

State of Illinois/ Illinois Housing Development Authority (IHDA) Final Allocation Plan for the National Housing Trust Fund

Per HUD's Interim Rule for the Housing Trust Fund (HTF) at 24 CFR Part 91, IHDA establishes the following:

I. Designation

The Illinois Housing Development Authority (IHDA) has been designated by Governor Pat Quinn as the administering State agency for the newly-funded NHTF. Authorizing statute and HUD's interim rule place specific parameters on the eligible uses of these funds. Those requirements, along with IHDA's uses, are as follows:

II. Method of Distribution

- A. First of all, State NHTF grantees are also allowed to provide direct funding to subgrantee local governments to operate their own local programs/projects, but are not required to do so. Given the relatively small size of the State's initial and subsequent allocations, the State does not intend to use subgrantees under this program.
- B. In years when the national funding level falls below \$1 Billion, 100% of program funds must be used to benefit Extremely Low-Income (ELI) households, defined as 30% of area median income or less.

States must use at least 80% of all funds (or 90% of program funds) for rental housing/renters. IHDA is allowed to use up to 10% of remaining program funds for homeownership assistance. IHDA will use 90% of all funds (100% of all program funds) for rental housing.

There is also an allowance to use up to 10% of all funds for general administration and planning costs. IHDA will use said funds for this purpose, which also include affirmatively furthering fair housing activities.

III. Selection Criteria

A. Eligible Recipients and Eligibility Requirements

In accordance with 24 CFR 93.2, eligible recipients include organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives HTF assistance from a grantee as an owner or developer to carry out an HTF-assisted project. The requirements below are verified during the review process and a certification is issued by the IHDA Development Team. A recipient must:

- (1) Make acceptable assurances to the grantee that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- (2) Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
- (3) Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
- (4) Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to:
 - (i) Own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development; or
 - (ii) Design, construct, or rehabilitate, and market affordable housing for homeownership.
 - (iii) Provide forms of assistance, such as down payments, closing costs, or interest rate buy downs for purchasers.

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B. Mandatory Application Requirements

1. Mandatory Application Criteria

IHDA will use its Multifamily Financing “Common Application” as the major application format for NHTF rental housing projects, the same one used for the LIHTC and HOME programs, along with supplemental information required by program rules (see attached Permanent Supportive Housing Development Program Request for Application). IHDA’s process will include an initial completeness/eligibility scoring, review of mandatory requirements, underwriting, site and market review, peer review, internal Loan Committee and IHDA Board approval. NHTF funds will only be applied to units restricted to tenants at 30% AMI or below. The balance of the units that are not 30% AMI or below will be paid for with other IHDA or leveraged sources.

2. Eligible Activities

Eligible Activities under the Illinois NHTF Program will include the following:

- Rental housing development (new construction or acquisition/rehabilitation) Eligible project costs included the following:

Real property acquisition; development hard costs; relocation; demolition; utility connections; site improvements; soft costs, including architectural, engineering costs, developer fees, and AFHMP marketing; paying construction loans; and staff project delivery costs.

- Operating/rental assistance is also an eligible activity, but is limited to a maximum of 33% of any year’s State allocation, and must be fully utilized within 5 years of award. Such assistance can also be subsequently renewed, as long as it’s within the 30-year affordability period. It is anticipated such assistance would be very limited and in the form of grants. Applicants must also present a long-term plan of utilizing permanent sources of State and federal rental assistance to be given consideration in this area.
- Public housing is only eligible under NHTF if the proposed project is part of HUD’s Rental Assistance Demonstration (RAD) program, Choice Neighborhood Initiative Program, or involves the LIHTC Program. Priority will be given to projects creating new units.
- IHDA is not funding homeownership assistance under the program
- Eligible use of funds include: loans (low-interest, no-interest, balloon, forgivable, deferred payment), grants, interest rate subsidies, equity investments, and other State-approved forms of assistance.

3. Description of Eligible Activities

In order to pass mandatory review, all Applications must include a project narrative that includes a description of eligible activities (see attached RFA Section 3, Paragraph E). Applicants are encouraged to provide as much detail and background information about the Project as possible.

4. Certification of HTF Compliance

In addition to the project narrative, all applicants seeking funding must state that housing assisted with HTF funds will comply with HTF requirements.

C. HTF Criteria and Priority Housing Needs of the State

If an applicant meets the mandatory threshold, IHDA will review eligible recipients in accordance with CFR 91.320 (k)(5)(i) and stated below:

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1. Priority based upon geographic diversity

The State will distribute HTF funds statewide, including the City of Chicago, Chicago Metro, Other Metro, Non-Metro and municipalities subject the Affordable Housing Planning and Appeal Act to the prioritizing applications that are consistent with the 2015-2019 Consolidated Plan, Section AP-50 Geographic Distribution. The Authority puts a high value on quality location of projects and availability of resources and access to amenities. IHDA will strive to achieve maximum geographic diversity based on statewide applications and, where applicable, aligning set-asides associated with other programs providing non-federal, leveraged funding to the NHTF, rather than establish geographic set asides under the NHTF. In an effort to increase geographic diversity, IHDA provides application workshops in different locations throughout the state.

2. Applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner

As stated in the attached RFA Section 3, Paragraph N, the Authority will evaluate the Development Team's capacity to successfully complete and manage the Project. Applicants who fail to meet this mandatory criteria will be disqualified and will not be scored during the final evaluation phase. Applications must include the following for the Authority to evaluate the experience and capacity of the development team:

Organizational Flow Chart

- The Application must include a full organizational chart reflecting all entities within the proposed Owner down to individuals including percentages of ownership.

Identity of Interest Certification

- The Application must include an Identity of Interest form for the Sponsor.

Development Team Certification

- The Application must include certifications for the proposed owner, general contractor, property manager, and architect, inclusive of all pending, under construction, or completed Projects in any state, including their present status and expected completion date. The Development Experience Certification forms are available on the Authority's Website.

Unacceptable Practices

The Authority may deny any Project in which any Participant in the Development Team has failed to demonstrate ongoing proficiency with affordable and supportive housing programs. The Applicant may include in the Application an explanation of the circumstances surrounding the unacceptable practice and the roles of each of the Participants. Examples of unacceptable practices include but are not limited to:

- A Participant is affiliated with existing developments which have been cited for material and/or continuing, but curable, noncompliance. Material noncompliance exists when a party exhibits a continual pattern of noncompliance, or when a party demonstrates an inability or an unwillingness to resolve noncompliance in a timely manner.
- A Participant (including any affiliates) has experienced any events of foreclosure or failed to perform under the terms of a workout agreement over the past three (3) years.
- A Participant (including any affiliates) has declared bankruptcy over the past three (3) years.
- Any Participant (including any affiliates) has a mortgage default or arrearage of three months or more within the last three (3) years.
- A Participant that has failed to pay any fee or expense due to the Authority,

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- including outstanding compliance monitoring fees in the past three (3) years.
 - Any liens or other claims exist against property owned by Owner (including any affiliates) for which the Owner has failed to resolve a public filing such as a lien or a judgment.
 - The Owner (including any affiliates) has been debarred or received a limited denial of participation in the past three (3) years by any federal or state agency from participating in any development program.
 - A Participant that has materially misrepresented facts on any request for Authority resources.
3. 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

As stated in the attached RFA Section 4, Paragraph B, projects that provided project-based rental or operating assistance will be awarded up to twenty-five (25) points based on the number of units assisted and the length of committed assistance. Units can be assisted with available federal, State, and local project- based rental assistance so that rents are affordable to ELI families. These may include: Section 8 Project- Based (preservation only); Project-Based Vouchers; Rental Housing Support Program; and Section 811 Project-Based Rental Assistance. It will utilize 30% of household income for rents and utilities as its standard.

4. For rental housing, the duration of the units' affordability period
- As stated in the attached RFA Section 3, Paragraph 9, all applicants must document the extent to which proposed rents are affordable, especially to ELI households. All projects will be required to establish a minimum 30-year affordability period. Applicants who fail to meet this mandatory criteria will be disqualified and will not scored during the final evaluation phase.

As stated in the attached RFA Section 5, Paragraph H, Projects will be required to execute a Regulatory Agreement with the Authority, whereby the Owner shall agree to maintain unit affordability, and serve the targeted populations, for a minimum 30-year period.

5. The merits of the application in meeting the State's priority housing needs (please describe)
- As stated in the attached RFA Section 3, Paragraph B, all applications must include a certification of consistency with the Consolidated Plan for the Project. The projects must target populations and prioritize activities that are consistent with the States 2015-2019 Consolidated Plan and the State's Comprehensive Planning Act. Proposed projects must also fall under one of the state's Focus Areas in its annual plan, which are supportive housing, community revitalization, and economic development. Applicants who fail to meet this mandatory criteria will be disqualified and will not scored during the final evaluation phase.

Projects will also be scored on the following items that meet the housing needs of the State. See attached RFA Section 4 for information on Application Scoring Criteria.

- SRN Units - Up to ten (10) points
 - Universal Design - Up to ten (10) points
 - Green Design and Energy Efficiency – Up to five (5) points.
 - Access to Transportation - up to ten (10) points
 - Neighborhood Characteristics and Amenities - A maximum of five (5) points
6. The extent to which application makes use of non-federal funding sources
- As stated in the attached RFA Section 4, projects which are able to commit other non-federal funds as part of their project financing will be awarded up to twenty-five (25) points. This would include other State-funded and locally funded programs, but not LIHTC, or State or local CDBG or HOME funding. The latter funds can be part of the project's financing, but will not be considered as non-federal funding. Please note that there is no State or local match requirements for NHTF, but IHDA anticipates most NHTF-funded projects will be highly

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leveraged.

7. Other

As stated in the attached RFA Section 4, all Applications must include a signed PSHD Program Application Certification Organizational Chart Identity of Interest form, found on the Website which provides a written certification that the Project will take actions to affirmatively further fair housing. Applicants who fail to meet this mandatory criteria will be disqualified and will not scored during the final evaluation phase.

IV. Performance Goals and Benchmarks

In accordance with 24 CFR 91.320 (k)(5)(iii) and 24 CFR 91.315(b)(2), IHDA will include the HTF housing goals in the eCon Planning Suite pending the functionality in IDIS to do so. This includes the appropriate staff security clearance and the approval by HUD of the Substantial Amendment to the 2015-2019 5-year plan which will allow for the screens to appear in the system.

The goals and objectives are currently provided in the narrative of AP-25 of the 2016 Annual Action Plan and includes the following unit goals:

With the first year of National Housing Trust Fund (NHTF) allocation available in 2016, the State expects to provide an additional 16 units of new affordable rental housing to ELI households at 30% AMI or below under NHTF. The State expects to provide an additional 11 rehabilitated rental units of affordable housing to ELI households at 30% AMI or below under NHTF.

V. Maximum Per-Unit Development Subsidy Units

The NHTF Allocation Plan also must include the State's policy on maximum per-unit subsidy, which is to be based on modest housing units with similar amenities and taking into account local market conditions. IHDA will use the same criteria that it uses under its Qualified Allocation Plan (QAP). These limits will be based on hard construction costs, and are adjusted by bedroom size and location. Location factors in to the variance between the Chicago and metro set asides and separating other metro and non-metro set asides.

These standards were established by an analysis of our current Construction Cost Database for issuance with the 2016-18 QAP. This analysis showed the largest variance between Chicago and metro versus other metro and non-metro. There was a smaller variance between Chicago and metro and a larger variance between Chicago the remaining regions of the state. IHDA will provide non-federal funds in areas where needed, to bridge gaps between maximum per-units cost under NHTF and actual construction costs within IHDA's Cost Limits. See attached "2016_Hard Cost Limits" for IHDA's Cost Limits.

The total cost per unit takes into consideration soft costs, which based on the statewide cap, will not exceed 20% of allowable hard costs for this program. The total costs will be based on geographic location as explained above.

VI. Rehabilitation Standards

IHDA will use the attached Architectural Planning and Construction Standards (APCS), to evaluate all rehabilitation projects. The APCS is a comprehensive reference for owners, developers, architects and contractors in the design and construction of quality affordable housing. IHDA uses the standards to evaluate plans, specifications and other relevant data of the proposed new construction, rehabilitation and adaptive reuse of existing buildings.

- Applicable State and local code, ordinances and zoning requirements
- Health and Safety
- Requirements of useful life of major systems
- Lead Based Paint Requirements
- Accessibility Standard which must be met

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- Disaster mitigation requirements
- State and Local Codes, Ordinance, and Zoning Requirements
- Uniform Physical Condition Standards

Disaster Mitigation – The state of Illinois does not contain a state wide adopted building code. Each local governmental unit (municipality or county) adopts its own individual building or other administrative code. IHDA relies on these local Authorities Having Jurisdiction (AHJ) to provide plan review and issue building permits per their adoptive standards. If there is an area which does not have an adopted standard, our APCS document indicates the building shall be constructed to meet the 2015 version of the International Building Code. The use of standard building codes, by either the AHJ or IHDA referenced standard, ensures facilities are built to handle regional requirements for seismic (earthquake), wind (tornado or straight line winds) or water (rain, snow, flood) based disasters. By the AHJ issuing the building permit it is expected the plans have been reviewed against the local standard outlined in their adopted building codes, and meet these requirements.

UPCS Protocols – An IHDA Construction Representative will make a visit to each unit and evaluate the site against the attached UPCS checklist (see attached Uniform Physical Condition Standards for Multifamily Housing Rehabilitation) to ensure they meet with minimum requirements. The checklist will be used in conjunction with the previously completed Property Needs Assessment (see attached PNA) to establish the minimum scope to be included with any rehabilitation project approved for funding. This checklist has been created to have separate lists for multi-family dwellings and single family homes.

The UPCS checklist shall identify any repair items that represent an immediate threat to health and safety, and all other significant defects, deficiencies, items of deferred maintenance, and material building code violations that would limit the expected useful life of major components or systems. Deficiencies regarding significant life safety issues must be identified and identified as work to be immediately corrected as part of the scope of work.

Post-occupancy, IHDA's Asset Management Services Department will review the ongoing project needs utilizing HUD's Uniform Physical Condition Standards (UPCS) to ensure HTF-assisted projects and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703.

VII. Resale and Recapture Provisions

Not Applicable; IHDA is not funding any first-time homebuyer assistance activities.

VIII. Affordable Homeownership Limits

Also Not Applicable; no funds will be used for homebuyer assistance.

IX. Limitation on Beneficiaries or Preferences

Under IHDA's LIHTC Program, developers/owners are incentivized to set aside 10-15% of their housing units for supportive housing populations under the Statewide Referral Network (SRN). These are defined as persons with disabilities or homeless/at risk of homelessness AND @ 30% of AMI or below. This set-aside may be triggered if an NHTF project is also allocated LIHTCs as part of its project financing.

X. Refinancing Existing Debt

IHDA will not allow refinancing of existing debt as an eligible activity in the 2016 NHTF Allocation Plan.



ILLINOIS HOUSING DEVELOPMENT AUTHORITY

REQUEST FOR APPLICATIONS

Permanent Supportive Housing Development Program

**Round IV Application Deadline:
3:00 P.M. on January 30th, 2017**

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**Request for Applications
Permanent Supportive Housing Development**

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Section 1: Definitions

Applicant – shall mean the Sponsor that has applied for funds pursuant to this Request for Applications. The Applicant includes all individuals and entities of which the Owner is comprised.

Application – shall mean an entire set of required and requested documents, in electronic form, as prescribed in this Request for Applications and submitted by an Applicant to the Authority.

Area Median Income – shall mean the median income of the county or the metropolitan statistical area in which the project is located, adjusted for family size, as such adjusted income and median income for the area are determined from time to time for purposes of Section 8 of the United States Housing Act of 1937.

Authority – shall mean the Illinois Housing Development Authority (IHDA).

Board – shall mean the Members of the Authority's governing body, appointed by the Governor of Illinois.

Funding Agreement – shall mean the document that outlines the terms and conditions of a funding award.

Members – shall mean the duly appointed Board members of the Authority.

Owner – shall mean the duly formed, validly existing, single purpose entity, organized under the laws of the State of Illinois, or any other state, that is awarded funds for a Project pursuant to this Request for Applications and which owns or will own the Project. The Owner shall be owned or controlled by the Sponsor.

Participant – shall mean a member of the Project's development team, including Sponsor, general contractor, architect, and property manager.

Permanent Supportive Housing – shall mean a Project with a preference or restriction for Supportive Housing Populations that includes supportive services that helps people live stable, successful lives. Supportive services must be appropriate to the needs and preferences of residents, available either on-site or closely integrated with the housing, the acceptance of which is not a condition of tenancy.

Project – shall mean an existing or proposed qualified project, which satisfies, or will satisfy, all of the requirements of this Request for Applications and the Authority.

Regulatory Agreement – shall mean a document that outlines the terms of the thirty (30) period during which a Project must comply with the occupancy restrictions (both income and rent) and amenities represented in the Project's Application.

Site – shall mean a parcel of land on which the Project will be developed, described by a unique legal description which will be encumbered by the Regulatory Agreement. A Project may consist of multiple Sites.

Sponsor – shall mean a duly formed, validly existing entity, organized under the laws of the State of Illinois, or any other state, that is applying for funds for a Project pursuant to this Request for Applications. The Sponsor shall own or control the Owner of the Project. Project consultants and other like professionals shall not be considered as Sponsors.

Statewide Referral Network (SRN) – shall mean a statewide referral process that links Supportive Housing Populations with available Statewide Referral Network Units. The Statewide Referral Network is a collaboration between the Authority, the Illinois Department of Human Services, the Illinois Department on Aging, the Illinois Department of Healthcare and Family Services, and local social service providers. Households referred through the Statewide Referral Network process may or may not be in need of long-term social services. It is expected that referrals in-need of on-going social services will have them arranged by the referring service provider.

Statewide Referral Network Units (SRN Units) – shall mean units set aside for households earning at or below 30% AMI, which are headed by Supportive Housing Populations and referred through a statewide referral network. At minimum, every Project funded pursuant to this Request for Applications must set-aside 10% of total units as Statewide Referral Network (SRN) Units.

Supportive Housing Populations – shall mean households headed by persons with disabilities and households that are homeless or at-risk of homelessness who need access to supportive services in order to maintain housing.

Website – shall mean <http://www.ihda.org>.

Permanent Supportive Housing Development Program Overview

The Illinois Housing Development Authority (the Authority) has created the Permanent Supportive Housing (PSH) Development Program to increase housing options for households headed by persons with disabilities and households that are homeless or at-risk of homelessness. In addition, the PSH Development Program will provide a minimum number of units in each funded Project that will support the State's efforts to rebalance the long-term care of persons currently living in institutions.

The PSH Development Program will offer flexibility to accommodate a range of development types, including acquisition, new construction, redevelopment of vacant units, or adaptive reuse of non-residential properties.

This PSH Development Program Request for Applications (RFA) is for smaller developments that because of their size are not a good fit for the Low Income Housing Tax Credit (LIHTC) program. Therefore, only Projects with twenty five (25) or less units are eligible to apply under this RFA. Developments with an allocation of Low Income Housing Tax Credits (LIHTC) or contemplating use of the LIHTC are not eligible Applicants under this RFA.

The implementation of the PSH Development Program will rely on expertise and established procedures currently in place at the Authority for application intake, review, underwriting, and project completion.

A. What is Supportive Housing?

Supportive housing helps people live stable, successful lives through a combination of affordable, permanent housing and supportive services, appropriate to the needs and preferences of residents, either on-site or closely integrated with the housing. Supportive housing serves individuals and families who are homeless, at risk of homelessness, and/or have disabilities, and who require access to supportive services in order to maintain housing.

The housing and services needs of persons with disabilities and households that are homeless or at-risk of homelessness are diverse, supporting the need for a range of housing options with services available, whether on-site or community-based; however, all PSH should adhere to the following principles:

1. Supportive housing is affordable, safe and decent. The tenant typically pays not more than 30% of household income towards rent and utilities
2. The supportive housing tenant has a standard lease or similar form of occupancy agreement that adheres to normal conditions of tenancy. Acceptance of services is not a condition of tenancy. Regardless of who fills the roles of supportive services provider, property owner and manager, the rights of tenants should be protected through the delineation of separate functions of services provision and property management.

3. There are no limits on a person's length of tenancy in supportive housing as long as they abide by the conditions of the lease or agreement. Tenants are supported in their efforts to achieve their individualized goals, which may include eventually moving to other housing settings.

B. Eligible Activities

At minimum, every Project funded pursuant to this RFA must set-aside at least 10% of total units as SRN Units, defined herein as units set-aside for households earning at or below 30% AMI which are headed by persons with disabilities and referred through a Statewide Referral Network.

Eligible activities under the PSH Development Program include but are not limited to:

- Acquisition of currently vacant units or buildings to offer newly available PSH units;
- Modification of currently vacant units or buildings to achieve full accessibility for persons with disabilities and offer newly available PSH units;
- Rehabilitation of currently vacant units or buildings to offer newly available PSH units;
- New construction of units or buildings that include PSH units.

The Authority welcomes creative models that will help meet a diverse array of PSH needs. Projects may offer PSH units in a range of settings, including but not limited to:

- **Scattered-Site PSH Projects** – a collection of scattered-site PSH units within or detached from several sites, in which links to community-based services are coordinated; may include but is not limited to the acquisition of several condominiums within a building or buildings in which the other units in the building(s) are not part of the PSH Project;
- **Projects with Integrated PSH units** – affordable or mixed-income buildings that include some PSH units, in which links to community-based services are coordinated, and in which some limited supportive services may be offered to tenants on-site;
- **Single Site PSH Projects** – one-site Projects in which the majority of units are filled by Supportive Housing Populations, and which offer both a broad array of on-site services and links to community-based services.

Only Projects with twenty five (25) or less units are eligible to apply under this RFA. Developments with an allocation of LIHTC or contemplating use of the LIHTC are not eligible Applicants under this RFA. Supportive Living Facilities are not eligible for funding under this RFA. The Authority reserves the right to restrict the number of age restricted properties funded under this RFA

Only Projects that demonstrate readiness to move forward with financing and development will be considered, as evidenced by meeting Mandatory application criteria described in Section 3.

C. Eligible Applicants

Non-profit, for-profit, and joint-venture developers are eligible to apply for funds under the PSH Development Program. PSH development and operation requires knowledge and skill sets that may not currently exist in full at any one organization. Projects that build on the strengths of several organizations, including development partners will be accepted. The roles, responsibilities, and capacity (including financial capacity) of each entity will be analyzed. In cases where the source of funding is the National Housing Trust Fund, eligible applicants must meet all Authority Standards including standards set out in 24 CFR 93.2 for the National Housing Trust Fund

D. Types of Funding

The Authority will evaluate the viability of each Project, then determine which Authority administered funding source or sources are eligible and most appropriate. The amount of funding to be awarded will not exceed the amount necessary to make the Project financially feasible, as determined by the Authority. The Authority may add or remove costs as deemed necessary to support the development and operation of the Project.

Potential Authority administered programs that will be evaluated for award by the Authority include, but are not limited to, the Illinois Affordable Housing Trust Fund Program, the HOME Investment Partnerships Program, the National Housing Trust Fund Program, the Build Illinois Bond Program, the Illinois Affordable Housing Tax Credit Program and the Financing Adjustment Factor Program.

The Authority reserves the right to select the funding source. One or more of the aforementioned funding sources may not be available or appropriate. All funding awards, including the amount of the award and the funding source, remain subject to the final approval of the Authority's Board.

Applicants should consult with an accountant to explore any potential tax consequences for an award of funds. Applicants should be aware that each funding source has its own set of rules and regulations.

E. Income Restrictions

At minimum, every Project funded pursuant to this RFA must set-aside at least 10% of total units as SRN Units. Any additional 30% AMI units that are not defined as SRN Units are also eligible for funding pursuant to this RFA.

While Projects with unrestricted and/or non-PSH units are eligible and encouraged to apply, funds awarded pursuant to this RFA will be allocated in a manner proportional to the number of SRN and 30% AMI units created. In practice, this means that Projects with units that do not fall into the SRN or 30% AMI category must identify other sources to cover the proportion of total development costs attributable to those units.

Each Project funded under this RFA will be required to execute at initial closing a Regulatory Agreement which outlines the terms of the thirty (30) year compliance period during which a Project must comply with the occupancy restrictions (both income and rent) and amenities represented in the Project's Application. Further, each Project funded through the PSH Development Program must comply with the requirements imposed by its most restrictive funding source. To the extent that specific funding sources are already committed or requested, Applicants must demonstrate the ability to comply with the most restrictive requirements.

F. Target Populations

At minimum, all Projects that receive any amount of funding through the PSH Development Program must target a minimum of 10% of units for SRN Units. Exceeding the minimum number of SRN Units, and/or offering additional 30% AMI units not subject to the Statewide Referral Network is encouraged.

All Projects must be disability-neutral unless a committed or anticipated capital or operating subsidy source requires disability-specific targeting. Examples of this include, but are not limited to: Housing Opportunities for Persons with HIV/AIDS (HOPWA) and Illinois Department of Human Services Bridge Subsidy. In practice, this means that unless otherwise dictated by another committed capital or operating subsidy source, units must be open to households headed by persons with any type(s) of disability who otherwise meet Project-specific screening criteria.

G. Priority Activities

As reflected in Section 4: Application Scoring Criteria, priority will be given to Projects that:

- Leverage other capital funding sources;
- Offer operating or project-based rental assistance;
- Exceed the minimum number of SRN Units;
- Provide units for at-risk veterans;
- Exceed the minimum level of accessibility that is required by applicable law(s) and inclusion of Universal Design principals;
- Incorporate principles of green design; and
- Offer access to public transit and desirable neighborhood amenities.

Section 2: Application Submission and Evaluation Process

A. Application Submission and Fee

In order for an Application to be accepted for review, a hard copy AND an electronic copy of all materials (on a flash drive), including the Multifamily Fee Payment Form, and the non-refundable Application fee in the amount required on the Multifamily Fee Payment Form must be received no later than **3:00 P.M. on XXXXXXXX** at the following addresses:

Applications:

Illinois Housing Development Authority
Attn: Multifamily Intake/ Permanent Supportive Housing Development Program
401 N. Michigan Avenue, Suite 700
Chicago, Illinois 60611

Fees:

Illinois Housing Development Authority Receipts and Fees
26411 Network Place
Chicago, IL 60673-1264

Applicants must submit the Authority Application materials on original Authority forms.

All Application materials are available on the Website.

All Application materials, including all applicable attachments and supporting materials, must be placed in an adequately sized accordion file folder and tabbed to correspond with the enumeration outlined in the Permanent Supportive Housing Development Program Application Checklist, also to be submitted, that corresponds with the enumeration in Section 3 of the RFA.

B. Public Notice by the Authority

The Authority will send public notice letters to public officials and agencies as notification that an Application for funding has been received by the Authority, and to request comments. The notices will be sent to the following public officials of the area in which the Project is to be located: (1) the County Board Chair, Mayor or chief local elected official; (2) the Illinois General Assembly members; and (3) the US Congressional Representative and US Senators.

The Authority's public notice requires that any written comments be sent to the Authority and the Applicant within 30 days. The Applicant is required to respond in writing to all comments received and to submit copies of all correspondence to the Authority.

C. Evaluation of Applications

Applications will be evaluated in the following manner:

1. **Complete Application** – The Application must be received by the designated Application deadline and will be reviewed for completeness. This includes the following:
 - Submission of all required, completed Application forms and supporting documentation;
 - Inclusion of appropriate signatures on all necessary documents; and
 - Payment of non-refundable Application fee.

If the Authority finds that the Application is not complete, then it reserves the right to reject the Application and notify the Applicant with stated reason(s) for denial.

2. **Mandatory Criteria** – If the Authority determines that the Application is complete, then it will be reviewed to determine if the Project meets the mandatory requirements set forth in the Mandatory Requirements section below.
3. **Scoring Criteria** – If an Application has met all of the Mandatory Requirements, then the Application will be reviewed and assigned a score based on the categories set forth in the Scoring Criteria section below.

Section 3: Mandatory Application Criteria

In order for an Application to be accepted for review, Applicants must submit an electronic copy of all materials (on a flash drive) in PDF file versions with the exception of Application materials that require an Excel file format (a PDF and Excel version of the document is required). The Permanent Supportive Housing Development Program Application Checklist that corresponds with the outline below is available on the Website and MUST be completed and submitted with the Application. Applicants must submit the Authority Application materials on original Authority forms, as noted below. All Application materials are available on the Website.

A. PSH Application Certification

All Applications must include a signed PSHD Program Application Certification Organizational Chart Identity of Interest form, found on the Website which provides a written certification that the Project will:

- Take actions to affirmatively further fair housing;
- Give preferential treatment to persons on the Public Housing Authority (PHA) waiting list(s) and make on-going efforts to request that the PHA make referrals to the Project, or request that the PHA include relevant information about the Project on any listing the PHA makes available to persons on its waiting list(s);
- Minimize involuntary displacement of low-income households;
- Set-aside at least 10% of total units as SRN Units, defined in this RFA as units set-aside for households earning at or below 30% AMI, which are headed by persons with disabilities and referred through a statewide referral network; and
- Be willing to accept future State-administered operating subsidy or project based rental assistance, should it become available, on units that are not already subject to a rental assistance contract. Certification of this willingness will not be required of those with already-committed rental or operating assistance for 100% of units. This assistance would likely be limited to a maximum of 30% of units within a given Project, would likely be reserved for households referred through a statewide referral network, and may be targeted to Projects located in specific areas of the State based on need.

The Authority intends to seek all sources of operating subsidy or rental assistance that are currently available or may become available in the future, and may wish to target any assistance identified to Projects that serve priority populations. Such assistance may include but is not limited to Section 811 Project Rental Assistance Program, the Long-Term Operating Support Program, or the Illinois Division of Mental Health Bridge Subsidy Program.

Such assistance cannot be assumed to be available to support the Project's operating budget at the time of application through the PSH Development Program. Any referrals made through the Statewide Referral Network would have to meet the same tenant selection criteria applicable to all other prospective tenants of the Project.

B. Multifamily Fee Payment Form and Non-refundable Application Fee

All Applications must include a completed Multifamily Fee Payment Form and a copy of the check for payment of the non-refundable Application fee. The Multifamily Fee Payment Form can be found on the Website. The Application fee is listed on the form. All fees must be sent to:

Illinois Housing Development Authority Receipts and Fees
26411 Network Place
Chicago, IL 60673-1264

C. The Authority's Common Application

All Applications must include a completed Common Application (Excel and PDF file formats required). This form can be found on the Website.

D. Letter of Support OR Certification of Consistency with Consolidated Plan

All Applications must include a letter of support OR a certification of consistency with the Consolidated Plan for the Project. In cases when a letter of support is withheld, a description of the efforts to obtain a letter of support must be included in the Application.

1. Letters of Support

The Application must include a letter of support from the chief elected official of all municipalities in which the Project is located. For Projects located in the City of Chicago, a letter of support from the alderman of all wards in which the Project is located is acceptable. Letters of support must be addressed to the Authority and specifically endorse the Project.

2. Certification of Consistency with Relevant Consolidated Plan

All Projects must evidence consistency with the consolidated plan for the jurisdiction in which the Project is located.

For Projects located in a county or municipality covered by a consolidated plan, the Application must include a certification of consistency with the consolidated plan. The certification of consistency with the consolidated plan must be completed and signed by the jurisdiction covered by the consolidated plan. All Projects that are funded with National Housing Trust Fund will also be evaluated by the Authority for consistency with Illinois' Consolidated Plan.

For Projects located in a county or municipality covered by a consolidated plan where a certification of consistency with the consolidated plan is withheld the Application must include a description of the efforts to obtain the certification with the consolidated plan, and, if applicable, respond to any concerns regarding the Project.

For Projects located outside a county or municipality covered by a consolidated plan, the Application must include a written request for the Authority to review the Project for consistency with the State consolidated plan.

For a list of counties or municipalities covered by a consolidated plan please go to the Website.

3. Letters of Support: Withheld

Applications for Projects that are unable to obtain a letter of support from the chief elected official or Chicago alderman must include a description of the efforts to obtain the letter of support and, if applicable, respond to any concerns regarding the Project.

The Authority will review the documentation, as well as any additional letters of support, and may waive this requirement.

Failure to obtain a letter of support due to timing issues will not be an acceptable reason for this documentation missing from the Application.

E. *Project Narrative*

All Applications must include a Project narrative that includes:

- Amount of funding requested
- Number of total units in the Project
- Number of SRN units proposed
- Number of non-SRN 30% AMI units proposed
- If the Application is for an existing development, applicant must describe all existing use restrictions, restrictive funding sources, and submit a current rent roll that includes the unit size, household size, household income and current rent.

Applicants are encouraged to provide as much detail and background information about the Project as possible. Detailed information will assist the Authority in determining whether there is adequate market demand for the Project in terms of unit mix and rental structure; the Project is located in an area with a shortage of PSH units; and the Project is located in an environment that will meet the needs of the tenants.

F. *Neighborhood Characteristics and Amenities Map*

All Applications must include a neighborhood characteristics and amenities map that clearly

delineates the location of the Project along with characteristics and amenities within a one (1) mile radius. In addition, the Application must include a table referencing each desirable activity identified on the map and stating the type of activity or characteristic identified and the address. Please see Application Scoring Criteria Section H for examples of desirable activities.

G. Site Control

All Project Sites must be identified in the Application. Projects consisting of multiple sites must satisfy Site control requirements for all Sites.

The Application must include all of the following:

- 1) A map showing the location(s) of the Site(s);
- 2) Aerial photograph(s) of the Site(s) with the location(s) of the Project clearly marked, and surrounding uses clearly visible; and
- 3) Evidence of Site control which can only be demonstrated as follows:
 - A fee simple interest in the Site in the name of the Sponsor or Owner; or
 - A fully executed, binding agreement with a term ending no sooner than six (6) months after the Application deadline, signed by both the Sponsor or Owner and the seller for the purchase of the Site; or
 - A fully executed, binding agreement with a term ending no sooner than six (6) months after the Application deadline, signed by both the Sponsor or Owner and the seller for the long term lease of the Site with a lease term of at least ninety-nine (99) years; or
 - A fully executed, binding agreement with a term ending no sooner than six (6) months after the Application deadline, signed by both the Sponsor or Owner and the seller of the Site evidencing land and/or building donation; or
 - When the Site is owned by a governmental entity, a letter of intent, with a term ending no sooner than six (6) months after the Application deadline, shall be issued to the Sponsor or Owner by the governmental entity to sell, donate, or enter into a long term lease of the Site. The sale or lease price of the Site(s); and
 - Legal description of the Site(s); and
 - Expiration date for purchase option(s), purchase agreement(s), or letter(s) of intent.

H. Zoning

All Applications must include evidence that the Project Site is currently zoned for its proposed use. For a scattered-Site Project, the Application must include evidence that each parcel is

currently zoned for its proposed use. Evidence of appropriate zoning can only be demonstrated through ONE of the following:

- 1) A valid building permit; or
- 2) A letter of zoning certification from the local zoning administrator (or chief elected official in localities without a zoning administrator) identifying the Project and containing all of the following:
 - The location of the Project Site (e.g. address or street crossings); and
 - The current zoning designation or statement that the community does not have zoning; and
 - A description of the Project (including number of units, proposed use, and whether it is new construction, rehabilitation, or both); and
 - A statement that the current zoning, if applicable, is appropriate for the proposed Project and no zoning variation requests are pending that would alter this zoning.

In cases where the Project will be approved through a Planned Development or Planned Unit Development (“PUD”) process, the Authority may consider an exception to the requirement that the current zoning be appropriate for the proposed Project on a case-by-case basis. In order to be considered for such an exception, the Application must include a letter from the local zoning administrator (or chief elected official in localities without a zoning administrator) identifying the Project and containing ALL of the following:

- The location of the Project Site (e.g. address or street crossings); and
- A description of the Project (including number of units, proposed use, and whether it is new construction, rehabilitation, or both); and
- A written explanation of the PUD approval process; and
- Evidence the PUD process has been initiated; and
- Evidence of which stage in the PUD approval process the Project has reached; and
- Evidence satisfactory to the Authority that the PUD will be reviewed in a timely manner.

Sufficient evidence of progress for PUD approval to satisfy the zoning requirement may include, but is not limited to, the local planning body’s recommendation of approval to the entity with authority to approve the PUD, such as the town council or board of trustees. The PUD must be approved prior to funding consideration by Board.

I. *PSH Environmental Checklist*

The Application must include a completed PSH Environmental Checklist which can be found on the Authority Website. If funded, the Authority will require as a condition of closing a Phase I environmental site assessment covering all Sites completed within one (1) year prior to the Application deadline according to the Authority’s Standards for Environmental Reviews and Professionals available on the Website, including all appendices. If a Phase II is available, it may be submitted along with the Phase I. In addition, a narrative explanation of any identified

Recognized Environmental Condition (REC) should be submitted. The explanation must include how these conditions will be addressed and a breakdown of any associated costs. Any associated costs must be included in development budget. The Authority reserves the right to require an environmental contingency as well as modify the construction scope based on a review of the explanation.

J. Site Physical Information

1. 1% Floodplain or Floodway

The Application must include a Federal Emergency Management Agency (“FEMA”) floodplain map covering the Project area with the boundary of all Sites clearly delineated.

FEMA floodplain maps can be obtained from the FEMA website.

If any portion of a Site is located within the 1% floodplain or floodway, the Application must include one or both of the following as applicable:

- **Rehabilitation**

Projects proposing the rehabilitation of existing buildings on Sites within the 1% floodplain or floodway must submit a Site plan that clearly indicates all of the following:

- The FEMA determined elevation of the floodplain or floodway; and
- The elevation of the lowest floor level in the existing buildings; and
- The location of the existing buildings; and
- Evidence that the Site is enrolled or is eligible to enroll in the National Flood Insurance Program.

Note: Projects involving the rehabilitation of existing buildings on Sites located in the 1% floodplain or floodway will ONLY be permitted if the lowest existing floor elevation of each building in the floodplain is at least six (6) inches above the FEMA designated floodplain elevation.

- **New Construction**

Projects proposing new construction on Sites within the 1% floodplain or floodway must submit a Site plan that clearly indicates all of the following:

- The FEMA determined elevation of the floodplain or floodway; and
- The elevation of the lowest floor level in the proposed buildings; and
- The location of the proposed buildings.

Buildings must be situated outside the floodplain and any Project contemplating additional federal resources will be required to subdivide the Project Site from the affected land or obtain a Conditional Letter of Map Amendment or Revision from FEMA demonstrating the Site is eligible for reclassification out of the floodplain.

2. Wetlands

The Application must include a U.S. Fish and Wildlife Service (“USFWS”) National Wetlands Inventory map for the Project area with the boundary of all Sites clearly delineated.

USFWS wetland inventory maps can be obtained from the USFWS website.

If any portion of a Site contains wetlands, or if the Project may impact wetlands, the Application must include one of the following:

- A Letter of No Objection from the U.S. Army Corps of Engineers, or
- A wetlands permit from the U.S. Army Corps of Engineers

3. Mining

The Application must include an Illinois State Geological Survey (“ISGS”) mining map for the Project area with the boundaries of all Sites clearly delineated.

ISGS mining maps can be obtained from the ISGS website.

If any Site is in or near an area the ISGS identifies as affected by mining, the Application must include the following:

- The quadrangle study (if available) or the county mine map completed by the ISGS for the area in which the Site is located with the boundary of the Site clearly delineated; and
- Information indicating the depth of the mine, the type of mining that was performed, and the year that mining ceased; and
- An opinion from a qualified geotechnical engineer as to whether or not the Site will be impacted by the mining; and
- If the Site will be impacted by mining, evidence of the Project’s ability to obtain mine subsidence insurance.

K. Architectural Requirements

All Projects must meet the requirements contained in the Authority’s Standards for Architectural Planning and Construction. The Standards for Architectural Planning and Construction are available on the Website.

1. Architectural Standards, Universal Design, and Amenities Certification

The Application must include the Architectural Standards, Universal Design, and Amenities Certification signed by a licensed architect acting as the Project's Architect of Record. The Certification provides written confirmation of accessibility codes and Fair Housing Act requirements (if any) applicable to the Project. The Certification also provides written confirmation and identification of specific Project features which meet minimum code requirements.

a. Architectural Standards

All Projects must will comply with the Authority's Standards for Architectural Planning and Construction including:

- All minimum green design requirements as specified in the Standards for Architectural Planning and Construction Section 14.00 – Green Criteria, including submission of the Utility Release Form prior to closing; and
- All applicable Federal and State accessibility laws and / or as specified in the Standards for Architectural Planning and Construction Section 8.00 – Accessibility Standards, including:
 - At least ten percent (10.0%) of the total units in the Project are designed for persons with mobility impairments, as defined in ICC/ANSI 117.1-2003 most current version, Section 1002 Accessible Units; and
 - At least two percent (2.0%) of the total units in the Project are designed for persons with sensory impairments (not less than one unit), as defined in ICC/ANSI 117.1-2003 most current version, Section 1005 Sensory Impaired Units

It is expected all new construction Projects shall meet the requirements listed above. The Authority understands the challenges represented by rehabilitation when providing for accessibility, and expects each Project to meet the minimum requirements for accessibility.

If, for any reason, a rehabilitation Project anticipates challenges meeting the applicable accessibility code requirements due to acceptable definitions within the code, such as elements being technically infeasible, structurally impracticable, etc., a written request defining the Project related challenges must be provided in the Application for evaluation. This request must specify the following items:

- Identification of the applicable accessibility code(s) of the Project;
- The specific exemption being sought, and the applicable code section allowing exemption;
- A description as to why the exemption applies; and
- Narrative and cost analysis of any alternatives explored to provide code required elements.

The Authority reserves the right to reject any request not including any of the items listed.

The Authority will review the request and either approve it as written, provide a conditional approval, or reject the request and require full code compliance with all expenses incurred by the Owner.

Any request submitted for a rehabilitation Project under this provision are also subject the following conditions:

- A minimum of 10% of the units must be provided with accessible elements, “to the greatest extent possible” with the measures taken to meet this standard defined in the request;
- The minimum level of adaptable units as defined by the Illinois Accessibility Code must be provided;
- Units approved under any exemption may not be identified as “Accessible Units” under the details tab of the Common Application; and
- Units approved under any exemption will not be allowed to be included as “Accessible Units” For scoring purposes.

b. Universal Design

Universal Design, as defined by the Center of Universal Design, is “the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialization.” The Authority recognizes the need to create housing including Universal Design features while maintaining aesthetics and affordability.

The Authority views Universal Design not as a building code or standard, but rather as a set of features that should integrate seamlessly into the design of a dwelling unit, providing market appeal and possibility for residents to age in place. Whether applied to standard units or units designed under an accessibility code, the challenge of Universal Design is to produce as normal and appealing an outcome as possible

Universal Design is not a safe harbor for other required accessibility codes, but it should be utilized as a supplement to any code requirements. To truly award Projects willing to provide Universal Design elements above the code, the Authority requires each Application to first identify all code required elements, and provide five additional items not required by code in 100% of the units. As such, the Application must identify any and all Universal Design principles to be integrated into the unit design. Any Applications seeking an exception to this requirement must provide a detailed narrative discussing why Universal Design features cannot be provided. The Authority will review the submitted narrative and approve or deny it at its sole discretion.

c. Amenities

The Application must include Project amenities as specified in the Standards for Architectural Planning and Construction Section 7.00 – Design and Planning. In addition, a minimum of five (5) additional amenities selected from the list below must be incorporated in the Project and identified on Architectural Standards, Universal Design and Amenities Certification.

The Authority encourages creativity and dual function design and, therefore, it is possible for a single amenity to qualify as more than one option in the following list.

i. Exterior Project Related Amenities

- Secured bicycle parking (minimum of eight (8) slots per twenty five (25) units)
- Two (2) picnic tables and one (1) grill for every twenty-five (25) units
- Outdoor entertainment space such as an outdoor theater and gazebo with available seating
- Looped walking paths or connected sidewalks through the entire Project
- Dedicated visitor parking in addition to code or Authority required parking total of at least 3 spaces or 5% of unit count, whichever is greater.
- An equipped sports court (volleyball, tennis, basketball, etc.) for every 100 units
- On-site car sharing
- Garden plots / designated community garden area with a minimum of 15 square feet per unit
- Upgraded landscaping, including one tree planted on-site for every ten units. The landscaping must adhere to Section 14.2 of the Standards for Architectural Planning and Construction, and be 100% native and adaptive plantings/landscaping

ii. Interior Project Related Amenities

- Resident storage space is 25% greater than the minimum requirement
- Computer room equipped with one (1) computer for every fifteen (15) units
- Green Roof with available seating or other community activity area available on the roof
- Exercise / fitness center with at least one (1) machine per fifteen (15) units
- Trash and/or recycling disposal chutes
- Dedicated recycling area within the Project
- Community room meeting Authority standards
- Community kitchen with counter seating
- Community TV room, theater or gaming room
- At least one additional common room in conjunction with a community room for an identified activity (i.e. billiards room, arts & crafts room, game room, dining room, etc.)
- Dog walking area

- Library / reading room
- Hair salon
- Health and wellness center
- Laundry rooms on each residential floor

iii. Project Unit Related Amenities

- Storage space is 25% greater than the minimum requirement
- Residential units are 15% larger than the minimum requirement
- Kitchen pantry in every kitchen
- Free internet access in each unit
- Free cable or satellite television service in each unit
- Walk-in closets available in at least one bedroom of every unit (including studio/efficiency units)
- Security camera at all entrances
- Facility wide security camera system
- 9'-0" ceilings in all units
- Washer and dryer in every unit
- Entire Project contains Non-smoking units
- Energy Star-rated dishwasher in every unit
- Microwave oven in every unit
- Energy Star-rated ceiling fan with switched light fixture in every living room and bedroom
- Screen doors on all exterior doors
- Porch / patio / balcony for each unit

2. Preliminary Architectural Plans and Specifications

The Application must include preliminary architectural plans and specifications that include all of the following:

- Cover sheet with development title, development team, drawing index, building areas and code information; and
- Dimensioned floor plans, including square footage, for all unit and building types, with room designations and proposed finishes; and
- Typical wall sections
- Exterior elevations for all building types with material notations matching those defined within the scoping document discussed below.
- A Site plan showing the placement and orientation of buildings, parking areas, sidewalks, easements, setbacks, trash dumpsters, buffers, storm water detention, required site amenities, and significant natural features.

- Preliminary landscape plan
- —
- Certification of Project Scope, signed by the Architect and Sponsor.

The Certification of Project Scope must include a written description of the full Project scope. Items to be included, but not limited to, in this document are:

- Outline specifications indicating all materials selected and/or defined performance criteria (i.e. windows, doors, hardware, drywall, exterior materials, floor and wall finishes, etc.);
- Definition of structural systems to be modified/installed as part of the Project;
- Programmatic description of the proposed furniture, fixtures, and equipment items;
- Definition of the Project's sustainability strategy in the form of a certification checklist, energy model or detailed description of elements provided and their expected impact consistent with the level of points requested in the Application;
- Written description of HVAC system to be installed; and
- Definition of any/all other unique scoping items included in the Project.

3. Projects Involving Rehabilitation

All Projects involving any rehabilitation of existing structures must comply with the following requirements.

i. Physical Needs Assessment

The Application must include a Physical Needs Assessment ("PNA") completed according to the Authority's Standards for PNA and based on the existing conditions of the property.

ii. Minimum Rehabilitation Standards

At a minimum, the proposed rehabilitation work must address all items identified as "Critical" or "Immediate" in the PNA.

Items identified in the PNA as five (5) to seven (7) year needs in current rehabilitation work may be completed as part of the current construction scope of work, or adequate reserves may be budgeted to ensure these items will be completed within timeframes identified in the PNA.

The Application must include a detailed explanation of any and all construction cost variances existing between the development budget and PNA. The Authority reserves the right to modify the construction scope based on a review the explanation.

L. *Historic Preservation Checklist*

All Projects must meet the requirements of the National Historic Preservation Act and the Illinois State Historic Resources Protection Act as determined by the Illinois Historic Preservation Agency (“IHPA”). Note that this requirement is required by State Statute and applies to **ALL** Projects regardless of their Project type, location, or historic nature. The Application must include the Historic Preservation Checklist found on the Website and all required attachments OR an IHPA review letter specific to the Project and inclusive of all sites for multisite projects.

M. *Construction Cost Breakdown*

The Application must include:

- The Construction Cost Breakdown forms completed by a qualified contractor, Architect of Record, or construction cost consultant. Construction Cost Breakdown form is located in the Common Application, available on the Website.
- A detailed explanation of all construction cost variances existing between the Construction Cost Breakdown and Physical Needs Assessment (“PNA”), if applicable.

In cases where there is an Identity of Interest between a Sponsor and Project general contractor; between a Sponsor and the Project architect; or between the Project architect and Project general contractor; the Construction Cost Breakdown must be completed by an independent third-party construction cost estimation firm according to the Authority’s Standards for Construction Cost Estimating available on the Website.

For rehabilitation Projects, Construction Cost Breakdown will be evaluated along with the PNA to ensure that all necessary items are addressed. If the scope of work is deemed insufficient by the Authority, the Application may fail the mandatory review.

N. *Development Team Capacity*

The Authority will evaluate the Development Team’s capacity to successfully complete and manage the Project.

Applications must include the following for the Authority to evaluate the experience and capacity of the development team:

1. *Organizational Chart*

The Application must include a full organizational chart reflecting all entities within the proposed Owner down to individuals including percentages of ownership using the PSHD Program Application Certification Organizational Chart Identity of Interest form on the Authority’s Website.

2. Identity of Interest Certification

The Application must include a completed the PSHD Program Application Certification Organizational Chart Identity of Interest form for the Sponsor. The form is available on the Authority's Website

3. Development Team Certifications

The Application must include certifications for the proposed owner, general contractor, property manager, and architect, inclusive of all pending, under construction, or completed Projects in any state, including their present status and expected completion date. The Development Experience Certification forms are available on the Authority's Website

4. Unacceptable Practices

The Authority may deny any Project in which any Participant in the Development Team has failed to demonstrate ongoing proficiency with affordable and supportive housing programs. The Applicant may include in the Application an explanation of the circumstances surrounding the unacceptable practice and the roles of each of the Participants. Examples of unacceptable practices include but are not limited to:

1. A Participant is affiliated with existing developments which have been cited for material and/or continuing, but curable, noncompliance. Material noncompliance exists when a party exhibits a continual pattern of noncompliance, or when a party demonstrates an inability or an unwillingness to resolve noncompliance in a timely manner.
2. A Participant (including any affiliates) has experienced any events of foreclosure or failed to perform under the terms of a workout agreement over the past three (3) years.
3. A Participant (including any affiliates) has declared bankruptcy over the past three (3) years.
4. Any Participant (including any affiliates) has a mortgage default or arrearage of three months or more within the last three (3) years.
5. A Participant that has failed to pay any fee or expense due to the Authority, including outstanding compliance monitoring fees in the past three (3) years.
6. Any liens or other claims exist against property owned by Owner (including any affiliates) for which the Owner has failed to resolve a public filing such as a lien or a judgment.
7. The Owner (including any affiliates) has been debarred or received a limited denial of participation in the past three (3) years by any federal or state agency from participating in any development program.
8. A Participant that has materially misrepresented facts on any request for Authority resources.

O. Statewide Referral Network Agreement

All Application must include submit a draft Statewide Referral Network Agreement. The agreement form can be found on the Website.

P. Financial Feasibility

All Applications must demonstrate that the Project is financially feasible. The following is a description of the areas, along with expected limits, which will be evaluated in order to determine financial feasibility.

1. Overall Limits

- **General Contractor Fees**

The general conditions, overhead, and profit in a general contractor's budget are limited to a combined fourteen percent (14%) of trade payments & Site work as calculated in the Authority's Common Application.

- **Architect and Civil Engineering Fees**

Fees for architectural services and civil engineering are subject to the limits contained in the Authority's Standards for Architectural Planning and Construction, as amended and found on the Website.

- **Development Costs**

The Authority will evaluate the acquisition and construction costs for reasonableness taking into consideration the project type, location, and scope of work based on the Authority's past experience with similar projects and similar locations. All successful Applicants may be required to submit an appraisal prior to funding consideration by the Members of the Authority's Board.

- **Construction Contingency**

Development budgets must include hard cost construction contingencies to cover unforeseen construction cost increases. The contingency **must** be sized as a percentage of the construction contract, as calculated in the Authority's Common Application, according to the following:

- New-Construction: 5%
- Rehabilitation (vacant residential, adaptive reuse, or modifications): 10%

- **Total Award**

The amount of PSH Development Program funding to be allocated will not exceed the amount necessary to make the project financially feasible, as determined by the Authority. Please note that PSH Development Program funds will be allocated in a manner proportional to the number of PSH units located within the Project. For example, if PSH Development Program funds are expected to comprise 25% of the Project's sources, then at least 25% of the Project's units must be PSH.

- **Developer Fee**

A Project's developer fee may not exceed the lesser of five-hundred thousand (\$500,000) or 10 percent (10%) of the Project's grand total development cost net of the following: total developer fee, reserves, syndication costs, and interim costs, as calculated in the Common Application.

Developer fee includes all of the following which shall not appear elsewhere in the Project budget:

- Consultant fees
- Construction management fees
- Architectural and civil engineering fees in excess of the Authority's fee limits
- Developer overhead fees
- Any additional fees related to direct assistance provided to the Sponsor or Owner in conjunction with the completion of the Application or construction of the development.
- Developer fees are limited to the amount contemplated at the time of a Conditional Allocation. Developer Fee will be paid by the Authority on the following schedule:
 - 20% at initial closing
 - 20% at 50% at construction completion
 - 40% at Certificate of Occupancy
 - 20% at Final Closing

2. **Project Income**

- **Unit Rents**

The proposed gross residential unit rents for the Project, including any utility allowances, must be reasonable for the market area and must not be in excess of ninety-five percent (95%) of any rent limits imposed by any committed or proposed financing source, program, or other requirement. Rent and income limits for 2016 can be found on the Authority's Website

- **Rental Assistance**

Any Project that includes residential income generated as a result of a rental or operating assistance contract must clearly identify the portion of the rent paid by the tenant.

All assumptions regarding the funding and renewal of rental assistance contracts must be clearly identified. The Authority will review and determine the suitability of

all assumptions regarding the funding and renewal of rental assistance contracts on a case-by-case basis.

In the event a rental assistance contract pays a rent in excess of 95% of the gross unit rent limit, the Application must demonstrate how the Project will remain financially feasible throughout the 30-year compliance period in the event the rental assistance contract is terminated.

- **Additional Residential Income**

Additional sources of residential rental income are limited to laundry, and vending income. Applications reflecting income from these sources must describe all assumptions regarding the calculation of this income.

- **Commercial Income**

Applications that include any sources of commercial income must include a detailed description of any assumptions related to the commercial income and copies of any existing leases or letters of intent to occupy commercial space. The Authority will review and determine the suitability of all assumptions regarding commercial income on a case-by-case basis. Commercial income will be underwritten at a fifty percent (50%) vacancy rate. PSH Development Program funds may not be used to pay for construction or operation of commercial space, so these costs must be broken out separately in the development and operating budgets.

3. Utility Allowances

All Projects that include tenant-paid utilities must submit current documentation fully detailing the average per-unit utility expenses incurred by utility type on a monthly basis. The utility allowance must be appropriate for the unit size, utilities covered, and Project location.

Projects that include gas or electric heat must differentiate heating expenses from other gas and electric expenses. Non-essential utilities including telephone, cable television, internet access, etc., are excluded from the utility allowance.

Current utility allowance information **must** be provided by the governing public housing authority for the county where the Project is located or through the submission of a utility survey covering one (1) full year that is representative of each unit type within the Project.

4. Income to Expense Ratio

Applications must demonstrate the Project can maintain a minimum income to expense ratio (the ratio of a Project's net operating income to its operating expenses), after any contemplated debt service, of 1.15:1.00, excluding cash flow notes, for a minimum of fifteen (15) years.

Projects whose cash flow reflects income to expense ratios of less than 1.15:1.00 must capitalize operating or debt service reserves and detail how payouts from these reserves will maintain the minimum income to expense ratios through a cash flow statement reflecting annual payouts from the reserve.

5. Cash Flow

All Applications must demonstrate the Project can maintain annual cash flow (if applicable, after debt service) of at least \$100 per unit per year for a minimum of fifteen years.

4. Third Party Studies

Projects must budget \$5,000 to \$25,000 for third party studies. At the Authority's sole discretion, any or all of the following may be required: a construction cost estimate, a market study, environmental studies beyond a phase I, an appraisal, a cost certification, and such other third party studies as the Authority may require.

5. Environmental Remediation

If it is expected that a Project Site(s) will require remediation, the development budget must include both an environmental remediation line item to cover the scope of the remediation, and an environmental remediation contingency line item in the amount of ten percent (10%) of the remediation costs.

6. Reserves

The Authority will review the Project's reserves in order to determine its long-term viability. Project reserves must be reflected in the Application, and a narrative must be provided to explain assumptions regarding the calculation of the following:

- **Replacement Reserves**

All Projects must capitalize a per unit replacement reserve of \$800 per unit in the development budget and fund ongoing per unit annual replacement reserves of \$400 per unit from operations.

- **Real Estate Tax Reserves**

All Applications must budget adequate real estate tax reserves to pay real estate taxes during the construction period plus an amount equal to fifty-five percent (55%) of the estimated annual real estate taxes in the first year of Project operations. In addition, the operating budget must have adequate annual cash flow to capitalize an annual real estate tax reserve sufficient to pay the Project's real estate taxes in the following year.

All Applications must include evidence of how construction period real estate taxes and operations period real estate taxes were determined.

All Applications assuming a real estate tax abatement for any period of time, must detail any assumptions associated with the abatement including all of the following: the calculation of real estate taxes before, during, and after the abatement; and the anticipated date the abatement becomes effective; and the length of the abatement.

- **Insurance Reserves**

All Applications must budget adequate insurance reserves to pay insurance during the construction period plus an amount equal to 105% of the estimated annual insurance expenses in the first year of Project operations. In addition, the operating budget must have adequate annual cash flow to capitalize an insurance reserve sufficient to pay the Project's insurance in the following year.

- **Operating Reserves**

All Applications must include an operating reserve sufficient to cover all Project operational costs including administrative, management, payroll, maintenance, utilities, taxes, insurance, and debt service payment for at least four (4) months.

- **Other Reserves**

The Authority will review all other Project reserves including, but not limited to, marketing/leasing, debt service, operating, and furniture, fixtures and equipment, in order to evaluate their sufficiency and reasonableness. Projects including these reserves must also include a description with all of the following:

- i. how the Project will benefit from the reserves;
- ii. why the reserves are necessary;
- iii. who (if anyone) is requiring them;
- iv. who will hold them;
- v. what is the process for releasing the reserves;
- vi. is there a requirement the reserves be replenished; and
- vii. if there is a requirement that reserves be replenished, what is the source of funds for replenishment.

The Authority will not allow social service reserves to be funded through this RFA.

7. Authority Fees

An asset management fee of \$50 per unit must be included in the Project budget.

8. Operating Expenses

Annual per unit operating expenses must be adequate and reasonable for the Project type, location, and population served.

Per unit annual operating expenses, excluding taxes, reserves, resident services, and debt service, as calculated by the Common Application, are expected to fall within the ranges found on the Website by Project type and Set-Aside.

In order to substantiate a deviation from the expected ranges the Application must include supplemental documentation with additional detail about specific expenses. The Authority will review and determine the suitability of operating expenses outside of expected ranges on a case-by-case basis.

9. Trending Factors

The Project must demonstrate it remains financially feasible for a minimum of fifteen (15) years utilizing the following cash flow trending factors:

- Annual Increase in real estate taxes: 4%
- Annual Increase in operating expenses: 3%
- Annual Increase in income: 2%

In order to substantiate a deviation from the listed trending factors, the Application must include supplemental documentation such as an approved real estate tax abatement. The Authority will review and determine the suitability of trending factors outside the expected ranges on a case-by-case basis.

10. Residential Vacancy Rates

The Project must demonstrate it remains financially feasible for a minimum of fifteen (15) years utilizing an annual economic vacancy rate, for the residential portion of the Project, of 10%.

In order to substantiate a deviation from the required vacancy rate, the Application must include supplemental documentation. The Authority will review and determine the suitability of any other vacancy rates on a case-by-case basis.

11. Evidence of Project Financing

All Applications must reflect adequate sources of financing in order to complete the Project, including any contemplated grant or loan financing from the Authority. Any Application that does not reflect adequate sources will fail the mandatory review.

All Applications must evidence all Project financing sources including debt, grants, and Tax Credit equity through executed acknowledgment letter(s) from all lender(s) and/or grantor(s). Each acknowledgment letter must contain evidence that, as of the Application deadline date, the Application is either still under consideration or has been approved.

If, during the Authority's review of the Application, the Applicant is notified that another

Project financing source has been denied, the Applicant will be allowed fourteen (14) business days from the date of the denial notice to provide a revised financing plan. If not provided, the Application will be determined to be financially infeasible and will fail the mandatory review.

All Applications must demonstrate that Project underwriting is in compliance with the requirements associated with all Project financing sources.

- **Debt Sources**

For any debt source, the executed acknowledgment letter(s) must contain all of the following terms:

- i. The amount of the loan,
- ii. The length of the loan term, which must be at least fifteen (15) years,
- iii. The amortization period of the loan,
- iv. The interest rate (and any terms and conditions regarding adjustments),
- v. The expected monthly or annual debt service payment, and
- vi. Any financing fees associated with the debt source.

If debt financing is to be obtained through a mortgage broker or banker, the executed acknowledgment letter must be from the actual lender.

- **Grant Sources**

For any grant source, the executed acknowledgment letter(s) must contain the amount of the grant, when the grant will be available as a source to the Project, and any outstanding requirements to be met prior to grant availability.

- **Tax Credit Equity Sources**

For any tax credit equity source, the executed acknowledgment letter(s) must contain the amount of tax credit equity available to the Project, the proposed net cent rate per tax credit dollar, and the proposed equity pay-in schedule. This section refers only to IAHTC and Historic Tax Credits. Developments with an allocation of or contemplating the use of LIHTC are not eligible applicants under this RFA.

Section 4: Application Scoring Criteria

Projects that pass all mandatory application requirements will be scored on the following items, and ranked according to total score. Points will be awarded based solely on the information submitted in the Application. The Authority reserves the right to verify information submitted in the Application.

The Authority may deny points if the correct forms or required information for each scoring category are not submitted, or if information available to the Authority negates a claim for points. The Applicant's commitment to various scoring criteria shall be binding and shall be incorporated into a Regulatory Agreement.

All Applications must include a completed Permanent Supportive Housing Development Program Self Scoring Form which is available on the Website.

A. Leveraging Other Capital Funding Sources

Projects that leverage Authority resources will be awarded up to twenty five (25) points based on the amount of leveraged resources as a percentage of total funding sources in the Project's development budget.

Leveraged resources under this category are defined as funds provided by a non-Authority source. Leveraged resources do **NOT** include deferred developer fees; the equity generated from the sale of Authority-allocated Illinois Affordable Housing Tax Credits (also known as state donation tax credits); equity bridge loans; or any non-market rate Authority-administered sources, such as HOME funds or Affordable Housing Trust Funds.

All leveraged resources must be reflected in the Project budget and be available during the Project's construction period to pay for expenses reflected in the development budget. Only sources allocated to uses that fall within the Project's Site boundaries will be considered for financial leveraging.

In Projects where the leveraged resource is a contribution of direct financial assistance from an area employer that is otherwise not participating in the development of the Project, the assistance must be in the form of an unsecured loan giving no foreclosure rights to the employer or a grant giving no recapture rights to the employer.

In Projects where the acquisition is financed in whole or in part through a seller's note, the amount of the seller's financing will not be considered a leveraged resource under this category.

Projects will be awarded points based on the following criteria:

Leveraged Resources as Percentage of Total Project Sources	Points
30.1% or more	25
20.1-30%	15
10-20%	5

B. Firm Commitment of Operating or Rental Assistance

Projects that provide project-based rental or operating assistance will be awarded up to twenty five (25) points based on the number of units assisted and the length of committed assistance. Rental assistance will be considered project-based if it is tied to the units rather than to the tenants. Points will only be awarded if the rental assistance ensures tenants pay no more than thirty (30%) percent of their income towards rent and utility expenses combined.

Sponsors seeking points in this category must submit documentation evidencing a current rental assistance contract or a commitment to provide rental assistance. Projects with a current rental assistance contract must submit a copy of the fully executed contract in the Application. Projects with a rental assistance commitment must provide a commitment letter in the Application that includes all of the following: a) the maximum household income; b) the total number of units assisted; and c) the length of the rental assistance contract.

When the U.S. Department of Housing and Urban Development (HUD) is providing the rental assistance, the commitment letter must be from HUD. Illinois Division of Mental Health Bridge Subsidy Program commitment letters must be from the Illinois Department of Human Services or the Illinois Division of Mental Health, and Project Based Housing Choice Voucher Conversion and Public Housing Authority Annual Contribution Contracts must be from the executive director of the relevant Public Housing Authority. Developer funded rental assistance is not eligible for points under this category.

For Projects where the term of the rental assistance contract is five (5) years or greater, points will be awarded as follows:

Percentage of Units Assisted	Points for 10+ Year Commitment	Points for 5 Year to 9 Year and 11 Month Commitment
75.1% or more units	25	15
50.1-75% of units	20	10
10.1-50% of units	15	7
1-10% of units	10	5

C. Additional SRN Units

All Projects must target a minimum of 10% of units to 30% AMI households headed by persons with disabilities which are referred through a State referral network, referred to herein as the SRN Units. Up to ten (10) points will be awarded to Projects that exceed the minimum number of SRN Units.

SRN Units within Permanent Supportive Housing Projects	Points
20.1% or more of Total Units are SRN Units for 30% AMI Households	10
10.1-20% of Total Units are SRN Units for 30% AMI Households	5

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Projects that are awarded points under this category must reflect the total number of SRN Units in their submitted Common Application.

D. Universal Design

Projects identifying Universal Design elements to be provided within the architectural design in excess of code required Universal Design features plus five additional items defined in the Mandatory Section, as evidenced through submission of the Architectural Standards, Universal Design and Amenities Certification available on the Website, can earn up to fifteen (15) points as follows:

Universal Design Features Beyond Code Requirements	Points
Projects which select Ten (10) additional Universal Design items beyond code requirements in 50% of units	10
Projects which select ten (10) additional Universal Design items beyond code requirements in 100% of units	15

E. Green Design and Energy Efficiency

Projects whose architectural design and construction meet or exceed green initiative standards, evidenced through submission of the Green Initiatives Certification, available on the Website, can earn up to five (5) points as follows:

Points	Green Initiative
1	<ul style="list-style-type: none"> • Commit to obtaining EPA Energy Star certification -or- • Minimum 10% improvement for new construction (5% for rehab) above ASHRAE 90.1 2010 proven by a completed energy model, -or- • HERS rating of 75 or lower
2	Commit to obtaining a sustainable building certification from one of the following: <ul style="list-style-type: none"> • U.S. Green Building Council LEED certification -or- • Enterprise Green Communities 2015 certification -or- • ICC 700 National Green Building Standard certification
5	Meet minimum standards in the Authority Standards for Architectural Planning and Construction indicated for Energy Efficiency and Green Criteria; and Commit to obtaining a sustainable building certification from one of the following: <ul style="list-style-type: none"> • Passive House Certification through PHiUS or PHI -or- • Certification through Living Building Challenge -or- • Alternative certification for a high performance building achieving 'Net Zero Capable' status as approved by the Authority.

F. F. Access to Transportation

Project may earn up to ten (10) points for access to transportation. **Points in this category are cumulative.**

Projects will be awarded five (5) points for transit-oriented development if the proposed Project is located in close proximity to fixed-route public transportation, excluding inter-city transportation. "Close proximity" will be defined as being within a half (.5) mile radius. Transportation routes and distance to the Project Site must be identified on a map submitted with the Application along with a current schedule for the routes being considered.

Projects will be awarded five (5) points if served by publicly available Dial-A-Ride modes of transportation that are at a minimum available between Monday and Friday from 8:00 a.m. to 6:00 p.m. The Applicant must include a letter from the Dial-A-Ride provider stating all of the following:

1. The Project is located within the service area of the Dial-A-Ride; and
2. The Dial-A-Ride service is, at a minimum, available between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday.

G. Coordination with Veterans Administration

Projects providing housing which is coordinated with veteran's services can earn up to five (5) points as follows:

Points	Scoring Threshold
3	Coordination with veteran's services, through local Department of Veterans Affairs Supportive Services for Veterans Families (SSVF) awardees, local Illinois Veteran Service Officer or U.S. Department of Veterans Affairs
5	Coordination with veteran's services through local Department of Veterans Affairs Supportive Services for Veterans Families (SSVF) awardees, local Illinois Veteran Service Officer or U.S. Department of Veterans Affairs -AND- commitment of federal, state, or local project based rental assistance, including U.S. Department of Veteran's Affairs Supportive Housing (VASH) vouchers

Evidenced through submission of all the following:

- 1) Coordination with Veteran's Services Certification, available on the Website; and

2) Written confirmation from local Department of Veterans Affairs Supportive Services for Veterans Families (SSVF) awardees, local Illinois Veteran Service Officer or U.S. Department of Veteran's Affairs detailing:

- How coordination will occur with Project; and
- What services are provided; and
- What funding source is used to pay for these services; and
- The capacity of the organization to provide services to any Project tenants.

A list of Department of Veterans Affairs Supportive Services for Veterans Families (SSVF) awardees can be found on the Website.

The Illinois Department of Veterans Affairs listing and map of locations can be found at

[https://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=103591904087477906918.00046209f7e7827b062e2&ll=40.245992,-89.362793&spn=5.382338,16.962891&z=6&dg=feature.](https://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=103591904087477906918.00046209f7e7827b062e2&ll=40.245992,-89.362793&spn=5.382338,16.962891&z=6&dg=feature)

The US Department of Veterans Affairs [can be found at](http://www.va.gov/directory/Guide/state.asp?dnum=ALL&STATE=IL)

Applications for Projects that are unable to obtain written confirmation from local Department of Veterans Affairs Supportive Services for Veterans Families (SSVF) awardees, local Illinois Veteran Service Officer or U.S. Department of Veteran's Affairs but have made efforts to obtain such written confirmation should include a description of the efforts used to obtain Veteran's Services for the Project. The Authority will review the documentation and may award points to Projects that have made best efforts.

3) Commitment for federal, state, or local project based rental assistance, or from the U.S. Department of Veteran's Affairs Supportive Housing (VASH) vouchers that includes:

- The maximum percentage of Area Median Income; and
- The total number of units assisted by unit type; and
- The length of the rental assistance commitment; and
- The contract rent by unit type.

H. Neighborhood Characteristics and Amenities

A maximum of five (5) points will be awarded in this section based on the proximity of desirable activities and characteristics to the Project Site.

One (1) point will be awarded for each desirable activity/characteristic in the vicinity of the Project.

A map must be submitted indicating the specific location of all desirable in the vicinity of the Project. At a minimum, the map must include the Project Site location including area roadways, and indication of distances in 1/4 mile increments. In addition, the Application must include a table referencing each desirable activity identified on the map and stating the type of activity or characteristic identified and the address.

Please include color photographs of the desirable activities.

For scattered Site Projects, the perimeter of the noncontiguous parcels shall serve as the boundary of the proposed Project Site from which the distance for determining the location of the desirable and undesirable activities and characteristics shall be measured.

1. Desirable Activities

In order for a Project to receive desirable activity/characteristic points, only activities and/or characteristics which are located within one (1) mile of the proposed Site will be considered.

Applicants may only score one (1) point in each of the different categories. Each activity will be assigned to only one category. For desirable characteristics that are under construction, consideration will be given and points may be awarded to active construction Sites where the new structures are above ground at the time of Application.

Desirable activities/characteristics may include, but are not limited to, the following categories:

- Retail stores (includes clothing stores, department stores, etc.)
- Federally insured banking institutions (ATMs are not eligible for points)
- Recreational facilities / public parks / civic centers
- Grocery stores (only full service grocery stores are eligible for points)
- Day care services (must be licensed)
- School(s)
- Libraries (no school libraries accepted)
- Restaurants
- Hospital / Health clinic
- Doctor's office (general practitioners or specialists appropriate for population served)
- Pharmacy
- Religious institutions
- Governmental service office, including fire, police, city hall or post office

All Projects that pass mandatory will be subject to a Site visit to confirm that there are no adjacent activities that would have a negative impact on the population(s) to be served.

Section Five: Post-Award Requirements

If the Members of the Authority approve the Application, a conditional commitment letter (“Commitment”) will be issued to the Applicant specifying the terms and conditions upon which the Authority will award and fund the Project. If the Applicant does not satisfy the terms and conditions of the Commitment in the Authority’s sole and absolute discretion, within the time frame specified therein, the funds will not be awarded and will be withdrawn. If the Applicant satisfies the terms and conditions of the Commitment in the Authority’s sole and absolute discretion within the time frame specified therein, the funds will be awarded as provided in the Commitment.

Among the requirements in the Commitment will be signature and delivery by the Applicant of the following documents to be provided by the Authority, including without limitation:

(i) Funding Agreement, (ii) Regulatory Agreement, (iii) Recapture Agreement, and in cases where National Housing Trust Fund is the source of funds, (iv) a certification that the Sponsor shall comply with all National Housing Trust Fund Regulations.

Aside from certain costs associated with preparing a successful Application (for example, physical needs assessments), no Project costs may be incurred prior to closing of the award and funding of the Project. Closing shall be at such time as the applicant satisfies the terms and conditions of the Commitment as determined by the Authority in its sole and absolute discretion.

Applicants must agree to comply with all applicable Federal and State of Illinois requirements, such requirements may have significant impact on the costs and complexity of the Project.

Applicants are expected to be familiar with the full range of all legal and statutory compliance requirements applicable to the funds awarded, and to obtain all necessary information and advice so that they can comply with such requirements. The following is a brief, but not complete, summary of certain aspects of the major compliance requirements.

A. Approval of Final Plans and Specifications

The Authority’s Architectural Services Department must approve the complete final architectural plans and specifications for the Project. The complete plans and specifications must incorporate all mandatory requirements, as well as any scoring criteria for which the Project received points. In addition to the Project plans and specifications, the following documents will be required:

- A copy of the Illinois Architectural Registration Certificate for the design firm and/or the sole proprietor; and
- An Architect’s Error and Omissions Certificate of Insurance; and
- The ALTA/ACSM Land Title Survey; and
- If determined by the Authority to be applicable, a soils boring report describing the subsurface exploration, analysis relative to mining hazards and geotechnical recommendations for the Site or a Site specific certified letter from the architect regarding the suitability of soils.

B. Environmental Assessment

Unless federal funds are present, the Authority will determine in its sole discretion the scope of the environmental studies and, if applicable, the scope of remediation that may be required for one or more of the Projects. If a Project Site(s) will require remediation, the development budget must include both an environmental remediation line item to cover the scope of the remediation, and an environmental remediation contingency line item in the amount of ten percent (10%) of the remediation costs.

If federal funds are awarded, a determination will be made as to whether an environmental clearance from HUD will be required. If such clearance is required, the Applicant may not undertake, or commit any funds to, physical or choice-limiting actions, including property acquisition, demolition, tenant relocation, rehabilitation, conversion, repair or construction prior to receipt of environmental clearance from HUD.

C. Excluded Parties

The Excluded Parties List System (EPLS) includes information regarding entities that have been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. The Authority will check all names of all Participants against the EPLS found at www.epls.gov. The Authority may rescind a conditional approval of a funding award if a Participant appears on EPLS.

D. Labor Standards

The Authority will implement labor standards on demolition, construction, and rehabilitation Projects. In instances when a Project utilizes only non-federal funds, the Authority must ensure the Project abides by the Illinois Prevailing Wage Act (820 ILCS 130/0/.01). In instances where the Project utilizes federal funds from the Authority, the Authority must ensure the Project complies with Davis Bacon and Related Acts (DBRA). Federal Regulations can be found in part from the Code of Federal Regulations (Title 29 CFR, parts 1,3,5,6 and 7). If a loan or grant from another source requires a Project to comply with the Davis-Bacon Act, 40 USC 276a et seq., the requirements of the other source will prevail.

Use of federal funds in Projects that consist of **eight (8) or more units** triggers DBRA. Use of federal funds in Projects that consist of **seven (7) or less units** will trigger Illinois Prevailing Wage Act requirements. The Authority's Davis Bacon Compliance Guide can be found on the Website.

E. Fair Housing

Fair housing is otherwise known as equal housing opportunity. Federal, state, and various local laws legally define fair housing and identify specific protected classes, based on documentation of past patterns of discrimination. The term protected class is used in U.S. anti-discrimination law to describe groups of people who are protected from discrimination and

harassment. The following descriptors characterize members of protected classes, as defined by federal and Illinois State laws.

- Federal: race, color, religion, national origin, sex, handicap or disability, and familial status.
- State of Illinois (includes federal plus the following): marital status, age, ancestry, military status, unfavorable military discharge, sexual orientation, and gender identity. One additional category, citizenship status, is protected for employment opportunity but not for housing.

1. Fair Housing Act of 1968 as amended in 1988 (“Fair Housing Act”)

Title VIII of the Civil Rights Act of 1968, also known as the Fair Housing Act, prohibits discrimination based on race, color, religion, national origin, sex, familial status, or disability and requires landlords to make reasonable accommodations and modifications for tenants with disabilities.

The Fair Housing Act requires the Secretary of HUD to administer housing and development programs and activities that “affirmatively further” (actively support and encourage) fair housing. Participants must undertake specific activities to affirmatively further equal opportunity and fair housing, and must assure all activities and services are accessible to persons with disabilities.

12. Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

Section 504 prohibits discrimination in federally-funded programs. For a federally-assisted new construction housing Project, Section 504 requires five percent (5%) of the dwelling units, or at least one unit, whichever is greater, to meet Uniform Federal Accessibility Standards (UFAS) or a standard that is equivalent or stricter, for persons with mobility disabilities. An additional two percent (2%) of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.

For federally-financed housing rehabilitation Projects that result in substantial alteration, the new construction provisions of 24 CFR 8.22 (equivalent to that described above) will apply. Alterations are considered substantial if they are undertaken to a property that has fifteen (15) or more units and the cost of the alterations is 75% or more of the replacement cost of the completed facility.

If the subject property has fewer than fifteen (15) units or the cost of alterations is less than 75% of the replacement cost of the completed facility and the recipient has not made 5% of its units in the project accessible to and usable by individuals with disabilities, then the requirements of 24 CFR 8.23(b) - Other Alterations apply.

13. The Americans with Disabilities Act of 1990 (“ADA”)

The ADA prohibits discrimination on the basis of disability in government-funded programs, including housing programs (Title II), as well as public accommodations (Title III) which means that rental offices, homeless shelters, and other on-site business locations used by the public, including common areas of public/assisted housing, must be accessible to persons with disabilities.

14. *Olmstead v. L.C.*, 527 U.S. 581 (1999)

Olmstead v. L.C. found that persons with disabilities have a right to receive their services in the most integrated setting according to their needs and desires. The following Guidance on *Olmstead* and how it relates to housing has been released by HUD and the U.S. Department of Justice:

<http://portal.hud.gov/hudportal/documents/huddoc?id=OlmsteadGuidnc060413.pdf>

http://www.ada.gov/olmstead/q&a_olmstead.htm

15. Illinois Human Rights Act

The Illinois Human Rights Act provides equal access to residential housing choices regardless of race, color, religion, sex, age, handicap or disability, familial status, national origin, marital status, ancestry, military status, unfavorable military discharge, sexual orientation, or citizenship status.

F. Section 3 and Minority-and Women-Owned Business Enterprises

Projects will comply with Section 3 of the Housing and Urban Development Act of 1968 if an awarded loan or grant from a funding source triggers such requirement. In addition, hiring practices shall comply with any applicable Illinois or Federal requirements, including but not limited to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

G. Management Documents

All Projects will prepare a tenant selection plan, management plan, management agreement, affirmative fair housing marketing plan, and sample lease to be reviewed and approved by the Authority. At the Authority’s discretion, some Projects may be required to provide a marketing plan and marketing agreement, and, if the Project involves the acquisition of existing condominiums or homes, a plan to engage and gain the support of any existing condominium or homeowner associations.

H. Regulatory Period

Projects will be required to execute a Regulatory Agreement with the Authority, whereby the Owner shall agree to maintain unit affordability, and serve the targeted populations, for a minimum 30-year period.

I. Reporting and Monitoring

The Authority will assess property and unit condition, compliance with affordability and targeting requirements, and financial stability through submission of audits.



ILLINOIS HOUSING DEVELOPMENT AUTHORITY STANDARDS FOR PROPERTY NEEDS ASSESSMENTS

December 2014

As part of the Application for Multifamily Financing, the Illinois Housing Development Authority (IHDA) requires applicants wishing to rehab a property to secure Property Needs Assessments (PNAs) from professional services firms experienced in providing property needs assessment services and capable of producing the desired services in a professional, timely and cost-conscious manner. All applicants must submit a "Property Needs Assessment" report (attached) and table, as found on IHDA's website (www.ihda.org).

The preparer of the report shall at all times be an independent observer and cannot be connected in any other fashion to the project such as the design architect, project architect of record, general contractor, property manager or sponsor.

The firm selected by the applicant must meet the Standards for Property Needs Assessments Estimating listed below as well as the Supplemental Consultant standards, attached.

The information below is intended as a guide to applicants in the selection of PNA firms to be used on IHDA funded projects. It is the responsibility of the applicant to make his/her own determination regarding the capability, competence and/or limitations of a consultant. IHDA reserves the right to change or waive any of the requirements below and reject any submitted property needs assessment.

It is anticipated that with the approval of the 2014 QAP the Property Needs Assessment will include an Energy Audit component. Standards for the Green Property Needs Assessment are in development. Until IHDA's Green PNA standards are finalized, IHDA will accept audit reports prepared in accordance with Fannie Mae's Green Refinance Plus (Green Physical Needs Assessment Statement of Work and Contractor Qualifications) or Audits performed by CNT Energy Savers. The use of other formats not mentioned herein must receive IHDA approval. At a minimum the Energy Audit shall include a detailed examination of energy uses and other controllable utilities, historical data analysis of building energy use and consumption, and a set of recommendations to identify ways to save the maximum amount of energy and water at a property and capital improvements as cost efficiently as possible.

I. Scope of Services

The purpose of a Property Needs Assessment is to observe and document readily visible materials and building system defects, which might significantly affect the value of the property, and determine if conditions exist which may have a significant impact on the continued operation of the facility during the evaluation period. **This assessment shall not be used by the developer as his scope of work. It shall be viewed as an addendum to the scope of work prepared by the developer's design architect.**

The applicant is required to arrange for the professional firm to visit the project site to observe the project nature, existing conditions; associated accessibility and other site building restraints which would have costs impacts. The applicant must supply the selected firm with the necessary documents to perform the tasks, such as a full set of plans and specifications.

The assessment shall include a site visit with a minimum of 10% of all units inspected, interviews with property management personnel; inquiries to the local building department, zoning department and fire department; a review of readily available construction documents (drawings and specifications) provided by the property owner; and visual observations of the following systems components: site development, building exterior and interior, building structure, mechanical, electrical and plumbing systems; conveyance systems, life safety/fire protection, and general accessibility compliance.

II. Format

Professional property needs assessment firms are required to report their findings in IHDA's Property Needs Assessment report (attached) and table (found on the IHDA website at www.ihda.org).

The report shall include: critical repair items, immediate repair and replacement items (twelve-month needs), long-term physical needs (15 years), analysis of reserves for replacement and costing.

The report shall identify any repair items that represent an immediate threat to health and safety, and all other significant defects, deficiencies, items of deferred maintenance, and material building code violations that would limit the expected useful life of major components or systems. Deficiencies regarding significant life safety issues must be identified.

The report is intended to provide a general overview of the building systems and their overall condition. It shall be performed using the degree of skill and care normally exercised by qualified consultants performing similar work. The activities of the assessment shall include observations of visible and readily accessible areas. The observations shall be performed without removing or damaging components of the existing building systems. Consequently, certain assumptions shall be made regarding conditions and operating performance. In some cases, additional studies may be warranted to fully evaluate concerns noted. In addition, system checks or testing of the equipment in the operating mode is beyond the scope of this assessment.

Estimated cost opinions presented in the report shall be from a combination of sources. The primary sources are from *Means Repair and Remodeling Cost Data* and *Means Facilities Maintenance and Repair Cost Data*; past invoices or bid documents provided by site management; as well as the report preparer's experience with costs for similar projects and city cost indexes.

Replacement and Repair Cost estimates shall be based on approximate quantities. Information furnished by site personnel or the property management, if presented, shall be assumed to be reliable.

Actual costs may vary depending on such matters as type and design of remedy; quality of materials and installation; manufacturer of the equipment or system selected; field conditions; whether a physical deficiency is repaired or replaced in whole; phasing of the work; quality of the contractor(s); project management exercised; and the availability of time to thoroughly solicit competitive pricing. In view of these limitations, the costs presented in the report shall be considered "order of magnitude" and used for budgeting purposes only. Detailed design and contractor bidding is required to determine actual cost.

A representation regarding the status of accessibility requirements shall be based on visual observation and some physical measuring and, thus, are intended to be a good faith effort to assist the developer by noting nonconforming conditions along with estimates of costs to correct and are not to be considered to be based on a detailed study.

This report is not required to confirm the presence or absence of asbestos, PCBs, lead-based paints, mold or toxic soils on this property but should report them if suspected during the visual inspection.

The preparer of the report shall at all times be an independent observer and cannot be connected in any other fashion to the project such as the design architect, project architect of record, general contractor, property manager or sponsor.

The PNA must be submitted on letterhead and must be signed by the professional services firm preparing the PNA.

IHDA must be explicitly addressed as being able to rely on the PNA.

The PNA firm shall furnish to the applicant a minimum of two (2) hard copies of the final PNA and an electronic copy saved on a CD, DVD or flash drive. The applicant shall submit to IHDA one (1) hard copy and the electronic copy.

IHDA will accept PNA or CNA reports prepared under other similar formats (USDA Rural Development, Fannie Mae or Freddie Mac) to avoid duplication of work prepared under similar formats. The use of other formats not mentioned herein must receive IHDA approval.

III. Certification

PNAs must be prepared by a reviewer who possesses a professional qualification in architecture or engineering, or appropriate experience and/or certifications in the construction fields. The property needs reviewer should have at least ten (10) years experience commensurate with the subject property type and scope (size, complexity, etc.), and experience in the preparation of PNAs.

IV. Ethics

The Code of Ethics and Standards of Practice for the American Institute of Architects shall apply to all individuals providing property assessment services for IHDA projects. The Code can be found at <http://www.aia.org/about/ethicsandbylaws/index.htm>.

V. Fee Basis

Fees for all cost and expenses related to the performance of the scope of services shall be determined between the professional services firm and the applicant. The applicant is responsible for payment of fees and entering into a written agreement with the selected professional services firm. Kickbacks or incentives for procuring inflated values are not permitted.

IHDA shall review the PNA estimation fees associated with the development to insure they are proper, fair and reasonable. IHDA has evaluated the fees from past Authority financed projects, and offers the following maximum:

Maximum per each unit inspected: \$350

VI. Questions

Any questions or request for clarification regarding this service must be submitted to Stephen Gladden, Assistant Director of Multifamily Programs at (312) 836-5351 or sgladden@ihda.org or the Manager of Architecture and Construction Services, Multifamily Financing Department at (312) 836-5200.



ILLINOIS HOUSING DEVELOPMENT AUTHORITY SUPPLEMENTAL PROFESSIONAL SERVICES FIRM REQUIREMENTS

December 2014

As part of the Application for Multifamily Financing, the Illinois Housing Development Authority (IHDA) requires applicants to secure studies from professional services firms experienced in providing cost estimating services, market studies, Phase I Environmental studies, Rent Comparability Studies, and Property Needs Assessments.

The professional services firms selected by the applicant must meet the Supplemental Consultant standards listed below along with the standards for each discipline as found on the IHDA website.

The information below is intended as a guide to applicants in the selection of consultants to be used on IHDA funded projects. It is the responsibility of the applicant to make his/her own determination regarding the capability, competence and/or limitations of a consultant. IHDA reserves the right to change or waive any of the requirements below and reject any studies.

I. Minimum Qualifications

Professional services firms selected and retained by applicants must be registered with the Illinois Department of Revenue to conduct business in Illinois and not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

The selected firm is required to have been in business for a minimum of five (5) years and must demonstrate knowledge and related experiences with regard to preparation of studies for affordable housing projects using federal, state and city funds.

The professional services firm must supply the applicant with documentation of the firm's professional qualifications, including: Illinois Department of Revenue registration, resumes of key members assigned to the project demonstrating a minimum of ten (10) years' experience in the design, development and/or construction of affordable housing.

II. Minority Procurement Efforts

The applicant is required to make a proactive effort in selecting and retaining qualified firms certified as Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBEs) and Women Business Enterprise (WBEs) whenever possible. The applicant is required to verify any selected MBEs, DBEs and WBEs are registered and have a valid certification number.

III. References

The selected firm must supply the applicant at least three (3) professional references pertaining to the firm's experience in performing consultant services for projects of a similar type, scale, and complexity.

IV. Fee Basis

Fees for all cost and expenses related to the performance of the scope of services shall be determined between the professional services firm and the applicant. The applicant is responsible for payment of fees and entering into a written agreement with the selected professional services firm. Kickbacks or incentives for procuring inflated values will not be permitted.

IHDA shall review the fees associated with the development to insure they are proper, fair and reasonable. IHDA has evaluated the fees from past IHDA financed projects. As such, the fees listed in each specific consultant standard reflect the maximum percentage IHDA will accept as a reasonable fee for services. Higher fee are acceptable but the owner/developer will be responsible to pay the difference between the higher fees and the fees indicated in the individual consultant standards.

V. Insurance

The selected firm must supply the applicant with proof of Professional Liability insurance with a policy limit of \$1,000,000 per occurrence and \$2,000,000 excess umbrella and must submit a copy of the certificate to IHDA. The applicant will determine and notify the applicant of any additional parties, if required prior to contract issuance. Selected firms must not allow their liability insurance to expire or cancel for any reason during the contract period.

VI. Conflict of Interests

Professional firms selected to perform services shall not have any direct or indirect interest in any property to be evaluated. IHDA reserves the right to determine necessary actions to eliminate or neutralize any conflict discovered after an applicant secured a professional firm to provide this service.

The professional services firm shall certify that no undue pressure or collusion with the client or their representatives exists in the determination of the study. The study certification shall also state that all information and procedures used to establish the study were from factual data and prepared in a professional manor.

The study must include a statement from the individual signing the study that there is no identity of interest between the signatory and any member of the development team. If any member of the development team or ownership has an identity of interest with the entity providing the study, the identity of interest relationship must be disclosed.

Failure to disclose any organizational conflict of interest may result in rejection of the application and/or the study by the professional firm with the conflict and request of a study from a different firm at applicant's expense.

PHYSICAL NEEDS ASSESSMENT

GUIDANCE TO THE PROPERTY EVALUATOR

SAMPLE REPORT MASTER December 2014

PROPERTY NEEDS ASSESSMENT

FOR

**NAME OF PROJECT
ADDRESS OF PROJECT
CITY, ILLINOIS ZIP**

DATE:

PREPARED FOR

**NAME OF CLIENT
ADDRESS OF CLIENT
CITY, STATE**

PREPARED BY:

**NAME
ADDRESS
CITY, STATE, ZIP**

Date:

Client Name
Address

Property Needs Assessment
PROPERTY NAME
STREET NUMBER & NAME
CITY, STATE ZIP

Dear Mr. or Ms.:

We are pleased to provide the results of the Property Needs Assessment of the PROPERTY NAME in ANY CITY, STATE. This assessment was authorized on Date.

We appreciate the opportunity to provide engineering services to name of client. If you have any questions concerning this report, or if we can assist you in any other manner, please call our office.

Sincerely,

(Your Name)

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APPENDIX A – EXHIBITS

APPENDIX B – PHOTOGRAPHS

1.0 EXECUTIVE SUMMARY

Property Name:	Savoy Apartments		
Location:	123 Main Street, Tri-City, Illinois 60198		
Date of Assessment	March 20, 2003		
Site Information	6.5 Acres		
Buildings and Amenities:	Apartment Buildings	Five, 3-stories	
	Club house/ rental office.	One, 1-story	
	Swimming pool	One, Heated	
	Maintenance Building	One, 1-story	
	Garages	N/A	
	Carports	N/A	
	Other	N/A	
Number of Apartments:	<i>Leased:</i>	95	
	<i>Vacant:</i>	5	
	<i>Total:</i>	100	
Number of Parking Spaces:	<i>Standard:</i>	98	
	<i>Disabled:</i>	2	
	<i>Total:</i>	100	
Number of Parking Spaces Required:	<i>Standard:</i>	96	
	<i>Disabled:</i>	4	
	<i>Total:</i>	100	
Construction Date:	1991		
First Occupancy Date:	1992		

RAH & Associates conducted a walk-through observation of the Savoy Apartments, located at 123 main Street, in Tri city, Illinois on March 15, 2003. This assessment was authorized on March 5, 2007, and performed in general accordance with the proposal dated March 2, 2007.

Generally, the building appears to be in fair to good physical condition. Both the exterior and interior appear to be well maintained. Based on the site observations, there are recommended capital expenditures that should be accomplished during the evaluation period.

The following table presents recommended expenditures categorized as Critical Repair (All deficiencies of health and safety, violation of Section 8 housing quality standards, FHA's regulatory agreement standards that require immediate remediation, and building and fire code violations). Immediate Repair and Replacement Items (All items of significant deferred and other maintenance items that will need to be addressed within 12 months of closing including accessibility requirements), Long Term Physical Needs (All items that require repair and replacement over the evaluation period)

Capital Expenditures – 15-year Term Period
PROPERTY NAME - ANY CITY, Illinois

Item	Property Condition			Critical Repair	Immediate Repair & Replacement	Long Term Repair
	POOR	FAIR	GOOD			
4.01 Site Development				\$	\$	\$
4.02 Building Structure				\$	\$	\$
4.03 Building Structure				\$	\$	\$
4.04 Building Interior				\$	\$	\$
4.05 Mechanical Systems				\$	\$	\$
4.06 Electrical Systems				\$	\$	\$
4.07 Building Plumbing Systems				\$	\$	\$
4.08 Conveyance Systems				\$	\$	\$
4.09 Life Safety/Fire Protection				\$	\$	\$
4.10 Amenities				\$	\$	\$
4.11 Other Structures				\$	\$	\$
Sub Totals				\$	\$	\$
TOTAL FACILITY CAPITAL EXPENDITURES (Accessibility compliance costs and environmental remediation costs are not included)						\$

2.0 INTRODUCTION

2.01 RELIANCE

This report was prepared for the use of **Ace Development Company** and the Illinois Housing Development Authority, 401 North Michigan Avenue, Suite 900, Chicago, IL, its successors and/or assigns. This report is expressly and exclusively for the sole use and benefit of the client and the Illinois Housing Development Authority and is not for the use or benefit of, nor may any other person or entity rely upon this report without the advanced written consent of RAH & Associates.

2.02 EVALUATION DEFINITIONS

- Good:** Average to above-average condition for the building system or material assessed, with consideration of its age, design and geographical location. Generally, other than normal maintenance, no work is recommended or required.
- Fair:** Average condition for the building system evaluated. Some work is required or recommended, primarily due to the normal aging and wear of the building system, to return to a good condition.
- Poor:** Below average condition for the building system evaluated. Significant work anticipated returning the building system or material to an acceptable condition.

COMMON ABBREVIATIONS

ALEC:	Aluminized Emulsion Coating (Roofing)	HP:	Horsepower
A/V:	Audio Visual Device	HVAC:	Heating, Ventilation & Air Conditioning
BLDG:	Building	IN:	Inches
BOCA:	Building Officials & Code Administrators International, Inc.	KVA:	Kilo-volt amp
BUR:	Built-Up Roof	LF:	Linear Feet
CF:	Cubic Feet	MEP:	Mechanical, Electrical and Plumbing
CIP:	Cast Iron Pipe	MP:	Manual Pull Station
CMP:	Corrugated Metal Pipe	NRA:	Net Rentable Area
CMU:	Concrete Masonry Units	NO:	Number
CY:	Cubic Yard	PB:	Polybutylene
DX:	Direct Expansion	PVC:	Poly Vinyl Chloride
EIFS:	Exterior Insulating Finish System	RCP:	Reinforced Concrete Pipe
EMT:	Electrical Metallic Tubing (Conduit)	SBC:	Standard Building Code
EPDM:	Ethylene Propylene Diene Monomer	SD:	Smoke Detector
F:	Fahrenheit	SF:	Square Feet
FT:	Feet	SY:	Square Yard
GBA:	Gross Building Area	UBC:	Uniform Building Code
HC:	Handicap	VAT:	Vinyl Asbestos Tile
HID:	High-Intensity Discharge (Lighting)	VAV:	Variable Air Volume
		VWC:	Vinyl Wall Covering

3.0 GENERAL INFORMATION

GENERAL

The Savoy Apartments is a 3-story, multi-tenant, apartment complex consisting of five, 3-story buildings, each containing 15, one-bedroom units and 15, two-bedroom units for grand total of 150-units. There is a one, 1-story clubhouse/rental office building and a one, 1-story maintenance building. Parking consists of asphalt-pavement. The architectural treatments of the buildings include face brick exterior walls, with a combination of a concrete-tile pitched roof shingles surrounding a low-sloped elastomeric rubber membrane roof area. The facility appears to be in generally good to fair overall condition for its age, use, and design.

INTERVIEWS

The following individuals were interviewed:

Name	Title	Phone Number
Laura Smith	On-site Property Manager	309-674-8927
Proctor Jones	Maintenance Supervisor	309-674-8927
Ralph Pulley	Building & Zoning Department Officer	309-674-9200
Captain Robert Lee	Fire Prevention Bureau	309-674-7290

PROPERTY INFORMATION

The site visit portion of this property condition assessment was performed on March 20, 2003, by RAH & Associates. The weather at the time of our observation was clear with temperatures near 60 degrees° Fahrenheit.

Property Name and Address:	
	Savoy Apartments
	123 Main Street
	Tri-City, Illinois
Site Information:	
Surrounding Area:	<i>North:</i> Commercial/Multi-family Residential
	<i>South:</i> Single/Multi-family Residential
	<i>East:</i> Commercial/Multi-family Residential
	<i>West:</i> Commercial/Multi-family Residential
Land Area:	6.5 Acres

Number of Entry Drives:	2		
Parking Spaces:			
Standard	98		
Handicap	2		
Garage Parking	N/A		
Total	100		
Required	Per current Zoning 150		
Building Classification Information:			
Building Code:	Original Construction:	BOCA - 1984	
	Present:	International Building Code - 2000	
	Code Violations:	None	
Zoning:	R-5		
Compliance with current Zoning Ordinance:	Legal nonconforming use. The R-5 Zoning parking and density regulations have changed. The Zoning Officer reported that if 50% or less of the buildings were destroyed by a disaster, the property could be rebuilt to original configuration. If more than 50% of the buildings are destroyed then the rebuilding of the property would have to comply with the newest ordinance.		
Total Building Area: (SF)	81,000 SF		
Building Coverage:	Approximately 29 percent		
Number of Apartments	Leased	Vacant	Total
	95	5	100
Financial Assisted Programs (Section 8, 236 Housing, etc)	50 - 236 Housing Units and 25 - Section 8 Units		
Geographic Information:			
Seismic Zone:	<u>Zone 2B:</u> Moderate probability of damaging ground motion (UBC 1997)		
Proximity to Flood Plain:	<u>Zone B:</u> Area between the 100-year and 500-year flood plain (per FEMA, Panel 1600020011E, August 2, 1996)		
Utility Suppliers:			
Electric:	Illinois Power Company		
Water:	City of Tri-City		
Storm Sewer	City of Tri-City		
Sanitary Sewer:	City of Tri-City		
Gas:	NICOR		

Telephone:	SBC
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BUILDING HISTORY

Date of Completion:	1992	
Date(s) of Major Improvements:	1996, 1999, & 2002 Seal coated and re-stripped the parking lot. 2000 Up-graded fire alarm system to meet accessibility standards. 2001 Replaced all appliances & replaced 50% of the roofs	
Status of Occupancy Certificate:	On file with the City	
Current Owner(s):	Tri-City Development, LLC	
Architects:	Unknown	
Structural Engineers:	Unknown	
Mechanical/Electrical Engineers:	Unknown	
Civil Engineers	Unknown	
Building Documents Reviewed:	<i>Drawing(s)</i>	<i>Date</i>
Architectural Drawings	Not available	
MEP Drawings	Not available	
Civil Engineering Drawings	Not available	
Fire protection Drawings	Not available	
A/E Specifications:	Not available	
Geotechnical Soils Report:	Not available	

4.0 PROJECT ASSESSMENT

4.01 Site Development

401.1 Signage	
<i>Description</i>	<i>Observation/Comments</i>
<p>A monument sign at the main entrance provides property identification signage. The sign is suspended between two brick piers and is constructed of wood with painted raised letters. Numbers mounted on the face of building identifies each building.</p>	<p>The site signage appeared to be generally in good condition anticipated to require only routine maintenance over the evaluation period.</p>
401.2 Pavement	
<i>Description</i>	<i>Observation/Comments</i>
<p>The roadways and parking lot pavement consist of asphaltic concrete. The drawings indicate pavement specifications to be 2-½ inch asphalt over 8 inch compacted (¾ inch minus) gravel, compacted to 95% maximum density.</p>	<ul style="list-style-type: none">• The pavement is approximately 17-years old and appeared in good to fair condition, with some cracking observed, primarily along the roadway. The property manager reported that no seal coating has been applied in recent years. It is recommended that crack-sealing, as well as bituminous seal coating and re-applications of pavement markings be completed. Short Term• Additional bituminous seal coating and re-applications of pavement marking will also be required over the evaluation period. Long Term
4.01.3 Curbs	
<i>Description</i>	<i>Observation/Comments</i>
<p>The curbs consist of cast-in-place concrete.</p>	<p>The curbs appear to be in generally good condition, requiring only routine maintenance over the evaluation period.</p>
4.01.4 Sidewalks	
<i>Description</i>	<i>Observation/Comments</i>
<p>The sidewalks from the parking areas to the building entries and along the pedestrian paths are constructed of cast-in-place concrete.</p>	<p>The sidewalks appear to be in generally good condition, with no significant cracking observed, requiring only routine maintenance.</p>
4.01.5 Retaining Walls	
<i>Description</i>	<i>Observation/Comments</i>
	<p>Not applicable for this site.</p>
4.01.6 Fencing	
<i>Description</i>	<i>Observation/Comments</i>

<p>There is a 6-foot high ornamental iron fence spanning between masonry piers along the north and west side of the property.</p> <p>There is a 4-foot high ornamental iron fence and gate surrounding the swimming pool.</p>	<ul style="list-style-type: none"> • The fence and masonry piers appear to be in good condition. Painting will be required over the evaluation period. The cost for this item is minimal and considered to be part of routine maintenance. • The swimming pool fence and gate appear to be in good condition. Painting will be required over the evaluation period. The cost for this item is minimal and considered to be part of routine maintenance.
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4.01.7 Dumpster Areas

<i>Description</i>	<i>Observation/Comments</i>
<p>The dumpsters are located in 4 areas and sit on a concrete pad within a wood board fence enclosure with a metal gate.</p>	<ul style="list-style-type: none"> • The refuse contractor owns the dumpsters. • The wood enclosures appear to be in fair condition. Replacement should be anticipated over the evaluation period. Long Term

4.01.8 Site Lighting

<i>Description</i>	<i>Observation/Comments</i>
<p>Pole-mounted HID fixtures located along the driving lanes and in the parking area provide site lighting. Building mounted HID fixtures are spaced along the perimeter walls of the building. Wall mounted incandescent fixtures are mounted at the entrance doors to each building and along side the sliding doors to the patios and balconies.</p>	<ul style="list-style-type: none"> • Lighting was not observed at night, however, based on the amount of fixtures provided and their location, the lighting appeared to be adequate. • The exterior site lighting appears to be in generally good condition requiring only routine maintenance over the evaluation period • The building lighting HID and incandescent lighting appears to be in generally good condition requiring only routine maintenance over the evaluation period

4.01.9 Landscaping

<i>Description</i>	<i>Observation/Comments</i>
<p>The landscaping consists of mature trees, shrubs, and lawns. The lawn and planting areas have an underground irrigation system.</p>	<ul style="list-style-type: none"> • The landscaping appears to be in good condition. Plantings that have died due to winter dye-off will require replacement. The cost for this item is minimal and is considered to be part of routine maintenance. • The irrigation system was reported to be in good condition requiring only routine maintenance over the evaluation period.

4.01.10 Site Drainage

<i>Description</i>	<i>Observation/Comments</i>
<p>Site storm water from lawns and paved areas appears to drain overland into catch basins located in the parking lots and lawn areas. These catch basins flow via underground piping into an on-site storm water retention area located on the north side of the property.</p>	<p>The drainage system appears to be adequate and is reported to be in good condition requiring only routine maintenance over the evaluation period.</p>

4.01.11 Sanitary Sewer	
<i>Description</i>	<i>Observation/Comments</i>
<p>The site sanitary sewer discharges into a municipal sewer main located in Main Street. The civil engineering drawings indicate that the piping material is reinforced concrete.</p> <p>The sanitary sewer service to each building is 4-inch vitrified clay entering the front of the building.</p>	<p>Due to hidden conditions the site sanitary sewer system could not be viewed. The Maintenance Supervisor reported that the system appears to be in good condition and no major problems have been experienced.</p>
4.01.12 Lift Stations	
<i>Description</i>	<i>Observation/Comments</i>
	<p>Not applicable to this project.</p>
4.01.13 Domestic Water	
<i>Description</i>	<i>Observation/Comments</i>
<p>The 8-inch municipal water main located in Main Street supplies the on-site water lines. The property's water distribution system consists of 6-inch ductile iron pipe located in the main roadways on the property. The system is looped.</p> <p>The water service to each building consists of 1.5-inch copper entering the building in the front</p> <p>The water meters are located in a concrete vault adjacent to each building.</p>	<ul style="list-style-type: none"> • Due to hidden conditions the site domestic water system could not be viewed. The Maintenance Supervisor reported that the system appears to be in good condition and no major problems have been experienced.

4.02 BUILDING STRUCTURE

4.02.1 Geotechnical	
<i>Description</i>	<i>Observation/Comments</i>
	<p>Geotechnical information was not provided for review.</p>
4.02.2 Foundation	
<i>Description</i>	<i>Observation/Comments</i>
<p>The foundation system is indicated on the drawings to consist of cast-in-place concrete perimeter stem wall bearing on reinforced concrete spread footings around the exterior walls, and individual cast-in-place reinforced concrete pads at exterior and interior column locations.</p>	<p>Due to hidden conditions, the footings could not be evaluated. The foundation walls were open for limited evaluation. No cracking or other instability of the system was observed.</p>
4.02.3 Slab	
<i>Description</i>	<i>Observation/Comments</i>
<p>The first floor typically consists of a four-inch poured-in-place, reinforced concrete slab bearing on two-inch leveling sand over 6-mill vapor</p>	<p>Observed floors appeared to be level and stable. No significant sign of deflection or movement was</p>

barrier and six-inch compacted gravel.	observed.
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4.02.4 Superstructure

<i>Description</i>	<i>Observation/Comments</i>
The exterior walls consist of load-bearing wood stud framing with interior steel columns and wood floor trusses supporting the upper floor. The roof framing consists of manufactured wood trusses and OSB sheathing.	The superstructure appeared to be in generally good condition. No evidence of structural instability was observed.

4.02.5 Floor Framing

<i>Description</i>	<i>Observation/Comments</i>
The upper floor is constructed with manufactured wood truss joists supporting the plywood floor deck and lightweight concrete floor fill.	Sign of deflection and movement in the floors were not observed indicating that the floor framing was stable.

4.02.6 Roof Framing

<i>Description</i>	<i>Observation/Comments</i>
The roof is constructed with manufactured wood truss spaced at approximately 24-inches center-to-center supporting the plywood floor deck and lightweight concrete floor fill.	<ul style="list-style-type: none"> • Sign of deflection and movement in the roof framing were not observed indicating that the roof framing was stable. • Fire retardant plywood sheathing was not observed.

4.03 BUILDING EXTERIOR

4.03.1 Wall Assembly/Finish

<i>Description</i>	<i>Observation/Comments</i>
<p>The exterior walls are constructed of brick veneer over CDX plywood sheathing and 2 x 4 wood stud framing with R-11 fiberglass batt insulation.</p> <p>T-1-11 spandrel panels are located above and below the bedroom windows on all four sides of the building.</p>	<ul style="list-style-type: none"> • The exterior brick walls appeared to be in good condition. No evidence of spalling, cracking, or efflorescence was observed. • The T-1-11 wood siding is in fair condition. Replacement of damaged areas and painting will be required within the first year. Short Term

4.03.2 Windows; Glass/Glazing

<i>Description</i>	<i>Observation/Comments</i>
The building's windows consist of double-glazed sliding units, set in anodized aluminum frames.	<ul style="list-style-type: none"> • The windows appear to be in fair to poor condition. Thirty windows require immediate replacement required. Critical Repair.

	<ul style="list-style-type: none"> The double pane glass appeared to be in generally good condition. The seals in fourteen units appear to be broken requiring immediate replacement. Critical Repair
--	---

4.03.3 Exterior Doors

<i>Description</i>	<i>Observation/Comments</i>
<p>The main entrance doors to each building consist of full-glass panels set in aluminum frame.</p> <p>The rear exterior doors are insulated metal doors with a 10-inch x 10-inch vision panel. The exterior service doors are insulated metal doors</p>	<ul style="list-style-type: none"> The exterior main entrance doors appeared to be in generally good condition. The exterior insulated metal service doors appear to be in good condition. Scraping and painting will be required over the evaluation period. The cost for this item is minimal and is considered to be part of routine maintenance.

4.03.4 Sealant

<i>Description</i>	<i>Observation/Comments</i>
<p>Elastomeric type sealant material is applied around areas around windows, doors, and expansion joints.</p>	<p>Observed sealant appears to be dried-out and in poor condition requiring immediate replacement. Critical Repair</p>

4.03.5 Exterior Stairs

<i>Description</i>	<i>Observation/Comments</i>
<p>The exterior stairs are constructed of concrete fill metal pans with steel stringers and metal handrails.</p>	<p>The exterior stairs appear to be in good condition. Scraping and painting will be required over the evaluation period. Long Term</p>

4.03.6 Roofing

<i>Description</i>	<i>Observation/Comments</i>
<p>The building has a pitched roofing system consisting of asphalt shingles over roofing felts. The roof drainage consists of metal gutters and downspouts emptying on concrete splash blocks.</p>	<ul style="list-style-type: none"> The asphalt shingle roofing is 7-years old and appears to be in good condition Based on its EUL of 15 to 20 years, roof replacement is not anticipated over the evaluation period. A roof warranty was not available. The roof drainage appears to be adequate and in good condition requiring only routine maintenance over the evaluation period.

4.03.7 Skylights

<i>Description</i>	<i>Observation/Comments</i>
	<p>Not applicable for this project.</p>

4.03.8 Patios & Balconies

<i>Description</i>	<i>Observation/Comments</i>
<p>The ground-level patios are cast-in-place reinforced concrete slabs-on-grade.</p>	<ul style="list-style-type: none"> The ground-level patio slabs appear to be in good condition with limited signs of movement and minor cracking. Repairs are minor and

<p>The upper level balcony framing consists of pressure-treated wood joists cantilevered off of the building framing. The balcony decks are 2-inch x 6-inch pressure-treated wood open slat boards.</p> <p>The balcony guardrails are metal.</p>	<p>considered to be routine maintenance.</p> <ul style="list-style-type: none"> The upper level balconies appeared to be in good condition. Painting will be required over the evaluation period. Long Term
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4.04 BUILDING INTERIOR

4.04.1 Dwelling Units

To establish a representative sample and gain a clear understanding of the overall property condition, Approximately ten percent of the apartment units were observed in order n. The property has a total of 100 units.

Unit Type	Total	Mobility Accessible Units	Sensory Accessible Units	Adaptable Units
1-bedroom, 1-bath	25	1	1	5
2-bedroom, 1-bath	50	2		5
2-bedroom, 2-baths	0			
3-bedroom, 2-baths	25	2	1	5
3-bedroom, 2 ½ baths	0			
Total number of units	100	5	2	15

The following apartments were observed while on-site:

Unit Number	Unit Type	Status
123	One-bedroom, one-bath	Vacant
156	Two-bedroom, one-bath	Occupied
289	Two-bedroom, two-bath	Occupied
345	Three-bedroom, two-bath	Occupied
456	Three-bedroom, two-bath	Vacant – Handicapped Accessible

4.04.2 Common Area Interior Finishes

Common Area Stairs	
Description	Observation/Comments
<p>The Interior stairs consist of closed risers, wood tread units with carpet finish.</p> <p>The handrails are constructed of ornamental iron with wood top rails.</p>	<ul style="list-style-type: none"> The interior stairs appear to be in generally good condition and are anticipated to require only routine maintenance over the evaluation period. The interior stair carpet is three years old and appears to be in fair condition. The EUL of the carpet indicates that replacement will be anticipated during the evaluation period. Long Term

Common Area Doors		
<i>Description</i>	<i>Observation/Comments</i>	
The Interior common area doors and apartment entrance doors are typically solid-core doors set in metal frames.	The common area doors appear to be in good condition. Replacement, if required, is considered to be part of routine maintenance.	
Corridors		
<i>Floor</i>	Carpet	The carpeting is 9-years old and appears to be in poor condition requiring immediate replacement. Critical Need
<i>Walls</i>	Painted Drywall	The walls appear to be in poor condition. Immediate repair and painting is required. Critical Need
<i>Ceiling</i>	Painted drywall	The walls appear to be in poor condition. Immediate repair and painting is required. Critical Need
Clubhouse/Rental Office		
Foyer		
<i>Floor</i>	Ceramic tile	The ceramic tile original and appears to be in good condition requiring only routine maintenance over the evaluation period.
<i>Walls</i>	Painted drywall	The walls appear to be in good condition. Painting is recommended over the evaluation period. Long Term
<i>Ceiling</i>	2X4 suspended ceiling panels	The ceiling is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
Clubroom		
<i>Floor</i>	Carpet	The carpeting is 5-years old and appears to be in fair condition requiring replacement over the evaluation period. Long Term
<i>Walls</i>	Painted drywall	The walls appear to be in good condition. Painting is recommended over the evaluation period. Long Term
<i>Ceiling</i>	Painted drywall	The ceiling appears to be in good condition. Painting is recommended over the evaluation period. Long Term
Rental Office		
<i>Floor</i>	Carpet	The carpeting is 5-years old and appears to be in fair condition requiring replacement over the evaluation period. Long Term
<i>Walls</i>	Painted drywall/Wall covering	The walls appear to be in good condition. Painting is recommended over the evaluation period. Long Term The walls that are covered with wall covering appear to be in poor condition requiring immediate replacement. Critical need
<i>Ceiling</i>	2X4 suspended ceiling panels	The ceiling is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
Health Club		

<i>Floor</i>	Carpet	The carpeting is 5-years old and appears to be in fair condition requiring replacement over the evaluation period. Long Term
<i>Walls</i>	Painted drywall	The walls appear to be in good condition. Painting is recommended over the evaluation period. Long Term
<i>Ceiling</i>	2X4 suspended ceiling panels	The ceiling is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
Washrooms		
<i>Floor</i>	Vinyl tile	The flooring is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
<i>Walls</i>	Ceramic tile/Painted drywall	The ceramic tile is original and appears to be in good condition requiring only routine maintenance over the evaluation period. The drywall walls appear to be in good condition. Painting is recommended over the evaluation period. Long Term
<i>Ceiling</i>	Painted drywall	The ceiling appears to be in good condition. Painting is recommended over the evaluation period. Long Term

Kitchen		
<i>Floor</i>	Quarry tile	The flooring is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
<i>Walls</i>	Washable wall covering	The walls appear to be in good condition requiring only routine maintenance over the evaluation period
<i>Ceiling</i>	2X4 suspended washable ceiling panels	The ceiling is original and appears to be in good condition requiring only routine maintenance over the evaluation period.

Laundry		
<i>Floor</i>	Vinyl tile	The flooring is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
<i>Walls</i>	Painted drywall	The walls appear to be in good condition requiring only routine maintenance over the evaluation period
<i>Ceiling</i>	2X4 suspended ceiling panels	The ceiling is original and appears to be in good condition requiring only routine maintenance over the evaluation period.

Pool Equipment Room		
<i>Floor</i>	Exposed concrete	The flooring is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
<i>Walls</i>	Drywall	The walls appear to be in good condition requiring only routine maintenance over the evaluation period

<i>Ceiling</i>	Drywall	The ceiling is original and appears to be in good condition requiring only routine maintenance over the evaluation period.
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4.04.3 Apartment Building Finishes

<i>Description</i>	<i>Observation/Comment</i>
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Living Room/Dining Room

<i>Floor</i>	Carpet	The EUL of the carpet indicates that replacement will be anticipated during the evaluation period. Critical Need, Immediate Need & Long term
<i>Walls</i>	Painted drywall	The walls and ceiling appear to be in good condition. Painting is done at tenant turnover and is considered part of routine maintenance.
<i>Ceiling</i>	Painted drywall	

Kitchen

<i>Floor</i>	Vinyl tile	The EUL of the vinyl tile indicates that replacement will be anticipated during the evaluation period. Long Term.
<i>Walls</i>	Painted drywall	The walls and ceiling appear to be in good condition. Painting is done at tenant turnover and is considered part of routine maintenance.
<i>Ceiling</i>	Painted drywall	
<i>Cabinets:</i>	Wood	The cabinets are original and appear to be in good to fair condition requiring some replacement during the evaluation period. Critical Need & Immediate Need.
<i>Countertop</i>	Laminated Plastic	The countertops are original and appear to be in good to fair condition requiring some replacement during the evaluation period. Critical Need & Immediate Need.

Bathroom

<i>Floor</i>	Vinyl Tile	The EUL of the vinyl tile indicates that replacement will be anticipated during the evaluation period. Long Term.
<i>Walls</i>	Painted drywall	The walls and ceiling appear to be in good condition. Painting is done at tenant turnover and is considered part of routine maintenance.
<i>Ceiling</i>	Painted drywall	
<i>Tub/Shower:</i>	Ceramic tile	The tub surrounds appear to be in fair condition requiring some replacement, Critical need & Immediate Need.
<i>Vanity</i>	Wood	The cabinets are original and appear to be in good to fair condition requiring some replacement during the evaluation period. Critical Need & Immediate Need.

Bedroom

<i>Floor</i>	Carpet	The EUL of the carpet indicates that replacement will be anticipated during the evaluation period. Critical Need, Immediate Need & Long term
<i>Walls</i>	Painted drywall	The walls and ceiling appear to be in good condition. Painting is done at tenant turnover and is considered part of routine maintenance.
<i>Ceiling</i>	Painted drywall	

Utility Room		
<i>Floor</i>	Vinyl tile	The flooring appears to be in good condition requiring only routine maintenance over the evaluation period.
<i>Walls</i>	Painted drywall	The walls and ceiling appear to be in good condition. Painting is done at tenant turnover and is considered part of routine maintenance.
<i>Ceiling</i>	Painted drywall	
4.04.4 Appliances		
<i>Description</i>		<i>Observation/Comment</i>
<i>Appliance</i>	<i>Age Range</i>	<i>Number of Replacements Required</i>
<i>Refrigerator</i>	1 to 18	23
The appliances are generally original but some replacement has occurred. They appear to be in generally good condition. The remaining useful life indicates that replacement of some of these units will be anticipated during the evaluation period. Critical Need, Immediate Need & Long Term		
<i>Appliance</i>	<i>Age Range</i>	<i>Number of Replacements Required</i>
<i>Refrigerator</i>	1 to 18	23
<i>Range</i>	2 to 20	35
<i>Hood</i>	2 to 20	35
<i>Dishwasher</i>	1 to 15	26
<i>Microwave</i>	N/A	
The appliances are generally original but some replacement has occurred. They appear to be in generally good condition. The remaining useful life indicates that replacement of some of these units will be anticipated during the evaluation period. Critical Need, Immediate Need & Long Term		
4.04.5 Doors		
<i>Description</i>		<i>Observation/Comments</i>
<p>The apartment entrance doors are typically solid-core doors set in metal frames.</p> <p>The interior doors within the apartments are typically hollow-core doors set in wood frames.</p>		<ul style="list-style-type: none"> • The common area doors and the apartment entrance doors appear to be in good condition. Replacement, if required, is considered to be part of routine maintenance. • The hollow-core doors within the apartment appear to be in good condition. Replacement, if required, is considered to be part of routine maintenance.

4.04.6 Interior Stairs	
<i>Description</i>	<i>Observation/Comments</i>
<p>The common area interior stairs consist of closed risers, wood tread units with carpet finish.</p> <p>The handrails are constructed of ornamental iron with wood top rails.</p>	<ul style="list-style-type: none"> The common area interior stairs appear to be in generally good condition and are anticipated to require only routine maintenance over the evaluation period. The common area interior stair carpet is three years old and appears to be in fair condition. The EUL of the carpet indicates that replacement will be anticipated during the evaluation period. Long Term
4.04.7 Corridors	
<i>Description</i>	<i>Observation/Comments</i>
<p>The Interior common corridor finish consists of carpet floors, painted drywall walls and ceilings.</p>	<ul style="list-style-type: none"> The interior common corridor carpet is three years old and appears to be in fair condition. The EUL of common area corridor carpet indicates that replacement of the common corridor and stair carpet will be required. Long Term The interior corridor and stairway walls and ceilings appear to be in fair condition and will require painting during the evaluation period. Long Term

4.05 MECHANICAL SYSTEM

4.05.1 Heating/Cooling	
<i>Description</i>	<i>Observation/Comments</i>
<p>Heating and cooling for the typical apartment is provided individual, gas-fired, furnaces with split air-conditioning. The furnace is located in the utility closet along with the water heater. The condensing unit is located on a concrete pad on the exterior of the building. The cooling capacity of the units ranges from 1 Ton to 2½ Tons.</p>	<ul style="list-style-type: none"> The furnaces are reported to be original and in operating condition. The EUL for these units is approximately 15-years. Replacement of these units will be anticipated over the evaluation period. Long Term The condensing units are reported to range in age from 1-year to 12-years. Approximately 20% of the units are less than 5-years old. The EUL for these units is approximately 15-years. Replacement of 80% units will be anticipated over the evaluation period. Long Term
4.05.2 Ductwork	
<i>Description</i>	<i>Observation/Comments</i>
<p>Supply air distribution is provided through sheet metal ductwork. Return air is through a wall grille at the base of the utility closet. Electric wall-mounted thermostats control the temperature in each unit.</p>	<ul style="list-style-type: none"> Observation of the ductwork was limited to the furnace closet. It was reported by the Maintenance Supervisor that the ductwork is in good condition and no problems have been experienced with the system

	<ul style="list-style-type: none"> • Electric wall-mounted thermostats were reported to be in good condition. Replacement is anticipated on an as needed basis. The cost for this item is minimal and considered to be part of routine maintenance.
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4.05.3 Ventilation

<i>Description</i>	<i>Observation/Comments</i>
<p>Powered exhaust fans that discharges typically through the roof exhaust the bathrooms.</p> <p>Air from the typical kitchen is exhausted to the exterior by ductwork from the range hood.</p>	<ul style="list-style-type: none"> • The bathroom exhaust system appears to be operational and in good condition. Fan replacement is done on an as needed basis and is considered to be part of routine maintenance • The kitchen exhaust system appears to be operational and in good condition. Fan replacement is done on an as needed basis and is considered to be part of routine maintenance.

4.05.4 Energy Management

<i>Description</i>	<i>Observation/Comments</i>
	Not applicable to this project.

4.06 ELECTRICAL SYSTEM

4.06.1 Distribution

<i>Description</i>	<i>Observation/Comments</i>
<p>The electric service to the building is run underground from a pad-mounted utility company transformer located on the exterior of the building. The electrical service is rated at 600 Amps, 120/208 volt, three-phase, four-wire. The electric service to each apartment circuit breaker panel is rated at 100 amps. Branch distribution wiring was observed to be copper in metal raceway.</p> <p>The main distribution panel with the electric meters and disconnect switches, are located on the exterior wall of the building. Each apartment is metered separately.</p>	<ul style="list-style-type: none"> • The electric service to the building and to each apartment appears to be adequate. • The main distribution panels, meter banks, and circuit breaker panels appear to be in good condition requiring only routine maintenance. • The copper wiring was reported to be in good condition and no major problems have occurred.

4.06.2 Transformer

<i>Description</i>	<i>Observation/Comments</i>
There are four pad mounted at this site.	The pad-mounted transformer is owned and maintained by the local power company.

4.06.3 Emergency Generator

<i>Description</i>	<i>Observation/Comments</i>
	Not applicable for this property.

4.06.4 Lighting

<i>Description</i>	<i>Observation/Comments</i>
Interior lighting in the apartments and the common areas are standard incandescent residential grade fixtures commonly used for this type of building.	The lighting appears to be in good condition. Replacement is done on an as needed basis and is considered part of routine maintenance.

4.07 BUILDING PLUMBING SYSTEM

4.07.1 Sanitary System

<i>Description</i>	<i>Observation/Comments</i>
The soil, waste, and vent system within the building is reported to be cast iron.	The Maintenance Supervisor reported that the plumbing system is in good operating condition. Minor problems such as clogged drains are anticipated over the evaluation period and are considered part of routine maintenance.

4.07.2 Water Supply

<i>Description</i>	<i>Observation/Comments</i>
<p>The domestic water service to the building is observed to be 1-1/2-inch copper entering the building on the ground floor. The water piping within the building is observed to be copper.</p> <p>The water meter for each building is located in an exterior concrete vault located adjacent the building.</p>	<ul style="list-style-type: none"> The building's water distribution systems appears to be well maintained and in generally good condition. The Maintenance Supervisor reported no major problems. Minor problems with the system. Minor problems, such as the repair of leaking faucets, are considered to be part of routine maintenance. The Maintenance Supervisor reported that the water pressure and quantity appears to be adequate.

3.07.3 Water Heaters

<i>Description</i>	<i>Observation/Comments</i>
<p>A 40-gallon gas-fired water heater located in the utility closet in each apartment supplies the hot water needs for that apartment</p> <p>There is an 80-gallon, gas-fired, water heater located in the closet of the laundry that supplies the hot water needs for the laundry.</p>	<ul style="list-style-type: none"> Sixty percent of the 40-gallon water heaters were reported to be original and in good working condition. However, based on their EUL of 15 years, replacement of these units will be anticipated during the evaluation period. Long Term The 80-gallon water heater located in the laundry is 2-years old and appears to be in good operating condition.

4.07.4 Fixtures

<i>Description</i>	<i>Observation/Comments</i>
The plumbing fixtures are standard type for this type of application.	The plumbing fixtures are reported to be in good condition. Replacement is done on an as needed basis and considered to be part of routine maintenance.

4.07.5 Natural Gas

<i>Description</i>	<i>Observation/Comments</i>
The building's gas service is a steel pipe service entering the front of the building. The gas piping within the building is reported to be steel. The gas meter is located on the exterior wall of the building.	The gas pressure and quantity was reported to be adequate.

4.08 CONVEYANCE SYSTEM

4.08.1 Elevators	
<i>Description</i>	<i>Observation/Comments</i>
<p>The property has two hydraulic passenger elevator, providing access to all floors of the building. The elevator was manufactured by Dover Elevator Company and is serviced by ABC Elevator Company. The elevator has a rated capacity of 2,500 pounds.</p> <p>The elevator machinery is located in a room under the stairs.</p> <p>The cab finish consists of a vinyl tile floor, plastic laminate wall panel walls, and incandescent recessed lighting in a drywall ceiling.</p>	<ul style="list-style-type: none"> • The elevator is the original installation. ADA upgrades were completed in May of 1996. The elevator was last serviced in August 2001. • The number of elevators and the responsiveness was reported to provide adequate service for the building. • The elevator service contractor reported that the machine unit for both elevators are original and appear to be in good condition. • The cab finish is 5 years old and appears to be in good condition. Cab refinishing should be anticipated within the next 7-years. Long Term

4.09 LIFE SAFETY/FIRE PROTECTION

4.09.1 Sprinklers/Siamese/Standpipes	
<i>Description</i>	<i>Observation/Comments</i>
<p>The sprinkler system consists of a wet-pipe sprinkler system and a wet standpipe with fire department hose valves and connections on the floor landings in each stair tower. There is a Siamese connection on the exterior of the building, and</p> <p>The firewater service enters the building in the fire protection equipment room on the first floor along with the domestic water main.</p> <p>There is a fire pump rated at XXX gpm and a back flow preventer for the system.</p>	<ul style="list-style-type: none"> • The sprinkler system is serviced and inspected periodically by the sprinkler service contractor. The last inspection September 2001. The inspection reports indicate that the system appears to be functional and in good condition. • The fire pump and backflow preventer are tested and inspected at the time the sprinkler system is inspected and the records indicate that the fire pump and the backflow preventer are functional and in good condition.
4.09.2 Fire Hydrants	

<i>Description</i>	<i>Observation/Comments</i>
On-site fire hydrants located along the roadways and on islands in the various parking	The fire hydrants are serviced annually by the local fire department.

lots.	
4.09.3 Emergency & Exit Lighting	
<i>Description</i>	<i>Observation/Comments</i>
The building is equipped with battery-pack emergency lights along the corridors and in the stairways. Battery back-up exit lights are located above all required exit doors.	The exit lights and emergency lights appear to be in good condition. The EUL indicates that replacement should be anticipated over the evaluation period. The cost for fixture and battery replacement is minimal and considered to be part of routine maintenance.
4.09.4 Fire Alarm System	
<i>Description</i>	<i>Observation/Comments</i>
The typical building is equipped with a fire alarm consisting of a control panel located in the sprinkler equipment, room pull stations and horns with strobes located along the path of exit travel, one enunciator panel located in the main lobby, and smoke detectors located in the common areas	<ul style="list-style-type: none"> • A fire alarm service contractor inspects services the fire alarm system periodically. The system was last inspected and tested in August 2001 and the no deficiencies were cited. The results were forwarded to the local fire department .The system appears to be functional and in good condition requiring only routine maintenance over the evaluation period. • ADT monitors the fire alarm system and notifies the local fire department in the event of an incident.
4.09.5 Smoke detectors	
<i>Description</i>	<i>Observation/Comments</i>
Smoke detectors were observed in each apartment and in the common areas.	<ul style="list-style-type: none"> • The apartment smoke detectors located in the apartments are wired into the apartment's electrical panel and sounds the alarm in the apartment only. • The common area smoke detectors are wired into the building's fire alarm system. They sound the alarm in the building and notify ADT when activated.
4.09.6 Fire Extinguishers	
<i>Description</i>	<i>Observation/Comments</i>
Type ABC fire extinguishers are located in various areas within the tenant spaces.	A fire extinguisher contractor services the fire extinguishers. The tag indicates that they were last serviced in August 2001.
4.09.7 Smoke Evacuation	
<i>Description</i>	<i>Observation/Comments</i>
	Not applicable to this site.
4.09.8 Carbon Monoxide detectors	
<i>Description</i>	<i>Observation/Comments</i>

Carbon monoxide detectors were observed in each apartment. Carbon monoxide detectors are required in buildings serviced by natural gas.	<ul style="list-style-type: none"> The apartment carbon monoxide detectors located in the apartments are wired into the apartment's electrical panel and sounds the alarm in the apartment only.
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4.10 AMENITIES

4.10.1 Swimming Pool	
<i>Description</i>	<i>Observation/Comments</i>
The property has one in-ground outdoor pool swimming pool adjacent to the clubhouse/rental office. The swimming pool is constructed of concrete with ceramic tile at the water line. It has a concrete coping and a concrete walking surface surrounding the pool.	<ul style="list-style-type: none"> The swimming pool appeared to be in good condition, anticipated to require only routine maintenance such as preparing and painting the pool interior surface. Relining should not be expected over the evaluation period. The concrete walking surface surrounding appears to be in good condition. Minor cracking was observed. Repairs are minor and considered to be part of routine maintenance.

4.10.2 Swimming Pool Equipment

<i>Description</i>	<i>Observation/Comments</i>
<p>The swimming pool equipment is located in the clubhouse building adjacent to the pool. The equipment consists of water filters and circulating pumps. The pool water is heated. The pool water heater is gas-fired and located in the same room as the balance of the pool equipment.</p>	<ul style="list-style-type: none"> • The pool equipment appeared to be in good to fair condition. According to its EUL, the pool equipment will need to be replaced during the evaluation period. • The water is new and appears to be in good condition anticipated to require only routine maintenance over the evaluation period.

4.10.3 Children’s Play Area

<i>Description</i>	<i>Observation/Comments</i>
<p>There is a children’s play area located in the northeast corner of the property. The equipment consists of wood climbing apparatus, one slide, three swings, and a sand box.</p>	<p>The play equipment is reported to be 3-years old and appears to be well maintained and in good condition requiring only routine maintenance over the evaluation period.</p>

4.11 OTHER STRUCTURES

4.11.1 Clubhouse/Rental Office

<i>Description</i>	<i>Observation/Comments</i>
<p>The clubhouse building, which houses the rental office, public restrooms with showers and lockers, health club, pool equipment, club room and kitchen, is constructed of materials similar to the apartment buildings. See Section 7.0, Building Architectural and Structural Systems for details.</p>	<p>The clubhouse appears to be in good condition. Interior floor and wall finish replacement will be required over the evaluation period as well as exterior wall finish. The cost of this work is included in the common area carpet and wall finish replacement costs.</p>

4.11.2 Carports

<i>Description</i>	<i>Observation/Comments</i>
	<p>There are no carports at this site,</p>

4.11.3 Garages

<i>Description</i>	<i>Observation/Comments</i>
<p>The 20 single-car garages are constructed with vinyl siding attached to 2-inch x 4-inch wood stud walls. The roofs are constructed with manufactured wood trusses and covered asphalt shingles attached and OSB sheathing. There is one, 8-foot x 7-foot vinyl overhead door with an electronic opener. There is one incandescent overhead light fixture in the unit.</p>	<ul style="list-style-type: none"> • The garages are original and appear to be in fair condition. Sections of damaged siding were observed requiring replacement. Short term • The roofs are reported to be 3-years old and appear to be in good condition requiring only routine maintenance over the evaluation period. • The overhead doors appear to be original and in fair condition. Three have been replaced within the last three years. It should be anticipated that the balance would require replacement over the evaluation period. Long Term

5.0 TERMITE CONSIDERATIONS

To the best knowledge of the property manager, termite activity has not been reported at the property; however, no inspections have been performed. The foundation walls of the building are constructed with materials not conducive to termite infiltration. However, exterior walls are constructed of materials that may be conducive to termite infiltration. The facility is located in a region where termites are known to exist. Consequently, the risk of termite activity is considered moderate to high; therefore, a termite inspection is recommended.

6.0 ACCESSIBILITY CODE COMPLIANCE

One or more of the following accessibility codes may be applicable to the development:

6.01 THE ILLINOIS ACCESSIBILITY CODE

The purpose of this Illinois Accessibility Code (IAC or Code) is to implement the Environmental Barriers Act (EBA) [410 ILCS 25] as amended to date, and to replace the former version of the Code (71 Ill. Adm. Code 400) effective May 1, 1988. This Code is intended to ensure that the built environment, including all spaces and elements of all applicable buildings and facilities in the State of Illinois are so designed, constructed, and/or altered to assure the safety and welfare of all members of society and to be readily accessible to, and usable by, environmentally limited persons.

This Code is also intended to resolve areas of difference between the federal accessibility standards, Americans with Disabilities Act Accessibility Guidelines (ADAAG), which are applicable to buildings and facilities covered by the Americans with Disabilities Act (ADA), and the Illinois accessibility standards, IAC, which are applicable to buildings and facilities in the State of Illinois covered by the EBA. The drafters of this Code compared and adopted the stricter of State or federal accessible design standards.

This Code, together with the Environmental Barriers Act (EBA) and the standards incorporated by reference identified in Section 400.120, has the force of a building code and as such is law in the State of Illinois.

Applicability

- Buildings and facilities covered: This Code applies to all “**public facilities**” and “Multi-story housing units” as defined and governed by the EBA and located, in whole or in part, within the legal geographic boundaries of the State of Illinois, unless specifically exempted herein. **It also applies to all buildings financed whole or in part or guaranteed by a governmental unit such as the Illinois Housing Development Authority.**
- The fact that a building or facility governed by the EBA is also a facility financed by federal funds is no bar to the application of this Code.
- This Code is applicable when work involving new construction, alterations, additions, historic preservation, restoration, or reconstruction in whole or in part begins after the effective date of this Code. The Code becomes enforceable with the signing of a construction contract, issuance of an official authorization or permit for construction, or the start of construction, whichever occurs first.

This report generally defines the non-compliant elements and physical barriers observed and the estimated costs for modification to provide compliance. This review is not considered to be a full accessibility survey, nor does it likely cover all aspects of non-compliance.

Definitions

"Alteration": Any modification or renovation that affects or could affect the usability of the building or facility or part of the building or facility. Alteration includes, but is not limited to, remodeling, renovation, rehabilitation, reconstruction, historic preservation, historic reconstruction, historic

restoration (as separately required in Section 400.610), changes or rearrangement of the structural parts or elements, extraordinary repairs (as defined herein), changes to or replacement of plumbing fixtures or controls, changes or rearrangement in the plan configuration of walls and full-height partitions, and changes or improvements to parking lots (as separately required in Section 400.510 (e) 10) (C)). **The following work is not considered to be an alteration unless it affects the usability of the building or facility: normal maintenance, re-roofing, interior or exterior redecoration, changes to mechanical and electrical systems, replacement of plumbing, piping or valves, asbestos removal, or installation of fire sprinkler systems. (Section 3, EBA).**

"Public Facility": *Any building, structure, or site improvement which is: owned by or on behalf of a governmental unit; leased, rented or used, in whole or in part, by a governmental unit, or financed, in whole or in part, by a grant or a loan made or guaranteed by a governmental unit; or any building, structure, or site improvement used or held out for use or intended for use by the public or by employees for one or more of, but not limited to, the following: the purpose of gathering, recreation, transient lodging, education, employment, institutional care, or the purchase, rental, sale or acquisition of any goods, personal property or services; places of public display or collection; social service establishments; and stations used for specified public transportation.* (Section 3, EBA).

"Technically Infeasible": With respect to an alteration of a building or a facility, a change that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member, which is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility. (ADAAG 4.1.6)

Alteration Work

Section 400.510a) of the Illinois Accessibility Code requires Alterations (as defined in Section 400.210(b)(11)) to existing public facilities to which the Environmental Barriers Act and this Code apply shall be accessible as provided in this Section.

The preparer of this report shall use the developers scope of work and the contractor's or architect's detailed cost estimate to determine which of the following applications apply in determining the level of accessibility required. See the example below.

Example: The **Contractor's Sworn Statement** indicates that total cost of the construction work will be \$1,500,000.00. The work **not** considered as alternation work as defined in the Code, such as roofing, new carpeting, and painting and decorating, totals \$100,000.00. The alternation cost is \$1,500,000.00 - \$100,000.00 = \$1,400,000.00. The reproduction cost of the project is determined to be \$5,000,000.00 (\$130.00/SF)

The percentage is $\$1,400,000.00 \div \$5,000,000.00 = 28\%$.

If the alteration costs more than 15% but less than 50% of the reproduction cost of the public facility, and more than \$100,000, the following shall comply with the applicable requirements for new construction (see Sections 400.310 and 400.320):

A) the element or space being altered;

B) an entrance and a means of egress intended for use by the general public;

C) all spaces and elements necessary to provide horizontal and vertical accessible routes between an accessible entrance and means of egress and the element or space being altered. VERTICAL ACCESS EXCEPTION: However, privately owned

public facilities are not required to provide vertical access in a building with two levels of occupiable space where the cost of providing such vertical access is more than 20% of the reproduction cost of the public facility;

D) at least one accessible toilet room for each sex or a unisex toilet, when permitted, if toilets are provided or required (see subsection (e)(1) of this Section);

E) accessible parking spaces, where parking is provided; and

F) an accessible route from public sidewalks or from the accessible parking spaces, if provided, to an accessible entrance. (Section 5, EBA).

Section 400.510 b) of the Illinois Accessibility Code, **Scope** is as follows:

All Public Facilities - Alteration Costs 15% or Less:

If the alteration costs 15% or less of the reproduction cost of the public facility, the element or space being altered shall comply with the applicable requirements for new construction (Section 5, EBA) (see Sections 400.310 and 400.320). (See also subsection (b)(6) of this Section for treatment of alterations to Specific categories of public facilities.)

All Public Facilities Other Than State-Owned - Alteration Costs 15% to 50% and less than \$100,000:

If the alteration costs more than 15% but less than 50% of the reproduction cost of the public facility, and less than \$100,000, the following shall comply with the applicable requirements for new construction (see Sections 400.310 and 400.320):

A) the element or space being altered; and

B) an entrance and a means of egress intended for use by the general public. (Section 5, EBA).

All Public Facilities Other Than State-Owned - Alteration Costs 15% to 50% and More than \$100,000:

If the alteration costs more than 15% but less than 50% of the reproduction cost of the public facility, and more than \$100,000, the following shall comply with the applicable requirements for new construction (see Sections 400.310 and 400.320):

A) the element or space being altered;

B) an entrance and a means of egress intended for use by the general public;

C) all spaces and elements necessary to provide horizontal and vertical accessible routes between an accessible entrance and means of egress and the element or space being altered. VERTICAL ACCESS EXCEPTION: However, privately owned public facilities are not required to provide vertical access in a building with two levels of occupiable space where the cost of providing such vertical access is more than 20% of the reproduction cost of the public facility;

D) at least one accessible toilet room for each sex or a unisex toilet, when permitted, if toilets are provided or required (see subsection (e)(1) of this Section);

E) accessible parking spaces, where parking is provided; and

F) an accessible route from public sidewalks or from the accessible parking spaces, if provided, to an accessible entrance. (Section 5, EBA).

All Public Facilities - Alteration Costs 50% or More:

If the alteration costs 50% or more of the reproduction cost of the public facility, the entire public facility shall comply with the applicable requirements for new construction (see Sections 400.310 and 400.320).

Alterations to Specific Categories of Public Facilities:

For religious entities, private clubs, and owner-occupied transient lodging facilities of five units, compliance with the standards adopted by the Capital Development Board is not mandatory if the alteration costs 15% or less of the reproduction cost of the public facility. However, if the cost of the alteration exceeds \$100,000, the element or space being altered must comply with the applicable requirements for new construction (Section 5, EBA) (see Sections 400.310 and 400.320). If the alteration costs more than 15% of the reproduction cost, subsections (b)(3), (4) and (5) above, as applicable, govern.

Section 400.510d of the Illinois Accessibility Code: Housing

Scope: Alterations to housing that is owned, financed or guaranteed by a governmental unit is subject to the applicable requirements of subsection (b) of this Section. Privately financed alterations to housing are not covered by the Environmental Barriers Act or this Code. NOTE: All housing, including new construction and some alterations may be subject to federal law. See Fair Housing Amendments Act, 42 U.S.C. 3601 et seq.

Section 400.520d of the Illinois Accessibility Codes, Exemptions to the Alterations Requirements: *Parts of buildings which it would be technically infeasible to make conform to the strict requirements of the Code for new construction, with the approval of the administrative authority.*

Conclusion

Every Rehab loan will require a certain degree of accessibility. The level of accessibility work required will depend on the total cost of the alteration construction minus items not considered as alternation work, divided by the replacement cost of the project. The resulting percentage will determine the accessibility work required by the Illinois Accessibility Code that must be included in the alteration project.

A full Accessibility Compliance Survey, which is beyond the scope of this report, may reveal further aspects of the facility, which are not in compliance with other accessibility requirements. Since compliance may have legal consequences, we recommend that the developer consult with his architect to insure that all accessibility requirements have been met.

6.02 SECTION 504 OF THE REHABILITATION ACT (1973)

Under Section 504 of the Rehabilitation Act of 1973 as amended, no otherwise qualified individual with a disability may be discriminated against in any program or activity receiving federal financial assistance. The purpose of Section 504 is to eliminate discriminatory behavior toward people with disabilities and to provide physical accessibility, thus ensuring that people with disabilities will have the same opportunities in federally funded programs as do people without disabilities. Program accessibility may be achieved by modifying an existing facility, or by moving the program to an accessible location, or by making other accommodations, including construction of new buildings. HUD's final regulation for Section 504 may be found at 24 CFR Part 8. Rehabilitation

Substantial alterations - Section 504 requires that if alterations are undertaken to a housing project that has 15 or more units, and the rehabilitation costs will be 75 percent or more of the replacement cost of the completed facility, then such developments are considered to have undergone "substantial alterations" (24 CFR 8.23 (a)). For substantial alterations of multifamily rental housing, the accessibility requirements contained in 24 CFR 8.22 must be followed -- a minimum of 5 percent of the dwelling units in the project (but not less than one unit) must be accessible to individuals with mobility impairments, and an additional 2 percent, at a minimum (but not less than one unit), must be accessible to individuals with sensory impairments.

Other alterations -- When **other alterations** that do not meet the regulatory definition of substantial alterations are undertaken in multifamily rental housing projects of any size, these alterations must, to the maximum extent feasible, make the dwelling units accessible to and usable by individuals with disabilities, until a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to people with mobility impairments, unless HUD prescribes a higher number pursuant to 24 CFR 8.23(b)(2). If alterations of single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, then the entire dwelling unit shall be made accessible. For this category of rehabilitation the additional 2 percent of the dwelling units requirement for individuals with sensory impairments does not apply. Alterations to common spaces must, to the maximum extent feasible, make those areas accessible. A recipient is not required to make a dwelling unit, common area, facility or element accessible, if doing so would impose undue financial and administrative burdens on the operation of the multifamily housing project (24 CFR 8.23(b)). Therefore, with regards to covered alterations, recipients are only required to provide access up to the point of being an undue financial and administrative burden.

Accessibility Standards

Dwelling units designed and constructed in accordance with the Uniform Federal Accessibility Standards (UFAS) will be deemed to comply with the Section 504 regulation. For copies of UFAS, contact the HUD Distribution Center at 1-800-767-7468; hearing or speech-impaired persons may access this number via TTY by calling the Federal Information Relay Service at 1-800-877-8339. Accessible units must be, to the maximum extent feasible, distributed throughout the projects and sites, and must be available in a sufficient range of sizes and amenities so as not to limit choice.

Generally, the UFAS is the design standard for providing physical accessibility, although other standards that provides equivalent or greater accessibility may be used.

6.03 THE AMERICANS WITH DISABILITIES ACT (2010)

This act is a broad civil rights law guaranteeing equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

Title II of the ADA applies to all programs, services, and activities provided or made available by public entities. With respect to housing, this includes, for example, public housing and housing provided for state colleges and universities.

Title III of the Act covers all private establishments and facilities considered "public accommodations," such as restaurants, hotels, retail establishments, doctors' offices, theaters, the rental office and related toilets, and access to and through the project from the point of arrival in a multi-family development. People with disabilities must have equal opportunity in these establishments, both in terms of physical access and in the enjoyment of services.

6.04 THE FAIR HOUSING ACT

The Fair Housing Act defines discrimination in housing against persons with disabilities to include a failure "to design and construct" certain new multi-family dwellings so that they are accessible to and usable by persons with disabilities, and particularly people who use wheelchairs. The Act requires all newly constructed multi-family dwellings of four or more units intended for first occupancy after March 13, 1991, to have certain features: an accessible entrance on an accessible route, accessible common and public use areas, doors sufficiently wide to accommodate wheelchairs, accessible routes into and through each dwelling, light switches, electrical outlets, and thermostats in accessible location, reinforcements in bathroom walls to accommodate grab bar installations, and usable kitchens and bathrooms configured so that a wheelchair can maneuver about the space.

Developers, builders, owners, and architects responsible for the design or construction of new multi-family housing may be held liable under the Fair Housing Act if their buildings fail to meet these design requirements. The Department of Justice has brought many enforcement actions against those who failed to do so. Most of the cases have been resolved by consent decrees providing a variety of types of relief, including: retrofitting to bring inaccessible features into compliance where feasible and where it is not -- alternatives (monetary funds or other construction requirements) that will provide for making other housing units accessible; training on the accessibility requirements for those involved in the construction process; a mandate that all new housing projects comply with the accessibility requirements, and monetary relief for those injured by the violations. In addition, the Department has sought to promote accessibility through building codes.

Units Covered by the Fair Housing Act

The Fair Housing Act design and construction requirements apply to "covered multifamily dwellings" designed and constructed "for first occupancy" after March 13, 1991. A building was not designed or constructed for first occupancy if:

- It was occupied by March 13, 1991
- If the last building permit or renewal of a building permit was issued on or before June 15, 1990

Buildings where the last building permit was issued on or before June 15, 1990 are not covered by the design and construction requirements. Even if the last building permit was issued after June 15, 1990, if the property was occupied before March 13, 1991, it is not covered. HUD adopted these dates to allow time for the requirements to be considered during the design and construction phase of new properties.

The "first occupancy" language in the statute has been defined in HUD's Fair Housing Act regulations as "a building that has never before been used for any purpose." This means buildings that are rehabilitated are not covered by the design and construction requirements even if the rehabilitation occurs after March 13, 1991 and even if it is substantial rehabilitation.

A dwelling unit includes:

- A single-family unit in buildings with four or more units
- An apartment
- A room in which people sleep even if they share kitchens or bathrooms, like transitional housing

The design and construction requirements apply to "covered multifamily dwellings".

Covered multifamily dwellings are:

1. All dwelling units in buildings containing four or more dwelling units if the buildings have one or more elevators AND
2. All ground floor units in other buildings containing four or more units, without an elevator.

This includes housing that is for rental or for sale and applies whether the housing is privately or publicly funded.

Condominiums and apartment buildings are covered by the design and construction requirements. So are time-shares, dormitories, transitional housing, homeless shelters that are used as a residence, student housing, assisted living housing, and others.



ILLINOIS HOUSING DEVELOPMENT AUTHORITY STANDARDS FOR ARCHITECTURAL PLANNING AND CONSTRUCTION

Published November 2015

Effective for all projects receiving building permits after January 1, 2016

Content in *italic* indicates a revision from a previous version.

INTRODUCTION

The Standards for Architectural Planning and Construction (Standards) are being provided as an aid for owners/developers, architects and contractors for the design and construction of quality affordable housing. These Standards shall be used as a reference in establishing Illinois Housing Development Authority's (Authority) minimum quality standards. The Authority will use these standards to evaluate the plans, specifications and other relevant data of the proposed housing development, including new construction, rehabilitation and the adaptive reuse of existing buildings. We encourage users to exceed these minimum requirements whenever possible, making projects more viable and extending their longevity. By increasing items such as the building's energy efficiency, utilizing environmentally friendly materials, and insuring projects are more cost effective to construct and operate, the owner/developer, taxpayer and the end-user all benefit.

The Authority's design review will be based in-part by the following broad policy objectives:

- Compliance with the Standards to the greatest extent feasible per the scope of work, funding sources and Property Needs Assessment.
- The quality of the building(s) and other improvements must be consistent with the underwriting and program requirements.
- The project must comply with all local, state, and federal codes or regulations (including any applicable lead-based paint, mold, and asbestos regulations and any other Authority requirement).
- The development must be consistent with the demands of the marketplace.
- The design and construction must be consistent with recognized standards and accepted practices in the construction industry.
- The Authority reserves the right to object to any proposed building system or material selection as being in conflict with the Authority's interests.

The Standards are subject to change and modification, this version supersedes and replaces any prior versions. The Authority will also evaluate certain aspects of the Standards that may require modification in order to meet the unique site, design or use of the development. In this event, the Authority will consider modification requests on a case by case basis. It is therefore highly recommended that Authority staff be involved in the design concept at the earliest stage possible to provide guidance through the review process. Lastly, the Authority or it's agents shall have the right of access to the property.



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(I) Definitions

Unless otherwise expressly stated, the following terms shall, for the purposes of the Standards, have the meaning shown in this Section. Where terms are not defined in this Section, they shall have ordinarily accepted meanings such as the context implies.

Accessible Dwelling Unit: A unit that is approached, entered, and used by physically challenged people.

Accessible Route: A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, doorways, floors, ramps, elevators, lifts, skywalks and tunnels. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

Accessibility Standards: Accessibility standards mean the the Fair Housing Act, Illinois Accessibility Code, , Americans with Disabilities Act, local building codes, and Section 504 of the 1973 Rehabilitation Act.

Adaptability or Adaptable: The ability of certain building spaces and elements, such as: kitchen counters, sinks, and grab bars, to be added or altered so as to accommodate the needs of individuals with or without disabilities or to accommodate the needs of persons with different types or degrees of disability.

Adaptable Dwelling Unit: A dwelling unit constructed and equipped so it can be converted with minimal structural change for use by persons with different types and degrees of environmental limitation.

Adaptive Reuse: The process of converting or adapting structures for purposes or uses other than those initially intended.

Addition: An expansion, extension, or increase in the gross floor area of a building or facility.

Alteration: Any modification or renovation that affects or could affect the usability of the building or facility or part of the building or facility. Alteration includes*, but is not limited to, remodeling, renovation, rehabilitation, reconstruction, historic preservation, historic reconstruction, historic restoration (as separately required in Section 400.610 of the Illinois Accessibility Code), changes or rearrangement of the structural parts or elements, extraordinary repairs (as defined herein), changes to or replacement of plumbing fixtures or controls, changes or rearrangement in the plan configuration of walls and full-height partitions, and changes or improvements to parking lots (as separately required in Section 400.510 (e) 10) (c).

***The following work is not considered to be an alteration unless it affects the usability of the building or facility:** normal maintenance, re-roofing, interior or exterior redecoration, changes to mechanical and electrical systems, replacement of plumbing, piping or valves, asbestos removal, or installation of fire sprinkler systems. (Section 3, Environmental Barriers Act - EBA).

Applicability: The latest version of the Standards shall be used in conjunction with the design and construction of the project. The Owner and General Contractor shall incorporate these Standards into their contract and agree to abide by these Standards. If there is a conflict between these Standards and any provision in the contract these Standards shall prevail.

Architect/Engineer of Record: An architect, professional engineer, or structural engineer as defined by the Illinois Architecture Practice Act, the Illinois Professional Engineering Practice Act, or the Illinois Structural Engineering Licensing Act who has the contract responsibility for the project, who prepares the construction documents from which the building is constructed, and who signs the required documents.

Architect/Engineer-Consulting: An architect, professional engineer, or structural engineer as defined by the Illinois Architecture Practice Act, the Illinois Professional Engineering Practice Act, or the Illinois Structural Engineering Licensing Act who provides his professional services such as civil, mechanical, electrical and plumbing engineering and design, to the "Architect of Record".

Area, Gross: The total area of a building or part of a building measured from the outside face of the exterior walls, including areas of usable or occupiable basements, but not including areas of basements used for storage or mechanical purposes only, overhangs, and mechanical penthouses on the roof.



Area, Net: The total usable or occupiable area within the enclosing walls or partitions exclusive of shafts, partitions, columns, walls, elevators, stairs, permanent fixtures, toilet rooms, janitor closets, and mechanical, electrical, and telephone rooms.

Area of Rescue Assistance: An area, which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation.

Building Code, Applicable: The building code and applicable amendments, adopted by the administrative authority under whose jurisdiction the work involved with the construction, addition, alteration, or change of occupancy will be carried out. If no building code has been adopted by the administrative authority, or if the work is not within a municipal or other administrative authority's jurisdiction, the building code shall be deemed to be the 2012 International Building Code package.

Change Order: A written request prepared on A.I.A. Form G701 that changes the scope of work from the Authority approved drawings and specifications. The change order must be signed by the owner/developer, Architect of Record, and the contractor and presented to the IHDA field representative at least one month before requesting the payment on a draw.

Clear Floor Space: The minimum unobstructed floor or ground space required to accommodate a single, stationary wheelchair and occupant.

Common Use or Common Areas: Areas (including interior and exterior rooms, spaces, or elements) which are held out for use by all tenants, their guests, and owners in public facilities and multi-story housing units.

Cross Slope: The slope that is perpendicular to the direction of travel (see Running Slope).

Curb Ramp: A short ramp cutting through a curb or built up to it.

Detectable Warning: A standardized surface feature built in or applied to a walking surfaces or other element to warn people with visual impairments of hazards on the circulation path. The State of Illinois has adopted the truncated dome standard with a contrasting color to the base surface.

Dwelling Unit: A single residential unit which provides a kitchen or food preparation area, in addition to rooms and spaces for living, bathing, sleeping, and the like.

Efficiency or Studio Unit: A unit used or intended to be used as a residential housekeeping unit by not more than one occupant for living, sleeping, and cooking facilities. The unit shall contain not less than 300 square feet of floor area for new construction projects and not less than 250 square feet for rehabilitation projects, including the floor areas for bathrooms and closets.

Emergency Warning System: A fire alarm, carbon monoxide, smoke or heat detector system used to activate emergency audible and visual alarms.

Entrance: Any access point to a building or portion of a building used for the purpose of entering. An entrance includes the approach walk, the vertical access leading to the entrance platform itself, vestibules, if provided, and the entry door or doors or gate or gates

Environmental Barrier: An element or space of the built environment which limits accessibility to or use of the built environment by environmentally limited persons.

Exit: That portion of a means of egress which is separated from all other spaces of a building or structure by construction or equipment as required by the applicable building code to provide a protected way of travel to the exit discharge. The walls ceiling, and openings therein, of the protected way of travel shall provide a fire resistance rating required by the applicable building code.

Exit Access: That portion of a means of egress that leads to an exit.

Exit Discharge: That portion of a means of egress between the termination of an exit and a public way.

Extraordinary Repair: The replacement or renewal of any element of an existing building or facility for purposes other than normal routine maintenance. It includes, but is not limited to: replacement of sidewalk and curb ramp, replacement of a door and frame, complete stair replacement and plumbing fixture replacement (see Alteration).

Facility: All or any portion of buildings, structures, site improvements, complexes, equipment, roads, walks,



passageways, parking lots, or other real or personal property located on a site (see Public Facility).

Floor: Any level within a building that may be occupied by the public. Mezzanines and seating tiers are not included in the definition of "Floor" in the Illinois Accessibility Code.

Functional Spaces: The rooms or spaces in a building or facility that house the primary functions for which the building or facility is intended, and the secondary or supporting functions that relate to the support, maintenance or performance of the primary functions, including connective or ancillary space such as parking and storage. Unfinished or undeveloped space is included as a "Functional Space".

General Contractor: A general contractor (GC) is responsible for providing all of the material, labor, equipment and services necessary for the construction of a project. The GC is responsible for the day-to-day oversight of a construction site, management of vendors and trades and communication of information to involved parties throughout the course of construction.

Governmental Unit: The State or any political subdivision thereof, including but not limited to any county, town, township, city, village, municipality, municipal corporation, school district, park district, sanitary district, local housing authority, public commission, public authority, the Authority or other special purpose district.

Grade: The elevation of the finished surface of the ground, paving, or sidewalk within the area between the building and an imaginary line five feet (5') from the building.

Ground Floor: Any occupiable floor less than one story above or below grade with direct access to grade. A building or facility always has at least one ground floor and may have more than one ground floor as where a split-level entrance has been provided or where a building is built into a hillside. A building where the first floor containing dwelling units is above grade that floor will be considered the ground floor. For example, a grade level or slightly below grade floor contains parking, laundry, building office, and storage is not considered a ground floor. The first floor in a building of this type containing dwelling units will be considered the ground floor.

Habitable Room: A room within a residential occupancy and used or intended to be used for living, sleeping, eating or cooking purposes, as well as any room within a residential occupancy but does not include bathrooms, toilet rooms, laundries, pantries, foyers, corridors, storage spaces, stairways or closets.

Historic Building: All buildings, parts of buildings, facilities or sites individually listed in or eligible for listing in the National Register of Historic Places, a "contributing" building or site in a National Register Historic District as determined by the Illinois Historic Preservation Agency (IHPA) or as determined by a "Certified Local Government" designated by the IHPA, a building or site designated as a historic or architectural landmark by a local Landmarks Commission or local Historic Preservation Commission, and buildings which undergo historic reconstruction.

Historic Preservation: The act or process of accurately preserving and/or recovering the form and details of a historic building and its setting as it appeared at a particular period of time by means of repair, stabilization, or restoration as defined herein. Historic Preservation also includes "Historic Reconstruction and Historic Restoration".

Historic Reconstruction: The act or process of reproducing by new construction the exact form and detail of an original building, structure, object, or part thereof as it appeared at a specific period of time. Historic Reconstruction only applies to reconstruction of buildings which are open to view by the public, are used to demonstrate historic or architectural values, and/or are used for purposes of display of a historic building type, design, and technique of construction or period setting.

Historic Restoration: The act or process of accurately recovering the form and details of a building or facility and its setting as it appeared at a particular period of time by means of the removal of later works or replacement of missing earlier work.

Housing, Financed or Guaranteed by a Governmental Unit: Any building, facility or portion thereof, excluding in-patient medical care facilities, which contains one or more dwelling units or sleeping accommodations, and which is owned by or on behalf of a governmental unit, or financed, in whole or in part, for either initial construction or subsequent alteration, by a grant or loan made or guaranteed by a governmental unit. Such housing may include, but is not limited to, one family dwellings and multi-family dwellings, including multi-story apartment buildings, group homes, dormitories and housing for the elderly.

Interior Redecoration: Replacement of interior floor, wall, and ceiling decorative finishes (such as carpet, wall



coverings, paint, and paneling), window treatments (such as drapery, blinds, and shades), interior space lighting, fixtures, furnishings, and furniture.

Masonry Unit: Brick, tile, stone, glass block or concrete block conforming to the requirements specified in Section 2103 of the 2012 International Building Code.

Means of Egress: A continuous and unobstructed path of travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge. A means of egress comprises vertical and horizontal means of travel and includes intervening room spaces, doors, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts and yards. (Section 3, EBA).

Mezzanine: Any intermediate occupiable and usable level placed above any floor of a building and limited to 33% of the net floor area of the floor over which it is placed. The net area of a mezzanine is included in the net area of the floor above which it is placed.

Multi-Story Building: Any building of any type two or more stories above the grade level containing any number of units.

Multi-Story Housing Unit: Any building of four or more stories containing ten or more dwelling units constructed to be held out for sale or lease by any person to the public. This category includes, but is not limited to, the following building types: apartment buildings, condominium apartment buildings, convents, housing for the elderly and monasteries.

Other Alterations (Section 504): If the project involves fewer than 15 units or the cost of alterations is less than 75% of the replacement cost of the completed facility and the recipient has not made 5% of its units in the development accessible to and usable by individuals with disabilities, then the requirements of 24 CFR 8.23(b) apply. Under this section, alterations to dwelling units shall, to the maximum extent feasible, be made readily accessible to and usable by individuals with disabilities. If alterations to single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, the entire unit shall be made accessible. Alteration of an entire unit is considered to be when at least all of the following individual elements are replaced:

- renovation of whole kitchens, or at least replacement of kitchen cabinets; and
- renovation of the bathroom, if at least bathtub or shower is replaced or added, or a toilet and flooring is replaces; and
- replacement of entrance door jambs.

When the entire unit is not being altered, 100% of the single elements being altered must be made accessible until 5% of the units in the development are accessible. However, HUD strongly encourages a recipient to make 5% of the units in a development readily accessible to and usable by individuals with mobility impairments, since that will avoid the necessity of making every element altered accessible, which often may result in having partially accessible units which may be of little or no value for persons with mobility impairments. It is also more likely that the cost of making 5% of the units accessible up front will be less than making each and every element altered accessible. Alterations must meet the applicable sections of the UFAS which govern alterations.

Power-Assisted Door: A door used for human passage, with a mechanism that helps to open the door, or relieves the opening resistance of the door, upon the activation of a switch or a continued force applied to the door itself.

Principal or Primary Entrance: An entrance intended to be used by the residents or users to enter or leave a building or facility. This shall include, but is not limited to, the main entrance.

Privately Owned Building: Any building which is not publicly owned as defined herein.

Project: Any building, structure or site including the related improvements owned or financed in whole or in part by the Authority, or one in which the Authority has or will have an interest.

Public: Any group of people who are users of the building and employees of the building, excluding those people who are employed by the owner of a building for construction or alteration of a building.

Public Facility: Any building, structure, or site improvement which is: (i) owned by or on behalf of a governmental unit; leased, rented or used, in whole or in part, by a governmental unit; financed, in whole or in part, by a grant or a



loan made or guaranteed by a governmental unit. (ii) used or held out for use or intended for use by the public or by employees for one or more of, but not limited to, the following: the purpose of gathering, recreation, transient lodging, education, employment, institutional care, or the purchase, rental, sale or acquisition of any goods, personal property or services; places of public display or collection; social service establishments; and stations used for specified public transportation.

Public Use: Interior and exterior rooms or spaces that are made available to the general public at a building or facility that is privately or publicly owned.

Ramp: A walking surface which has a running slope greater than 1:20 (5%) and a cross slope no greater than 1:50 (2%).

Reproduction Cost: The estimated cost of constructing a new building, structure, or site improvement of like size, design and materials at the site of the original building, structure, or site improvement, assuming such site is clear. The reproduction cost shall be determined by using the recognized standards of an authoritative technical organization (see Authoritative Technical Organization for examples of estimating guides).

Running Slope: The slope that is parallel to the direction of travel (see Cross Slope).

Service Entrance: An entrance intended primarily for delivery of goods or services. A service entrance may not be the principal entrance unless it is the only entrance to the building/facility.

Single Room Occupancy Unit or SRO A unit used or intended to be used as a residential housekeeping unit by not more than one occupant for living, sleeping, with or without cooking facilities. The unit shall contain not more than one habitable room consisting of not less than 180 square feet and not more than 250 square feet of floor area for new construction projects and not less than 150 square feet for rehabilitation projects, excluding the floor areas for bathrooms, toilet rooms, laundries, pantries, foyers, corridors, storage spaces, stairways and closets.

Storage, Bulk: A clear volume space provided for storage of personal items such as luggage, boxes of seasonal items or any bulk items. The space may be located in the dwelling unit, in a separate room in the building, or in a separate building on the same site.

Structural Change: Changes to or rearrangement of the structural elements, plumbing fixture changes, or changes to or rearrangement of the plan configuration of walls and full height partitions.

Structurally Impracticable: Those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features in new construction.

Substantial Alteration (Section 504): Alterations are substantial if they are undertaken to a project that has 15 or more units and the cost of the alterations is 75% or more of the replacement cost of the completed facility. [See 24 CFR 8.23(a)]. The new construction provisions of 24 CFR 8.22 shall apply. Section 8.22 requires that a minimum of 5% of the dwelling units, or at least one unit, whichever is greater, shall be made accessible to persons with mobility disabilities and an additional 2% of the dwelling units, or at least one unit, whichever is greater, shall be made accessible to persons with hearing or visual disabilities.

Technically Infeasible: With respect to an alteration of a building or a facility, a change that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member, which is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility. (ADA Accessibility Guidelines 4.1.6)

Toilet or Powder Rooms: At a minimum, a room consisting of one water closet and one lavatory.

Vehicular Way: A route intended for vehicular traffic, such as a street, driveway or parking lot.

Visitability: The requirement that all single-family homes, townhouses, multi-story housing units, and multi-family apartment units provide accessible features that permit people with mobility impairments to visit (enter and stay, but not live in) a residence.



2) Fees and Costs

IHDA reserves the right to utilize outside consultants or other professionals as it may deem appropriate, to conduct various aspects in conjunction with the Architecture and Construction Services functions related to the completion of the project. IHDA shall determine if some or all of these costs shall be funded by the borrower/developer.

Only fees and cost incurred relating to the financed project shall be permitted. IHDA will not pay for fees and costs relating to future phases of the project.

The Authority shall review the architectural and general contracting fees associated with the development to insure they are proper, fair and reasonable. The Authority has evaluated the fees from past Authority financed projects. These fees were based on the percentage of the construction costs (site work, general requirements, general contractor's overhead and profit, construction permits and fees). As such, the architectural and general contractor fees listed below reflect the maximum percentage the Authority will accept as a reasonable fee for services. Higher percentages for the architectural fees are acceptable but the owner/developer will be responsible to pay the difference between the higher percentage and the percentage in the table below. The fees shall include the following:

Architectural

- 1.00 *The "Architect of Record" shall be same individual who created the plans and specifications. Any on-site architectural supervision shall be conducted by the "Architect of Record". The Architect is responsible for certifying that all the work requested for payment is accurate and has been completed.*
- 1.01 Preparation of plans and specifications including consultations, estimates, and professional engineering services typically associated with the architectural portion of the plans, including structural design and Landscape Architecture. Architectural fees shall not include any work or contractual obligations of other professional services such as: surveys, soil borings, Civil Engineering and third party consultant reports.
- 1.02 General administration, *reimbursables as per the Contract between Architect and Owner* and overall supervision of construction.
- 1.03 Approving payment vouchers to the contractor.
- 1.04 Approval and acceptance of completed construction.
- 1.05 The "Architect of Record" **will not** be permitted to act as the general contractor without the written approval of the Authority. If the "Architect of Record" sub-contracts any portion of his work, excluding professional engineering services, the difference between the architect's contract fee and the sub-contractors' fee will cause a reduction in the Developers' Fee.

Architectural Fee in excess of the IHDA limits listed below cannot be kept in basis and may be paid from a non-IHDA source.

Total Construction Costs \$	% Architect Fee (New Construction)	% Architect Fee (Renovation)	% Civil Engineering Fee
0-1,000,000	7.2	8.4	2.0
1,000,001-5,000,000	6.2	7.3	1.8
5,000,001-10,000,000	4.8	6.7	1.5
10,000,001-15,000,000	4.1	5.9	1.3
15,000,001-25,000,000	3.4	5.1	1.0
Over 25,000,000	2.8	4.4	1.0

General Contractor

The General Contractor (GC) needs to obtain Authority approval prior to the commencement of any work. The Authority shall evaluate the GC's past performance in addition to the requirements as indicated on the General Contractor Certification (Addendum #1). The Authority shall review the Contract for Construction with the owner. All



Contracts for General Construction must be a Stipulated Sum or Lump Sum contract. No project shall be completed with a Guaranteed Maximum Price or a Cost Plus style contract. The final sum contract must be agreed upon with the owner prior to Authority review and be in accordance with the approved project budget. Work started prior to Authority approval may put the proposed funding at risk. The Authority shall not be responsible for payment or compensation if funding is lost because of unauthorized activity.

1.06 The general contractor is allowed “Profit” in the amount of 6%, “Overhead” in the amount of 2% and “General Conditions” (a.k.a. general requirements) in the amount of 6%, all of which are maximum amounts calculated from the hard construction costs.

1.07

Profit is defined as the proceeds of transaction minus the cost, including intangibles such as contract incentives. *Individual mark-up is not allowed on GC supplied materials or the total “Profit” line item on the Contractors Sworn Statement will be reduced accordingly. If this is insufficient, then deductions will be made to the General Conditions and/or Overhead lines.*

Overhead being the expenses necessary to conduct a business. Cost shall also include those specific to the project and include transportation, travel expenses, temporary housing etc.

In the event there is an identity of interest between the owner/developer and general contractor, the following will apply: (a) the developer fee will be reduced 2% through the Authority’s underwriting process (via the Authority’s Multifamily Application), or (b) the general contractor’s 2% overhead shall be eliminated. Limited partnerships, joint ventures and other types of associations between the owners and the general contractor shall be subject to the Authority’s limitations on Overhead.

General Conditions are the functions needed to complete the construction phase and shall include the following costs: project *manager* and superintendent, *draw related paperwork*, *layout*, surveys, plans/printing, material testing, communications, mobilization, temporary heat and utilities, portable toilets, temporary fencing, OSHA protection, field office, hoisting equipment, security, *small tools*, disposal, *construction photography*, cost certifications, audits, mock-ups, *daily construction site cleaning*, final clean, general labor, etc. As the GC is responsible for these functions any subcontracting of these out to lower tier subcontractors will reduce the amount of the GC’s General Conditions accordingly.

Financing, holding charges or other types of construction related interest shall be included in the Overhead or General Conditions calculation.

Payment for any shop drawings will be limited to 5% of the total cost for that line item.

The construction budget shall include any costs resulting from scheduling delays or seasonal constraints such as winter conditions, water extraction from recent rains, etc. *These items are not considered contingency eligible on change order requests.*

When a contractor is acting in the capacity of a “GC” they shall provide all the functions typically associated with the position. The GC is responsible for the overall construction management aspects and tasks involved from the Project’s start-up through final completion. Functions include (but are not limited to): scheduling, coordination of the trades, supervision, safety, program compliance, monitoring, etc. As such the Authority will not allow for a “Straw” GC or a firm which reaps the benefits and fees associated with the GC title but in reality subcontracts these functions to another GC. The Authority will allow the GC functions to be subcontracted out but will only pay once for these services. Subsequently the GC needs to be on the site during construction and at least daily. Similarly any side agreements to the contrary or kickbacks will result in forfeiture of any future work with the Authority.

Construction Performance Bonds and/or a Letters of Credit. *The Authority will require either: (a) Payment and Performance Bond by a company approved by the Authority equal to one hundred (100%) percent of the cost of construction of the development or (b) Unconditional, irrevocable commercial letter of credit, issued by a financial institution approved by the Authority, in an amount equal to twenty-five (25%) of the cost of construction of the development.*



1.08 All Construction Related Costs required to complete the project shall be determined prior to the project obtaining IHDA Board approval. The construction budget needs to be complete including all value engineering, permit review requirements, proper wages, etc. *Any deletion of Authority required work items (as indicated the IHDA Architectural and Construction Standards, QAP requirements, etc.) from the scope due to costs will not be approved, nor will the utilization of the contingency to pay for these items.* Additional funding for increased construction budget costs shall be the responsibility of the Developer or General Contractor and not the Authority.

In all instances where there is a Construction-Cost Plus contract or other contract agreement that may result in cost savings at the completion of the Project, the disposition of any savings shall be in the sole discretion of IHDA.

Material suppliers for construction related products shall be identified on the contractors sworn accordingly. *Draws for materials and/or furniture, fixtures and equipment (FF&E) can only occur when they have been properly installed and inspected by the IHDA Field Construction Representative.*

1.09 Furniture, Fixtures and Equipment (FF&E)

Furniture, Fixtures and Equipment expenses are eligible for reimbursement. However they must be for qualified items which mirror the FF&E designation.

Furniture

Items which are generally used by the residents, guests and staff for living and operating the project. Examples include beds, desks, chairs, couches, office file cabinets, etc.

Fixtures

Items which were once personal property but due to permanent attachment is now considered as being part of the real estate. Examples include window blinds, built-in cabinetry, etc.

Equipment

Items having a contributory association with the operation of the project. Equipment is usually considered personal property as it's not readily attached to the real estate. Examples include computers, laundry equipment, appliances, snow blowers, etc.

Supplies are considered general purpose items and not eligible for reimbursement from the FF&E budget. Examples of supplies are hand and power tools, mops, cleaning solutions, trash cans, garden utensils, portable sports equipment, computer ink and paper, etc. Hand held tools including power tools or other related items that could be removed from the designated shop or location are supplies.

None of the aforementioned items represents a complete list and payment of these items will be at the Authority's discretion. These items shall be in new condition or if refurbished will require Authority approval.

1.10 Subcontractor Bid Submittals

When making application to the Authority the GC shall provide bids from the proposed subcontractors to substantiate the total construction contract. These bids shall be required from all the major trades (Mechanical, Plumbing, Electrical, Carpentry, Excavation, Concrete, Roofing, Fire Suppression, etc.) and reconcile with the respective line items in the Contractors Sworn Statement.

2) Codes and Regulations

The project shall comply with applicable zoning ordinances (including variances or amendments), these Standards and building codes. The project shall obtain all necessary building permits and required inspections to obtain a certificate of occupancy for conversion/new construction, or a final approval for rehabilitation/renovation projects. All jurisdictions in the state of Illinois shall comply with the 2012 International Energy Conservation Code.



If there is a conflict between the requirements of the applicable codes and/or these Standards, the most stringent requirement will prevail. If there are any questions regarding the codes, the owner/developer or his architect shall consult with Authority Architectural Services staff to determine whether the proposed development would be subject to such requirements. During the construction process, owners/developers and/or architects will be asked to certify compliance with applicable regulations. The Authority or its representatives will check for compliance with standards set forth by federal, state and local regulations.

The following codes and regulations shall be used in preparation of the drawings and specifications:

- 2.00** *The **Standards** applies to all buildings owned or financed in whole or in part by the Authority.*
- 2.01** **Local Building Codes:** In areas where there is no local governing building code, the requirements indicated in the **2012 International Code Package** will apply. IRC Section R313 is deleted. The **2012 International Energy Conservation Code** is mandatory in all jurisdictions in the state of Illinois.
- 2.02** *The **Americans with Disabilities Act** applies to the common areas open for public use, such as a property management or rental office.*
- 2.03** **Fair Housing Act** applies to all **new** multi-family housing consisting of four or more dwelling units built for first occupancy after March 13, 1991.

The Architect of Record will be required to survey the entire project and certify compliance with the Fair Housing Act for those buildings built for first occupancy after March 13, 1991 and buildings where the last building permit or renewal thereof was issued after June 15, 1990 before any new addition or alteration to those buildings will be approved by the Authority

- 2.04** **Illinois Accessibility Code (current edition)** applies to all "public facilities" and "multi-story housing units" as defined and governed by the Environmental Barriers Act (EBA) and located, in whole or in part, within the legal geographic boundaries of the State of Illinois, unless specifically exempted. This Code is applicable when work involving new construction of projects containing five or more units, alterations, additions, historic preservation, restoration, or reconstruction in whole or in part begins after the effective date of this Code.

The Illinois Accessibility Code together with the Environmental Barriers Act and the standards incorporated by reference identified in Section 400.120 has the force of a building code and as such is law in the State of Illinois.

- 2.05** *The **ICC/ANSI A117.1-Latest Version** applies to projects seeking Tax Credits, either through tax-exempt bonds (4% Tax Credits) or through the competitive round (9% Tax Credits).*
- 2.06** **Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794)** applies to recipients of federal financial assistance.
- 2.07** **Illinois State Plumbing Code (current edition)**
- 2.08** **National Electrical Code (current edition)**
- 2.09** **Minimum Property Standards for Housing (MPS) U.S. Department of Housing and Urban Development (HUD)**
- 2.10** **24 CFR Parts 3280 of the Manufactured Home Construction and Safety Standards**
- 2.11** **Title 89 Illinois Administrative Code, Subpart B: Supportive Living Facilities**
- 2.12** **Lead Based Paint Hazards:** The Project shall comply with the applicable lead based paint regulations as outlined in the Authority's Lead Based Paint Compliance Guide which can be found at: <http://www.ihda.org/developer/architectureConstructionServices.htm>. All federally-assisted projects having units constructed before 1978 must comply with Title X of the Housing and Community Redevelopment Act of 1992 regulations found in 24 CFR Part 35 and the Illinois Lead Poisoning Prevention Code, 77 IL. Admin. Code 845. In addition, all properties and/or units must comply with the Environmental Protection Agency, final rule developed under the Toxic Substances and Control Act specifically 40 CFR Part 745, as it relates to the Lead Renovation, Repair, and Painting Program.



- 2.13 Asbestos Containing Materials:** All federally-assisted projects must comply with EPA 40 CFR 61.145 and all other HUD, EPA, IEPA and Illinois Department of Public Health (IDPH) regulations.
- 2.14 Radon:** All federally-assisted projects must comply with the Illinois Emergency Management Agency Radon program and the EPA's radon guidelines. When radon mitigation is required at a minimum a passive-future active system shall be installed. For further information, visit:
<http://radon.illinois.gov/> and
<http://www.epa.gov/radon/index.html>
- 2.15 Mold considerations:**
Fact Sheets from IDPH:
<http://www.idph.state.il.us/envhealth/factsheets/mold.htm>
<http://www.idph.state.il.us/envhealth/factsheets/moisture.htm>
EPA Mold Site: <http://www.epa.gov/mold/>
- 2.16** Illinois State Prevailing Wages or Federal Davis-Bacon Prevailing Wage requirements will be *mandated* on IHDA financed projects having construction related activities. Section 3 will apply were required. See links below to respective guidelines and websites.
- **IHDA Davis Bacon Compliance Guide**
<http://www.ihda.org/developer/architectureConstructionServices.htm>
 - **Illinois Prevailing Wage Website**
<http://www.state.il.us/agency/idol/RATES/RATES.HTM>
 - **Section 3 Plan and Compliance Guide**
<http://www.ihda.org/developer/architectureConstructionServices.htm>

CONSTRUCTION PHASE

3) Preconstruction Meeting

- The preconstruction conference is convened by the Authority prior to the construction start. The sponsor, their Architect and the General Contractor must attend the meeting. In addition, the sponsor's and GC's representative responsible for completing and forwarding the various documents should be present.

The following items will be reviewed at the preconstruction meeting:

- Payout Procedures for both sponsor and GC.
 - The Authority does not pay for stored materials or furniture, fixtures and equipment (FF&E) until installed *and inspected by the IHDA Construction Field Representative*.
 - Retention reduction; 10% retention must be retained up to 95% completion, then reduced to 5% if occupiable, has a C of O, G704, IHDA Permission to Occupy, IHDA Completion Certificate and IHDA's *Field* Inspector approval. Retention does not apply to change orders, insurance, bonds or permits.
 - *The GC will submit a Contractors Sworn Statement (as approved by the Authority). In addition, the GC and all subcontractors must submit G702's and G703's. All documents must be submitted to the Authority's Field Inspector at least two days prior to the draw inspection.*
- Wage Guidelines (Davis Bacon or Illinois Prevailing Wage whichever is applicable).
- Section 3 Hiring Guidelines, if applicable.
- Change Order Process
- Lead Based Paint and Asbestos Containing Material Regulations, if applicable.

Payout Procedures

- All parties must comply with the Authority's current policies and procedures for processing draw requests.



4) Change Orders and Contingency Funds

When a modification to the construction contract is requested, an AIA G701 Change Order form executed by the owner/developer, general contractor and architect must be submitted to the Authority's Construction Field Representative at least one month prior to submitting the change order to the Authority for payment. The owner/developer must also include along with the change order a letter clearly explaining the reasons for the change order and any other documents to justify the change. The IHDA Construction Field Representative needs to verify the pre-existing condition and the change order's finished product. *The Architect and GC needs to insure the items being requested on the change order are not already included in the plans, specifications or the various contract documents.* It is the GC's responsibility to fully document the before and after conditions and provide the Authority with photographs, if requested.

The Authority's Architecture Staff will determine if the change order qualifies for contingency funding. If it does not qualify for contingency funding, the funding will be made from some other source, including the realized developer fee. The Architecture Staff will inform the Construction Staff of the funding determination, who will then notify the owner/developer of that determination. It is important to keep change orders up-to-date to avoid delays in payment.

Failure to submit change orders in a timely manner may result in payment delay or non-payment. The owner/developer assumes all risk (both monetary and construction rework) in completing change order work without prior IHDA approval. Any non-approved change order work completed which results in non-compliance with any building, accessibility, sustainability, municipal codes or IHDA standards will be the responsibility of the owner/developer.

The construction contingency will only be available to fund unforeseen construction costs and not to be used to fund soft costs, developer fees, up-grades and betterments, reserves or other costs the Authority deems ineligible at the time. When the project has been determined by IHDA Staff to be $\geq 75\%$ complete and sufficient funds remain in the construction contingency, the owner/developer may seek reimbursement from the construction contingency for all new change orders (including up-grades or betterments) and previously paid change orders funded from any other source. *Typically, upgrades and betterments will not be reimbursed unless approved by the Authority. Any deviation of the IHDA change order process could result in the loss of all or a portion of Authority funding.*

Construction contingency funds are available only to the owner/developer and shall be reflected accordingly on the owner's sworn statement. Contractors shall not include any contingency amount in their bid. **Contractors shall not enter into any agreement with the owner in accessing or splitting owner contingency funds. In addition there shall be no utilization of cost savings (difference between contractors bid and actual subcontractor amount) on the project without prior approval from IHDA. Cost savings under a fixed price contract do not automatically accrue to the Contractor or owner.**

- 4.01** The following criteria will be followed to determine the allowance and funding source for change orders:
- a. **Concealed Condition** – Unforeseen items may be approved for payment from the construction contingency.
 - b. **Construction Cost Increases** – If the cost increases were caused by market uncertainty and the rapid rise in construction material costs, the funds from the construction contingency may be used to pay for the cost increases
 - c. **Contractor Negligence** – Any damage or neglect by the Contractor will not be paid from the construction contingency but may be paid from the available escrowed realized developer fee, if approved by the developer, or another source of funding.
 - d. **Building Code Related Issues** – are foreseeable costs and will not be approved for payment from the construction contingency but may be paid from the available escrowed realized developer fee or another source of funding.
 - e. **Upgrades (Betterments)** – will not be approved for payment from the construction contingency but may be paid from the available escrowed realized developer fee or another source of funding.
 - f. **Architects, Engineers and Contractors Errors and Omissions and Additional Architectural and Engineering Fees** - will not be approved for payment from the construction contingency but may be paid



from the available escrowed realized developer fee or another source of funding.

- g. **Building Inspector or any Municipal Official Requirements** – if not required by the Building Code, will not be approved for payment from the construction contingency but may be paid from the available escrowed realized developer fee or another source of funding.
- h. **Separate contracts outside of the General Contract:** When a separate contract is let by the owner for work to be performed outside of the General Contractor's Scope of work and there are additional costs incurred, these costs will **not** be paid from the construction contingency. A separate contingency should be established within that contract to address any cost overruns.
- i. **Damage or theft:** The Developer and/or GC are primarily responsible for having sufficient insurance coverage to fund any losses due to damage, theft or other occurrences covered in their policy. Claiming to have a large deductible or a potential increase in the insurance premium will not be considered.
- j. **Seasonal Constraints-** *such as winter conditions, water extraction from recent rains or other costs that could result in scheduling delays will not be approved from the construction contingency. These items should be anticipated and included in the construction budget.*
- k. **Other:** Any additional architectural, engineering, or other services outside of the scope of work that may be required will not be paid from the construction contingency but may be paid from the Developer's Fee or some other source of funding. *In addition, extended warranties or contractor incentives are not eligible.*

5) Construction Close Out

Prior to final project close out, several criteria must be met for IHDA construction and architectural staff to give their final approval.

When the project is 95% complete, prior to final project close out, several criteria must be met in order for Construction and Architectural Services to give their approval to reduce retention to 5%.

1. The building must be occupiable.
2. *Certificate of Occupancy or Final Inspection from the governing jurisdiction (if applicable).*
3. Two copies of the Architect G704 must be submitted to the Construction Field Representative.
4. Two copies of the IHDA Certificate of Completion (Form CD-4) must be submitted to the Construction Field Representative. Showing hold back for punch list items. Form can be found at: <http://www.ihda.org/developer/architectureConstructionServices.htm>
5. Two copies of the IHDA Permission to Occupy must be submitted to the Construction Field Representative. Form can be found at: <http://www.ihda.org/developer/architectureConstructionServices.htm>
6. IHDA Construction Field Representative approval.
7. For projects receiving tax credits for Enhanced Accessibility and/or Green Initiatives, IHDA Architectural Services final inspection approval.
 - a. At final project close-out: Projects awarded funding based on scoring in any green category must submit the applicable 3rd party certification, green maintenance/tenant manual, and videos (if applicable).

When the project is 100% complete, including punch list items, the *IHDA* Construction Field Representative will verify and inform the *IHDA* Construction Field Representative Supervisor. The *IHDA* Construction Field Representative Supervisor will approve final 5% retention release.

DESIGN PHASE

6) Plan Review Process

Once the Authority has determined the project is feasible, the owner/developer shall submit completed project drawings and specifications to Architectural Services for their respective review. This review and approval must take



place prior to the project initial closing. Any major modifications to the project after architectural approval and before initial closing must be approved by the Authority and possibly the IHDA Board.

Before construction begins, two signed and sealed copies of the complete “For Construction” drawings (one full size and one half-size), two specifications and a CD with PDFs of the drawings *and specifications* shall be submitted to the Authority. This set shall incorporate all changes required by the municipal authorities, all applicable comments made by the Authority; all approved “value engineering” changes and any applicable comments made by other governmental agencies (HUD, IEPA, etc.).

The drawings and specifications must be prepared under direct supervision of an Illinois Licensed Architect in accordance with the Architectural Practice Act, bear the license number of the architect, and if the architect is part of any business structure other than a sole proprietorship, he or she must include the Project Design Firm registration number on the drawings. The drawings are required to be signed and sealed by the design architect (“Architect of Record”). A Professional Engineer licensed to practice their profession in the State of Illinois, when acting as a consultant to the Architect of Record or under a separate agreement with the owner/developer, must sign and seal his work and provide proof of professional liability insurance.

The Authority’s acceptance of plans and specifications is limited to the Authority review and shall not constitute a general approval of the development. The review of the plans and specifications is solely for the benefit of the Authority and not that of any other party. Subsequent modifications to the plans and specifications after the Authority’s acceptance must be approved by the Authority. Further, such acceptance shall not constitute a waiver of the Authority rights against those responsible for any error or omission or unauthorized changes.

The completed project drawings must be current (\leq six months old) and include the following:

New Construction

6.01 Complete **Civil Engineering Drawings**, including, but not limited to:

- Location map.
- Site erosion plan, site utilities plan, site grading plan and site drainage plan.
- Site parking plan, pavement details, curbs details, curb ramp details, sidewalk details, and road profiles (if applicable).
- Topographical survey.
- Flood plain information.
- Other necessary details that appear on a complete set of civil engineering drawings.

6.02 Complete **Landscape Drawings** including but not limited to:

- Location of all trees, shrubs, berms, and sod/grass areas.
- Material schedules.
- Other necessary details required for a complete set of landscape drawings.

6.03 Complete **Architectural Drawings**, including, but not limited to:

- *Cover sheet*, including *index*, *project data*, *location map*, *building code* and *zoning information*, table indicating unit schedule (*including accessible, adaptable and sensory impaired units*), types and sizes.
- Site plan, *including parking data and layouts*.
- Demolition Plans as applicable
- Floor plans.
- Building elevations.
- Interior elevations.
- Wall sections.
- Stair, kitchens and bathroom details.
- Door, *hardware, windows, room finish and appliance* schedules.



- Large scale drawings of the typical apartments and common areas, *including* accessibility compliance.
 - Other necessary details required for a complete set of architectural drawings.
- 6.04** Complete **Structural Engineering Drawings** including, but not limited to:
- Foundation plan, footing and pier schedules, foundation and footing sections.
 - Floor framing plans, roof framing plan, structural steel sizes and layout.
 - Column schedule, connection details.
 - Other necessary details required for a complete set of structural drawings.
 - Truss and panel shop drawings shall be submitted to the Authority prior to installation.
- 6.05** Complete **Mechanical Drawings** including, but not limited to:
- Demolition Plans as applicable
 - Duct layouts.
 - Location of the HVAC equipment including condensing units, piping layouts, if hot water heating, large scale boiler room layout.
 - Equipment schedules.
 - Other necessary details required for a complete set of mechanical drawings.
- 6.06** Complete **Plumbing Drawings**, including, but not limited to:
- Demolition Plans as applicable
 - Location and size of incoming water service, hot and cold-water distribution piping, *including insulation as required in the 2012 IECC.*
 - Storm water drainage piping, sanitary sewer piping.
 - Plumbing fixture and equipment schedules.
 - Soil waste and vent diagrams, water distribution diagrams.
 - Other necessary details required for a complete set of plumbing drawings.
- 6.07** Complete **Electrical Drawings** including, but not limited to:
- Demolition Plans as applicable
 - Location and height of all switches and outlets, *including ground-fault circuit-interrupter (GFCI) protection in the locations required by the NEC.*
 - Location of all lighting fixtures.
 - Location of all electrical panels, location and size of the incoming electric service.
 - Electric riser diagram, main distribution panel diagram, electric panel schedules.
 - Large scale floor plan of the electrical equipment room.
 - Location of all exit and emergency lighting, location of all fire alarm audio visual devices, *including all pull stations.*
 - Site lighting plan.
 - Other necessary details required for a complete set of electrical drawings.
 - .
- 6.08** Complete **Fire Protection Drawings** (if applicable). Fire protection shop drawings shall be submitted to the Authority prior to installation.
- 6.09** Verification that the drawings comply with the **2012 International Energy Conservation Code**. (RESCheck, COMCheck or equal).
- 6.10** **Green Development Plan** outlining the integrated design approach used for this development.
- 6.11** Complete **Soils boring (Geotechnical) report** describing the subsurface exploration, analysis, mining



hazards, including mining maps, and geotechnical recommendations for the site.

- 6.12** A **Structural Design Narrative** prepared by the “Architect of Record” or Structural Engineer indicating the structural design data used for the site, including but not limited to live loads (e.g., floor and roof live loads), ground snow load, wind load (e.g., basic wind speed, wind exposure category, etc.), earthquake load (e.g., building seismic design category, site class, etc.), flood design data (if applicable) and any prescriptive construction detailing considered.
- 6.13** For new construction projects that fall within the New Madrid Seismic Zone, a certification statement attesting to the fact that the drawings meet the seismic design requirements for earthquake resistant buildings.
- 6.14** **Project specifications and design manual** outlining the necessary material, installation and other requirements to complete the scope of work for the successful construction of the project. This information shall be presented in the most current Construction Specifications Institute (CSI) format.
- 6.15** A current (\leq six months old) **ALTA/ACSM Land Title Survey**.
- 6.16** A current (\leq twelve months old) **Phase I Environmental Site Assessment**. This assessment must include, but not be limited to, the following considerations.
- Adjoining land use and zoning.
 - Soil conditions.
 - Slope conditions as related to soil erosion, parking, walks, drives, etc.
 - Storm water drainage.
 - Noise considerations.
 - Site plan showing all major site features, buildings, roads, walks, utilities, etc.
 - Flood plain information
 - Wetland information
 - Mining information
 - Seismic information
 - Endangered Species
 - Completion of the IHDA Phase I Environmental Consultant Report Requirements. The IHDA Phase I Environmental Consultant Report Requirements may be found on the IHDA website (www.ihda.org).

Rehabilitation and Adaptive Reuse Projects

If the project consists of any existing structures, a Property Needs Assessment (PNA) dated within 6 months of application deadline must be submitted at the time of application. The PNA will evaluate the current condition of the asset(s) and include a cost estimate for any critical, immediate and long term repairs. The IHDA PNA standards can be found on the IHDA website. (www.ihda.org). The selected vendor can be neither the Architect of Record for the project nor the preparer of the owners/developers scope of work for the project.

The completed project drawings must be current (\leq six months old) and include the following:

- 6.17** Complete **Civil Engineering Drawings**, including, but not limited to:
- Location map.
 - Site erosion plan, site utilities plan, site grading plan (if re-grading work is required), and existing site drainage plan.
 - Site parking plan, pavement details if new pavement or an overlay of the existing pavement is required), curb details (if repair or new curb work is required), curb ramp details (if new curb ramps are to be provided), sidewalk details (if new sidewalks are to be provided) and road profiles (if applicable).
 - Topographical survey,
 - Indication of the flood plain limits (if applicable).



- Other necessary details that appear on a complete set of civil engineering drawings.
- 6.18 Complete Landscape Drawings** including but not limited to:
- Location of all trees, shrubs, berms, and sod/grass areas.
 - Material schedules.
 - Other necessary details required for a complete set of landscape drawings.
- 6.19 Complete Architectural Drawings**, including, but not limited:
- *Cover sheet, including index, project data, location map, building code and zoning information, table indicating unit schedule (including accessible, adaptable and sensory impaired units), types and sizes.*
 - Site plan, including parking data and layouts.
 - **Demolition plans documenting the full scope of project demolition**
 - Floor plans of the typical building or if there are various types of buildings, floor plans of each type. These plans shall be dimensioned, indicate the rehabilitation work to be performed in each type of apartment, the type of existing floor framing and the direction of the span.
 - Building elevations (front, rear, and sides) indicating the location and type of work to be performed and the heights of the various floors from grade to finish first floor and finish floor to floor heights thereafter.
 - Wall sections indicating existing wall and floor construction and any work to be performed.
 - Detail sheets including stair details (if replacing the stairs), kitchen details (if replacing cabinets), door schedules, room finish schedules, bathroom details (if renovation bathrooms), large scale drawings of the typical apartments, large scale drawings of the common areas, accessibility compliance, and all other necessary details required for a complete set of architectural drawings.
 - Any proposed modifications complying with the applicable accessibility requirements.
 - Other necessary details required for a complete set of architectural drawings.
 - Truss and panel shop drawings shall be submitted shall be submitted to the authority prior to installation. (If applicable.)
- 6.20 Complete Structural Drawings**, if applicable to the scope of work, including, but not limited to:
- Foundation plan, footing and pier schedules, foundation and footing sections.
 - Floor framing plans, roof framing plan, structural steel sizes and layout.
 - Column schedule, connection details.
 - Other necessary details required for a complete set of structural drawings.
 - Truss and panel shop drawings shall be submitted to the Authority prior to installation.
- 6.21 Complete Mechanical Drawings**, including, but not limited to:
- Demolition plans
 - Duct layouts (if altering the existing duct layout or installing new ducts).
 - Location of the HVAC equipment including condensing units, piping layouts (if applicable), if new hot water heating system, large scale boiler room layout.
 - Equipment schedules.
 - Roof penetration details (if applicable).
 - Other necessary details required for a complete set of mechanical drawings.
- 6.22 Complete Plumbing Drawings**, including, but not limited to:
- Location of the existing incoming water service, new hot and cold-water distribution piping (if applicable).
 - Existing storm water drainage piping (if applicable), new sanitary sewer piping (if applicable).
 - Definition of demolition scope as required for the project
 - New plumbing fixture and equipment schedules.



- New soil waste and vent diagrams (if applicable), and new water distribution diagrams (if applicable).
 - Other necessary details required for a complete set of plumbing drawings.
- 6.23 Complete Electrical Drawings** including, but not limited to:
- Location and height of all existing switches and outlets, *including ground-fault circuit-interrupter (GFCI) protection in the locations required by the NEC.*
 - Location of all existing lighting fixtures.
 - Location of all existing electrical panels, location of the incoming electric service, size of the incoming electric service.
 - Definition of demolition scope as required for the project
 - Electric riser diagram (if providing a new building service), main distribution panel diagram (if providing a new main panel), electric panel schedules (if applicable).
 - Large scale floor plan of the electrical equipment room (if applicable).
 - Location of all existing or new exit and emergency lighting, location of all existing or new fire alarm audio visual devices, location of all existing or new pull stations.
 - Site lighting plan.
 - Other necessary details required for a complete set of electrical drawings.
- 6.24 Complete Fire Protection Drawings** (if applicable). Fire protection shop drawings shall be submitted to the authority prior to installation.
- 6.25 Green Development Plan** outlining the integrated design approach used for this development.
- 6.26** For projects that fall within the New Madrid Seismic Zone, a certification statement attesting to the fact that the buildings meet the seismic design requirements for earthquake resistant buildings.
- 6.27 Project specifications and design manual** outlining the necessary material, installation and other requirements to complete the scope of work for the successful construction of the project. This information shall be presented in the most current Construction Specifications Institute (CSI) format.
- 6.28** A current (\leq six months old) **ALTA/ACSM Land Title Survey**
- 6.29** A current (\leq twelve months old) **Phase I Environmental Site Assessment**. Please include all the assessment requirements under “New Construction” above, including applicable:
- All projects must comply with the IHDA Lead Based Paint Construction Guidelines.
<http://www.ihda.org/developer/architectureConstructionServices.htm>
 - Asbestos considerations (HUD, IEPA and EPA 40 CFR 61.145 and Illinois Department of Public Health regulations).
- 6.30 Mold considerations:**
- Fact Sheets from Illinois Department of Public Health:
<http://www.idph.state.il.us/envhealth/factsheets/mold.htm>
<http://www.idph.state.il.us/envhealth/factsheets/moisture.htm>
 - EPA Mold Site: <http://www.epa.gov/mold/>
- 6.30** *On smaller projects such as a single family home, multifamily building with less than 5 units, etc., (in lieu of the above rehabilitation requirements) the Authority may accept the following: a home inspection report by a licensed state inspector, radon report, asbestos inspection, termite report, lead based paint risk assessment and Housing Quality Standards (HQS) Report unless HOME funded which may require additional documentation. The scope of work shall address all listed deficiencies. If contemplating this approach please contact Authority Staff for approval prior to conducting any work or third party reports.*

7) Design and Planning



The following standards are being provided as an aid in the development and design process. These requirements represent the minimum standards as imposed by the Authority. In addition to the previously mentioned Codes and Regulations, the construction must also be consistent with recognized standards and accepted practices in the construction industry.

These standards are primarily for new construction. However, any new work done in any rehabilitation or adaptive reuse shall comply with the standards for new materials. If unsure as to which standards shall apply, consult with IHDA Architectural Services staff.

As these Projects will sustain affordable housing over the loan term, the Authority encourages the incorporation of innovation and cost effectiveness whenever possible. The Authority recommends careful consideration of the material selection for the project, as long lasting and durable materials that will minimize unnecessary maintenance and replacement are preferred.

7.01 Required Project Amenities:

- Secured building features, such as security staff, cameras, alarm systems, secure common hallways and entrances, etc. appropriate for the population served and the location of the Project.
- The capability for each unit to access high-speed internet either through wireless service to all residents or hard-wire connection, such as coaxial or Cat-5 cable.
- Window treatments for each unit, such as mini blinds or curtains.
- On-site laundry facilities that will include, at a minimum, one of the following: a.) one washer for every *ten (10)* units with one dryer for every two (2) washers, or b.) washers and dryers installed and maintained in every unit. The provision of washer/dryer hook-ups will not fulfill the requirement for on-site laundry. (See section 13.03 of this Standard.)

If the Project has three-bedroom units:

- The units must contain one full bathroom and a three-quarters bathroom consisting of a toilet, sink and shower.

If the Project has four or more bedroom units:

- The units must contain at least two full bathrooms.

Recreation space:

- Elderly Projects, Supportive Housing Projects and SLF Projects, must include a furnished multipurpose or activity room appropriately sized for the development.
- All non-elderly Projects must include a fully equipped indoor or outdoor playground or tot lot appropriately sized for the Project.

8) Accessibility Standards

Accessibility Codes and Acts: One or more of the following accessibility Codes and Acts shall be applicable to any development funded by IHDA. When there is a conflict in the design requirements of the various Acts and Codes, the most stringent requirements will prevail. If unsure as to which standards shall apply, Authority Architectural Services staff should be consulted.

8.01 Fair Housing Act:

All new construction projects of four or more dwelling units and all buildings constructed for first occupancy after March 13, 1991 are required to comply with accessibility standards and design requirements mandated by Federal Fair Housing Act and ICC/ANSI A117.1, Latest Edition.

<http://www.hud.gov/offices/fheo/disabilities/fhefhag.cfm>



8.02 Illinois Accessibility Code:

Housing units that are owned or financed by a governmental unit (Authority) that consist of five or more dwelling units on each project site, shall comply with all requirements of Section 400.350, Multi-Story Housing requirements Section 400.360, Requirements for Adaptable Dwelling Units of The Illinois Accessibility Code. Renovation projects must comply with Section 400.510 of the Code to determine the level of accessibility required.

http://www.illinoisattorneygeneral.gov/rights/environmental_barriers.html

8.03 ICC/ANSI A117.1-Latest Edition:

Projects seeking Tax Credits, either through tax-exempt bonds (4% Tax Credits) or through the competitive round (9% Tax Credits) must provide the percentage of Accessible and Sensory Impaired units as specified in the LIHTC Qualified Allocation Plan (QAP).

http://www.ihda.org/developer/documents/2014QAP-FINALGOVAPPROVED_001.pdf

8.04 Section 504 of the 1973 Rehabilitation Act:

Projects that receive federal financial assistance must comply with Section 504 of the 1973 Rehabilitation Act and 1984 Uniform Federal Accessibility Standards (UFAS):

www.access-board.gov/ufas/ufas.pdf

<http://www.hud.gov/offices/fheo/library/UFASAccessibilityChecklistforPHAs-5-7-08.pdf>

8.05 The Americans with Disabilities Act:

The common areas open for public use, such as a property management or rental office, shall comply with the requirements of The Americans with Disabilities Act (latest *edition*).

8.06 Local Building Codes:

Projects must comply with the adopted local building code.

Technical Requirements:

- 8.06 For new constructed buildings that do not have an elevator, 100% of the total number of Ground Floor units must comply with the requirements of the Fair Housing Act and 20% of the total number of dwelling units must comply with the Requirements for Adaptable Dwelling Units, Chapter I, §400.360 of the Illinois Accessibility Code.
- 8.07 For new constructed buildings equipped with an elevator, 100% of the total number of units must comply with the requirements of the Fair Housing Act and 20% of the total dwelling units must comply with the Requirements for Adaptable Dwelling Units, Chapter I, §400.360 of the Illinois Accessibility Code.
- 8.08 New construction projects that are recipients of federal financial assistance, in whole or in part, shall have a **minimum** of 5%, or percentages as required by the QAP when applicable, of the total number of units or at least one unit (whichever is greater) constructed as being fully accessible for persons with mobility impairments. A **minimum** of an additional 2% of the total number of dwelling units or a least one unit (whichever is greater) must be suitable for occupancy by people with hearing or visual impairments. The number of hearing and visual impaired units shall not be included in the required unit count for accessible units. In projects where there is a variety of units are offered, at least one of each type of unit, including town houses, must be accessible to persons who are mobility impaired. The development must offer the same choices and variety of units to persons with mobility impairments as those who are not mobility impaired. This requirement will overlap some of the other required code requirements and together will satisfy all of the accessibility code requirements.
- 8.09 For rehabilitation projects, Section 400.510 of the Illinois Accessibility Code will determine the level of accessibility required. In addition, projects that receive federal financial assistance will also be required to comply with 24 CFR § 8.23, Alterations of existing housing facilities.
- 8.10 Unless technically infeasible, existing buildings where a change of occupancy occurs shall comply with the requirements for new construction mandated by the Illinois Accessibility Code and local building codes.



- 8.11 For projects renovating existing buildings, special accommodations to these standards may be allowed with approval from the Authority. Approval of conditions must be received prior to project board approval by submitting a written statement clarifying why accessible accommodations cannot be provided. Any request submitted must be based on code definitions, and adequate documentation must be provided for evaluation. A statement outlining the approval must be submitted with the final plans and specifications for plan review. Accommodations will only be granted if a development is deemed to be providing reasonable accommodation for accessible units as determined by the Authority.
- 8.12 Common use areas exclusively for tenants and their guests must meet the requirements the Illinois Accessibility Code and ICC/ANSI A117.1, latest edition.
- 8.13 The requirements described in Section 400.610 of the Illinois Accessibility Code will govern renovation of buildings of a historic nature and any requirements of the State of Illinois Historical Agency.

9) Visitability

Visitability design criteria allow persons with disabilities, access to residential units by providing them with the opportunity to visit friends and family. It incorporates the following in all new construction, additions and alterations, and rehabilitation projects whenever practical and feasible. Visitability design criteria will be required in all single-family, townhomes, single story dwelling units and multi-story dwelling units. In multi-story elevator buildings every unit shall be visitable, in multi-family non-elevator buildings only the ground floor units shall be visitable.

Design Considerations

- 9.01 An accessible route must be provided from the point of arrival to the main entrance of each unit with a clear width of 36 inches and a running slope of not greater than 5% with a cross slope of not greater than 2%.
- 9.02 Each unit must have at least one zero-step entrance with a 36" wide entrance door. A zero-step entrance is one without a step at the entrance door and with less than 1/2" difference between the inside and outside surfaces, or with a threshold with less than a 1/2" rise. An overhang or porch roof is recommended to protect the entrance from the elements.
- 9.03 The main entrance door to each unit must be a minimum of 36 inches wide. All other doors on the main level shall be a minimum of 34 inches wide.
- 9.04 Provide an accessible powder room or a full bathroom on the main entrance floor in compliance with the requirements of Section 4.34.5 of the Uniform Federal Accessibility Code or Sections 603-610 and 1002.11 of ICC/ANSI A117.1, latest edition.

10) Site Standards

- 10.01 All roofs, paved areas, yards, courts and courtyards shall drain into a separate storm sewer system, or a combined sewer system if permitted by the jurisdiction, or to an approved place of disposal.
- 10.02 Where approved, storm water from the roofs, paved areas, yards, courts and court yards, may be permitted to discharge onto flat areas, such as streets, parking areas, or lawns, provided that the storm water flows away from the building.
- 10.03 Storm water discharge and disposal must be acceptable to the local authorities and the State of Illinois Environmental Protection Agency.
- 10.04 Finished grade at the exterior perimeter of the building shall be not less than 4-inches below the top of the exterior face of the foundation wall and slope away from the building at a slope of 5% for a minimum of 10-feet measured perpendicular to the wall.
- 10.05 Buildings located within the 1% flood plain shall be avoided and may not be financed. *All projects located on the flood plain shall submit proof of flood insurance. Federally-funded projects located in the flood plain are subject to the 8-step process as determined by HUD.*



- 10.06 Projects shall not be located in proximity to environmental hazards.
- 10.07 Sites that are divided by a heavily traveled major traffic artery shall be avoided and may not be financed.
- 10.08 All projects must specify method of irrigation (*automated or manual*) provided for the project for proper maintenance of planted material (*e.g. trees, shrubs, sod, seeded areas, etc.*).

Parking Areas and Sidewalks:

- 10.09 The design of private internal roadways and sidewalks must meet the local design requirements to enable them to be acceptable to the municipality in order to qualify for future dedication to the municipality. Parking areas must be paved and graded for proper drainage as set forth in the HUD Minimum Property Standards. A link can be found at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsggh/4910.1

- 10.10 Parking spaces shall be provided as per local zoning ordinance but in no case be less than one parking space per dwelling unit except for the following:

1. Supportive Living Facilities for the Frail Elderly (Illinois Department of Public Aid)- one (1) parking space shall be provided for each 10 units plus one (1) parking space for every two staff members and ten percent (10) of the total number of units for visitor parking or as per local ordinance, whichever is greater.
2. Single Room Occupancy (SRO): one (1) parking space shall be provided for each 10 units or as per local ordinance, whichever is greater.
3. Supportive Family Housing: one (1) parking space shall be provided for each 5 units or as per local ordinance, whichever is greater.

- 10.11 Double loaded 90-degree parking areas shall be a minimum width of 60-feet and single loaded 90 degree parking areas shall have a minimum width of 42-feet. The intermediate aisle shall be a minimum of 24-feet in width.

- 10.12 A minimum of two percent (2%), but not less than one of the total number of parking spaces provided shall be accessible or as per local ordinance whichever is greater. When accessible parking spaces are provided, one space in every 6 or fraction thereof shall be van accessible.

Exception: Where parking is provided for all residents, one accessible parking space shall be provided for each accessible dwelling unit. Where parking is provided for only a portion of the residents, an accessible parking space shall be provided on request of the occupant of an accessible dwelling unit.

- 10.12.1 Each accessible parking space shall have its own access aisle and all access aisles shall blend to a common level with an accessible route.

- 10.12.2 In multi-family developments, when covered parking is provided a minimum of two percent (2%) of the covered parking spaces shall be accessible. If garages are provided, the minimum dimensions shall be per applicable code and the door shall be 9' wide. Covered parking shall be defined as either an indoor parking garage or an outside parking lot carport.

- 10.12.3 Accessible parking spaces and access aisles shall be designed so that cars and vans, when parked, cannot obstruct the required clear width of adjacent accessible routes. They shall not have a slope greater than 2% in all directions.

- 10.13 In single family developments with single car garages, the minimum garage dimension will be 11' wide by 20' deep with an 8' wide door.

- 10.14 Concrete curbs at all access drives and parking lots must be provided.

- 10.15 Access for fire-fighting equipment must be provided in accordance with the requirements of the local authorities.

- 10.16 All sidewalks along the accessible route must be a minimum of 5-feet in width with the exception of service walks which may be 3-feet in width.



Exception: A minimum 6-foot wide sidewalk is required when parking spaces abut sidewalks and the edge of the sidewalk becomes the wheel stop. If pre-cast concrete wheel stops are provided and set a minimum of 30-inches from the edge of the sidewalk to the centerline of the wheel stop, then a 5-foot wide sidewalk will be permitted.

- 10.17 Refuse collection stations must be on an accessible route and screened with permanent enclosures. Paved areas adjacent to the collection stations must be designed to provide adequate bearing for heavy garbage trucks.

11) Building Standards

Foundations:

- 11.01 The owner/developer must submit a soils report including a boring log. In projects composed of one building exceeding 2000 SF, there shall be a minimum of three borings within the building footprint and 2 borings along sidewalks and roadways. In projects with multiple buildings exceeding 2000 SF, there shall be a minimum of nine borings within the building footprints and evenly distributed throughout the project or as otherwise directed by the structural engineer. In addition for both single family and multi family, on previously developed lots at a minimum one boring is required within the footprint of each former structure. Borings shall extend to a minimum of 15 feet below the natural grade. For high-rise buildings at least one boring shall extend down to 100' below the natural grade or hardpan.
- 11.02 Wall and column support footings shall be constructed of cast-in-place concrete. They shall be reinforced to accommodate the design loads. Timber, steel grillage, or other material used for footings will not be permitted. Wall and column footings shall not bear on frozen ground or unsuitable soil.
- 11.03 Cast-in-place concrete, precast concrete and masonry foundation walls will be permitted and shall be designed to meet the requirements of the local building code. Wood foundation systems, rubble stone or any other similar materials used for foundation walls will not be permitted.
- 11.04 A under slab drainage system must be installed when the water table is 5-feet or less below the bottom of the floor slab to prevent hydrostatic pressure build-up from groundwater fluctuation

Exterior Walls:

- 11.05 Exterior wall facings shall consist of 4-inch face brick, stone, concrete masonry units, aluminum siding, vinyl siding, metal lath and cement stucco, glass and aluminum curtain wall systems, prefinished steel panels, cementitious siding, treated engineered wood siding, insulated precast concrete decorative panels, wood siding or Authority approved equal.
- 11.06 Exterior Finish and Insulation System (EFIS) is permitted in limited areas as an exterior facing with the approval of the Authority.
- 11.07 Special attention shall be given to a review of the lintels and mortar joints when rehabilitating masonry structures. A detailed repair scheme must be incorporated in the plans and specifications including the clearly defined areas where lintel repair and tuckpointing work is to be performed.

Stairs:

- 11.08 Open risers are not permitted.
- 11.09 Outdoor stairs and their approaches shall be designed so that water will not accumulate on walking surfaces.
- 11.10 When stairs are installed along routes that are required to be accessible, there must be an alternative way to get between levels. If the alternative way is an elevator or lift, the stairs do not need to comply with Section 504 of ANSI A117.1-2003. If the alternative way is a ramp, the stairs must comply with Section 405 of ANSI A117.1-2003. When an accessible route consists of both a ramp and stairs, it is recommended they are located in close proximity so people who can use only one of the two (such as the ramp), need not travel an unreasonable additional distance.
- 11.11 Exterior fire escapes shall not be permitted in new construction projects but will be acceptable as a means of egress component in existing buildings only.



12) Dwelling Unit Standards

12.01 The following table indicates the Authority’s minimum acceptable dwelling unit size:

Dwelling Type	Area (Inside dimensions)
Efficiency (Studio) Unit not including SRO Unit (see below)	300 SF (New Construction) 250 SF (Rehabilitation)
Supportive Living Facility	300 SF (for one occupant) 450 SF (for two occupants)
One Bedroom Unit	525 SF (New Construction) 500 SF (Rehabilitation)
Two Bedrooms/One Bath Unit	700 SF
Two Bedrooms/One One-Half or Two Bath Unit	750 SF
Three Bedrooms/One Three-Quarters Bath Unit	950 SF
Four Bedrooms/Two Bath Unit	1100 SF
Five Bedrooms/Two Bath Unit	1250 SF
<p>Single Room Occupancy (SRO) Unit: A SRO unit shall contain not more than one habitable room consisting of not less than 180 square feet and not more than 250 square feet of floor area (for one occupant) / 400 square feet of floor area (for two occupants) for new construction projects and not less than 150 square feet for rehabilitation projects, excluding the floor areas for bathrooms, toilet rooms, laundries, pantries, foyers, corridors, storage spaces, stairways and closets.</p> <p>Exception: When financial assistance also includes the Illinois Department of Healthcare and Family Services, the SRO unit shall have a minimum of 300 SF for a single occupant unit and 450 SF for a two-occupant unit. This is required for both new construction and rehabilitation projects.</p>	

12.02 Room Sizes: Unit living rooms (excluding Efficiency, Studio, SLF units, or combined living areas) shall contain a minimum of 150 SF (120 SF for rehabilitation) and have a minimum dimension of 10-feet in any horizontal dimension. All other habitable rooms shall have a minimum size of 100 SF, not including closets, and a minimum dimension of 9-feet in any horizontal dimension.

12.03 The minimum ceiling height in all habitable rooms shall be 7-feet 6-inches. Soffits may be dropped to 7'-0" A.F.F. if soffit area does not exceed 20% of room area.

12.04 Carpet shall not be permitted as a floor finish in *laundry rooms*, kitchens, and bathrooms.

12.05 Prefabricated shower and/or bathtubs units shall be specified and provided with factory installed integral reinforcing, cast into the grab bar compliant locations of the unit walls. When prefabricated units are installed in multi-unit apartments they must have a single layer of water resistant wall sheathing installed prior to the unit being placed.

Exception: The installation of grab bars shall be required in dwelling unit bathrooms to be occupied by elderly, severely disabled people, and units required to be fully accessible.

13) Mechanical, Plumbing and Electrical Systems

Penetrations of floor/ceiling assemblies and assemblies required to have a fire-resistance rating shall be protected in accordance with the 2012 edition of the applicable International Building Code, as well as: all cutting, notching, and



boring in wood and steel framing.

To the greatest extent feasible, mechanical rooms shall be designed with maintenance in mind. The layout of the equipment should be accessible (i.e. the servicing of one component should not require the removal of another).

Heating, ventilating, and air-conditioning systems:

- 13.01** All units shall be heated and air-conditioned. Heating, ventilating, and air-conditioning systems shall be designed and installed according to the requirements of the local building code. If no building code is adopted within the jurisdiction the International Mechanical Code, 2012 edition shall apply. They shall also comply with the efficient utilization of energy in accordance with the 2012 edition of the International Energy Conservation Code. Lastly, the United States Department of Energy RESCheck or COMCheck compliance verification and code requirements must be submitted to the Authority for review.
- 13.02** The installation and approval of fuel gas distribution piping and equipment, fuel gas-fired appliances, and fuel gas-fired venting systems shall be in accordance with the 2012 edition of the International Fuel Gas Code or the local building code whichever is most stringent.

Plumbing

- 13.03** The Illinois State Plumbing Code, the local plumbing code, and these standards shall govern all plumbing work performed on new construction and new work on the renovation, rehabilitation or preservation of existing buildings. Whenever there is a conflict in the requirements between the regulations, the more stringent requirement will prevail.
- 13.04** No Project shall be served by a well or septic system.
- 13.05** All plumbing shall be performed only by Illinois licensed plumbers and apprentice plumbers under the direction of a licensed plumber.
- 13.06** All equipment used for heating water or storing hot water shall be provided, at the time of installation of such equipment, with an appropriate relief valve or valves to protect against excessive or unsafe temperature and/or pressure.
- 13.07** On renovation, rehabilitation or preservation projects, replacement of the lead pipe incoming water service shall be required.
- 13.08** Water distribution piping from the water meter throughout the building shall be "Type K" for below ground piping, and "Type L" copper or PEX for above ground piping. CPVC, Polybutylene and "Type M" copper water distribution pipe shall not be permitted. PEX piping shall be allowed to be installed below floor slabs of slab-on-grade construction with the following restrictions:
- Tubing must be continuous – no fittings shall be allowed below the slab
 - Tubing must be completely buried by a suitable, easily compacted, backfill material such as sand or pea gravel
 - Tubing shall not be mounted between the slab and reinforcing
 - PEX tubing shall be protected with a non-metallic sleeve where it penetrates the slab, and may be carefully tied to vertical re-bar, wood stakes or rigid drain pipe for support to prevent movement of the pipe as the slab is installed. This sleeve must extend a minimum of 6" above or below the slab
 - The space between the PEX and the sleeve should be sealed to prevent any leakage into the building. Sealant used shall meet with manufacturer's instructions.
 - If termiticides or pesticides are required to be applied, the exposed ends of the tubing shall be capped prior to installation of the chemicals, and installer must ensure no pooling or puddling of chemicals occurs between the sleeve and slab penetration
 - Maximum length of PEX allowed under slab is limited to a horizontal run of 10'-0".



13.09 Dielectric isolation shall be provided between ferrous and non-ferrous metals. Provide dielectric unions at points of connection of copper piping to ferrous piping and equipment or fittings.

Electrical

13.10 The National Electrical Code, the local electrical code, and these standards shall govern all electrical work performed on new construction and new work on the renovation, rehabilitation or preservation of existing buildings. Whenever there is a conflict in the requirements between the regulations, the more stringent requirement shall prevail.

13.11 The electric service to each dwelling unit shall be metered separately in all new construction projects. One central meter shall only be permitted with a letter of approval from the electric utility company.

13.12 The minimum electric service to a dwelling unit shall be 100-amperes. Existing electrical service may be allowed to remain for apartment unit rehabilitations. A load calculation for the proposed design should be provided to ascertain if the existing service is adequate or if it needs be increased accordingly. In no event shall the service be less than 60 amps.

13.13 Copper wiring is required in all branch circuits and within all units. Aluminum and aluminum clad copper wiring is ONLY allowed in feeders 60 amps or larger terminating in disconnects and electrical panels with lugs that are rated and suitable for aluminum wiring. The line from the transformer to the meter is regulated by the National Electrical Code and/or the local utility company whichever is most stringent.

13.14 In existing buildings that have existing aluminum wiring, all switches and outlets rated 20-ampere or less directly connected to aluminum conductors must be marked CO/ALR.

13.15 Every dwelling unit in buildings serviced by natural gas shall be equipped with at least one approved carbon monoxide (CO) alarm in an operating condition within 15 feet of every room used for sleeping purposes and meet the requirements of the Carbon Monoxide Alarm Detector Act (Public Act 094-0741). All CO alarms shall be hard wired in new construction with appropriate battery back-up. Rehabilitation project may utilize battery powered or plug in CO detectors if allowed by local Authority Having Jurisdiction, and approved in advance of construction by the Authority.

13.16 *Every dwelling unit at a minimum shall be equipped with at least one approved smoke detector in an operating condition within 15 feet of every room used for sleeping purposes and meet the requirements of the Smoke Detector Act (Public Act 425 ILCS 60).*

14) Energy Efficiency and Green Criteria

The energy efficiency and green criteria below apply to all Authority financed projects.

14.01 Minimum 2012 Illinois Energy Conservation Code Design Requirements

This section outlines some of the energy code compliance requirements based upon the **prescriptive option** of the Illinois 2012 IECC for **single family and low rise residential buildings, 3 stories or less**.

The full code, information on the **performance option** and the provisions for **buildings 4 stories and over** can be found at: www.ildceo.net/energycode or www.iccsafe.org.

A quick reference guide for the 2012 IECC can be found at: www.reca-codes.com

Single Family and Low Rise Residential Buildings, 3 Stories or Less										
2012 IECC: Table R402.1.1 for climate zones 4 and 5										
Climate	Windows			Insulation				Foundation		
	Fenestratio	Skylight	Glazing	Ceiling	Wood	Mass	Floor	Basement	Slab	Crawl



Zone	n U-Factor	U-Factor	Fenestration Factor	R-Value	Frame Wall R-Value	Wall R-Value	R-Value	Wall R-Value	R-Value And Depth	Space Wall R-Value
Zone 5	0.32	0.55	NR	49	20 or 13 + 5	13/17	30	15/19	10, 2 ft.	15/19
Zone 4	0.35	0.55	0.40	49	20 or 13 + 5	13/17	19	10/13	10, 2ft	15/19

NR indicates No Requirements

a. **Air Sealing - Blower Door Test** (IECC Section R402.4)

The building is required to be properly sealed, tested and verified as having an air leakage rate no higher than 5 ACH.

Existing buildings undergoing additions, alterations, renovations, repairs, changes in use, changes in space conditioning or mixed occupancies shall meet the above Air Sealing – Blower Door Test requirements unless the project meets the exceptions listed in IECC Section R101.4 and the energy use is not increased.

Tests shall be provided in all units of projects containing buildings with 4 units per building or less, and in each unit type on every floor of any multi-unit apartment building containing more than 4 units.

b. **Duct Leakage Test** (IECC Section R403.2)

Ducts must be tested and verified to have a total leakage of no more than 4cfm/100 sf. ft. Exception: Where air handler and all ducts are inside the conditioned space no duct leakage test is required.

c. **Documentation**

- Maintenance instructions shall be furnished for equipment and systems that require preventative maintenance. R303.3
- A permanent certificate listing all energy efficiency material and equipment values shall be posted on or in the electrical panel. A complete list of required values can be found in Section R401.3 of the IECC.
- Blower door test results.
- Duct leakage test results were applicable.

14.02 Additional Mandatory Design Requirements above the 2012 Illinois Energy Conservation Code

All projects seeking funding from the Authority must comply with the following criteria from the Enterprise Green Communities Criteria 2011 below. If projects are seeking 3rd party certification from Enterprise Green Communities, U.S. Green Building Councils LEED certification or ICC 700 – 2012 National Green Building Bronze Level or higher certification, the specific 3rd party certification requirements will supersede the mandatory requirement outlined below.

Additional information regarding the mandatory sections outlined below can be found at:

<http://www.greencommunitiesonline.org/tools/criteria/index.asp>

IHDA Mandatory Requirements Enterprise Green Communities Criteria 2011	
Requirement	Mandatory Section
Section 3: Site Improvements	Only if providing landscaping. 3.4 Landscaping: Provide a tree or plant list certified by the architect or landscape architect that the selection of new trees and plants are at least 50 percent native and/or adaptive species, 100 percent appropriate to the site's soils and microclimate and do not include invasive species. The minimum cost for the landscaping shall be 2% of the hard construction cost of the project. (Landscaping hard cost include: vegetation, hardscape, fencing, irrigation, lighting and furnishings.)



	Exception: IHDA approval will be required for the amount of landscaping provided for projects where the open land for landscaping is limited.
Section 4: Water Conserving Fixtures	<p>4.1 (New Construction Only): Indicate on the drawings that water-conserving fixtures with the following minimum specifications will be used: toilets-1.28 GPF, urinals – 0.5 GPF, showerheads - 2.0 GPM, kitchen faucets - 2.0 GPM, bathroom faucets – 1.5 GPM</p> <p>(Rehab Only): Install water-conserving fixtures with the following minimum specifications wherever and whenever they are replaced: toilets-1.28 GPF, urinals – 0.5 GPF, showerheads - 2.0 GPM, kitchen faucets - 2.0 GPM, bathroom faucets – 1.5 GPM</p>
Section 5: Energy Efficiency	5.4 Energy Star Appliances: Install Energy Star clothes washers, dishwashers and refrigerators.
Section 8: Operation and Maintenance	<p>Section 8.1 Building Maintenance Manual: Provide a manual that includes the following: a routine maintenance plan, operations and guidance for all appliances, HVAC operation, water-system turnoffs, lighting equipment, paving materials, landscaping, green cleaning products and schedule, pest control, and other systems that are part of each occupancy unit; and an occupancy turnover plan.</p> <p>Section 8.4 Project Data Collection and Monitoring System Collect and monitor project performance data on energy, water, and, if possible, healthy living environments for a minimum of five years. Allow IHDA access to that data. For sub-metered projects, property owner /developer must agree to collect utility release forms from a percentage of residents to track actual utility data of a sample of homes. The following table identifies the percentage of residents for which the property owner /developer must collect and track utility data, as based on the project size in total number of units.</p> <p>Number of units / Percentage of units 0 – 25 units / 50% 25 – 100 units / 25% 100+ units / 15%</p> <p>Provide IHDA with access to the performance data annually for a five-year period through the IHDA Utility Release Form submitted prior to final closing and /or the EPA's Portfolio Manager account information to help populate its database intended to collect national information on green affordable housing.</p> <p>Multifamily building data can be tracked and analyzed using EPA's Portfolio Manager tool: www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager The Portfolio Manager Overview is an interactive energy management tool that allows the project team to track and assess energy and water consumption across its entire portfolio of buildings in a secure online environment.</p>

14.03 New technologies: Projects incorporating new technologies (items such as: alternative building systems, new design components and/or materials, etc.) for the purposes of decreasing operating costs will need to be justified through the use of a cost benefit analysis. Applicable new technologies shall include any proposed efficiencies in excess of those indicated in the 2012 International Energy Conservation Code/ASHRE Standard 90.1-2010, the IHDA Green Criteria or beyond those typically employed in similar housing. New technologies shall have a payback period within 18 years. Simple payback analysis shall at a minimum be utilized, or: the initial cost of the technology (or differential cost over its equivalent) divided by the annual energy savings due to the new technology. The payback



period shall be calculated using the current IHDA underwriting forecasting assumptions and shall incorporate maintenance costs, adjustments for any needed life cycle repairs and/or reserves. In any event the technology employed needs to be proven and not experimental.

15) Community Facilities

Community facilities such as offices, dining, mail pick-up, and other necessary functions shall be situated where they can be easily found by the residents. Most of these facilities shall be centrally located in close proximity of the primary entrance.

15.01 Where a community room is provided it shall have a kitchen that at a minimum has a sink, range/oven, refrigerator, base and overhead storage and complies with the requirements of Section 8.00 "Accessibility Standards" of this Standard. *Other than for SRO occupancies, a microwave is not a substitute for a range/oven.*

15.02 Common-use laundry facilities, if provided, should be in accordance with the Illinois Plumbing Code, shall be on an accessible route and comply with the following:

- a. Provide one automatic clothes washer for every *ten (10)* apartments.
- b. Provide one clothes dryer for every two (2) washers.
- c. Five percent (5%) of the total automatic washing machines and clothes dryers in laundry rooms, or a minimum of one (1) each, shall be front loading.

When common-use laundry facilities are not provided on-site, automatic washers and clothes dryers **must** be provided within all the dwelling units by the owner/developer.

15.03 When common-use laundry facilities are provided on-site to satisfy the requirements of section 15.02 above, washer and dryer hook-ups **may** be provided within individual dwelling units without the need to supply the automatic washer and clothes dryer.

15.04 Tenant bulk storage shall be provided in a separate closet or closets within the apartment unit or in a common tenant storage room. If provided within a closet, the provided volume must be free and clear from the floor to the ceiling without any shelving. The total volume provided within all bulk storage areas shall be as follows:

Dwelling Type	Volume
Efficiency/ Single Room Occupancy SRO	32 cubic feet
1-bedroom unit	72 cubic feet
2-bedroom unit	128 cubic feet
3-bedroom unit	200 cubic feet
4-bedroom unit	288 cubic feet

15.05 If provided, bicycle storage facilities shall be located in exterior areas with bicycle racks, and/or in a separate room in the building or in a separate storage building.

16) Management, Office and Maintenance Spaces

16.01 If the size of the project warrants a separate common space for the management staff and rental office, it shall include an office large enough to accommodate a secretarial space, a waiting /reception area, at least one accessible public restroom, and a storage/coat closet. These areas must be located on an accessible



route from the point of arrival and accessible to persons with disabilities. These areas may be in separate buildings, such as a clubhouse, or on the ground floor to allow for maximum site and building surveillance.

- 16.02 When a separate workroom or repair shop having vehicular access is provided, it shall be appropriately sized and include storage facilities, a utility sink, toilet facilities, and work bench.
- 16.03 Refuse collection and compactor rooms shall be mechanically ventilated and be in a room completely separated from the remainder of the building with walls and ceiling that has a fire rating of not less than 1-hour. Where the room is serviced by a trash chute, an automatic sprinkler head shall be provided at the top of the trash chute. Openings into the room shall be protected with a fire rating of not less than 1-hour and doors shall be equipped with closing devices. A concrete slab shall directly link access from this area to the exterior pick-up point. Floor drains shall be provided at these locations.
- 16.04 Refuse and laundry chutes shall not be used for any other purpose. The chutes shall have a fire resistive rating of not less than two-hours for buildings containing four or more stories and 1-hour in buildings less than four stories. An automatic sprinkler system shall be installed at the top of refuse and linen chutes and in their terminal rooms. Chutes extending three or more floors shall have additional sprinkler heads installed within the chute on alternate floors and be accessible for servicing. *Trash chute access doors shall have lever operating device if not automatically actuated.*
- 16.05 Retail stores and other commercial space shall not be included as part of the Authority financing.
- 16.06 Office facilities within the Project are substantially restricted by various rules and regulations. If office space is contemplated, it must be for the exclusive use of the tenants or for the operation of the building. The sponsor shall discuss the plans with Authority's staff at the earliest opportunity.

17) Recreational Facilities

- 17.01 Indoor recreational facilities, if provided, shall be located within the Project and shall comply with the following **minimum** size requirements:

Dwelling Type	Area
5-100 dwelling units	600 square feet
101-300 dwelling units	800 square feet
301-500 dwelling units	1200 square feet

- 17.02 Outdoor recreation facilities, if provided must be on an accessible route. Swimming pools and wading pools must meet the Minimum Sanitary Regulations for the Design and Operation of Swimming Pools and Bathing Beaches by the Department of Public Health, State of Illinois, any local Public Health Department regulations and the Americans with Disabilities Act.
- 17.03 Play areas for younger children shall be centrally located and surrounded by dwelling units. An accessible route must be provided to the play area. The ground surface of the play area shall be stable, firm, and slip resistant. Where play components are provided, they shall be ADA approved.

18) Supportive Living Facilities (SLF)

An SLF is a residential setting in Illinois that provides or coordinates flexible personal care services, 24 hour supervision and assistance (scheduled and unscheduled), activities, and health related services with a service program and physical environment designed to minimize the need for residents to move within or from the setting to accommodate changing needs and preferences; has an organizational mission, service programs and a physical environment designed to maximize residents' dignity, autonomy, privacy and



independence; and encourages family and community involvement.

Building Construction:

- 18.01** All SLF developments must be approved by the State of Illinois Department of Healthcare and Family Services. Written approval from DHFS must be provided to IHDA at the time the application is submitted. The SLF's architectural plans shall conform to Title 89, Social Services, Chapter 1: Department of Healthcare and Family Services, Subchapter d: Medical Programs, Part 146.210 Structural Requirements, An SLF's architectural plans shall conform to the current State building codes for the respective building type, local Fire and Life Safety Standards for health care occupancy or the 2000 National Fire Protection Association Life Safety Code (NFPA) 101, Chapter 32, Residential Board and Care Occupancies, National Fire Protection Association, 1 Batterymarch Park, Quincy MA 02269 (March 11, 2003, no later amendments or editions included) or local building codes if more stringent.
- 18.02** Each SLF shall meet accessibility standards as related to the Americans with Disabilities Act of 1990, the Illinois Accessibility Code, Section 504 of the Rehabilitation Act of 1973 (if applicable), the Fair Housing Act and the local building code.

19) Factory Built Homes

This section Factory Built Homes refers to both manufactured and modular housing. The proposed manufacturer must have at least five-years' experience in manufacturing similar housing units. In addition, the installer/general contractor must have prior experience in setting and finishing factory built housing. Factory built housing units for multi-family applications will only be allowed for up to one-story in height. Factory built housing units for single-family, detached units will be allowed for up to two-stories in height. The design, construction and installation of the Factory Built Homes must incorporate all applicable wind, live, dead, snow and seismic design loads including geotechnical characteristics based on the specific geographical site conditions. As applicable, factory built housing must comply with the requirements of Title 24, Part 3280 Manufactured Home Construction and Safety Standards, Housing and Urban Development, the Authority Standards including the following modifications. Factory built housing must also comply with the Illinois Department of Public Health requirements including: [Approved Manufacturers](#), [Regulations for Factory Built Structures in Illinois](#), and [Guidelines for Installing Manufactured Homes in Illinois](#). The last link, "Guidelines for Installing." is only intended to be used for installations where the manufacturer's installation instructions are not available.

- 19.01** The minimum ceiling height in all habitable rooms shall be 7-feet 6-inches.
- 19.02** All exterior doors shall have a 32-inch clear width measured from the face of the door to the opposing stop when the door is open at 90-degrees and a minimum height of 80-inches.
- 19.03** All interior doors shall have a nominal 32-inch clear width measured from the face of the door to the opposing stop when the door is open at 90-degrees and a minimum height of 80-inches.
- 19.04** Living rooms shall contain a minimum of 150 SF and a minimum dimension of 10-feet in any horizontal dimension. All other habitable rooms shall have a minimum size of 100 SF not including closets and a minimum dimension of 9-feet in any horizontal dimension.
- 19.05** Hallways shall have a minimum horizontal dimension of 36 inches measured from the interior finished surface to the interior finished surface of the opposite wall.
- 19.06** Carbon monoxide detectors shall comply with the State of Illinois Carbon Monoxide Detector Act and shall be hardwired. Smoke detectors shall be hardwired with battery back-up.
- 19.07** All manufactured housing must comply with the energy conservation requirements of the International Energy Conservation Code, latest edition, and the energy conservation measures outlined in these standards.
- 13.17** Water distribution piping from the water meter throughout the building shall be "Type K" for below ground piping, and "Type L" copper or PEX for above ground piping. CPVC, Polybutylene and "Type M" copper water distribution pipe shall not be permitted. PEX piping shall be allowed to be installed below floor slabs of slab-on-grade construction with the following restrictions:



- Tubing must be continuous – no fittings shall be allowed below the slab
- Tubing must be completely buried by a suitable, easily compacted, backfill material such as sand or pea gravel
- Tubing shall not be mounted between the slab and reinforcing
- PEX tubing shall be protected with a non-metallic sleeve where it penetrates the slab, and may be carefully tied to vertical re-bar, wood stakes or rigid drain pipe for support to prevent movement of the pipe as the slab is installed. This sleeve must extend a minimum of 6" above or below the slab
- The space between the PEX and the sleeve should be sealed to prevent any leakage into the building. Sealant used shall meet with manufacturer's instructions.
- If termiticides or pesticides are required to be applied, the exposed ends of the tubing shall be capped prior to installation of the chemicals, and installer must ensure no pooling or puddling of chemicals occurs between the sleeve and slab penetration
- Maximum length of PEX allowed under slab is limited to a horizontal run of 10'-0".

19.08 All plumbing shall comply with the State of Illinois Plumbing Code and the HUD regulations, If there is a conflict, the more stringent requirement will prevail.

19.09 Copper wiring is required in all branch circuits and within all units. Aluminum and aluminum clad copper wiring is ONLY allowed in feeders 60 amps or larger terminating in disconnects and electrical panels with lugs that are rated and suitable for aluminum wiring. The line from the transformer to the meter is regulated by the National Electrical Code and/or the local utility company whichever is most stringent.

19.10 The minimum electric service to the dwelling unit shall be 100-amperes.

ADDENDUMS

20) General Contractor Certification

ADDENDUM #1

GENERAL CONTRACTOR CERTIFICATION

The General Contractor (GC) needs to comply with the following minimum requirements and provide a written response as indicated below:

Resume of the GC's experience that demonstrates a history of having performed similar work and type required for this development (number of projects, number of units, location of projects, contract value and capacity of the involvement).

The developments proposed project manager and site superintendent each has at least 5-years' experience with multifamily residential construction/rehabilitation.

A statement identifying all identities of interest with the project and subcontractors/vendors for this development. Provide the names of any other construction companies in which the GC had an affiliation.

A statement indicating the GC has not failed to construct or rehabilitate a project. That the GC has never started a project which was completed by another GC. That the GC was not a party to any project where a bonding, insurance or surety company claim was instituted against the GC due to lack of performance.



A statement that the GC has no legal or creditor related concerns. Specifically indicating that the GC entity, in addition to the individual members (owners, partners, officer, etc.) do not have any pending lawsuits, pending unresolved claims and has not declared bankruptcy within the past three years.

A statement that the controlling persons (owners, partners, officer, etc.) have not been convicted, are not in custody, are not under parole or under any other non-custodial supervision resulting from conviction in a court of any jurisdiction for the commission of a felony or criminal offense of whatever degree.

A statement that the controlling person (owners, partners, officer, etc.) is not currently under indictment or has not been changed under any State or Federal laws with the crime of bribery.

A statement that the GC is not debarred from working with the Federal government.

A statement that the GC has no past projects which were cited by HUD, the local or state agency for any wage/labor compliance issues.

If applicable, evidence of the firms status as a Minority Business Enterprise (MBE) /Women Business Enterprise (WBE).

The GC is capable of obtaining either: (a) Payment and performance bond by a company approved by the Authority equal to one hundred (100%) percent of the cost of construction of the development or (b) Unconditional, irrevocable commercial letter of credit, issued by a financial institution approved by the Authority, in an amount equal to twenty-five (25%) of the cost of construction of the development.

The GC must be able to provide evidence of the following insurance coverage amounts: Commercial General Liability Insurance in the minimum amounts of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. Evidence of Automobile Liability Insurance, Statutory Worker's Compensation and Excess/Umbrella Liability Insurance in the amount of \$5,000,000. The Owner and Illinois Housing Development Authority must be listed as Additional Insured on the Liability Insurance

I, _____ am duly authorized to execute this document and as the General Contractor certify that the statements in this certification are true, correct and complete. I understand that any misrepresentation, false information, or omission may result in disqualification of this and future projects.

Name _____ Position _____ Date _____





21) HOME Provisions

ADDENDUM #2

HOME PROVISIONS

In addition to the Standards noted above, for all projects having Authority provided HOME funding the following provisions will be applicable as per The Department of Housing and Urban Development, 24 CFR Parts 91 and 92, HOME Investment Partnerships Program: Improving Performance and Accountability; Updating Property Standards, Effective August 23, 2013.

Article I. §92.251 Property standards.

(a) New construction projects. (1) State and local codes, ordinances, and zoning requirements. Housing that is newly constructed with HOME funds must meet all applicable State and local codes, ordinances, and zoning requirements. HOME-assisted new construction projects must meet State or local residential and building codes, as applicable or, in the absence of a State or local building code, the International Residential Code or International Building Code (as applicable to the type of housing) of the International Code Council. The housing must meet the applicable requirements upon project completion.

(2) HUD requirements. All new construction projects must also meet the requirements described in paragraphs (a)(2)(i) through (v) of this section:

(i) Accessibility. The housing must meet the accessibility requirements of 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. Covered multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619).

(ii) [Reserved]

(iii) Disaster mitigation. Where relevant, the housing must be constructed to mitigate the impact of potential disasters (e.g., earthquakes, hurricanes, flooding, and wildfires), in accordance with State and local codes, ordinances, or other State and local requirements, or such other requirements as HUD may establish.

(iv) Written cost estimates, construction contracts and construction documents. The Authority (or its sub recipient) will ensure the construction contract(s) and construction documents describe the work to be undertaken in adequate detail so that inspections can be conducted. The Authority (or its sub recipient) will review and approve written cost estimates for construction and determine that costs are reasonable.

(v) Construction progress inspections. The Authority (or its sub recipient) will conduct progress and final inspections of construction to ensure that work is done in accordance with the applicable codes, the construction contract, and construction documents.

(b) Rehabilitation projects. All rehabilitation that is performed using HOME funds must meet the requirements of this paragraph (b).

(1) Rehabilitation standards. The Authority has established rehabilitation standards for all HOME- assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion (Addendum #3). The Authority's (or its sub recipient) 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 rehabilitation standards must address each of the following:

(i) Health and safety. life-threatening deficiencies must be identified as per the UPCS inspection and if present must be addressed immediately if the housing is occupied.



(ii) *Major systems.* Major systems are: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and air conditioning. For multifamily housing projects, a capital needs assessment shall be used to determine the remaining useful life of major systems. For rental housing, if the remaining useful life of one or more major system is less than the applicable period of affordability, the Authority will ensure that a replacement reserve is established either through capitalization from an eligible fund source, and/or that monthly payments are made to the reserves that are adequate to repair or replace the systems as needed. For homeownership housing, upon project completion, each of the major systems shall have a remaining useful life for a minimum of 5 years or for such longer period specified by the Authority, or the major systems must be rehabilitated or replaced as part of the rehabilitation work.

(iii) *Lead-based paint.* All applicable housing will meet the lead-based paint requirements at 24 CFR part 35.

(iv) *Accessibility.* All applicable housing will meet the accessibility requirements in 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. Covered multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619). Rehabilitation may include improvements that are not required by regulation or statute that permit use by a person with disabilities.

(v) [Reserved]

(vi) *Disaster mitigation.* Where relevant, the housing to be improved will mitigate the impact of potential disasters (e.g., earthquake, hurricanes, flooding, and wildfires) in accordance with State and local codes, ordinances, and requirements.

(vii) *State and local codes, ordinances, and zoning requirements.* The rehabilitated portion of the housing shall meet all applicable State and local codes, ordinances, and requirements or, in the absence of a State or local building code, the International Existing Building Code of the International Code Council.

(viii) *Uniform Physical Condition Standards.* Upon completion, the HOME-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. HUD will establish the minimum deficiencies that must be corrected based on inspectable items and inspected areas from HUD-prescribed physical inspection procedures (Uniform Physical Conditions Standards) pursuant to 24 CFR 5.705.

(ix) *Capital Needs Assessments.* For multifamily rental housing projects of 26 or more total units, the Authority will determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project through a capital needs assessment (a.k.a. physical needs assessment) of the project.

(2) *Construction documents and cost estimates.* The Authority (or its sub recipient) will ensure that the work to be undertaken will meet the rehabilitation standards. The construction documents (i.e., written scope of work to be performed) must be in sufficient detail to establish the basis for a uniform inspection of the housing to determine compliance with the standards. The Authority (or its sub recipient) will review and approve a written cost estimate for rehabilitation after determining that costs are reasonable.

(3) *Frequency of inspections.* The Authority (its sub recipients or third parties) will conduct an initial property inspection to identify the deficiencies that must be addressed including progress and final inspections to determine that work was done in accordance with work write-ups.

(c) *Acquisition of standard housing.* (1) Existing housing that is acquired with HOME assistance for rental housing, and that was newly constructed or rehabilitated less than 12 months before the date of commitment of HOME funds, must meet the property standards of paragraph (a) or paragraph (b) of this section, as applicable, of this section for new construction and rehabilitation projects. The Authority (or its sub recipient) must document this compliance based upon a review of approved building plans and Certificates of Occupancy, and an inspection that is conducted no earlier than 90 days before the commitment of HOME assistance.

(2) All other existing housing that is acquired with HOME assistance for rental housing must meet the rehabilitation property standards requirements of paragraph (b) of this section. The participating jurisdiction (or its sub recipient) must document this compliance based upon an inspection that is conducted no earlier than 90 days before



the commitment of HOME assistance. If the property does not meet these standards, HOME funds cannot be used to acquire the property unless it is rehabilitated to meet the standards of paragraph (b) of this section.

(3) Existing housing that is acquired for homeownership (e.g., downpayment assistance) must be decent, safe, sanitary, and in good repair. The participating jurisdiction (or its sub recipient) must establish standards to determine that the housing is decent, safe, sanitary, and in good repair. At minimum, the standards must provide that the housing meets all applicable State and local housing quality standards and code requirements and the housing does not contain the specific deficiencies proscribed by HUD based on the applicable inspectable items and inspected areas in HUD-prescribed physical inspection procedures (Uniform Physical Condition Standards) issued pursuant to 24 CFR 5.705. The participating jurisdiction (or its sub recipient) must inspect the housing and document this compliance based upon an inspection that is conducted no earlier than 90 days before the commitment of HOME assistance. If the housing does not meet these standards, the housing must be rehabilitated to meet the standards of this paragraph (c) (3) or it cannot be acquired with HOME funds.

(d) Occupied housing by tenants receiving HOME tenant-based rental assistance. All housing occupied by tenants receiving HOME tenant-based rental assistance must meet the standards in 24 CFR 982.401, or the successor requirements as established by HUD.

(e) Manufactured housing. Construction of all manufactured housing including manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must meet the Manufactured Home Construction and Safety Standards codified at 24 CFR part 3280. These standards preempt State and local codes which are not identical to the federal standards for the new construction of manufactured housing. Participating jurisdictions providing HOME funds to assist manufactured housing units must comply with applicable State and local laws or codes. In the absence of such laws or codes, the installation must comply with the manufacturer's written instructions for installation of manufactured housing units. All new manufactured housing and all manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must be on a permanent foundation that meets the requirements for foundation systems as set forth in 24 CFR 203.43f(c)(i). All new manufactured housing and all manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must, at the time of project completion, be connected to permanent utility hook-ups and be located on land that is owned by the manufactured housing unit owner or land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability. In HOME-funded rehabilitation of existing manufactured housing the foundation and anchoring must meet all applicable State and local codes, ordinances, and requirements or in the absence of local or state codes, the Model Manufactured Home Installation Standards at 24 CFR part 3285. Manufactured housing that is rehabilitated using HOME funds must meet the property standards requirements in paragraph (b) of this section, as applicable. The Authority (or its sub recipient) will document this compliance in accordance with inspection procedures that the participating jurisdiction has established pursuant to §92.251, as applicable.

Article II. §92.352 Environmental review.

(a) General. The environmental effects of each activity carried out with HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58. The applicability of the provisions of 24 CFR part 50 or part 58 is based on the HOME project (new construction, rehabilitation, acquisition) or activity (tenant-based rental assistance) as a whole, not on the type of the cost paid with HOME funds.

(b) Responsibility for review. (1) The jurisdiction (e.g., the participating jurisdiction or State recipient) or insular area must assume responsibility for environmental review, decision making, and action for each activity that it carries out with HOME funds, in accordance with the requirements imposed on a recipient under 24 CFR part 58. No funds may be committed to a HOME activity or project before the completion of the environmental review and approval of the request for release of funds and related certification, except as authorized by 24 CFR part 58.

(2) A State participating jurisdiction must also assume responsibility for approval of requests for release of HOME funds submitted by State recipients.

(3) HUD will perform the environmental review, in accordance with 24 CFR part 50, for a competitively awarded application for HOME funds submitted to HUD by an entity that is not a jurisdiction.



[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44678, July 24, 2013]

Article III. §92.354 Labor.

(1) Every contract for the construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141), to all laborers and mechanics employed in the development of any part of the housing. Such contracts must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701).

(2) The contract for construction must contain these wage provisions if HOME funds are used for any project costs in §92.206, including construction or nonconstruction costs, of housing with 12 or more HOME-assisted units. When HOME funds are only used to assist homebuyers to acquire single-family housing, and not for any other project costs, the wage provisions apply to the construction of the housing if there is a written agreement with the owner or developer of the housing that HOME funds will be used to assist homebuyers to buy the housing and the construction contract covers 12 or more housing units to be purchased with HOME assistance. The wage provisions apply to any construction contract that includes a total of 12 or more HOME-assisted units, whether one or more than one project is covered by the construction contract. Once they are determined to be applicable, the wage provisions must be contained in the construction contract so as to cover all laborers and mechanics employed in the development of the entire project, including portions other than the assisted units. Arranging multiple construction contracts within a single project for the purpose of avoiding the wage provisions is not permitted.

(3) Participating jurisdictions (or their sub recipients), contractors, subcontractors, and other participants must comply with regulations issued under these acts and with other Federal laws and regulations pertaining to labor standards, as applicable. Participating jurisdictions (or their sub recipients) shall be responsible for ensuring compliance by contractors and subcontractors with labor standards described in this section. In accordance with procedures specified by HUD, participating jurisdictions shall:

(i) Ensure that bid and contract documents contain required labor standards provisions and the appropriate Department of Labor wage determinations;

(ii) Conduct on-site inspections and employee interviews;

(iii) Collect and review certified weekly payroll reports;

(iv) Correct all labor standards violations promptly;

(v) Maintain documentation of administrative and enforcement activities; and

(vi) Require certification as to compliance with the provisions of this section before making any payment under such contracts.

(b) *Volunteers.* The prevailing wage provisions of paragraph (a) of this section do not apply to an individual who receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and who is not otherwise employed at any time in the construction work. See 24 CFR part 70.

(c) *Sweat equity.* The prevailing wage provisions of paragraph (a) of this section do not apply to members of an eligible family who provide labor in exchange for acquisition of a property for homeownership or provide labor in lieu of, or as a supplement to, rent payments.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44678, July 24, 2013]

Article IV. §92.355 Lead-based paint.



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Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, M and R of this title.

[64 FR 50224, Sept. 15, 1999]



22) HOME Rehabilitation Standards

ADDENDUM #3

HOME REHABILITATION STANDARDS

In addition to the current Authority's "Standards for Architectural Planning and Construction" and the "HOME Rehabilitation and Construction Guidelines" the following Rehabilitation Standards (Standards) shall be included when financed with Authority provided HOME funds. These Standards shall include the "Property Standards" as noted above to be part of the Rehabilitation Standards, additional clarification is provided below:

These Standards are hereby incorporated into the scope of work, the sub-recipient, owner, general contractor and Architect shall ensure compliance with the applicable HOME provisions as noted. The Standards represent the minimum acceptable levels for construction completed through the rehabilitation and is the basis for a uniform inspection of the rehabilitated housing.

The project shall obtain a HUD Uniform Physical Condition Standards (UPCS) inspection (using the most current format) which shall identify all Observable Deficiencies and Health and Safety Concerns. The scope of work shall address all noted deficiencies and life threatening concerns so that at the completion of the rehabilitation the noted deficiencies and concerns have been cured.

Please visit the HUD Real Estate Assessment Center for information and documents to complete the UPCS inspections. HUD can be accessed at the following underlined hyperlinks: HUD Physical Inspection Training Materials and Documents and Physical Inspection Training Materials the UPCS Comprehensive Listing Inspectable Area form is available in Excel. In addition, the HOME Project Checklist (Addendum #4) is recommended to insure all applicable items are addressed.

If any Health and Safety Concern is identified as a Life Threatening Concern it needs to be addressed immediately. Life threatening deficiencies such as the potential for electrical shock, structural failure, carbon monoxide poisoning or noxious fumes, fire safety concerns, etc. needs to be addressed immediately if housing is occupied.

Major Systems (as noted above) must be inspected to determine the condition and if it warrants replacement or repair. The Life Expectancy of Housing Components (Addendum #5) provides estimates of the effective life of the various building components. In the event where a Major System component is in satisfactory condition but has a remaining contributory life of less than the affordability period for multifamily/rental projects, or 5 years or less for single family units

In this instance these items need to be completed in the scope of work or if for rental housing an appropriately determined replacement reserve needs to be funded so as to address the repair or replacement of the component when it becomes due. The determination of the reserve amounts will be ascertained on a case by case basis and by using the following formula.

Cost of repair at time of replacement ÷ Remaining useful life estimate (years) of component = Annual reserve amount.

In the event the project does not include approved building plans and specifications, the scope shall provide adequate description of the materials including quantity and cost. All materials shall be new and free from defect. They shall be at a minimum "construction" or "builder" grade quality. The materials shall be installed as per the manufacturer, applicable code or trade standard. Specific methods, techniques or sequential procedures shall be included when required. Descriptions should also contain manufacturer cut sheets when available. Materials and methods should be in adequate detail so there is no confusion between owner and general contractor, that the Authority or sub recipient inspector know exactly what is being constructed and to eliminate the need for change orders due to lack of specification.



23) HOME Project Checklist

ADDENDUM #4

HOME PROJECT CHECKLIST

New Construction

- Project meets State and local codes, ordinances, and zoning requirements**
- Accessibility**
- Disaster mitigation**
- Written cost estimates, construction contracts and construction documents**
- Construction progress inspections**

Rehabilitation

- Rehabilitation standards**
- Health and safety**
- Major systems**
- Lead-based paint**
- Inspections**
- Accessibility**
- Disaster mitigation**
- State and local codes, ordinances, and zoning requirements**
- Uniform Physical Condition Standards**
- Construction documents and cost estimates**
- Frequency of inspections**
- Acquisition of standard housing**

Misc

- Occupied housing by tenants receiving HOME tenant-based rental assistance**
- Manufactured housing**
- 90 day inspection before HOME commitment or no less than 30 days for newly constructed/rehabilitated**

Environmental Review

- General**
- Responsibility for review**

Labor

- General- Davis Bacon for 12 or more HOME assisted units in contract (IHDA Construction Rider)**
- Volunteers**
- Sweat equity**

Lead-Based Paint

- Compliance with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992.**

24) Life Expectancy of Housing Components

ADDENDUM #5

LIFE EXPECTANCY OF HOUSING COMPONENTS

Life in Years

Appliances

Compactors 10, Dishwashers 10, Dryers 14, Disposal 10, Freezers, compact 12, Freezers, standard 16, Microwave ovens 11, Electric ranges 17,, Gas ranges 19, Gas ovens 14, Refrigerators, compact 14, Refrigerators, standard 17, Washers, automatic and compact 13, Exhaust fans 20

Bathrooms

Cast iron bathtubs 50 Fiberglass bathtub and showers 10–15, Shower doors, average quality 25, Toilets 50

Cabinetry

Kitchen cabinets 15–20 Medicine cabinets and bath vanities 20

Closet Systems

Closet shelves Lifetime

Countertops

Laminate 10–15

Ceramic tile, high-grade installation Lifetime

Wood/butcher block 20+

Granite 20+

Doors

Screen 25–50

Interior, hollow core Less than 30

Interior, solid core 30-lifetime

Exterior, protected overhang 80–100

Exterior, unprotected and exposed 25–30

Folding 30–lifetime

Garage doors 20–50

Garage door opener 10

Electrical

Copper wiring, copper plated, 100+copper clad aluminum, and bare copper

Armored cable (BX) Lifetime

Conduit Lifetime

Finishes Used for Waterproofing

Paint, plaster, and stucco 3–5 Sealer,

silicone, and waxes 1–5

Floors

Oak or pine Lifetime

Slate flagstone Lifetime

Vinyl sheet or tile 20–30

Terrazzo Lifetime

Carpeting (depends on installation, 11 amount of traffic, and quality of carpet)

Marble (depends on installation, Lifetime+ thickness of marble, and amount of traffic)

Footings and Foundation

Poured footings and foundations 200

Concrete block 100

Cement 50

Waterproofing, bituminous coating 10

Termite proofing (may have shorter life in damp climates)

Heating Ventilation and Air Conditioning

Central air conditioning unit 15
(newer units should last longer)

Window unit 10

Air conditioner compressor 15

Humidifier 8

Electric water heater 14

Gas water heater (depends on type of water heater lining and quality of water) 11–13

Forced air furnaces, heat pump 15

Rooftop air conditioners 15

Boilers, hot water or steam (depends on quality of water) 30

Furnaces, gas- or oil-fired 18

Unit heaters, gas or electric 13

Radiant heaters, electric 10

Radiant heaters, hot water or steam 25

Baseboard systems 20

Diffusers, grilles, and registers 27

Induction and fan coil units 20

Dampers 20

Centrifugal fans 25

Axial fans 20

Ventilating roof-mounted fans 20

Home Security

Intrusion systems 14 *Smoke detectors*

12 Smoke/fire/intrusion systems 10

Insulation

For foundations, roofs, ceilings, walls, Lifetime and floors

Landscaping

Wooden decks 15

Brick and concrete patios 24

Tennis courts 10

Concrete walks 24

Gravel walks 4

Asphalt driveways 10

Swimming pools 18

Sprinkler systems 12

Fences 12

Masonry

Chimney, fireplace, and brick veneer Lifetime

Brick and stone walls 100+

Stucco Lifetime

Millwork

Stairs, trim 50–100 *Disappearing stairs* 30

Paints and Stains

Exterior paint on wood, brick, and aluminum 7–10

Interior wall paint (depends on the acrylic content) 5–10

Interior trim and door paint 5–10

Wallpaper 7

Plumbing

Waste piping, cast iron 75–100 *Sinks, enamel steel* 5–10 *Sinks, enamel cast iron* 25–30 *Sinks, china* 25–30 *Faucets, low quality* 13–15

Faucets, high quality 15–20

Roofing

Asphalt and wood shingles and shakes 15–30

Tile (depends on quality of tile and climate) 50

Slate (depends on grade) 50–100

Sheet metal (depends on gauge of 20–50+metal and quality of fastening and application)

Built-up roofing, asphalt 12–25

Built-up roofing, coal and tar 12–30

Asphalt composition shingle 15–30

Asphalt overlaid 25–35

Window glazing 20

Wood casement 20–50

Aluminum and vinyl casement 20–30

Screen 25–50

Rough Structure

Basement floor systems Lifetime

Framing, exterior and interior walls Lifetime

Shutters

Wood, interior Lifetime

Wood, exterior (depends on weather 4–5 conditions)

Vinyl plastic, exterior 7–8

Aluminum, interior 35–50

Aluminum, exterior 3–5

Siding

Gutters and downspouts 30

Siding, wood (depends on maintenance) 10–100, steel 50–Lifetime

Siding, aluminum 20–50

Siding, vinyl 50

Walls and Wall Treatments

Drywall and plaster 30–70

Ceramic tile, high grade installation Lifetime

Windows



25) NHTF Provisions

ADDENDUM #6

NATIONAL HOUSING TRUST FUND PROVISIONS

In addition to the Standards noted above, for all projects having Authority provided HTF funding the following provisions will be applicable as per The Department of Housing and Urban Development, 24 CFR Part 93, Housing Trust Fund, Subpart G: Project Requirements; Effective September 1, 2016. In addition, it shall be required all General Contractors for HTF funded projects submit the certification form provided in Addendum #1 of the Authority's Standards for Planning and Construction.

Article I. §92.251 Property standards.

(a) New construction projects. (1) State and local codes, ordinances, and zoning requirements. Housing that is newly constructed with HTF funds must meet all applicable State and local codes, ordinances, and zoning requirements. HTF-assisted new construction projects must meet State or local residential and building codes, as applicable or, in the absence of a State or local building code, the International Residential Code or International Building Code (as applicable to the type of housing) of the International Code Council. The housing must meet the applicable requirements upon project completion.

(2) HUD requirements. All new construction projects must also meet the requirements described in paragraphs (a)(2)(i) through (v) of this section:

(i) Accessibility. The housing must meet the accessibility requirements of 24 CFR part 8, which implements section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. "Covered multifamily dwellings," as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619).

(ii) Energy efficiency. The housing must meet the energy efficiency standards established pursuant to section 109 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12709).

(iii) Disaster mitigation. Where relevant, the housing must be constructed to mitigate the impact of potential disasters (e.g., earthquakes, hurricanes, flooding, and wildfires), in accordance with State and local codes, ordinances, or other State and local requirements, or such other requirements as HUD may establish.

(iv) Written cost estimates, construction contracts and construction documents. The Authority (or its sub recipient) will ensure the construction contract(s) and construction documents describe the work to be undertaken in adequate detail so that inspections can be conducted. The Authority (or its sub recipient) will review and approve written cost estimates for construction and determine that costs are reasonable.

(v) Construction progress inspections. The Authority (or its sub recipient) will conduct progress and final inspections of construction to ensure that work is done in accordance with the applicable codes, the construction contract, and construction documents.

(b) Rehabilitation projects. All rehabilitation that is performed using HTF funds must meet the requirements of this paragraph (b).

(1) Rehabilitation standards. The Authority has established rehabilitation standards for all HTF- assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion (Addendum #7). The Authority's (or its sub recipient) 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 rehabilitation standards must address each of the following:



(i) *Health and safety.* life-threatening deficiencies must be identified as per the UPCS inspection and if present must be addressed immediately if the housing is occupied.

(ii) *Major systems.* Major systems are: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and air conditioning. For rental housing, an estimate (based on age and condition) of the remaining useful life of these systems, upon project completion of each major system must be provided. For multifamily housing projects of 26 units or more, a capital needs assessment of the project must be completed to determine the useful life of major systems. For rental housing, if the remaining useful life of one or more major system is less than the applicable period of affordability, a replacement reserve must be established and monthly payments must be made to the reserve that are adequate to repair or replace the systems as needed. For homeownership housing, upon project completion, each of the major systems to have a remaining useful life for a minimum of 5 years or for such longer period specified in the CNA, or the major systems must be rehabilitated or replaced as part of the rehabilitation work.

(iii) *Lead-based paint.* All applicable housing will meet the lead-based paint requirements at 24 CFR part 35.

(iv) *Accessibility.* All applicable housing will meet the accessibility requirements in 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. Covered multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619). Rehabilitation may include improvements that are not required by regulation or statute that permit use by a person with disabilities.

(v) [Reserved]

(vi) *Disaster mitigation.* Where relevant, the housing to be improved must mitigate the impact of potential disasters (e.g., earthquake, hurricanes, flooding, and wildfires) in accordance with State and local codes, ordinances, and requirements, or such other requirements as HUD may establish.

(vii) *State and local codes, ordinances, and zoning requirements.* The rehabilitated portion of the housing shall meet all applicable State and local codes, ordinances, and requirements or, in the absence of a State or local building code, the International Existing Building Code of the International Code Council.

(viii) *Uniform Physical Condition Standards.* Upon completion, the HTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. HUD will establish the minimum deficiencies that must be corrected based on inspectable items and inspected areas from HUD-prescribed physical inspection procedures (Uniform Physical Conditions Standards) pursuant to 24 CFR 5.705.

(ix) *Capital Needs Assessments.* For multifamily rental housing projects of 26 or more total units, the Authority will determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project through a capital needs assessment (a.k.a. physical needs assessment) of the project.

(2) *Construction documents and cost estimates.* The Authority (or its sub recipient) will ensure that the work to be undertaken will meet the rehabilitation standards. The construction documents (i.e., written scope of work to be performed) must be in sufficient detail to establish the basis for a uniform inspection of the housing to determine compliance with the standards. The Authority (or its sub recipient) will review and approve a written cost estimate for rehabilitation after determining that costs are reasonable.

(3) *Frequency of inspections.* The Authority (its sub recipients or third parties) will conduct an initial property inspection to identify the deficiencies that must be addressed including progress and final inspections to determine that work was done in accordance with work write-ups.

(c) *Acquisition of standard housing.* (1) Existing housing that is acquired with HTF assistance for rental housing, and that was newly constructed or rehabilitated less than 12 months before the date of commitment of HTF funds, must meet the property standards of paragraph (a) or paragraph (b) of this section, as applicable, of this section for new construction and rehabilitation projects. The Authority (or its sub recipient) must document this compliance based upon a review of approved building plans and Certificates of Occupancy, and an inspection that is conducted no earlier than 90 days before the commitment of HTF assistance.



(2) All other existing housing that is acquired with HTF assistance for rental housing must meet the rehabilitation property standards requirements of paragraph (b) of this section. The Authority (or its sub recipient) must document this compliance based upon an inspection that is conducted no earlier than 90 days before the commitment of HTF assistance. If the property does not meet these standards, HTF funds cannot be used to acquire the property unless it is rehabilitated to meet the standards of paragraph (b) of this section.

(3) Existing housing that is acquired for HTF ownership (e.g., downpayment assistance) must be decent, safe, sanitary, and in good repair. The participating jurisdiction (or its sub recipient) must establish standards to determine that the housing is decent, safe, sanitary, and in good repair. At minimum, the standards must provide that the housing meets all applicable State and local housing quality standards and code requirements and the housing does not contain the specific deficiencies proscribed by HUD based on the applicable inspectable items and inspected areas in HUD-prescribed physical inspection procedures (Uniform Physical Condition Standards) issued pursuant to 24 CFR 5.705. The participating jurisdiction (or its sub recipient) must inspect the housing and document this compliance based upon an inspection that is conducted no earlier than 90 days before the commitment of HTF assistance. If the housing does not meet these standards, the housing must be rehabilitated to meet the standards of this paragraph (c) (3) or it cannot be acquired with HTF funds.

(d) Manufactured housing. Construction of all manufactured housing including manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must meet the Manufactured HTF Construction and Safety Standards codified at 24 CFR part 3280. These standards preempt State and local codes which are not identical to the federal standards for the new construction of manufactured housing. Participating jurisdictions providing HTF funds to assist manufactured housing units must comply with applicable State and local laws or codes. In the absence of such laws or codes, the installation must comply with the manufacturer's written instructions for installation of manufactured housing units. All new manufactured housing and all manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must be on a permanent foundation that meets the requirements for foundation systems as set forth in 24 CFR 203.43f(c)(i). All new manufactured housing and all manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must, at the time of project completion, be connected to permanent utility hook-ups and be located on land that is owned by the manufactured housing unit owner or land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability. In HTF-funded rehabilitation of existing manufactured housing the foundation and anchoring must meet all applicable State and local codes, ordinances, and requirements or in the absence of local or state codes, the Model Manufactured HTF Installation Standards at 24 CFR part 3285. Manufactured housing that is rehabilitated using HTF funds must meet the property standards requirements in paragraph (b) of this section, as applicable. The Authority (or its sub recipient) will document this compliance in accordance with inspection procedures that the participating jurisdiction has established pursuant to §92.251, as applicable.

Article II. §92.352 Environmental review.

(a) General. The environmental effects of each activity carried out with HTF funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58. The applicability of the provisions of 24 CFR part 50 or part 58 is based on the HTF project (new construction, rehabilitation, acquisition) or activity (tenant-based rental assistance) as a whole, not on the type of the cost paid with HTF funds, and will be reviewed to be in compliance with CPD Notice 16-14 initially issued on 8-8-2016, and all subsequent amendments.

(b) Responsibility for review. (1) The jurisdiction (e.g., the participating jurisdiction or State recipient) or insular area must assume responsibility for environmental review, decision making, and action for each activity that it carries out with HTF funds, in accordance with the requirements imposed on a recipient under 24 CFR part 58. No funds may be committed to a HTF activity or project before the completion of the environmental review and approval of the request for release of funds and related certification, except as authorized by 24 CFR part 58.

(2) A State participating jurisdiction must also assume responsibility for approval of requests for release of HTF funds submitted by State recipients.

(3) HUD will perform the environmental review, in accordance with 24 CFR part 50, for a competitively awarded application for HTF funds submitted to HUD by an entity that is not a jurisdiction.



[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44678, July 24, 2013]

Article III. §92.354 Labor.

(1) Every contract for the construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HTF funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141), to all laborers and mechanics employed in the development of any part of the housing. Such contracts must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701).

(2) The contract for construction must contain these wage provisions if HTF funds are used for any project costs in §92.206, including construction or nonconstruction costs, of housing with 12 or more HTF-assisted units. When HTF funds are only used to assist HTF buyers to acquire single-family housing, and not for any other project costs, the wage provisions apply to the construction of the housing if there is a written agreement with the owner or developer of the housing that HTF funds will be used to assist HTF buyers to buy the housing and the construction contract covers 12 or more housing units to be purchased with HTF assistance. The wage provisions apply to any construction contract that includes a total of 12 or more HTF-assisted units, whether one or more than one project is covered by the construction contract. Once they are determined to be applicable, the wage provisions must be contained in the construction contract so as to cover all laborers and mechanics employed in the development of the entire project, including portions other than the assisted units. Arranging multiple construction contracts within a single project for the purpose of avoiding the wage provisions is not permitted.

(3) Participating jurisdictions (or their sub recipients), contractors, subcontractors, and other participants must comply with regulations issued under these acts and with other Federal laws and regulations pertaining to labor standards, as applicable. Participating jurisdictions (or their sub recipients) shall be responsible for ensuring compliance by contractors and subcontractors with labor standards described in this section. In accordance with procedures specified by HUD, participating jurisdictions shall:

(i) Ensure that bid and contract documents contain required labor standards provisions and the appropriate Department of Labor wage determinations;

(ii) Conduct on-site inspections and employee interviews;

(iii) Collect and review certified weekly payroll reports;

(iv) Correct all labor standards violations promptly;

(v) Maintain documentation of administrative and enforcement activities; and

(vi) Require certification as to compliance with the provisions of this section before making any payment under such contracts.

(b) *Volunteers.* The prevailing wage provisions of paragraph (a) of this section do not apply to an individual who receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and who is not otherwise employed at any time in the construction work. See 24 CFR part 70.

(c) *Sweat equity.* The prevailing wage provisions of paragraph (a) of this section do not apply to members of an eligible family who provide labor in exchange for acquisition of a property for HTF ownership or provide labor in lieu of, or as a supplement to, rent payments.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44678, July 24, 2013]

Article IV. §92.355 Lead-based paint.



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Housing assisted with HTF funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, M and R of this title.

[64 FR 50224, Sept. 15, 1999]



22) HTF Rehabilitation Standards

ADDENDUM #7

HTF REHABILITATION STANDARDS

In addition to the current Authority's "Standards for Architectural Planning and Construction" and the "HTF Rehabilitation and Construction Guidelines" the following Rehabilitation Standards (Standards) shall be included when financed with Authority provided HTF funds. These Standards shall include the "Property Standards" as noted above to be part of the Rehabilitation Standards, additional clarification is provided below:

These Standards are hereby incorporated into the scope of work, the sub-recipient, owner, general contractor and Architect shall ensure compliance with the applicable HTF provisions as noted. The Standards represent the minimum acceptable levels for construction completed through the rehabilitation and is the basis for a uniform inspection of the rehabilitated housing.

The project shall obtain a HUD Uniform Physical Condition Standards (UPCS) inspection (using the most current format) which shall identify all Observable Deficiencies and Health and Safety Concerns. The scope of work shall address all noted deficiencies and life threatening concerns so that at the completion of the rehabilitation the noted deficiencies and concerns have been cured.

Please visit the HUD Real Estate Assessment Center for information and documents to complete the UPCS inspections. HUD can be accessed at the following underlined hyperlinks: HUD Physical Inspection Training Materials and Documents and Physical Inspection Training Materials the UPCS Comprehensive Listing Inspectable Area form is available in Excel. In addition, the HTF Project Checklist (Addendum #4) is recommended to insure all applicable items are addressed.

If any Health and Safety Concern is identified as a Life Threatening Concern it needs to be addressed immediately. Life threatening deficiencies such as the potential for electrical shock, structural failure, carbon monoxide poisoning or noxious fumes, fire safety concerns, etc. needs to be addressed immediately if housing is occupied.

Major Systems (as noted above) must be inspected to determine the condition and if it warrants replacement or repair. The Life Expectancy of Housing Components (Addendum #5) provides estimates of the effective life of the various building components. In the event where a Major System component is in satisfactory condition but has a remaining contributory life of less than the affordability period for multifamily/rental projects, or 5 years or less for single family units

In this instance these items need to be completed in the scope of work or if for rental housing an appropriately determined replacement reserve needs to be funded so as to address the repair or replacement of the component when it becomes due. The determination of the reserve amounts will be ascertained on a case by case basis and by using the following formula.

Cost of repair at time of replacement ÷ Remaining useful life estimate (years) of component = Annual reserve amount.

In the event the project does not include approved building plans and specifications, the scope shall provide adequate description of the materials including quantity and cost. All materials shall be new and free from defect. They shall be at a minimum "construction" or "builder" grade quality. The materials shall be installed as per the manufacturer, applicable code or trade standard. Specific methods, techniques or sequential procedures shall be included when required. Descriptions should also contain manufacturer cut sheets when available. Materials and methods should be in adequate detail so there is no confusion between owner and general contractor, that the Authority or sub recipient inspector know exactly what is being constructed and to eliminate the need for change orders due to lack of specification.



23) HTF Project Checklist

ADDENDUM #8

HTF PROJECT CHECKLIST

New Construction

- Project meets State and local codes, ordinances, and zoning requirements**
- Accessibility**
- Disaster mitigation**
- Written cost estimates, construction contracts and construction documents**
- Construction progress inspections**

Rehabilitation

- Rehabilitation standards**
- Health and safety**
- Major systems**
- Lead-based paint**
- Inspections**
- Accessibility**
- Disaster mitigation**
- State and local codes, ordinances, and zoning requirements**
- Uniform Physical Condition Standards**
- Construction documents and cost estimates**
- Frequency of inspections**
- Acquisition of standard housing**

Misc

- Occupied housing by tenants receiving HTF tenant-based rental assistance**
- Manufactured housing**
- 90 day inspection before HTF commitment or no less than 30 days for newly constructed/rehabilitated**

Environmental Review

- General**
- Responsibility for review**

Labor

- General- Davis Bacon for 12 or more HTF assisted units in contract (IHDA Construction Rider)**
- Volunteers**
- Sweat equity**

Lead-Based Paint

- Compliance with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992.**

24) Life Expectancy of Housing Components

ADDENDUM #9

LIFE EXPECTANCY OF HOUSING COMPONENTS

Life in Years

Appliances

Compactors 10, Dishwashers 10, Dryers 14, Disposal 10, Freezers, compact 12, Freezers, standard 16, Microwave ovens 11, Electric ranges 17,, Gas ranges 19, Gas ovens 14, Refrigerators, compact 14, Refrigerators, standard 17, Washers, automatic and compact 13, Exhaust fans 20

Bathrooms

Cast iron bathtubs 50 Fiberglass bathtub and showers 10–15, Shower doors, average quality 25, Toilets 50

Cabinetry

Kitchen cabinets 15–20 Medicine cabinets and bath vanities 20

Closet Systems

Closet shelves Lifetime

Countertops

Laminate 10–15

Ceramic tile, high-grade installation Lifetime

Wood/butcher block 20+

Granite 20+

Doors

Screen 25–50

Interior, hollow core Less than 30

Interior, solid core 30-lifetime

Exterior, protected overhang 80–100

Exterior, unprotected and exposed 25–30

Folding 30–lifetime

Garage doors 20–50

Garage door opener 10

Electrical

Copper wiring, copper plated, 100+copper clad aluminum, and bare copper

Armored cable (BX) Lifetime

Conduit Lifetime

Finishes Used for Waterproofing

Paint, plaster, and stucco 3–5 Sealer,

silicone, and waxes 1–5

Floors

Oak or pine Lifetime

Slate flagstone Lifetime

Vinyl sheet or tile 20–30

Terrazzo Lifetime

Carpeting (depends on installation, 11 amount of traffic, and quality of carpet)

Marble (depends on installation, Lifetime+ thickness of marble, and amount of traffic)

Footings and Foundation

Poured footings and foundations 200

Concrete block 100

Cement 50

Waterproofing, bituminous coating 10

Termite proofing (may have shorter life in damp climates)

Heating Ventilation and Air Conditioning

Central air conditioning unit 15
(newer units should last longer)

Window unit 10

Air conditioner compressor 15

Humidifier 8

Electric water heater 14

Gas water heater (depends on type of water heater lining and quality of water) 11–13

Forced air furnaces, heat pump 15

Rooftop air conditioners 15

Boilers, hot water or steam (depends on quality of water) 30

Furnaces, gas- or oil-fired 18

Unit heaters, gas or electric 13

Radiant heaters, electric 10

Radiant heaters, hot water or steam 25

Baseboard systems 20

Diffusers, grilles, and registers 27

Induction and fan coil units 20

Dampers 20

Centrifugal fans 25

Axial fans 20

Ventilating roof-mounted fans 20

HTF Security

Intrusion systems 14 *Smoke detectors*

12 Smoke/fire/intrusion systems 10

Insulation

For foundations, roofs, ceilings, walls, Lifetime and floors

Landscaping

Wooden decks 15

Brick and concrete patios 24

Tennis courts 10

Concrete walks 24

Gravel walks 4

Asphalt driveways 10

Swimming pools 18

Sprinkler systems 12

Fences 12

Masonry

Chimney, fireplace, and brick veneer Lifetime

Brick and stone walls 100+

Stucco Lifetime

Millwork

Stairs, trim 50–100 *Disappearing stairs* 30

Paints and Stains

Exterior paint on wood, brick, and aluminum 7–10

Interior wall paint (depends on the acrylic content) 5–10

Interior trim and door paint 5–10

Wallpaper 7

Plumbing

Waste piping, cast iron 75–100 *Sinks, enamel steel* 5–10 *Sinks, enamel cast iron* 25–30 *Sinks, china* 25–30 *Faucets, low quality* 13–15

Faucets, high quality 15–20

Roofing

Asphalt and wood shingles and shakes 15–30

Tile (depends on quality of tile and climate) 50

Slate (depends on grade) 50–100

Sheet metal (depends on gauge of 20–50+metal and quality of fastening and application)

Built-up roofing, asphalt 12–25

Built-up roofing, coal and tar 12–30

Asphalt composition shingle 15–30

Asphalt overlaid 25–35

Window glazing 20

Wood casement 20–50

Aluminum and vinyl casement 20–30

Screen 25–50

Rough Structure

Basement floor systems Lifetime

Framing, exterior and interior walls Lifetime

Shutters

Wood, interior Lifetime

Wood, exterior (depends on weather 4–5 conditions)

Vinyl plastic, exterior 7–8

Aluminum, interior 35–50

Aluminum, exterior 3–5

Siding

Gutters and downspouts 30

Siding, wood (depends on maintenance) 10–100, steel 50–Lifetime

Siding, aluminum 20–50

Siding, vinyl 50

Walls and Wall Treatments

Drywall and plaster 30–70

Ceramic tile, high grade installation Lifetime

Windows

Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf

Requirements for Site					
Inspectable Item	Observable Deficiency	Applicable/NA	NLT/LT	Type and Degree of Deficiency which Must be addressed	Site Specific Comments
Fencing and Gates	Damaged/Falling/Leaning		NLT	Fence or gate is missing or damaged to the point it does not function as it should	
	Holes		NLT	Hole in fence or gate is larger than 6 inches by 6 inches	
	Missing Sections		NLT	An exterior fence, security fence or gate is missing a section which could threaten safety or security	
Grounds	Erosion/Rutting Areas		NLT	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable	
	Overgrown/Penetrating Vegetation		NLT	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable	
	Ponding/Site Drainage		NLT	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding	
Health & Safety	Air Quality - Sewer Odor Detected		NLT	Sewer odors that could pose a health risk if inhaled for prolonged periods	
	Air Quality - Propane/Natural Gas/Methane Gas Detected		LT	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	Electrical Hazards - Exposed Wires/Open Panels		LT	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	Electrical Hazards - Water Leaks on/near Electrical Equipment		LT	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Flammable Materials - Improperly Stored		NLT	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Outdoors		NLT	Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	

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	Hazards - Other		NLT	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges		NLT	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping		NLT	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects		NLT	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of
	Infestation - Rats/Mice/Vermin		NLT	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged		NLT	Mailbox cannot be locked or is missing
	Signs Damaged		NLT	The project sign is not legible or readable because of deterioration or damage
Parking Lots/ Driveways/ Roads	Cracks		NLT	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding		NLT	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material		NLT	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving		NLT	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment		NLT	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface		NLT	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure- Inadequate Outside Storage Space		NLT	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal

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Retaining Walls	Damaged/Falling/Leaning		NLT	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed		NLT	The system is partially or fully blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing		NLT	The hand rail is missing, damaged, loose or otherwise unusable
	Cracks/Settlement/Heaving		NLT	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
	Spalling/Exposed rebar		NLT	More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability
Doors	Damaged Frames/Threshold/Lintels/Trim		NLT	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks		NLT	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)		NLT	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door		NLT	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Deteriorated/Missing Caulking/Seals		NLT	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door		NLT	Any exterior door that is missing
Fire Escapes	Blocked Egress/Ladders		LT	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components		NLT	Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing

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Foundations	Cracks/Gaps		NLT	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart	
	Spalling/Exposed Rebar		NLT	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other	
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels		LT	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	Electrical Hazards - Water Leaks on/near Electrical Equipment		LT	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable		LT	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other	
	Emergency Fire Exits - Missing Exit Signs		NLT	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	
	Flammable/Combustible Materials - Improperly Stored		NLT	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Outdoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other		NLT	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges		NLT	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards - Tripping		NLT	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects		NLT	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin		NLT	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	

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Lighting	Broken Fixtures/Bulbs		NLT	10% or more of the lighting fixtures and bulbs surveyed are broken or missing	
Roofs	Damaged Soffits/Fascia		NLT	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible	
	Damaged Vents		NLT	Vents are missing or so visibly damaged that further roof damage is possible	
	Damaged/Clogged Drains		NLT	The drain is damaged or partially clogged with debris or the drain no longer functions	
	Damaged/Torn Membrane/Missing Ballast		NLT	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration	
	Missing/Damaged Components from Downspout/Gutter		NLT	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior	
	Missing/Damaged Shingles		NLT	Roofing shingles are missing or damaged enough to create a risk of water penetration	
	Ponding		NLT	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials	
Walls	Cracks/Gaps		NLT	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration	
	Damaged Chimneys		NLT	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard	
	Missing/Damaged Caulking/Mortar		NLT	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage	
	Missing Pieces/Holes/Spalling		NLT	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage	
	Stained/Peeling/Needs Paint		NLT	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration	

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Windows	Broken/Missing/Cracked Panes		NLT	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	
	Damaged Sills/Frames/Lintels/Trim		NLT	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness	
	Damaged/Missing Screens		NLT	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length	
	Missing/Deteriorated Caulking/Seals/Glazing Compound		NLT	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	
	Peeling/Needs Paint		NLT	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration	
	Security Bars Prevent Egress		LT	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks	
Domestic Water	Leaking Central Water Supply		NLT	Leaking water from water supply line is observed	
	Missing Pressure Relief Valve		NLT	There is no pressure relief valve or pressure relief valve does not drain down to the floor	
	Rust/Corrosion on Heater Chimney		NLT	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney	
	Water Supply Inoperable		NLT	There is no running water in any area of the building where there should be	
Electrical System	Blocked Access/Improper Storage		NLT	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency	
	Burnt Breakers		NLT	Carbon residue, melted breakers or arcing scars are evident	

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	Evidence of Leaks/Corrosion		NLT	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware	
	Frayed Wiring		NLT	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire	
	Missing Breakers/Fuses		NLT	Any open and/or exposed breaker port	
	Missing Outlet Covers		LT	A cover is missing, which results in exposed visible electrical connections	
Elevators	Not Operable		NLT	The elevator does not function at all or the elevator doors open when the cab is not there	
Emergency Power	Auxiliary Lighting Inoperable (if applicable)		NLT	Auxiliary lighting does not function	
Fire Protection	Missing Sprinkler Head		NLT	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped	
	Missing/Damaged/Expired Extinguishers		LT	There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required	
Health & Safety	Air Quality - Mold and/or Mildew Observed			Evidence of mold or mildew is observed that is substantial enough to pose a health risk	
	Air Quality - Propane/Natural Gas/Methane Gas Detected		LT	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	Air Quality - Sewer Odor Detected		NLT	Sewer odors that could pose a health risk if inhaled for prolonged periods	
	Electrical Hazards - Exposed Wires/Open Panels		LT	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	Electrical Hazards - Water Leaks on/near Electrical Equipment		LT	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Elevator - Tripping		NLT	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard	

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	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable		LT	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit	
	Emergency Fire Exits - Missing Exit Signs		NLT	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	
	Flammable Materials - Improperly Stored		NLT	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Indoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other		NLT	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges		NLT	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards – Tripping Hazards		NLT	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects		NLT	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin		NLT	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
HVAC	Boiler/Pump Leaks		NLT	Evidence of water or steam leaking in piping or pump packing	
	Fuel Supply Leaks		NLT	Evidence of any amount of fuel leaking from the supply tank or piping	
	General Rust/Corrosion		NLT	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice	
	Misaligned Chimney/Ventilation System		LT	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases	
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable		NLT	The roof exhaust fan unit does not function	

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Sanitary System	Broken/Leaking/Clogged Pipes or Drains		NLT	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains	
	Missing Drain/Cleanout/Manhole Covers		NLT	A protective cover is missing	
Basement/Garage/Carport	Baluster/Side Railings - Damaged		NLT	Any damaged or missing balusters or side rails that limit the safe use of an area	
Closet/Utility/Mechanical	Cabinets - Missing/Damaged		NLT	10% or more of cabinet, doors, or shelves are missing or the laminate is separating	
Community Room	Call for Aid - Inoperable		NLT	The system does not function as it should	
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks		NLT	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long	
Kitchen	Ceiling - Peeling/Needs Paint		NLT	More than 10% of ceiling has peeling paint or is missing paint	
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square	
Lobby	Countertops - Missing/Damaged		NLT	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food	
Office	Dishwasher/Garbage Disposal - Inoperable		NLT	The dishwasher or garbage disposal does not operate as it should	
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim		NLT	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim	
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks		NLT	Any door that does not function as it should or cannot be locked because of damage to the door's hardware	
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)		NLT	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass	
Storage	Doors - Damaged/Missing Screen/Storm/Security Door		NLT	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing	

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	Doors - Deteriorated/Missing Seals (Entry Only)		NLT	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should	
	Doors - Missing Door		NLT	Any door that is missing that is required for the functional use of the space	
	Dryer Vent - Missing/Damaged/Inoperable		NLT	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside	
	Electrical - Blocked Access to Electrical Panel		NLT	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency	
	Electrical - Burnt Breakers		NLT	Carbon residue, melted breakers or arcing scars are evident	
	Electrical - Evidence of Leaks/Corrosion		NLT	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware	
	Electrical - Frayed Wiring		NLT	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire	
	Electrical - Missing Breakers		NLT	Any open and/or exposed breaker port	
	Electrical - Missing Covers		LT	A cover is missing, which results in exposed visible electrical connections	
	Floors - Bulging/Buckling		NLT	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types	
	Floors - Floor Covering Damaged		NLT	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	
	Floors - Missing Floor/Tiles		NLT	More than 5% of the flooring or tile flooring is missing	
	Floors - Peeling/Needs Paint		NLT	Any painted flooring that has peeling or missing paint on more than 10% of the surface	
	Floors - Rot/Deteriorated Subfloor		NLT	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches	
	Floors - Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square	
	GFI - Inoperable		NLT	The GFI does not function	

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	Graffiti		NLT	Any graffiti on any exposed surface greater than 6 inches by 6 inches	
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged		NLT	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans	
	HVAC - General Rust/Corrosion		NLT	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice	
	HVAC - Inoperable		NLT	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged	
	HVAC - Misaligned Chimney/Ventilation System		LT	Any misalignment that may cause improper or dangerous venting of gases	
	HVAC - Noisy/Vibrating/Leaking		NLT	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged	
	Lavatory Sink - Damaged/Missing		NLT	Sink has extensive discoloration or cracks in over 50% of the basin or the the sink or associated hardware have failed or are missing and the sink can't be used	
	Lighting - Missing/Damaged/Inoperable Fixture		NLT	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function	
	Mailbox - Missing/Damaged		NLT	The U.S Postal Service mailbox cannot be locked or is missing	
	Outlets/Switches/Cover Plates - Missing/Broken		NLT	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring	
	Pedestrian/Wheelchair Ramp		NLT	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers	
	Plumbing - Clogged Drains		NLT	Drain is substantially or completely clogged or has suffered extensive deterioration	
	Plumbing - Leaking Faucet/Pipes		NLT	A steady leak that is adversely affecting the surrounding area	
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable		NLT	A substantial accumulation of dirt or grease that threatens the free passage of air	
	Range/Stove - Missing/Damaged/Inoperable		NLT	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning	

NLT shall indicate “Non-Life Threatening”; LT shall indicate a “Life Threatening” concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf

	Refrigerator - Damaged/Inoperable		NLT	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance	
	Restroom Cabinet - Damaged/Missing		NLT	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose	
	Shower/Tub - Damaged/Missing		NLT	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing	
	Sink - Missing/Damaged		NLT	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing	
	Smoke Detector - Missing/Inoperable		LT	Smoke detector is missing or does not function as it should	
	Stairs - Broken/Damaged/Missing Steps		NLT	A step is missing or broken	
	Stairs - Broken/Missing Hand Railing		NLT	The hand rail is missing, damaged, loose or otherwise unusable	
	Ventilation/Exhaust System - Inoperable		NLT	exhaust fan is not functioning or window designed for ventilation does not open	
	Walls - Bulging/Buckling		NLT	Bulging, buckling or sagging walls or a lack of horizontal alignment	
	Walls - Damaged		NLT	Any hole in wall greater than 2 inches by 2 inches	
	Walls - Damaged/Deteriorated Trim		NLT	10% or more of the wall trim is damaged	
	Walls - Peeling/Needs Paint		NLT	10% or more of interior wall paint is peeling or missing	
	Walls - Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square	
	Water Closet/Toilet - Damaged/Clogged/Missing		NLT	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed	

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	Windows - Cracked/Broken/Missing Panes		NLT	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	
	Windows - Damaged Window Sill		NLT	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness	
	Windows - Inoperable/Not Lockable		NLT	Any window that is not functioning or cannot be secured because lock is broken	
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound		NLT	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	
	Windows - Peeling/Needs Paint		NLT	More than 10% of interior window paint is peeling or missing	
	Windows - Security Bars Prevent Egress		LT	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks	
Health & Safety	Air Quality - Mold and/or Mildew Observed			Evidence of mold or mildew is observed that is substantial enough to pose a health risk	
	Air Quality - Propane/Natural Gas/Methane Gas Detected		LT	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	Air Quality - Sewer Odor Detected			Sewer odors that could pose a health risk if inhaled for prolonged periods	
	Electrical Hazards - Exposed Wires/Open Panels		LT	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	Electrical Hazards - Water Leaks on/near Electrical Equipment		LT	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable		NLT	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit	
	Emergency Fire Exits - Missing Exit Signs		NLT	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	

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	Flammable/Combustible Materials - Improperly Stored		NLT	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Indoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Garbage and Debris - Outdoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other		NLT	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges		NLT	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards - Tripping		NLT	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects		NLT	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin		NLT	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
Pools and Related Structures	Fencing - Damaged/Not Intact		NLT	Any damage that could compromise the integrity of the fence	
Trash Collection Areas	Chutes - Damaged/Missing Components		NLT	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed	
Bathroom	Bathroom Cabinets - Damaged/Missing		NLT	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose	
	Lavatory Sink - Damaged/Missing		NLT	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing	
	Plumbing - Clogged Drains, Faucets		NLT	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration	

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	Plumbing - Leaking Faucet/Pipes		NLT	A steady leak that is adversely affecting the surrounding area	
	Shower/Tub - Damaged/Missing		NLT	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing	
	Ventilation/Exhaust System – Absent/Inoperable		NLT	exhaust fan is not functioning or window designed for ventilation does not open	
	Water Closet/Toilet - Damaged/Clogged/Missing		NLT	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed	
Call-for-Aid (if applicable)	Inoperable		NLT	The system does not function as it should	
Ceiling	Bulging/Buckling/Leaking		NLT	Bulging, buckling or sagging ceiling or problem with alignment	
	Holes/Missing Tiles/Panels/Cracks		NLT	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long	
	Peeling/Needs Paint		NLT	More than 10% of ceiling has peeling paint or is missing paint	
	Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square	
Doors	Damaged Frames/Threshold/Lintels/Trim		NLT	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim	
	Damaged Hardware/Locks		NLT	Any door that does not function as it should or cannot be locked because of damage to the door's hardware	
	Damaged/Missing Screen/Storm/Security Door		NLT	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing	
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting		NLT	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass	
	Deteriorated/Missing Seals (Entry Only)		NLT	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should	

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	Missing Door		NLT	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality	
Electrical System	Blocked Access to Electrical Panel		NLT	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency	
	Burnt Breakers		NLT	Carbon residue, melted breakers or arcing scars are evident	
	Evidence of Leaks/Corrosion		NLT	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware	
	Frayed Wiring		NLT	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire	
	GFI - Inoperable		NLT	The GFI does not function	
	Missing Breakers/Fuses		NLT	Any open and/or exposed breaker port	
	Missing Covers		LT	A cover is missing, which results in exposed visible electrical connections	
Floors	Bulging/Buckling		NLT	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types	
	Floor Covering Damage		NLT	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	
	Missing Flooring Tiles		NLT	Any flooring or tile flooring that is missing	
	Peeling/Needs Paint		NLT	Any painted flooring that has peeling or missing paint on more than 10% of the surface	
	Rot/Deteriorated Subfloor		NLT	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches	
	Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square	
Health & Safety	Air Quality - Mold and/or Mildew Observed		NLT	Evidence of mold or mildew is observed that is substantial enough to pose a health risk	
	Air Quality - Sewer Odor Detected		NLT	Sewer odors that could pose a health risk if inhaled for prolonged periods	

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	Air Quality - Propane/Natural Gas/Methane Gas Detected		LT	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	Electrical Hazards - Exposed Wires/Open Panels		LT	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	Electrical Hazards - Water Leaks on/near Electrical Equipment		LT	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable		LT	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other	
	Emergency Fire Exits - Missing Exit Signs		NLT	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	
	Flammable Materials - Improperly Stored		NLT	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Indoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Garbage and Debris - Outdoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other		NLT	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges		NLT	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards - Tripping		NLT	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects		NLT	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin		NLT	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
Hot Water Heater	Misaligned Chimney/Ventilation System		LT	Any misalignment that may cause improper or dangerous venting of gases	

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	Inoperable Unit/Components		NLT	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly	
	Leaking Valves/Tanks/Pipes		NLT	There is evidence of active water leaks from hot water heater or related components	
	Pressure Relief Valve Missing		NLT	There is no pressure relief valve or pressure relief valve does not drain down to the floor	
	Rust/Corrosion		NLT	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice	
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged		NLT	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans	
	Inoperable		NLT	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged	
	Misaligned Chimney/Ventilation System		LT	Any misalignment that may cause improper or dangerous venting of gases	
	Noisy/Vibrating/Leaking		NLT	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged	
	Rust/Corrosion		NLT	Deterioration from rust or corrosion on the HVAC system in the dwelling unit	
Kitchen	Cabinets - Missing/Damaged		NLT	10% or more of cabinet, doors, or shelves are missing or the laminate is separating	
	Countertops - Missing/Damaged		NLT	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food	
	Dishwasher/Garbage Disposal - Inoperable		NLT	The dishwasher or garbage disposal does not operate as it should	
	Plumbing - Clogged Drains		NLT	Drain is substantially or completely clogged or has suffered extensive deterioration	
	Plumbing - Leaking Faucet/Pipes		NLT	A steady leak that is adversely affecting the surrounding area	
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable		NLT	A substantial accumulation of dirt or grease that threatens the free passage of air	

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	Range/Stove - Missing/Damaged/Inoperable		NLT	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator- Missing/Damaged/Inoperable		NLT	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing		NLT	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable		NLT	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture		NLT	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing		NLT	An outlet or switch is missing
	Missing/Broken Cover Plates		LT	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Baluster/Side Railings Damaged		NLT	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable		NLT	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps		NLT	A step is missing or broken
	Broken/Missing Hand Railing		NLT	The hand rail is missing, damaged, loose or otherwise unusable
Walls	Bulging/Buckling		NLT	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged		NLT	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim		NLT	10% or more of the wall trim is damaged
	Peeling/Needs Paint		NLT	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square

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Windows	Cracked/Broken/Missing Panes		NLT	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	
	Damaged Window Sill		NLT	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness	
	Missing/Deteriorated Caulking/Seals/Glazing Compound		NLT	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	
	Inoperable/Not Lockable		NLT	Any window that is not functioning or cannot be secured because lock is broken	
	Peeling/Needs Paint		NLT	More than 10% of interior window paint is peeling or missing	
	Security Bars Prevent Egress		LT	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks	

Notes:

1. Deficiencies identified must be labeled as "Level 1", "Level 2", or "Level 3" (including independent Health & Safety items as defined by the Final Dictionary of Deficiency Definitions (PASS) Version 2.3 dated 03/08/2000. This document can be found at http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf (325
2. Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf (24 pages, 275 KB)
3. Only Level 3 is applied to independent Health and Safety deficiencies
4. In the Site Specific Comments column, additional notes shall be provided identifying the level of concern to the health and safety of the deficiency.
5. Additional notes beyond the health and safety level of concern shall also be added in the Comments column as necessary defining the deficiency noted.

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Uniform Physical Condition Standards for Single Family Housing Rehabilitation

Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

Requirements for Site					
Inspectable Item	Observable Deficiency	Applicable/NA	NLT/LT	Type and Degree of Deficiency which Must be addressed	Site Specific Comments
Doors	Damaged Frames/Threshold/Lintels/Trim		NLT	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim	
	Damaged Hardware/Locks		NLT	Any door that does not function as it should or cannot be locked because of damage to the door's hardware	
	Damaged Surface (Holes/Paint/Rusting/Glass)		NLT	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing	
	Damaged/Missing Screen/Storm/Security Door		NLT	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass	
	Deteriorated/Missing Caulking/Seals		NLT	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should	
	Missing Door		NLT	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality	
Foundations	Cracks/Gaps		NLT	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart	
	Spalling/Exposed Rebar		NLT	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other	
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels		LT	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	

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http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

	Electrical Hazards - Water Leaks on/near Electrical Equipment		LT	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Flammable/Combustible Materials - Improperly Stored		NLT	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Outdoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other		NLT	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges		NLT	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards - Tripping		NLT	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects		NLT	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin		NLT	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
Lighting	Broken Fixtures/Bulbs		NLT	10% or more of the lighting fixtures and bulbs surveyed are broken or missing	
Roofs	Damaged Soffits/Fascia		NLT	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible	
	Damaged Vents		NLT	Vents are missing or so visibly damaged that further roof damage is possible	
	Damaged/Clogged Drains		NLT	The drain is damaged or partially clogged with debris or the drain no longer functions	
	Damaged/Torn Membrane/Missing Ballast		NLT	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration	
	Missing/Damaged Components from Downspout/Gutter		NLT	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior	

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	Missing/Damaged Shingles		NLT	Roofing shingles are missing or damaged enough to create a risk of water penetration	
	Ponding		NLT	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials	
Walls	Cracks/Gaps		NLT	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration	
	Damaged Chimneys		NLT	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard	
	Missing/Damaged Caulking/Mortar		NLT	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage	
	Missing Pieces/Holes/Spalling		NLT	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage	
	Stained/Peeling/Needs Paint		NLT	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration	
Windows	Broken/Missing/Cracked Panes		NLT	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	
	Damaged Sills/Frames/Lintels/Trim		NLT	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness	
	Damaged/Missing Screens		NLT	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length	
	Missing/Deteriorated Caulking/Seals/Glazing Compound		NLT	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	

NLT shall indicate “Non-Life Threatening”; LT shall indicate a “Life Threatening” concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

	Peeling/Needs Paint		NLT	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration	
	Security Bars Prevent Egress		LT	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks	
Bathroom	Bathroom Cabinets - Damaged/Missing		NLT	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose	
	Lavatory Sink - Damaged/Missing		NLT	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing	
	Plumbing - Clogged Drains		NLT	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration	
	Plumbing - Leaking Faucet/Pipes		NLT	A steady leak that is adversely affecting the surrounding area	
	Shower/Tub - Damaged/Missing		NLT	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing	
	Ventilation/Exhaust System – Inoperable (if applicable)		LT	exhaust fan is not functioning or window designed for ventilation does not open	
	Water Closet/Toilet - Damaged/Clogged/Missing		NLT	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed	
Ceiling	Bulging/Buckling		NLT	Bulging, buckling or sagging ceiling or problem with alignment	
	Holes/Missing Tiles/Panels/Cracks		NLT	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long	
	Peeling/Needs Paint		NLT	More than 10% of ceiling has peeling paint or is missing paint	
	Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square	

NLT shall indicate “Non-Life Threatening”; LT shall indicate a “Life Threatening” concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

Doors	Damaged Frames/Threshold/Lintels/Trim		NLT	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim	
	Damaged Hardware/Locks		NLT	Any door that does not function as it should or cannot be locked because of damage to the door's hardware	
	Damaged/Missing Screen/Storm/Security Door		NLT	Any screen door or storm door that is damaged or is missing screens or glass—shown by an empty frame or frames or any security door that is not functioning or is missing	
	Damaged Surface - Holes/Paint/Rusting/Glass		NLT	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass	
	Deteriorated/Missing Seals (Entry Only)		NLT	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should	
	Missing Door		NLT	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality	
Electrical System	Blocked Access to Electrical Panel		NLT	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency	
	Burnt Breakers		NLT	Carbon residue, melted breakers or arcing scars are evident	
	Evidence of Leaks/Corrosion		NLT	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware	
	Frayed Wiring		LT	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire	
	GFI - Inoperable		NLT	The GFI does not function	
	Missing Breakers/Fuses		NLT	Any open and/or exposed breaker port	
	Missing Covers		LT	A cover is missing, which results in exposed visible electrical connections	

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Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

Floors	Bulging/Buckling		NLT	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types	
	Floor Covering Damage		NLT	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	
	Missing Flooring Tiles		NLT	Any flooring or tile flooring that is missing	
	Peeling/Needs Paint		NLT	Any painted flooring that has peeling or missing paint on more than 10% of the surface	
	Rot/Deteriorated Subfloor		NLT	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches	
	Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square	
Health & Safety	Air Quality - Mold and/or Mildew Observed		NLT	Evidence of mold or mildew is observed that is substantial enough to pose a health risk	
	Air Quality - Sewer Odor Detected		NLT	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	Air Quality - Propane/Natural Gas/Methane Gas Detected		LT	Sewer odors that could pose a health risk if inhaled for prolonged periods	
	Electrical Hazards - Exposed Wires/Open Panels		LT	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	Electrical Hazards - Water Leaks on/near Electrical Equipment		LT	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Flammable Materials - Improperly Stored		NLT	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Indoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Garbage and Debris - Outdoors		NLT	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other		NLT	Any general defects or hazards that pose risk of bodily injury	

NLT shall indicate “Non-Life Threatening”; LT shall indicate a “Life Threatening” concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

	Hazards - Sharp Edges		NLT	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards - Tripping		NLT	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects		NLT	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin		NLT	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
Hot Water Heater	Inoperable Unit/Components		NLT	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly	
	Leaking Valves/Tanks/Pipes		NLT	There is evidence of active water leaks from hot water heater or related components	
	Pressure Relief Valve Missing		NLT	There is no pressure relief valve or pressure relief valve does not drain down to the floor	
	Rust/Corrosion		NLT	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice	
HVAC System	Inoperable		NLT	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans	
	Misaligned Chimney/Ventilation System		LT	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged	
	Noisy/Vibrating/Leaking		NLT	Any misalignment that may cause improper or dangerous venting of gases	
	Rust/Corrosion		NLT	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged	
Kitchen	Cabinets - Missing/Damaged		NLT	Deterioration from rust or corrosion on the HVAC system in the dwelling unit	
	Countertops - Missing/Damaged		NLT	10% or more of cabinet, doors, or shelves are missing or the laminate is separating	

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http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

	Dishwasher/Garbage Disposal – Leaking/Inoperable		NLT	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food	
	Plumbing - Clogged Drains		NLT	The dishwasher or garbage disposal does not operate as it should	
	Plumbing - Leaking Faucet/Pipes		NLT	Drain is substantially or completely clogged or has suffered extensive deterioration	
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable		NLT	A steady leak that is adversely affecting the surrounding area	
	Range/Stove - Missing/Damaged/Inoperable		NLT	A substantial accumulation of dirt or grease that threatens the free passage of air	
	Refrigerator- Missing/Damaged/Inoperable		NLT	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning	
	Sink - Damaged/Missing		NLT	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance	
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable		NLT	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside	
Lighting	Missing/Inoperable Fixture		NLT	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function	
Outlets/Switches	Missing		NLT	An outlet or switch is missing	
	Missing/Broken Cover Plates		NLT	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing	
Patio/Porch/Balcony	Baluster/Side Railings Damaged		NLT	Any damaged or missing balusters or side rails that limit the safe use of an area	
Smoke Detector	Missing/Inoperable		NLT	Smoke detector is missing or does not function as it should	
Stairs	Broken/Damaged/Missing Steps		NLT	A step is missing or broken	
	Broken/Missing Hand Railing		NLT	The hand rail is missing, damaged, loose or otherwise unusable	

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Level – Deficiencies identified must be labeled as Level 1, Level 2, or Level 3 per the REAC-defined levels of deficiency
http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

Walls	Bulging/Buckling		NLT	Bulging, buckling or sagging walls or a lack of horizontal alignment	
	Damaged		NLT	Any hole in wall greater than 2 inches by 2 inches	
	Damaged/Deteriorated Trim		NLT	10% or more of the wall trim is damaged	
	Peeling/Needs Paint		NLT	10% or more of interior wall paint is peeling or missing	
	Water Stains/Water Damage/Mold/Mildew		NLT	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square	
Windows	Cracked/Broken/Missing Panes		NLT	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	
	Damaged/Rotting Window Sill		NLT	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness	
	Missing/Deteriorated Caulking/Seals/Glazing Compound		NLT	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	
	Inoperable/Not Lockable		NLT	Any window that is not functioning or cannot be secured because lock is broken	
	Peeling/Needs Paint		NLT	More than 10% of interior window paint is peeling or missing	
	Security Bars Prevent Egress		LT	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks	

Notes:

1. Deficiencies identified must be labeled as “Level 1”, “Level 2”, or “Level 3” (including independent Health & Safety items as defined by the Final Dictionary of Deficiency Definitions (PASS) Version 2.3 dated 03/08/2000. This document can be found at
2. Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf (24 pages, 275 KB)
3. Only Level 3 is applied to independent Health and Safety deficiencies
4. In the Site Specific Comments column, additional notes shall be provided identifying the level of concern to the health and safety of the deficiency.
5. Additional notes beyond the health and safety level of concern shall also be added in the comments column as necessary defining the deficiency noted.

NLT shall indicate “Non-Life Threatening”; LT shall indicate a “Life Threatening” concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Grand Total Hard Cost Limits

A Project's grand total hard costs, as calculated in the Common Application, are limited to the sum of the products of the hard cost limit by bedroom type and the number of units, by bedroom type, in the Project.

Below are the grand total hard cost limits by bedroom type for each geographic set-aside for the 2016-17 QAP:

# of Bedrooms	City of Chicago, AHPAA, and Chicago Metro (non-AAHPA)	Other Metro, Non-Metro
0	\$152,736	\$110,000
1	\$210,000	\$160,000
2	\$280,000	\$210,000
3	\$315,000	\$225,000
4+	\$325,000	\$230,000

INSURANCE REQUIREMENTS FOR IHDA PROJECTS – NEW IHDA LOANS NEW CONSTRUCTION AND/OR REHAB

General Requirements:

The insurance coverage listed below represents the minimum requirements for projects financed by the Illinois Housing Development Authority (“IHDA”). IHDA does reserve the right to require additional coverage or increased limits if IHDA deems such additional coverage or increased limits are necessary for a particular project or project participant. IHDA must be given an opportunity to review the appropriate insurance documentation prior to the commencement of a project.

The insurance policies issued for IHDA financed projects must be issued by companies licensed to do business in the State of Illinois or by companies which have been approved by the Illinois Commissioner of Insurance as a Surplus Lines Insurer. **IHDA will only accept those companies with an A.M. Best rating of A VII or better and a Standard & Poor’s rate of A or better.**

The appropriate project name and project number shall be included on all certificates. All insurers affording coverage shown on documentation shall include the full, complete, specific name of the insurance company affording coverage including NAIC # – (do NOT show only the “group” name such as “Chubb Insurance” or “Travelers Insurance”).

The certificate should include all appropriate information for coverage, policy effective date, policy expiration date, policy numbers, policy limits and deductible. Illinois Housing Development Authority must be a certificate holder as follows:

Illinois Housing Development Authority
401 North Michigan Avenue, Suite 700
Chicago, IL 60611

Documentation for each policy needs to confirm that the policy will not be materially changed, cancelled or non-renewed without 30 days’ written notice to IHDA at the above address. “Materially changed” means: Any change in the type of coverage, any change in the amount of coverage, or any change in the names of the parties with an insurable interest in the insurance coverage.

IHDA may require additional insurance if IHDA determines additional insurance is necessary to cover any additional hazards involved in construction of the project.

Please provide these General Requirements and the appropriate specific requirements described below to your insurance agent(s).

Please do not submit certificates directly through the agent to the consultant. They should be routed through your point of contact at IHDA. Please allow AT LEAST 48 hour turnaround for any insurance certificates received.

The insurance consultant who will be reviewing the documentation is Ms. Pat LePenske of LPR Services, Inc. If you or any of the insurance agents preparing the insurance documentation for review have any questions, please request contact information from your IHDA contact. However, please note that any certificates to be reviewed should still be routed directly through your point of contact at IHDA or will not be considered a submission for due diligence.

INSURANCE REQUIREMENTS FOR IHDA PROJECTS – NEW IHDA LOANS NEW CONSTRUCTION AND/OR REHAB

Owner

THE PROJECT OWNER MUST PROVIDE EVIDENCE OF THE FOLLOWING INSURANCE COVERAGE:

- If **New construction**, Builders Risk Insurance in the amount of the full cost of the project;
- If **Single Family Homes** – see separate comments on page 2 for required property coverage
- If **Rehab** – see separate comments on page 2 for required property coverage
- Depending on where the property is located, IHDA will require:
 - Flood Insurance: must be provided to cover the full cost of any building(s) located in any flood zone.
 - Mine Subsidence Insurance: must be provided to cover the full cost of any building(s) impacted by any underground mine exposure.
 - Earthquake/Earth Movement Insurance: must be provided to cover the full cost of any building(s) impacted by any potential earthquake/earth movement
- Commercial General Liability Insurance in the minimum amounts of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate; and

The Illinois Housing Development Authority must be listed as a Mortgagee and as an Additional Insured on the Builders Risk Insurance and as an Additional Insured on the Liability.

Contractor

THE GENERAL CONTRACTOR MUST PROVIDE EVIDENCE OF THE FOLLOWING INSURANCE COVERAGE:

- Commercial General Liability Insurance in the minimum amounts of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate;
 - The Owner and Illinois Housing Development Authority must be listed as Additional Insured on the Liability Insurance
 - Evidence of Automobile Liability Insurance
 - Evidence of Statutory Worker's Compensation
 - Evidence of Excess/Umbrella Liability Insurance in the amount of \$5,000,000
 - Construction Completion Assurance:
 - 100% Performance and Payment Bond(s) must also be submitted for review. The bond must list the Illinois Housing Development Authority as Dual Obligatee. A draft form of the P & P bond(s) may be submitted however the draft should mirror what the actual bond(s) will look like at closing including all information completed (including exact entity names).
- or**
- An irrevocable letter of credit for 25% of the total construction costs in lieu of a Performance and Payment Bond may be presented Please speak to your point of contact regarding Letter of Credit requirements.

INSURANCE REQUIREMENTS FOR IHDA PROJECTS – NEW IHDA LOANS NEW CONSTRUCTION AND/OR REHAB

Architect:

THE DESIGN ARCHITECT AND SUPERVISORY ARCHITECT MUST PROVIDE EVIDENCE OF THE FOLLOWING INSURANCE COVERAGE:

- Professional Liability Insurance for at least \$1,000,000 per occurrence
- Evidence of coverage should be provided prior to loan closing and be valid during the course of construction. If the policy is issued on a “claims made” basis, the Extended Reporting Period for the development to which the policy applied shall extend 5 years after obtaining an occupancy permit.
- Illinois Housing Development Authority must be a certificate holder

Property Manager

THE PROPERTY MANAGER MUST PROVIDE EVIDENCE OF THE FOLLOWING INSURANCE COVERAGE:

- Employees Dishonesty Insurance in an amount that is **at least** two and one-half times greater than the monthly gross rent.
- Illinois Housing Development Authority must be a certificate holder AND joint loss payee

Owner - Single – Family Projects

THE PROJECT OWNER AND/OR GENERAL CONTRACTOR MUST PROVIDE EVIDENCE OF THE FOLLOWING INSURANCE COVERAGE:

- New Construction - Owner – Builder’s Risk Coverage is required prior to beginning construction of individual homes

Owner – Rehab

THE PROJECT OWNER MUST PROVIDE EVIDENCE OF THE FOLLOWING INSURANCE COVERAGE:

Coverage requirements for Rehab projects can vary depending on the project type. Following is meant to be a general guideline. Depending on the complexity of the project, additional coverage may be required. In general, coverage for the rehab/construction risk should be evidenced in an amount at least equal to the Improvements and Betterments for the full amount of such improvements and betterments. In addition, loss of rents/business income coverage will need to be provided equal to annual gross income for the project if any tenants will inhabit any part of the project during rehab.

The Illinois Housing Development Authority must be listed as Mortgagee and as Additional Insured on the Liability and the Property/Construction Insurance. Illinois Housing Development Authority must be a certificate holder as follows:

Illinois Housing Development Authority
401 North Michigan Avenue, Suite 700
Chicago, IL 60611

Existing IHDA properties which are being rehabbed need to maintain all applicable Property and Business Income, General Liability, Umbrella, and Fidelity insurance as required for the ongoing property.

- Depending on where the property is located, IHDA will require:
 - Flood Insurance: must be provided to cover the full cost of any building(s) located in any flood zone.
 - Mine Subsidence Insurance: must be provided to cover the full cost of any building(s) impacted by any underground mine exposure.
 - Earthquake/Earth Movement Insurance: must be provided to cover the full cost of any building(s) impacted by any potential earthquake

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>) Illinois Housing Development Authority			D TYPE OF DEPOSITOR ACCOUNT <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS						
ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>) 401 N Michigan Ave., Suite 700			E DEPOSITOR ACCOUNT NUMBER 8 1 8 8 3 9 6 1 7 5						
CITY Chicago	STATE IL	ZIP CODE 60611	F TYPE OF PAYMENT (<i>Check only one</i>)						
TELEPHONE NUMBER AREA CODE 312-836-7345			<input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active _____ <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. _____ <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor _____ <input type="checkbox"/> VA Compensation or Pension <input checked="" type="checkbox"/> Other <u>HTF</u> _____ <i>(specify)</i>						
B NAME OF PERSON(S) ENTITLED TO PAYMENT			G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>)						
C CLAIM OR PAYROLL ID NUMBER 36-2708817			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TYPE</td> <td style="width: 50%;">AMOUNT</td> </tr> <tr> <td>Prefix</td> <td>Suffix</td> </tr> </table>			TYPE	AMOUNT	Prefix	Suffix
TYPE	AMOUNT								
Prefix	Suffix								
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.			JOINT ACCOUNT HOLDERS' CERTIFICATION (<i>optional</i>) I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.						
SIGNATURE <u>maiorian</u>		DATE <u>8/5/16</u>	SIGNATURE		DATE				
SIGNATURE <u>Andreas Hamerik</u>		DATE <u>8/5/16</u>	SIGNATURE		DATE				

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME U.S. Department of Housing and Urban Development	GOVERNMENT AGENCY ADDRESS Ralph Metcalfe Fed Building 77 West Jackson Boulevard Chicago, IL. 60604
---	--

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION Bank of America 540 W. Madison St., Chicago, IL. 60661		ROUTING NUMBER					CHECK DIGIT			
		0	7	1	0	0	0	0	3	9
DEPOSITOR ACCOUNT TITLE IHDA National Housing Trust Fund										
FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.										
PRINT OR TYPE REPRESENTATIVE'S NAME Julie Conenna			SIGNATURE OF REPRESENTATIVE <u>Julie Conenna</u>				TELEPHONE NUMBER 312-904-8357		DATE 8/2/2016	

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

Handwritten text, possibly a signature or name, located in the lower right quadrant of the page.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. Organizational DUNS:**

d. Address:

*** Street1:**

Street2:

*** City:**

County/Parish:

*** State:**

Province:

*** Country:**

*** Zip / Postal Code:**

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: *** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:**

Fax Number:

*** Email:**

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U. S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14---275

CFDA Title:

National Housing Trust Fund

*** 12. Funding Opportunity Number:**

Not Applicable.

* Title:

Not Applicable. The National Housing Trust Fund is a formula grant program

13. Competition Identification Number:

Not Applicable.

Title:

Not Applicable. The National Housing Trust Fund is a formula grant program

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

The National Housing Trust Fund expands and preserve the supply of affordable housing, particularly rental housing, for extremely low-income and very low income households

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="4,310,055.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="4,310,055.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:


* Date Signed:



401 N. Michigan Avenue
Suite 700
Chicago IL 60611
312.836.5200
866.324.4431 TDD
www.ihda.org

Bruce Rauner, Governor

February 20, 2015

Via Federal Express

U.S. Department of Housing and Urban Development
451 7th Street S.W.
Washington, DC 20410
Attention: Secretary Julián Castro

**Re: National Housing Trust Fund Program
Notification of Intent to Participate per 24 CFR 93.100**

Mr. Secretary:

The Illinois Housing Development Authority has been designated to administer the National Housing Trust Fund Program on behalf of the State of Illinois. A copy of the executed designation letter is attached to this notification. My contact information is as follows:

Mary R. Kenney, Executive Director
Illinois Housing Development Authority
401 N. Michigan Avenue, Suite 700
Chicago, Illinois 60611
(312) 836-5314
mkenney@ihda.org

We look forward to working with HUD on this important program.

Respectfully submitted,



Mary R. Kenney
Executive Director



STATE OF ILLINOIS
OFFICE OF THE GOVERNOR
SPRINGFIELD, ILLINOIS 62706

Pat Quinn
GOVERNOR

STATE OF ILLINOIS
NATIONAL HOUSING TRUST FUND
DESIGNATION

I hereby designate the Illinois Housing Development Authority as the state-designated entity eligible to receive any funds awarded to the State of Illinois in connection with the National Housing Trust Fund program established under Title I of the Housing and Economic Recovery Act of 2008, Section 1338 (Public Law 110-289) (the "Act"). This designation, which is permitted pursuant to Section 1388(c)(2) of the Act, shall be effective as of the date set forth below and shall remain in effect until further written notice.

A handwritten signature in cursive script that reads "Pat Quinn".

Pat Quinn
Governor
State of Illinois

12-12-14
Effective Date

Date December 7, 2016

To htf@hud.gov
U.S. Department of Housing and Urban Development

From Melinda Koenig
Assistant Director, OHCS

CC Kimberly Danna, Jerry Deese

Re State of Illinois' Program Year 2016 Housing Trust Fund (HTF) Allocation Plan

This memo serves as a response to the letter received on October 27, 2016, disapproving the State of Illinois' Program Year 2016 Housing Trust Fund (HTF) Allocation Plan. We have also incorporated updated language pertaining to rehabilitation standards in response to comments received on November 23, 2016 and December 2, 2016 in consultation with HUD Chicago and HUD D.C.. Additionally, we have provided an overview of IHDA's process to evaluate applications.

Evaluation of Applications

1. **Complete Application** – The Application must be received by the designated Application deadline and will be reviewed for completeness. It's a two-part application consisting of IHDA's Common Application and the Permanent Supportive Housing Request for Application (RFA).

If the Authority finds that the Application is not complete, then it reserves the right to reject the Application and notify the Applicant with stated reason(s) for denial.

2. **Mandatory Criteria** – If the Authority determines that the Application is complete, then it will be reviewed to determine if the Project meets the mandatory requirements set forth in the Mandatory Requirements section 3 of the RFA.

NHTF Applicants will be restricted to tenants at 30% AMI, provide a certificate of consistency with the State's 2015-2019 Consolidated Plan and a Certification of HTF Compliance. These requirements are listed in Section 3 of the RFA.

3. **Scoring Criteria** – If an Application has met all of the Mandatory Requirements, then the Application will be reviewed and assigned a score based on the categories set forth in the Scoring Criteria section in Section 4 of the RFA.

HTF Funding Priorities:

HUD Comments:

The State's Plan does not describe the relative importance of the required HTF selection criteria and how it will select projects in accordance with its criteria. The allocation plan must make clear to the public, to applicants, and to HUD how applications will be selected. The State must describe the scoring method or weight that it will attribute to each funding criteria in the HTF Plan itself, and not merely through reference to some other application or document. While the State indicated that it will use its Multi-family "Common Application" as the format for HTF funded rental housing projects, and previously provided the "Request for Application: Permanent Supportive Housing Development Program", it is unclear how this application and scoring criteria applies to HTF applicants.

IHDA has developed a Request for Application (RFA) to address the needs of Permanent Supportive Housing and extremely low income individuals and families. This RFA is part of the NHTF requirements and applicants will not be considered unless a completed Common Application and RFA has been submitted. The RFA is applicable to the legislative priorities of NHTF and addresses the requirement set forth in 24 CFR 91.320(k)(5)(i) in the following ways:

Mandatory Application Criteria

As stated in Section III, Paragraph B of the NHTF Allocation Plan, NHTF funds will only be applied to units restricted to tenants at 30% AMI or below. The balance of the units that are not 30% AMI or below will be paid for with other IHDA or leveraged sources.

HTF Criteria and Priority Housing Needs of the State

Note: If an Application has met all of the Mandatory Criteria, then the Application will be reviewed and assigned a score

1. Priority based upon geographic diversity

The State will distribute HTF funds statewide, including the City of Chicago, Chicago Metro, Other Metro, Non-Metro and municipalities subject the Affordable Housing Planning and Appeal Act to the prioritizing applications that are consistent with the 2015-2019 Consolidated Plan, Section AP-50 Geographic Distribution.

2. Applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner

As stated in the attached RFA Section 3, Paragraph N, the Authority will evaluate the Development Team's capacity to successfully complete and manage the Project. Applicants who fail to meet this **mandatory criteria** will be disqualified and will not scored during the final evaluation phase. Applications must include the following for the Authority to evaluate the experience and capacity of the development team:

3. 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

As stated in the attached RFA Section 4, Paragraph B, projects that provided project-based rental or operating assistance will be awarded up to **twenty-five (25) points** based on the number of units assisted and the length of committed assistance.

4. For rental housing, the duration of the units' affordability period

As stated in the attached RFA Section 3, Paragraph 9, all applicants must document the extent to which proposed rents are affordable, especially to ELI households. All projects will be required to establish a minimum 30-year affordability period. Applicants who fail to meet this **mandatory criteria** will be disqualified and will not be scored during the final evaluation phase.

As stated in the attached RFA Section 5, Paragraph H, Projects will be required to execute a Regulatory Agreement with the Authority, whereby the Owner shall agree to maintain unit affordability, and serve the targeted populations, for a minimum 30-year period.

5. The merits of the application in meeting the State's priority housing needs (please describe)

As stated in the attached RFA Section 3, Paragraph B, all Applications must include a certification of consistency with the Consolidated Plan for the Project. Applicants who fail to meet this **mandatory criteria** will be disqualified and will not be scored during the final evaluation phase. Projects will also be scored on other priorities of the State as listed in the NHTF Allocation Plan.

6. The extent to which application makes use of non-federal funding sources

As stated in the attached RFA Section 4, projects which are able to commit other non-federal funds as part of their project financing will be awarded up to **twenty-five (25) points**.

7. Other

As stated in the attached RFA Section 4, all Applications must include a signed PSHD Program Application Certification Organizational Chart Identity of Interest form, found on the Website which provides a written certification that the Project will take actions to affirmatively further fair housing. Applicants who fail to meet this **mandatory criteria** will be disqualified and will not be scored during the final evaluation phase.

Rehabilitation Standards

HUD Comments:

UPCS—The State's Plan incorporates the UPCS list of inspectable items as required by HUD into its rehabilitation standard, but fails to describe how it will use the UPCS inspectable items to determine what work must be performed. The State's HTF Plan is required to include the list of inspectable items provided by HUD, which it has done, but also to establish the levels of criticality (in other words, those items which are required to be corrected when projects are assisted with HTF funds) While the State references REAC as available for more information, it does not clearly establish whether the State plans to use the REAC levels of deficiency or some other method of defining the levels of deficiency.

Disaster Mitigation—While the State's Plan addresses disaster mitigation requirements through reference to local codes, it is not clear to the public or to HUD what disaster mitigation requirements are contained in local codes throughout the State of Illinois, if any. The State's HTF Plan should have a minimum disaster mitigation standard that will apply to all HTF-assisted properties.

IHDA has clarified in Section VI of the NHTF Allocation Plan to address IHDA's disaster mitigation standard. IHDA relies on these local Authorities Having Jurisdiction (AHJ) to provide plan review and issue building permits per their adoptive standards. If there is an area which does not have an adopted

standard, our APCS document indicates the building shall be constructed to meet the 2015 version of the International Building Code. The use of standard building codes, by either the AHJ or IHDA referenced standard, ensures facilities are built to handle regional requirements for seismic (earthquake), wind (tornado or straight line winds) or water (rain, snow, flood) based disasters.

The Uniform Physical condition Standards has also been clarified in the Section VI of the Plan. The Authority's Uniform Physical Condition Standards for Multifamily Housing Rehabilitation includes documentation identifying the level of need for repair (you may reference the notes on the bottom of page 13 in the attached document). These are indicated as either Critical, Immediate or Long Term.