



STATE OF LOUISIANA
NATIONAL HOUSING TRUST FUND
2017 ALLOCATION PLAN

II. GRANTEE INFORMATION

State:

FY 2017 HTF Allocation Amount:

III. CONSOLIDATED PLAN REQUIREMENTS

Citizen Participation Plan

The consolidated plan regulation at § 91.115 requires the State to include HTF in its citizen participation plan. Essentially, before adopting a consolidated plan, the State is required to adopt a citizen participation plan that describes the process for providing and encouraging citizens to participate in the development of the consolidated plan, the amendments to the consolidated plan and the performance report (CAPERS). For the purposes of HTF, the State is required to make the following information available to the public:

- the amount of HTF assistance the State expects to receive,
- the range of activities the State may undertake, including the estimated amount that will benefit extremely low-income households, and
- the State’s plans to minimize displacement of persons and to assist any persons displaced.

If the State already conducted its citizen participation and included HTF in any citizen participation it performed for the other HUD formula grant programs, then the State does not need to conduct additional citizen participation for HTF. If the State has not yet conducted citizen participation or did not include HTF in the citizen participation it performed for other HUD formula grant programs, then it must conduct citizen participation to include HTF as part of its consolidated plan.

Consolidated Plan Screen(s) To Revise

The following screen in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ES-05 / AP-05 Executive Summary:** § 91.320(b)- The Executive Summary includes seven narratives: (1) Introduction; (2) Summary of Objectives and Outcomes; (3) Evaluation of Past Performance; (4) Summary of the Citizen Participation and Consultation Process; (5) Summary of Public Comments; (6) Summary of Comments Not Accepted; (7) Summary.

- PR-15 Citizen Participation:** § 91.115 and § 91.300(c)- revise this screen to provide a summary of the citizen participation efforts made for HTF, including efforts to broaden public participation, a summary of citizen comments or views on the plan, and a written explanation of comments not accepted and the reasons why these comments were not accepted.

IV. STRATEGIC PLAN REQUIREMENTS

The State must amend the affordable housing section of the strategic plan to include specific objectives that describe proposed accomplishments the State hopes to achieve and must specify the number of extremely low-income families to which the State will provide affordable housing to (homeownership- § 93.302; rental- § 93.304) over a specific period of time. The State can complete this requirement by including HTF on the **SP-45 Goals screen**.

Note: Directions on how to amend a plan are included at the end of this document.

Reminder: 100 percent of FY 2017 HTF funds must benefit extremely low-income households; a minimum of 80 percent must be used for rental housing; up to 10 percent may be used for homeownership housing; up to 10 percent may be used for administrative costs.

Strategic Plan Screen(s) To Revise

In addition to updating the affordable housing section of the strategic plan, the following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- SP-10 Geographic Priorities:** § 91.315(a)(1)- revise this screen to discuss how investments are allocated geographically.
- SP-25 Priority Needs:** § 91.315(a)(2)- revise this screen to indicate the general priorities for allocating investment of available resources among different needs.
- SP-30 Influence of Market Conditions:** § 93.315(b)- revise this screen to describe how the characteristics of the housing market influenced the State’s decisions regarding allocation priorities among the types of housing assistance.
- SP-35 Anticipated Resources:** § 91.315(a)(4); § 91.320(c)(1) and (2)- revise this screen to identify the federal, state, local, and private resources expected to be available to the State to address priority needs and specific objectives identified in the strategic plan. Specifically, the State should add a program to this screen by selecting “Add” in the *Action* column. This will open the **SP-36 Add Anticipated Resource** screen. The State should select “Other” in the *Anticipated Resource* field and enter “Housing Trust

Fund” in the *Other Funding Source* field. The State should also select the “public - federal” radio button in the “Source” field and complete the rest of the fields on this screen for its HTF program.

- SP-45 Goals:** § 91.315(a)(4) and § 91.315 (b)(2)- revise this screen to summarize the State’s priorities and the specific goals it intends to initiate and/or complete within the term of the strategic plan. The State must also ensure its five year goals include any accomplishments due to HTF funds and must also enter the number of extremely low-income families to which the State will provide assistance with its HTF funds.

V. ANNUAL ACTION PLAN REQUIREMENTS

The State must include HTF in its annual action plan or amend the plan to include HTF information as required in § 93.320(k)(5). The action plan must include an HTF allocation plan that describes the distribution of HTF funds, and establishes the application requirements and selection criteria of applications submitted by eligible recipients that meet the State’s priority housing needs.

Annual Action Plan Screen(s) To Revise

The following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- AP-15 Expected Resources:** § 91.320(c)(1) and (2)- revise this screen to provide a concise summary of the federal resources expected to be available. The HTF resources added to the **SP-35 Anticipated Resources** screen will carry over to this screen.
- AP-20 Annual Goals and Objectives:** § 91.320(c)(3) and (e)- revise this screen to summarize the specific goals the State intends to initiate and/or complete within the term of the program year. Any HTF related goals and objectives entered on the **SP-45 Goals** screen will carry over to this screen.
- AP-25 Allocation Priorities:** § 91.320(d)- revise this screen to describe the reasons for the State’s allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the strategic plan.
- AP-30 Method of Distribution:** § 91.320(d) and (k5)- revise this screen to include a description of its method(s) for distribution for the “Other – Housing Trust Fund” selection based on the entry made on the **SP-35 Anticipated Resources** screen.
- AP-35 Projects:** § 91.220(d)- revise this screen to include consolidated plan/annual action plan projects that reflect the planned use of HTF funds each year.

- AP-50 Geographic Distribution:** § 91.320(f)- revise this screen to describe the geographic areas of the state in which it will direct assistance during the ensuing program year and provide rationale for its priorities in allocating investment geographically.
- AP-55 Affordable Housing:** § 91.320(g)- revise this screen to specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.
- AP-65 Homeless and Other Special Needs Activities:** § 91.320(h)- revise this screen to describe how HTF will help to address the State's one-year goals and actions for reducing and ending homelessness, if applicable.
- AP-75 Barriers to Affordable Housing:** § 91.320(i)- revise this screen to describe how HTF will help with any actions the State's will take during the next year to reduce barriers to affordable housing, if applicable.
- AP-85 Other Actions:** § 91.320(j)- revise this screen to describe how HTF will help with any actions the State will take during the next year to carry out the following strategies outlined in the consolidated plan:
 - Foster and maintain affordable housing;
 - Evaluate and reduce lead-based paint hazards;
 - Reduce the number of poverty-level families;
 - Develop institutional structure; and
 - Enhance coordination.

In addition, the State must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles using HTF funds, if applicable.

VI. ALLOCATION PLAN REQUIREMENTS

The State is responsible for distributing HTF funds throughout the State according to its housing priority needs. In addition to revising the **AP- 30 Method of Distribution** screen in IDIS, the State must respond to the following questions.

Distribution of HTF funds

1. How will the State distribute its HTF funds (§ 91.320(k)(5))? Select all that apply:
 - Applications submitted by eligible recipients
 - Subgrantees that are State Agencies
 - Subgrantees that are HUD-CPD entitlement grantees

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

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

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

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

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

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

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

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

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

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

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

Yes No N/A

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

Yes No N/A

6. **Performance Goals and Benchmarks-** § 91.320(k)(5)(iii)

The State has met the requirement to provide for performance goals and benchmarks against which the State will measure its progress, consistent with the State's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes No

7. **Maximum Per-unit Development Subsidy Amount-** § 91.320(k)(5) and § 93.300(a)

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

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

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

8. Rehabilitation Standards - § 91.320(k)(5)(iv) and § 93.301(b)

The State must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The State's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. At a minimum, the rehabilitation standards must address:

- Health and safety;
- Major systems;
- Lead-Based Paint;
- Accessibility;
- Disaster Mitigation;
- State and local Codes, Ordinances, and Zoning Requirements;
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to HTF-assisted housing; and
- Capital Needs Assessments (if applicable).

Enter or attach the State's rehabilitation standards. If the State will not use HTF funds for rehabilitation of housing, enter "N/A".

9. Resale or Recapture Guidelines- § 91.320(k)(5)(v) and § 93.304(f)

If the State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale or recapture and obtain HUD specific, written approval, as required in § 93.304(f). Approval of the consolidated plan or annual action plan under § 91.500 or the failure to disapprove the consolidated plan or annual action plan does not satisfy the requirement for specific HUD approval for resale or recapture guidelines.

Enter or attach a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the State will not use HTF funds to assist first-time homebuyers, enter "N/A".

10. HTF Affordable Homeownership Limits- § 91.320(k)(5)(vi) and § 93.305

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

- The State will use the HUD issued affordable homeownership limits.
- The State has determined its own affordable homeownership limits using the methodology described in § 93.305(a)(2) and the limits are attached.
- N/A

11. State Limited Beneficiaries or Preferences- § 91.320(k)(5)(vii)

Describe how the State will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the State will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter “N/A”.

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

12. Refinancing of Existing Debt- § 91.320(k)(5)(viii) and § 93.201(b)

Enter or attach the State's refinancing guidelines below. The guidelines describe the conditions under which the State will refinance existing debt. The State's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the State will not refinance existing debt, enter "N/A".

VII. GRANTEE CERTIFICATIONS

In addition to submitting an HTF allocation plan, the State must submit all the required certifications identified at § 91.225 (for new action plans). If the State is amending the action plan to include HTF, it must resubmit the following certification to include HTF:

- Consistency with plan- The jurisdiction must submit a certification that the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan. Where the HOPWA funds are to be received by a city that is the most populous unit of general local government in an EMSA, it must obtain and keep on file certifications of consistency from the authorized public officials for each other locality in the EMSA in which housing assistance is provided. HTF must be included in this certification.

VIII. REQUIRED FORMS

In addition to submitting an HTF allocation plan, the State must submit and/or complete the following standard form for its HTF program.

- Standard form- 424: [Application for Federal Assistance](#) (§ 91.320(a))

IX. RESOURCES

The following resources should be referenced before developing and submitting the HTF allocation plan.

HTF Resources

- HTF website- www.hudexchange.info/htf
- HTF [Interim Rule](#)
- Notice CPD-17-05 [Guidance for HTF Grantees on Fiscal Year 2017 Housing Trust Fund \(HTF\) Allocation Plans](#)
- HTF [FAQs](#)
 - o HTF Maximum Per-Unit Development Subsidy Amounts
 - o HTF Rehabilitation Standards
- HTF Webcast on [Overview of the HTF program](#)
- HTF Webinar on [Developing HTF Allocation Plans](#)
- HTF [Formula Allocation](#)

**Appendix 1 Louisiana Housing Corporation
LIHTC - 2017 Qualified Allocation Plan and NHTF
Selection Criteria**

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SELECTION CRITERIA AND EVIDENTIARY MATERIALS

I. TARGETED PROJECT TYPE

A. *De-concentration Projects* (Maximum of 22 points, maximum one selection from A (i), Project Diversity and maximum one selection from A(ii), Geographic Diversity)

(i) Project Diversity - Percentage of Low Income Units in Project does not exceed:

- (a) 60% of the Total Project units 4 ____
- (b) 50% of the Total Project units 8 ____
- (c) 40% of the Total Project units 10 ____

(ii) Geographic Diversity: Project is located in census tract in which the median income of the census tract exceeds one of the following as determined by <https://www.ffiec.gov/>:

- (a) 120% of the area median income for the MSA 10 ____
- (b) 150% of the area median income for the MSA 12 ____

B. *Redevelopment Project* (Maximum 6 points allowed) 6 ____

- Check Type: _____
- Distressed Property: _____
- Redevelopment Property: _____
- Owner Occupied Property with Development Plan of Action: _____

Documentation must be submitted with the application evidencing that the project meets the requirements for the type of Redevelopment Project (i.e. Distressed, Redevelopment or Owner Occupied) selected. Any project receiving points in this category must be located in a qualified census tract.

C. *High Vacancy Scattered Site Projects* (Only one selection allowed - Maximum 6 points allowed)

- (i) Minimum of 25% but less than 50% 2 ____
- (ii) Minimum of 51% but less than 75% 4 ____
- (iii) 75% or above 6 ____

- Submit letter from local jurisdiction that the residential unit has been vacant for at least 90 days and is likely to remain vacant because unit is substandard.
- Capital Needs Assessment must evidence inspection of vacant units.
- Market Study must directly address causes of vacancy, specific need for vacant unit sizes in the market.
- Points are allowed in this category for vacant lots that previously held inhabitable housing units. Evidence of demolished housing must be included in the application submission to receive points in this category.

• **NOTE: Points may only be selected from one of the following categories: Selection Criteria Items I.D. New Construction Scattered Site Project, I.E. Non Scattered Site Rehabilitation Projects, and**

I.F. Scattered Site Rehabilitation or Infill Projects. No project will be allowed points from more than one of the aforementioned categories.

***D. New Construction Scattered Site Project
(Only one selection allowed - Maximum 4 points allowed)***

NOTE: Points will only be allowed for a new construction scattered site project in areas where there are no LIHTC properties within a 5 mile radius of the proposed project.

- (i) New Construction Scattered Site Project 2 _____
- (ii) New Construction Scattered Site Lease to Own ** 4 _____

Submit list of each separate address and square footage and costs of each separate building.

* Owner must agree to sell units at minimum purchase price by not later than the 16th year of Compliance period. The award is subject to a transactional structure acceptable to the Corporation according to industry best practices that protects the expectations of tenants anticipating title transfer of their units in fee simple absolute or condo or cooperative ownership.

E. Non Scattered Site Rehabilitation Projects (Only one selection allowed - Maximum 8 points allowed)

- (i) Non Scattered Site Abandoned Project 8 _____
 - Submit letter from local governmental unit that all units (residential or non-residential) in the Project are substandard and have been vacant for at least six months
Capital Needs Assessment must also certify 100% vacancy
- (ii) Substantial rehabilitation or conversion of Historic Property 7 _____
- (iii) Rehabilitation or conversion of Non-Historic Property 6 _____

***F. Scattered Site Rehabilitation/ or Infill Projects
(Only one selection allowed – Maximum 10 points allowed)****

- (i) Scattered Site Rehab or Infill 8 _____
- (ii) Scattered Site Rehab or Infill – Lease to Own** 10 _____

* Submit list of each separate address and square footage and costs of each building.

** Owner must agree to sell units at minimum purchase price by not later than the 16th year of Compliance period. The award is subject to a transactional structure acceptable to the agency according to industry best practices that protects the expectations of tenants anticipating title transfer of their units in fee simple absolute or condo or cooperative ownership.
Infill projects must be consistent with the definition contained in the QAP.

G. Preservation Priority Project (Only one selection allowed Maximum 10 points allowed) Project must meet QAP definition for Preservation Property to receive points in this category.

- (i) Developments with Project Based Section 8 for 100% of the units or federally funded (such as USDA, HUD, or PHA) rental subsidy for at least 60% of the units 10 ____
- (i) Developments with Project Based Section 8 for 59% of the units or federally funded (such as USDA, HUD, or PHA) rental subsidy for up to a maximum of 40% of the units 8 ____
- (ii) Developments with Project Based Section 8 for 39% of the units or federally funded (such as USDA, HUD, or PHA) rental subsidy for up to a maximum of 20% of the units 6 ____

II. TARGETED POPULATION TYPE Maximum 13 points allowed)

A. Special Needs Households must provide

Supportive Services – this does not apply to Permanent Supportive Housing

(Check one or more of (i), (ii) or (iii) and one of (a) or (b) for Special Needs Households)

- (i) Homeless Households _____
- (ii) Disabled Households _____
- (iii) Tenant populations of individuals with children _____

- (a) Twenty Percent serve such households 5 ____
- or**
- (b) Ten Percent serve such households 3 ____

B. Veterans Housek 7 ____

Fifty Percent or more serve such households

(Project must evidence commitment to the project from the Veterans Administration, or a letter of support or agreement from a Veteran’s provider such as Supportive Services for Veteran’s Families (SSVF) or Veterans Administration Health Care Center.)

C. Elderly Households 6 ____

100% of the project units are designated for elderly households.

For items II.A, B and C under Targeted Population Type application must include the

following:

- (i) Description of Supportive Services tailored to each Special Needs Household (See Supportive Services Definitions)
- (ii) Cost per annum of Supportive Services per Special Needs Household or written commitment from governmental or non-profit agency that Supportive Services will be provided to Project without cost
- (iii) Experience of Taxpayer/Owner in developing Projects servicing Special Needs Households

III. PRIORITY DEVELOPMENT AREAS AND OTHER PREFERENCES (Select All That Apply)

A. *Extended Affordability Agreement (Lease to own projects ineligible*) (Only one selection allowed - Maximum 4 points allowed)*

Project will execute agreement in which Owner irrevocably waives its rights to Qualified Contract under the provisions of I.R.C. §42(h)(6)(E) and (F) until after the

- (i) 25th year 2 _____
- (ii) 30th year 3 _____
- (iii) 35th year 4 _____

* Lease to own projects ineligible; not eligible if executing Corporation's Option to Purchase and Right of First Refusal Agreement. The selected extended affordability period begins after the initial statutory compliance period.

B. *Increased Unit Affordability (Only one selection allowed -Maximum 6 points allowed)*

At least 5% percent or more of project units serve households with incomes at or below 30% AMI.

- (i) At least 5% less than 10% of units serve households (other than PSH) with incomes at or below 30% AMI 4 _____
- (ii) At least 10% but less than 15% of units serve households (other than PSH) with incomes at or below 30% AMI 5 _____
- (iii) At least 5% and less than 10% of units serve PSH households with incomes at or below 20% AMI 6 _____

*To qualify for points in this section, units must be reflected on the rental income page of the application. Project must evidence ability to maintain lower rate units via rental income, grants or subsidies throughout the projects affordability period. Only one-and two-bedroom units will qualify as PSH units. To qualify for PSH points (iii) applicant **must** submit letter of PSH Support from the Executive Director of the Louisiana Housing Authority.

C. *Governmental Priorities (Maximum 2 points allowed)*

- (i) Project Located in Qualified Census Tract (QCT) or Difficult Development Area (DDA) 2 _____
Census Tract Number: _____ Parish Location: _____

D. Governmental Support (Only one selection allowed - Maximum 4 points allowed)

Note: The below referenced Governmental Funds must be actual “awarded funds” as evidenced by a signed commitment obligating the funds to the project. **Support documentation from the governmental entity and calculations supporting the selection must be included in the application submission.**

Governmental support reduces project development costs by providing CDBG, HOME, or other governmental assistance/funding in the form of loan, grants, rental assistance, or a combination of these forms or by:

- Waiving water and sewer tap fees;
- Waiving building permit fees;
- Foregoing real property taxes during construction;
- Contributing land for project development;
- Providing below market rate construction and/or permanent financing;
- Providing an abatement of real estate taxes, PHA contributions or other governmental contributions;

- | | | |
|-------|--|---------|
| (i) | 7% or more of total project development cost reduction | 4 _____ |
| (ii) | Greater than or equal to 4% but less than 7% of total project development cost reduction | 3 _____ |
| (iii) | 2% but less than 4% of total project development cost reduction | 2 _____ |

IV. LOCATION CHARACTERISTICS

A. *Neighborhood Features*

Points in this section are capped by the applicant's selection and verified through the commissioned market study. Applicants must include in their submissions the name, address, and map location each item where points are claimed under this section.

(i) Points Gained*: (Maximum of 10 points, maximum 1 point per service)

Points will be awarded for the following services located within the specified distance of the site. Distance will be measured by odometer from the automobile entrance of the proposed project site to the closest automobile entrance to the parking lot of the applicable service. Applicant should ensure that the service is suitable for the targeted population. Points will only be awarded for the services listed below. One Half (0.5) points will be awarded for any service listed that is located over 1 mile but is within 2 miles.

1 point <= (1) mile

- Grocery Store _____
- Public Library _____
- Hospital/Doctor Office or Clinic _____
- Bank/Credit Union (must have live tellers) _____
- Elementary School (including magnet, charter, private and other licensed elementary schools) _____
- Post Office _____
- Pharmacy/Drug Store _____
- Public Transportation (shuttle services excluded) _____

Louisiana Licensed (current) Adult/Child Day Care/After School Care _____
Elementary School receiving a grade of "B" or better by the Louisiana Department of Education _____

Total Positive Points _____

(ii) **Points Deducted***: (No maximum for deductions)

Note: There **is no limit** on the amount of points that can be deducted for negative neighborhood services. Five points **each** will be deducted if any of the following incompatible uses are adjacent to the site; two points **each** will be deducted if any of the following incompatible uses listed are within ½ mile of the site with the exception of projects located within ½ mile of an electrical utility substation. **Any project adjacent to an electrical utility substation will remain subject to the referenced five-point deduction.**

Junk yard/dump	_____	Pig/chicken farm	_____
Salvage yard	_____	Processing plants	_____
Wastewater treatment facility	_____	Industrial	_____
Distribution facilities (all)	_____	Airports	_____
Electrical utility substations	_____	Liquor Store	_____
Prisons	_____	Solid waste disposal	_____
Adult entertainment/video/ Theater	_____	Bar, Club or Lounge	_____

Total Negative Points _____

*The Market Study for every project must include a separate section that evidences whether the Project satisfies the positive points listed or incurs the negative points listed above.

V. PROJECT CHARACTERISTICS (Select and provide support documentation on all that apply)

A. Green Buildings 5_____

See Glossary for definition of "Green Building."

B. Community Facilities (See Glossary) 2_____

(Community facilities must be consistent with the definition contained in QAP.

Homeownership projects are not eligible to receive points for community facilities.)

C. Optional Amenities Provide manufacturer cut sheets and/or architecture certification for the selected amenities.

(i) Washers and dryers are installed and maintained in every unit 3_____

(ii) Dishwashers maintained in each unit 1_____

(iii) Paved walking Trail (minimum ¼ mile) 2_____

D. Additional Accessible Units (Only one selection allowed – maximum 3 points allowed)

Accessible Units in excess of Section 504 of II C Accessible Project Rehabilitation

Act of 1973. Section 504 applies to all Projects, i.e., 5% of units must be accessible for people with mobility impairments and 2% for people with hearing or vision impairments.

- (i) Number of Units: _____ = more than 8% of the total units but less than or equal to 10% of the total units 1 _____
- (ii) Number of Units: _____ = more than 10% of the total units but less than or equal to 15% of the total units 2 _____
- (iii) Number of Units: _____ = more than 15% of the total units 3 _____

- Submit number, percentage and description of construction and/or equipment provided for each Accessible Unit.
- Unit count must represent at least (1) one unit above the 504 requirement

E. *Project has On Site Security (as defined in Glossary)* 3 _____

As defined in Glossary- **If security cameras are provided, a diagram of the proposed location of cameras must be included in the application or points will not be allowed.** At least one camera per every 20 units is required to receive points in this category. The number of cameras will be rounded up in making this determination.

VI. LEVERAGE, EFFICIENCY AND VIABILITY

A. *Leverage for Disability Funding (Non-Governmental Support)*
Support documentation from the funding entity and calculations supporting the selection must be included in the application submission.

3 _____

Leverage consists of a specified amount of non-governmental funds used for persons with disabilities throughout the project's compliance period:

List: _____

B. *Project's TDC per unit is at least 10% below the maximum TDC/unit* 3 _____
Calculations supporting the selection must be included in the application submission.

The State of Louisiana Written Rehabilitation Standards

I. General

I. INTRODUCTION

LHC has adapted its Housing Rehabilitation Standards for use under the National Housing Trust Fund (NHTF) as described in this document. The goals of these standards are to preserve and expand affordable housing (both home ownership and rental), to support community efforts to preserve and expand affordable housing, and to provide equal access to safe, decent and affordable housing to citizens of the State of Louisiana. In addition to establishing minimum rehabilitation criteria, these standards are intended to support and promote:

- * Increased energy efficiency;
- * Affordable operating costs;
- * Accessibility for persons with disabilities;
- * Performance and durability;
- * Historically sensitive exteriors;
- * Economic life cycle costs;
- * Balanced initial costs; and
- * Lead-safe housing.

A. APPLICABLE LAWS AND REGULATIONS:

All properties assisted under the National Housing Trust Fund must comply with the following:

- State Code for residential property, as adopted by the LSUCCC. (Title 17-Uniform Construction Code with Amendments)
- Local housing Codes and ordinances applicable within the jurisdiction of the rehabilitation property.
- HUD Uniform Physical Condition Standards (UPCS) 24 CFR 5.703. Any exigent life safety items must be addressed immediately if the housing is occupied. Documentation to LHC evidencing such corrections must be submitted to LHC per UPCS protocol.
- Life Safety Code as applicable and administered by the State Fire Marshall
- HUD Lead-Based Paint Regulations 24CFR part 35
- Accessibility requirements per 24 CFR part 8, 42 U.S.C. 12131-12189 as implemented at 28 CFR parts 35 and 36, 24 CFR 100.201 & 100.205.

- Disaster Mitigation provisions as set forth in the adopted Uniform Construction Code for high wind regions
- National Flood Insurance Program (NFIP) criteria 44 CFR 60.3
- Energy Efficiency standards pursuant to section 109 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12709)

Where the standards/requirements of any of the above differ, or where these applicable laws and regulations differ from those additional rehabilitation standards described below, the higher standard shall apply.

B. Other:

All NHTF housing projects are required by LHC to incorporate Energy Star appliances/equipment for all such components installed as a part of the housing rehabilitation construction. Further, all NHTF housing rehabilitation projects are required to be built to no less than the minimum Energy Star building prescriptive standards. In addition to these prescriptive standards, all housing must meet the latest version of the International Energy Conservation Code (IECC) as adopted by LSUCCC.

a. Rehabilitation

Rehabilitation is defined as repair or renovation of a limited specified area or portion of a housing structure. For the NHTF, only the rehabilitation performed on eligible participating housing must comply with local building codes and standards, AND upon completion, the entire structure must comply with UPCS and must meet, as applicable: State Building Code as adopted by LSUCCC and any Authority Housing Jurisdiction (AHJ).

Additionally the entire structure must have a Certificate of Occupancy from the AHJ and or Certificate of Completion from an LHC inspector.

The maximum amount of assistance to be provided for rehabilitation is determined on the amount of assistance necessary to meet the codes listed above and to provide reasonable amenities that are consistent with housing in the area.

b. Reconstruction

Reconstruction is defined as the rebuilding of a structure on the same site in substantially the same manner. Deviations from the original design are permitted only for reasons of safety, handicap accessibility or if otherwise impractical. A reconstructed housing unit is not required to contain the same number of rooms as the housing unit it replaces. Reconstruction of a housing unit will be of a similar type structure for example, a stick built housing unit may be replaced with a stick built unit and a manufactured one with a manufactured unit. Reconstruction would also permit replacing an existing substandard unit of manufactured housing with a new manufactured housing unit.

c. Eligible Improvements and Expenses

All property improvements, rehabilitation, and/or reconstruction must be for housing located in the State. The work to be performed must be that which is necessary to meet all applicable codes of non-luxury housing with suitable amenities.

NHTF funds may not be used for luxury items. Luxury items include, but are not limited to, swimming pools, fences (other than those required for security), televisions, satellite dishes, washers and dryers.

Air conditioners (not window units) and heating systems are eligible for replacement under the NHTF Program. Appliances and housing components that are not integral to the structure of the home such as washers, dryers are not eligible.

d. Structure Type

Structures as defined as acceptable by NHTF rules and regulations.

e. Title Clearance

Under the NHTF Program all units to be rehabilitated must be eligible properties (located in the area of greatest need) for which a clear title can be obtained. Prior to rehabilitation/reconstruction of the property, all title issues must be cleared. Applicants are advised to take steps to clear title issues prior to submitting the address of the properties to the HOME Investment Partnerships Program in order to expedite processing of their clearance by the State.

f. Conflict of Interest

No member, officer or employee of the State or its designees or agents, no consultants or member of the governing body of the State and no other public official of the State who exercises or has exercised any functions or responsibilities with respect to the NHTF Program during his or her tenure, shall have any interest, direct or indirect, in any contract or subcontract or proceeds thereof, for work to be performed in connection with the NHTF Program or in any activity or benefit there from, which is part of this program.

II. Construction/Rehabilitation Standards

The NHTF expect properties to be in full compliance with applicable laws and regulations. All properties must adhere to the following physical standards:

- Building Code: As adopted by the LSUCCC and AHJ
- Elevation: Advisory Base Flood Elevation Levels – See 3 Elevation Requirements

a. Basic Requirements

1. Building Codes

There are building code standards that apply to all buildings. These codes establish minimum standard criteria as adopted by LSUCCC and the AHJ.

2. Historic Standards

Historic standards vary by parish. All properties older than 50 years and located in New Orleans, LA must be assessed by the local State Historic Preservation Office.

3. Elevation Requirements

Properties that were not grandfathered whereby the owner obtained the building permits prior to the parishes' adoption of the Advisory Based Flood Elevation Levels (ABFE) are required to raise the structures at or above the ABFE's minimum standards.

Where no ABFE (Advisory Base Flood Elevation) has been published for the property, the property must be elevated to meet the Base Flood Elevation (BFE) shown on the community's legally adopted Flood Insurance Rate Map (FIRM) floodplain regulatory map, plus any freeboard required by local ordinance. The relevant ABFE and BFE are those elevations in effect at the time a building permit is issued on the property.

The housing on the property must meet this requirement even if the authority having jurisdiction of building code enforcement is not requiring elevation of the home.

4. Renovation

Renovation projects are constrained by the shape and total square footage of the current structure.

5. Additional Code Requirements in Reconstruction

All reconstructed structures shall conform to the International Energy Conservation Code (IECC). All buildings must conform to the Code provisions for high wind if they are located in areas designated as such. Blueprints with architectural and engineering stamps may be required for reconstruction projects by local code officials.

II. Minimum Design Standards for Rehabilitation

ACRONYMS

ABA—Architectural Barriers Act

ABA—Architectural Barriers Act

ACI—American Concrete Institute

ADA—Americans with Disabilities Act

AFUE—Annual Fuel Utilization Efficiency

AHJ—Authority Having Jurisdiction

ASTM—ASTM International formerly known as (American Society for Testing and Materials)

CFM—Cubic feet per minute

CM—Concrete Masonry Units

CSI—Construction Specification Index

DWV—Drain, waste vent

GPF—Gallons per Flush

HSPF—Heating Seasonal Performance Factor

HVAC—Heating, Ventilation and Air Conditioning

IECC—International Energy Conservation Code

KCMA—Kitchen Cabinet Manufacturers Association

LSUCC—Louisiana State Uniform Construction Code

OLM—Office, laundry and maintenance

SEER—Seasonal Energy Efficiency Rating

SRO—Single Room Occupancy

Division I: General Requirements

- A. Minimum Design Standards for Rehabilitation:** LHC's Minimum Design Standards for Rehabilitation of existing structures are to be used as a guideline to assist in meeting or exceeding all local, state, and national codes. These standards also provide a way to enforce above average construction and design for builders, contractors, and design professionals who wish to utilize funding from the Louisiana Housing Corporation (LHC). Other methods of construction and design may be acceptable on a case by case basis. If you feel your design meets or exceeds LHC's Minimum Design Standards for Rehabilitation, please contact the Department of Design and Construction Review for further assistance.
- B. Waiver Process:** Understanding that no single code can cover the infinite number of possible configurations and circumstances that may arise during rehabilitation, a written request for waiver to a LHC requirement will be earnestly considered. The request must detail the necessity of variance from this code and have prior approval from the Authority Having Jurisdiction (AHJ). Photographs are encouraged where necessary to convey understanding. All requests are to be submitted electronically to the Director of Construction, Design and Review at LHC and a copy must be also sent to your agency's LHC representative in multi or single-family program, respective to the funding being used. Please note: A waiver does not apply to the NHTF Program.
- C. LHC Funded Rehab:** (code requirements)
1. *Non federal-funded (CDBG, HOME NHTF) units*, using LHC funding; the total scope of work must meet the Louisiana State Uniform Construction Code (LSUCC), in force at the time of funding, regardless of what funding source is used when other funds are leveraged to complete the scope of work.
 - a. LSUCC regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and demolition of any housing units.
 2. *Federal-funded (CDBG, HOME, NHTF) units*, of any amount; LHC Minimum Design for Rehabilitation Standards (MDR) and Louisiana State Uniform Construction Code (LSUCC) as applicable, shall apply to the total scope of work, regardless of what funding source is used when other funds are leveraged to complete the scope of work.

LSUCC and MDR regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and demolition of any housing units.

Items identified in the work write up and incorporated in the project shall comply with the correlating sections of the LSUCC and MDR and shall not require full compliance of the entire standard(s) unless specifically required by MDR or LHC.

Completed units shall not contain deficiencies as identified in the Federal Uniform Property Condition Standards, **Unit inspectable items**, which may be found at the following web address: <http://www.lhc.la.gov/>

*See Appendix #1 for a complete listing of these inspectable items

3. Rehab projects- The completed unit must meet the requirements of the Louisiana State Uniform Construction Code (LSUCC).

a. LSUCC regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and demolition of any housing units.

b. Completed units shall not contain deficiencies as identified in the Federal Uniform Property Condition Standards, **Unit Inspectable Items**, which may be found at the following web address: <http://www.lhc.la.gov/>

*See Appendix #1 for a complete listing of these inspectable items.

D. Universal Design Requirements: LHC encourages the inclusion of Universal Design elements whenever possible. Units that will meet Universal Design upon completion may be preferred in selection of potential projects. Follow the link below for more information. <http://www.lhc.la.gov/>

E. Codes: All rehabilitation activities shall comply with all applicable codes and ordinances of the Authority Having Jurisdiction (AHJ).

1. Building Code: All new construction and rehabilitation improvements shall comply with the currently adopted Louisiana State Uniform Construction Code (LSUCC).

2. Local Codes: Rehabilitation improvements shall comply with local authorities and jurisdiction's regulations, local planning, and zoning laws.

3. Federal Codes: Federal regulations which may pertain to the specific project such as the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, may also apply.

F. Energy Efficiency: All rehabilitated single family structures are encouraged to improve the energy efficiency of the dwelling. An energy audit is encouraged; however, prescriptive methods may be utilized to achieve base efficiency ratings.

G. Work Plan and Contingencies:

1. Each recipient of LHC funding for rehabilitation shall be responsible for obtaining any required tests and surveys prior to construction.

2. Each recipient of LHC funding for rehabilitation shall develop a detailed work write up for each dwelling under rehab.

3. Each recipient of LHC funding for rehabilitation shall develop a work plan for each rehab project and shall execute the work in a manner which will not cause reworking of completed phases of construction.

4. Each recipient of LHC funding for rehabilitation shall develop a cost estimate of proposed construction activities which shall include at least 5% up to a maximum 20% contingency for unforeseen expenditures. Contingency funds may be used for hidden damage not observed in the initial evaluation of the structure only after review and approval from LHC. Contingency may not be used for additional features, or amenities not identified in the initial evaluation of the property.

H. Quality Assurance: The contractor shall furnish a written material and labor warranty on the dwelling improvements for one full year after completion.

Division 2: Existing Conditions

A. Hazardous Materials: Each recipient of LHC funding for rehabilitation shall make reasonable efforts to avoid sites that contain known hazardous materials, such as but not limited to: Asbestos, Radioactive Waste, Biological Hazards, PCBs, Mercury, Toxic Molds, and Radon.

1. Hazardous materials shall be abated or mitigated prior to commencement of rehabilitation activities.

2. In all houses constructed prior to 1978, Lead Based Paint shall comply with the HUD Lead Based Paint Standards provided at 24 CFR Part 35. In addition, if necessary, developers must provide relocation of any occupants from units or building where rehabilitation has the potential to create or disturb lead paint hazards.

B. Evaluation of Existing Structure: All structures targeted for rehab shall be evaluated for projected rehabilitation costs. Structures with unstable foundations, extensive termite damage, extensive deterioration, or faulty construction likely to result in collapse shall not be considered.

1. Lead-based paint abatement costs shall not be considered rehabilitation costs for this purpose.

2. Historic preservation costs shall not be considered rehabilitation costs for this purpose.

C. Existing Code Violations: Rehab activities shall remedy all active code enforcement actions or violations cited by the Authority Having Jurisdiction or utility provider.

Division 3: Concrete

A. Existing Concrete: If included in the scope of work, existing exterior concrete shall be free of defects such as deterioration, cracks or joints with an elevation change more than $\frac{1}{2}$ ", or conditions which render the concrete structure unsuitable for structure's intended purpose. Cross slopes should not exceed 2%.

B. Exterior Concrete: All new exterior concrete flatwork and stairs shall be free of hazardous defects and shall conform to the latest revised Standard Specification for Portland cement, ASTM C595. All concrete shall have a minimum 28-day compressive strength of 4000 psi and be entrained with 5 percent air with a minimum cement content of 520 lb per cubic yard (5.5 sacks).

Expansion-joint material- Follow American Concrete Institute (ACI) 318.

1. Expansion joints shall be installed at connections to permanent structures and connections to adjoining flatwork, such that occur at the primary structure, concrete stairs, driveways, public sidewalks, light fixture standards, and similar fixed structure connections.
2. Flat work shall be minimum 4-inches thick for sidewalks and accessible routes. Driveways shall be minimum 6-inches thick.

C. Concrete Finished: All new exterior concrete flatwork and stairs shall be finished to a non-slip resistant finish, such as a broom finish or equivalent.

Division 4: Masonry

A. Brick: When the scope of work addresses existing brick construction, brick veneer shall be in good condition or restored, free of holes, breaks, deterioration, or other defective conditions, and all joints shall be restored to a weather tight surface.

1. Defective units shall be replaced with units similar in texture, weight, and color to the original brick.
2. Loose and/or deteriorated joints shall be restored by acceptable tuck pointing methods, with mortar similar in composition to the original mortar.

B. Concrete Masonry Units (CMU): When the scope of work addresses Concrete Masonry Units restoration, all masonry units (Concrete Block) shall be in good condition or restored, free of holes, breaks, deterioration, or other defective conditions, and all joints shall be restored to a weather tight surface.

1. Deteriorated units shall be replaced.
2. Cracked joints may indicate unstable foundation conditions. If cracks are minor and do not indicate foundation failure; they shall be filled with a suitable vinyl concrete patch material.
3. Holes in units and joints may be filled with mortar.

Division 5: Metals

A. Flashings: When the scope of work requires replacement or repair of flashings, the following standards shall be met:

1. All replacement metal flashing materials shall be corrosion resistant and minimum nominal thickness of 0.019 inch.
2. Corrosion resistant flashing in contact with pressure treated lumber, containing copper, shall not be aluminum material. Compatible products must be used as approved by manufacturer and/or AHJ.

B. Railing:

1. All metal railings shall be structurally sound.
2. Metal handrails and guards shall be properly anchored to safely resist required loads specified by Louisiana State Uniform Construction Code.

C. Awnings: When the scope of work includes restoration of awnings:

1. All existing metal awnings shall be properly anchored to the structure and surface coatings maintained.
2. Awnings shall be cleaned and painted if defective surface conditions exist.

Division 6: Woods and Plastics/Rough Carpentry/Millwork

A. Stair Construction

1. New stairs

- a. All **new exterior** stairs shall meet the current Louisiana State Uniform Construction Code regarding dimensions, handrails, and guards.
- b. **New Interior** stair construction shall meet the current Louisiana State Uniform Construction Code regarding dimensions, handrails, and guards.

2. Existing stairs

- a. Existing **interior** stairs shall not be reduced in rise or tread depth from the original design.
- b. Existing **exterior** stairs, guards and handrails shall be in good condition and capable of supporting normally imposed loads.

Guards

- a. All stairs with open landings, balconies, or porches more than 30 inches above grade or the floor below, shall have guardrails.
- b. All guardrails shall be safe, securely and firmly fastened in place.
- c. When the scope of work calls for guard installation, they shall be a minimum of 36" in height above the adjacent walking surface.

Exception: Stairway guards may be 34" above the plane of the nosing of stair treads.

- d. Guards shall have infill to prevent accidental falls by providing one or more of the following:

Solid wall

Railing system with solid infill

Railing system with balusters spaced so that a sphere of 4-inch diameter may not pass through.

The triangular area on stair sides at the tread, riser, and railing may not pass a 6-inch diameter sphere.

Stair risers shall be closed. Open risers are not permitted.

4. Handrails

- a. All stairs with four or more risers shall have a handrail on at least one side.
- b. All handrails shall be easily graspable by the occupants.
- c. All handrails shall return to the wall, floor, or post so that they do not constitute a hazard.
- e. When the scope of work calls for handrail installation, they shall be mounted no less than 34" and no more than 38" above the leading nose of the stair treads.

B. Wood Decking and Porches: Existing exterior wood decks shall be free of loose, deteriorated, rotten materials, securely attached to the main structure, or properly supported by a structurally sound foundation and support system. All repairs and reconstruction of exterior decks shall meet current Louisiana State Uniform Construction Code and/or the American Wood Council's, Prescriptive Residential Wood Deck Construction Guide.

The Prescriptive Residential Wood Deck Construction Guide is available as a free download at: <http://www.awc.org/publications/dca/dca6/dca6.pdf>

C. Exterior Wood: When the scope of work addresses installation of exterior wood all new exterior wood shall consist of naturally durable hardwoods, composite materials suitable for exterior exposure, or pressure treated wood in accordance with AWWA U1 for the species, product, preservative and end use. Preservatives shall be listed in Section 4 of AWWA U1.

Ground contact: All wood in contact with the ground shall be approved pressure-preservative-treated wood suitable for ground contact use.

Division 7: Thermal and Moisture Protection

A. Fascias: When the scope of work includes restoration of fascia repairs or replacement shall meet the following requirements:

1. Wood fascias shall be properly surface coated with painted surfaces free of peeling, cracks, or other defective conditions which will allow moisture to penetrate into the wood.
2. Fascias may be covered with factory finished 0.019" minimum thickness aluminum where local ordinances allow.
3. All decayed wood shall be replaced with solid material before covering with metal.

B. Exposed Wood: All replacement wood exposed to elements of weathering shall consist of naturally durable hardwoods, composite materials suitable for exterior exposure, or pressure-treated wood where applicable.

1. All pressure-treated wood shall have a minimum preservative retention rate for above ground applications and a minimum preservative retention rate for all wood in contact with the ground as required by the manufacturer.

C. Reroofing: When the scope of work includes roof work, this section shall apply:

1. Roof Structure

- a. Structural elements of the roof support system shall be evaluated prior to commencement of reroofing activities.
- b. All defective rafters shall be repaired, replaced, or otherwise braced to safety withstand live loads during reroofing activities.
- c. Where roof covering is replaced, all substrate shall be repaired to a sound condition, free of rot or deterioration, suitable to support and anchor the new roofing material.

2. Roof Covering

- a. The roof and flashing shall be sound, tight, and not have defects that admit water intrusion.
- b. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.
- c. Existing roof drains, gutters and downspouts shall be in good repair and free from obstructions. Must function as designed.
- d. Roof water shall be discharged in a manner so as to not cause moisture problems to the structure.
- e. When the scope of work calls for roof covering, existing roof coverings shall be removed prior to reroofing.
- f. Roof coverings shall be installed in accordance with the manufacturer's installation instruction.

3. Asphalt or Fiberglass Shingles: New dimensional or 3-tab shingles shall have a minimum warranty period of 25 years and be suitable for design wind speeds at location proposed.

4. **Underlayment:** Where roof coverings are removed to the decking below, minimum #15 felt shall be applied to the full area of the deck, including overhangs and porches. Underlayment shall be applied in accordance with the currently adopted Louisiana State Uniform Construction Code. Synthetic underlayment is acceptable if allowed by roofing manufacturer.

5. **Ribbed Sheet Metal:** Metal roof coverings shall be applied in accordance with the manufacturer's installation instructions and meet ASTM A 924 corrosion resistance requirements.

6. **Manufactured Home Roof Repair or Replacement:** Any product used to coat, cover, repair, or replace a manufactured home roof must be installed per manufacturer's installation instructions and/or recommendations. Written documentation by a qualified engineer for the installation of a product(s) is also acceptable.

7. **Flashing**

a. All step flashings, counter flashings, and crickets shall be repaired or reconstructed, where a roof covering is added or replaced.

b. Flashing at roof penetrations, such as plumbing vents, attic vents, electrical risers, or similar roof penetrations, shall be provided and replaced where a roof covering is replaced.

D. **Gutters and Downspouts**

1. Where roof water drainage causes deterioration to the structure or accumulation of water near the foundation, roofs shall have gutters and downspouts and shall be appropriately designed with a minimum 5" gutter and 2" x 3" downspouts.

Exception: Local authorities may require reproduction of box or half-round style gutters. In this case, local requirements shall prevail.

Exception: Manufactured homes with integral guttering systems.

2. All downspouts shall empty onto concrete or composite splash blocks, or be piped to an approved location. Thin, lightweight, plastic splash blocks are not acceptable.

3. Rain water discharge shall runoff in a manner that does not create a nuisance, cause foundation damage, or infiltrate under or into the structure, or other structures.

E. **Siding**

1. Existing siding shall provide a weather tight barrier, free of holes or deterioration that admits rain into the walls of the structure.

F. Replacement Siding: All new siding material shall be installed in accordance with the manufacturer's installation instructions.

1. **Substrate Repair:** Where siding is replaced, all substrate shall be repaired to a sound condition, free of rot or deterioration, suitable to support and anchor the new siding material.

2. **Weather resistant membrane:** Where siding is removed and replaced, a weather resistant membrane (Tyvek or similar) shall be installed per manufacturer's specification.

3. **Flashing:** All windows and doors shall be properly flashed before new siding is installed.

4. **Approved Materials:** All new siding shall consist of one or more of the listed materials below:

a. **Composite:** Fiber cement siding, primed, with two-coat minimum finish or factory finish.

b. **Metal:** 0.024" minimum thickness aluminum or galvanized steel with factory finish.

c. **Vinyl:** 0.040" minimum thickness, UV protected.

d. **Wood:** cedar or redwood stained or primed once with 2-coat minimum finish.

G. **Insulation**

1. When the scope of work addresses the installation of insulation in the thermal envelope, insulation shall be added in all ceilings with accessible attics, floors with crawl spaces, and any cavity exposed or opened during rehabilitation to provide at least the minimum R-value listed in the currently adopted International Energy Conservation Code.

- a. Baffles shall be provided at the intersection of exterior walls and ceilings to allow adequate passage of ventilation air where insulation is added to the attic.
- b. All insulation blown in walls (other than mobile homes) must be dense-packed to a minimum density of 3.5 pounds per cubic foot of volume.
- c. When using prefab wall plugs (that will remain exposed) to cover holes created for the purpose of blowing wall or ceiling insulation the client must agree in writing before work on this measure begins.
- d. Insulation blown into the under-belly of a mobile home must be supported by a covering system (or material(s)) capable of supporting the weight of the insulation.

H. Air Infiltration: When included in the scope of work the following standards shall apply.

1. When exposed/uncovered during rehab activities, penetrations of floor, walls, and ceilings, such that occur at access openings, electrical wiring and outlet boxes, plumbing piping, and ducts, shall be sealed to prevent free passage of air between conditioned and unconditioned spaces or the exterior.

2. **Air Barriers:** Exposed walls in attics, separating the conditioned space of the dwelling unit from the unconditioned space in the attic, shall have an approved air barrier installed on the attic side of the wall.

3. **Access Hatches and Doors Air Sealing and Insulation:** Access doors from conditioned spaces to unconditioned spaces, such as attics and crawl space, shall be weather-stripped and insulated to a level equivalent to the insulation on the surrounding surfaces.

When loose fill insulation is installed, provide a wood framed or equivalent baffle or retainer to provide a permanent means of maintaining the installed R-value of the loose fill insulation.

4. **Recessed Lighting:** Recessed luminaries installed in the building thermal envelope, shall be sealed to limit air leakage between conditioned and unconditioned spaces.

a. All recessed luminaries shall be IC-rated and *labeled* as meeting ASTM E 283, when tested at 1.57 psf (75 Pa) pressure differential; with no more than 2.0 cfm (0.944 L/s) of air movement from the conditioned space to the unconditioned space.

b. A boxed enclosure may be built with type x gypsum over existing fixtures provided it fulfills the manufacturer's clearance to combustible specifications for the existing fixture.

I. **Crawl Space:** Where a crawl space is found to hold water or retain moisture sufficient to promote mold growth, the following standards shall be met:

1. Accessible crawl spaces shall be free from construction debris and standing water.
2. Install a drainage system to relieve water retention.
3. Provide an access door per current LSUCC requirements.
4. Provide ventilation per current LSUCC requirements.
5. Repair or install a minimum 6 millimeter vapor barrier on the floor of the crawl space to provide a tight, vapor retardant membrane.

Division 8: Doors, Windows, and Glazing

A. Exterior Doors: When the scope of work includes the installation of doors, the following standards shall be followed.

1. All exterior doors shall be 1 ¾" thick, insulated and made of steel or other equally durable material or solid wood. (not particleboard)
2. All exterior doors shall be appropriately finished as recommended by the manufacturer, and in a sound, weather stripped, weather tight, good condition.
3. When enlarging an exterior door it shall be a minimum of 36" wide.

B. Interior Doors: When the scope of work includes the installation of doors, the following standards shall be followed.

1. Existing interior doors shall be a minimum of 1 3/8" thick.
2. Existing interior doors shall be solid wood, composite, or hollow core panel doors, in good condition, properly finished, and operable.
3. Defective interior doors shall be replaced or restored to good condition and operate properly.

C. Door Accessories: When the scope of work includes replacement of door hardware, the following standards shall be followed.

1. All egress doors shall be evaluated for being readily openable from the inside of the dwelling.
2. All egress doors shall be readily openable from inside the dwelling without the use of a key or special knowledge or effort.
3. When the scope of work includes installation of other door accessories, all door accessories shall be quality material with no plastic latches or inferior hardware.
 - a. **Latches, knobs, and hinges** shall be metal with polished or brushed finish.
 - b. **Exterior Door Hardware:** All entry doors shall be equipped with a brass plated, or other durable metal finished, key lock knob or handle and deadbolt (see egress provisions).
 - c. **Interior Door Hardware:** All interior doors shall be equipped with brass-plated, or other durable metal finished, knobs or handles.

D. Units with more than one bedroom: The scope of work shall not create a condition where bedrooms constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the means of egress from other habitable spaces.

E. Kitchens and non-habitable spaces: The scope of work shall not create a condition where kitchens and non habitable spaces are used for sleeping purposes.

F. Existing Windows: Windows not included in the scope of work shall meet the following standards.

1. **Glazing:** All existing windows shall be sound and weather tight with no holes or missing panes.
2. **Frames:** Window frames shall be free of defective conditions such as rotten components, peeling paint, inferior glazing compound, missing counter weights, or condition which will render the window unsafe to operate, or will not provide an effective weather tight barrier.
3. **Operation:** Every window, other than fixed windows, shall be easily openable and capable of being held in position by window hardware. A lock or latch must be installed if not present for security that does not require special knowledge or tools to operate from inside the dwelling.

G. Replacement Windows: All replacement windows shall meet the following criteria.

1. All window frames must be of solid vinyl, thermally broken aluminum, fiberglass, wood, or wood clad.
2. All glazing shall be double-paned.
3. The vapor seal on the glazing must have a minimum ten-year warranty.
4. All windows shall have a minimum one-year warranty on the operation of the window.

5. All windows shall have a National Fenestration Rating meeting current minimum energy code requirements for Zones 2 & 3.

6. Windows at grade level shall have security latches which will not require special knowledge or tools to operate from the inside of the window.

7. Safety glazing shall be installed in hazardous locations, as defined by Louisiana Residential Code, where replacing existing glazing in hazardous locations.

8. When the scope of work calls for window replacement, all windows in rooms used for sleeping purposes shall have a window or door, meeting LSUCC requirements (IRC 310), connecting directly to the outside of the structure into an open court or yard. Removal of window sashes is not an acceptable method to meet the minimum opening requirements of the LSUCC for emergency escape and rescue.

Exception: Replacement, emergency escape and rescue, windows are allowed provided the window opening size is not decreased. Documentation of previous window size must be kept in client file.

H. Attic Access Opening: When the scope of work includes the installation of attic access the following standards must be followed unless conditions exist making these specifications unattainable. In such cases a reasonable effort must be made to comply as close as possible.

1. In all attic spaces with headroom of 30" or more, minimum 22" by 30" (roughed-framed opening) attic access shall be provided.

2. All access openings must weather stripped (or air sealed) and be insulated to the same R-value as the adjacent attic space.

I. Crawl Space Access Opening

1. Existing crawl space access must be evaluated so at a minimum, the opening must have a functioning door and latch.

2. When the scope of work includes the installation of crawl access the following standards shall be followed unless conditions exist making these specifications unattainable. In such cases a reasonable effort must be made to comply as close as possible.

a. Crawl spaces shall be provided with a minimum 16" by 24" opening and shall not be located under an exterior doorway.

Exception: Openings through the floor shall be a minimum of 18" by 24".

b. Access openings located in the exterior foundation wall shall be no less than 16" by 24".

c. Access openings below grade; shall have an areaway, with the areaway floor below the threshold of the access door. Width and height of the areaway shall not be less than 16" by 24".

Division 9: Finishes

A. Exterior Finishes: When the scope of work includes repair or replacement of exterior finishes, the following standards shall apply.

1. All exterior finishes shall be free of holes, loose material, peeling paint, deterioration, mold, dirt, or other defective conditions.

2. All trims and soffits shall be constructed to resist the entry of insects or vermin into concealed spaces of the structure.

B. Wood: When the scope of work includes repair or replacement of exterior wood, the following standards shall apply.

1. All unfinished exterior exposed wood shall have a minimum preservative retention rate for above ground applications and a minimum preservative retention rate for all wood in contact with the ground, as specified by the manufacturer.

2. Use of CCA Treated lumber shall be prohibited.

C. Posts and Columns: When the scope of work includes repair or replacement of exterior posts and columns, the following standards shall apply.

1. All front porch columns shall be capable of supporting the roof dead load plus live loads and be 4" x 4" minimum pressure treated wood, extruded aluminum, fiberglass, or other factory-made, finished material.
2. Replacement front porch columns shall closely match original design unless structurally deficient.
3. Side or rear decks and porches may have a minimum of 4" x 4" pressure treated posts, at a maximum length of 10', supporting the roof above.

D. Handrails: Where handrails are required or included in the scope of work, the following standards shall apply.

1. All hand railing shall be smooth and splinter-free.
2. The paint, seal coat, or factory finish shall be in good condition or restored to retard deterioration of the handrail.
3. Vinyl, metal, or composite material.
4. Seals or stains shall not be acceptable treatment methods for applications where pressure treated or naturally durable material is required.
 - a. Seals or stains may be used to preserve the integrity of treated wood handrail material.

E. Fiber Cement Siding

1. On structures rehabbed for resale, existing siding shall be in good condition.
2. When the scope of work calls for new installation, siding shall be factory finished or be painted with at least two coats of exterior grade paint.

F. Exterior Ceiling

1. Existing exterior ceilings, such as those that occur on porches, shall be free of openings to concealed spaces of the structure.
 - a. Exception: Required ventilation openings are allowed provided insect screens are installed to protect from entry of insects or vermin into the concealed space.
2. **Solid Backing:** When the scope of work includes using vinyl or aluminum material for porch ceilings, provide a rigid, solid backing such as OSB or plywood.

G. Carpet Padding: When the scope of work calls for new installation, carpet shall be a minimum of 7/16" thick, 6-lb. minimum re-bond polyurethane.

H. Sheet Carpet: When the scope of work calls for new installation, sheet carpet shall be 25 oz. minimum, 100 percent nylon. Other options include Berber type with blended fiber. High traffic areas, such as hallways, shall have 30 oz. minimum.

I. Sheet Vinyl: When the scope of work calls for new installation, sheet vinyl shall be minimum 10 mil wear layer or approved equal. Provide product adhesive and underlayment as recommended by the manufacturer. All surfaces shall be clean, dry, and appropriate temperature during installation. Vinyl sheet flooring shall conform to the requirements of ASTM F 1303, Type I.

J. Vinyl Tile: When the scope of work calls for new installation, vinyl tile shall meet the following standards:

1. Vinyl tile shall be minimum thickness of 1/8".
2. Provide product adhesive and underlayment as recommended by the manufacturer.
3. All surfaces shall be clean, dry, and appropriate temperature during installation.
4. Follow manufacture's recommendation for pattern layout.

K. Wood Flooring:

1. When the scope of work calls for new installation, wood flooring shall be tongue and groove hardwood, factory finished; or have a minimum of three coats of site-applied, UV-protective polyurethane.
2. Where interior floors are repaired in the scope of work, holes in hardwood floors shall be repaired, sanded and finished with closely matching finishes to the original finish.

L. Other Flooring Products

1. When the scope of work calls for new installation, ceramic tile and laminates installed per manufacturer's recommendations may be used.
 - a. Existing broken tiles shall be replaced with similar size, color and texture.

M. Kitchen and Bath Floor Covering: When the scope of work calls for installation of kitchen and bath floor covering, kitchens and bathrooms shall be covered with a smooth non absorbent material such as ceramic tile, sheet vinyl, vinyl tile, or vinyl slabs.

N. Interior entries: When the scope of work addresses the floor covering on the interior side of the main entry door, there shall be an uncarpeted, finished floor area. This area shall be no less than 16 square feet.

O. Interior Door Finish: When the scope of work addresses interior door finish, interior doors shall be finished and free of defective conditions. One or more of the following finishes may be utilized.

1. **Paint:** Primed once, with two-coat satin, semi-gloss finish on all sides and faces.
2. **Stain:** Stain or oil on all sides and faces, with three-coat varnish, polyurethane finish.
3. **Prefinished Doors:** Factory Finished doors are acceptable.

P. Water-Resistant Drywall: Where a rehab involves replacement of drywall in bathrooms and near areas where it may become wet, water resistant drywall shall be used as the replacement wall board in areas set forth as follows.

1. Water-resistant gypsum board (commonly called green board) must be used on all walls in the bathroom and within six horizontal feet of wall surfaces where the drywall can be splashed such as a kitchen sink, next to water heater and/or washer.
2. When a tub/shower unit is on an exterior wall, provide water-resistant gypsum board behind the tub/shower unit.
3. Water-resistant gypsum, when used on ceilings must be rated for the span.

Q. Interior Wall Finishes: Where a rehab involves renewal of interior wall finishes, all existing interior wall finishes included in the scope of work shall be free of conditions such as peeling paint, holes, loose material, deteriorated surfaces, mold, mildew, and rot.

1. Drywall repairs: Shall be sanded to a smooth finish prior to applying primer paint.
2. Paint: Patches in existing drywall and all new drywall shall be primed once with two-coat finish paint. Gloss, semi-gloss, or satin finish shall be used for bathrooms, laundry, and kitchens.
3. Paint over existing painted walls: All repainted walls shall have coverage sufficient to completely hide the previous color. Primer and two finish coats may be required to accomplish this requirement.

Division 10: Specialties

A. Entries: When the scope of work includes the installation of exterior entry components, the following standards shall be followed unless conditions exist making these specifications unattainable. In such cases a reasonable effort must be made to comply as close as possible.

1. All main entries shall have a concrete, treated wood, or other hard surface exterior stoop, porch or deck not to exceed 8 ¼" below the top of the threshold and have a minimum dimension of 36" by 36".

2. Secondary entries shall have a landing on the exterior of the door opening if the finished interior floor is more than 30" above the exterior adjacent grade or floor surface. Secondary exterior entries with less than 30" above grade elevation shall have a stair with a landing at grade level.

B. Bath: Rehabbed bathrooms in homes for resale shall be equipped, at a minimum, with the following:

1. Medicine cabinet with storage and mirror 16" wide 20" tall (minimum)

Other combinations of mirror and storage may be acceptable by approval of LHC Construction Design and Review Department.

2. Wall-hung toilet paper dispenser

3. 18" (minimum) towel bar

4. Shower rod if applicable

C. Site Address: Homes rehabbed for resale shall meet the following standards:

1. When the scope of work addresses installation of street address numbers, they shall be displayed on the structure in an area visible from the street for each dwelling.

Exception: Where a structure is located more than 100 feet from the street or road, or where local jurisdiction's regulations allow, street address numbers may be displayed on the mailbox near the street.

2. Characters shall be of contrasting color in relation to the background where they are applied.

3. Arabic numbers and alphabet letters shall be displayed in English language and minimum ½" stroke width and 4" in height.

D. Mail Boxes: Each dwelling rehabbed for resale shall have a mailbox installed per US Postal Service regulations unless client waives this requirement due to not receiving mail at the residence.

Division 11: Equipment

A. Radon Reduction: In units known to have high radon levels:

1. Units found to be at or above, 4 pCi/l (PicoCuries per liter of air), shall install a Radon reduction system during the rehabilitation.

B. Combustion Appliances

1. Combustion Appliance Zone (CAZ) worst-case scenario draft test shall be performed on all atmospheric combustion appliances per BPI standards by qualified staff at the time of initial house evaluation.

2. CAZ testing must be conducted at the conclusion of any day that air sealing or other measures that may contribute to the air tightness of the combustion appliance zone(s) have been performed.

3. All CAZ test results during the construction phase and post inspection must pass acceptable standards.

4. If the initial CAZ tests reveal unacceptable results, the scope of work must state that this condition must be corrected first before proceeding with other work.

5. Documentation of all CAZ testing must be kept in the client file.

Division 12: Furnishings

A. Cabinets and Drawers: Where the scope of work includes replacement or repair of cabinetry the following standards shall apply:

1. Existing Cabinets: Cabinets shall be of sound construction and free of deterioration, with all doors, drawers, shelves, hardware, and other features in good condition and with a clean and sanitary finish.

2. Replacement Cabinets

- a. Cabinet fronts shall be made of solid wood (not particleboard).
- b. Doors, draws and fronts shall be factory finished.
- c. Cabinet ends shall be finished with appropriate veneer.
- d. All cabinets shall be Kitchen Cabinet Manufacturers Association (KCMA) approved.

B. Countertops: Where the scope of work includes replacement or repair of countertops the following standards shall apply:

1. Existing Countertops: Countertops and vanity tops shall be a smooth non-absorbent finish and free of defects such as holes, cracks, porous materials, or other defects which may retain moisture or food particles.

2. Replacement Countertops

- a. Shall be molded roll-backed, laminate plastic or Formica with finished ends and sealed at the cut out for the kitchen sink or basin.
- b. Other appropriate materials may be used such as synthetic molded tops, recycled glass tops, or other green construction friendly material.
- c. Consult the LHC Department of Construction Design and Review.

C. Closet Storage/Accessories: In homes rehabbed for resale or included in the scope of work, clothes closets shall contain 12" deep shelf, including a coat rod. Shelves with integrated hangar hooks may also be used.

Division 13: Special Construction

A. Laundry: Laundry facilities located on the second floor shall be equipped with a washer overflow pan piped to carry the overflow to an appropriate location. This requirement covers new installations only, but recommended where feasible for existing locations.

B. Storage areas: Projects which incorporate accessory storage buildings or areas are encouraged. If storage areas are provided, in the scope of work, the following minimum design shall apply.

1. The storage area shall be a minimum of 48 sq. ft. for all units over 960 square feet of living space.
2. Interior ceiling height shall be a minimum of 7' in all storage areas and the width or depth shall not be less than 4' in any interior dimension.
3. Provide a pre-hung 3'0" x 6'8" entry door to the storage area with an entry lock.
4. The storage area may be provided by any of the following:
 - a. A free-standing building architecturally similar to the house.
 - b. Wood buildings, with T-111 or equal plywood siding, painted a compatible color with the primary structure are acceptable.
 - c. Unfinished crawl space area.
 - d. Metal buildings are not permitted.

5. Units that utilize an unfinished crawl space area for storage must create an appropriately-sized room with a concrete floor and provide the following:

- a. A pre-hung metal entry door 3'0" x 6' 8"
- b. 20-min. fire separation (walls and ceiling)
- c. A switched light fixture
- d. Adequate ventilation for hazardous fumes
- e. Access to the remainder of the crawl space.

6. Storage areas attached to the unit. Attached storage areas should be designed to complement and blend in with the home. This area shall have a concrete floor and provide the following:

- a. Footings complying with local requirements.
- b. A pre-hung metal entry door 3'0" x 6' 8"
- c. 20-min. fire separation (walls and ceiling)
- d. A switched light fixture
- e. Adequate ventilation for hazardous fumes

C. Ramps

1. It may be necessary to provide a ramp in the rehab project. If a ramp is provided it shall be constructed in compliance with ANSI A117.1-2003, ADA, UFAS, or any other nationally recognized accessibility code.

2. Ramps shall be constructed of approved materials suitable for the purpose, or a combination of materials in the following list:

- a. **Composite:** PVC or other with non-skid surface.
- b. **Concrete:** with non-skid surface.
- c. **Metal:** galvanized steel, or aluminum with non-skid surface.
- d. **Wood:** Pressure treated lumber.

All exterior wood shall meet the requirements of LSUCC for application proposed.

Division 21: Fire Suppression

Portable fire extinguisher should be provided in the locale of the kitchen for the typical application.

Division 22: Plumbing

A. Existing Plumbing: Where a rehab involves replacement or repair of plumbing elements or installation of new water supply or septic systems, the following standards shall apply:

1. All fixtures, water supply lines, and drain/waste/vent lines shall be in working condition, free of obstructions, leaks, or other defects which interfere with proper operation or sanitation of the system.

2. Defective fixtures shall be replaced with new, energy saving features.

3. **Drain/waste/vent systems** shall be connected to a public sewer or to an approved private sewage disposal system. Newly installed private systems shall be approved by the local health department (DHH).

4. Water supply shall be from either a public supply system or an approved private supply. Private supplies shall be approved by the Authority Having Jurisdiction.

a. Water supply lines shall be insulated in all areas subject to freezing temperatures.

b. Replacement fixtures shall be provided with water shut off valves at the fixture location or a central manifold which will isolate the individual fixture for servicing. The building's main shut off valve shall not be acceptable for this requirement.

B. New Plumbing

1. All repair, replacement, addition, or new installation of plumbing systems shall meet the LSUCC and shall be approved by a certified plumbing inspector.

2. Ordinary repairs and fixture replacement may not be subject to inspection by the certified inspector, but shall be subject to the applicable plumbing code.

3. The following specifications shall be the minimum size and/or quality for replacement plumbing fixtures:
- a. **Bath tubs** shall be 30" minimum from approach side to wall; made of fiberglass, acrylic, porcelain, or cultured marble.
 - b. **Faucet housings** shall not be plastic.
 - c. **Lavatories** shall be 15" minimum diameter; made of fiberglass, acrylic, porcelain, or cultured marble.
 - d. **Showers** shall be 36" x 36" minimum; made of fiberglass, acrylic, ceramic, or cultured marble.
 - e. **Toilets** shall be maximum 1.6 GPF; made of porcelain.
 - f. **Kitchen sinks** shall be 6" deep minimum, stainless steel double bowl.
 - g. **Laundry facilities** and **hot water heaters**, located on the second floor or higher, shall have an overflow pan piped into a DWV system, positive drain to the outdoors, or an approved floor drain. This requirement is for new installations but is recommended for existing locations.
 - h. **Water heaters** shall have a minimum energy factor efficiency of .93 for electric and .67 for gas fired water heating equipment.

Division 23: Heating Ventilating and Air Conditioning

A. Existing HVAC Systems

1. All existing mechanical appliances, fireplaces, solid-fuel burning devices, cooking appliances, water heating appliances and HVAC equipment shall be evaluated for efficiency and inspected for defective or inadequate operation, ductwork, clearance to combustibles, safety controls, energy supply, combustion air supply, combustion gas venting, insulation, air sealing, and equipment.
2. If the system is capable of serving the intended purpose and defective conditions exist, the defects shall be corrected to provide the most efficient operation of the existing system.
3. Fuel-burning equipment shall combust fuel safely and operate as close to the designed Annual Fuel Utilization Efficiency (AFUE) as possible.
4. Flue gases (oxygen and carbon monoxide), stack temperature, draft and smoke (where applicable) shall be within acceptable limits.
5. A pre and post rehab Combustion Appliance Zone (CAZ) worst case scenario draft test shall be performed on all atmospheric combustion appliances per BPI standards.
6. CAZ testing is highly recommended at the conclusion of each work day, especially when measures affecting the tightness of the envelope are being performed.
7. Combustible fuel burning appliances, their fuel supply lines, and their venting systems shall be inspected and tested for proper sizing, operation, leaks, deterioration, adequate combustion, clearance to combustibles and shall be in compliance with the manufacturers installation requirements, and where applicable NFPA 54, NFPA 211 and NFPA 31.
8. Furnaces, air conditioners, heat pumps, and air handlers more than 20 years old shall be replaced with energy efficient equipment.

B. Replacement Heating Ventilating and Air Conditioning Equipment

1. All dwelling units, receiving an upgrade to the HVAC system, shall be heated and cooled using high-efficiency equipment.
2. Heat pump systems shall have a minimum SEER (Seasonal Energy Efficiency Rating) rating of 14.5 with a minimum HSPF (Heating Seasonal Performance Factor) rating of 8.2.
3. Fuel oil and gas fired furnaces and boilers shall have an AFUE efficiency of 85 percent or higher.
4. Alternative HVAC systems may be evaluated for use by LHC's Department of Construction, Design and Review.
5. All replacement systems shall be sized in accordance with ASHRAE Manual J including mini-split and zoned systems.

C. Duct Sealing and Insulation: Where the scope of work includes new duct installation the following standards shall apply:

1. All ducts, including exhaust vent ductwork, installed in unconditioned spaces, outside the thermal envelope of the structure, shall be sealed and insulated with an insulation wrap of minimum R-8 value.
2. Duct penetrations between conditioned space and unconditioned space through floors, walls, and ceilings, shall be sealed with approved materials, preventing conditioned air from entering unconditioned space or escaping to the exterior.
3. Duct insulation shall extend to the floor, wall, or ceiling membrane where the supply duct passes through unconditioned space and terminates at a membrane of conditioned space.
4. Duct systems, located outside the thermal envelope of the dwelling, shall be pressure tested by qualified staff in accordance with the following criteria.
 - a. Post construction test: Leakage to outdoors shall be less than or equal to 8 cf/m (226.5 L/min) per 100 ft² (9.29 m²) of *conditioned floor area* or a total leakage less than or equal to 12 cf/m (12 L/min) per 100 ft² (9.29 m²) of *conditioned floor area* when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure.
 - b. All register boots shall be taped or otherwise sealed during the test.
 - c. *Documentation of all duct testing (Pre and Post) shall be kept in the client file.*

D. Programmable Thermostats

1. All newly installed HVAC systems shall be controlled by a programmable thermostat.
2. Existing programmable thermostats must be evaluated to ensure the device can still deliver the features designed by the manufacturer.
3. Training must be provided to tenants/clients on use.

E. Building Ventilation

1. The dwelling must be evaluated for compliance with Section 4 of the ASHRAE 62.2-2010 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings.
2. In no case shall the whole building ventilation rate be reduced below minimum whole-building ventilation requirements of ASHRAE 62.2 standards.
3. Where ventilation rates do not meet ASHRAE 62.2 standards, mechanical ventilation shall be provided to maintain minimum ventilation rates.
4. Existing exhaust ventilation discharge must be evaluated for proper discharge location.
 - a. Relocation of exhaust vents may be required if located too close to fresh air intakes of the dwelling.

F. Range Hoods: When the scope of work includes installation of a range hood, the following standards shall apply:

1. All dwelling units shall be equipped with a minimum 150 CFM range hood vented to the exterior of the building.
2. Use manufacturer's recommended ducting material sized per installation instructions.
3. Exhaust ducting shall be concealed with a finish similar to the adjacent cabinetry where it extends above the wall cabinets through the ceiling.
4. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.

Exceptions and Considerations:

- a. Designs utilizing Energy Recovery Ventilation technology may use a recirculation hood as a part of the ventilation design in combination with other intake and exhaust air openings.
- b. Hoods vented to the exterior may contribute to compliance with ASHRAE 62.2.

c. If a waiver is granted, recirculation hoods shall be equipped with an activated charcoal filter. Approval must be obtained prior to installation from the LHC Department of Construction, Design and Review.

G. Bathroom Ventilation: When the scope of work involves rehabilitation of a bathroom, the following standards shall apply:

1. Bathrooms shall have a properly installed ventilation fan, minimum 50 CFM, vented to the exterior, penetrating the structure's outermost membrane.

a. Ventilation fans vented to the exterior may contribute to compliance with ASHRAE 62.2.

Exception: A ventilation fan is not required where existing window openings provide minimum ventilation required LSUCC.

2. Exhaust fan ducts systems shall be equipped with a back draft damper, terminate at the exterior of the structure, in a receptacle designed for this use and location.

H. Clothes Dryer Exhaust: Newly installed clothes dryers shall exhaust directly to the exterior, through the exterior membrane of the structure.

1. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.

2. Ducts shall be minimum 4" diameter with a smooth interior surface.

3. Joints shall be joined together in the direction of air flow.

4. No fasteners or screws shall penetrate the walls of the duct.

5. Exhaust ducts shall not be more than 25' equivalent length from the laundry area to the exterior of the structure. 90 degree ells = 5' equivalent length. 45 degree ells = 2.5' equivalent length. Straight duct is 1' linear length = 1' equivalent length.

6. In the laundry area, a maximum 8' length of flexible duct may be connected from the dryer exhaust duct to the clothes dryer.

I. Existing Clothes Dryer Exhaust:

1. Existing clothes dryer exhaust ducts shall be inspected and replaced if constructed of flexible, corrugated duct material.

2. Existing exhaust ducts shall be cleaned if blockage is discovered during inspection.

3. Existing clothes dryers exhausting to the interior environment shall be vented as closely as possible, in equivalent length of pipe run, to new exhaust installation requirements.

Division 26: Electrical

A. Existing electrical system: In homes rehabbed for resale or if electrical alterations are included in the scope of work, the electrical system shall be evaluated for suitable size, minimum provisions, and electrical hazards by a licensed electrical contractor. The system shall meet the following minimum standards.

1. All visible deficiencies and hazards shall be corrected.

2. All receptacle outlets in bathrooms, laundry rooms, kitchens, and outdoor outlets shall be protected by a ground fault circuit interrupter (GFCI).

3. All entrances, common hallways, interior and exterior stairways, bathrooms, kitchens, laundry rooms, and HVAC equipment rooms shall contain at least one luminary and it shall provide adequate lighting for the area.

a. All permanently installed light fixtures shall have Energy Efficient lamps installed if suitable for types of switches installed.

b. All other rooms shall contain at least one wall switch controlled light.

c. Repairs may require AHJ inspections.

B. Additions, Alterations, New Wiring

1. All new wiring or extensions of the existing electrical system shall meet the current edition of the National Electrical Code and shall be inspected and approved by the AHJ.

2. Additional loads may require re-evaluation of the service size.

C. Rehab Involving Complete Removal of Plaster or Wallboard:

1. In addition to meeting the requirements of the NEC, each room, hall, stair, and walk in closet shall have a minimum of one switch-operated overhead light.
2. Kitchens shall include switch-operated lighting over the cooking area, the sink area and the general or dining area.
3. Bathrooms shall be equipped with switch-operated over the lavatory area and the general area.
4. Smoke detectors shall be installed in accordance with the current edition of the LSUCC.

Division 27: Communications

A. Minimum Provisions: Homes rehabbed for resale shall comply with the following standards.

1. If the dwelling is not prewired, means to connect to telephone and cable communication devices must be considered. If feasible the following provisions shall be provided.
 - a. Provide wiring for communication devices, or a roughed-in box and blank trim plate, with a raceway and pull string leading to an accessible area such as the attic or crawlspace, to allow the future installation of the required communication devices.
 - b. A raceway shall also be provided from the point of service to an accessible area within the structure.

Division 28: Electronic Safety and Security

A. Fire Detection and Alarm

1. **Smoke Alarms:** Smoke alarms shall be installed in existing and rehabbed dwellings at all of the following locations:
 - a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms no more than 8' from the bedroom door.
 - b. Within each room used for sleeping purposes.
 - c. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics.

In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

2. Smoke alarms shall be interconnected in a manner that activation of one alarm will activate all of the alarms in the individual unit.
3. The alarm shall be clearly audible in all bedrooms, over background noise levels, with all intervening doors closed.
4. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which provides access for interconnection without the removal of interior finishes.
5. Smoke alarms shall receive their primary power from the building wiring, provided that such wiring is served from a commercial source, and shall be equipped with a battery backup.
6. Exceptions: Smoke alarms are permitted to be solely battery operated in buildings where:
 - a. No construction is taking place.
 - b. Where a wireless interconnected smoke alarm system, with a minimum 10 year warranty for the smoke alarms, is installed.
 - c. Buildings that are not served from a commercial power source.

d. Areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, providing access for wiring.

If there is an attic, crawl space or basement available which could provide access for building wiring, without the removal of interior finishes, this exception will not apply.

B. Carbon Monoxide Alarms

1. UL listed carbon monoxide alarm(s) shall be installed outside of each sleeping area, in the immediate vicinity of all bedrooms, if one or both of the following conditions exist:
 - a. The dwelling contains fuel burning appliances.
 - b. The dwelling has an attached garage.

Division 31: Earthwork

A. Drainage: Homes rehabbed for resale or if correction of drainage is included in the scope of work, shall comply with the following standards:

1. Conditions causing inadequate drainage or standing water near the structure shall be corrected to provide adequate drainage away from the structure by one or more of the following suggested methods:
 - a. Adjust backfill to allow for 6" fall in 10' (4% slope) away from the foundation walls.
 - b. Adjust grade to create a swale to divert water away from the foundation walls.
 - c. Install a French drain near the structure and discharge to an approved drainage system, ditch, or water retention area.
 - d. An agency proposed and LHC approved method. Acceptable engineering practices will be considered.

Division 32: Exterior Improvements

Sections A, B, C, D, and E shall apply to all houses rehabbed for resale.

A. Existing Trees and Shrubbery: Trees, shrubs, and other plantings shall be in a condition which does not prohibit access to the structure or utility connections, or cause damage to the structure or walkways.

B. Parking/Driveways:

1. Existing parking and driveways shall be restored to a good condition.
2. The parking area shall be one of the following materials:
 - a. Crushed #57 limestone gravel, 4" thick, and compacted
 - b. Hot mix asphaltic concrete pavement
 - c. Concrete
3. For urban locations where onsite parking is not typical, local, street parking regulations shall apply.

C. Walkways:

1. **Existing walkways** shall be in a good condition and free of cracks and joints with elevation changes greater than ½". Defective conditions, such as excessive deterioration, shall be corrected by replacing the defective area.
2. All dwelling units shall have a paved walkway, from the parking area or street, to the dwelling's main entrance.
3. New walkways shall be constructed a minimum of 42" in width and 3 ½" in thickness.
 - a. Walkways shall not exceed 4% slope in the direction of travel.
 - b. Walkways shall have 2% cross slope, perpendicular to the direction of travel or crowned in the center, to allow for proper drainage.
 - c. Walkways shall have isolation joints at connections to structures and cross walks per ACI 318 requirements.

D. Public walks

1. Public walkways shall be free of hazardous conditions and excessive deterioration.
2. Replacement of public walks shall be completed in accordance with the AHJ rules and regulations.
3. Replacement walkways shall be ADA complaint.

E. Soil Treatment-Termite Protection: If termites are discovered during initial evaluation or rehabilitation of the structure, provide proper and complete termite treatment by a licensed exterminator.

Division 33: Utility Services

A. Capacity: Houses rehabbed for resale or if utilities are altered in the scope of work, shall meet the following standards.

1. All utility services shall be sized to adequately provide sufficient power, flow, volume, pressure, and drainage to allow for safe, dependable service of appliances and fixtures.
2. Insufficient supply of utilities shall be corrected during the rehabilitation process.

§5.703 Physical condition standards for HUD housing that is decent, safe, sanitary and in good repair (DSS/GR).

HUD housing must be decent, safe, sanitary and in good repair. Owners of housing described in §5.701(a), mortgagors of housing described in §5.701(b), and PHAs and other entities approved by HUD owning housing described in §5.701(c), must maintain such housing in a manner that meets the physical condition standards set forth in this section in order to be considered decent, safe, sanitary and in good repair. These standards address the major areas of the HUD housing: the site; the building exterior; the building systems; the dwelling units; the common areas; and health and safety considerations.

(a) *Site*. The site components, such as fencing and retaining walls, grounds, lighting, mailboxes/project signs, parking lots/driveways, play areas and equipment, refuse disposal, roads, storm drainage and walkways must be free of health and safety hazards and be in good repair. The site must not be subject to material adverse conditions, such as abandoned vehicles, dangerous walks or steps, poor drainage, septic tank back-ups, sewer hazards, excess accumulations of trash, vermin or rodent infestation or fire hazards.

(b) *Building exterior*. Each building on the site must be structurally sound, secure, habitable, and in good repair. Each building's doors, fire escapes, foundations, lighting, roofs, walls, and windows, where applicable, must be free of health and safety hazards, operable, and in good repair.

(c) *Building systems*. Each building's domestic water, electrical system, elevators, emergency power, fire protection, HVAC, and sanitary system must be free of health and safety hazards, functionally adequate, operable, and in good repair.

(d) *Dwelling units*. (1) Each dwelling unit within a building must be structurally sound, habitable, and in good repair. All areas and aspects of the dwelling unit (for example, the unit's bathroom, call-for-aid (if applicable), ceiling, doors, electrical systems, floors, hot water heater, HVAC (where individual units are provided), kitchen, lighting, outlets/switches, patio/porch/balcony, smoke detectors, stairs, walls, and windows) must be free of health and safety hazards, functionally adequate, operable, and in good repair.

(2) Where applicable, the dwelling unit must have hot and cold running water, including an adequate source of potable water (note for example that single room occupancy units need not contain water facilities).

(3) If the dwelling unit includes its own sanitary facility, it must be in proper operating condition, usable in privacy, and adequate for personal hygiene and the disposal of human waste.

(4) The dwelling unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each level of the unit.

(e) *Common areas*. The common areas must be structurally sound, secure, and functionally adequate for the purposes intended. The basement/garage/carport, restrooms, closets, utility, mechanical, community rooms, day care, halls/corridors, stairs, kitchens, laundry rooms, office, porch, patio, balcony, and trash collection areas, if applicable, must be free of health and safety hazards, operable, and in good repair. All common area ceilings, doors, floors,

HVAC, lighting, outlets/switches, smoke detectors, stairs, walls, and windows, to the extent applicable, must be free of health and safety hazards, operable, and in good repair. These standards for common areas apply, to a varying extent, to all HUD housing, but will be particularly relevant to congregate housing, independent group homes/residences, and single room occupancy units, in which the individual dwelling units (sleeping areas) do not contain kitchen and/or bathroom facilities.

(f) *Health and safety concerns.* All areas and components of the housing must be free of health and safety hazards. These areas include, but are not limited to, air quality, electrical hazards, elevators, emergency/fire exits, flammable materials, garbage and debris, handrail hazards, infestation, and lead-based paint. For example, the buildings must have fire exits that are not blocked and have hand rails that are undamaged and have no other observable deficiencies. The housing must have no evidence of infestation by rats, mice, or other vermin, or of garbage and debris. The housing must have no evidence of electrical hazards, natural hazards, or fire hazards. The dwelling units and common areas must have proper ventilation and be free of mold, odor (e.g., propane, natural gas, methane gas), or other observable deficiencies. The housing must comply with all requirements related to the evaluation and reduction of lead-based paint hazards and have available proper certifications of such (see 24 CFR part 35).

(g) *Compliance with State and local codes.* The physical condition standards in this section do not supersede or preempt State and local codes for building and maintenance with which HUD housing must comply. HUD housing must continue to adhere to these codes.

Appendix A:

Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B

Uniform Physical Condition Standards for Single Family Housing Rehabilitation

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

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

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

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

	Infestation - Rats/Mice/Vermin
Hot Water Heater	Inoperable Unit/Components

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

IV. Eligible Activities for Rehabilitation and Reconstruction for Contractors

Cost of activities necessary for homeowner to stabilize, repair, occupy their properties are eligible. This category includes:

- Rehab hard cost
 - Site Work
 - Utility replacement
 - Parking drive walks (only if required to obtain permit)
- Demolition including proper disposal of asbestos
- Repair/ Replacement cost
- Environmental Remediation and Clearance
- Professional Fees
 - Architect/engineering
 - Environmental testing
 - Termite Inspection
 - Surveys
- Financing Fees
- Legal Cost

Rehabilitation vs. Reconstruction Determination

- If the estimated cost to repair exceeds the cost to reconstruct, than the property will be reconstructed.
- Historic properties will be handled on a case by case basis
- The cost of repair will be based on the Estimated Cost of Repair Inspection performed by the HOME Investment Partnerships Program or NHTF.
- The cost to reconstruct will be determined by the HOME Investment Partnerships Program or NHTF based on square footage of the existing footprint multiplied by the current unit reconstruction price in accordance with the industry standards

V. Lead- Based Paint

The HOME Investment Partnerships Program will comply with the Lead-Based Paint (LBP) regulations per 24 CFR Part 35, 24 CFR Part 570.608, 24 CFR Part 982.401, and Title X.

Title X requires a three-pronged approach to target conditions that pose a hazard to households:

- Notification of occupants regarding the existence of hazards so they can take proper precautions;
- Identification of lead-based paint hazards before a child can be poisoned;
- Control of lead-based paint hazards to limit exposure to residents.

Lead-based paint regulations affect all HOME Investment Partnerships Program activities performed on housing built before 1978:

- Rehabilitation;
- Reconstruction;
- Activities directly related to and/or supporting the above types of assistance.

For cost estimate purposes, lead-based paint testing may be included in work write-ups for pre-1978 housing units. Households must be notified of potential hazards, identified hazards and the result of hazard reduction activities.

Certified and licensed professionals are required to assess lead hazards and provide clearance of the property prior to rehabilitation/reconstruction. Identified lead hazards must be mitigated. Although abatement (complete removal) may not be necessary, interim measures or paint stabilization will be required for clearance of the property.

VI. Plans and Specifications

The rehabilitated or reconstructed activity may not be of a smaller design or have reduced features or standards than what is specified in the plans and specifications. Plans and specifications must meet or exceed local building codes and standards. Construction plans will include, at a minimum:

- Details sufficient to complete the activity;
- Details of all accessibility features; and
- All sheets and schedules as required by various trades on site.

VII. Construction Process

- Estimated Cost of Repair (ECR)
- Lead Base Paint Assessment (if applicable)
- Asbestos Containing Material Inspection
- Rehabilitation vs. Reconstruction determination
- Approved contractor is given the work order packet for the property
- Contractor reviews and updates the estimate
- If acceptable, the HOME Investment Partnerships Program will issue a “Notice to Proceed” to the contractor
- Pre-construction kick off meeting is conducted on site. Includes but not limited to:
 - Clarify the role of the homeowner
 - Clarify the role of the contractor
 - Clarify what work hours will be observed
 - Review inspection procedures
 - Lead base paint: HUD Pamphlet and Receipt of LBP Notification

- Review contractor payment schedules
- Review process for change orders
- Review terms and conditions of the rehab contract

Perform a walk-through of the property to point out how rehabilitation will be performed in accordance with the ECR.

VIII. Contractor Draws – For single family homeowner rehab (does not pertain to NHTF activities)

- Initial Draw (25%)
 - Upon passing the Initial Construction Inspection
 - Demolition complete
 - All required permits obtained
 - Building materials on site
- Intermediate Draw (75%)
 - Paid upon passing a Rough-In inspection
- Final Draw (90%)
 - Completion of construction
 - Acquisition of the Certificate of Occupancy
 - Passing a final Homeowner Rehab inspection
- Close out Draw (Final 10%)
 - Released 45 days from
 - The date the property passes final Homeowner Rehab inspection and
 - Release of all liens by contractor and sub contractor and
 - Sign off by property owner to confirm construction complete

IX. Fair Housing Requirements

The activities undertaken in the HOME Investment Partnerships Program will comply with Fair Housing Regulations requirements of CFR 92.202 and 92.350. Fair Housing activities include, but are not limited to, the following:

- Section 3 Compliance
- Affirmative marketing to also include minority outreach events;
- Equal Employment Opportunities
- Section 504 Compliance
- Title VI

X. Procurement Requirements for Construction Contracts & Professional Services

Grantees and sub recipients must follow federal procurement rules when purchasing services, supplies, materials or equipment. The applicable federal regulations are contained in 24 CFR Part 85 and OMB Circular A-110, as implemented through 24 CFR Part 84.

a. Sealed Bids (Formal Advertising)

Sealed bids (formal advertising) should be used for all construction contracts or for goods costing more than \$100,000. Competitive sealed bidding requires publicly solicited sealed bids. A firm-fixed price lump sum or unit price contract is awarded to the responsible bidder whose bid, confirming with all the material term and conditions of the invitation for bids, is the lowest price.

When the competitive sealed bid (formal advertising) process is used, the following requirements apply:

- Publication Period
- Clear Definition
- Public Opening
- Selection and Contacting
- Rejection of all Bids

b. Competitive Proposals

Competitive proposals are used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, The State will publish a written request for submission and then review these submissions based on established selection criteria.

Under this approach, there are two possible methods of soliciting proposals.

- Request for proposal asks that offers submit both qualifications and cost information
- Request for qualifications can be used for purchasing architecture and engineering services. It only asks for information on the offerer's expertise/experience and not on cost, subject to a negotiation of fair and reasonable compensation.

When Competitive Proposals are utilized, the following requirements apply:

- Publication Period
- Clear Definition
- Technical Evaluation
- Award

c. Non-competitive Proposals (LHC approval required)

Non-competitive procurement may be used only when the award of a contract is infeasible under small purchases procedures, sealed bids or competitive proposals and one of the following circumstances applies:

- Where the item or service is available from only a single source
- Where a public emergency or urgent situation is such urgency will not permit a delay beyond the time needed to employ one or the other procurement methods; or
- Where after solicitation of a number of sources, competition is determined inadequate.

d. Excluded Parties

The State and all sub-recipients and contractors will not make any award to any organization which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension". This applies to any HOME, NSP or NHTF assisted contract, any tier in the process.

For detailed information of the procurement and contracting process, please refer to HUD's *Playing by the Rules Handbook: Chapter 3.0 Procurement and Contracting*: <http://www.hud.gov/offices/cpd/communitydevelopment/library/subrecipient/playing/chapter3.pdf>

e. Contractor Minimum Requirements

The State will make investigations as necessary to determine the ability of the sub-recipient and contractors to perform the work and the sub-recipient and/or contractor shall furnish to The State all such information and data for this purpose as requested.

Contractors submitting bids must meet the minimum requirements:

- Registration with the Louisiana State Licensing Board for Contractors
- Insurance requirements (State will determine)
- Bond Requirements (State will determine if less than \$100,000)
- Paid local employment taxes (State will determine)
- Worker's compensation (state law)
- Builder's Risk Insurance
- Must meet all local licensing requirements

The Davis Bacon Act (does not apply to NHTF activities)

The Davis Bacon Act is a labor law that may apply to HOME-funded construction. Davis Bacon is triggered when there are twelve (12) or more units under a single construction contract of \$2,000 or more that is financed in whole or in part with HOME funds. This Act stipulates that all laborers and mechanics employed by the contractors and subcontractors on federally assisted projects shall be paid wages at rates no less than those prevailing on similar construction in the area as determined by the Secretary of Labor. Davis Bacon does not apply

to the rehabilitation of residential structures containing less than eight units or force account labor (construction carried out by employees of the grantee).

For detailed information on The Davis Bacon Act, please refer to 29CFR Parts 1, 3, 5, 6 and 7.

XI. Environmental Review

The purpose of the environmental review process is to analyze the effect a proposed project will have on the people and the natural environment within a designated project area and the effect the material and social environment may have on a project.

All projects receiving HOME funds are required to have an environmental review performed in accordance with 24 CFR, Part 58. These regulations were designed by HUD to ensure compliance with the National Environmental Policy Act and other related laws. The level of environmental review required varies depending upon the type of activity proposed.

Grantees who receive HOME or NHTF funds are considered responsible entities and **MUST** complete an environmental review of all project activities **PRIOR** to obligating HOME funds.

HUD authorizes the assumption of environmental review responsibility by the Responsible Entity (RE). The RE is the state or local government receiving funds from the state.

The RE assumes responsibility for:

- Environmental review
- Environmental decision-making
- Environmental action

The HOME Investment Partnerships Program will not commit or expend HOME or NHTF funds prior to completion of the environmental review which may include receiving “the Authority to Use Grant Funds (7015.16)” approval from the U.S. Department of Housing and Urban Development.

The HUD rules and regulations that govern the environmental review process can be found at 24 CFR Part 58.

- http://ecfr.gpoaccess.gov/cgi/t/text/text-dx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr58_main_02.tpl