

2019 Housing Trust Fund Allocation Plan - State of New Hampshire

Summary

The Housing Trust Fund (HTF), capitalized with a percentage of overall GSE business from Fannie Mae and Freddie Mac during calendar year 2018, will provide the State of New Hampshire with a formula allocation of \$3 million in 2019 to create housing affordable to extremely low income (30% or less of Area Median Income) households for a minimum of 30 years. New Hampshire Housing will administer these funds for the State of New Hampshire. Although HTF regulations allow funds to be used for both homeownership and rental housing, New Hampshire will limit the use of these funds to affordable rental housing due to very high demand for rental housing affordable to extremely low income households and the challenge associated with creating viable and sustainable homeownership opportunities for extremely low income households. A portion of HTF resources will be distributed through a specific Request for Proposals process that will finance projects to benefit extremely low income households who need housing combined with services, including but not limited to chronically homeless, homeless families, families with disabled members, veterans, and housing for persons in recovery from mental illness or substance use disorder. Applicants responding to the HTF RFP will be requesting financing for development subsidy and potentially project-based rental assistance which will provide affordability to extremely low income households for a minimum of 30 years. Applicants may also request HTF and other subsidy for fractional use in Low Income Housing Tax Credit (LIHTC) projects through New Hampshire Housing's traditional Multifamily Rental Housing Financing Application process. The 2019 Qualified Allocation Plan for LIHTC, which was written to be compatible with the Housing Trust Fund, awards points for projects that reserve at least 10% of the units for extremely low income households, as well as points for projects reserving 10% or more of their units for Homeless, those at risk of Homelessness, or Veterans.

All HTF-funded units must meet Uniform Physical Conditions Standards (UPCS); HUD Requirements for the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally-Owned Residential Property and Housing Receiving Federal Assistance (24 CFR 35); and the Authority's Design and Construction Policy Rules (HFA:111) at project completion and must meet these property standards for the term of the restriction period. Projects assisted with HTF funds must meet all of the eligibility criteria.

Expected Resources

\$3,000,000.

HTF Project Eligibility

Mixed income and mixed -use projects qualify. Non-profit and for-profit entities are eligible to apply.

To qualify as a LIHTC Project with fractional HTF use, a project must maintain a minimum set-aside of rent-restricted units for tenants in the targeted income group. All HTF-assisted units must be rented to extremely low income households, defined as households with incomes at or below 30% of Area Median Income.

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

Housing Trust Fund (HTF) has no match requirements, but nonetheless resources will be available for use in Low Income Housing Tax Credit projects which plan units affordable to extremely low income households. Scoring incentives will favor further restriction of those units to serve particular populations. HTF units developed without Low Income Housing Tax Credits may leverage HOME or non-federal funds, and scoring incentives will be available proportional to the leveraging of other funds. HTF funding remains at \$3m for 2019.

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

HTF funds are dedicated exclusively to housing affordable to extremely low income households with preferences for those with disabilities, those who are chronically homeless or homeless, veterans, and those who are in recovery from mental illness or a substance use disorder.

Housing Trust Fund (HTF) Reference 24 CFR 91.320(k)(S)

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

Applications submitted by eligible recipients

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

N/A

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

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

The following are eligible to apply for project specific assistance under the Housing Trust Fund program:

1. Non-profit corporations with an approved 501 (c)(3) tax-exempt status.
2. Local Public Housing Authorities.
3. Limited partnerships, general partnerships, corporations, limited liability companies, proprietorships, and other business organizations.

The following are not eligible to receive HTF funds:

1. Primarily religious organizations, where residency would be limited to an exclusive denomination.
2. Any person who is an employee, agent, consultant, officer, elected official, or appointed official of the state of New Hampshire, the Authority, or state recipient or sub-recipient receiving HTF funds (collectively Non-Eligible Persons). This includes partnerships and corporations where the controlling partner, controlling member, or person(s) in control of such entity is a Non-eligible Person or Persons.

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

New Hampshire Housing will use two application tracks depending upon project type:

Projects blending some HTF units into LIHTC projects will utilize New Hampshire Housing's Low Income housing Tax Credit Program Multifamily Rental Housing Financing Application found at <http://www.nhhfa.org/financing-application>. This application is used for all projects seeking Low Income Housing Tax Credits and various forms of capital subsidy from New Hampshire Housing including but not limited to Housing Trust Fund, HOME, the State Affordable Housing Fund and other subsidy resources. This application is very thorough, requiring the applicant to provide detailed information concerning the description of the proposed project, sources and uses of all funds, rents and operating expenses, LIHTC scoring, a project pro forma, analysis of funding gaps to determine subsidy needs and a management questionnaire to assess management capacity. The Qualified Allocation Plan (QAP) https://www.nhhfa.org/assets/pdf/2019_QAP_4-26-18.pdf for the 2019 Low Income Housing Tax Credit Program provides scoring incentives to reserve 10% or more (but less than all) units affordable to extremely low income households, and also encourages through scoring incentives the provision of supportive housing for the homeless, those at imminent risk of homelessness, and veterans. Other incentives in the scoring system may also encourage applicants to apply for HTF funding. The project scoring criteria in the 2019 Qualified Allocation Plan contain the elements required by HUD and considerably more.

Projects not seeking Low Income Housing Tax Credits projects will use a separate RFP and New Hampshire Housing will make awards in accordance with the priorities which form the basis of the Threshold Requirements and Scoring Criteria for the Housing Trust Fund Request For Proposals found at Appendix A.

Housing Trust Fund RFP projects must commit to serve persons who are homeless. A Homeless person is defined as an individual or family who lacks a fixed, regular, and adequate nighttime residence. This could include but is not limited to homeless families, homeless disabled persons or households, homeless veterans, and homeless persons who are in recovery from substance use disorder or severe mental illness. Tenant household need and eligibility for community-based services will be a threshold requirement. Project sponsors will be applying for development subsidy along with project-based rental assistance which will be used to maintain affordability for extremely low income households for at least the required minimum of 30 years. New Hampshire Housing has committed to provide up to 50 project-based Housing Choice Vouchers to support this effort. Scoring preference will also be provided to projects with written commitments from other Public Housing Authorities to provide project-based Housing Choice Vouchers for a minimum of 30 years. Tenant access to needed services will be a threshold requirement.

The State will require that all recipient applications contain a description of the eligible activities to be conducted with HTF funds as required in § 93.200 Eligible Activities.

The State will require that each eligible recipient certify that housing assisted with HTF funds will comply with all HTF requirements.

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

See HTF Threshold and Scoring Criteria in Appendix A.

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

New Hampshire does not target CPD block grants geographically per se, but makes substantial efforts to distribute funds throughout the state as fairly as possible. In an effort to do this for Housing Trust Fund resources, a mechanism is in place to insure that funded projects are not concentrated.

In addition to submission of a complete application form, all applications will be reviewed under the following Threshold Criteria. Failure to comply with any of the Threshold Criteria may, at the sole discretion of the Authority, result in the rejection of the application.

Requirements for geographical distribution will be triggered if more than two projects are

funded through this RFP.

Projects may be selected over higher scoring applicants to meet this requirement. However, the Authority will not consider applications which fail to meet threshold requirements regardless of whether funding those projects would allow this requirement to be met.

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

See Threshold Criteria.

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

In addition to scoring categories titled i. Matching Non-Federal Resources and j. Matching Federal Resources in the Threshold Requirements and Scoring Criteria for Housing Trust Fund Request For Proposals in HTF attachment below text box 7, rent subsidy, if needed, is provided by New Hampshire Housing.

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

See Scoring criteria.

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

See threshold Criteria

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

See Scoring Criteria.

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

Yes

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

Yes

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

Yes

7. **Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.** Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

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

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

Maximum Per-Unit Subsidy Limits

We are adopting the statewide HOME Investment Partnerships Program Maximum Per-Unit Subsidy Limits, which are currently based upon HUD Section 235 -Condominium Housing Mortgage Limits for Elevator Type Projects. Originally established by the Down Payment Simplification Act of 2002 and amended by the National Housing Act of 2004, HUD's Office of Multifamily Housing updates the Section 235 mortgage limits annually,

applying each year's Consumer Price Index, and also separately calculates high cost percentage exceptions, of which New Hampshire has none. We thought it was particularly important to adopt the existing HOME maximum subsidy limits for the sake of uniformity, the built-in annual adjustment mechanism, and the fact that we are accustomed to using it in our projects and find them reasonable. We also thought it would be useful to adopt an existing and accepted standard.

Through the experience gained by financing the development of approximately 14,700 units of affordable housing throughout the state, we find the HOME limits compatible with New Hampshire affordable multifamily housing development costs. New Hampshire Housing has served as the allocating agency for the Low Income Housing Tax Credit program and the HOME program since the inception of each. In this capacity, New Hampshire Housing has always used subsidy per unit limits to allocate federal and state resources. Analysis of the most recent five years of HOME subsidy amounts demonstrates an average HOME subsidy of \$66,517 based upon underwriting standards, the Qualified Allocation Plan, as well as subsidy layering review including bedroom configuration. We don't anticipate higher subsidy amounts, but the HOME limits will give us some breathing room and allow us to respond to unique situations and opportunities. Although land acquisition and construction costs can vary within the state, overall development costs are consistent throughout the state, and this is confirmed by periodic analysis of development costs taking location into account. Appendix E includes an analysis of development costs, after excluding unique features, of recent projects in the southern and northern parts of the state. It is likely that New Hampshire's relatively small geographic size contributes to this. It is also likely that New Hampshire Housing's Design and Construction Policy Rules and Standards as well as their Underwriting Standards and Development Policies for Multi-Family Finance drive considerable uniformity to design features in the projects we finance that likely drives similarity in cost.

0 Bedrooms	HOME Maximum Per Unit Subsidy	\$141,089
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1 Bedroom	HOME Maximum Per Unit Subsidy	\$161,738
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2 Bedroom	HOME Maximum Per Unit Subsidy	\$196,673
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3 Bedroom	HOME Maximum Per Unit Subsidy	\$254,431
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4+ Bedroom	HOME Maximum Per Unit Subsidy	\$279,286
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8. **Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

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

See Design and Construction Policy Rules Appendix B

Technical Design and Construction Standards Appendix C

Technical Design and Construction Standards for Rehabilitation Appendix D

Construction Sign Standards Appendix E

Underwriting Standards and Development Policies for Multi-Family Finance Appendix F

Uniform Physical Condition Standards Appendix G

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

N/A, HTF funds will not be used to assist first time homebuyers.

10. **Grantee Limited Beneficiaries or Preferences.** Describe how the grantee 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 grantee 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 grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

Note QAP preferences and HTF Threshold and Scoring Criteria.

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

N/A, HTF will not be used to refinance existing debt.

APPENDICES:

Appendix A – Housing Trust Fund Threshold and Scoring Criteria
Attached

Appendix B – Design and Construction Policy Rules
<https://www.nhhfa.org/assets/pdf/about/rules/HFA111.pdf>

Appendix C – Technical Design and Construction Standards
https://www.nhhfa.org/assets/pdf/Technical_Design_and_Construction_Standards.pdf

Appendix D – Design and Construction Standards for Rehabilitation
https://www.nhhfa.org/assets/pdf/TechnicalDesign-ConstructionStandards_Rehab.pdf

Appendix E – Construction Sign Standards
https://www.nhhfa.org/assets/pdf/NHHFA_Construction_Signage.pdf

Appendix F – Underwriting Standards and Development Policies for Multi-Family
Finance
https://www.nhhfa.org/assets/pdf/Underwriting_Standards_6-7-18.pdf

Appendix G – Uniform Physical Condition Standards
Attached

REQUEST FOR PROPOSALS FOR MULTI-UNIT RESIDENTIAL PROJECTS SERVING POPULATIONS WITH SPECIAL NEEDS

New Hampshire Housing Finance Authority (the “Authority”) is seeking applications for financing from qualified developers for projects that will provide supportive housing in any area of the state to extremely low-income individuals, with a priority for persons experiencing homelessness.

Eligible uses for this financing include purchase, rehabilitation, new construction, or conversion of existing housing into affordable permanent housing. The site for the proposed project must be finalized prior to application.

The source of funds for this RFP is the federal Housing Trust Fund. The competitive scores of respondents to this RFP will also be used to award up to 50 Project Based rental assistance Vouchers (“PBVs”) to those projects which are eligible. It is the intent of the Authority to award both PBVs and deferred (non-amortizing, non-interest-bearing) loans funded with HTF to the highest scoring projects based on the scoring criteria in this RFP.

Proposed projects must meet the following qualifications:

1. Program requirements of the federally funded Housing Trust Fund (“HTF”) (24 CFR Parts 91 and 93)
2. Program Rules for the Special Needs Housing Program (HFA:112) updated September 1, 2017.

If intending to apply for Project Based Vouchers, projects must also meet the eligibility requirements for federally funded PBVs (24 CFR Part 983). If applicants do not wish to apply for PBVs, or determine that their proposed project is not an eligible use of PBVs, they should indicate in the application cover letter that they are applying only for HTF financing and not for PBVs.

Applicants may apply for loans of \$150,000 up to \$1,500,000. At least \$1,250,000 will be available through this RFP. This program is for rental housing only.

All application materials must be uploaded to the Authority’s application submission portal (Apricot) no later than [DATE TBD]

Potential applicants are encouraged to attend an informational meeting at the offices of New Hampshire Housing at 32 Constitution Drive, Bedford, NH 03110 at 2:00 PM on Tuesday, January 8, 2019. Registration for this meeting is required; please contact Jess McCarthy at jmcarthy@nhhfa.org or (603) 310-9272.

Threshold Requirements and Scoring Criteria for Housing Trust Fund Request For Proposals

In addition to submission of a complete application form, all applications will be reviewed under the following Threshold Criteria. Failure to comply with any of the Threshold Criteria may, at the sole discretion of the Authority, result in the rejection of the application.

Threshold Criteria:

- a. Feasibility and Appropriateness: The proposed project's characteristics or location must be considered feasible from a financial and regulatory standpoint including but not limited to compliance with:
 - i. NH RSA Chapter 204-C
 - ii. NH RSA:48-A:14, minimum housing standards, and local minimum requirements for use and occupancy of housing
 - iii. The 2019 Action Plan, State of New Hampshire (part of the State's Consolidated Plan)
 - iv. The Authority's Underwriting Standards and Development Policies for Multi-Family Finance
 - v. The Authority's Design and Construction Policy Rules (HFA 111)¹
 - vi. Compliance with the Authority's Technical Design and Construction Standards or Technical Design and Construction Standards for Rehabilitation, as applicable.
 - vii. The Authority's Rules for the Special Needs program (HFA 112)
- b. Eligible Applicants: per HFA:112.10.
- c. Financial Sustainability: The Authority will review the sources and uses proposed for the project as well as the operating budget and pro forma. The level of funding requested must be sufficient but not exceed the amount needed to ensure the proposed project is financially viable and does not depend on later infusions of subsidy.
- d. Income Targeting and Rent Limits: all units assisted with the Housing Trust Fund must be reserved throughout the affordability period for extremely low-income (ELI) households as defined by HUD (this generally refers to households that do not have income in excess of 30% of the Area Median Income). Rents cannot exceed ELI rent limits published by HUD, adjusted for unit size, geographic area, and utility allowances.

¹ Including compliance with Lead Free Plumbing rule at 40 CFR 141.43. All pipes, solder or flux used in the installation or repair of any residential project's plumbing must be lead-free. Plans and specifications for (a) all new construction projects and (b) all rehab projects involving the installation, replacement or repair of pipes, solder or flux in the plumbing system must expressly state that only pipes and pipe fittings containing not more than 8.0% lead and only solders and flux containing not more than 0.2% lead may be used and must reference the EPA's lead-free plumbing rule at 40 CFR §141.43. If the plans and specs or any later change order do not expressly set out this requirement, then, a certification from a licensed plumber that only lead-free plumbing (i.e., no more than 8% for pipes and pipe fittings and no more than 0.2% for solder and flux) was used will be required. Getting this certification will be a condition of paying one or more construction requisitions for the project.

- e. **Site Control:** Applicant must have secure site control in the form of a deed, executed option to purchase, or executed purchase and sales agreement. A long-term lease, the duration of which is not less than the affordability period, is acceptable.
- f. **Cost Reasonableness:** Project applications will be evaluated for cost reasonableness. Applications which indicate unreasonably high total or specific line item development or operating costs as determined at the discretion of the Authority may be rejected. Projects must comply with the following Maximum Per-unit Development Subsidy Amount:

# of Bedrooms	Maximum Per-Unit Subsidy
0 Bedroom	\$141,089
1 Bedroom	\$161,738
2 Bedroom	\$196,673
3 Bedroom	\$254,431
4+ Bedroom	\$279,286

These limits apply to the total Authority-administered subsidy included in the project's development budget divided by the total number of supportive special needs housing units.

- g. **Development and Management Capacity:** the members of the development and management organizations must:
- Demonstrate the experience or ability to successfully complete and manage the project;
 - Be compliant or otherwise not in default with this or any other Authority program as determined by the Authority;
 - Not have a history of noncompliance in Authority programs;
 - Not have any significant negative history with other local, state or federal agencies.
- h. **Readiness:** the project must be able to satisfy the following criteria for readiness at time of application:
- Development and Operating Budgets prepared and submitted in NHHFA format;
 - Schematic design;
 - Permit status letter
 - Points will be awarded for advanced readiness;
 - The project must satisfy the criteria of the Progress Phase Requirements (Appendix B) within 120 days of notification of a reservation of funding; and proposed development schedule (Appendix C to this RFP) must be submitted at time of application.
- i. **Matching Resources:** The Authority requires the generation/investment of matching resources in an amount equal to 10% of awarded Housing Trust Fund financing. Donations in the form of cash, property, materials, etc. are eligible sources of match. So-called "sweat equity" is not an eligible matching resource.

Scoring Criteria:

Applications which have been evaluated and accepted into the application pool for scoring shall be scored in the categories below. Where appropriate, scoring shall be based on comparisons between applications received in the same round. Documentation that is received after the time of application will not be used in the scoring unless it is requested by the Authority. The Authority may reject any documentation deemed to be insufficient, unsupported, or inadequate for the particular scoring criteria.

- a. **Development Capacity:** Applications will be scored based on evidence that the Applicant can successfully develop the property. If applicant has no prior development experience, zero points will be awarded.

0-10 points

- b. **Management Capacity and Experience:** Applications will be scored based on evidence that the Applicant can successfully operate the property. If applicant has no prior experience managing rental property, zero points will be awarded.

0-10 points

- c. **Introduction of New Units for Affordable Housing:** Applications will receive points based on the number of new units being introduced to the state's supply of rent and income restricted affordable housing.

0-20 points

1 point will be awarded for each new unit, up to a maximum of 20 points

- d. **Advanced Readiness:** Points will be awarded for projects that have achieved certain milestones in the development process:

- i. Phase 1 Environmental Site Assessment completed in the last five years

5 points

- ii. All necessary local planning and zoning permits are in hand, including site plan approval. A site plan approval that requires additional planning board approvals will not be given these points. Projects that do not require planning and zoning approval will qualify for these points. Backup must be submitted in order to qualify for these points such as a permit status letter from the sponsor's attorney, project engineer, or town planning official. The status letter need not be a formal legal opinion.

15 points

- iii. **Design/Construction readiness.** This category awards additional points to applicants whose projects have advanced in the design and construction procurement process. These points are cumulative; a project with a signed contract and complete documents will receive 10 points.

• Design Development Documents Completed	3 points
• 100% Construction Documents Completed (submit complete set marked FOR CONSTRUCTION)	3 points
• Executed contract with general contractor or construction manager with Guaranteed Maximum Price (GMP) Amendment	4 points

Projects that do not require construction documents may qualify for these points provided that any work being done to the facility is adequately defined in a scope of work document to allow for bidding by trade contractors, in the sole determination of the Authority. **Please note, construction contracts must be procured in accordance with Authority rules (HFA 111).**

- e. Service Plan: All applications will be evaluated for the quality of their plan to provide services to support residents' needs. While applicants proposing a higher level of services may have an advantage in scoring as compared to others with service plans of similar quality, the primary purpose of this scoring category is to evaluate the plans' ability to be implemented and consistency with industry best practices.

0-5 points

- f. Projects which have a new Project Based Voucher rental assistance subsidy from a source other than the Authority for at least 66% of the units for at least five years.

5 points

- g. Duration of Affordability period: A Land Use Restriction Agreement (LURA) will be placed on properties to ensure compliance with occupancy, rent limitation, physical standards and other requirements for a minimum 30-year term. Applications will be awarded points for committing to an affordability period greater than the required 30-year period.

0-5 points

- h. Homeless: Applications will be awarded points for committing to prioritize persons experiencing homelessness ahead of all other prospective tenants. "Homeless" is defined as an individual or family who lacks a fixed, regular, and adequate nighttime residence.

20 points

- i. Matching Non-Federal Resources: Applications will be awarded points qualifying non-federal matching resources that are committed or likely to be committed to the project. One point will be awarded for match equal to each full 5% amount of Housing Trust Funds requested. All matching resources claimed by the Applicant shall be approved by the Authority before points are awarded. Support and justification are to be provided by the Applicant. Maximum of 10 points.

0-10 points

- j. Matching Federal Resources: Applications will be awarded points for qualifying federal matching resources committed or likely to be committed to the project. One point will be awarded for match equal to each full 5% amount of Housing Trust Funds requested. All matching resources claimed by the Applicant shall be approved by the Authority before points are awarded. Support and justification are to be provided by the Applicant. Maximum of 10 points.

0-10 points

Allocation Process:

- a. All applications are reviewed for completeness. Incomplete applications will be rejected; though minor variances may be deemed acceptable. The Authority may reject any documentation deemed to be insufficient, unsupported, or inadequate for the particular scoring criteria. The Authority is not required to notify the applicant of inconsistencies or missing information.
- b. Applications are scored and ranked in accordance with the Scoring Criteria in this RFP. Projects are recommended for a reservation of HTF funding and project based rental assistance (if applicable) based on the competitive scoring results. Reservations will be made by Authority Staff no later than the end of the second full month following the application due date.
- c. When, after funding the highest scoring project or projects, insufficient funds are available for the next highest scoring project, the Authority retains the right to bypass that project and either fund a lower scoring project which can effectively use the remaining HTF available or retain the HTF in a future year.
- d. If, after every project that meets threshold criteria has been funded, additional funds are available, the Authority reserves the right to award additional funding to any of the applicants (in excess of \$1,500,000 per project, if necessary) in order to address changed circumstances or ensure project feasibility.

e. Geographical distribution

- a. Requirements for geographical distribution will be triggered if more than two projects are funded through this RFP.

Number of Projects funded in this RFP	Number of Counties which must be represented
2	1
3	2
4	3
5	4

- b. Projects may be selected over higher scoring applicants to meet this requirement. However, the Authority will not consider applications which fail to meet threshold requirements regardless of whether funding those projects would allow this requirement to be met.
- f. Waiver Authority: The Authority reserves the right to waive any of the provisions of this RFP, within the constraints of the applicable federal regulations. Applicants must submit a written request for a waiver. A hearing will be scheduled within 30 days of the request by Authority staff. Upon a finding of good cause, a waiver may be granted on a case-by-case basis by the Executive Director. A waiver of the provisions of this RFP can also be initiated by the Executive Director, in which case no hearing is necessary.
- g. Appeal Process: Applicants may appeal the Authority's decision, solely with regard to their application. The Authority will send letters to the Applicant via email informing them that a reservation is not being made by the end of the second full month following the application due date.

- h. . Applicants who want to appeal this decision must submit a formal request within five business days. The appeal request is first considered by the Authority's Executive Director. If the Executive Director upholds the original decision, the applicant will have five business days from the written email notice of this decision to submit a formal notice of appeal to the Authority's Board of Directors.
- i. Project Representations: Representations made about the project relating to ownership or management, or factors that are used in the selection and scoring criteria may not be changed without the express written permission of the Authority. Funding reservations may be rescinded if the project changes in a way that reduces the competitive score.
- j. References: Applicants are required to provide authorization so that references and credit can be checked.
- k. Warrant and Liability: The Authority intends to allocate no more HTF funding to any given project than is required to make the project economically feasible. This decision is made solely at the discretion of the Authority but does not represent or warrant to any applicant, developer, partner, investor, lender, or others that the project is feasible or risk free. No Board member, officer or employee of the Authority shall be personally liable concerning any matters arising out of or in relation to the allocation of funding or compliance monitoring. The Authority's obligation to monitor for compliance does not make the Authority liable for an owner's noncompliance.
- l. New Hampshire Right to Know Law: The Authority is subject to RSA Chapter 91-A, which is known as the "Right-to-Know Law." Applicants should be aware that any information submitted as part of the application to the Authority may be considered public information.

APPENDIX A

REQUIRED APPLICATION SUBMISSIONS

Item #	Description
1	Cover letter with narrative description of proposed project
2	Completed Application for Reservation (Microsoft Excel workbook, NHHFA format)
3	Site Location Map and Site Plan
4	Evidence of Site Control (Deed, executed P&S, executed option to purchase)
5	Evidence of planning board approval/building permit or “will-issue” letter OR evidence that no permit is required OR permit status letter
6	Documentation of Matching Resources (acceptable forms include letters of commitment, letters of interest, and approved applications for other funding sources).
7	Construction Scope of Work with Cost Estimates and Identification of Estimator (if construction documents are provided, written scope of work is not required)
8	List of Developer’s Other Real Estate
9	Resumes of Development Team
10	Management Agent Questionnaire on New Hampshire Housing <u>form</u>
11	Schematic Design plans and specifications
12	Proposed Development Schedule/Timeline (use Appendix C)
13	Tenant Selection Plan
14	Tenant Services Plan
15	Self-Scoring (explanation of which points categories the sponsor believes the project is entitled to, with explanations)

APPENDIX B

PROGRESS PHASE REQUIREMENTS

The documents listed below must be submitted to the Authority within 120 days of emailed notification of a reservation of HTF financing.

Projects must meet the requirements of the progress phase to be eligible for a commitment of HTF funding. Progress requirement extensions may be granted at the sole discretion of the Authority. The HTF funding reservation may be rescinded at the sole discretion of the Authority for not meeting the progress phase requirements or for a failure to meet the general criteria in the RFP.

All requirements are “if applicable.” It is the responsibility of the applicant to confirm with Authority staff which exhibits are not applicable for each project. This can be confirmed after reservation but before the 120-day progress phase deadline.

1. Environmental site assessment, HUD checklists, and related reports (lead, asbestos, historic, archeological, etc.) if required by the Authority;
2. Appraisal (if required by the Authority);
3. Evidence of zoning/local approvals;
4. Permanent financing letter of commitment;
5. Construction financing letter of commitment;
6. Executed grant agreements;
7. Final plans and specifications;
8. Evidence of continued site control;
9. Soils and/or structural engineering report;
10. Copy of the architect contract;
11. Executed tenant services agreement binding on both parties;
12. Cost estimates (or bids if available) by schedule of value. Must comply with limits on contractor overhead and profit per HFA 111;
13. Copy of contract for consultant services

APPENDIX C

PROJECTED DEVELOPMENT SCHEDULE

	<u>Date</u>	<u>Milestone</u>
A		HTF Funding reservation
B		Construction/ rehab plans and specifications completed
C		Construction pricing completed; contracts executed
D		Local permits obtained
E		Phase 1 Environmental Site Assessment completed
F		Statutory checklist / Environmental Assessment checklist (if applicable)
G		NHHFA financing commitment
H		All other necessary financing commitments or grants obtained
I		Loan Closing
J		Construction start
K		Construction Completion
L		Project placed into service

I have reviewed this schedule and concur that the representations and assumptions are reasonable and achievable.

_____ Developer's initials

_____ Architect's initials (if applicable)

_____ General Contractor/ Construction Manager initials (if applicable)

**This is not a complete list of Authority requirements or project milestones.
Sequence of events may not match the order in which milestones are listed.**

New Hampshire Housing HTF Rehab Standards Appendix : Uniform Physical Condition Standards for Multifamily Housing Rehabilitation - March 2019

NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.

Requirements for Site	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Fencing and Gates	Damaged/Sailing/Cleaning	Fence or gate is missing or damaged to the point it does not function as it should
Holes	Missing Sections	Hole in fence or gate is larger than 6 inches by 6 inches
Grounds	Erosion/Rutting Areas	An exterior fence, security fence or gate is missing a section which could threaten safety or security
	Overgrown/Penetrating Vegetation	Ruined/has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Ponding/Site Drainage	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or impossible
Health & Safety	As Quality - Sewer Odor Detected	There is an accumulation of more than 5 inches deep and/or a large section of the grounds more than 20% is unusable for it's intended purpose due to poor drainage or ponding
	As Quality - Propane/Natural Gas/Methane Gas Detected	Strong odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled
	Electrical Hazards - Water Leaks/Infrared Electrical Equipment	Any exposed bare wires or openings in electrical panels (lopped wires do not pose a risk)
	Flammable Materials - Improperly Stored	Any water heating, pooling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Garbage and Debris - Outdoors	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Hazards - Other	Too much garbage has gathered more than the planned storage capacity, or garbage has gathered in an area not sanctioned for storing garbage or debris
	Hazards - Sharp Edges	Any general defects or hazards that pose risk of bodily injury
	Hazards - Tripping	Any physical defect that could cause cutting or breaching of human skin or other bodily harm
	Infestation - Insects	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Bats/Mice/Vermis	Evidence of infestation of insects including roaches and ants throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
Parking Lot/Driveway/Roads	Cracks	The project sign is not legible or readable because of deterioration or damage
	Potholes/Loose Material	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lot/driveway/roads or pose a safety hazard
	Settlement/Heaving	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
Play Areas and Equipment	Damaged/Broken Equipment	Potholes or loose material that have made a parking lot/driveway unusable/unstable for vehicles and/or pedestrians or could cause tripping or falling
	Deteriorated Play Area Surface	Settlement/heaving has made a parking lot/driveway unusable/unstable or creates unsafe conditions for pedestrians and vehicles
Refuse Disposal	Broken/Damaged Enclosure -Inadequate Outside Storage Space	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Damaged/Falling/Cleaning	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Storm Drainage	Damaged/Obstructed	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Walkways/Steps	Broken/Settlement/Heaving	A retaining wall is damaged and does not function as it should or is a safety risk
	Spalling/Exposed rebar	The hand rail is missing, damaged, loose or otherwise unusable
		Cracks, bumping/biting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
		More than 5% of walkways have large areas of spalling--bigger than 4 inches by 4 inches--they affect traffic ability
Requirements for Building Exterior	Observable Deficiency	
Inspectible Item		
Doors	Damaged Frame/Threshold/Lintel/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Deteriorated/Missing Caulking/Seals	The seal/caulking is missing on any entry door, or they are so damaged that they do not function as they should
Fire Escapes	Missing Door	Any exterior door that is missing
	Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing
Foundations	Cracks/Seeps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are too
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (lopped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/in Electrical Equipment	Any water heating, pooling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit

Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
Garbage and Debris - Outdoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storing garbage or debris
Hazards - Other	Any general defects or hazards that pose risk of bodily injury
Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
Insects - Insects	Evidence of infestation of insects including roaches and ants throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
Infestation - Rats/Mice/Vermis	Evidence of rats or mice - sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Broken Fixtures/Builds	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roots	Soft/ or fascia that should be there are missing or is damaged that water penetration is visibly possible
Damaged Soffits/Fascia	Vents are missing or so visibly damaged that further roof damage is possible
Damaged Vents	The drain is damaged or partially clogged with debris or the drain no longer functions
Damaged/Clogged Drains	Boiler has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
Damaged/Torn Membrane/Missing Ballast	Penonage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
Missing/Damaged Components from Downspout/Gutter	Roofing shingles are missing or damaged enough to create a risk of water penetration
Missing/Damaged Shingles	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
Ponding	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
Cracks/Gaps	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
Damaged Chimneys	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
Missing/Damaged Caulking/Mortar	Any exterior wall deterioration or holes of any size that presents a risk of water penetration or risk of structural damage
Missing Pieces/Holes/Sealing	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Stained/Peeling/Needs Paint	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
Broken/Missing/Cracked Panes	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
Windows	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
Damaged/Missing Screens	Missing screens or deteriorated couik or seals--with evidence of leaks or damage to the window or surrounding structure
Peeling/Deteriorated Caulking/Seals/Glazing Compound	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
Painting/Needs Paint	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
Security Bars Prevent Egress	
Requirements for Building Systems	
Inspectable Item	
Domestic Water	Leaking water from water supply line is observed
Leaking Central Water Supply	There is no pressure relief valve or pressure relief valve does not drain down to the floor
Missing Pressure Relief Valve	The water heater chimney shows evidence of falling, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
Rust/Corrosion on Heater Chimney	There is no running water in any area of the building where there should be
Water Supply Inoperable	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
Electrical System	Carbon residue, melted breakers or arcing scars are evident
Blocked Access/Improper Storage	Any corrosion that affects the condition of the components that carry current or any stons or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
Burnt Breakers	Any risks, abrasion, or fraying of the insulation that exposes any conducting wire
Evidence of Leaks/Corrosion	
Frayed Wiring	Any open and/or exposed breaker port
Missing Breakers/Fuses	A cover is missing, which results in exposed visible electrical connections
Missing Outlet Covers	The elevator does not function at all or the elevator doors open when the cab is not there
Elevators	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary lighting does not function
Fire Protection	Any igniter head is missing, visibly disabled, painted over, blocked, or capped
Missing Sprinkler Head	There is missing, damaged or expired fire extinguisher on any area of the building where a fire extinguisher is required
Health & Safety	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
Missing/Damaged/Expired Extinguishers	Strong propane, natural gas or methane odors that could pose a risk of explosion fire and/or pose a health risk if inhaled
Air Quality - Mold and/or Mildew Observed	Sewer odors that could pose a health risk if inhaled for prolonged periods
Air Quality - Propane/Natural Gas/Methane Gas Detected	Any exposed bare wires or openings in electrical panels/capped wires do not pose a risk
Air Quality - Sewer Odor Detected	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
Electrical Hazards - Exposed Wires/Open Panels	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard
Electrical Hazards - Water Leaks on/near Electrical Equipment	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
Elevator - Tripping	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
Emergency Fire Exits - Missing Exit Signs	Flammable materials are improperly stored, causing the potential risk of fire or explosion
Emergency Fire Exits - Missing Exit Signs	
Flammable Materials - Improperly Stored	

	Outlet/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or even not functioning
	Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice on the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Ventilation/Exhaust System - Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stain/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, bubbling or flooding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Flammable/Combustible Materials - Improperly Stored	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Garbage and Debris - Indoors	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sectioned for storing or storing garbage or debris
	Hazards - Sharp Edges	Any general defects or hazards that pose risk of bodily injury
	Hazards - Tripping	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Infestation - Insects	Any physical defect in hallways or other travelled area that poses a tripping risk
	Infestation - Rats/Mice/Verm	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to prevent a health and safety risk
	Fencing - Damaged/Not Intact	Evidence of rats or mice--sightings, rot or mouse holes, or droppings substantial enough to prevent a health and safety risk
	Chutes - Damaged/Missing Components	Any damage that could compromise the integrity of the fence
		Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed
Requirements for Unit		
Inspectable Item		
Bathroom	Observable Deficiency	
	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System - Absent/Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed

Call for Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking Holes/Missing Tiles/Panels/Cracks Peeling/Needs Paint Water Stains/Water Damage/Mold/Mildew	Bulging, buckling or sagging ceiling or problem with alignment Any hole in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long More than 10% of ceiling has peeling paint or is missing paint Evidence of a leak, mold or mildew—such as a darkened area—over a ceiling area greater than 1 foot square
Doors	Damaged Frame/Threshold/Lintel/Trim Damaged Hardware/Locks Damaged/Missing Screen/Storm/Security Door Damaged Surface - Holes/Paint/Bubbling/Glass/Rotting Deteriorated/Missing Seals (Entry Only) Missing Door	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim Any door that does not function as it should or cannot be locked because of damage to the door's hardware Any screen door or storm door that is damaged or is missing screens or glass—shown by an empty frame or frames or any security door that is not functioning or is missing Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint, or rust that affects the integrity of the door surface, or broken/missing glass The seal/caulking is missing on any entry door, or they are so damaged that they do not function as they should Any door that is required for security (entry) or privacy (bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
Electrical System	Blocked Access to Electrical Panel Burnt Breakers Evidence of Leaks/Corrosion Frayed Wiring GFI - Inoperable Missing Breakers/Fuses Missing Covers	Carbon residue, melted breakers or arcing scars are evident Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidenced water leaks in the enclosure or hardware Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire The GFI does not function Any open and/or exposed breaker part A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling Floor Covering Damage Missing Flooring Tiles Peeling/Needs Paint Rot/Deteriorated Subfloor	Any flooring that is bulging, buckling or sagging at a problem with alignment between flooring types More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed joists Any flooring or tile flooring that is missing Any painted flooring that has peeling or missing paint on more than 10% of the surface Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
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 Emergency Fire Exits - Missing Exit Signs Flammable Materials - Improperly Stored Garbage and Debris - Indoors Garbage and Debris - Outdoors Hazards - Other Hazards - Sharp Edges Hazards - Tripping Infestation - Insects Infestation - Bats/Mice/Vermis	Evidence of a leak, mold or mildew—such as a darkened area—covering a flooring area greater than 1 foot square Evidence of mold or mildew is observed that is substantial enough to pose a health risk Sewer odors that could pose a health risk if inhaled for prolonged periods Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled Any exposed bare wires or openings in electrical panels (tapped wires do not pose a risk) Any water heating, bubbling or pooling on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign Flammable materials are improperly stored, causing the potential risk of fire or explosion Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storing or storing garbage or debris Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storing or storing garbage or debris Any general defects or hazards that pose risk of bodily injury Any physical defect that could cause cutting or breaking of human skin or other bodily harm Hazards - Tripping Any physical defect in walkways or other traveled areas that poses a tripping risk Evidence of infestation of insects—including roaches and ants—throughout a unit, or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk Evidence of rats or mice—lightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	Misaligned Chimney/Ventilation System Inoperable Unit/Components Leaking Valves/Tanks/Pipes Pressure Relief Valve Missing Rust/Corrosion Convection/Radiant Heat System Covers Missing/Damaged Inoperable	Any misalignment that may cause improper or dangerous venting of gases Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly There is evidence of active water leaks from hot water heater or related components There is no pressure relief valve or pressure relief valve does not drain down to the floor Significant formations of metal oxides, flaking, or discoloration—on a pit or crevice Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans HVAC does not function, it does not provide the heating and cooling as it should. The system does not respond when the controls are engaged
Kitchen	Blocked/Corrosion Cabinets - Missing/Damaged Countertops - Missing/Damaged Dishwasher/Garbage Disposal - Inoperable Plumbing - Clogged Drains	Any misalignment that may cause improper or dangerous venting of gases The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged Deterioration from use or corrosion on the HVAC system in the dwelling unit 10% or more of cabinet, doors, or shelves are missing or the laminate is separating 10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate — not a sanitary surface to prepare food The dishwasher or garbage disposal does not operate as it should Drain is substantially or completely clogged or has suffered extensive deterioration

	plumbing - leaking faucet/pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator-Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
	Lighting	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
	Outlets/Switches	An outlet or switch is missing
	Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Bruluter/side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
	Missing/Inoperable	Smoke detector is missing or does not function as it should
Smoke Detector	Broken/Damaged/Missing Steps	A step is missing or broken
Stairs	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
Walls	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks