution of the work to be performed.

**SECTION 1I                      STANDARDS AND WORKMANSHIP**

Work required by the Work Write-Up and these GRS shall be performed with specified or approved equal materials and equipment by mechanics skilled in their respective trades. Standards for satisfactory quality workmanship shall be established by the intent of the contract, compliance with all applicable codes, ordinances, these GRS, accepted trade and industry standards, and the HDF. The Contractor shall also warrant his work against faulty materials and workmanship for a period of one year and replace same at the direction of the HDF at no cost to the Owner or HDF.

**SECTION 1J                      MATERIALS**

Unless otherwise specified, all materials and equipment incorporated in the work required by the Work Write-Up and these GRS shall be new and of the quality specified by these GRS. The Contractor shall, if requested, furnish evidence as to the kind and quality of materials. It is the intent of the Work Write-Up to permit the use of materials of any manufacturer so long as they are fully consistent with the quality and performance requirements of these GRS. Substitution shall be approved and executed by contract change order. It shall be understood that the use of materials other than those designated, without prior approval by contract change order, shall constitute a violation of the contract and that the Owner or HDF shall have the right to require the removal of such materials and their replacement with the designated materials at the Contractor's expense.

**SECTION 1K                      WORK DESCRIPTION**

A Work Write-Up for each property, identified by Owner and address, will indicate all work to be performed with locations. Locations may be related to drawings which are included as part of the Work Write-Up. Anything specified on the drawings and not listed in the Work Write-Up shall be treated as if required by the Work Write-Up. Work specified by the Work Write-Up shall comply with the requirements of these GRS. Each item of the Work Write-Up includes reference to specific requirements of these GRS. These references do not preclude the requirement to meet all other applicable requirements of these GRS. All work specified by the Work Write-Up shall include all labor, material, equipment, and permits necessary to perform the work unless otherwise specified.

If there is a conflict between the requirements of these GRS and the requirements of the Work Write-Up which may include drawings, the Contractor shall notify the HDF for a determination as to which applies.

**SECTION 1L                      COMPLIANCE WITH MANUFACTURERS' RECOMMENDATIONS**

Installation of products, assemblies, and equipment specified will be in accordance with manufacturers' instructions, recommendations, and specifications. Associated installation products, methods, and hardware shall be as recommended by the manufacturers.

**SECTION 1M            ENGINEERING**

When engineering is required as part of the Work Write-Up, the engineering requirements shall supersede the requirements of these GRS. Engineering required for the execution of the work shall be obtained by the Owner, seller, or Contractor.

**SECTION 1N            PROPERTY DAMAGE AND SECURITY**

The correction of any damage to the project site or adjacent properties as a result of any activities associated with the Contractor's execution of the work shall be the responsibility of the Contractor. Settlement actions for damages shall be to the satisfaction of the property Owner(s). The Contractor shall ensure security of buildings by use of existing locking devices and boarding of any openings as a result of his work. New work and newly-installed products shall be protected from damage through completion of the project. Any damage to such work or products shall be repaired or products replaced to the satisfaction of the Owner and HDF. The Contractor shall be held responsible for any damage or defacement caused in the process of delivery of materials or execution of work. Responsibility shall include the repair or replacement cost of damaged surfaces.

**SECTION 1O            INSTRUCTION MANUALS AND WARRANTIES**

When provided by the manufacturer, the Contractor shall provide to the Owner the owner's manuals, guarantees, warranties, and certificates for furnished materials and equipment.

**SECTION 1P            TRASH REMOVAL**

The Contractor shall remove from the site all trash, debris, and waste materials accumulated during fulfillment of the contract by the Contractor, subcontractor, and any other personnel used in the performance of the contract. Trash, debris, and waste materials awaiting removal from the site shall be controlled to avoid scattering and unsightly accumulation. The Contractor shall not use the Owner's trash facility. The premises and dwelling units shall be free from excessive accumulations of rubbish and garbage that presents a health and safety hazard. The owner must provide proper facilities for the placement of all rubbish and garbage.

**SECTION 1Q            MARKET APPEAL**

Any unusual negative site characteristics that have a negative impact on the curb appeal of the project must be corrective. These items include deterioration of any items, graffiti, and litter.

## **DIVISION 2--DEMOLITION & SITE WORK**

### **SECTION 2A DEMOLITION**

Any damage or loss resulting from demolition activities shall be corrected at the expense of the Contractor. Safety conditions shall be maintained at all times, and the Contractor shall use all precautions necessary, especially at excavations, to provide the necessary protection for the Owner, the public, and inspectors visiting the site. Debris as a result of demolition shall be removed from the site, streets, adjoining walks, and properties. Debris shall be removed from the site in approved containers to legal disposal sites in accordance with local ordinances and applicable environmental regulations.

### **SECTION 2B EXCAVATION**

Open holes and excavations as a result of demolition shall be filled with earth material free of rubbish or rocks larger than 3" in diameter. Fill shall be mechanically compacted in 6" lifts to a minimum of 90% of the maximum proctor density ASTM D-698. Fill shall not be flooded. When only a component of a structure or equipment/fixture therein is removed, it shall be removed complete without damage to other portions of the property. When any unsightly voids, holes, outlines, etc., are left as a result of such removal, they shall be repaired and finished to match adjacent materials and finishes.

### **SECTION 2C TREE AND SHRUB REMOVAL**

Tree or shrub removal specified shall include removal of stump and roots to a depth of approximately 12" below finish grade level, backfilling of excavation, and hauling debris from site.

### **SECTION 2D FENCE REMOVAL**

Fencing along property line shall be removed only with the written consent of the property Owner. This consent shall be obtained by the Owner and forwarded to the HDF. Fencing material, including concrete below grade, shall be removed from site.

### **SECTION 2E STRUCTURES**

When a structure is to be demolished, the entire structure and all debris shall be removed from site, including all foundations, sidewalks, steps, retaining walls, floor slabs, etc. Demolition should begin at top levels and work down through the building. When only a portion of a structure is to be demolished, the remaining structure, including concrete portions, shall be neatly cut or finished off.

**SECTION 2F INTERIOR**

When interior demolition is performed, all adjacent areas and furnishings shall be protected from damage and dust. When any existing mechanical or electrical component requires relocation as a result of demolition, it shall be relocated in a functional manner.

**SECTION 2G CONCRETE (WALLS, STEPS, STOOPS, WALKS, DRIVES, ETC.)**

Demolition and removal of concrete shall include concrete below grade.

**SECTION 2H MASONRY CHIMNEYS**

When a chimney or portion thereof is removed, all resulting openings shall be filled in to match adjacent structural and finish materials so that no outlines remain. If chimney supported any shelving, rods, etc., these items shall be replaced with new material to fit new space. When a chimney is removed entirely, the chimney foundation may remain unless otherwise specified.

**SECTION 2I EQUIPMENT AND FIXTURES**

When an item of equipment or fixture is removed, it shall be removed complete to include all associated ducting, piping, wiring, and connections in or passing through finished spaces. When removal of any such piping, ducting, or wiring results in any abandoned lines, they shall be properly capped or terminated. Termination of lines shall be outside of finished spaces and all evidence of their existence shall be removed. When a heating system or unit is removed, it shall be removed complete to include furnace or boiler, all ducting or piping (supply and return), gas supply and flue, registers or radiators, thermostats, and all other related hardware. If the condition, installation, and location of gas supply and venting are in compliance with these general specifications and all applicable codes, they may be used for the replacement system if a replacement system is specified. When only a component of the unit is to be removed, it shall be removed complete without damage to other portions of that system.

**SECTION 2J UTILITIES**

When electric appliances are changed from electric to gas and installed in the same location, the existing service shall remain. When gas appliances are changed from gas to electric and installed in the same location, the existing service shall remain. Gas shall be shut off and properly capped. When the Contractor's work results in any abandoned utility or other service lines or equipment, the appropriate authority shall be notified so that the lines or equipment can be removed or properly deactivated. When the work results in any abandoned piping, ducting, wiring, fittings, or associated equipment readily visible or accessible, it shall be disconnected and removed. When an electrical box contains a device that is to be abandoned, the box shall not be used as a junction box if the cover would be in a finished space.

## **SECTION 2K            JUNK AND TRASH**

All junk and trash shall be removed and disposed in a proper manner. Area shall be raked or swept clean and level with surrounding grade. Disposal shall be in accordance with local ordinances.

## **SECTION 2L            SALVAGE RIGHTS**

Owner has salvage rights only when identified in the Work Write-Up. Unless specified in the Work Write-Up that items are to be provided to or returned to the Owner, the Contractor shall be responsible for removing and disposing of all debris.

## **SECTION 2M            EARTHWORK**

1. **Excavation:** Excavate to grades specified on the Work Write-Up. The bottoms of footing foundation trenches are to be level. Footings must rest on undisturbed natural soil or properly compacted, engineered fill. Haul all excess excavated dirt from site or as directed in Work Write-Up.
2. **Backfill:**
  - A. **General:** Backfill and grade to obtain finish grades as specified. Backfill material shall be free of organic material, construction debris, and any rocks larger than 2" in diameter. Backfill shall be placed to expose 6" of foundation while providing positive drainage away from the unit. Backfill shall not be placed on frozen or muddy surfaces.
  - B. **Compaction:** Backfill shall be compacted to a minimum of 90% of the maximum Proctor Density ASTM D-698. Compaction shall be by mechanical tamping. Water shall not be used for compacting.
  - C. **Engineering:** Engineering report shall supersede A and B.
3. **Grading and Drainage:** Site grading shall accomplish the following:
  - A. Allow drainage of surface water away from structure 6" within the first 10' (5% slope).
  - B. Avoid concentrating runoff onto neighboring properties.
  - C. Minimize erosion.
  - D. Provide wood-to-earth separation for affected structures on property.
  - E. In areas where dirt has been disturbed, the area is to be free of all rocks larger than 1" in diameter and rubbish and have a rake finish.
  - F. Swales shall be a minimum of 5' from building and contain a minimum 2% slope.
  - G. Soil shall be compacted, uniformly spread and be suitable for plant growth.

## **SECTION 2N            DRIVEWAYS**

1. **Preparation:**
  - A. Establish proper grade and drainage to include removing or providing additional soil as required to meet applicable requirements of Division 2, Sections 2B and 2M-3.

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- B. The subgrade shall be evenly graded to a depth that will permit the installation of the required new materials to the desired finish grade. When establishing driveways in locations where no previous driveways have occurred, geotechnical fabric is to be placed prior to placing the first lift of stone.
  - C. Sod or vegetation shall be removed, and any soft or mucky places shall be dug out and filled with a granular material thoroughly compacted.
2. **Gravel Installation:**
    - A. Gravel installation shall include edging of 4" redwood, cedar, treated wood, or galvanized metal securely staked prior to installation of gravel. Note: Edging may be omitted if edge of gravel abuts sidewalk, curb, structure, or other suitable edge.
    - B. Finish material shall be as specified and a minimum of 4" deep and spread uniformly over the entire area.
  3. **New Asphalt Installation:**
    - A. Asphalt pavement shall have a minimum compacted thickness of 2". Base shall be of crushed stone, gravel, or durable road material and properly compacted to 4" minimum thickness.
    - B. Asphalt material shall be obtained from a local established asphalt batch plant and asphalt driveways shall be constructed only by a contractor or subcontractor that specializes in asphalt work. Surface shall be rolled with a 5- to 10-ton roller; areas inaccessible to a power roller shall be thoroughly tamped with hot iron tamper. Asphalt shall be applied only in suitable weather conditions. The Contractor will pay special attention to properly attaching the new driveway to all existing sidewalks, porches, garage floors, and any other abutting areas.
  4. **Asphalt Repair:**
    - A. Bituminous paving is to be repaired by removing loose material and cleaning area with water or air pressure. Repairs are to be made with an approved asphalt patch material following the manufacturer's instructions for installation.
    - B. Existing blacktop driveway shall be resurfaced by installing and rolling 1½" of new bituminous surfacing over the existing sound base prepared as required by asphalt paving methods.
  5. **Concrete Installation:** see Division 3, Sections 3A and 3C

**SECTION 20            FENCING**

1. **General:** The exact location of any new fencing shall be established by the property Owner.
2. **Fence Repair:** Sections of all types of fences to be repaired shall be restored to a condition comparable to new, including gates. Replacement materials shall match existing.

3. **Chain Link:**
  - A. **Fabric:** Chain link fabric shall be 1-1½ gauge wire woven in a 2" galvanized mesh. Fabric shall be tied to posts and top rail with aluminum or galvanized wire.
  - B. **Posts:** Line posts shall be 1 5/8" OD galvanized pipe spaced at a maximum of 10'0" on center and set in concrete a minimum of 24" below grade. End posts, corner posts, and gate posts shall be 2½" OD galvanized pipe set in concrete a minimum of 30" below grade. Holes shall be large enough to provide space for 2" of concrete around post.
  - C. **Top Rails:** Top rails of 1 3/8" OD galvanized pipe shall be included in all installations.
  - D. **Gates:** Gates shall be constructed of 1 3/8" OD galvanized pipe with welded or factory fitted joints. Fabric in gates shall be same as fence.
  - E. **Fittings and Hardware:** Fittings and hardware shall be either galvanized steel, aluminum, or galvanized malleable metal. Provide and install all fittings and hardware for a complete installation.
  
4. **Wood:**
  - A. **Material:** Fencing components shall be of material specified.
  - B. **Fasteners:** Nails, staples, bolts, etc. shall be galvanized or cadmium plated.
  - C. **Posts:** Posts shall be 4" x 4" spaced a maximum of 8'0" on center and set in concrete a minimum of 30" below grade. Concrete shall be sloped ½" from post to finished grade. Posts shall be set on 6" of gravel at bottom. Hole shall be large enough to provide space for 4" of concrete around post.
  - D. **Rails:** Fences with vertical board facings shall have 2" x 4" rails. Two rails are required for fences up to 6'0" high. Rails shall be securely fastened to posts to rigidly support all loads.
  - E. **Facing Boards:** Facing boards shall be of the style specified. Facing boards with knots exceeding 1/3 of board width will not be accepted. When style of fence is such that boards may be fastened to either side of posts, the Contractor shall have the Owner specify the selected side in writing.
  - F. **Gates:** Gates shall match the fence in which they are placed and shall include all hardware necessary for the specific application. Hinges shall be bolted to both support post and gate. Gates shall be constructed to withstand normal usage and shall include a minimum of one cross brace secured by a gusset at each end.

## SECTION 2P LANDSCAPE WORK

1. **Tree and Shrub Placement:** Plants shall be nursery grown, sound, healthy, vigorous, free from plant diseases and insects or their eggs, and shall have normal, healthy root systems.
2. **Tree and Shrub Pruning:** Trees and shrubs shall be pruned in accordance with accepted nursery practice. Broken and disfigured branches shall be removed. When limbs larger than 2" in diameter are removed, the butt ends that remain on the tree shall be properly sealed. Pruning shall ensure adequate clearance from structures and utility lines. All new trees are to be staked in place until such time as the root ball has imbedded into the existing soil.



3. **Existing Shrubs:** Plants should be dug up and prepared for storage in a proper manner that does not damage the branches, root system, and future development of the plant. The plant should be protected from drying out.
4. **Sodding:**
  - A. **Preparation:** Preparation for sodding shall include:
    - (1) Removal of all vegetation to ground level.
    - (2) Removal of all rock and rubbish, rototilling, and raking to provide a smooth, firm base.
    - (3) Establishment of proper grade and drainage including removal or addition of suitable soil as required for finish, sodded surface to meet requirements of Section 2M-3 of this Division.
  - B. **Material:** Sod shall be a strain or blend of strains of Kentucky Blue Grass and supplied by a turf farm whose sod meets the requirements of the American Sod Producers Association.
  - C. **Installation:**
    - (1) Sod shall be installed within time limit set forth by turf farm supplying sod.
    - (2) Fertilize as recommended by turf farm supplying sod (one application required).
    - (3) Provide property Owner with warranty and written care and maintenance instructions supplied by turf farm.
5. **Lawn Reconditioning:** Lawn reconditioning shall consist of the following:
  - A. **Preparation:** Preparation for seeding shall include:
    - (1) Raking all debris from area to be reconditioned and scratch surface as required.
    - (2) Fertilizing with starter fertilizer as recommended by seed producer.
    - (3) Topsoil shall be used to establish the finish grade and be evenly spread to a minimum of 2-4".
  - B. **Material:** Seed shall be a strain or blend of strains of Kentucky Blue Grass as recommended by local suppliers.
  - C. **Placement:** Placement of seed shall include:
    - (1) Spreading seed and raking in accordance with seed provider's instructions.
    - (2) Providing initial watering.
    - (3) Providing property Owner with written care and maintenance instructions from seed producer.
6. **Rock:** Rock installation shall consist of the following:
  - A. **Preparation:** Preparation for rock shall include:
    - (1) Establish proper grade and drainage including removal or addition of soil to meet requirements of Section 2M-3 of this Division.
    - (2) Grade the subgrade evenly to a depth of 4" below desired finish grade.
  - B. **Placement:** Placement rock shall include:
    - (1) Edging installation, if specified, shall be securely staked prior to installation of rock.

- (2) Subgrade covering installation of 6 mil visqueen over entire subgrade prior to installation of rock.
- (3) Finish material placement a minimum of 4" deep and spread uniformly over entire area.

**SECTION 2Q            ACCESS**

Access to each dwelling unit must be free of any obstructions and is required from parking areas or other amenities on site. Access to the unit must also be private. A building must contain an alternate means of exit in case of fire. The emergency exit from a building may consist of fire stairs, another door, or windows. The emergency exit must not be blocked.

**SECTION 2R            PLAYGROUND/PLAY AREAS**

Existing playground or play areas must be maintained in decent and safe condition. All equipment must be free from any defects. The areas must contain mulch and be enclosed by a fence capable of supporting all loads.

**SECTION 2S            POOLS**

Swimming pools, decorative fountains, or retention ponds must be enclosed by a fence suitable to prevent unwanted activities or unsupervised children access to those areas. Entrance locations must have acceptable locking hardware.

**SECTION 2T            SITE AND NEIGHBORHOOD**

The site and neighborhood must be reasonably free from disturbing noises or other dangers to the health, safety, and general welfare of the occupants. The site and neighborhood may not be subject to serious adverse natural or manmade environmental conditions, such as dangerous walks or steps, flooding, poor drainage, sewer hazards, mudslides, air pollution, noise, vermin, or fire hazards.

## DIVISION 3--CONCRETE

### SECTION 3A GENERAL REQUIREMENTS

1. **Preparation:**
  - A. Concrete work shall include all excavation, backfill, and compaction required for complete job. Surfaces adjacent to concrete shall be restored to match adjacent surfaces, unless otherwise specified.
  - B. Sod and vegetation shall be removed and any soft or mucky places shall be dug out and filled with granular material thoroughly compacted.
  
2. **Concrete Design:**
  - A. Concrete shall reach the following minimum compression strengths within 28 days.
    - (1) Concrete walls and interior slabs: 2500 pounds per square inch (psi).
    - (2) Driveways, curbs, sidewalks, patios, porches and garage floors: 3000 psi.
  - B. All cast-in-place concrete shall be from a local, established concrete plant that can provide specified design mixes and supply product data if necessary.
  - C. All slab-on-grade concrete will be placed on a minimum of 4" of compacted, crushed stone.
  
3. **Form Work:**
  - A. **Walls:** Cast-in-place concrete shall be formed with wood; steel; aluminum; plastic; a composite of cement and foam insulation; or a composite of cement and wood chips. Forms shall be substantially free of surface defects and sufficiently tight to prevent leakage. They shall be properly braced and tied to maintain the design position and shape. Form ties shall be steel; solid plastic; foam plastic; a composite of cement and wood chips or foam plastic; or other suitable material capable of resisting the fluid pressures of fresh concrete. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member's weight and any superimposed loads. Form ties shall be removed to a point flush with concrete surface or recessed and grouted.
  - B. **Flat Work:** Cast in place flat work shall be formed with 2x material or steel forms, except that flat work more than 4" above grade shall be formed with the same materials noted above for walls. Forms shall be properly braced and tied to maintain the design position and shape. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member's weight and any superimposed loads.
  
4. **Mixing:** Unless prior approval is obtained in writing from the Owner with HDF concurrence, all concrete shall be ready-mixed and transported to the site by an established ready-mix company. All concrete exposed to freezing is to have 5% +/- 1% air added to the mix.

5. **Reinforcement:**
  - A. **Walls:** Concrete stem foundation walls shall have a minimum of one #4 bar within 12" of the top of the wall and one #4 bar located 3"-4" from the bottom of the footing.
  - B. **Flat Work:** Concrete floors, walks, decks, porches, patios, and driveways shall have reinforcing materials. Reinforcement shall consist of reinforcing bars, steel wire, steel welded wire fabric, polypropylene fibers, or by accepted engineering practices. Block outs (12" minimum clear distance in all directions) must be installed around all valve boxes, manholes, poles, etc., encountered in walk or driveway areas. Concrete shall be placed in the blocked out areas at a point in time after the walk or driveway has been cast. Resilient bituminous fiber expansion joint must be installed around the blocked out area between the two pours.
  - C. **Pads:** Unless otherwise specified, all pads must be reinforced as per Section 3A 5-B above, or by accepted engineering practices.
6. **Placing:** Concrete shall be placed continuously where possible or provide construction joints with reinforcement for transfer of stress. Concrete work shall be straight and plumb with square corners and shall be placed in such a manner that when forms are removed no honeycombs, large voids, or form marks are evident and face has a generally uniform appearance. If these requirements are not met, the Contractor shall be responsible for surfacing entire face to a uniform appearance.
7. **Protection of Concrete:** Concrete shall be protected from any weather condition which could compromise the strength or appearance of the finished concrete. The Contractor shall protect the concrete from traffic and vandalism until concrete will withstand normal traffic without damage. The Contractor shall be responsible for repairing or removing and replacing, without added cost to the Owner or HDF, any concrete, the strength or appearance of which is damaged from improper protection, workmanship or materials.
8. **Repair of Concrete Surfaces:** Repair shall be true and level with adjacent surfaces and finishes shall match existing. Repair of concrete surfaces shall include:
  - A. Removing existing spalling concrete, loose concrete, or loose cement coating.
  - B. Cleaning area to ensure good bonding of patch material.
  - C. Wetting the surface and keeping moist during entire process.
  - D. Filling all voids and cracks with a mixture of concrete and bonding agent placed in accordance with manufacturer's recommendations.
  - E. Repairing any existing cement coating.

### SECTION 3B CONCRETE WALLS

1. **Concrete Foundation Walls:**
  - A. Cast-in-place foundation walls must be a minimum of 8" thick and a maximum of 4'0" in height. Foundation walls over 4'0" in height shall be constructed in accordance with accepted engineering practices and shall include installation of all recommended

foundation drain systems. Installation shall include sump pump and pit when required to get water to grade.

- B. The top of finish walls shall be such that no more than two sill plates are required to maintain finish floor elevation. Beam pockets shall be formed and beam support shall be provided.
- C. When constructing a foundation for an existing structure, the new foundation shall be placed so that vertical alignment with the existing exterior walls and corners is achieved.

2. **Concrete Retaining Walls:**

- A. Retaining walls not laterally supported at the top must not exceed 2'0" in height.
- B. Walls over 2'0" in height shall be constructed in accordance with accepted engineering practices.

3. **Piers:** Piers shall be a minimum of 12" in diameter and 36" in depth unless otherwise specified.

**SECTION 3C CONCRETE FLAT WORK**

1. **Concrete Walks, Ramps, Steps, Stoops, Patios, Driveways, and Aprons:**

- A. Total thickness of all concrete shall be 4" minimum. Exposed surfaces shall be free of honeycombs, voids, and form marks and have a generally uniform appearance. Provide exterior flat concrete with light broom finish. Proper drainage shall be maintained away from all building walls with a minimum slope of 1/8" per foot. Edges shall be tooled with a device designed specifically for this purpose.
- B. Concrete walks shall be a minimum of 36" wide, unless otherwise specified. When walk joins steps that are wider than walk, the walk shall be tapered to step width from a point approximately 48" from steps. Score sidewalks with 1/2" control joints at a maximum of 5'0" on center and provide 1/2" x 4" resilient bituminous fiber expansion joints at points where walk abuts existing concrete.
- C. Score driveways and patios with 1/2" control joints at a maximum of 10'0" on center in both directions. Provide and install 1/2" x 4" resilient bituminous fiber expansion joints every 20 linear feet (lf) of driveway and at points where driveway and patios abut existing concrete. Control joints are to be tooled in place at the time of the placement or saw cut as soon as the concrete will withstand the weight of the workman and saw.
- D. Vehicle garage door apron shall be poured flush with garage floor, and extend 1' to each side of garage door opening and extend out 2' flush with driveway grade. Slope aprons away from the garage at a minimum of 1/4" per foot.

2. **Interior Concrete Floors:**

- A. Floors shall have steel trowel finish, smooth, and free from trowel marks. Aggregate shall be tamped away from surface using tools designed for this purpose. A 4" base course and 6 mil vapor barrier with joints lapped 6" are required for interior slabs on grade. Interior concrete floor slabs shall be a minimum of four inches (4") thick, with

one-half inch (½") x four inch (4") resilient bituminous fiber expansion material at perimeter of floor and at any other structural elements.

- B. Concrete floors shall be finished (except where floors are shown to slope to drain) with a maximum one-quarter inch (¼") variation in an eight foot (8'0") distance in any direction.
- C. Garage floors shall be sloped for drainage to overhead door opening and include a concrete apron (see paragraph 1 of this section).

### **SECTION 3D                      SIDEWALKS, CURBS, CURB RAMPS, AND DRIVEWAY APRONS**

Sidewalks, curbs, curb ramps, and driveway aprons located within public street or alley rights-of-way must be designed and constructed in accordance with local jurisdiction requirements. Handicapped-accessible curb ramps of a type and design approved by the local jurisdiction must be provided at all street and alley intersections. The portion of driveway aprons located within a public street or alley right-of-way must be constructed of concrete with a thickness of 6" minimum. All work taking place within a public right-of-way must be approved by the local jurisdiction, and the Contractor shall be responsible for obtaining such approval.

## DIVISION 4--MASONRY

### SECTION 4A GENERAL REQUIREMENTS

1. **Placing:** Masonry shall be laid in running bond with level courses, uniform joints, square corners, and plumb verticals. Joints to be struck flush where covered with finish or not exposed to view and with a concave tool where exposed. When new and existing masonry are joined, transition shall be structurally sound and watertight, and if exposed, shall be uniform in appearance. Work shall include all necessary anchors, lintels and ties.
2. **Cold Weather Precaution:** Masonry work shall be protected from any weather condition which could compromise the strength or appearance of the finished work.
3. **Mortar:** Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S or M mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.

### SECTION 4B FOUNDATIONS AND RETAINING WALLS

1. **Preparation:** Masonry work shall include all excavation, backfill, reinforcing, coring, etc. as specified:  
**Foundation Walls:** Masonry foundation walls must be a minimum of 8" thick and wall heights must comply with section R404 of the IRC, or be constructed in accordance with accepted engineering practices. Foundation walls that enclose usable or habitable space below grade must include damp-proofing, a foundation drain system, or a sump pump and pit when required to get water to grade. All joints in all locations are to be fully bedded and tooled whether they are visible or not.
2. **Retaining Walls:**
  - A. Retaining walls not laterally support at the top must not exceed 2'0" in height.
  - B. Walls over two feet 2'0" in height shall be constructed in accordance with accepted engineering practices.
3. **Piers:** Masonry piers must not exceed 10 times their least dimension. Isolated piers must be grouted solid unless their unsupported height is less than 4 times their least dimension. Hollow piers must have a 4" pier cap or solid masonry unit or have the top course of the pier filled with grout or concrete.
4. **Mortar:** Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.

**SECTION 4C            REPAIR OF EXISTING**

1. **Walls:** When repair of existing masonry is specified all materials and installation methods used shall match existing materials and finishes as closely as possible. Any or all of the following methods, as required, shall be used to achieve this.
  - A. **Tuck Pointing:** When tuck-pointing is required the work shall include:
    - (1) Removing existing mortar to a minimum of 3/4" and all loose and deteriorated mortar.
    - (2) Cleaning joint edges to ensure good bonding.
    - (3) Wetting the surface and keeping moist during the entire process.
    - (4) Forcing mortar into joints with caulking tool.
    - (5) Striking joint to seal and blend in with existing.
    - (6) Cleaning entire surface to remove all mortar from face of masonry (brick, rock or stone).
  - B. **Resetting Existing Units:** Existing masonry units may be reused if undamaged and clean.
  - C. **Parging:** When parging is required, the work shall have a uniform and even finish and shall include:
    - (1) Brushing and washing down entire surface to remove loose and deteriorated material.
    - (2) Keeping surface damp while applying parging.
    - (3) Coating entire surface with skim coat of masonry mixed at a ratio of three parts sand and one part masonry cement.
  - D. **Shotcrete:** When shotcreting is required, refer to International Building Code ("IBC"), 2015 Edition, Section 1910, Page 427, the finish shotcrete surface shall not contain sags, segregation, honeycombing, sand pockets, or other obvious defects.
  
2. **Chimney:** When a chimney is to be repaired, this includes tuck pointing, replacing damaged or missing masonry and parging, and installing a new cap and/or flue extension where necessary. Chimney caps are not to be less than 4" thick at their thinnest location.



## DIVISION 5--METALS

### SECTION 5A RAILINGS AND HANDRAILS

Railings shall be custom manufactured and securely anchored. Prefabricated railing kits may be acceptable only when approved by the Owner and HDF. Joints are to be rigid and dressed down to a smooth, even surface. Railings shall be painted with one coat of metal primer and two coats of suitable finish paint.

### SECTION 5B FOUNDATION AND ATTIC VENTS

1. **General:** When openings for vents are constructed care shall be taken to avoid unnecessary damage to adjacent components.
2. **Foundation Vents:** Foundation vents shall have a means of closing and shall be screened with corrosion resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing. Vents shall be standard quality brands designed for the specific application.
3. **Attic Vents:** Attic vents called for shall be screened with corrosion resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.

## DIVISION 6--CARPENTRY

### SECTION 6A FRAMING

1. **General:** Framing specified shall ensure that the construction provides safe support of all design loads and a suitable base for attachment of finish material. Framing lumber shall be identified by the Grade Mark of a recognized grading association. Framing shall be level and plumb, and where possible all corners shall be square. Window and door openings shall be level, plumb, and square. Engineering requirements shall supersede all requirements of this section.
2. **Sill Plates:** When new sill plates are specified, closed cell foam weatherstripping, grout, or other gasket material shall be installed under the new plates. The new plates must be attached to the foundation with ½" bolts spaced 6' on center with at least one bolt within 12" of each corner and a minimum of 2 bolts per plate. Sill plates shall be protected against decay and termites.
3. **Posts and Beams under Floor Joists:** Posts and beams shall consist of:
  - A. Three 2" x 8" or 2" x 10" members fastened together to form a beam or the equivalent.
  - B. Posts of 4" x 4" wood, 3" pipe, or general unit masonry construction spaced in accordance with the IRC are acceptable. Wood posts or pipes must be fastened to both beam and pad with brackets designed for the specific application. Installation shall assure that all beam member joints break over support posts and all points of contact with beam are shimmed for solid bearing.
  - C. Pads supporting each post 16" square x 16" deep poured-in-place concrete with two horizontal #4 rebar in each direction. Top of pad shall be level and provide a smooth surface to install block for masonry piers, brackets for wood posts, or to properly attach steel posts.
4. **Floor Framing:** For new floor systems, joist size and spacing shall be as specified in the Work Write-Up. When additional floor framing is necessary, new joist size shall be consistent with existing members.
5. **Subflooring:** Subflooring shall be plywood OSB (oriented strand board) or waferboard. Subflooring shall be glued and nailed. When matching existing, new subfloor shall provide a uniformly smooth transition.
6. **Furring and Leveling of Existing Floors:**
  - A. Remove all base and trim so that new floor sheathing will contact wall.
  - B. When leveling of floor(s) is specified, floor shall be leveled to the high point of the area being leveled unless otherwise specified. When leveling is specified for a particular room, it shall extend into any new and existing closet or pantry located in or adjacent to that room.

- C. When leveling of floor(s) is specified, continuous furring strips shall be used. Furring material shall be of structural grade and shall be installed to obtain a structurally sound and level surface for installation of finished flooring (see Division 9, Section 9E).
  - D. When furring strips run parallel to existing floor joists, they shall be installed directly over floor joists.
  - E. Contact shall be maintained the entire length of the continuous furring strip between the existing floor and furring strips and the furring strips and new floor sheathing.
  - F. The spacing of the furring strips and sheathing shall conform to the requirements of the IBC or IRC for spacing and sheathing thickness.
  - G. Sheathing shall conform to subflooring requirements of paragraph 5 above.
  - H. If shimming is necessary, shimming material shall be a structural material with full bearing.
7. **Changes in Floor Level:** When leveling the floor in one area causes level differences from adjacent floors of more than 1/2", this change shall take place at openings. When such a change in levels does occur, the transition shall be made as follows:
- A. When the difference is 3" or more, treat as a step with a vertical riser. Finish of riser shall be the same as adjoining wall or either of the two adjacent floors. Owner and HDF shall approve finish prior to installation.
  - B. When the difference is less than 3", provide a tapered rise compatible with adjacent floors constructed of solid material. Finish of tapered rise shall be the same as adjacent floor finish, unless otherwise specified. Slope shall not exceed one in five.
8. **Walls:**
- A. New walls shall be constructed of 2" x 4" studs at 16" on center, continuous length from soleplate to double top plate and all ends shall be cut square. Wall framing shall include blocking for all planned accessories. Location of all openings shall be as per drawings. Exterior walls shall have two continuous beads of caulking applied between soleplate and subfloor.
  - B. When furring of walls is specified, all furring material shall be of structural grade and shimmed as needed to obtain a rigid and plumb surface for installation of finish material.
9. **Ceiling Framing:**
- A. Framing members for new ceilings in existing spaces shall be properly sized for span and spaced 16" on center. Members shall be anchored to provide a rigid level plane with provision for perimeter nailing of wallboard.
  - B. Additional framing members for reinforcement shall be properly sized, located, and anchored to meet the structural requirements of the Building Code.
  - C. When intermediate beams are added to support ceiling joists, the beam shall be continuous between supporting members, properly sized, located, and anchored to meet the structural requirements of the Building Code. When the beam is installed in a finished space, it shall be finished to match adjacent surfaces, unless otherwise specified.

10. **Rafters and Trusses:** Rafters and trusses shall be set to provide an even plane for roof sheathing so that finished roofing has an even surface and provides a smooth transition between existing and new roofing. Rafter size and spacing shall be as specified. Rafters shall run full length without joints. When roof trusses are specified, they shall be engineered and approved drawings must be submitted showing compliance with the 2015 IRC.
11. **Roof Sheathing:** Roof sheathing shall be plywood or OSB (oriented strand board). When matching existing sheathing, transition shall provide a uniformly smooth surface.
12. **Wood Decks, Ramps, Steps, Railings, Retaining Walls:**
  - A. **Material:** Decks, ramps, steps, and railing structural components shall be approved construction grade lumber. Decking, stair treads, all guardrail components, and handrails shall be redwood, treated wood, or weather-resistant composite material. Fasteners shall be galvanized or cadmium plated. Material used shall be free of loose or missing knots. Redwood shall be sealed (see Division 9 Section 9C). Retaining wall components shall be designated for landscape use by the manufacturer.
  - B. **Construction:** Construction details shall be in accordance with the Work Write-Up and/or drawings, if applicable.
13. **Repair of Framing and Structural Members:** When the repair of framing or structural members is specified, the repair shall achieve the strength and load bearing capacity of the original member.

**SECTION 6B                    PORCHES, STOOPS AND DECKS**

1. **Replacement of Components (Flooring, Ceiling, Columns, Railings, Steps, and Skirting and Lattice):** Replacement of any components shall be with like material in style, size, and installation unless otherwise specified. Finger joint material may be used when painted. New unfinished material shall be primed or sealed and ready for final finish. Members shall be securely fastened and installed to meet at even levels and cut to abut uniformly adjacent members.
2. **Repair:** When repair of components is specified, it shall consist of matching existing materials in size, style, and finish including decorative and ornamental moldings. Repair shall include all material and methods necessary to achieve uniformity between new and existing members.

**SECTION 6C                    INTERIOR TRIM, CLOSET COMPONENTS AND SHELVING**

1. **Material:**
  - A. New interior trim shall match predominant existing material in size, style, and finish, including any decorative and ornamental molding. Trim material shall be kiln dried or otherwise seasoned solid wood. Synthetic wood or veneered trim shall not be accepted. Trim material shall be dressed free of tool marks and other objectionable

defects. When finish is to be natural or stain, trim material shall be stain grade. Finger joint material shall not be accepted. When trim is to be painted, material may be finger joint.

- B. Clothes closet, pantry closet, and open shelf material shall be 3/4" x 12" minimum wood bullnose or vinyl-covered wired shelving unless otherwise specified. Linen closet shelf material shall be 3/4" x 16" minimum wood bullnose with a minimum of five shelves. Shelves shall be painted to match adjacent finish. Closet shelf wall support shall be 1" x 4" material secured to solid backing or appropriate wire shelf brackets. Clothes closet rod shall be 1" diameter wood or metal, supported on ends with manufactured wall brackets. Rod shall not be painted. All fasteners will be attached to studs or proper blocking for all shelves. No drywall anchors will be accepted in shelving support.
- C. When closet rod and shelf are to be lowered, the height shall be coordinated with the Owner and HDF.

2. **Installation:**

- A. Trim members shall be securely fastened tight to wall and installed to run true to line, meet at even levels to adjacent corner members, and all line cuts and miters shall be even so as to abut uniformly to adjacent members. This work shall be accurately and neatly performed and the joints shall be secured to prevent separation. Trim shall be joined only at corners except for runs in excess of 12'0", in which one splice will be permitted midway of run. Casings around all openings shall be joined only at corners. External corners shall be mitered and internal corners shall be mitered or coped. Splicing of trim shall be done with mitered joints over solid backing. Fasteners used in installation shall be set below the surface. Holes shall be filled smooth with surface. When material is to be stained, fill shall match stain color.
- B. Continuous support secured to solid backing shall be installed at ends and back of closet shelves. Clothes closet shelf and rod shall have a center support bracket if span is more than (5'0"). Bracket shall be specifically designed for shelf and rod installation and securely fastened to solid backing and installed level. Rod shall be installed at a height of 56" above floor unless otherwise specified.
- C. Pantry closet and open shelves shall have center support brackets if span is more than 5'0". Bracket shall be specifically designed for shelf installation and securely fastened to solid backing.

- 3. **Repair:** Existing interior trim which is broken, splintered, cracked, chipped, warped, or otherwise defective shall be replaced or repaired with new material. Repair shall include all materials and methods necessary to achieve uniformity between new and existing members. Installation shall conform to all requirements of this section unless otherwise specified.

**SECTION 6D INTERIOR WALL PANELING**

- 1. **Material:** See Work Write-Up.

2. **Installation:** Paneling shall be installed on solid wall surfaces. It shall not be fastened directly to furring strips or open framing. Any holes in existing wall material with an area exceeding one square foot to include holes from construction activity shall be repaired. Paneling shall be installed plumb and level. When paneling abuts trim it shall be tightly fitted. Exposed paneling edges shall not be accepted.
3. **Repair:** Repair of wall paneling shall consist of securing loose wall paneling and components.

#### **SECTION 6E INTERIOR SOFFIT**

When repair of interior soffits is specified, it shall provide construction that will support all design loads and provide a suitable base for attachment of cabinets. Framing shall be level and plumb. When soffits are specified, the finished edge shall project a minimum of 1½" past the finished edge of the wall cabinet. Soffit edges shall run parallel to wall cabinets. Soffits shall have a minimum of ½" drywall, taped and finished to match adjacent surfaces.

#### **SECTION 6F KITCHEN, BATH AND UTILITY CABINETS**

1. **General:**
  - A. Cabinets shall conform to ANSI A161.1 "Recommended Minimum Construction and Performance Standards for Kitchen Cabinets". Cabinets shall be certified by the National Kitchen Cabinet Association.
  - B. No plastic or vinyl transfer finishes shall be accepted. No plastic drawers, drawer fronts, or doors shall be accepted.
  - C. Wall and base cabinets shall be of the same construction and same outside appearance.
    - (1) Face frames shall be solid 3/4" thick hardwood.
    - (2) Sides of cabinets shall be a minimum of 3/8" plywood and prefinished to match cabinet front when exposed.
    - (3) Tops and bottoms shall be a minimum 3/8" thick plywood or medium density fiberboard.
    - (4) Cabinets shall have backs constructed of a minimum 1/8" hardboard.
    - (5) Interior of all cabinets shall have a melamine finish.
    - (6) Shelves shall be a minimum of 5/8" thick medium density fiberboard surfaced with a melamine finish.
  - D. Cabinet installations shall include all accessories, operating and mounting hardware, filler strips, panels, and molding provided by the cabinet manufacturer for complete installation.
  - E. When utility or pantry cabinets are specified, they shall match kitchen cabinets in style and finishes.
2. **Installation:**
  - A. Cracks and voids in walls and floor and at junction of walls and floor shall be permanently filled and sealed prior to installation of cabinets.

- B. Where existing cabinets are removed and the area is not covered by new cabinets, the walls, floor, and trim shall be finished to match adjacent finishes.
  - C. Cabinet doors shall be properly aligned and drawers shall operate freely. Hardware shall operate smoothly and easily. Cabinets shall be installed straight, level, plumb and be securely anchored with screws of proper size and quantity. Cabinets on either side of an appliance shall align front and top. Cabinets shall be secured to each other and to the wall by counter sinking screws neatly through the rails and stiles of the cabinets. Any screw not penetrating solid material shall be removed. Holes and any damage to the interior finish shall be filled and refinished.
  - D. When shims are used in leveling cabinets, they shall be securely fastened and capable of supporting loads.
  - E. When trim exists where new cabinets are to be installed, base and trim shall be cut and removed to avoid scribing cabinets. Base and trim shall be fitted tightly and neatly to newly installed cabinets.
  - F. When cabinet installation is not tight fitting at floors, walls and ceiling, continuous molding shall be installed.
  - G. Openings necessary for plumbing and mechanical components shall be cut so that a properly-sized escutcheon or trim will conceal the opening(s). If structural integrity of the cabinet is diminished as a result of cutting, such openings shall be reinforced.
3. **Replacement and Repair of Components:** When replacement of cabinet components is specified, components to be replaced shall be consistent in style, material, and finish with existing cabinet. When repair of cabinet components is specified, repair shall restore component to its original appearance, structural integrity, and operation.
  4. **Alterations & Removal:** When wall cabinets are to be lowered, the height shall be coordinated with the Owner and the HDF. When existing countertops are to be supported as a result of base cabinet removal, see the work write-up or drawings. When reconstruction of base cabinets is specified, see the work write-up or drawings.

#### SECTION 6G COUNTERTOPS

1. **General:** Countertops shall be shop built. Surfaces shall be minimum 1/16" thick high-pressure plastic laminate. Laminate shall be applied to all exposed edges. Countertops shall have a minimum 4" backsplash. End splash shall be installed where countertop abuts walls or built-in cabinet work. If top consists of more than one section, sections shall be assembled to achieve a structurally sound, rigid, single-unit top. Joints shall be tight, aligned, and smooth. Countertop allowance shall include the retail cost of the complete top ready for installation.
2. **Installation:** Edges that abut walls or other cabinets shall be scribed to fit tight to that surface. Countertop abutting walls shall be fitted with a maximum 1/8" opening prior to caulking. Caulking shall be uniformly applied and finished to be neat and smooth. No molding will be accepted. Openings cut and holes drilled for plumbing fixtures, electrical

components, and appliances shall be neat and close fitting. Tops shall be secured to cabinet with screws installed into core of top through base cabinet.

3. **Repair:** Repair of countertops shall consist of the following:
  - A. Adhering all loose laminates and other coverings with a product specifically designed for this purpose.
  - B. Securing loose top to cabinets.
  - C. Removing deteriorated sealant at walls and around plumbing fixtures replacing with new sealant specifically designed for this purpose. Sealant shall be uniformly applied and finished to be neat and smooth.

#### **SECTION 6H STAIR OPENINGS, STAIR UNITS, HANDRAILS AND GUARDRAILS**

1. **General:** The design, construction, and installation of all stair units shall be the responsibility of the Contractor. If code requirements preclude installation of stair unit in a specified location, the Contractor shall notify the local jurisdiction before constructing the stair unit. Stair units may be job built or pre-manufactured and shall include landings as required. When the construction of a new stair opening or modification of an existing stair opening (including modifications for head room) is specified, it shall include all framing necessary to modify the existing, or create a new opening sized to accommodate the existing or specified stair unit and provide all necessary clearances. Structural members shall be approved construction-grade materials; for exterior stairs, fasteners shall be galvanized or cadmium plated. Material used for stair units shall be free of loose or missing knots. Unless otherwise specified, new stair units shall have treads and risers for closed construction and stair treads shall be 5/4" material pre-manufactured for this application. New stair unit installations shall include new handrail and appropriate hardware. Handrail shall be 1½" to 2" in circular cross section or have a perimeter of at least 4" and not more than 6". The handrail must be continuous the full length of the stairs, ends must be returned to the wall or post, and the rails must be mounted so a space not less than 1½" is present between the wall and handrail. Handrails shall be finished with a natural finish unless otherwise specified. Finger joint material may be used only when handrails are to be painted. When guardrails are specified, they shall consist of posts, rails, balusters, and necessary hardware, or finished frame walls.
2. **Installation:** Stair units shall be installed plumb and level; treads shall be level and each riser shall be plumb. Where stair units meet wall surfaces, transition shall include finish wood molding or continuous skirtboard. Handrail installations shall meet applicable code requirements. Handrail brackets shall be screwed to structural members or to securely anchored backing.
3. **Repair:** When repair of a stair unit, handrail, or guardrail is specified, it shall include the repair or replacement of any damaged, deteriorated, or missing component or portion thereof. This shall include the repair or replacement of any associated brackets, screws,

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and hardware. Components shall be returned to a like-new and structurally-sound condition. Repairs shall match existing materials in style and finish.

## DIVISION 7--MOISTURE PROTECTION

### SECTION 7A DAMPPROOFING

Dampproofing shall be applied in conjunction with new foundation construction when specified and conform to IRC requirements and accepted engineering practices.

Foundation walls that enclose interior space or floors below grade shall be dampproofed from the top of the footing to the finished grade. Areas with a high water table that enclose interior space and floors below grade must be waterproofed in the same manner. Dampproofing consists of 3/8" parging that is covered with a bituminous coating, acrylic cement, surface-bonded cement, or any waterproofing method noted below. Waterproofing consists of two-ply hot-mopped felts, 55-lb. roll roofing, 6 mil polyvinyl chloride, 6 mil polyethylene, 40 mil polymer-modified asphalt, 60 mil flexible polymer cement, 1/8" cement fiber-reinforced waterproof cement, or 60 mil solvent-free liquid synthetic rubber.

### SECTION 7B PERIPHERAL DRAINS AND SUMP PUMP SYSTEMS

1. **Peripheral Drains:** Peripheral drains shall be installed in conjunction with new foundation construction when specified and conform to IRC and accepted engineering practices. Drains shall be required around all foundations that enclose habitable or usable space below grade and in areas with a high water table.
2. **Sump Pump Systems:** When a new sump pump system is specified where none exists, it shall include sump pit with container and cover designed for this application, sump pump, all electrical connections, and discharge drainage to exterior of structure. Sump pit container shall be a minimum of 18" diameter by 24" deep, designed for this application. Sump pumps shall be submersible type, minimum 1/3 horsepower (hp), automatic control, and UL approved. Discharge line with check valve shall extend from the pump through the exterior wall at a height to permit discharge into a splash block set on grade. A concrete splash block shall be included as part of this installation. When a new sump pump is to be installed in an existing system, existing components of the system shall be inspected and repaired or replaced to ensure proper operation. Pump shall be piped with solid PVC pipe only for the discharge line from the pump.

### SECTION 7C CAULKING

1. **General:** The requirements of this section shall apply to all interior and exterior work where caulking is common practice to provide a finished product or in preparation for final finish. This includes new work, repairs and alterations, and preparation for painting.
2. **Material:** Caulking shall be acrylic latex caulk unless otherwise specified.

3. **Preparation:** Surfaces to which caulking is to adhere shall be clean, dry, frost free, and sound. Loose material shall be removed prior to application. Joints greater than 3/8" in depth shall be partially filled with a rope or yarn backup (backer rod) material as recommended by the manufacturer of the caulking.
4. **Application:** Caulking shall be handled according to the manufacturer's written instructions. The completed application shall provide a weathertight surface. The caulking shall be uniformly applied and the finished surface shall be neat and smooth.

#### SECTION 7D INSULATION

1. **General:** When space limitations will not allow sufficient insulation to meet the "R Value" required by this section, these spaces will be insulated to achieve the highest "R Value" possible. The Contractor shall provide a certification of "R Value" for all insulation to the Owner and the HDF.
2. **Material:** Insulation shall be standard quality brands of batt, blanket, or loose thermal insulating materials fully suitable for the particular installation. Insulation shall be delivered to the site in manufacturer's original packaging with seals unbroken and labels intact. Insulation materials shall be noncombustible, nontoxic, and shall not attract insects or vermin.
3. **Installation:**
  - A. Attics (rooms or spaces immediately below the roof) shall be insulated to meet the International Energy Conservation Code. A minimum value of R-38 is required pending HDF review. Attic insulation shall be installed between all heated and unheated spaces. Refer to specifications or Work Write-Up.
  - B. Exterior wall cavities shall be insulated to meet the International Energy Conservation Code, to include all voids between framing and window and door units when exposed. A minimum of R-20 or R-13 + R-5 is required pending HDF review and location of unit. If finished wall surfaces must be disturbed for installation, surface shall be repaired and finished so that no evidence of work is apparent. Refer to specifications or Work Write-Up. See Appendix 3.
  - C. Exterior crawl space walls shall be insulated to meet the International Energy Conservation Code. A minimum value of R-19 to R-30 is required pending HDF review and location of unit. Floors over exterior space must be insulated as attic spaces as noted in Section 7D-3A. Refer to specifications or Work Write-Up.
  - D. Required clearances shall be maintained between mechanical and electrical components and insulation. See Appendix 3.

## SECTION 7E ROOFING

1. **General:** (see requirements of Division 7, Section 7F)
  - A. **Preparation:** Roofing installations shall include the removal of any existing material to meet local code requirements (see Division 2, Section 2A). When roof sheathing is exposed, secure any loose sheathing, and replace defective with material of same thickness to establish a firm, true base. When installation is over existing roofing, set protruding nails, nail down loose roofing, and replace curled or warped roofing material to achieve an even surface. Clear roof surface of debris. Roofing installations shall include new roof jacks. Should the home already have two or more layers of roofing, all previous roofing will be removed prior to installing a new roof.
  - B. **Repair:** Color and design of roofing material shall match existing adjacent roofing as closely as possible.
2. **Shingle Roofing:**
  - A. **Material:**
    - (1) 3-tab shingles shall be a minimum of 235 lbs. per square.
    - (2) T-lock asphalt shingles shall be a minimum of 240 lbs. per square.
    - (3) 3-tab fiberglass shingles shall be a minimum of 225 lbs. per square.
    - (4) T-lock fiberglass shingles shall be a minimum of 225 lbs. per square.
    - (5) Wood shingles shall be No. 1 cedar shingles with a minimum of 205-225 lbs. per square.
  - B. **Installation:**
    - (1) When asphalt shingles are to be installed over existing roofing, a minimum of 30 lb. roofing felt shall be applied prior to installation.
    - (2) When asphalt shingles are to be installed directly over roof sheathing, a minimum of 15 lb. roofing felt shall be applied prior to installation.
    - (3) Shingles shall run true to horizontal line, meet at uniform levels at ridges, be cut and properly fitted adjacent to protruding members and other shingles with allowance for thermal expansion, and true to a set line in valleys and along eaves and rakes. Shingles adjacent to eaves and rakes shall be adequately nailed along same.
    - (4) New shingles shall extend  $\frac{1}{2}$ " beyond rake and eave edges.
3. **Roll Roofing:**
  - A. **Material:**
    - (1) Mineral-surfaced, single-coverage asphalt roll roofing shall be a minimum of 90 lbs. per square.
    - (2) Mineral-surface, double-coverage asphalt roll roofing shall be a minimum of 110 lbs. per square.
  - B. **Installation:**
    - (1) Roll roofing shall be run true to horizontal line, be cut even, and properly fitted to adjacent protruding members.
    - (2) Roll roofing shall be cemented and securely nailed.

- (3) Roll roofing installations shall include a minimum of 15 lb. felt and 9" edge strips. Edge strips shall overhang eaves and rakes 1/4" to 3/8".

4. **Built Up Roofing:**

- A. Material: Built-up roofing felt shall be 15 lb. fiberglass. Cement shall be hot bituminous asphalt. Cant strips shall be installed at all vertical intersections.
- B. Installation 3-Ply: Built-up roofing shall be composed of 3 plies of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.
- C. Installation 4-Ply: Built-up roofing shall be composed of 4 plies of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.

5. **EPDM Rubber Roofing:**

- A. Material: All materials by Firestone Building Products.
- B. Installation: As per manufacturer's specifications.

**SECTION 7F SHEET METAL**

1. **Roof Flashing:**

- A. Roofing installations shall include new valley flashing and other flashing necessary to achieve a weather-tight installation.
- B. Valley flashing shall be metal flashing material minimum No. 28-gauge galvanized sheet gauge corrosion resistant metal; other flashing shall be No. 26-gauge galvanized sheet corrosion resistant metal. Installation shall be in accordance with industry standards. Installation shall achieve weather-tight performance without the use of excessive and unsightly mastics.
- C. Shingle and roll roofing installations shall include style "A" metal drip edge along all eaves and rakes, drip edge shall not be installed in less than 4'0" lengths. Overhang of all existing roofing shall be trimmed back to allow proper installation of drip edge.
- D. Built up roof installations shall include gravel stop along all edges, flashing at vertical intersections, and parapet wall caps.

2. **Gutters and Downspouts:**

- A. General: Gutters shall be installed so that water flow from roof will be caught by the gutters. Each downspout shall drain a maximum of 600 square feet of roof area and downspouts shall be spaced to drain a maximum of 30 linear feet of gutter. Downspouts that discharge onto a roof shall terminate with an elbow a maximum of 1" above roof. Downspouts shall be located so that water will be diverted a minimum of 30" away from structure and will drain away from the foundation without draining onto adjoining properties.
- B. Material: Gutters shall be seamless 5" K Style. Galvanized steel gutter material shall be a minimum of No. 26 gauge. Aluminum gutter material shall be a minimum of .027

inches in thickness. Downspouts and downspout extensions shall be 3" x 2" corrugated rectangular material to match gutters. Splashblocks shall be precast concrete.

- C. **Installation:** Gutters shall have a uniform slope at the rate of one-sixteenth inch (1/16") per foot to downspout. Gutters shall be installed under drip edge when it exists. Hangers shall be securely fastened and shall be spaced a maximum of 36" on center. Strap hangers shall be concealed under roofing material. Corners and drops shall be fastened with sheet metal screws and end caps shall be stapled or crimped. Corners, drops, and end caps shall be sealed to be watertight using a mastic designed for this purpose. Downspouts shall be securely fastened at top and bottom; if over 10'0" in length, a third intermediate fastener shall be installed equal distance between top and bottom fasteners. Elbows shall be fastened with sheet metal screws and downspouts shall terminate with an elbow. Installation of gutters, downspouts, and accessories shall be in accordance with trade standards. Galvanized gutters, downspouts, and accessories shall be primed and painted (see Division 9, Section 9C).
- D. **Repair:** Repair of gutters shall include removal of all debris from gutters and realignment to achieve pitch for proper drainage. Loose gutters and downspouts shall be securely anchored and resealed. Splash blocks or extensions shall be provided and installed where missing. Repairs shall be with materials to match existing.

## **SECTION 7G EXTERIOR SIDING**

### **1. General:**

- A. **Preparation:** Preparation for siding installation shall include securing any loose wood members and replacing defective members with like material prior to installing new siding. Any existing caulking which will interfere with proper installation of new siding shall be removed. New wood furring shall be installed as required to ensure finish wall is reasonably plumb and even. Air/water infiltration paper will be installed per manufacturer's recommendations. The back side of all exterior wood siding and trim will be primed

### **B. Installation:**

- (1) Siding shall be installed to run level, plumb, and true to line, and meet at even levels at corners and existing siding. Siding abutting trim and adjacent siding shall be squarely cut and properly fitted.
- (2) Caulking shall be installed around all openings and abutting wood trim. Color of caulking shall match finish color of siding.
- (3) Installation shall include all flashing, trim, and accessories necessary for a finished, weather-resistant product. Surface preparation and installation of siding, flashing, and accessories shall be in accordance with manufacturer's recommendations.
- (4) New unfinished lap and plywood siding shall be primed or sealed ready for final finish.

- 2. **Lap Siding:** Vertical joints shall be staggered so that any two joints will be separated by at least two siding strips. Short pieces of siding shall not be concentrated in one area. Corner

trim shall fit tightly and true to vertical line of structure. Insulated backer shall be installed with all metal and vinyl siding.

3. **Repair:** When repair of siding is specified, it shall consist of the repair or replacement of any damaged or deteriorated siding members. Finish and design and siding material shall match existing adjacent siding as closely as possible. Siding used for repair or to fill in voids shall be laced into existing siding so that vertical joints shall have a minimum horizontal separation of 24".

#### **SECTION 7H SOFFIT, FASCIA, AND EXTERIOR TRIM**

1. **General:** Members shall be securely fastened and installed to run true to line and meet at even levels at corners. Cuts and miters shall be even so as to abut uniformly to adjacent member. New unfinished material shall be primed or sealed and ready for final finish.
2. **Wood:**
  - A. **Fascia and Trim:** New material shall be redwood or clear pine, unless otherwise specified. Corners and in-line joints shall be mitered.
  - B. **Soffit:** New soffit material shall be a minimum of three-eighths inch (3/8") exterior grade plywood, plugged, and sanded unless otherwise specified. Fascia shall be plowed to receive soffit.
3. **Vinyl and Metal:** Vinyl and metal members shall be installed per manufacturer's recommendations with all accessories necessary for a complete installation. Backing materials shall be as recommended by manufacturer.
4. **Repair:** When repair of components is specified, it shall consist of matching existing material in size, style, and finish including decorative and ornamental molding. Repair shall include all materials and methods necessary to achieve uniformity between new and existing members.

**DIVISION 8--DOORS, WINDOWS, GLASS, SCREENS, ANDREA WELLS;  
CRAWL SPACE, CELLAR, BASEMENT, AND ATTIC ENTRIES**

**SECTION 8A DOORS AND FRAMES**

1. **General:** Whenever door units are installed, frames, sills, and thresholds shall be plumb, level, square, and rigid. Frames shall be sized to fit the opening and wall thickness. Whenever doors are installed in existing frames, frames, sills, and thresholds shall be repaired as necessary to provide square, plumb, level, and rigid openings for the new installation. New doors shall fit properly in their frames and shall operate smoothly and easily. Contractor shall repair any voids or holes left as a result of removing existing hardware. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall and be in compliance with applicable codes. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish. When opening modification results in voids in adjacent surfaces, voids shall be filled to achieve uniformity between new and existing materials.
2. **Repair of Existing Doors, Frames and Hardware:** When repair of any door unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.
3. **Enlargement of Door Opening:** When existing door openings are enlarged as specified, it shall consist of providing properly sized framing materials to the opening to support all imposed loads. Headers and jack studs must be sized and constructed in compliance with the building code or by accepted engineering practices.
4. **Replacement of Door Components:** When replacement of any door unit component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.
5. **Finishes:** New doors shall be finished (see Division 9, Section 9C).
6. **Exterior Doors:**
  - A. **Material:**
    - (1) **Doors:** 1 3/4" solid core exterior grade, faced veneer of wood, masonite, or metal.
    - (2) **Glass/Glazing:** (see Section 8C)
    - (3) **Frame:** One-piece clear pine rabbeted frame, may be finger joint if painted.
    - (4) **Casing:** Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C, and Division 7, Section 7H)



- (5) **Hardware:** Residential grade (Kwick-Set or equal) consisting of 1½ pair of 4" x 4" butts, key-in-knob entry lockset and single throw deadbolt keyed alike, one-way viewer, and one wall or floor stop.
  - (6) **Weatherstripping:** Residential quality weatherstripping of magnetic, vinyl, or aluminum with neoprene seal.
  - (7) **Threshold:** Aluminum or wood with vinyl insert or aluminum or wood in conjunction with vinyl door sweep.
- B. **Installation:** Openings between door casing and exterior wall material shall be caulked with a paintable silicone sealant. When accessible, voids between door unit and framing shall be insulated. Doors shall be weather tight with a weather tight threshold. Installation shall be in such a manner that side and head margins are uniform. Bottom shall clear finish floor through entire swing. Complete exterior door unit shall consist of door, rabbeted jamb, butts, casings on both sides, key-in-knob entry lockset, weatherstripping, threshold, and door stop as described in paragraph 6A. Installation will include drip cap over door. Exterior door installation shall include door and all hardware and weatherstripping as described in paragraphs 6A,(1.),(5.),(6.).

7. **Interior Doors:**

A. **Passage Doors: Material:**

- (1) **Door:** 1 3/8" minimum thickness, hollow core wood veneer or solid core wood veneer.
- (2) **Frame:** One-piece clear pine or mahogany frame, may be finger joint if painted.
- (3) **Casing and Stops:** Casing and stops shall match existing materials, styles, and finishes (see Division 6, Section 6C).
- (4) **Hardware:** Residential grade (Kwick-Set or equal); bath doors shall have privacy lockset, all others shall have passage set. Installation shall include one pair of 3½" x 3½" butts and one wall or floor mounted doorstop.
- (5) **Threshold:** Beveled solid wood.

B. **Bifold and Bypass Doors: Material:**

- (1) **Door:** 1 3/8" minimum thickness, hollow core wood veneer or 1" minimum solid wood or metal.
- (2) **Frame:** One-piece clear pine or mahogany frame, may be finger joint if painted.
- (3) **Casing:** Casing shall match existing materials, styles, and finishes and include trim to conceal track (see Division 6, Section 6C).
- (4) **Hardware:** Hardware necessary for a complete installation, to include pulls and guides.

C. **Pocket Doors: Material:**

- (1) **Door:** 1 3/8" minimum thickness, hollow core wood veneer or solid core wood veneer.
- (2) **Frame:** Opening shall be finished with clear pine or mahogany frame, may be finger joint if painted.
- (3) **Casing:** Casing shall match existing materials, styles, and finishes (see Division 6, Section 6C).

- (4) **Hardware:** Hardware necessary for a complete installation, to include pulls. Bath doors shall have privacy lock set designed specifically for this application.
  - D. **Accordion Doors: Material:**
    - (1) **Door:** 1 3/8" minimum thickness, wood or vinyl.
    - (2) **Frame:** Opening shall be finished with clear pine or mahogany frame, may be finger joint if painted.
    - (3) **Casing:** Casing shall match existing materials, style, and finishes and include trim to conceal track (see Division 6, Section 6C).
    - (4) **Hardware:** Hardware as provided by the manufacturer for a complete installation.
  - E. **Installation:** Complete interior door units shall consist of all materials as described under specific door headings above and shall be installed in such a manner that side and head margins are uniform and will remain so with normal use. Door shall clear finish floor through entire swing or motion. Interior door installation shall include all hardware as described in applicable "Hardware" paragraphs above.
8. **Glass Doors for Tub and Shower Enclosures:**
- A. **Material:**
    - (1) **Frame:** Jambs, head rails, and sills shall be extruded anodized aluminum.
    - (2) **Doors:** Frame or frameless, maximum two-panel door for tub enclosure.
    - (3) **Glass and Glazing:** (see Section 8C)
  - B. **Installation:** Shower stall door and tub enclosure assemblies shall consist of all components provided by the manufacturer for the specific model and application, to include all jambs, head rails, sills, door, and all operating hardware. New assembly shall be watertight.
9. **Storm and Screen Doors:**
- A. **Wood Storm Doors: Material:**
    - (1) **Door:** Frame shall be 1 1/8" thick select clear kiln dried ponderosa pine with interchangeable glass and screen inserts sized for secure tight fit. Screen wire shall be 16 x 18 heavy duty aluminum mesh (see Section 8D).
    - (2) **Frame:** To be installed in existing finished opening.
    - (3) **Hardware:** Machine-finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive-resistant metal chain. Easy change locking latches for glass and screen interchanging; three 3" x 1 1/2" brass-plated hinges for half surface, face mount, or offset installation.
    - (4) **Weatherstripping:** Full perimeter weatherstripping of wood with neoprene or wood with wool pile. Door to have bottom sweep fitted weathertight.
  - B. **Aluminum Storm Doors: Material:**
    - (1) **Door:** 1 1/4" maximum and 1 1/16" minimum extruded hollow shape, 6063-T6 alloy aluminum, minimum .055 thickness. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).
    - (2) **Frame:** Frame shall be aluminum Z-bar type.

- (3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Hinges shall be four Oilite bearing Z-bar type.
  - (4) **Weatherstripping:** Full perimeter weatherstripping of nylon electropile with waterproof backing. Door to have expander and vinyl bottom sweep.
  - C. **Vinyl Storm Doors: Material:**
    - (1) **Door:** Frame shall be 1¼" maximum and 1 1/6" minimum by 3", extruded hollow shape rigid vinyl. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).
    - (2) **Frame:** Frame shall be vinyl Z-bar type.
    - (3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Hinge shall be full length.
    - (4) **Weatherstripping:** Full perimeter weatherstripping of nylon electropile with waterproof backing. Door to have expander and vinyl bottom sweep.
  - D. **Wood Screen Doors: Material:**
    - (1) **Door:** Frame shall be 1 1/8" select clear kiln-dried ponderosa pine. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).
    - (2) **Frame:** To be installed in existing finished opening.
    - (3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Three, 3½" x 1½" brass-plated hinges for half surface, face mount, or offset installation.
  - E. **Installation:** Complete storm screen door units shall consist of all components as described under materials listings for the specific type of door listed above. Swing of door shall be approved by Owner.
10. **Door Openers:** When an automatic door opener is specified, it shall include the installation of a 110-volt electrical outlet connected to an existing circuit and located within 18" of the door opener unit. Exact location shall be coordinated with door opener installer. Installation of electrical wiring and apparatus shall comply with the requirements of Division 16, Section 16A. When an automatic door opener is specified, it shall be installed according to manufacturer's installation instructions using only specified or supplied hardware. Installation shall be accomplished by the supplier's installer. Installation of an automatic door opener shall include the removal of storm door if existing. Removal shall comply with requirements of Division 2, Section 2A.
11. **Overhead Garage Door:**
- A. **Material:** When an overhead door unit is specified, it shall include four-section door, all tracks and track hangers, rollers and lifting hardware, keyed locking hardware, stop molding with weather seal, tension springs and hardware, and bottom weather seal. Overhead garage door shall be wood, masonite, or steel and when of sandwich construction shall have a minimum 1 3/8" thick polystyrene insulating core. When overhead garage door is of single skin and frame construction, it shall have a minimum frame thickness of 1 3/8" with a polystyrene insulating backing. When overhead garage

door is of wood construction with recessed panels, it shall have a minimum frame thickness of 1 3/8".

- B. Installation: Overhead garage doors and their components shall be installed to fit and operate correctly. Overhead garage doors shall be weather tight with particular emphasis given to seal at floor. Overhead garage door tracks shall be securely anchored and rigidly installed.

## **SECTION 8B                      WINDOWS AND FRAMES**

### **1. Primary Windows:**

#### **A. Complete Window Units:**

- (1) General: Complete window units shall include casing, sill, stool, apron, lifts, locks, screens, and all hardware necessary for a complete installation. Frames shall be sized to fit the opening and wall thickness. Style and finish of window unit will be identified Work Write-Up. When an opening is constructed in a concrete or masonry wall, the rough opening shall be constructed with redwood, pressure treated lumber, or minimum 16-gauge hollow metal. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish.
- (2) Finishes: New wood window units shall be finished (see Division 9, Section 9C).
- (3) Materials:
  - a. Window Units: Wood, aluminum, vinyl, vinyl clad (see Work Write-Up).
  - b. Casing: Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C and Division 7, Section 7H)
  - c. Hardware: Hardware shall be residential grade and shall be designed for the application.
  - d. Glass and Glazing: (see Section 8C)
- (4) Installation: Whenever complete window units are installed, units shall be plumb, level, square, and rigid. Unless otherwise specified top of window unit shall align with existing windows in room. Voids between window unit and framing shall be insulated. Joints on exterior walls between window unit and wood, masonry, or metal shall be caulked with a silicone sealant. Window units shall have a drip cap and be weather tight.

#### **B. Replacement Window Kits and Replacement Sash:**

- (1) General: Replacement window kits shall include jamb liners, sash with glass and glazing, clips, fasteners, hardware, screens, and other accessories as supplied by the manufacturer for proper installation. In addition, new side and head stops, both interior and exterior, shall be included. Replacement sash shall include new sash milled to match existing with glass and glazing, operating mechanism, and hardware to match existing. Replacement window kits and replacement sash shall

be fitted properly in the existing frames and shall operate smoothly and easily. New wood shall be finished to match existing frame (see Division 9, Section 9C).

- (2) **Materials:**
  - a. Window Sash: Wood, aluminum, vinyl, vinyl clad (see Work Write-Up).
  - b. Hardware: Hardware shall be residential grade and shall be designed for the application.
  - c. Glass/Glazing: (see Section 8C)
- (3) **Installation:** Whenever replacement window kits or a replacement sash are installed, existing frame shall be repaired as necessary to provide square, plumb, level, and rigid opening for new installation. Contractor shall repair or replace damaged trim incidental to the window. Replacement window kits shall be installed in accordance with manufacturer's recommendations.
- C. **Repair of Existing Sash, Frames, and Hardware:** When repair of any window unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.
- D. **Replacement of Window Components:** When replacement of any window component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.

2. **Storm Windows:**

- A. **General:** Storm windows shall be self-storing combination storm and screen units. Window shall be installed straight, plumb, and level in existing openings to ensure a weather tight enclosure and shall be securely anchored in accordance with the manufacturer's recommendations and be easily operable. Frame and sash member joints shall be mitered, neatly fitted, and securely fastened together with platted screws or welded joints. Weep holes shall be provided in frames. Storms and screens shall be compatible with the primary window operation and shall be neatly fitted with appropriate hardware so that the sash and screen can be removed from the inside. Installation shall include screens and necessary hardware. Exterior of primary windows and frames shall be cleaned prior to installation of storm windows. After installation all storm windows and their screens shall be thoroughly cleaned without using abrasive cleaning agents.
- B. **Aluminum Storm Windows:**
  - (1) **Material:** Window frames shall be extruded mill finish aluminum 6063 T6 alloy with nominal wall thickness of .055". Screens shall be standard mill or charcoal aluminum. Weatherstripping for interlocking panels shall be nylon electropile with waterproof backing. Aluminum windows shall conform to the Aluminum Window Manufacturer's Association standards (see Section 8C).
  - (2) **Installation:** Windows shall be installed over a bead of silicone caulking with platted screws finished to match frame. Caulking shall ensure a weather tight installation.

- C. Vinyl Storm Windows:
  - (1) Material: Window frames shall be welded vinyl extrusion of one-piece construction. Screens shall be standard mill or charcoal aluminum. Weatherstripping for interlocking panels shall be nylon electropile with waterproof backing (see Section 8C).
  - (2) Installation: Windows shall be installed over a bead of silicone caulking with platted screws finished to match frame. Caulking shall ensure a weather tight installation.
- D. Replacement of Storm Window Components: When replacement of any storm window component is specified, the new component shall match the original in all aspects.
- E. Repair of Existing Storm Windows: When repair of any storm window component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.

## SECTION 8C GLASS AND GLAZING

1. General: Glass shall be PPG, LOF, or equal. Thickness and type of glass and glazing shall be as recommended by the manufacturer for the specific application. Bathroom windows shall be glazed with obscure glass. Upon completion all glass shall be free of cracks, rattles and be clean.
2. Exterior Doors: Door lights shall be insulated glass installed to be weather tight.
3. Glass Doors (Tub and Shower Enclosures): Glass in tub and shower enclosures shall be safety-tempered glass.
4. Storm Doors: Storm door glass shall be double-strength tempered safety glass.
5. Primary Windows: Complete window units and replacement window kits shall have a minimum of ½" insulated glass. Unless otherwise specified, replacement sash, glass and glazing shall match existing.
6. Storm Windows: Storm window glass shall be double-strength.
7. Replacement: Glass replacement shall include the removal of all broken glass, old putty, and debris from window sash. Unless otherwise specified, replacement glass and glazing shall match existing in type, style, thickness, and installation. Glass set in metal with glazing clips shall be back-puttied with putty appropriate for the purpose, or set in neoprene glazing bed. Glass set in wood shall be secured in place with glazing points and faced puttied. Glazing compound shall be a quality commercial non-lead brand.

## SECTION 8D WINDOW SCREENS AND FRAMES

1. **General:** Whenever window screens are specified, they shall be constructed and installed to match existing in material, fabrication, operation, hardware, and finish. If existing screens are not present, screen frames shall be constructed of 1 1/16" x 2 1/2" select clear kiln dried ponderosa pine. For screens exceeding 4'0" in either dimension, an intermediate member of the same size shall be installed. Frames shall be constructed with rabbeted joints to provide a square and rigid frame. Screen mesh shall be 16 x 18 heavy-duty aluminum tightly stretched and secured to frame. Mesh edge shall be concealed with 1/2" half round molding.
2. **Repair:** When repair of any window screen component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.

## SECTION 8E AREA WELLS

1. **General:** The size of area wells required for egress shall be determined by applicable code requirements. The size of non-egress area wells shall be established by the width of the window and depth below grade. Width from foundation wall for non-egress area wells shall be 24" unless otherwise specified. The top of area wells shall be a minimum of 2" above grade. Area wells shall be securely fastened to the foundation wall at the top, bottom and intermediately. Area wells shall have a minimum of 8" of crushed stone the top of which shall be a minimum of 4" below window sill. Unless otherwise specified, area well covers shall be pre-manufactured. Metal grills shall be No. 9 gauge expanded metal with reinforced edge. Area well covers shall be secured and if used on egress window, shall be easily released. When the depth of the area well is greater than 44", a permanently-attached egress ladder shall be installed. When area well is constructed of wood, the ladder shall be wood; when constructed of metal, the ladder shall be metal. When constructed of masonry or concrete, the ladder may be wood or metal.
2. **Wood Area Wells:** When the width of area well exceeds 40", the area well shall be constructed of treated material 6" x 6" minimum. Corners furthest from the foundation wall shall be laced and corners adjacent to foundation wall shall be stacked. Number 4 rebars shall be driven continuously through all members to a depth of 24" below well bottom at all four corners. Posts adjacent to foundation wall shall be 2" x 4" minimum and anchored to foundation wall. When the width of area well is less than 40", the walls may be 2" x 6" material stacked on edge. Wall members shall be redwood or treated material. Posts furthest from foundation wall shall be 4" x 4" installed a minimum of 24" below well bottom. Posts adjacent to foundation wall shall be 2" x 4" minimum and anchored to foundation wall.
3. **Metal Area Wells:** Metal area wells shall be one-piece corrugated galvanized 20-gauge metal manufactured for this specific application.

**SECTION 8F CRAWL SPACE, CELLAR, BASEMENT, AND ATTIC ENTRIES**

1. **Interior:** When the construction of a new interior crawl space, cellar, or attic entry is specified, it shall include cutting of opening, framing of opening, entry cover with hardware, trim, and finishes necessary for a complete, functional, and structurally-sound installation. Finishes shall match surrounding finishes.
2. **Exterior:** When the construction of a new exterior crawl space, cellar, or basement entry is specified, it shall include excavation, entry well, cutting of opening, framing of opening, entry cover or door unit with hardware, trim, flashing, and finishes necessary for a complete, functional, and structurally-sound installation. Construction of entry well shall include provisions for drainage.
3. **Ladders and Stairs:** When a ladder is specified, it shall be wood or metal and permanently fastened and structurally sound to provide safe access. When stairs are specified, they shall be constructed of wood or concrete and installed in compliance with all other requirements of these specifications.
4. **Repair:** When repair of any entry component is specified, it shall be returned to a like-new and structurally-sound condition. This shall include the repair or replacement of any associated hardware. Repairs shall include all material and methods necessary to achieve uniformity between new and existing materials.



## DIVISION 9--FINISHES

### SECTION 9A STUCCO

1. **General:** When stucco is specified, installation methods and materials used shall adhere to trade standards. All materials shall be products manufactured for the specific application. Finish stucco surfaces shall be true and uniform. Work shall include preparation necessary for existing work to receive and adjoin new work. Installation shall include wire lath, ties, and fasteners. Appropriate metal bead or stop shall be installed at all edges and corners. Expansion joints shall be placed to minimize stress within the stucco finish from structural movement. Stucco shall not be applied when temperature of surrounding air is below 40 degrees Fahrenheit and falling, unless precautions against freezing are provided.
2. **Repair of Existing Stucco:** When stucco repair is specified, work shall include the removal of damaged stucco. Repair shall include new lath and stucco to match adjoining work in finish texture and color.

### SECTION 9B DRYWALL

1. **General:** When removal of existing wall or ceiling material is specified, all materials necessary to achieve a solid, sound surface for installation of new drywall shall be removed. When removal of existing wall material is specified on exterior walls prior to installation of new wallboard, exterior walls shall be insulated as required (see Division 7, Section 7D-3B). When removal of existing wall material is specified on walls where handrail brackets, grab bars, etc., are located, solid blocking shall be installed prior to installation of new drywall. Preparations for wallboard installation shall include all furring and shimming necessary to achieve a straight and plumb surface. Except for overlay installations, all new wallboard shall extend behind trim. Trim shall be tight to face of wallboard without damage or distortion to trim installation. Any drywall treatment, preparation, or installation specified in a given room shall include closets and pantries in or adjacent to this room unless otherwise specified. Fasteners of adequate length to penetrate framing members by a minimum of 3/4" shall be used. When overlay or new drywall is specified, unless otherwise specified, trim shall remain in place. When trim is to be removed and reinstalled, care shall be taken to avoid damage or scarring trim material. In the event a member is damaged, it shall be replaced with a like member. Trim shall be marked and identified for reinstallation in the same location. Reinstallation shall comply with requirements of Division 6, Section 6C. When trim is to remain, wallboard shall be cut to fit tightly against trim. When wallboard projects beyond trim, a transitional molding shall be installed to complement existing trim. When overlaying existing walls or ceilings, it is intended that the wall and ceiling materials will not be removed. However, if the Contractor elects to remove it, then it becomes his responsibility to comply with any additional requirements of the Building Code to include insulating exterior walls as required (see Appendix 4; Division 7, Section 7D; and Division 13, Section 13A). Drywall contractor shall protect adjacent areas, furnishings,

fixtures, electrical cover plates, finished hardware, heater covers, and grills from splattering, spillage, or damage during wallboard installation and from taping and texturing applications.

2. **Material:** Wallboard shall be ½" on walls and ceilings, with tapered edges unless otherwise specified. Wallboard installed in bathrooms shall be water-resistant. Type "X" fire-rated wallboard shall be installed where required by applicable codes. Nails or screws shall be treated to prevent rusting or spotting.
3. **Installation:** Care should be taken to stagger and minimize end joints. Wallboard shall be first applied to ceiling, then to walls. When both sides of partitions are to receive wallboard, joints on opposite sides shall be staggered. Wallboard shall be carefully fitted and sized prior to fastening in place. Edges and ends of wallboard shall occur on framing members, except those edges and ends which are perpendicular to the framing members. Electrical boxes and mechanical openings shall be flush with finished wallboard surface. Exposed exterior corners shall be protected with metal corner bead. Wallboard joints and inside corners shall be covered with a tape and compound designed for this specific purpose. Drywall compound shall be applied in accordance with the manufacturer's recommendations to include maintaining the minimum temperature during curing. Drywall application shall include the filling of all holes, gouges, and imperfections with drywall compound. Drywall work shall provide a true, even, smooth plane that when finished reveals no joints, fastener heads, or holes under normal lighting and viewing conditions. Texture shall be uniformly applied to the entire surface.
4. **Repair:** Repairing damaged areas shall include removing damaged material to framing on two opposite sides of damaged area and replacing with like material securely fastened to framing. Tape and finish to match adjacent surfaces and finishes with no visible signs of repair.

## SECTION 9C PAINTING

1. **General:**
  - A. **Material:** Paint materials shall be standard quality brands and fully suitable for the intended purpose. Paint materials shall be delivered to site in manufacturer's sealed containers with original labels. The printed instructions shall clearly identify the suitability of the material for the type of exposure, surface to be covered, and type of service to which paint will be subject. Special consideration shall be given to ensure that the new finish will adhere to and be compatible with the existing surface. The Contractor shall furnish the Owner with color samples and the color selected by the Owner shall be initialed by both parties and a copy provided to the HDF. No lead-based paint shall be used.
  - B. **Preparation:** All surfaces must be repaired, clean, and in a paintable condition prior to the start of any work. All new materials will be primed and have two finish coats applied. Painting contractor shall apply paint or finishes only to surfaces prepared in

accordance with this section. Painting or finishing of any surface by the painting contractor shall be considered acceptance that the surface preparation will provide for a first class job. Painting contractor shall protect vegetation, adjacent areas, and furnishings from splattering, spillage, or damage during painting. Contractor shall be responsible for paint removal or repair of damage to the Owner's satisfaction. Finish hardware, electrical cover plates, heater covers, and grills shall be removed prior to painting surrounding surfaces or otherwise protected. Painting contractor shall, after conferring with Owner, remove all abandoned hardware, including hooks, screws, nails, anchors, wire, etc. and set nails and fill holes. Painting contractor shall ensure that all surfaces to be finished are free of peeling, blistered, or crazed paint; foreign material; minor holes, cracks, or irregularities; and must be clean, smooth, and dry. Repair and patchwork shall be made with material appropriate for the specific application to achieve a sound repair. When preparing masonry for paint, remove any surface effervescence with a product designed for this purpose. Any area to be painted showing signs of mold or mildew shall be treated with a good fungicide and all areas shall be thoroughly dry before painting. Upon completion, the entire area shall be cleaned and left in a neat condition.

- C. Application: Each coat of paint shall be well brushed or rolled on, worked out evenly and allowed to dry before subsequent coat is applied. Finish work shall be uniform in color; smooth and free from defects; and smooth and free of brush marks, lap marks, bleeding, ghosting, and shadowing. Edges where paint adjoins other materials or colors shall be sharp and clean. New and previously-unpainted hardware, hardware accessories, electrical fixtures, switches, and receptacle and cover plates are not to be painted. Items of this nature previously painted shall be painted to match surrounding finish except when items are plated metal, in which case, old paint shall be removed. When doors are finished, top, bottom, and side edges shall be included. When windows are finished, bottom of lower sash rail and meeting faces of the meeting rails shall be included. The painting contractor shall verify in writing with the Owner which windows are not operable before painting and will not be responsible for making those windows operable. Failure to do so may require the painting contractor to make all windows operable. Windows that are operable before painting will be operable after painting. Bare wood shall be primed and painted, except that to be stained or clear sealed.

2. Exterior:

- A. General: Exterior painting shall be done only during favorable weather. Oil paint shall be applied when the temperature is above 40 degrees Fahrenheit, latex paint shall be applied when the temperature is above 50 degrees Fahrenheit and is expected to remain so for three hours after application. Temperature minimums shall be surface temperatures as well as air temperatures. Previously-painted windows, doors, and their trims are part of exterior painting, including those found behind storm windows or doors. Wood screen and storm window frames shall be included in exterior painting. If either is stored at the time, it is the Owner's responsibility to make them available to the Contractor. Previously-painted foundations, decks, concrete porches, and stoops shall be part of exterior painting. Natural finished items are not to be painted unless

specifically noted. When new gutters and downspouts are specified, the existing fascia and any new fascia shall be painted prior to installation of the new gutters. Exterior metal and plastic surfaces shall be painted, including railings, roof flashing, chimneys, chimney caps, and mechanical components. Exterior painting shall include as many as three different colors, as selected by Owner.

- B. **Material:** In addition to the requirements of Section 9C, 1, exterior paints shall have a minimum of 35% plus or minus 2% volume of solids for the paint.
- C. **Preparation:** Sanding, wire brushing, scraping, and power washing are acceptable methods of cleaning. Joints and seams shall be caulked prior to painting to achieve a weather-tight and smooth finish. Loose or deteriorated putty, including points, for sash shall be replaced.

3. **Interior:**

- A. **General:** Finishes specified in a particular room shall extend into any new and existing closet, built in cabinets or pantry located in or adjacent to that room. Walls, ceilings, and previously painted doors, windows, trim, and shelving shall be included. Natural finished items are not to be painted unless specifically noted. Cabinet doors, and drawers shall be closeable and operable after painting. Interior painting shall include as many as two different colors per room as selected by Owner to a maximum of six colors for the entire interior.
- B. **Material:** In addition to the requirements of Section 9C, 1, interior paints shall have a minimum of 30% plus or minus 2% volume of solids for the paint. Finishes used in kitchens, baths, and utility areas shall be durable and washable.
- C. **Preparation:** It is not intended that wood surfaces scheduled for refinishing or painting be completely stripped down to bare wood. Rather, it is intended that scratches and other surface blemishes be treated so as to make them unnoticeable. When wallpaper exists on a surface that is to be painted, it shall be the responsibility of the general contractor to determine the appropriate preparation so that the final finish is in compliance with all requirements of this Section.

- 4. **Cabinets:** Peeling, blistered, or crazed paint shall be removed. Preparation of cabinet surfaces shall include filling of all voids, holes, cracks, surface irregularities, and unevenness of existing paints so as to be unnoticeable after final finish is applied. Special attention shall be given to the removal of grease, mildew, and other foreign matter unique to kitchen and bath locations. When cabinets are finished, interior, shelves, doors, and drawers shall be included. Wall cabinet tops, when there is no soffit, bottoms and exposed ends, including stove and refrigerator cavities, shall be included. When cabinet doors or drawers are finished, all surfaces inside and out shall be included. After refinishing all cabinet doors and drawers shall operate smoothly, easily, and close tight.

- 5. **Gutters, Downspouts, Flashing, Vents and Metal Railings:** New metals not previously painted shall be primed with a rust-preventing metal primer manufactured for the specific application. Previously-painted metals shall be spot primed where necessary. Finish shall inhibit rust and be manufactured for the specific application.

## SECTION 9D WALL COVERING (CERAMIC TILE AND WALLPAPER)

1. **General:** All surfaces to be covered shall be clean, smooth, and free of foreign material, holes, cracks, and irregularities and must be dry. Adjacent areas and furnishings shall be protected from splattering, spillage or damage during installation.
2. **Ceramic Wall Tile:**
  - A. **Preparation:** Existing walls shall be treated with a water-resistant sealant designed specifically for this purpose.
  - B. **Material:** Tile and grout shall be suitable for the area and application. Adhesives and other application materials shall be those recommended specifically by the manufacturer of the tile. Tile allowance shall include the retail cost of the tile only. Tile will be installed on properly-installed cement-based backer board.
  - C. **Installation:** Where possible, lay out work so that no tile less than 1/2 size occurs. The adhesive shall be applied to the entire surface to be tiled with a notched spreader blade. Tile shall be set by "floating method"; surface of tiles shall be flush. In shower area height of last course of tile shall extend a minimum of one full tile above showerhead. Tile shall extend into window recesses (sill and sides) at same height as wall tile. Tile installations shall be trimmed with tile specifically designed for the application. Joints shall be uniform, shall align vertically and horizontally and be plumb and level. Tile joints shall be filled with white grout unless otherwise specified. Joints between tub and tile and between tile and any dissimilar material shall be sealed with a tub and tile sealant. Joints shall be sponged and tooled.
  - D. **Repair:** When repairing an existing tile wall, remove all cracked, loose, chipped, or otherwise defective tile. Repair sub-surface wall material as necessary to provide a smooth and water-resistant surface for installation of replacement tile. New tile being installed next to existing tile shall match existing as closely as possible in size, color, texture and glaze. Existing tile may be cleaned and reused when feasible. When repairing and sealing grout, remove all loose and deteriorated grout and sealant prior to installing new. Installation shall conform to all requirements of this section.
3. **Wallpaper:**
  - A. **Preparation:** Existing surfaces shall be prepared to ensure that the seams or any other features of any existing wall covering will not be visible through new covering. Sealant shall be applied as recommended specifically by the manufacturer of the wall covering. Surfaces shall be coated with sizing as recommended by the manufacturer of the wall covering. Special consideration shall be given to ensure the new covering will adhere to and not affect the stability of the existing surface.
  - B. **Material:** The type of paper used shall be suitable for the area and application. Wall covering allowance shall include the retail cost of covering only.
  - C. **Installation:** Wall covering surface shall be smooth, tight, and free of bubbles. Paper shall be plumb with seam type recommended by the manufacturer. Abutting seams shall be tight and patterns shall align. Edges shall be fitted tightly against all trim. Edges where wall covering adjoins other material or finishes shall be sharp and clean.

Wallpaper shall be installed behind all wall and ceiling accessories (grills, cover plates, fixtures, etc.).

- D. **Repair:** Repair of wallpaper surfaces shall consist of adhering wallpaper with product specifically designed for this purpose.

## SECTION 9E FLOOR COVERINGS AND FINISHES

1. **General:** Flooring contractor shall install finish flooring materials only to surfaces prepared in accordance with the requirements of the finish material manufacturer. The placement of any finish flooring materials shall indicate the acceptance of the surface and compliance with all requirements of this section by the installer. When adhesives are used, they shall be designed for the specific application. Installation of floor coverings shall be accomplished by a skilled craftsman. Prior to installation over concrete, all cracks, depressions, and voids shall be filled or repaired. Where leveling is required, a product designed specifically for this purpose shall be used. Concrete surface shall be sealed with a sealant designed for this application prior to installation of floor covering. Floor surfaces to receive underlayment or finish floor covering shall be dry, smooth, and clean. Floor coverings and finishes specified in a particular room shall extend into any new and existing closet or pantry located in or adjacent to the room. Floor coverings shall be cut evenly and close fitting at walls and all projections and seams shall be held to a minimum. Avoid seams in high traffic areas. Floor coverings shall be installed so that patterns align in both directions. Fill strips shall not be less than 9" in width or less than 36" in length. The transition between rooms with different floor finishes shall occur at the center of the opening or the door when the door is in the closed position. When new finish floors are specified, installation shall include trimming bottoms of existing doors that are to remain to clear new finish floor. The Contractor shall be responsible for keeping the new floor covering clean and protected from stains and all other damage until acceptance by Owner or final inspection. Patching of damaged vinyl is not acceptable. The General Contractor shall ensure care instructions for products installed are provided to the Owner.
2. **Vinyl:**
  - A. **Material:** Vinyl allowance shall include the retail cost of vinyl floor covering only.
    - (1) **Vinyl Sheet Goods:** Shall be of a reputable manufacturer and meet minimum FHA standard.
    - (2) **Base:** Rubber, vinyl, or wood.
    - (3) **Stair Nosing:** Aluminum, vinyl, or rubber.
  - B. **Installation:** Vinyl installations, except when over concrete, shall include underlayment. Existing base shoe shall be removed prior to installation of vinyl. Water closet shall be removed prior to installation of vinyl. When reinstalling water closet, a new bowl wax seal shall be installed. Seams shall be tight, straight, uniform, and welded watertight using manufacturer's seam sealer. Vinyl shall be fitted tight and sealed at tub and around all floor penetrations to be watertight. Transition from one floor covering type to another shall be made using a molding product designed for the specific materials and conditions. The vinyl installation shall include all necessary trim items including

pipe escutcheons for a complete and professional installation. Installation of vinyl floor covering on stairs shall include a nosing trim specifically designed for this purpose. Tread and risers shall be one piece with no exposed edges. Rubber and vinyl base shall be continuous between corners, and all interior and exterior corners shall be preformed. For wood baseboard or base shoe installation, see Division 6, Section 6C. After floor has set sufficiently to become seated, clean with a neutral cleaner recommended by manufacturer. Floors and rubber base shall be left clean, smooth, and free from air pockets, buckles, cracks, and exposed edges.

- C. **Repair:** Vinyl repairs shall be made using manufacturer's recommended products and procedures. Finish repair shall be smooth, even, and impervious to water. Any additional vinyl required for repair shall match all characteristics of existing vinyl and pattern shall align.

3. **Carpet:**

- A. **Material:** Carpet allowance shall include the retail cost of carpet only.
  - (1) Wool, acrylic, or modacrylic pile carpet shall be 25 ounces per square yard minimum.
  - (2) 100% nylon pile carpet shall be 20 ounces per square yard minimum.
  - (3) Pad shall be 1/2" pad, 5 pound, rebond minimum, unless otherwise specified.
  - (4) Bath and kitchen carpet shall be water resistant designed for this use and shall be installed over flooring impervious to water.
- B. **Installation:** Base shoe shall be removed prior to installation of carpet. Surface of base exposed after removal of base shoe shall be finished to match adjacent surface. Installation shall be in accordance with carpet industry practices and standards. Finished carpet installation shall be free of scallops and puckers. Fasten tack strips to the floor by the most appropriate method to give permanent holding qualities. Lay pad in the largest possible lengths and widths using the minimum number of sections and lay flat without bubbles or wrinkles. Bond pad to concrete and staple to wood floors. Lay out the pad so that seams do not fall directly under the carpet seams. Tape pad seams where necessary to ensure seams remain tight. Make carpet seams uniform, unnoticeable, and permanent by the method appropriate for the type of carpet and in accordance with industry practices and standards. Treat all joining edges, regardless of seaming method, with a seam adhesive. Seams must have a minimum breaking strength of 100 pounds per inch and must be capable of withstanding all carpet cleaning processes. Products used in the seaming process shall be appropriate for the application. After installation, remove all debris, moldings, scraps, and other foreign matter. Remove any soiled spots or adhesive from the face of the carpet with the appropriate spot remover recommended by the carpet manufacturer. Remove all loose threads and vacuum carpeting.

- 4. **Underlayment:** Unless otherwise specified, 1/4" material (Luan plywood, AC plywood, waferboard, or fiber reinforced gypsum underlayment) designed and stamped for use as underlayment shall be installed.

5. **Wood Flooring (Repair and Refinishing):**

- A. **Repair:** When patching or replacing flooring, material and installation shall match existing. Where patch is more than two boards wide, the end joints shall be staggered a minimum of 4". Sand patched area and feather into existing flooring. Stain and finish new sections of flooring to match existing.
- B. **Refinish:** Remove base shoe with care prior to sanding; save for reinstallation. Reinstall base shoe after flooring has been refinished. Reinstall base shoe, and if damaged, provide new base shoe and refinish to match existing removed (see Division 6, Section 6C). Re-nail all loose flooring, set nails, and fill all holes with a product specifically designed for this purpose. Floor surface shall be machine sanded with appropriate-grit paper to achieve a smooth uniform surface. When machine sanding is impossible, hand sand to achieve a smooth, even surface. A minimum amount of wood surface shall be removed. Apply wood filler to floor surface with a product designed for this purpose. Apply a minimum of two coats of polyurethane floor finish. When floors are to be stained, apply stain evenly.

**SECTION 9F PLASTER REPAIR**

**General:** Properly prepare the area to receive patching plaster. Proper preparation shall include the removal of loose or damaged plaster cut out to clean, sharp edges to solid lath material. The areas to be patched shall be filled by one of the following methods.

- 1. **Wallboard Method:** Areas to be patched shall be filled with a thickness of wallboard that will allow the finish plaster coat to match the adjoining surface in plane, finish, and texture. The wallboard shall be securely fastened to a solid backing.
- 2. **Plastering Method:** Surfaces to be patched shall be dampened immediately before application of the new three-coat wet plaster; all surfaces shall be smooth and free of bulges and match the adjoining surface in plane, finish, and texture.



## DIVISION 10--SPECIALTIES

### SECTION 10A FOUNDATION AND ATTIC VENTS

1. **General:** When openings for vents are constructed, care shall be taken to avoid unnecessary damage to adjacent components.
2. **Foundation Vents:** Foundation vents shall have a means of closing and shall be screened with corrosion-resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing, gas meters, or furnace intake vents. Vents shall be standard quality brands designed for the specific application.
3. **Attic Vents:** Attic vents specified shall be screened with corrosive resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.

### SECTION 10B MEDICINE CABINETS AND BATH ACCESSORIES

1. **General:** Medicine cabinet and bath accessories shall be installed level and securely anchored using manufacturer's hardware at standard heights, unless otherwise requested by Owner. When installed over sink, medicine cabinet shall be centered above sink. Locations of accessories shall be coordinated with Owner. When "all" bath accessories are specified, the following shall be provided:
  - A. Two towel bars; one 24", one 30"
  - B. One paper dispenser
  - C. One shower rod (not required with glass enclosure)
  - D. One soap dish
  - E. When tilted extension mirror is specified, location shall be coordinated with Owner and HDF.
2. **Repair:** When repair of medicine cabinet or bath accessory is specified, repair shall restore item to its original appearance and operation and be securely anchored.

### SECTION 10C HOUSE NUMBERS

When new house numbers are specified, they shall be a minimum of 5" in height, made of black- or brass-finished metal and be securely fastened with screws or nails supplied by the manufacturer.

### SECTION 10D SIGNAGE AND MAIL BOXES

All signage shall be legible, include all required information, and be in good repair. When a mail box is specified, it shall be U. S. Postal-approved and if post is provided, post may be wood or

metal and shall include a platform for securing the mail box. Post shall be set in concrete and mail box shall be installed according to U. S. Postal Service requirements.

**SECTION 10E            GRAB BARS**

When grab bars are specified, all mounting holes shall be used and each screw shall be securely anchored in solid backing. If solid backing does not exist, installation shall include the removal of existing wall or ceiling covering, installation of solid backing securely anchored to wall or ceiling framing, and the replacement of wall or ceiling finishes to original condition. Heights and locations shall be coordinated with the Owner and the HDF. Horizontal bars shall be installed level and all vertical bars shall be plumb unless otherwise specified.

## DIVISION 11--EQUIPMENT

### SECTION 11A APPLIANCES

1. **General:** Appliances shall be delivered to site in manufacturer's containers and protected during construction. The Contractor shall be responsible for furnishing appliances in proper operating condition and without any defects or damages including the finish. The Contractor shall provide to the Owner operation instructions, guarantees, and warranty certificates for the furnished appliances. The energy-rating label shall remain on all appliances. When relocation of existing appliances is specified, installation requirements of this Section shall be adhered to except that the requirements for all features to operate faultlessly shall apply only to those features operating prior to relocation. The Contractor shall reconnect existing appliances temporarily removed during construction.
2. **Installation:** The Contractor shall be responsible for constructing openings for built-in appliances. The installation of appliances shall include all mechanical, electrical, and plumbing service connections necessary for all features of the appliance to function properly. When new connections are required, they shall be installed behind the appliance and out of sight. Existing connections may be used if applicable code requirements are met (see Divisions 15 and 16). The Contractor shall check and make all necessary adjustments to ensure that installed appliances and features operate faultlessly. Range, refrigerator, and dishwasher shall be installed level. Installation of garbage disposal shall include wall switch above counter top backsplash.
3. **Reconditioning Range, Refrigerator, and Dishwasher:**
  - A. Reconditioning of appliances shall include assuring the proper operation of all controls, motors, and the functions of all accessories and components. Unit shall be cleaned.
  - B. Cleaning of appliances shall include the removal of all grease, oil, dirt, dust, and debris from all finishes, elements, and components of the appliance.
4. **Appliance Refinishing:** Refinishing kitchen appliances shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.

**DIVISION 12--FURNISHINGS**

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## DIVISION 13--SPECIAL CONSTRUCTION

### SECTION 13A HAZARDOUS MATERIALS (LEAD-BASED PAINT AND ASBESTOS-CONTAINING MATERIALS)

1. **Lead-Based Paint:** The requirements of State and federal regulations must be complied with when performing any work involving lead-based paint, including but not limited to the following activities.
  - A. Disclosure

A seller or lessor of target housing shall disclose to the purchaser or lessee the presence of any known lead-based paint and/or lead-based paint hazards.
  - B. Acquisition and Federal Rehab Assistance

In projects that are part of federally-assisted acquisition and rehabilitation, the grantee or PJ shall provide the lead hazard information pamphlet in accordance with section 35.130. Lead-based paint requirements for rehabilitation fall into three categories that depend on the amount of federal assistance provided. The three categories are: (1) assistance of up to and including \$5,000 per unit; (2) assistance of more than \$5,000 up to and including \$25,000 per unit; and (3) assistance of more than \$25,000 per unit. The type of lead-based evaluation and hazard reduction requirements is dependent on the amount of federal assistance provided per unit.
  - C. Lead-Safe Work Practices

Qualified Bidders: Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, the EPA requires all contractors or firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities, and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking an eight-hour training course from an EPA-approved training provider. Only these General Contractors who have completed a State-approved **LEAD-SAFE RENOVATOR TRAINING PROGRAM** or are licensed by the State Health Department as **LEAD ABATEMENT CONTRACTORS** are recommended to bid on HDF rehabilitation projects.
  - D. Lead-Based Paint Removal/Abatement

Qualified Bidders: Only General Contractors licensed by the State Health Department as **LEAD ABATEMENT CONTRACTORS** and that have been approved by the HDF.

    - (1) The lead abatement contractor will be responsible for ensuring his/her supervisors and workers attend appropriate training and hold the appropriate State licenses.
    - (2) It is the responsibility of the General Contractor to ensure that proof of the aforementioned training and licensing is provided to the HDF for the Owner and his/her workers.

- (3) When lead-based paint is to be removed from building component surfaces, the component shall remain in place when accomplishing the removal.
  - E. The HDF requires that all units constructed prior to 1978 must be tested for lead-based paint that utilizes federal funding for rehabilitation.
2. **Asbestos-Containing Materials:** Asbestos-containing materials shall be handled and disposed of in accordance with State and Federal Regulations.
- A. The National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations under the Clean Air Act specify work practices to be followed during demolition and renovation of all structures.
  - B. The West Virginia Department of Environmental Protection requires an asbestos inspection prior to any proposed renovation and demolition activities. The Department of Health and Human Resources (64 CSR 63) and the Division of Air Quality (45 CSR 15) regulates the abatement and disposal of asbestos-containing materials, renovation operations, and demolition activities in West Virginia.

**SECTION 13B AIR QUALITY**

The site and dwelling units must be free of air pollutant levels that threaten the occupants' health. The dwelling unit must be free from dangerous levels of carbon monoxide, sewer gas, fuel gas, dust, mold, and other harmful pollutants. Adequate air circulation is required in the dwelling unit.

**SECTION 13C PEST CONTROL (ROACHES, TERMITES, AND VERMIN)**

- 1. **Roaches:** When roach treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.
- 2. **Termites:** When termite treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.

It shall be the responsibility of the Contractor to repair or replace any damaged components caused by the treatment for termites.

- 3. **Vermin:** Any unit must be free of rodents and heavy accumulations of trash, garbage, or other debris that may harbor vermin. The unit must contain adequate barriers to prevent infestation.

**SECTION 13D FIRE ALARM SYSTEM, CARBON MONOXIDE, AND EMERGENCY POWER**

When fire alarm and smoke detectors are specified, they must be installed according to the Building Code. (See Division 16, Section 16B and 16C). If a hearing-impaired person is present, the smoke detectors must have an alarm for hearing-impaired persons as specified in NFPA 74. If fuel-burning appliances are provided in a dwelling unit, carbon monoxide detectors are required to be installed based on the manufacturer's recommendations. When fire sprinklers, emergency lighting, and exit signs are specified, they must be installed according to the appropriate building code. If emergency power is provided, it must be sized accordingly, operate all necessary equipment, and be installed according to the building code.

**SECTION 13E FIRE PROTECTION SYSTEM**

New one- and two-family dwellings over one level in height, new one- and two-family dwellings containing a basement, and new one- and two-family dwellings containing a crawl space with a fuel-burning appliance below the first floor shall provide one of the following methods for fire protection of floors: (1) a ½" gypsum wallboard membrane, 5/8" wood structural panel membrane, or equivalent on the underside of the floor framing member; (2) wood floor assemblies using dimension lumber or structural composite lumber equal or greater than 2" x 10" nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) an automatic fire sprinkler system as set forth in section R313.2 of the 2009 International Residential Code for One- and Two-Family Dwellings. All new windows installed must meet the fire egress requirements noted in the building code.

**SECTION 13F STORED FLAMMABLE MATERIALS**

Flammable materials, including paint, solvent fluids, paper, gas, etc., shall not be stored or accumulated in an unsafe or unapproved manner in any dwelling unit or on site.

**SECTION 13G ACCESSIBILITY**

1. **Section 504 (24 CFR 8)**: The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.
  - A. New multifamily housing consisting of five or more units must be designed and constructed to be readily usable by persons with disabilities.
    - (1) A minimum of 5% of the dwelling units in the project must be accessible to individuals with mobility impairments. An additional 2% of the dwelling units must be accessible to individual with sensory impairments.
    - (2) The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard.
  - B. Rehabilitation indicates that if alterations are undertaken to a housing project that has 15 or more units, and the rehabilitation costs will be 75% or more of the replacement

cost of the completed project, then such projects are considered to have undergone "substantial alterations" are subject to the accessibility requirements noted in (1) for new construction above.

The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard.

2. **Americans with Disabilities Act (24 CFR 35 & 36):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.
  - A. When public areas are altered in multifamily projects constructed on or before January 26, 1993, they must be altered in accordance with the 2010 ADA standards.
  - B. Public areas must be designed and constructed in accordance with the 2010 ADA standards in multifamily projects constructed after January 26, 1993.
3. **Fair Housing Act (24 CFR 100.205):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.

All multifamily housing projects constructed after March 13, 1993, must comply with the seven design standards noted below:

- (1) an accessible entrance on an accessible route;
- (2) accessible public and common use areas;
- (3) usable doors;
- (4) accessible routes into and through the dwelling unit;
- (5) accessible light switches, electrical outlets, and environmental controls;
- (6) reinforced bathroom walls for grab bars, and
- (7) usable kitchens and bathrooms.

#### **SECTION 13H          DISASTER MITIGATION**

These standards require housing to be improved to mitigate any potential impacts from potential disasters, such as earthquakes, hurricanes, floods, and wildfires. Improved housing must comply with State or local codes, ordinances, and any other HUD requirements. Currently new projects located in a flood hazard area will not be funded and any type of rehabilitation of existing units must comply with any State and local flood mitigation plans. The State Building Code does not require any type of wildfire, seismic, or high wind requirements for the construction of new units in West Virginia; therefore, disaster mitigation for these items are not expected. Any potential wind or storm damage to units is typically covered by homeowner's insurance. Any other potential disaster issues will be mitigated as necessary.

#### **SECTION 13I          MANUFACTURED HOUSING**

1. Construction standards for new manufactured housing units must comply with 24 CFR 32890, 24 CFR 3282, and 24 CFR 8385.



2. All manufactured housing must be installed on a permanent foundation.
3. All manufactured housing must be properly tied down.
4. All road transport accessories, such as wheel and hitching devices, must be removed.

## **DIVISION 14--CONVEYING SYSTEMS**

*Intentionally left blank for future use.*

## **DIVISION 15--MECHANICAL**

### **SECTION 15A          GENERAL REQUIREMENTS**

Equipment shall be designed for the intended applications. Equipment and items installed under this section shall operate safely without leakage, undue noise, vibration, or corrosion. Equipment shall bear a permanent and legible factory-applied nameplate to permit identification of manufacturer, model number, and type of unit. In addition, all units shall have the energy guide label approved by the Federal Trade Commission. A furnace, boiler, or water heater supported from the ground shall rest on a 4" concrete slab extending not less than 3" above the adjoining ground level. Cutting, drilling, and refinishing necessary for the proper execution of all work under this division shall be the responsibility of the Contractor. When damage to framing or structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the strength and load bearing capacity of the original member. Match existing materials in size, style, and finish, including decorative and ornamental moldings. Repairs shall include all materials and methods necessary to achieve uniformity between new and existing members. Repairs shall meet all building code requirements. When a mechanical pit is specified, it shall include a concrete floor with concrete block walls constructed in accordance with drawings. If the walls exceed 44" in height, there shall be a ladder installed as part of this installation. When work under this Section results in abandoned utilities or mechanical components, see Division 2, Sections 21 and 2J.

### **SECTION 15B          PLUMBING**

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

- A. Newly-installed piping shall be concealed in walls, ceilings, and floors unless passing through spaces not intended to be finished. In unfinished basements, piping locations shall be coordinated with the Owner to ensure piping will be concealed by future construction.
- B. Whenever possible, water pipes shall not be installed in outside walls, ventilated attics, or locations where freezing may occur. When it is necessary to install water pipes in these areas, they must be protected from freezing.
- C. Copper pipe connected to galvanized pipe shall be installed with dielectric connectors.
- D. Sill cocks shall be frost-free, anti-siphon, and installed a minimum of 10" above finish grade unless otherwise approved by the Owner. Installation in new location shall include water supply line.
- E. When a plumbing line is repaired, it shall be made fully functional using like materials. Damage, voids, and holes created as a result of work required under this Section shall be professionally repaired and refinished to eliminate all evidence of said work.
- F. Whenever possible, replace galvanized water piping still in service.

2. **Service Lines (Sewer, Water and Gas):**

- A. **Excavation:** Excavation requirements shall apply to the installation of all service lines. Contractor shall be responsible for the location of all underground services to the property. Excavation shall conform to all local, State, and federal requirements. Any damage or loss resulting from excavating activities shall be corrected at the expense of the Contractor. This includes, but is not limited to, sidewalks, driveways, fencing, and retaining walls. Excavation of trenches shall not undermine or disturb the stability of the building foundation. Excavated trenches shall run in a straight line and provide continuous support for piping along its full length. Trenches shall be back filled evenly using acceptable fill material and thoroughly compacted (see Division 2, Section 2M).
- B. **New Sewer Line:** When a new sewer line is specified, it shall be installed from the sewer main to inside the structure foundation. Foundation opening around the pipe shall be sealed to be watertight. Installation shall include exterior clean out and the location to be approved by Owner. When a new sewer line is specified and a grease trap is an active part of the sewer system, the grease trap will be bypassed. When a grease trap is to be bypassed, the cover shall be removed and the grease trap shall be cleaned and filled with sand. Every sewer line abandoned as a result of work by the Contractor shall be plugged or capped outside the foundation wall. Foundation openings abandoned as a result of the Contractor's work shall be plugged and sealed to be watertight.
- C. **Sewer Line Repair:** When repair of a sewer line is specified, the location of blockage or damage shall be determined by the Contractor. Information related to prior efforts to clear the line and likely location of blockage or damage may be available from Owner. Blockage or damage shall be removed by whatever means necessary. If this requires excavation and repair of sewer line, work shall comply with all requirements of this section.
- D. **Sewer Line Cleaning:** When the sewer line is to be cleaned, it shall be cleaned from the blockage to the main.
- E. **New Water Service Line:** When a new water service line is specified, it shall be installed from the water main to meter located inside dwelling. Existing exterior meters shall be relocated to interior of dwelling with exterior remote counter. Location of both shall be coordinated with Owner. Work shall include the reinstallation of curb stop valve and box. Water service lines shall be of a design and size to meet applicable code requirements.
- F. **Water Service Line Repair:** Repair of line and components shall be accomplished to achieve strengths and durability necessary to prevent leakage and maintain existing water flow. Work shall comply with applicable requirements of this Section.
- G. **Water Meter Relocation:** When a water meter is to be relocated, the new location shall be coordinated with Owner.
- H. **New Gas Service Line (when no service exists):** When a new gas service line is specified, it shall be installed from gas main to meter. Contractor shall be responsible for installation from meter to property line and for coordinating the installation from property line to gas main with the utility company. Location of gas meter shall be coordinated with Owner.

- I. Gas Service Line Replacement: When an existing gas service line is abandoned, installation requirements of Section 15B, Paragraph 2H, F shall apply. When existing gas service line is to be used as a conduit for the replacement line, the replacement line shall be installed from the gas main to meter. Meter may remain in existing location, except that meters located within structure shall be relocated to exterior. New location shall be coordinated with Owner.
  - J. Gas Meter Relocation: When a gas meter is to be relocated, new location shall be coordinated with Owner.
3. **Building Lines (Drains/Vents, Water, Gas)**:
- A. Drains/Vents: When a new fixture drain line is specified, it shall be from fixture to rough plumbing connection. When drain line is exposed, it shall be chrome finished. When replacement of all drain lines is specified, new lines shall be installed from inside of foundation to all fixtures and shall include fixture traps. When replacement of the entire drain/vent system is specified, replacement shall include all new drains from inside of foundation to all fixtures, including fixture traps and vents from all fixture drains through roof. When installing or replacing a portion of the drain/vent system is specified, new material shall be connected to existing with approved methods. When repair of drain/vent line is specified, repair shall achieve strength, durability, and flow of the original line.
  - B. Water Lines: When replacement of all water supply lines is specified, new lines shall be installed from inside foundation wall, or from meter when located inside dwelling, to all existing and proposed fixtures, faucets, and mechanical equipment requiring water supply. For fixtures with shut-off valves, new valves and supply lines from valves to faucet shall be installed. New shut-off valves shall be installed symmetrically at the center line of the fixture. New water supply lines may be copper or plastic and must comply with the International Plumbing Code. When new fixture supply lines are specified, installation shall be from fixture to shut-off valve. When new fixture supply lines are specified without shut-off valves, installation shall be from the fixture to rough connection. When repair of a water supply line is specified, repair shall achieve strength, durability, and flow of original line.
  - C. Gas Lines: When replacement of existing or installation of new gas supply line is specified, new line shall be installed from nearest properly-sized supply line to appliance or equipment. Shut-off and flexible connector shall not be visible upon final installation of dryer or stove in finished areas. When repair of a gas supply line is specified, repair shall achieve strength, durability, and flow of original line.
4. **Fixtures**:
- A. General: Plumbing fixtures shall be delivered to site in manufacturer's containers and protected during construction. Fixtures and plumbing accessories shall be new and installed according to all applicable plumbing codes. Fixtures installed in a new location shall include supply lines, drains, and vents. Sinks installed in cabinets shall have chrome-finished or copper supply lines; and new chrome-finished brass shut off valves. Escutcheons shall be installed where plumbing lines pass through walls or floors of

cabinets. Fixtures with exposed supply lines shall have chrome-finished risers and new chrome-finished brass shut-off valves. Valves shall be installed at floor or wall with escutcheons so that only valves and risers are exposed. Shut-off valves are not required on claw foot tub installations. Drains and supply lines for claw foot tubs shall be chrome-finished above floor line. Fixtures with exposed drain lines shall have chrome-finished P-traps and drain pipes. When existing fixtures with lead traps or drains are replaced, lead shall be replaced with PVC or ABS plastic. When a fixture component is to be replaced, it shall be of like-quality and design of original, unless otherwise specified, and shall be installed and adjusted to operate properly. When a faucet is to be repaired, the repair shall return the faucet to its original operation.

- B. Water Closets: When a new water closet is specified, it shall consist of bowl, tank, and cover constructed of vitreous china with seat and lid properly sized to fit water closet. It shall be installed with new wax ring sleeve and securely fastened with bolts and caps specifically designed for this application.
- C. Sinks: New kitchen sinks shall be stainless steel, porcelain enamel over steel, or porcelain over cast iron with a minimum depth of 8" and basket strainer(s). When a kitchen sink and faucet installation is specified, it shall include sink, sink basket strainer(s), P-trap, chrome faucet with spray (unless otherwise specified), and supply lines. New bath sinks shall be vitreous china, cultured marble, onyx, and porcelain enamel over steel or porcelain over cast iron, with waste pop-up and pop-up lever. When a bath sink and faucet installation is specified, it shall include sink, faucet with pop-up, P-trap, chrome faucet, and supply lines. Sinks are to be secured to countertop with appropriate sink fasteners and shall not be installed on post formed edge of countertops. Perimeter of sink rim shall be sealed with plumber's putty and all excess putty removed. Before installation of wall-hung sinks, the Contractor shall ensure that a minimum of 2" x 6" blocking is installed in the wall. Brackets specifically designed for the support of the sink shall be installed. When the sink design provides for support leg installation, chrome-finished support legs specifically designed for this application shall be installed.
- D. Tubs: New tubs shall be 14" minimum in height, porcelain enamel over steel, porcelain over cast iron, or fiberglass, with complete bathtub waste assembly and P-trap. Tubs shall have a slip-resistant surface unless otherwise specified. Tub shall be set level and supported at floor and wall. When a tub faucet is specified, it shall consist of valve(s) and spigots. When a combination tub/shower faucet is specified, it shall consist of valve(s), spigot, and shower head. Valves, spigots, and shower heads shall be chrome unless otherwise specified.
- E. Showers: New shower bases shall be fiberglass, plastic, or concrete with Coloroy membrane liner and ceramic finish. Complete shower base shall include waste assembly and P-trap. When a shower faucet is specified, it shall consist of valve(s) and shower head. Shower head shall be chrome finished unless otherwise specified. Shower wall finishes shall be as specified and installed according to the manufacturer's installation instruction. Shower bases shall be set level.

- F. **Washer Drip Pan:** New washer drip pan installation shall consist of a drip pan designed for this application, flush mounted in wall with finish trim, supply valves, and all piping and connections to building supply, drain, and vent systems.

5. **Water Heaters:**

- A. **General:** Water heaters shall be American Gas Association certified or UL listed and have a five-year limited warranty tank.
- B. **Gas Fired:** New gas-fired water heater in a new location shall include all venting flues, gas supply lines and connections, water lines and connections, gas and water shut off valves, T&P valve with drip leg, and combustion air supply. When a new gas-fired water heater is specified to replace an existing water heater in same location, it shall include gas and water connections and T&P valve with drip leg. Installation shall include the inspection of all existing venting flues, gas and water piping and valves, and combustion air supply. If necessary to meet applicable codes, the replacement or repair of these items shall be included. When a new gas line connection from water heater to shut off is specified, it may be rigid or approved flexible gas line.
- C. **Electric:** When a new electric water heater is specified in a new location, it shall include water line connections and valves, wiring and connections, and T&P valve with drip leg. When a new electric water heater is specified to replace an existing water heater in same location, it shall include water line connections, electrical connections, and T&P valve with drip leg. Installation shall include the inspection of all existing related wiring, water piping, and valves. If necessary to meet applicable codes, the replacement or repair of these items shall be included.

**SECTION 15C PLUMBING FIXTURE REFINISHING**

Refinishing of plumbing fixtures shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.

**SECTION 15D PLUMBING**

- 1. **Barrier-Free Water Closet:** For installation, see Division 15, Sections 15A and 15B.
- 2. **Barrier-Free Lavatory:** For installation, see Division 15, Sections 15A and 15B.
- 3. **Job-Built Barrier-Free Showers:** See Work Write-Up and Division 15, Sections 15A and 15B.
  - A. When a barrier-free shower is specified, it shall include:
    - (1) Installation of a roll-in shower base to include relocating the existing floor drain or installation of new floor drain and vent as applicable.
    - (2) When a pre-manufactured base is specified, it shall be manufactured by a recognized firm and be designed for the specific application. Base shall include pre-manufactured transition ramp designed for this application and constructed to be compatible with shower base.

- (3) When a poured-in-place concrete base is specified, it shall consist of a waterproof membrane specifically designed for this application, formed and poured concrete base with proper drainage, and ceramic tile finish. Base shall include transition ramp constructed as specified.
  - (4) Converting existing faucet to shower operation only or installation of new faucet if none exists.
  - (5) Replacement of existing shower head with new shower head or hand-held personal shower system; or installation of standard shower riser, if none exists, with shower head or hand-held personal shower system.
  - (6) Installation of additional matching tile so that shower walls are uniform and complete or installation of new tile in total shower area.
  - (7) Installation of chrome plated metal shower curtain rod if none exists.
- B. When wall construction is specified, it shall be included and consist of all framing, drywall and finishes.
4. **Pre-Manufactured Barrier-Free Shower Enclosure:** Shower enclosure per manufacturer's specifications.
5. **Hand-Held Personal Shower System:** When a hand-held personal shower system is specified, it shall include a diverter valve, hand-held personal shower head with wall holder, and a flexible hose with a minimum length of 108". This shall be a complete system manufactured for this application.

**SECTION 15E HEATING**

1. **Forced Air and Hot Water:**
- A. **General:** Heating systems shall be capable of maintaining a minimum temperature of 70 degrees Fahrenheit when the outside temperature is minus 10 degrees at a point 3' above the floor in the center of all habitable rooms and other spaces. Heating systems shall be designed, installed, and balanced or adjusted to provide for the distribution of heat to all habitable rooms and other spaces in accordance with the calculated heat loss of the spaces to be heated. New units shall be sized and have ratings to ensure proper heating of all habitable rooms within the dwelling. Heat loss calculations used for this purpose shall be available upon request. When a new heating system is to be installed, Contractor shall submit a drawing showing the location of all heating system components to include the location of furnace/boiler, flue, registers/radiators, and thermostat. Design shall be submitted and approved by Owner prior to commencement of installation. If in following the requirements of this Section an existing chimney or flue is to be used, it shall be cleaned as part of the installation and, if necessary, brought into compliance with applicable codes. Supply and return piping for hot water systems and all supply duct work for warm air systems located in attic, ventilated crawl space, and other unconditioned spaces shall be insulated with material having thermal characteristics equivalent to 2" blanket insulation. Duct work and flues passing through finished areas must be enclosed. The enclosure location shall be



approved by the Owner and finished to match the adjoining surfaces. New system installations shall be complete and shall include a minimum 90% energy-efficient furnace or boiler; all venting flues, proper returns, gas connections, supply lines, valves, controls, electrical connections, thermostat, and combustion air to provide perimeter-type heating through rigid metal ducting or piping with appropriate registers or radiators. Furnaces and boilers that require drainage of evaporative water where floor drain is not available shall be equipped with a system to discharge water specifically designed for this application.

- B. **Forced Air:** Whenever existing ductwork is to be reused, it shall be cleaned throughout as part of new installation. Sheet metal work shall be accurately formed, fitted snugly, and properly secured. Runs, including those under base cabinets, shall be rigid metal ducting with properly-sized registers. Registers shall be installed in the floor unless otherwise specified. Supply registers shall be equipped with shut-off dampers.
- C. **Hot Water:** Piping shall not be installed or located where freezing may occur. Piping shall be copper. If conditions warrant, plastic piping may be used with written approval from the Owner and the HDF. Number of zones and zone layout shall be approved by Owner.

2. **Electric Units:**

- A. When a separate electric heating unit is specified, it shall be permanently installed and thermostatically controlled. Its design and location shall be approved by the Owner. Installation shall include all circuits, wiring, and connections.
- B. Electric heating unit shall be sized to meet the requirements of Section 15E, Paragraph 1A for the room where unit is installed.

3. **Service and Repair:**

- A. When servicing of a furnace or boiler is specified, it shall include the following as applicable:
  - (1) Checking and adjusting the thermostat, fan control, limit control, zone valves, and belts.
  - (2) Replacing the filter(s).
  - (3) Light cleaning and lubricating of the motor(s), pump(s), etc.
  - (4) Bleeding the air from hot water systems.
  - (5) Checking flue, gas supply lines, gas valves, and heat exchangers for leaks.
  - (6) Bringing any necessary repairs to the attention of the Owner and HDF.
- B. When a component of a heating system is replaced, it shall be of like quality and design of original and shall be installed and adjusted to operate properly.
- C. When repairs are made to the heating system, the repairs shall ensure the efficiency and integrity of the system is returned as originally installed.
- D. After servicing, the mechanical contractor shall leave a certificate on the furnace or boiler indicating his company name, the work or repair completed, and the date completed.

**SECTION 15F            VENTILATION (RANGE HOODS, BATH FANS, AND DRYER VENTS)**

1. **Range Hoods**: When a ducted range hood is specified, it shall include ductwork designed for the shortest practical run to the exterior and all necessary hardware and electrical connections. Range hood venting through cabinets shall be enclosed with like material purchased from cabinet manufacturer. When a ductless range hood is specified, it shall include all necessary hardware and electrical connections.
2. **Bath Fans**: When a bath fan is specified, it shall be installed with a separate wall switch, venting duct with damper, all necessary hardware, accessories, and electrical connections. Venting duct shall extend to the exterior and be protected against the elements.
3. **Dryer Vents**: When a dryer vent is specified, it shall consist of a venting duct to the exterior (maximum length of 8'0") with damper and weather cap designed for this application.
4. **Replacement of Components**: When a component of a range hood or bath fan is replaced, it shall be of like quality and design of original and shall be installed to operate properly.

## DIVISION 16--ELECTRICAL

### SECTION 16A GENERAL

Electrical wiring and devices installed shall be UL approved. Wiring shall be copper. Wiring installation shall be concealed in walls, ceilings, and floors. Materials and devices used shall be clearly marked to permit identification of manufacturer, model, and type. Cutting or drilling of walls, floors, ceilings, and partitions for the installation of electrical work and the closing and refinishing of openings cut for access shall be the responsibility of the Contractor. Finishes shall conform to the conditions of the surrounding areas. When damage to structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the structural integrity of the original member. Existing electrical wiring and devices throughout the building which will not be used shall be disconnected and removed in all spaces that are accessible (see Division 2, Section 2J). No switches shall be installed behind a door. New devices, equipment, and fixtures shall be designed for their specific applications. New light fixtures shall include new bulbs in all sockets, size and style as recommended by manufacturer. When a doorbell is specified, it shall consist of all necessary wiring (concealed), push button located convenient to entry, transformer, and bell tones per the Work Write-Up. Location of bell tone shall be coordinated with Owner. Underground electrical installations shall include restoring excavation and surrounding area to the original condition. Where more than one living unit is supplied from a single service entrance panel, the disconnect- and circuit-protecting devices for each unit shall be clearly identified. The Contractor shall provide to the Owner, operation instructions, guarantees, warranties, and certificates for furnished devices when provided by the manufacturer.

### SECTION 16B TOTAL REWIRE

When a total rewire is specified, it shall include the following:

1. **New 200 Amp Service:** New service shall include mast and wiring, meter base, and meter. If the mast penetrates the roof, a new roof jack shall be installed. Service shall include a new drop from pole to mast.
2. **New 200 Amp Distribution Panel:** New distribution panel shall include new breakers and breakers shall be identified and labeled in the service panel to indicate what they service. Location shall be coordinated with Owner, local jurisdiction, and power company.
3. **Circuit Rewiring:** Circuit rewiring shall include:
  - A. New wiring from the distribution panel to all existing openings and all electrically-operated interior and exterior devices and fixtures permanently wired into the structure's electrical system. Outlets servicing major appliances shall be relocated if necessary to ensure outlet is behind appliance and out of sight after appliances are installed. When any existing opening or device is located in violation of any applicable

codes, it shall not be rewired. When any device or fixture is in an unsafe condition, it shall not be reconnected. At the time such determination is made, it shall be brought to the attention of the Owner.

- B. Any additional openings, devices (including smoke detectors), and wiring required to meet all applicable codes (see Division 16, Sections 16 A and 16C).
- C. Any additional openings, devices, and requirements specifically specified (see Division 16, Sections 16A and 16C).
- D. New switches, outlets, and trim for all existing and added openings. Any existing decorative or custom trim plates shall be replaced only after coordination with Owner.
- E. Fixtures specified by the Work Write-Up. Fixture allowance shall be retail cost only.
- F. Where work requiring a permit occurs that have attached garages or in units with fuel-burning appliances, carbon monoxide alarms shall be provided outside of each separate sleeping area in the immediate vicinity of the bedrooms.

#### **SECTION 16C            ADDITIONS TO EXISTING SYSTEM**

When additional outlets, switches, or fixtures are specified, the boxes shall be securely anchored to support devices or fixtures to be installed and shall be installed flush with finish surfaces. Openings shall be cut so that they are concealed by standard size trim plates. When additional outlets, switches, or fixtures are specified, installation shall include boxes, wiring from service feeders to boxes, grounding-type outlets and switches with trim plates, and fixtures. Devices and trim plates shall match existing in style and color. Height and alignment (horizontal or vertical) shall be consistent with similar existing devices. Location of openings shall be coordinated with Owner. Fixtures installed over sinks shall be located on center line of sinks. When an additional 220-volt outlet is specified, installation shall include box, wiring feeder from distribution panel to box, proper-size breaker, proper outlet for intended appliance, and trim plate. When smoke detectors are specified as required by the state building code, they shall be hard-wired into the electrical system. Hardwired smoke detectors are required in each bedroom, outside of each sleeping area in the immediate vicinity of each bedroom, and on each level on the unit. Smoke detectors must also be interconnected.

#### **SECTION 16D            REPLACEMENT OF EXISTING ELECTRICAL COMPONENTS**

When replacement of a switch, outlet, or light fixture is specified, it shall consist of replacing the existing with new, installing in existing box, and attaching to the existing wiring. It shall also include the replacement of missing or broken trim plates. Replacement components shall match style and color of original components.

#### **SECTION 16E            SECURING ELECTRICAL COMPONENTS, FIXTURE REWIRING, AND ELECTRICAL SYSTEM REPAIRS**

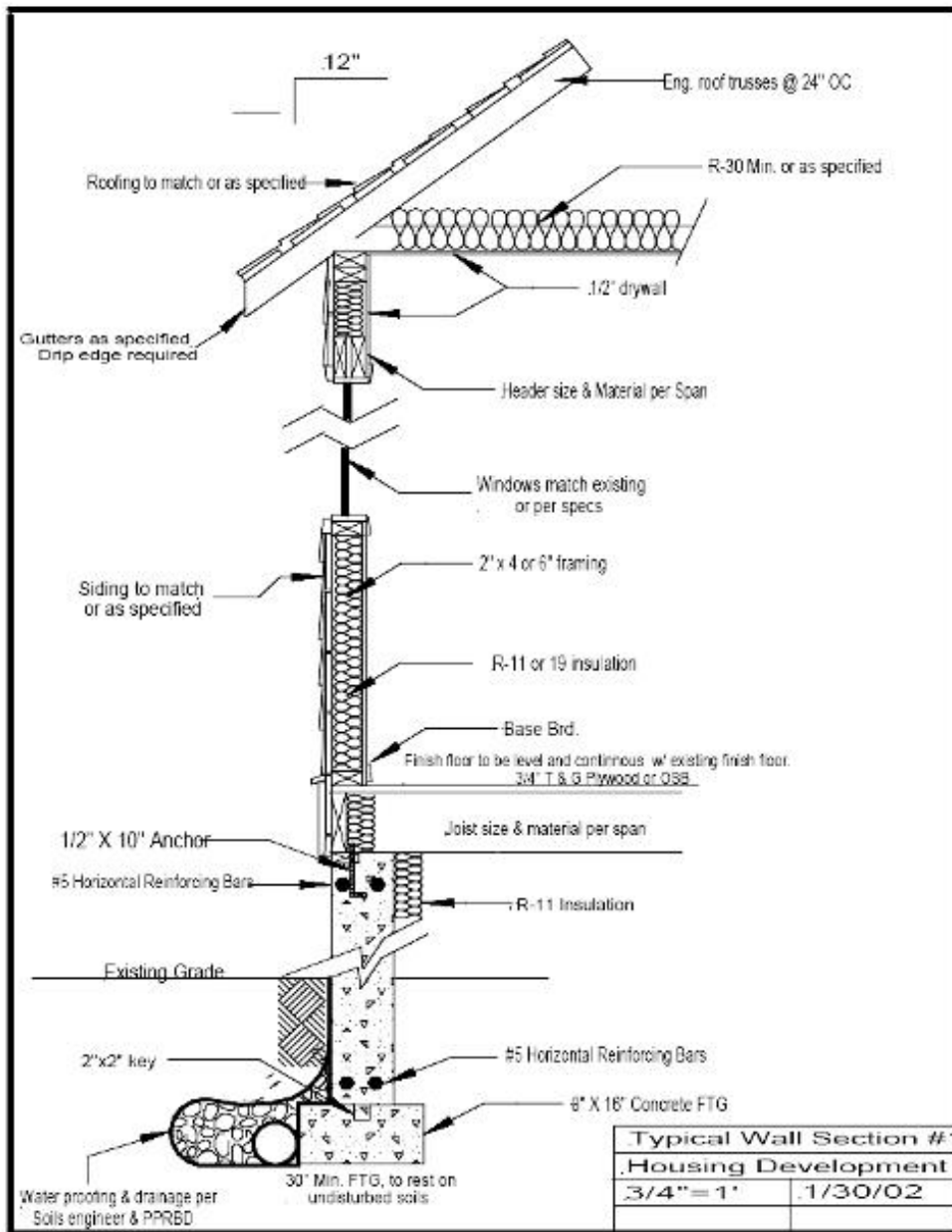
Securing of an electrical component shall consist of anchoring the device so that it is properly secured to meet the requirements of the intended use. Rewiring an existing fixture shall consist of replacing all existing wiring and damaged or broken bulb receptacles. Materials used shall

match original in style and installation. Electrical system repairs shall consist of identifying and repairing or replacing the problem component(s) so that the system functions properly.

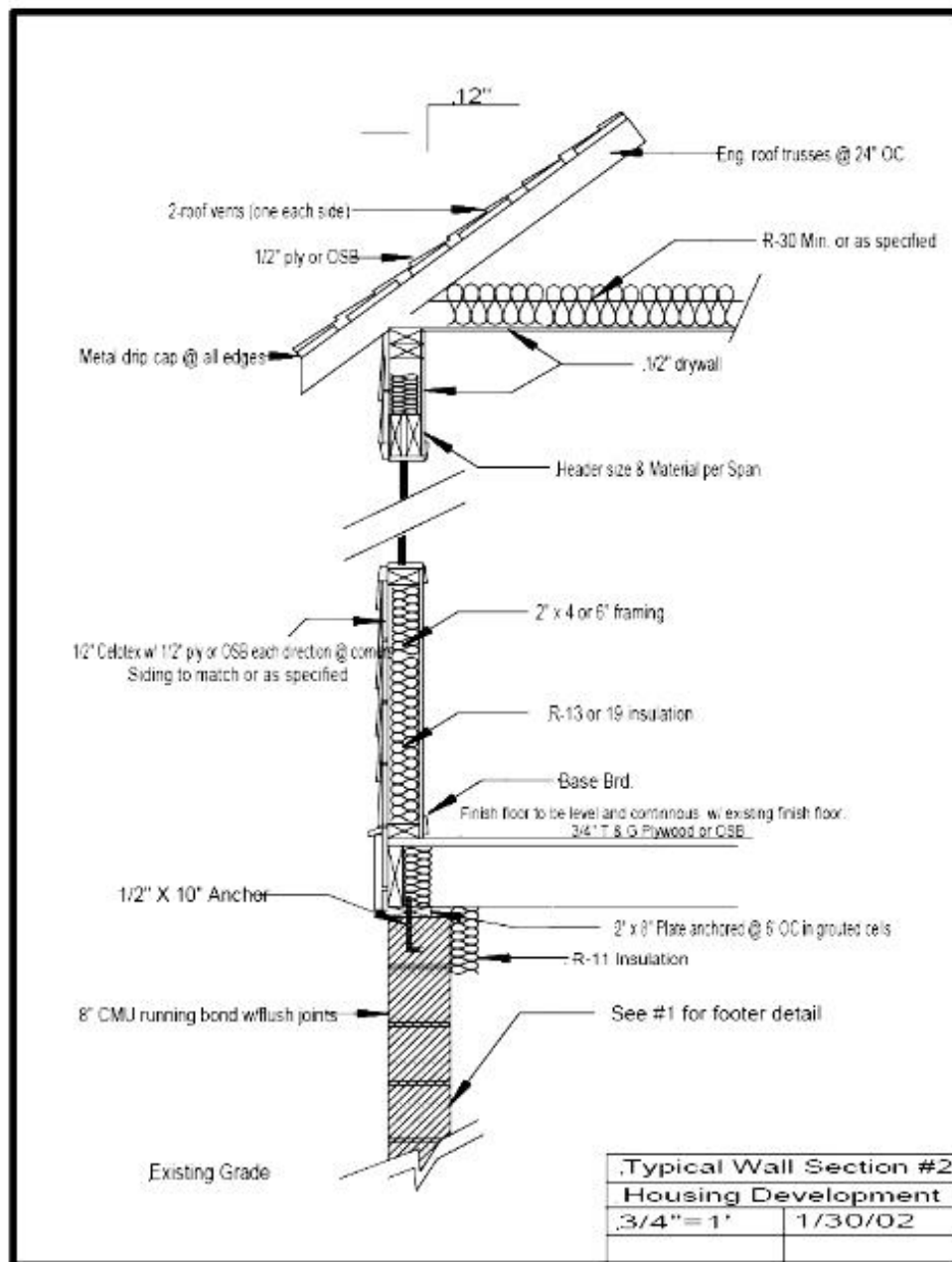
**SECTION 16F            DETACHED GARAGE**

When the rewire of a detached garage is specified, the main structure distribution panel shall be used and the requirements of Division 16, Section 16B-3 shall apply.

TYPICAL CONCRETE WALL SECTION (not to scale)



TYPICAL BLOCK WALL SECTION (not to scale)



### 2009 International Energy Conservation Code

Residential buildings include one- and two-family dwellings, townhouses, and multifamily housing three stories or less in height. All residential buildings must demonstrate compliance with the 2009 International Energy Conservation Code, which is part of the State Building Code.

There are a couple of ways to ensure compliance with the 2009 International Energy Conservation Code. The two approaches include a prescriptive package method that lists the minimum R-value or U-factor requirement for each building component such as walls, roofs, and windows. The other method is the performance approach. This approach sets criteria using simulated energy performance analysis that includes heating, cooling, and water heating energy. This approach allows the design to be compared to a baseline or reference design to verify efficiency and annual energy use. The performance approach allows more flexibility, but requires significantly more time and effort. The prescriptive package approach is fast and easy to use, but can be restrictive because it is typically based on worst-case scenario. All units in West Virginia will be located in either zone 4 or 5. The zone the unit is constructed in dictates the level of energy efficiency required.

All energy efficiency requirements are noted in Chapter 4 of the 2009 International Energy Conservation Code. As noted above the easiest and fastest compliance tool for compliance is the prescriptive package approach. Listed below are the minimum energy efficiency requirements for all units constructed in West Virginia.

- A permanent certificate must be posted in the panel box completed by the builder or project professional. The certificate must list the R-values, U-factors, SHGC of fenestration for all insulation and windows installed, and efficiencies of the HVAC system and water heating equipment.
- All joints and seams in the building thermal envelope must be thoroughly sealed to limit air infiltration and the building has been tested or visually inspected.
- All recessed lighting must be labeled and sealed.
- At least one thermostat must be provided for each separate HVAC system. A programmable thermostat is required for forced air furnaces.
- All ducts, air handlers, and filter boxes must be sealed. Testing is required for ducts installed in unconditioned space.
- All mechanical system piping carrying fluids above 105° must be insulated to a minimum of R-3.
- HVAC systems must be properly sized in accordance with M1401.3 of the International Residential Code.
- R-38 ceiling or attic insulation for zone 4 and 5.
- R-19 floor insulation for zone 4 and R-30 floor insulation for zone 5.
- Mass walls are above grade concrete, masonry, brick, or log and require R-5 continuous insulation on the interior or exterior of the unit or R-10 cavity insulation on the interior.
- Basement or crawl space masonry walls require R-10 continuous insulation on the interior or exterior of the unit or R-13 cavity insulation on the interior.
- Floor slabs require R-10 insulation for a depth of 2 feet.
- Windows must be insulated with a minimum .35 fenestration U-factor.
- Skylights must contain a minimum .6 fenestration U-factor.
- Exterior wall insulation values are dependent on zones. R-13 for zone 4 and R-20 or 13+5 for zone 5, R-13 cavity insulation and R-5 continuous insulated sheathing on exterior wall.
- Energy Star-rated appliances (dishwasher, refrigerator) and other building materials recommended. Other Energy Star-rated building materials include: air-source heat pumps, central air conditioners, gas and oil furnaces, high-efficiency hot water heaters, Energy Star-rated light fixtures (LED), and Energy Star-rated doors and windows.





Climate Zone 4 (Except Marine)	
Ceiling R-value	38
Wood Frame Wall R-value	13
Mass Wall R-value <sup>c</sup>	5/10
Floor R-value	19
Basement Wall R-value <sup>e</sup>	10/13
Slab R-value <sup>d</sup> , Depth	10, 2 ft.
Crawlspace Wall R-value <sup>e</sup>	10/13
Fenestration U-Factor <sup>b</sup>	0.35
Skylight U-Factor <sup>b</sup>	0.60
Glazed fenestration SHGC <sup>h, i</sup>	NR

Climate Zone 5 & 4 Marine	
Ceiling R-value	38
Wood Frame Wall R-value	20 or 13+5 <sup>h</sup>
Mass Wall R-value <sup>c</sup>	13/17
Floor R-value	30 <sup>g</sup>
Basement Wall R-value <sup>e</sup>	10/13
Slab R-value <sup>d</sup> , Depth	10, 2 ft.
Crawlspace Wall R-value <sup>e</sup>	10/13
Fenestration U-Factor <sup>b</sup>	0.35
Skylight U-Factor <sup>b</sup>	0.60
Glazed fenestration SHGC <sup>h, i</sup>	NR

- a. R-values are minimums. U-factors and SHGC are maximums. R-19 batts compressed into a nominal 2x6 framing cavity such that the R-value is reduced by R-1 or more shall be marked with the compressed batt R-value in addition to the full thickness R-value.
- b. The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration.
- c. "15/19" means R-15 continuous insulated sheathing on the interior or exterior of the home or R-19 cavity insulation at the interior of the basement wall". 10/13" means R-10 continuous insulated sheathing on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall.
- d. R-5 shall be added to the required slab edge R-values for heated slabs. Insulation depth shall be the depth of the footing or 2 feet, whichever is less in zones 1 through 3 for heated slabs.
- e. There are no SHGC requirements in the Marine zone.
- f. Basement Wall Insulation is not required in warm-humid locations.
- g. Or insulation sufficient to fill the framing cavity. R-19 is minimum.
- h. "13+5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.
- i. The second R-value applies when more than half the insulation is on the interior of the wall.
- j. For impact rated fenestration complying with Section R301.2.1.2 of the International Residential Code or Section 1608.1.2 of the International Building Code, the maximum U-factor shall be 0.75 in Zone 2 and 0.65 in Zone 3.



## National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

### Eligibility Requirements

The following homes are eligible to earn the ENERGY STAR:

- Detached dwelling units (e.g. single-family homes); OR
- Dwelling units in any multifamily building with 4 units or fewer; OR
- Dwelling units in multifamily buildings with 5 stories or fewer above-grade floors; OR
- Dwelling units in multifamily buildings with 4 or 5 stories above grade that have their own heating, cooling, and hot-water systems, separate from other units, and where dwelling units occupy 80% or more of the occupiable square footage of the building. When evaluating mixed-use buildings for eligibility, exclude commercial/retail space when assessing whether the 80% threshold has been met.

Dwelling units in multifamily buildings that are not eligible to earn the ENERGY STAR through the Certified Homes Program may be eligible through the Multifamily High Rise Program – for more information visit [www.energystar.gov/multieligibility](http://www.energystar.gov/multieligibility).

Note that compliance with these requirements is not intended to imply compliance with all local code requirements that may be applicable to the home to be built.

### Partnership, Training, and Credentialing Requirements

Builders, Raters, and HVAC contractors must meet the following requirements prior to certifying homes:

- Builders are required to sign an ENERGY STAR Partnership Agreement and complete the online Version 3 Builder Orientation, which can be found at [www.energystar.gov/homeos3](http://www.energystar.gov/homeos3).
- HVAC installing contractors are required to be credentialled by an EPA-recognized HVAC Quality Installation Training and Oversight Organization (HQI/OITM). An explanation of this process can be found at [www.energystar.gov/newconos/HQI/OITM](http://www.energystar.gov/newconos/HQI/OITM).
- Raters and Field Inspectors are required to complete training, which can be found at [www.energystar.gov/newconos/rating](http://www.energystar.gov/newconos/rating).

### ENERGY STAR Certification Process<sup>1</sup>

1. The certification process involves flexibility to select a custom combination of measures for each home that is equivalent in performance to the minimum requirements of the ENERGY STAR Reference Design Home, Exhibit 1, as assessed through energy modeling. Use a RESNET-recognized Home Energy Rating software program to determine the ENERGY STAR HERS Index Target, which is the highest numerical HERS Index value that each rated home may achieve to earn the ENERGY STAR.<sup>2</sup>
2. Using the same software program, configure the preferred set of efficiency measures for the home to be certified and verify that the resulting HERS Index meets or exceeds the ENERGY STAR HERS Index Target, as determined in Step 1.  
Note that, regardless of the measures selected, the Mandatory Requirements for All Certified Homes in Exhibit 2 are also required and impose certain constraints on the efficiency measures selected (e.g., insulation levels, insulation installation quality, window performance, duct leakage). Furthermore, on-site power generation may only be used to meet the ENERGY STAR HERS Index Target for homes that are larger than the Benchmark Home and only for the incremental change in the ENERGY STAR HERS Index Target caused by the Size Adjustment Factor.<sup>3</sup>
3. Document the home using the measures selected in Step 2 and the Mandatory Requirements for All Certified Homes, Exhibit 2.
4. Using a Rater, verify that all requirements have been met in accordance with the Mandatory Requirements for All Certified Homes and with RESNET's On-Site Inspection Procedure for Minimum Rated Features.<sup>4</sup> The Rater is required to keep electronic or hard copies of the completed and signed Rater checklists and the HVAC Design Report.

The Rater must review all items on the Rater checklist. Raters are expected to use their experience and discretion to verify that the overall intent of each inspection checklist item has been met (i.e., identifying major defects that undermine the intent of the checklist item versus identifying minor details that the Rater may deem acceptable).

In the event that a Rater finds an item that is inconsistent with the intent of the checklist, the home cannot earn the ENERGY STAR until the item is corrected. In addition, if the item is not possible, the home cannot earn the ENERGY STAR. In the event that an item on a Rater checklist cannot be inspected by the Rater, the home also cannot earn the ENERGY STAR. The only exceptions to this rule are in the Thermal Enclosure System Section of the Rater Field Checklist, where the builder may assume responsibility for verifying a maximum of eight items. This option shall only be used at the discretion of the Rater. When exercised, the builder's responsibility will be formally acknowledged by the builder signing the checklist for the items that they verified.

In the event that a Rater is not sure to determine whether an item is consistent with the intent (e.g., an alternative method of meeting a checklist requirement has been proposed), then the Rater shall consult their provider. If the Provider also cannot make the determination, then the Rater or Provider shall report the issue to EPA prior to next completion of [energy@homerating.com](mailto:energy@homerating.com) and will typically receive an initial response within 10 business days. If EPA believes the current program requirements leave an ambiguity as to determine whether the intent has been met, then this guidance will be provided to the provider and entered beginning with the house in question. In contrast, if EPA believes the program requirements require a revision to make the intent clear, then this guidance will be provided to the owner, but only enforced for homes certified after a review period after the release of the revised program requirements, typically 60 days in length.

This process will allow EPA to make formal policy decisions as partner questions arise and to demonstrate these policy decisions through the periodic release of revised program documents to ensure consistent application of the program requirements.



# National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

## Exhibit 1: ENERGY STAR Reference Design Home

The ENERGY STAR Reference Design Home is the set of efficiency features modeled to determine the ENERGY STAR HERS Index Target for each home pursuing certification. Therefore, while the features below are not mandatory, if they are not used, then other measures will be needed to achieve the ENERGY STAR HERS Index Target. In addition, note that the Mandatory Requirements for All Certified Homes, Exhibit 2, contain additional requirements such as low-level leakage limits, minimum allowed insulation levels, and minimum allowed fenestration performance. Therefore, EPA recommends that partners review the documents in Exhibit 2 prior to selecting measures.

Hot Climates (2009 IECC Zones 1,2,3)	Mixed and Cold Climates (2009 IECC Zones 4,5,6,7,8)																								
<b>Cooling Equipment (Where Provided)</b>																									
<ul style="list-style-type: none"> <li>Cooling equipment modeled at the applicable efficiency levels below:</li> </ul>																									
<ul style="list-style-type: none"> <li>14.5 SEER / 12.5 EER AC</li> <li>Heat pump (See Heating Equipment)</li> </ul>	<ul style="list-style-type: none"> <li>13 SEER AC</li> <li>Heat pump (See Heating Equipment)</li> </ul>																								
<b>Heating Equipment</b>																									
<ul style="list-style-type: none"> <li>Heating equipment modeled at the applicable efficiency levels below, dependent on fuel and system type:</li> </ul>																									
<ul style="list-style-type: none"> <li>30 AFUE gas furnace</li> <li>30 AFUE oil furnace</li> <li>30 AFUE boiler</li> <li>3.2 HSPF / 4.1 SEER / 12 EER air source heat pump with electric or dual-fuel backup</li> </ul>	<ul style="list-style-type: none"> <li>90 AFUE gas furnace</li> <li>85 AFUE ENERGY STAR oil furnace</li> <li>85 AFUE ENERGY STAR boiler</li> <li>Heat pump, with efficiency as follows:               <ul style="list-style-type: none"> <li>02.4 / 8.5 HSPF / 14.5 SEER / 12 EER air source w/ electric or dual-fuel backup</li> <li>02.5 / 8.0 HSPF / 14.5 SEER / 12 EER air source w/ electric or dual-fuel backup</li> <li>02.0 / 8.5 HSPF / 14.5 SEER / 12 EER air source w/ electric or dual-fuel backup</li> <li>02.4 / 3.0 COP / 15.1 SEER ground source w/ electric or dual-fuel backup</li> </ul> </li> </ul>																								
<b>Envelope, Windows, &amp; Doors</b>																									
<ul style="list-style-type: none"> <li>A radon barrier modeled if more than 10 linear feet of outdoor air located in an unconditioned attic.</li> <li>Insulation levels modeled to 2009 IECC levels and Grade insulation per RESNET standards.</li> <li> infiltration rates modeled as follows:               <table border="1" style="margin-left: 20px;"> <tr> <td>0.7ACH50 in Q2s / 2</td> <td>0.9ACH50 in Q2s / 4</td> <td>1.0ACH50 in Q2s / 5,6,7</td> <td>0.9ACH50 in Q2s / 8</td> </tr> </table> </li> <li>Windows and doors modeled as follows:               <table border="1" style="margin-left: 20px;"> <tr> <td>Window U-Value</td> <td>0.80 in Q2s / 2</td> <td>0.85 in Q2s / 3</td> <td>0.92 in Q2s / 4</td> <td>0.92 in Q2s / 5,6,7,8</td> </tr> <tr> <td>Window SHGC</td> <td>0.77 in Q2s / 2</td> <td>0.80 in Q2s / 3</td> <td>0.40 in Q2s / 4</td> <td>0.76 in Q2s / 5,6,7,8</td> </tr> <tr> <td>Door U-value</td> <td>Opaque: 0.27</td> <td>Sliding: 0.27</td> <td>Sliding: 0.32</td> <td>Sliding: 0.30</td> </tr> <tr> <td>Door SHGC</td> <td>Opaque: Any</td> <td>Sliding: 0.30</td> <td>Sliding: 0.30</td> <td>Sliding: 0.30</td> </tr> </table> </li> </ul>	0.7ACH50 in Q2s / 2	0.9ACH50 in Q2s / 4	1.0ACH50 in Q2s / 5,6,7	0.9ACH50 in Q2s / 8	Window U-Value	0.80 in Q2s / 2	0.85 in Q2s / 3	0.92 in Q2s / 4	0.92 in Q2s / 5,6,7,8	Window SHGC	0.77 in Q2s / 2	0.80 in Q2s / 3	0.40 in Q2s / 4	0.76 in Q2s / 5,6,7,8	Door U-value	Opaque: 0.27	Sliding: 0.27	Sliding: 0.32	Sliding: 0.30	Door SHGC	Opaque: Any	Sliding: 0.30	Sliding: 0.30	Sliding: 0.30	<ul style="list-style-type: none"> <li>No radon barrier modeled.</li> <li>Insulation per RESNET standards.</li> </ul>
0.7ACH50 in Q2s / 2	0.9ACH50 in Q2s / 4	1.0ACH50 in Q2s / 5,6,7	0.9ACH50 in Q2s / 8																						
Window U-Value	0.80 in Q2s / 2	0.85 in Q2s / 3	0.92 in Q2s / 4	0.92 in Q2s / 5,6,7,8																					
Window SHGC	0.77 in Q2s / 2	0.80 in Q2s / 3	0.40 in Q2s / 4	0.76 in Q2s / 5,6,7,8																					
Door U-value	Opaque: 0.27	Sliding: 0.27	Sliding: 0.32	Sliding: 0.30																					
Door SHGC	Opaque: Any	Sliding: 0.30	Sliding: 0.30	Sliding: 0.30																					
<b>Water Heater</b>																									
<ul style="list-style-type: none"> <li>DHW equipment modeled with the following efficiency levels as applicable:</li> </ul>																									
<table border="1" style="width: 100%;"> <tr> <td>Gas</td> <td>30 Gal = 0.63 EF</td> <td>40 Gal = 0.61 EF</td> <td>50 Gal = 0.59 EF</td> <td>60 Gal = 0.57 EF</td> <td>70 Gal = 0.55 EF</td> <td>80 Gal = 0.53 EF</td> </tr> <tr> <td>Electric</td> <td>30 Gal = 0.94 EF</td> <td>40 Gal = 0.92 EF</td> <td>50 Gal = 0.92 EF</td> <td>60 Gal = 0.91 EF</td> <td>70 Gal = 0.89 EF</td> <td>80 Gal = 0.88 EF</td> </tr> <tr> <td>Oil</td> <td>30 Gal = 0.65 EF</td> <td>40 Gal = 0.63 EF</td> <td>50 Gal = 0.61 EF</td> <td>60 Gal = 0.59 EF</td> <td>70 Gal = 0.47 EF</td> <td>80 Gal = 0.46 EF</td> </tr> </table>	Gas	30 Gal = 0.63 EF	40 Gal = 0.61 EF	50 Gal = 0.59 EF	60 Gal = 0.57 EF	70 Gal = 0.55 EF	80 Gal = 0.53 EF	Electric	30 Gal = 0.94 EF	40 Gal = 0.92 EF	50 Gal = 0.92 EF	60 Gal = 0.91 EF	70 Gal = 0.89 EF	80 Gal = 0.88 EF	Oil	30 Gal = 0.65 EF	40 Gal = 0.63 EF	50 Gal = 0.61 EF	60 Gal = 0.59 EF	70 Gal = 0.47 EF	80 Gal = 0.46 EF				
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Oil	30 Gal = 0.65 EF	40 Gal = 0.63 EF	50 Gal = 0.61 EF	60 Gal = 0.59 EF	70 Gal = 0.47 EF	80 Gal = 0.46 EF																			
<b>Thermostat &amp; Ductwork</b>																									
<ul style="list-style-type: none"> <li>Programmable thermostat modeled.</li> <li>Supply ducts in unconditioned attics modeled with R-8 insulation; infiltration in unconditioned spaces modeled with R-6 insulation.</li> <li>Duct leakage to outdoors modeled at the greater of 1.4 CFM25 per 100 sq. ft. of conditioned floor area or 0.02 CFM25.</li> </ul>																									
<b>Lighting &amp; Appliances</b>																									
<ul style="list-style-type: none"> <li>ENERGY STAR refrigerators, dishwashers, and ceiling fans modeled.</li> <li>ENERGY STAR light bulbs modeled in 82% of RESNET-eligible Ceiling Light Fixture Locations.</li> </ul>																									



## National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

Exhibit 2: Mandatory Requirements for All Certified Homes

Party Responsible	Mandatory Requirements
Rater	<ul style="list-style-type: none"> <li>• Completion of Rater Design Review Checklist</li> <li>• Completion of Rater Field Checklist</li> </ul>
HVAC System Designer	<ul style="list-style-type: none"> <li>• Completion of HVAC Design Report</li> </ul>
HVAC Installing Contractor	<ul style="list-style-type: none"> <li>• Completion of HVAC Commissioning Checklist</li> </ul>
Builder	<ul style="list-style-type: none"> <li>• Completion of Water Management System Builder Requirements</li> </ul>

Exhibit 3: Benchmark Home<sup>3</sup>

Bedrooms in Home to be Built	0	1	2	3	4	5	6	7	8
Conditioned Floor Area (square feet)	1,000	1,300	1,600	2,200	2,900	3,400	4,000	4,800	5,200

### Effective Date

All homes with a date of final inspection on or after 03/01/2012 (i.e., the date at which all of the field inspections are complete for the home, not necessarily the date when the audit is issued) shall be certified under Version 3, with the following exceptions:

- Regional program requirements and associated implementation schedules have been developed for homes in CA, HI, GU, HI, the Northern Mariana Islands, and PR.
- Version 3.1 implementation timelines have been defined for the States listed in Exhibit 4. Homes permitted prior to the implementation timeline are eligible to earn the ENERGY STAR under version 3 of the program requirements.

EPA intends to implement the Version 3.1 program requirements for homes beginning one year after state-level implementation of the 2012 IECC, 2015 IECC, or an equivalent code. However, EPA will make a final determination of the implementation timeline on a state-by-state basis.

Exhibit 4: ENERGY STAR Certified Homes Version 3.1 Implementation Timeline

State	Applicable to Homes with the Following Permit Date
MA	On or after 01/01/2013
DC, IL, VA, RI	On or after 04/01/2013 (except for Calverton County and Blaine County in MD for which the applicable permit date is on or after 07/01/2015)
IA	On or after 08/01/2015
DE	On or after 1/20/2015
MT, OR, WA	On or after 01/01/2016
ME, VT	On or after 04/01/2016
NV	On or after 07/01/2016
NJ	On or after 04/01/2017
TX	On or after 1/20/2017

### Notes:

1. A dwelling unit, as defined by the 2009 IECC, is a single unit that provides complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
2. Any above-grade story with 20% or more occupable space, including commercial space, shall be counted towards the total number of stories for the purpose of determining eligibility to participate in the program. The definition of an "above-grade story" is one for which more than half of the gross surface area of the exterior walls is above-grade. All below-grade stories, regardless of type, shall not be counted when evaluating eligibility.
3. Per ASHRAE 62.2-2010, occupable space is any enclosed space inside the pressure boundary and intended for human activities or continual human occupancy, including, but not limited to, areas used for living, sleeping, dining, and cooking, toilets, closets, halls, storage and utility areas, and laundry areas.
4. Central domestic hot water systems are allowed if so an energy provider a 90% of the domestic hot water for the residential units. Required for homes permitted starting 07/01/2016. Revised 10/4/2016.

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## National Program Requirements ENERGY STAR Certified Homes, Version 3 (Rev. 08)

5. Units in multi-family buildings with 4 or 5 stories above grade, including mixed-use buildings, that have their own heating, cooling, & hot water systems, separate from other units, but where multiple units occupy >50% of the residential (i.e., excluding commercial) total space for mixed-use buildings) containable square footage of the building, may earn the ENERGY STAR through either the Certified Homes Program or the Multifamily High Rise (MFHR) Program if permitted on or to July 1, 2012. Units in buildings of the type that are permitted after this date shall only be eligible to earn the ENERGY STAR through the MFHR Program.
8. Where requirements of the local codes, manufacturers' installation instructions, engineering documents, or regional ENERGY STAR programs overlap with these program requirements, EPA offers the following guidance:
  - a. Where the overlapping requirements exceed the ENERGY STAR requirements, these overlapping requirements shall be met.
  9. Where overlapping requirements conflict with a requirement of the ENERGY STAR program (e.g., slab insulation is prohibited to allow visual access for termite inspections), then the conflicting requirement within these program requirements shall not be met. Certification shall only be allowed if the Rater has determined that no equivalent option is available that could meet the intent of the conflicting requirement (e.g., switching from a slab-on to interior slab edge insulation). Note that a home must still meet its ENERGY STAR HERS Index Target. Therefore, other efficiency measures may be needed to compensate for the omission of the conflicting requirement.
7. Prior to Rev. 08, homes were permitted to be certified using either a Prescriptive Path or a Performance Path. Homes with a permit date on or after 60 days after the release of Rev. 08 shall only use the Performance Path, which has been renamed the ENERGY STAR Certification Process. To minimize disruption to projects that are in process, homes with a permit date before 6/01/2016 are permitted to use a modified version of the Prescriptive Path in lieu of the Performance Path. For more information about this compliance option, visit [www.energystar.gov/3prescripnewpath](http://www.energystar.gov/3prescripnewpath).
9. The software program shall automatically determine (i.e., without relying on a user-configured ENERGY STAR Reference Design) the target for each home by following the ENERGY STAR HERS Index (a.k.a. Procedure, Version 3 (Rev. 08)), available on EPA's website.
8. The average-size home with a specific number of bedrooms is termed the "Benchmark Home". The conditioned floor area of a Benchmark Home (CFR<sub>Benchmark</sub>) is determined by selecting the appropriate value from exhibit 5. For homes with more than 9 bedrooms, the CFR<sub>Benchmark</sub> shall be determined by multiplying 900 sq. ft. by the total number of bedrooms & adding 400 sq. ft. A bedroom is defined by RESNET as a room or space 70 sq. ft. or greater size, with egress window or door, used or intended to be used for sleeping. A "kitchen/library," or "home office" with a door, egress window or 70 sq. ft. or greater size or other similar rooms shall count as a bedroom. All living rooms and foyers shall not. An egress window, as defined in 2009 IRC section R310, shall refer to any operable window that provides for a means of escape and access to rescue in the event of an emergency. The egress window definition has been summarized for convenience. The egress window shall:
  - have a sill height of not more than 44 in. above the floor; AND
  - have a minimum net clear opening of 5.7 sq. ft.; AND
  - have a minimum net clear opening height of 20 in.; AND
  - have a minimum net clear opening width of 20 in.; AND
  - be operational from the inside of the room without the use of keys, tools or special knowledge.
10. The term "Rater" refers to the person completing the third-party inspections required for certification. This person shall: a) be a Certified Home Energy Rater, Rating Field Inspector, or an equivalent designation as determined by a Verification Oversight Organization such as RESNET® and, b) have attended and successfully completed an EPA-recognized training class. See [www.energystar.gov/3prescripnewpath](http://www.energystar.gov/3prescripnewpath). Raters who operate under a Sampling Provider are permitted to verify the Minimum Rated Features of the home and to verify any Checklist Item designated "Rater Verified" using the RESNET approved sampling protocol for homes outside California, and the CDC-approved sampling protocol for homes in CA. No parties other than Raters are permitted to use sampling. All other items shall be verified for each certified home. For example, no items on the HVAC Commissioning Checklist are permitted to be verified using a sampling protocol.
11. The Revision of the National Program Requirements is required for all homes permitted after 07/01/2016, but is allowed to be used for any home permitted or completed prior to this date. The Rater may define the permit date as either the date that the permit was issued or the date of the contract on the home. In cases where permit or contract dates are not available, Raters have discretion to estimate permit dates based on other construction schedule factors. These assumptions should be both defensible and documented.
12. The following map illustrates the Climate Zone boundaries as defined by the 2009 ICC Figure 901.1.



Required for homes permitted / starting 07/01/2016

Revised 12/4/2016

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APPENDIX 5

WEST VIRGINIA HOUSING DEVELOPMENT FUND CONSTRUCTION INSPECTION REPORT

PROJECT DATA								
Name	Location	Program Type	# of Buildings/Units	Start Date	Completion Date	Total Construction Time		
CONTACT		AGENCY		ADDRESS			PHONE	
Date of Inspection	Amount of Advance	Weather	Temperature	Site	Progress Scheduled/Actual	Site Arrival Time	Site Departure Time	Completion Date with Extension

Type of Inspection:

Work in Progress

Findings & Comments:

Follow-Up Actions:

Recommendations:

Days-Becon Compliance:

INSPECTOR NAME

(Title)  
(Name)

- cc: Nela Tesuran
- Joshua Brown
- John Walsh
- (WV DOT Personnel)

THIS DOCUMENT IS THE PROPERTY OF THE FEDERAL BUREAU OF INVESTIGATION AND IS LOANED TO YOUR AGENCY. IT IS TO BE RETURNED TO THE FBI AT THE END OF THE LOAN PERIOD. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. IF YOU HAVE ANY QUESTIONS, CONTACT THE FBI AT (301) 452-5000.

**Inspection Checklist**

Housing Choice Voucher Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2507-0166  
(Exp. 04/30/2018)

Public reporting burden for this collection of information is estimated to average 0.07 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

Assurances of confidentiality are not provided under this collection.

The collection of information is authorized under Section 8 of the U.S. Housing Act of 1957 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the Section 8 rental assistance program.

**Privacy Act Statement:** The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1957 (42 U.S.C. 1437f). Collection of the name and address of both family and the owner is mandatory. The information is used to determine if a unit meets the housing quality standards of the Section 8 rental assistance program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family participation.

Name of Family		Form HUD Number	Date of Request (mm/dd/yyyy)
Inspector		Neighborhood/Case File #	Date of Inspection (mm/dd/yyyy)
Type of Inspection: Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection <input type="checkbox"/>		Date of Last Inspection (mm/dd/yyyy)	PH#
<b>A. General Information</b>			
Inspected Unit		Year Constructed (yyyy)	Housing Type (check as appropriate) <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex or Two Family <input type="checkbox"/> Row House or Town House <input type="checkbox"/> Low Rise 3-4 Stories, including Garden Apartment <input type="checkbox"/> High Rise 5 or More Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Other
Full Address (including Street, City, County, State, ZIP)			
Number of Children in Family (under 18)			
Owner		Phone Number	
Name of Owner or Agent Authorized to Lease Unit Inspected		Witness of Owner or Agent	

<b>B. Summary Decision On Unit (To be completed after form has been filled out)</b>			
Pass	Number of Bedrooms for Purpose of the FMR or Payment Standard	Number of Sleeping Rooms	
Fail			
Inconclusive			

Inspection Checklist					Comment	Final Approval Date (mm/dd/yyyy)
Item No.	1. Living Room	Yes/Pass	No/Fail	In-Comp.		
1.1	Living Room Present					
1.2	Electricity					
1.3	Electrical Hazards					
1.4	Security					
1.5	Window Condition					
1.6	Ceiling Condition					
1.7	Wall Condition					
1.8	Floor Condition					

Previous editions are obsolete.

Page 1 of 6

Form HUD-62583 (4/2015)  
ref Handbook 7420.2

\* Room Codes: 1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room); 2 = Dining Room or Dining Area;  
 3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Hall, Corridor, Hall, Staircase; 5 = Attic and Bathroom; 6 = Other

Item No.	1. Living Room (Continued)	Y/N	NA	IS-Code	Comments	Final Approval Date (mm/dd/yyyy)
1.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				No Applicable	
<b>2. Kitchen</b>						
2.1	Kitchen Area Present					
2.2	Flexibility					
2.3	Electrical Hazards					
2.4	Security					
2.5	Window Condition					
2.6	Ceiling Condition					
2.7	Wall Condition					
2.8	Floor Condition					
2.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				No Applicable	
2.10	Stove or Range with Oven					
2.11	Refrigerator					
2.12	Sink					
2.13	Space for Storage, Preparation, and Serving of Food					
<b>3. Bathroom</b>						
3.1	Bathroom Present					
3.2	Flexibility					
3.3	Electrical Hazards					
3.4	Security					
3.5	Window Condition					
3.6	Ceiling Condition					
3.7	Wall Condition					
3.8	Floor Condition					
3.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				No Applicable	
3.10	Flush Toilet in Enclosed Room in Unit					
3.11	Fixed Wash Basin or Lavatory in Unit					
3.12	Tub or Shower in Unit					
3.13	Ventilation					

Previous editions are obsolete

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Form HUD-92450 (4/2015)  
 HHS/HEALTH/7500 E



Item 4. Other Rooms Used For Living and Halls		Fire Risk	Spill Risk	Other Cases	Comments	Final Agency Date (mm/dd/yyyy)
4.1 Room Code* and Room Location	<input type="checkbox"/> Left	(Circle One) None/Center/Left	Rear	(Circle One) Front/Center/Rear	___ Floor Level	
4.2 Electricity/Lumination						
4.3 Electrical Hazards						
4.4 Security						
4.5 Window Condition						
4.6 Ceiling Condition						
4.7 Wall Condition						
4.8 Floor Condition						
4.9 Lead-Based Paint				<input type="checkbox"/> Not Applicable		
Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?						
4.10 Smoke Detectors						
4.1 Room Code* and Room Location	<input type="checkbox"/> Rear	(Circle One) Right/Center/Left	Rear	(Circle One) Front/Center/Rear	___ Floor Level	
4.2 Electricity/Lumination						
4.3 Electrical Hazards						
4.4 Security						
4.5 Window Condition						
4.6 Ceiling Condition						
4.7 Wall Condition						
4.8 Floor Condition						
4.9 Lead-Based Paint				<input type="checkbox"/> Not Applicable		
Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?						
4.10 Smoke Detectors						
4.1 Room Code* and Room Location	<input type="checkbox"/> Rear	(Circle One) Right/Center/Left	Rear	(Circle One) Front/Center/Rear	___ Floor Level	
4.2 Electricity/Lumination						
4.3 Electrical Hazards						
4.4 Security						
4.5 Window Condition						
4.6 Ceiling Condition						
4.7 Wall Condition						
4.8 Floor Condition						
4.9 Lead-Based Paint				<input type="checkbox"/> Not Applicable		
Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?						

Prepared with one line available

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Form HUD-92382 (02/01/05)  
with Handbook 7400.1

Item No.	4. Other Rooms Used For Living and Halls		No. Pass	No. Fail	In Comp.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code * and Room Location	Left	(Circle One) Right/Down/Up	Room	(Circle One) Front/Center/Rear	Floor Level	
4.2	Electricity/Illumination						
4.3	Electrical Hazards		<input type="checkbox"/>				
4.4	Security		<input type="checkbox"/>				
4.5	Window Condition						
4.6	Ceiling Condition						
4.7	Wall Condition		<input type="checkbox"/>				
4.8	Floor Condition		<input type="checkbox"/>	<input type="checkbox"/>			
4.9	Lead-Based Paint					Not Applicable	
	Are all painted surfaces free of deteriorated paint?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.10	Smoke Detectors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1	Room Code * and Room Location	Rear	(Circle One) Right/Down/Up	Room	(Circle One) Front/Center/Rear	Floor Level	
4.2	Electricity/Illumination						
4.3	Electrical Hazards						
4.4	Security						
4.5	Window Condition						
4.6	Ceiling Condition						
4.7	Wall Condition						
4.8	Floor Condition						
4.9	Lead-Based Paint					Not Applicable	
	Are all painted surfaces free of deteriorated paint?						
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?						
4.10	Smoke Detectors						
5. All Secondary Rooms (Rooms not used for living)							
5.1	None	Go to Part 5					
5.2	Security						
5.3	Electrical Hazards						
5.4	Other Potentially Hazardous Features in these Rooms						

Item No.	6. Building Exterior	Yes	No	In- Part	Conc.	Comment	Final Approval Date/Ins/Adj/Def
6.1	Condition of Foundation						
6.2	Condition of Stairs, Rails, and Porches						
6.3	Condition of Roof/Gutters						
6.4	Condition of Exterior Surfaces						
6.5	Condition of Chimney						
6.6	Lead Paint: Exterior Surfaces Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed 20 square feet of total exterior surface area?					No/Apply/adj	
6.7	Manufactured Home Tie Downs						
<b>7. Heating and Plumbing</b>							
7.1	Adequacy of Heating Equipment						
7.2	Safety of Heating Equipment						
7.3	Ventilation/Cooling						
7.4	Water Heater						
7.5	Approvable Water Supply						
7.6	Plumbing						
7.7	Sewer Connection						
<b>8. General Health and Safety</b>							
8.1	Access to Unit						
8.2	Fire Exits						
8.3	Evidence of Infestation						
8.4	Garbage and Debris						
8.5	Refuse Disposal						
8.6	Interior Stairs and Common Halls						
8.7	Other Interior Hazards						
8.8	Elevators						
8.9	Interior Air Quality						
8.10	Site and Neighborhood Conditions						
8.11	Lead-Based Paint: Owner's Certification					No/Apply/adj	

If the owner is required to control any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified paint-based paint risk assessor, or certified lead-based paint inspector, the PHA must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received by the PHA before the execution of the HAP contract or within the time period stated by the PHA in the owner HQS violation notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.

**C. Special Amenities (Optional)**

This Section is for optional use of the PHA. It is designed to collect additional information about other positive features of the unit that may be present. Although the features listed below are not included in the Housing Quality Standards, the tenant and PHA may wish to have this info considered in decisions about renting the unit and the reasonableness of the rent. Check for any positive features found in relation to the unit.

**D. Questions to Ask the Tenant (Optional)**

**1. Living Room**

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other (Specify)

**2. Kitchen**

- Dishwasher
- Separate freezer
- Garbage disposal
- Eating counter/breakfast nook
- Plenty of abundant shelving or cabinets
- Double oven/self cleaning oven, microwave
- Double sink
- High quality cabinets
- Abundant counter-top space
- Work-in appliances
- Exceptional size relative to needs of family
- Other (Specify)

**3. Other Rooms Used for Living**

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other (Specify)

**4. Bath**

- Special feature shower head
- Built-in stool lamp
- Large mirrors
- Glass door on shower/tub
- Separate dressing room
- Double sink or special lavatory
- Exceptional size relative to needs of family
- Other (Specify)

**5. Overall Characteristics**

- Storm windows and doors
- Other forms of weatherization (e.g., insulation, weather stripping) Screen doors or windows
- Good upkeep of grounds (i.e. site cleanliness, landscaping, condition of lawn)
- Garage or parking facilities
- Driveway
- Large yard
- Good maintenance of building exterior
- Other (Specify)

**6. Disabled Accessibility**

Unit is accessible to a particular disability:  Yes  No  
Disability:

1. Does the owner make repairs when asked? Yes  No
2. How many people live there?
3. How much money do you pay to the owner/agent for rent? \$ \_\_\_\_\_
4. Do you pay for anything else? (specify) \_\_\_\_\_
5. Who owns the range and refrigerator? (insert O = Owner or T = Tenant) Range \_\_\_\_\_ Refrigerator \_\_\_\_\_ Microwave
6. Is there anything else you want to tell us? (specify) Yes  No

Previous editions are obsolete

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Form HUD-63860 (4/00-0)  
or Handbook 7421.8

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**II. Inspection Summary/Comments (Optional)**  
 Provide a summary description of work item which resulted in a rating of "Fail" or "Pass with Comments."

Unit ID Number	Inspection	Date of Inspection (mm/dd/yyyy) Address of Inspected Unit	
Type of Inspection	Initial	Special	Reinspection
Inspection Number	Reason for "Fail" or "Pass with Comments" Rating		

Continued on additional page: Yes  No

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Previous versions are obsolete Page 6 of 6 Form HUD-52500 (4/2013) NF-14-00000-1-200.0

Uniform Physical Condition Standards - Comprehensive Listing

Page: \_\_\_\_\_ of \_\_\_\_\_

Inspectable Area: Site

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NCC	Level			NA	H&S
			1	2	3		
Leaking and Spills	Damaged / Missing Leaking						NLI
	Holes						NIT
	Missing Sections						NLI
Grounds	Erosion/Hutting Areas						NLI
	Overgrown/Exposed/Injurious Vegetation						
	Ponding/Slow Drainage						
Health & Safety	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Mechanical Gas Detected						
	Electrical Hazards - Exposed Wires/Open Panels						
	Electrical Hazards - Water Leaks on/ near Electrical Equipment						L
	Hazardous Materials - Improperly Stored						NLT
	Spillage and Debris - Outdoors						NLI
	Hazards - Other						NIT
	Hazards - Sharp Edges						NLI
	Hazards - Tripping						NIT
	Intrusions - Pipes						NLI
Malfunctioning Signs	Malfunction - Rain/Max/Warning						NIT
	Signs Damaged						
Material Appeal	Grime						
	Flime						
Ponding/Leak/Overwater/Issues	Cracks						
	Ponding						
	Polished/Lease Material						
Pavement and Equipment	Settlement/Heaving						
	Damaged/Broken Equipment						NLT
Risks/Issues and Equipment	Damaged/Broken Equipment						
	Damaged/Broken Equipment						
Roofing/Chimney	Roofing/Chimney Problems/Mechanical Outside Storage Issues						
	Damaged / Missing Leaking						NLT
Roof/Drainage	Damaged/Obstructed						
	Damaged/Obstructed						
Walkways/Steps	Cracks/Heaving/Uneven/Heaving						NLI
	Cracks/Settlement/Heaving						

In order to accurately categorize a deficiency as a Level 1, Level 2, or Level 3 (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Descriptors (PA&S) Version 2.3, dated 05/08/2013. This document can be found at <http://www.nid.gov/ncsc/ncscdcd/ncscdcd23.pdf> (223 Pages, 342 Kb).  
 Additional clarification to these definitions is contained in the ISLA, PA&S Completion Defects which can be found at <http://www.nid.gov/ncsc/ncscdcd/ncscdcd23.pdf> (24 Pages, 275 Kb).  
 Only Level 3 is needed for independent Health & Safety deficiencies.  
 In the H&S column, NLT is a Non-Life Threatening Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Expert Health and Safety report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing

Page: \_\_\_\_ of \_\_\_\_

Inspectable Area: Building Exterior

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Building Number: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Doors	Damaged Frames/Thresholds/Insets/Tim						N
	Damaged Hardware/Handles						
	Damaged Surface (Holes/Panel/Cracking/Glaze)						
	Damaged/Missing Screen/Storm/Security Door						NL
	Defunct/Missing Callings/Signs						
Fire Escapes	Missing/Leaky/Ladders						Y
	W/No Working Components						Y
Foundations	Cracks/Spalls						
	Soil/Ingress/Other						
Health and Safety	Electrical Hazards - Exposed Wires/Over Panels						Y
	Electrical Hazards - Water Leaks on/over Electrical Equipment						Y
	Emergency Fire Exits - Emergency Fire Exits Blocked/Inoperable						Y
	Emergency Fire Exits - Missing Exit Signs						N
	Flammable/Combustible Materials - Improperly Stored						N
	Garbage and Debris - Outdoors						N
	Hazards - Other						N
	Hazards - Sharp Edges						N
	Hazards - Tripping						N
	Installation - Insects						N
	Installation - Rebar/Reinforcement						N
Lifting	Broken/Slanted/Duble						
	Damaged Components						
Roofs	Damaged Components						
	Damaged/Blocked Drains						
	Damaged/Loose/Leaking/Weathering						
	Missing/Damaged Components (Air Conditioning/Other)						
	Missing/Damaged Shingles						
Walls	Cracks/Spalls						
	Damaged Chimneys						NL
	Missing/Damaged Caulking/Weatherstripping						
	Missing/Flashed/Leaking/Weatherstripping						
Windows	Broken/Leaking/Cracked Panes						NL
	Damaged Sill/Frames/Linings/Turn						
	Damaged/Missing Screens						
	Missing/Defunct Callings/Signs/Weatherstripping/Components						
	Painting/Weatherstripping						
	Security Bars/Protective Glass						Y

-In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the "Final Dictionary of Deficiency Definitions (FADD) Version 2.0, dated 03/09/2020. This document can be found at: <http://www.hud.gov/offices/osp/fadd/fadd2.pdf> (325 pages, 343 KB)

-Additional clarification to these definitions is contained in the "FADD 2020 Compliance Bulletin" which can be found at: <http://www.hud.gov/offices/osp/fadd/fadd2.pdf> (24 Pages, 275 KB)

-Only Level 3 is applied to independent Health & Safety deficiencies

-In the H&S column, "Y" is "Yes" - "N" is "No" - "NL" is "Not a Health & Safety concern whereas "Y" is a "Health & Safety Threatening" concern which calls for immediate attention or remedy and will also be on the "Exigent Health and Safety Report" at the end of an inspection.



Inspectable Area: **Building Systems**

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Building Number: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Domestic Water	Leaking Control Valve/Supply						LT
	Wear/aged Chimney/Ventilation System						NLT
	Wear/ Pressure Relief Valve						NLT
	Rust/Corrosion - Toilet Chimney						NLT
	Water Supply Inaccessible						NLT
Electrical System	Blocked Access to Upper Storage						NLT
	Dead Breakers						NLT
	Evidence of Flicker/Vibrations						NLT
	Exposed Wiring						LT
	Wear/ Breakers missing						LT
	Wear/ Covers						LT
Elevators	No. Operable						NLT
Emergency Power	Alarms/ Lighting Inoperable						
	Run Up Records/Documentation Not Available						
Fire Protection	Wear/ Sprinkler Head						NLT
	Wear/Damaged/Expired Extinguishers						LT
Health & Safety	Air Quality - MBH under MISOV Observed						NL*
	Air Quality - Propane/Methane Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NL*
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Flammable Hazards - Water Leaks on/over Electrical Equipment						LT
	Flammable - Tripping						NL*
	Emergency - Fire Exits - Emergency Fire Exits Blocked/Inaccessible						LT
	Emergency - Fire Exits - Missing Exit Signs						NL*
	Flammable Materials - Improperly Stored						NL
	Garage and Debris - Trip/obscure						NL
	Hazards - Other						NL
	Hazards - Sharp Edges						NL*
	Hazards - Tripping						NL*
	Insulation - Missing						NL*
	Insulation - Rot/Damaged/missing						NL*
HVAC	Boiler/Pump Leaks						
	Fuel Supply Leaks						NLT
	General Rust/Corrosion						NLT
	Wear/aged Chimney/Ventilation System						LT
Rooftop/ground System	Not Labeled - (Info) Inoperable						
Sanitary System	Broken/Leaking/Clogged Pipes or Drains						NLT
	Wear/ Drain/Cleanout/Manhole Covers						

In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (FADD) Version 2.3, dated 01/24/2010. The document can be found at <http://www.hud.gov/offices/cead/cead/fadd23.pdf> (325 Pages, 348 KB).

Additional clarification on these definitions is contained in the RCAC PMS Completion Bulletin which can be found at <http://www.hud.gov/offices/cead/cead/bulletin.pdf> (24 Pages, 275 KB).

Only level 3 is applied to independent Health & Safety deficiencies.

In the H&S column, NLT is a "Non-Life-Threatening" Health & Safety concern whereas LT is a "Life-Threatening" concern which calls for immediate attention or remedy and will show up on the Critical Health and Safety Report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing  
 Inspectable Area: **Common Areas**

Page \_\_\_\_ of \_\_\_\_

Property ID Name: \_\_\_\_\_  
 Building Number: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_

X	Inspectable Item Location	Observable Deficiency	NOD	Level			9A	I-S-S
				1	2	3		
	Basement/Below Carpet	Del. on/Under Rm. Ings. Damaged						
	Ceiling/By Mechanical	Ceiling - Missing/Damaged						
	Community Room	Call for Aid - Incomplete						NLT
	Day Care	Painting - Peeling/Chipping						
	Hall/Corridors/Stairs	Ceiling - Hoop/Rising Tiles/Panels/Ceiling						
	Kitchen	Ceiling - Peeling/Needs Paint						
	Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew						
	Lobby	Entrance - Missing/Damaged						
	Office	Disinfectant/Germicide Disposal - Incomplete						
	Office Community Spaces	Doors - Damaged Frames/Thresholds/Inlets/Trim						NLT
	Reception/Waiting	Doors - Damaged Hardware/Trim						
	Reception/PC Structure	Doors - Damaged Glass/Screen/Door/Inlets/Trim						NLT
	Storage	Doors - Damaged/Missing Seal/Entry Drift						
		Doors - Missing Trim						
		Doors - Missing/Overhead/Incomplete						
		Electrical - Blocked Access to Electrical Panels						NLT
		Electrical - Burn/Bevels						NLT
		Electrical - Function of Lock/Unlock						NLT
		Electrical - Loose Wiring						
		Electrical - Missing Breakers						LT
		Electrical - Missing Covers						LT
		Floors - Holes/Chipping						
		Floors - Floor Covering Damaged						
		Floors - Missing Room Tiles						
		Floors - Peeling/Needs Paint						
		Floors - No Fire Extinguisher Station						
		Floors - Water Stains/Water Damage/Mold/Mildew						
		GFI - Inoperative						NLT
		Graffiti						
		HVAC - Control/Inlet/Outlet/Filter System/Control/Leakage Damaged						
		HVAC - General Substitution						
		HVAC - Inoperative						
		HVAC - Missing/Dirty/Inlet/Outlet/Filter System						LT
		HVAC - Runny/Leaking/Noisy						
		Lavatory Sinks - Damaged/Missing						NLT
		Lighting - Missing/Damaged/Inoperative/Fluorescent						
		Locks - Missing/Damaged						
		Mailroom/Storage/Room - Boxes - Missing/Locked						LT
		Pedestrian/Wheelchair Ramp						
		Pumbing - Clogged Drains						NLT
		Pumbing - Leaking/Faulty Pipes						NLT
		Range Hood/Fans/Exhaust - Leaking/Overhead/Inoperative						
		Range Hood - Missing/Damaged/Inoperative						
		Refrigerator - Damaged/Inoperative						
		Reception Counter - Damaged/Missing						
		Shower/Tub - Damaged/Leaking						
		Sink - Missing/Damaged						NLT
		Sink/Drainage - Missing/Inoperative						LT
		Sinks - Broken/Damaged/Leaking/Noisy						NLT
		Stairs - Broken/Missing/Hand Railing						NLT
		Temperature/Humidity System - Inoperative						
		Walls - Bumping/Chipping						
		Walls - Damaged						
		Walls - Damaged/Chipped/Trim						
		Walls - Peeling/Needs Paint						
		Walls - Water Stains/Water Damage/Mold/Mildew						
		Walls - Glass Tiles - Damaged/Inoperative/Leaking						
		Windows - Cracked/Glass/Missing/Panes						NLT
		Windows - Damaged Window Sill						
		Windows - Inoperative/Incomplete						NLT

	Windows - Missing/Obstructed/Glazing/Sealing/Clipping/Component						
	Windows - Missing/Sealing/Frame						
	Windows - Storm Doors/Screened Doors						LT
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Overhead Power						LT
	Emergency Exits - Obstructed/Blocked/Unmarked/Unlabeled						LT
	Emergency Fire Exits - Emergency Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Gas Appliances - Leaking						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Stair/Floors						NLT
	Hazards - Tripping						NLT
	Infection - Insects						NLT
	Insulation - Missing/Damaged						NLT
Pool and Related Structures	Leaking - Damaged/Not Maint.						
Pool - Not Operational							
Trash Collection Areas	Unlabeled - Damaged/Missing Components						

- In order to accurately categorize a deficiency as a Level 1, Level 2 or Level 3 (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (FD3) version 2.3, dated 05/09/2006. This document can be found at: [http://www.hud.gov/offices/ce/foia/defdef/defdef\\_050906.pdf](http://www.hud.gov/offices/ce/foia/defdef/defdef_050906.pdf) (307 Pages, 343 KB)
- Additional information on these definitions is contained in the HUD AHS Compliance Bulletin document located at: [http://www.hud.gov/offices/ce/foia/defdef/defdef\\_050906.pdf](http://www.hud.gov/offices/ce/foia/defdef/defdef_050906.pdf) (24 Pages, 270 KB)
- Only level 3 is applied to independent Health & Safety deficiencies.
- In the HUD column, "LT" is "Non-life-Threatening" health & Safety deficiencies and "NLT" is "Life-Threatening" meaning deficiencies that need to be corrected immediately and will show up on the Urgent Health and Safety report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing

Page: \_\_\_\_ of \_\_\_\_

Inspectable Area: Unit

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Building/Unit Number: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NDD	Level			NA	H&S
			1	2	3		
Bath Room	Bath Room Cabinets - Damaged/Missing						
	Leaky Sink - Damaged/Missing						NLT
	Pumbing - Clogged Drains						NLT
	Pumbing - Leaking Toilet/Pipes						NLT
	Snow/Water - Damaged/Missing						NLT
	Ventilation/Exhaust System - Inoperable						
Water Closet/Toilet	Water Closet/Toilet - Damage/Clogged/Missing						NLT
	Inoperable						NLT
Ceiling	Hanging/Dangling						
	Holes/Missing Tiles/Panels/Cracks						
	Peeling/Flaking Paint						
	Water Stains/Water Damage/Mold/Mildew						
	Missing Tiles						
Doors	Damaged Frames/Thresholds/Inlets						NLT
	Damaged Hardware/Locks						
	Damaged/Missing Screens/Glazing/Security Door						NLT
	Damaged Hardware - Hinges/Hair/Missing/Glass						
	Defective/Missing Seals (Entry Only)						
Electrical System	Missing Door						NLT
	Blocked Access to Electrical Panel						NLT
	Hum Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
Floors	Cracked						NLT
	Missing						NLT
	Peeling/Flaking Paint						
	Water Stains/Water Damage/Mold/Mildew						
	Water Stains/Water Damage/Mold/Mildew						
Health & Safety	Air Quality - Mold and/or Mildew Detected						NLT
	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/over Electrical Equipment						LT
	Emergency Fire Exits - Emergency Signs Not Visible						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improper Storage						NLT
	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Installation - Insects						NLT
	Installation - Pests/Water/Damp						NLT
Hot Water Heater	Missing or Damaged Ventilation System						LT
	Inoperable Unit/Connections						NLT
	Leaking Valves/Tanks/Pipes						
	Pressure Relief Valve Missing						NLT
HVAC System	Dirty/Dirty/Dirty - Heat System Covers Missing/Damaged						
	Inoperable						
HVAC System	Missing or Damaged Ventilation System						LT

	Noisy/Vibrating/Leaking						
	Rust/Corrosion						
Kitchen	Cabinets - Missing/Damaged						NLT
	Countertops - Missing/Damaged						NLT
	Dishwasher/Cutlery Tray - Inoperable						
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking - Faucet/Pipes						NLT
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable						
	Range/Oven - Missing/Damaged/Inoperable						
	Refrigerator - Missing/Damaged/Inoperable						NLT
Laundry Area (Room)	Sinks - Damaged/Leaking						NLT
	Washer/Vent - Missing/Damaged/Inoperable						
Lighting	Missing/Inoperable/Fixture						NLT
Outlets/Switches	Missing						LT
	Missing/Broken Cover Plates						LT
Paint/Finish/Trim	Salts/Spills/Rainage Damage						
Smoke Detector	Missing/Inoperable						LT
Stairs	Broken/Damaged/Missing Steps						NLT
	Handrail/Missing Hand Rail						NLT
Walls	Bulging/Flaking						
	Damaged						
	Cracked/Deteriorated Trim						
	Peeling/Spaced Paint						
	Water Stains/Water Damage/Mold/Mildew						
Windows	Cracked/Broken/Missing Panes						NLT
	Damaged Window Sill						
	Missing/Deteriorated Caulking/Seals/Sealing Compound						
	Inoperable/Insecure						NLT
	Peeling/Spaced Paint						
	Security Hole/Protrusion/Egress						LT

In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (FADD) version 2.3 dated 10/14/2010. This document can be found at: [http://www.hud.gov/offices/cepf/assess\\_cric2.3.pdf](http://www.hud.gov/offices/cepf/assess_cric2.3.pdf) (327 Pages, 373 KB)

Additional clarification to these definitions is contained in the READ PASS Completion Bulletin which can be found at: [http://www.hud.gov/offices/cepf/assess\\_bulletin.pdf](http://www.hud.gov/offices/cepf/assess_bulletin.pdf) (24 Pages, 275 KB)

Only level 3 is applied to independent Health & Safety deficiencies

In the F&S column, NLT is a "Non-Life-Threatening" Health & Safety concern whereas LT is a "Life-Threatening" concern which calls for immediate attention or remedy or will show up on the Critical Health and Safety Report at the end of an inspection.

**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.

N/A

**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.”

N/A

**Discussion:**

The State of West Virginia is required to submit certification that it is affirmatively furthering fair housing to the U.S. Department of Housing and Urban Development (HUD). The certification has three elements and requires that the State of West Virginia: Complete an Analysis of Impediments to Fair Housing Choice (AI); Take actions to overcome the effects of any impediments identified through the analysis; and Maintain records reflecting the actions taken in response to the analysis.

The West Virginia Development Office (WVDO) and the West Virginia Housing Development Fund (WVHDF), are to report to HUD on planned actions to address these impediments at the beginning of each program year. At the conclusion of this program year, as part of the annual performance report for the Consolidated Plan, the State of West Virginia will report on its actions to affirmatively further fair housing.

The State of West Virginia had identified eight (8) original impediments to fair housing choice in its 1998 AI, and five (5) additional impediments in 2011 as directed by HUD as Special Matters of Requirement. The State submitted the 2014 AI Update as an adjunct document to the Consolidated Plan submission.

In May 2016, the State submitted its 2016 Update to the AI to provide historical information and propose actions to be taken during the upcoming year. Within the 2016 Update to the AI, the State provided the information necessary to remove five impediments from future reporting.

Following the May 2016 Update to the Analysis of Impediments (AI) in which five impediments were reviewed and presented for removal from further reporting, the State will focus its efforts and reporting on eight impediments. A new impediment was proposed in FY 2015: Unacceptable levels of sexual harassment in rental housing.

This brings the number of impediments needing to be addressed to nine. The State addressed all nine impediments in the 2018 Update to Analysis of Impediments to Fair Housing.

The State will be conducting a new study during 2018-19 to identify a new, up-to-date list of impediments that may be hindering residents of WV from freedom of housing choice. An Update to the Analysis of Impediments to Fair Housing is included with the 2019 Action Plan.

## Attachments



## Grantee Unique Appendices

1900 Kanawha Blvd. E.  
Building 3, Suite 600  
Charleston, WV 25305



WestVirginia.gov  
(304) 559-2734  
(800) 982-3386

May 24, 2019

Mr. John E. Tolbert, III  
Director  
Community Planning and Development Division  
U.S. Department of Housing and Urban Development  
Pittsburg Field Office  
William Moorhead Federal Building  
1000 Liberty Avenue, 10<sup>th</sup> Floor  
Pittsburgh, Pennsylvania 15222

**RE: State of West Virginia  
Fiscal Year 2019 Consolidated Annual Action Plan  
SF-424s, SF-424Ds, and Certifications**

Dear Mr. Tolbert:

As required by 24 CFR Part 91, the State of West Virginia has submitted its Fiscal Year 2019 Consolidated Annual Action Plan in the Integrated Disbursement and Information System (IDIS) online reporting system. The IDIS online report includes all components required by Section 91.320 for funding provided by the U.S. Department of Housing and Urban Development for the Community Development Block Grant, Emergency Solution Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Housing Trust Fund programs.

Enclosed you will find the original executed SF-424s, SF-424Ds, and Certifications for each program.

Please call me at (304)957-2009 if you have any questions regarding these documents. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "James Bush". The signature is fluid and cursive.

James Bush  
Infrastructure Unit Manager

cc: Jill Moyer, HUD Pittsburg Field Office  
Cathy Colby, WVHDF

Enclosures

State of West Virginia  
Fiscal Year 2019 Update to the Analysis of  
Impediments to Fair Housing



Updated: April 9, 2019

WEST VIRGINIA DEVELOPMENT OFFICE | WEST VIRGINIA HOUSING DEVELOPMENT FUND

May 24, 2019

## Cover Sheet

1. Submission date: May 24, 2019
2. Contact name: Jennifer Ferrell, Director, Community Advancement and Development
3. Type of submission: Annual Update to Analysis of Impediments to Fair Housing
4. Submitter contact information:
  - a. Name: Ryan Halsey
  - b. Title: CDBG Project Manager
  - c. Department: West Virginia Development Office
  - d. Street address: 1900 Kanawha Boulevard East Building 3, Suite 600
  - e. City: Charleston
  - f. State: West Virginia
  - g. Zip code: 25305
5. Agencies covered by update:
  - a. West Virginia Development Office – Lead Agency
  - b. West Virginia Housing Development Fund
6. Period covered by this assessment: Fiscal Year 2019: July 1, 2019 to June 30, 2020

**State of West Virginia  
2019 Update to the Analysis of Impediments to Fair Housing**

**INTRODUCTION**

The State of West Virginia is required to submit certification that it is affirmatively furthering fair housing to the U.S. Department of Housing and Urban Development (HUD). The certification has three elements and requires that the State of West Virginia:

1. Complete an Analysis of Impediments to Fair Housing Choice;
2. Take actions to overcome the effects of any impediments identified through the analysis;  
and
3. Maintain records reflecting the actions taken in response to the analysis.

HUD defines impediments to fair housing choice in terms of their applicability to local, state and federal law. These impediments include:

1. Any actions, omissions or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choice.
2. Any actions, omissions, or decisions which have the effect of restricting housing choices or the availability of housing choices based on race, color, religion, sex, disability, familial status, or national origin.

The West Virginia Development Office (WVDO) administers the Community Development Block Grant (CDBG) program, the Emergency Solutions Grant (ESG) program and the Housing for Persons with AIDS (HOPWA) program; while the West Virginia Housing Development Fund (WVHDF) administers the HOME Investment Partnerships (HOME) program and the Housing Trust Fund (HTF). These programs and agencies work collaboratively to fulfill HUD's mission for each program and to Affirmatively Further Fair Housing.

This document serves as the 2019 update to the Analysis of Impediments (AI) that will provide any necessary historical information, propose actions to be taken during the upcoming year to eliminate the impediment, or propose data to remove the impediment from future reporting.

At the end of this program year, as part of the Comprehensive Annual Performance Evaluation Report (CAPER), the State of West Virginia will report on actions to affirmatively further fair housing. The State will provide a summary of the AI and a description of the actions taken during the past program year, along with an analysis of the impact of these actions.

## SUMMARY OF THE PROCESS

As required by HUD, West Virginia completed an original AI in 1998, with updates annually. In 2014, the WVDO and WVHDF obtained community input regarding the impediments to Fair Housing choice to provide an Interim Update to the existing AI, and in preparation for the enactment of HUD's new rule regarding the Assessment of Fair Housing (AFH). This update included the distribution of a survey to community stakeholders and training and feedback regarding previously identified impediments.

The 2014 Interim Update indicated that several previously identified impediments had been adequately addressed. Subsequently, in May 2016, the State submitted its 2016 Update to the AI to provide historical information and propose actions to be taken during the upcoming year. Within the 2016 Update to the AI, the State provided the information necessary to remove five (5) impediments from future reporting. This action was based upon the findings of the 2014 Interim Update and relevant data provided by collaborative State agencies and related nonprofit organizations, advocacy groups and service providers.

The State of West Virginia will continue to update action steps through the current Consolidated Plan years 2015-2019. Information and data compiled in this process may lead to the removal of previously identified impediments or the identification of new impediments.

While the new regulations calling for the creation of an Assessment of Fair Housing have been indefinitely delayed by the current administration, the state intends to perform a new Analysis of Impediments to be provided with the next 5-year consolidated plan.

### **Limited English Proficiency**

Upon review of the State's FY 2016 CAPER, the FHEO Director of the HUD Pittsburgh Field Office indicated that the State of West Virginia must undertake and/or update its four-factor analysis for Limited English Proficiency (LEP) in accordance with the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons.

According to the 2015 U.S. Census, the percentage of households in West Virginia with a language other than English spoken at home, age five years or higher, was 2.5% for 2011 through 2015. As outlined in the memo and stated in the LEP Final Guidance, the State will evaluate recent demographic data to determine necessary language assistance for those not proficient in English.

The 2010-2014 American Community Survey Five-Year Estimates indicate that the State's total population was 1,853,881. Of this total, 59,129 (3.2%) were Black or African American alone and the

State's minority population was 159,986 (8.4%). Moreover, the Hispanic or Latino population of West Virginia was 1.5%, according to the 2015 U.S. Census, raising from 1.2% in the 2010 Census.

Larger concentrations of minority household groups reside in the State's Entitlement Jurisdictions, with the top five percentages found in Charleston (24.6%), Huntington (16.2%), Beckley (12.3%), Martinsburg (9.5%) and Morgantown (9.0%).

Minority household groups, such as Black, American Indian-Alaska Native, Asian, Pacific Islander and Hispanic households, are more concentrated in Kanawha (16.8%), Berkeley (8.4%), Monongalia (5.8%), Cabell (5.8%) and Raleigh (5.4%) counties. Jefferson, Mercer, Wood, Marion, and Harrison counties round out the top 10 counties.

Most recently, the State was awarded CDBG-Disaster Recovery (CDBG-DR) assistance. The LEP plan was completed as part of the development of the CDBG-DR Action Plan in 2017. The State will utilize the same methodology to complete an LEP plan for the entire state and all covered programs as part of the upcoming 5-Year Consolidated Plan process.

In 2016, State's Public Notices were updated to reflect the availability of reasonable accommodations for persons with disabilities and language assistance for persons who have limited English proficiency. All public meeting locations are accessible for persons with disabilities.

## SUMMARY OF IMPEDIMENTS

The State of West Virginia has identified nine (9) impediments to fair housing:

1. Discrimination in Rental Housing.
2. Discrimination within Housing Brokerage Services.
3. Resistance to Low-Income Housing Development.
4. Lack of understanding by project administrators, local governments, architects, contractors, and citizens of the Accessibility Requirements in the Fair Housing Amendments Act of 1988.
5. Lack of affordable housing in West Virginia.
6. Lack of Permanent Supportive Housing (PSH) for homeless persons and families in West Virginia.
7. Lack of land use planning and zoning and its adverse effect on affordable residential construction or rehabilitation, and
8. Barriers that zoning and land use can present to the construction or rehabilitation of affordable housing. Note: Impediments 7 and 8 are combined for reporting purposes.
9. Reports of sexual harassment in rental housing.

## A. IMPEDIMENTS TO BE ADDRESSED IN FY 2019

Impediments to fair housing choice in West Virginia are identified in the State's Analysis of Impediments. The nine (9) impediments that West Virginia has identified are continued for further reporting and will be taken into consideration when the state updates Analysis of Impediments which is anticipated to coincide with the submission of the next 5-year consolidated plan. Each impediment is outlined below, followed by background information, an evaluation of the effectiveness of actions taken, and the degree to which these impediments remain and require additional strategies and actions to overcome.

### 1. Impediment: Discrimination in Rental Housing

#### Historical Information:

Discrimination in rental housing based on race and familial status is viewed as an impediment to fair housing in the State of West Virginia. One of the factors influencing discrimination against minorities and families with children is the lack of knowledge that landlords and the public may have concerning state and federal fair housing laws.

The West Virginia Human Rights Commission (WVHRC) strives to maintain an education and outreach program that is used to address this impediment. The WVHDF and WVDO provide support to the WVHRC in the performance of its education and outreach efforts by spreading awareness of training events and opportunities, cosponsoring events and presenting at such events. The WVHRC continues to experience staffing shortages and budget challenges that somewhat impede their ability to fully achieve their mission.

The WVHRC continues to investigate instances of discrimination under its FHAP agreement with HUD.

The HRC is granted this authority under 5-11A-9 of the WV Fair Housing Act, <http://www.wvlegislature.gov/wvcode/Code.cfm?chap=05&art=11A>. The Act gives the HRC authority to undertake studies with respect to housing practices, publish and disseminate reports and recommendations, and administer programs related to fair housing.

**Evaluation of Effectiveness of Past Actions Taken:**

Impediments that relate specifically to awareness of fair housing requirements, laws and options available to those who feel they have been discriminated against include:

- Lack of understanding by potential home renters and the public about requirements of the Fair Housing Act
- Lack of awareness on the part of the public regarding assistance provided by the West Virginia Human Rights Commission in resolving Fair Housing disputes

While progress has been achieved, the information below indicates a lack of understanding of the Fair Housing Act and other fair housing laws that guarantee fair access and equal opportunity in housing.

<b>Basis of Cases Closed by the West Virginia Human Rights Commission July 1, 2018 – June 30, 2019</b>		
<b>Protected Class</b>	<b># of Cases</b>	<b>% of Cases</b>
<b>Disability</b>	14	67%
<b>Race</b>	0	0%
<b>Familial Status</b>	3	14%
<b>Sex</b>	1	5%
<b>Reprisal</b>	3	14%
<b>Total</b>	21	100%

Disability is by far the most prevalent basis of discrimination cases filed in the past several years and is projected to continue.

Regardless of the basis for the complaint, the number of cases filed in West Virginia has averaged approximately 22- per year. The apparent prevalence of discrimination based on disability was borne out by survey respondents in the original AI, many of whom identified discrimination against these protected classes and continuing impediments to fair housing in the state.

According to the WV Attorney General’s Office, Civil Rights Division racial discrimination cases are declining in number and the two main categories that are now emerging are



familial status and disability, the latter often related to service/assistance animals. This information is confirmed above and specific action as it relates to service animals will be explored below through Impediment Number 4: The lack of understanding by project administrator, units of local government, architects, contractors, and citizens of Accessibility Requirements in the Fair Housing Amendments Act of 1988.

**Strategies and Actions to Overcome the Impediment:**

The following strategies and actions have been developed:

- **Strategy 1:** Identify fair housing issues specific to the protected classes during the FY2019 program year.
  - **Action 1:** WVDO will continue to work with the WVHRC and WVHDF to design and distribute a survey to collect and assess information on what barriers exist to fair housing in the state. In this effort, the WVDO will engage diverse stakeholders, particularly those representative of protected classes, in distributing the survey.
  - **Action 2:** The WVDO and WVHDF will continue to work cooperatively to promote the services of the WVHRC related to fair housing. Activities may include, but are not limited to, training, outreach and/or studies related to issues that affect protected classes.
- **Strategy 2:** Work with federal, state and local organizations to increase capacity to address public awareness of fair housing to potential victims of rental discrimination.
  - **Action 1:** The WVDO will review its website for opportunities to post information on fair housing to broaden awareness of fair housing issues and requirements to the public, WVDO partners grantees, and vendors.
  - **Action 2:** The WVHDF will utilize social media to increase the effectiveness of education and outreach program events to attract broad and diverse attendees.
  - **Action 3:** Collaboratively, the WVDO and WVHDF will identify opportunities to increase awareness for a fully funded and staffed WVHRC.

## 2. Impediment: Discrimination within Housing Brokerage Services

### Historical Information:

Discrimination by realtors was not identified as one of the most pervasive fair housing impediments, although through the original AI, results indicated that problems did exist. Realtors play an important role in the rental, sale, and purchase of housing. Their knowledge of and commitment to upholding fair housing laws is an important part of ensuring that all West Virginians have fair housing choice.

The West Virginia Association of Realtors and the West Virginia Real Estate Commission train real estate professionals in Fair Housing, Cultural Diversity and Ethics. These organizations strive to ensure that realtors are thoroughly trained. The West Virginia Association of Realtors provides mandatory training and continuing education programs for the West Virginia Real Estate Commission through a cooperative agreement between the two entities. The Association provides training to its members that features courses devoted specifically to Fair Housing, Code of Ethics, and Avoiding Risk.

Fair housing requirements are mandatory at the onset of licensure and continuing fair housing education is required in the State of West Virginia.

### Strategies and Actions to Overcome the Impediment:

The following new strategy and action have been developed:

- **Strategy 1:** Work with the Realtors' Association to provide training to realtors in the State.
  - **Action 1:** The WVDO and WVHDF will seek opportunities to assist in or expand on the Fair Housing training offerings that are provided to the members of the Association.
  - **Action 2:** The WVDO and WVHDF will continue to stress the importance of Fair Housing in any communications with the Realtor's Association and the West Virginia Real Estate Commission.

## 3. Impediment: Resistance to Low-Income Housing Placement

### Historical Information:

Historically, the State of West Virginia has categorized this impediment as one related to what is commonly referred to as "Not in My Backyard" mindset (NIMBY). Communities have expressed that they do not desire proximity to affordable housing developments. This is often the result of negative views and stereotypes about low-income families.

Often the opposition is not from the community leaders or zoning policies, but rather from concerned citizens. The WVHDF has taken a proactive approach to be a resource to community leaders to address concerns raised by citizens, such as a belief that crime rates will increase or that property values will decrease.

The WVHDF continues to work with developers and local governments to increase the number of educational opportunities across the State to breakdown misconceptions related to low-income housing development within communities.

The WVHDF theme, "Building Better Communities," is highlighted in the Low-Income Housing Tax Credit (LIHTC) Program brochure. This document explains that affordable housing is critical to the economic stability of West Virginia and its local governments. Further, LIHTC properties serve a diverse array of State residents, including veterans, individuals with disabilities or special needs, the elderly, and working families. The WVHDF continues to demonstrate that well-planned affordable housing programs provide multiple benefits.

Through the Property Rescue Initiative and its linkages to the West Virginia Community Development HUB, the Northern West Virginia Brownfields Assistance Center and the West Virginia University Land Use and Sustainable Development Clinic, the State is serving communities throughout the State with specific assistance regarding current laws and regulations that have the potential to impact housing development activities. The reach of these organizations alone provides the potential for the discussion of Fair Housing concerns to reach hundreds of attendees from multiple counties and hundreds of different organizations.

The agencies are working to create stronger partnerships with local public housing authorities through dialogue with public housing providers, residents. Public meetings regarding Annual Action Plan and other events are conducted at public authority housing offices. This effort is aimed at creating a stronger connection with the beneficiaries of these services and better understanding of challenges and concerns.

As the State's economy changes, so does the "NIMBY" sentiment in communities. As hard-cost development funds continue to dwindle, it has proven more efficient and effective to place individuals in communities through individual rental units than in congregate living situations. Continuums of Care in the State utilize Rapid Rehousing and Housing First Models to achieve successful placement of people in individual units.

#### **Evaluation of Effectiveness of Past Actions Taken:**

- The WVHDF has provided data and counseling to community leaders so that they and the citizens can be educated on the reality of what affordable housing is in a manner which alleviates concerns.
- When communities are not able to address issues of blighted and abandoned property, if left to persist, the property could create negative attention and subsequently cause larger community concerns. Thus neighborhoods, often which are low-income, are less desirable and developers elect not to develop them. Therefore, the impact for low-income families is lack of choice or access to safe, affordable housing.
- While previously unsuccessful, numerous organizations continue to actively pursue legislation that would give local governments right of first refusal for auctioned real estate. This action would address the persistent problem of investors buying low-cost property only to leave it undeveloped.
- To address this prevalent need, the West Virginia Legislature created the "Property Rescue Initiative" (PRI) in 2015. This legislation directed the WVHDF to dedicate \$1 million per year for five years to a loan pool that local governments could access to address abandoned and dilapidated structures.

Additionally, the PRI provides technical assistance to communities to acquire and/or remove dilapidated properties from their communities and to address other issues that arise in blighted neighborhoods.

- As the State continues to focus on Rapid Rehousing efforts, placing people in communities through landlord relationships has helped to decrease the "NIMBY" concerns in communities.
- After further review of data associated with various locations, the State has concluded that only one barrier previously reported is an impediment to fair housing choice: community opposition.

#### **Strategies and Actions to Overcome the Impediment:**

The following strategy and actions have been developed:

- **Strategy 1:** Review current laws and regulations that have the potential to impact housing development activities.
    - **Action 1:** At least annually review Property Rescue Initiative funding usage to determine if local governments can address abandoned and dilapidated structures adequately and if the subsequent impact is furthering low-income development.
    - **Action 2:** Increase number of educational opportunities across the State to breakdown misconceptions related to low-income housing developments within communities. The WVHDF has established and achieved a target of two community presentations annually and will continue this initiative into the coming program year.
  - **Strategy 2:** To promote the development of affordable housing, identify and provide additional funding opportunities to address issues of blighted and abandoned property.
    - **Action 1:** The WVDO will re-evaluate the State of West Virginia's 2015-2020 Consolidated Plan and if appropriate, amend to include activities that "prevent or eliminate slum and blight". Such an amendment would allow the State to accept and award CDBG project applications to address blighted and abandoned properties.
    - **Action 2:** The WVDO will provide education and training to communities interested in creating demolition programs to eliminate slum and blight.
- 4. Impediment: The lack of understanding by project administrators, units of local government, architects, contractors, and citizens of the Accessibility Requirements in the Fair Housing Amendments Act of 1988.**

**Historical Information:**

The State has undertaken numerous training activities over the last several years to specifically increase communication regarding Fair Housing and related topics. To maximize compliance with HUD guidance from 2013, the State plans to continue previous training activities and expand to specifically cover items related to Accessibility (Design and Construction) Requirements for Covered Multifamily Dwellings under the Fair Housing Act.

**Evaluation of Effectiveness of Past Actions Taken:**

- As the State continues to increase training opportunities, the importance of evaluating past trainings and providing more specific guidance to help design professionals, developers and builders better understand their obligations, and to help persons with disabilities better understand their rights regarding the "design and construction" requirements for covered multifamily dwellings under the federal Fair Housing Act, is increasing.

State of West Virginia FY 2019 Planned Training Opportunities	
Training Conference	Topics to be Addressed
West Virginia Human Rights Commission's Annual Fair Housing Event	Multiple fair housing issues including accessibility in multi-family properties, prohibitions under Fair Housing Act, complaint process history of Fair Housing and management issues related to fair housing including reasonable accommodations and modifications
West Virginia Housing Development Fund Training	Accessibility requirements under Section 504, ADA and the Fair Housing Act
West Virginia Housing Conference	WVHDF presentation on Fair Housing, WVHDF presentation on Special Needs Housing

- The WVDO developed a two-page guide to Fair Housing as it relates to all Grantees and presents the material as part of the implementation meeting for new projects. The WVDO will continue to develop materials necessary to cover all required and critical components of the project that must be addressed for compliance to program regulations.
- During Fair Housing Month, a Proclamation endorsed by the Governor of the State of West Virginia is secured and sent to all Grantees, as well as a sample resolution for local government use to demonstrate its participation in Fair Housing Month and renew its commitment to affirmatively further fair housing. The local governments and Grantees are also reminded that they will be required to submit annual reports to the WVDO describing required activities to affirmatively further fair housing in each community. This includes relevant subrecipients of HOME funds that submission of affirmative marketing plans must also be submitted.
- In 2016, the WVDO created an additional step to the CDBG application process to provide a more thorough Fair Housing Plan. The new format ensures that local elected officials submit an adequate fair housing plan utilizing the guidelines

provided by the State. It is expected that local officials will consider fair housing law upon submission of a CDBG application. When funded, fair housing law is repeatedly emphasized throughout the life of each project, through the contract, project implementation meeting, training, and annual reporting, as described below:

- Funding contracts: Fair Housing language is included in the cover letter of the grant agreement. The agreement also contains a fair housing clause under the Administrative Requirements and Procedures section that defines the Fair Housing Act and certifies that the Grantee will take actions necessary to affirmatively further fair housing. In FY2017, the contract language was updated to include penalties to be imposed if the grantee does not conduct activities which affirmatively furthers fair housing.
- Project implementation meeting: Once a project has been awarded funding, a mandatory joint meeting is held between WVDO staff, a Regional Planning and Development Council administrator, the Grantee, and project engineer, to discuss the implementation strategy of the project. During this meeting, Fair Housing information is distributed which defines Fair Housing and which answers the question "What is Affirmatively Furthering Fair Housing?" The Grantee is given examples of how to affirmatively further fair housing as requirement and condition of receiving federal funding.
- Training: Each grant administrator is provided access to the CDBG Policies and Procedures Manual. The manual contains a Civil Rights chapter that provides a complete review of fair housing law as well as examples of fair housing Resolutions, a fair housing poster, and a fair housing handout and complaint pamphlet.
- Annual reporting: During the month of May, WVDO mails each Grantee a packet of required quarterly reporting forms. The Grantees are required to report activities relating to affirmatively further fair housing and any fair housing complaints during the reporting period. All reports are due at the end of each quarter of the fiscal year.
- Monitoring: The WVDO monitoring tool requires that the Grantee list actions taken to affirmatively further fair housing. Monitoring also

ensures that records are maintained as required by Title VIII certification and assurances.

- As service animals are becoming more widely used by individuals in need, the State must engage program administrators, etc., regarding the federal regulations related to such. Past evaluation notes that there is a lack of specific guidance or training which explains the circumstances under which the Fair Housing Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, may require housing providers to allow applicants and tenants to use "service" and "assistance" animals. New training explains that housing providers must accommodate applicants and tenants who need an "assistance animal," which includes any animal that "works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability," as stated by HUD's Special Notice on Assistance Animals and Reasonable Accommodations for Persons with Disabilities from April 30, 2013.

**Strategies and Actions to Overcome the Impediment:**

The following strategies and actions have been developed:

- **Strategy 1:** Increase training opportunities that offer comprehensive and detailed instruction programs related to the promotion of compliance with the Fair Housing Act design and construction requirements.
  - **Action 1:** WVDO will attend training for the Fair Housing Accessibility FIRST Program Supported by HUD and explore securing new training for WV.
- **Strategy 1:** Continue previous training activities around the State.
  - **Action 1:** WVDO will continue coordinating with the WVHDF fair housing training activities
- **Strategy 2:** Continue to provide comprehensive guidance material to be used at New Grantee Training.
  - **Action 1:** WVDO staff will continue to provide comprehensive material for new projects that cover all federal and state program requirements for compliance in properly managing all aspects of a CDBG project.
  - **Action 2:** Conduct evaluations of Grantee fair housing plans for compliance to applicable regulations and provide an



analysis of information submitted under required annual reporting of fair housing activities and any complaints received. Determine if trends exist and target future training to identified weaknesses.

- **Strategy 3:** Provide training activities relating to increasing knowledge of service animal requirements.
  - **Action 1:** Partner agencies will continue to incorporate training for providers across the State that covers the importance of accommodating tenants with service animals. Service animal training has been implemented into the WVHDF training modules and will continue into FY 2019.

##### **5. Impediment: The lack of affordable housing in West Virginia.**

###### **Historical Information:**

States' lack of affordable housing has become a nationwide issue. The strategies outlined below are aligned with Community Action Agencies development efforts through the WVHDF's Community Housing Development Organization (CHDO) HomeRent Programs. Agencies and private developers need to participate in developing affordable housing

From a policy perspective, it has also been discussed that the state could help identify additional revenue sources for affordable housing development. For example, a portion of real estate taxes (or closing costs) on each home sale could be put toward supporting housing. Tax credits for low income housing work, but occupancy requirements are generally restrictive (i.e. good credit, clean criminal record, etc.).

The West Virginia Statewide Housing Needs Assessment was conducted in April 2014 for the WVHDF, which identifies data on current housing types and trends in the State of West Virginia along with demographic data on the tenant population. This assessment has shown a significant shortage of decent, affordable rental housing across the state and has indicated a great need for housing for the elderly as that is the fastest growing demographic across the State.

###### **Evaluation of Effectiveness of Past Actions Taken:**

- The State continues to promote the development of affordable housing. Through the Qualified Allocation Plan (QAP) related to the *Low-Income Housing Tax Credit (LIHTC)* program, the WVHDF attempts to balance the location of LIHTC properties between high opportunity areas and areas of high minority, high poverty populations. The QAP incentivizes developers to locate projects in areas

with accessibility to quality services and transportation and ensures that projects do not become concentrated in specific areas. In the most recent revision to the QAP, the WVHDF restructured the scoring to create a balance between meeting the need as required under the tax credit program and preventing the concentration of housing in areas of high poverty.

In addition, the new QAP removed a scoring criterion that provided points for developers who obtained a letter of community support. It was believed that due to the competitive nature of the awarding of credits, and the closeness of scores between those who are selected and those who are not, that all developers were submitting projects for only those jurisdictions from which they were positive they could obtain this letter. The WVHDF felt that this could potentially give a jurisdiction a veto power just by refusing to give a letter. Therefore, removing this requirement is believed to create more fairness by opening new jurisdictions to the possibility of development and by rooting out areas of NIMBYism that previously could have gone unidentified.

The West Virginia Affordable Housing Trust Fund was transferred to the West Virginia Housing Development Fund in June 2018 and is now named the West Virginia Affordable Housing Fund. The programs of the West Virginia Affordable Housing Fund will be able to be leveraged with other sources of funding to produce additional projects and meet the needs of those in most need in the state.

**Strategies and Actions to Overcome the Impediment:**

The following new strategies and actions have been developed:

- **Strategy 1:** Define specific housing needs that need addressed.
  - **Action 1:** Based on analysis of the 2014 Housing Needs Assessment, the WVHDF will address greatest housing needs through revisions to the QAP. The WVHDF projects the production or rehab of approximately 200 + units in the tax credit program in the upcoming program year.
- **Strategy 2:** Evaluate program change effectiveness issues to address affordable housing across the State.
  - **Action 1:** The WVHDF reviews/ revises the LIHTC Program QAP every 2 years to address, among other factors, affordable housing needs. The WVHDF anticipates providing

approximately \$139 million dollars of funding for affordable housing across all programs administered by the agency in the coming program year.

- **Action 2:** In order to expand housing opportunities for low-income rural families, the WVHDF will emphasize the importance of leveraging HOME funds with USDA Rural Development Section 502 loans and 504 loans, as well as other low-interest or special financing. This initiative will be on-going through program year.
- **Action 3:** The WVDO will work with the WVHDF and the State's four Continuums of Care to identify where housing gaps exist and when appropriate, refer homeless service providers to the WVHDF for potential new projects.

**6. Impediment: Lack of rapid rehousing and permanent supportive housing for homeless persons and families in West Virginia.**

As HUD prompts CoCs and recipients to reevaluate services offered through housing programs and encourages other cost-effective housing models, the need for Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) continues to increase each year with the Continuums of Care (CoC) competitions.

While the CoCs in the State of West Virginia do not receive new amounts of funding annually, often HUD permits the submissions bonus applications during the national CoC competition. As these opportunities become available, the CoCs apply for additional program funding. Likewise, we consistently transfer from poor performing projects to new projects that, overall, are either grouped as PSH or RRH.

WVCEH statewide acuity data based on VI-SPDAT scores noted 39% of all single adults assessed have the acuity for Permanent Supportive Housing (PSH) and 48% for Rapid Rehousing (RRH). In terms of homeless families, 43% have the acuity for PSH and 50% for RRH.

**Historical Information:**

The West Virginia Interagency Council on Homelessness (WVICH) was initially formed in May 2004 and reorganized in 2007 by then Governor Joe Manchin. On November 13, 2013, Governor Earl Ray Tomblin issued an executive order which re-established the WVICH, with the West Virginia Department of Health and Human Resources, Bureau for Behavioral Health and Health Facilities as the lead agency. In December 2015, the

WVICH released its updated five-year plan to prevent and end homelessness in West Virginia.

Through this Council, several work groups have been formed to focus on specific populations experiencing homelessness with clear plans in addressing issues and appropriate housing options. The State's Emergency Solutions Grant (ESG) focuses funding Rapid Rehousing based on community needs assessment.

With the change in State Administration in 2017, the WVICH went inactive; however, the Governor's Office has recently been asked to restore the council.

**Evaluation of Effectiveness of Past Actions Taken:**

- A lack of Permanent Supportive Housing (PSH) remains an issue. Acuity data demonstrates an increased need for Rapid Rehousing (RRH), which is considered permanent housing by HUD and is separate from PSH. Many transitional housing projects are converting their housing to either PSH or RRH.
- With little new money available to the four continuums of care (CoC) in the State, New units must come from a reallocation from low-performing projects to new projects due to reduction in funding levels as reflected in the last CoC grant submission by the WV Balance of State.

**Strategies and Actions to Overcome the Impediment:**

The following new strategies and actions have been developed:

- **Strategy 1:** Become more involved in the CoCs to better quantify needs.
  - **Action 1:** The WVDO will regularly review Homeless Management Information System data for trends and community needs. Additionally, the WVDO meet with each of the 4 CoCs to further understand data and identify training needs for each CoC and community.
  - **Action 2:** The WVHDF serves on the Take Me Home WV Advisory Council which is the state's Money Follows the Person initiative. Through that membership the WVHDF continues to become more informed about the efforts of the COCs, rapid rehousing and the housing needs in general of the population they serve.

- **Strategy 2:** Encourage CoCs to utilize all available funding, including the WVHDF, for development of needed housing projects.
  - **Action 1:** The WVDO and WVHDF will continue to collaborate with the CoCs to implement strategies of the 5-year Consolidated Plan related to housing needs, policy development and access to resources and services.
  - **Action 2:** The WVDO will explore the possibility of reestablishing the WVICH or creating a new council for strategic planning, to address statewide homeless needs, and to identify appropriate housing options throughout the State of West Virginia.

**7. Combined Impediments 7 and 8: Lack of land use planning and zoning and the effects this could adversely have on affordable residential construction or rehabilitation. Barriers that zoning and land use can present to the construction or rehabilitation of affordable housing.**

**Historical Information:**

The State of West Virginia continues to take the lead in approaching this issue. Realizing the economic, environmental and social benefits of land use planning and zoning, as well as of planned remediation and adaptive reuse of property, the State is demonstrating support of several related initiatives. The WVDO supports these efforts and participates wherever possible to enhance collaboration among the many individuals and groups involved.

Due to its mountainous topography, the State has somewhat limited amounts of developable land. Further, many of the State's communities were built along river valleys and streams and did not adequately consider the risk of flooding. Awareness of land use planning and more effective land use is needed to provide safer communities, improve livability, and increase community development.

**Evaluation of Effectiveness of Past Actions Taken:**

- Undertaking new land use management practices and promoting the productive reuse of idled and underutilized commercial, industrial and mining properties will maximize the State's valuable resource and foster reuse of sites with existing public infrastructure.

- A critical issue in the state is that of blight—abandoned and dilapidated properties. An estimated 16.2% of the housing units in the state are vacant, as compared to 12.3% nationally (US Census Bureau, 2015). The negative impacts of blight include depressed property values, increased crime, and overall community demoralization through the prevalence of eyesores and decrepit structures. Strong land use planning and enforcement will assist in addressing blight and promoting community revitalization.
- While many planning and zoning issues are addressed in West Virginia Code, Chapter 8A: Land Use Planning, many areas of the state lack the expertise to fully implement each component of the Land Use Planning law. According to the Code, these comprehensive plans must be updated every 10 years, and many were updated in 2014. These comprehensive plans address the following issues: Land Use, Housing, Transportation, Infrastructure, Public Services, Recreation, Economic Development, Community Design, Preferred Development Areas, Renewal and/or Redevelopment, Financing, and Historic Preservation. In addition, comprehensive plans must be prepared prior to a subdivision or zoning ordinance.
- To address the need for stronger land use planning and practices, the West Virginia University College of Law, Land Use and Sustainable Development Law Clinic (LUSD Law Clinic) continues to provide services to local governments, landowners, and non-profit organizations to develop comprehensive planning and enforcement.
- The LUSD Law Clinic provides technical assistance to local government officials, planners and other land use decision-makers to encourage sustainable development in appropriate areas of the community.
- Currently, the LUSD Law Clinic has worked with the following communities to create new comprehensive plans:
  - Town of Athens
  - Town of Beverly
  - Calhoun County
  - Town of Clendenin
  - Doddridge County
  - City of Fairmont (Update)
  - Town of Gauley Bridge
  - City of Glen Dale

- Hampshire County (Update)
- City of Hinton
- Town of Marlinton
- City of Martinsburg (Update)
- McDowell County
- Mercer County
- City of Montgomery
- Town of Moorefield
- City of Philippi
- Pocahontas County
- City of Ravenswood
- City of Smithers
- Town of Sophia
- City of Spencer
- City of St. Albans
- City of Thomas
- Town of Wardensville (Review)
- City of Weirton
- City of White Sulphur Springs
- Wirt County

**Strategies and Actions to Overcome the Impediment:**

The following strategies and actions have been developed:

- **Strategy 1:** Increase training activities relating to land use and zoning activities.
  - **Action 1:** Coordinate with Statewide Mountain State Land Use Academy, in partnership with the West Virginia Chapter of the American Planning Association, to present an annual conference for providing advanced training on floodplain management, neglected and dilapidated properties and source-water protection.

**Mountain State Land Academy Annual Statewide Conference:**

The first Mountain State Land Academy Annual Statewide Conference was held May 3 and 4, 2016 in partnership between the LUSD Law Clinic and the West Virginia Chapter of the American Planning Association. This event is specifically designed to educate local government officials on land use issues, such as zoning, floodplain management and abandoned properties.

In previous years, the WVDO and WVHDF have participated as speakers at the Land Use Academy to co-present on Fair Housing. Participants have included local government leaders, members of planning and zoning boards, and other professional representatives with direct impact on local fair housing initiatives.

It was previously noted that the State has not performed any analysis of any zoning ordinances to determine whether there may be provisions that unduly restrict fair housing choice. The WVDO and WVHDF participation as speakers at this conference provides an opportunity to discuss this issue with agencies the agencies and personnel that may contribute expertise in this area. It is anticipated that this analysis would be part of the AFH.

- **Strategy 2:** Evaluation of past development and future collaborations.
  - **Action 1:** The WVDO and WVHDF will document number of additional collaborations that have occurred because of the partnership to bring interested developers to the table to discuss development of properties assisted through the Property Rescue Initiative.
  
- **Strategy 2:** Strengthen partnership between WVDO, the LUSD Law Clinic, and the state's Regional Planning and Development Councils.
  - **Action 1:** The WVDO will work with the Regional Planning and Development Councils (RPDCs) in West Virginia to accurately assess and identify communities that have comprehensive planning in place and those who do not. This information will allow the WVDO and LUSD Law Clinic to better address where local land use planning is needed in the state.
  - **Action 2:** Work with LUSD Law Clinic to develop projects for comprehensive planning that can be funded through the West Virginia Flex-E-Grant program, a small mini-grant program operated through the WVDO that funds community planning and capacity-building projects.



**Property Rescue Initiative:**

As mentioned above, blight is a prevalent and critical issue in the state. Blighted properties deter the creation of safe, decent and affordable housing, hinder economic growth and create safety hazards. The spread of blight reduces property values and has negative implications for surrounding property owners, business districts and entire communities. To illustrate this point, the City of Richwood has identified more than 110 abandoned structures in a community of 2,000 residents. Likewise, the City of Fairmont has identified 300 vacant or dilapidated structures within nine square miles.

Several resources are being utilized to address this issue. In 2015, the LUSD Law Clinic released, "From Liability to Viability: A Legal Toolkit to Address Neglected Properties in West Virginia." The toolkit is applicable to residential, commercial, industrial and vacant properties. Contributors included attorneys, mayors, code enforcement officials, land use planners and community leaders.

The State's ongoing struggle with blighted property has spurred the creation of the Abandoned Properties Coalition, which includes the LUSD Law Clinic, the West Virginia Community Development HUB and the Northern West Virginia Brownfields Assistance Center. The WVHDF is a critical partner in this coalition to incorporate Fair Housing issues into these ongoing efforts.

As stated with respect to Impediment Number 3: Resistance to Low-Income Housing Placement, the West Virginia Legislature created the Property Rescue Initiative (PRI) in 2015. This legislation directed the WVHDF to dedicate \$1 million per year for five years to a loan pool that local governments can access to address abandoned and dilapidated structures. Additionally, the PRI provides technical assistance to communities to acquire and/or remove dilapidated properties from their communities.

Through the PRI and its linkages to the LUSD Law Clinic, West Virginia Community Development HUB, and the Northern West Virginia Brownfields Assistance Center, the State is serving communities with specific assistance regarding current laws and regulations that have the potential to impact housing development activities.

**9. Impediment: Sexual harassment in rental housing.**

**Historical Information:**

The addition of this impediment follows an October 2015 article posted on The HUDDle blog, which specifically speaks of a case in West Virginia. This case was also recently mentioned in April 2015 by a representative of HUD during a Fair Housing training. The blog states, "In another egregious case, landlords in West Virginia agreed to pay \$120,000 in damages and civil penalties to settle allegations that three agents sexually harassed and retaliated against female tenants." HUD referred this case to the Department of Justice.

The State of West Virginia further pursued this information with HUD FHEO to learn of further details. Based upon the information learned and additional recommendations, the State will be adding this as a new impediment that has been identified for further research on its impact and ways to ameliorate the impediment or its effects.

As stated with respect to Impediment Number 1: Discrimination in Rental Housing, the partner agencies are in discussion with the YWCA of Charleston to develop methods for partnerships needed to reach target audiences, such as victims of domestic violence. Building upon this collaboration, the State intends to link with the Kanawha Valley Collective to reach a broader audience.

**Evaluation of Effectiveness of Past Actions Taken:**

- The State of West Virginia attempted to provide education and training opportunities to various landlord organizations across the state; however, few are active. Of those organizations that are active, none were responsive or receptive to education or training opportunities.

**Strategies and Actions to Overcome the Impediment:**

The following strategies and actions have been developed:

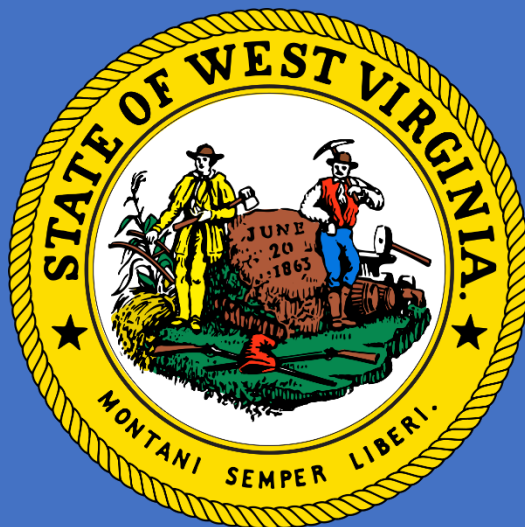
- **Strategy 1:** Increase education and outreach efforts by the State.
  - **Action 1:** The partner agencies will produce educational information that will be distributed across the State to specifically publicize the existence of this issue and provide tenants with contact information for remedies available should it be experienced.

## CONCLUSION

With this report, the State hopes to demonstrate its commitment to affirmatively furthering fair housing. The assistance and guidance of the HUD Pittsburgh Field Office and the FHEO Director are most welcome in this effort. Supporting documents are provided where indicated within this report.

Should you have any questions or need additional information about any of the information presented in this report, please contact Ryan Halsey, CDBG Project Manager, West Virginia Development Office, by phone at (304)957-2096 or by email at [Ryan.J.Halsey@wv.gov](mailto:Ryan.J.Halsey@wv.gov).

# 2020 COVID-19 RELATED WAIVER REQUESTS



**From:** [Ferrell, Jennifer](#)  
**To:** [Halsey, Ryan J](#)  
**Subject:** FW: Request for Waiver Flexibility - WV  
**Date:** Friday, June 12, 2020 10:55:46 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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**From:** CPD\_COVID-19WaiverPIT <[CPD\\_COVID-19WaiverPIT@hud.gov](mailto:CPD_COVID-19WaiverPIT@hud.gov)>  
**Sent:** Monday, April 20, 2020 8:45 PM  
**To:** Ferrell, Jennifer <[Jennifer.L.Ferrell@wv.gov](mailto:Jennifer.L.Ferrell@wv.gov)>; CPD\_COVID-19WaiverPIT <[CPD\\_COVID-19WaiverPIT@hud.gov](mailto:CPD_COVID-19WaiverPIT@hud.gov)>  
**Cc:** Moyer, Jill K <[Jill.K.Moyer@hud.gov](mailto:Jill.K.Moyer@hud.gov)>; Risk, Sherry L <[Sherry.L.Risk@wv.gov](mailto:Sherry.L.Risk@wv.gov)>; Bush, James E <[James.E.Bush@wv.gov](mailto:James.E.Bush@wv.gov)>  
**Subject:** RE: Request for Waiver Flexibility - WV

Good afternoon,

The waivers are approved with the receipt of this email.

Thank you,

Phillip McKeough, CPD Director  
Pittsburgh Field Office  
US Dept of Housing and Urban Development  
[phillip.e.mckeough@hud.gov](mailto:phillip.e.mckeough@hud.gov)  
Office: (412) 644-5846  
Mobile: (202) 880-4521

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**From:** Ferrell, Jennifer <[Jennifer.L.Ferrell@wv.gov](mailto:Jennifer.L.Ferrell@wv.gov)>  
**Sent:** Monday, April 20, 2020 2:44 PM  
**To:** CPD\_COVID-19WaiverPIT <[CPD\\_COVID-19WaiverPIT@hud.gov](mailto:CPD_COVID-19WaiverPIT@hud.gov)>  
**Cc:** McKeough, Phillip E <[Phillip.E.McKeough@hud.gov](mailto:Phillip.E.McKeough@hud.gov)>; Moyer, Jill K <[Jill.K.Moyer@hud.gov](mailto:Jill.K.Moyer@hud.gov)>; Risk, Sherry L <[Sherry.L.Risk@wv.gov](mailto:Sherry.L.Risk@wv.gov)>; Bush, James E <[James.E.Bush@wv.gov](mailto:James.E.Bush@wv.gov)>  
**Subject:** Request for Waiver Flexibility - WV

Good afternoon,

The WV Development Office (WVDO) is requesting approval to use the waiver flexibility HUD has made available to prevent the spread of COVID-19 and mitigate economic impacts caused by COVID-19 for the State of West Virginia.

The State of WV would like to request approval to use the waiver flexibility for the following:

- Citizen Participation Public Comment Period for Consolidated Plan Amendment
- Citizen Participation Reasonable Notice and Opportunity to Comment

WVDO is in the process of amending our current consolidated plan, and will use the above waivers once the federal register is published.

Please let me know if you have any questions.

Thank you,  
Jennifer

**Jennifer Ferrell** | Director

Community Advancement and Development  
*A Division of the West Virginia Development Office*  
1900 Kanawha Boulevard East  
Building 3, Suite 700  
Charleston, WV 25305  
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**From:** [Ferrell, Jennifer](#)  
**To:** [Halsey, Ryan J](#)  
**Subject:** FW: WV ESG and HOPWA Waiver Request  
**Date:** Friday, June 12, 2020 10:53:06 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[ESG and HOPWA Waivers.docx](#)

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**From:** CPD\_COVID-19WaiverPIT <[CPD\\_COVID-19WaiverPIT@hud.gov](mailto:CPD_COVID-19WaiverPIT@hud.gov)>  
**Sent:** Monday, April 6, 2020 2:35 PM  
**To:** Tabor, Lee G <[Lee.G.Tabor@wv.gov](mailto:Lee.G.Tabor@wv.gov)>; CPD\_COVID-19WaiverPIT <[CPD\\_COVID-19WaiverPIT@hud.gov](mailto:CPD_COVID-19WaiverPIT@hud.gov)>  
**Cc:** Moyer, Jill K <[Jill.K.Moyer@hud.gov](mailto:Jill.K.Moyer@hud.gov)>  
**Subject:** RE: WV ESG and HOPWA Waiver Request

Lee,

The waiver requests are approved through the receipt of the request.

Phil

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**From:** Tabor, Lee G <[Lee.G.Tabor@wv.gov](mailto:Lee.G.Tabor@wv.gov)>  
**Sent:** Monday, April 06, 2020 2:23 PM  
**To:** CPD\_COVID-19WaiverPIT <[CPD\\_COVID-19WaiverPIT@hud.gov](mailto:CPD_COVID-19WaiverPIT@hud.gov)>  
**Subject:** WV ESG and HOPWA Waiver Request

Attached is the WVDO's waiver of flexibility for both ESG and HOPWA. Please let me know if you need anything additionally.

Thank you!

**Lee Tabor** | Housing Programs Manager

Community Advancement and Development  
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April 6, 2020

Good afternoon,

The WV Development Office (WVDO) is asking for the following waivers for regulatory requirements under the Emergency Solutions Grant Program on behalf of our sub-recipients within the state of West Virginia:

- HMIS Lead Activities
- Re-evaluations for Homelessness Prevention Assistance
- Housing Stability Case Management
- Restriction of Rental Assistance to Units with Rent at or Below FMR

WVDO is also asking for the following waivers for regulatory requirements under the HOPWA Program:

- HOPWA – Self-Certification of Income and Credible Information on HIV Status
- HOPWA FMR Rent Standard
- HOPWA Property Standards for TBRA
- HOPWA Space and Security

WVDO is in the process of implementing standard policies and procedures for tracking the use of waivers by funded program and unit/participant. WVDO will ask that sub-recipients include, in the client file, a form to indicate which waiver is being used, the date, documentation of the due diligence made by the case manager to meet the regulatory requirements and the need for the waiver.

WVDO is asking that the waivers above be approved for April 8, 2020 implementation.

Please let me know if there are any questions or concerns.

Sincerely,

Lee Tabor  
Housing Programs Manager  
Community Advancement and Development



May 21, 2020

VIA E-MAIL

Ms. Jill K. Moyer, Senior Community Planning and Development Representative  
US Department of Housing and Urban Development  
William S. Moorhead Federal Building  
1000 Liberty Avenue,  
Suite 1000  
Pittsburgh, PA 15222

RE: Notification of Intent to Institute HOME Waivers and Suspensions

Dear Ms. Moyer:

Pursuant to John Gibbs' April 10, 2020, memorandum concerning the availability of waivers and suspensions of the HOME Program requirements in response to COVID-19 pandemic, the West Virginia Housing Development Fund (the Fund) requests the following to provide maximum administrative flexibility to better assist low- and very low-income households as they deal with the effects of the COVID-19 pandemic.

**Requested waiver/suspension: 10% Administration and Planning Cap**

Citations: Section 212(c) of NAHA and 24 CFR 92.207

Request: The Fund is requesting the suspension of the 10% limit of the FY 2019 and FY 2020 allocations and program income received for administrative and planning costs, as noted in the above-referenced citations, and increasing the limit up to 25%.

Justification: The suspension will relieve the Fund of the burden of identifying other general fund to pay HOME administrative and planning costs when general operating revenues are decreasing during and as a result of the COVID-19 pandemic.

**Requested waiver/suspension: CHDO Set-Aside Requirement**

Citations: Section 231 of NAHA and 24 CFR 92.300(a)(1)



Ms. Jill K. Moyer  
May 21, 2020  
Page Two

**Request:** The Fund is requesting the reduction of the CHDO Set-Aside requirement to 0% for fiscal year 2017, 2018, 2019, and 2020 allocations.

**Justification:** The suspension will relieve the Fund of the burden of meeting the 15% CHDO Set-Aside requirement in the event CHDOs are contracting and unable to perform, in timely manners, affordable housing development work resulting from the COVID-19 pandemic.

**Requested waiver/suspension: Limits and Conditions on CHDO Operating Expense Assistance**

**Citations:** Section 212(g) and 234(b) of NAHA; 24 CFR 92.208 and 92.300(e) and (f)

**Request:** The Fund is requesting the suspension limiting the amount of CHDO operating assistance up to 5% of each annual HOME allocation and waiving the requirement that a CHDO not currently receiving CHDO Set-Aside funding for a specific project must expect to receive such funding within twenty-four months, as noted in the above-referenced citations; and increase the limit up to 10%, permit a CHDO to receive funding to fill operating budget shortfalls, even if the amount exceeds the higher of \$50,000 or 50% of its annual operating budget, and not include a provision in the written agreement that the CHDO is expected to receive CHDO Set-Aside funds within twenty-four months of receiving the additional operating assistance.

**Justification:** The suspension and waivers of these requirements will ensure that CHDOs are able to maintain operations and retain staff capacity to own, develop, and sponsor housing with CHDO Set-Aside funds to serve communities impacted by the COVID-19 pandemic.

**Requested waiver/suspension: Matching Contribution Requirements**

**Citations:** 24 CFR 92.218 and 92.222(b)

**Request:** The Fund is requesting a 100% reduction of Matching Contribution for HOME funds expended between October 1, 2019 and September 30, 2021.

**Justification:** The 100% reduction of the Matching Contribution will ease the Fund's economic burden, thereby permitting financial flexibility to respond housing needs resulting from the COVID-19 pandemic.

**Requested waiver/suspension: Requirement of Source Documentation for Income Determination**

**Citation:** 24 CFR 92.203(a)

**Request:** The Fund is requesting the suspension of the regulatory requirement of Source Documentation for Income Determinations through December 31, 2020

Justification: The suspension of these requirements will allow the Fund to use self-certification of income, as provided at §92.203(a)(1)(ii), in lieu of source documentation to determine eligibility for HOME assistance of persons requiring emergency assistance related to COVID-19. This applies to individuals and families, whether they are homeless or not, that have lost employment or income either permanently or temporarily due to the COVID-19 pandemic and who are applying for admission to a HOME rental unit or HOME tenant-based rental assistance program. Timely provision of assistance will greatly reduce the spread of COVID-19.

**Requested waiver/suspension: Requirement of Ongoing Periodic On-Site Inspections**

Citation: 24 CFR 92.504(d)(1)(ii)

Request: The Fund is requesting the suspension of the regulatory requirement of Ongoing Periodic On-Site Inspections of HOME-assisted Rental Housing through December 31, 2020. On-site inspections must occur at least once every three years during the period of affordability.

Justification: The suspension and waiver of this requirement will extend the timeframe for the Fund to perform on-going periodic inspections and on-site reviews to determine a HOME rental project's compliance with property standards and rent and income requirements, therefore helping protect Fund staff and limiting the spread of COVID-19. This waiver is also applicable to on-site reviews to determine a HOME rental project's compliance with rent and income requirements if the project owner is unable to make documentation available electronically.

**Requested waiver/suspension: Use of HOME Funds for Operating Reserves for Troubled HOME Projects**

Citation: 24 CFR 92.210(a) and (b)

Request: The Fund is requesting the suspension of the regulatory requirement requiring HUD review of market needs, available resources, and the long term viability of the project prior to the use of HOME funds as well as suspension of the requirement that a written memorandum of agreement between the PJ and HUD must be executed as a precondition to this funding as well as the limitations on the amount of funding.

Justification: The waiver is necessary to enable PJs to take rapid action to preserve the financial viability for HOME-assisted affordable rental projects currently under a HOME period of affordability. Because existing tenants in HOME units may be unable to meet their rent obligations due to the economic impact of the COVID-19 pandemic, HOME rental projects may experience operating deficits due to the sudden decrease in rental revenue.

Ms. Jill K. Moyer  
May 21, 2020  
Page Four

**Requested waiver/suspension: Timeframe for a Participating Jurisdiction's Response to Findings of Noncompliance**

Citations: 24 CFR 92.551(b)(1)

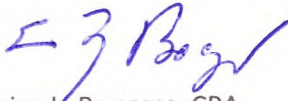
Request: The Fund is requesting an extended period through December 31, 2020, if necessary, to respond to all findings of HOME regulatory noncompliance.

Justification: If the extension is necessary, it will provide the Fund additional time to respond to potential future findings while addressing unprecedented housing needs caused by the COVID-19 pandemic.

Thank you for considering these HOME suspensions and waivers. The Fund awaits your notification of the availability of the HOME suspension and waivers; and at such time, they will be implemented to provide maximum administrative flexibility to better assist low- and very low-income households as they deal with the effects of the COVID-19 pandemic. If Fund staff can provide additional information, please contact Cathy Colby ([ccolby@wvhdf.com](mailto:ccolby@wvhdf.com) or 304-391-8663) or Josh Brown ([jbrown@wvhdf.com](mailto:jbrown@wvhdf.com) or 304-391-8635).

Very truly yours,

WEST VIRGINIA HOUSING DEVELOPMENT FUND



Erica L. Boggess, CPA  
Executive Director  
ELB:CAC/JCB:kmh

**From:** [CPD\\_COVID-19WaiverPIT](#)  
**To:** [Cathy Colby](#); [CPD\\_COVID-19WaiverPIT](#); [Moyer, Jill K](#)  
**Subject:** RE: HOME COVID-19 Waivers and Statutory Suspensions  
**Date:** Friday, May 22, 2020 9:53:02 AM

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Good morning,

The waivers are approved with the receipt of your request.

Thank you,

Phillip McKeough, CPD Director  
Pittsburgh Field Office  
US Dept of Housing and Urban Development  
[phillip.e.mckeough@hud.gov](mailto:phillip.e.mckeough@hud.gov)  
Office: (412) 644-5846  
Mobile: (202) 880-4521

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**From:** Cathy Colby <CColby@wvhdf.com>  
**Sent:** Thursday, May 21, 2020 4:11 PM  
**To:** CPD\_COVID-19WaiverPIT <CPD\_COVID-19WaiverPIT@hud.gov>; Moyer, Jill K <Jill.K.Moyer@hud.gov>  
**Subject:** HOME COVID-19 Waivers and Statutory Suspensions

Good afternoon, Jill. Pursuant to John Gibbs' April 10, 2020, memorandum, please see the attached correspondence of the WVHDF's HOME Program waivers and suspensions to provide maximum administrative flexibility to better assist low- and very low-income households as they deal with the effects of the COVID-19 pandemic.

If there is need for additional information, please email or call.

**Cathy Colby, MBA**

Senior Manager-HOME & HTF Programs  
West Virginia Housing Development Fund  
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