



*Housing Trust Fund
Allocation Plan Guide
2016*



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I. GENERAL INFORMATION

HTF Allocation Plan

The Housing Trust Fund (HTF) Interim Rule (24 CFR Part 93) made the consolidated plan regulations at 24 CFR Part 91 applicable to the HTF. As a result, an HTF grantee (i.e., a State) must include HTF in its citizen participation plan (§ 91.115), strategic plan (§ 91.315), and annual action plan (§ 91.320). In addition, the State must submit to HUD for review and approval an HTF allocation plan with its annual action plan (§ 91.320(k)(5)). Also, as required in § 91.10, the HTF program must be administered by the State on the same program year it established for all grant programs covered by the consolidated plan.

The HTF allocation plan is an annual submission to HUD that describes how the State will distribute the HTF funds, including how it will use the funds to address its priority housing needs. The allocation plan also describes what activities may be undertaken with HTF funds and how recipients and projects will be selected.

Submission Requirement

HUD Notice CPD 12-009 requires a State submitting a consolidated plan on or after November 15, 2012 to use the eCon Planning Suite in IDIS to submit this plan and all subsequent consolidated plans, annual action plans, and consolidated annual performance and evaluations reports (CAPERs). However, the eCon Planning Suite does not currently contain the data fields to accommodate the HTF allocation plan. As a result, HUD developed this guide to assist the State in submitting the HTF allocation plan. The State may opt to use this sample form or to submit its allocation plan in a different format, provided that all required elements are addressed. Please visit the HTF website, www.hudexchange.info/htf for more guidance on the HTF program and HUD Notice CPD 16-07 *Guidance for HTF Grantees on Fiscal Year 2016 Housing Trust Fund (HTF) Allocation Plans* for more information on HTF allocation plans. This guide also contains a list of HTF and eCon Planning Suite resources that the State should reference before developing and submitting its HTF allocation plan. The State should also consult the *Con Plan Quick Guide: Amending a Consolidated Plan and Action Plan* for assistance on amending its consolidated plan and action plan.

Deadline

The State must submit an HTF allocation plan and make any amendments to its consolidated plan no later than **August 16, 2016**. Please note that some of the HTF allocation plan requirements will be completed in eCon Planning Suite in IDIS and the rest will be submitted as a Word document or PDF file to HUD. For 2016, the HTF allocation

plan must be submitted to both the local HUD CPD Field Office and to HUD's Office of Affordable Housing Programs at htf@hud.gov.

Review Period

The 45 day review period begins when (a) HUD receives the Standard Form 424 and certifications or email notification that the consolidated plan has been submitted in IDIS (for new action plans) or (b) HUD receives the Standard Form 424 and certifications or email notification that an amended action plan has been submitted in IDIS. The State should also complete and submit a Standard Form 1199A- Direct Deposit Sign up Form for deposit of its HTF grant funds.

Approval Process

The HTF allocation plan will be deemed approved 45 days after HUD receives the plan, unless HUD notifies the State that the plan is disapproved before expiration of the review period. Please note, if a State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale and recapture, and obtain HUD's specific, written approval, as required in § 93.304(f), separate and apart from the approval of the HTF allocation plan. The requirements for resale and recapture guidelines are the same as the HOME Program resale and recapture requirements, except for the income targeting requirements.

Need Assistance?

For assistance with the HTF allocation plan, the State should contact the local HUD CPD Field Office and/or send its question(s) to the HTF mailbox at htf@hud.gov. For assistance with the eCon Planning Suite in IDIS, the State should contact Ask A Question on the HUD Exchange website at <https://www.hudexchange.info/get-assistance/my-question/>.

II. GRANTEE INFORMATION

State:

FY 2016 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 2016 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-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.

HTF Funding Priorities-§ 91.320(k)(5)(i)

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.

1. Will the State distribute HTF funds through grants to subgrantees? If yes, describe the method for distributing HTF funds through grants to subgrantees and how the State will make those funds available to units of general local governments. If no, state N/A. Please attach response if you need additional space.

2. Will the State distribute HTF funds by selecting applications submitted by eligible recipients? If yes, describe the eligibility requirements for applicants as defined in § 93.2- definition of recipient. If no, state N/A. Please attach response if you need additional space.

3. Will the State distribute HTF funds by selecting application submitted by eligible recipients? If yes, describe all the criteria that will be used to select applications and the relative importance of these criteria. At a minimum, as required in § 91.320(k)(5)(i), the selection criteria must include:
- Priority based upon geographic diversity
 - Applicant's ability to obligate HTF funds
 - Applicant's ability to undertake eligible activities in a timely manner
 - For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families
 - For rental housing, the duration of the units' affordability period
 - The merits of the application in meeting the State's priority housing needs (please describe)
 - The extent to which application makes use of non-federal funding sources
 - Other (please describe). Please attach response if you need additional space.

Recipient Application Requirements- § 91.320(k)(5)(ii)

1. Will the State 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?

Yes No

2. Will the State require that each eligible recipient certify that housing assisted with HTF funds will comply with HTF requirements?

Yes No

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

The plan must include performance goals and benchmarks against which the State will measure its progress, consistent with the State’s goals established at § 91.315(b)(2). To comply with this requirement, the State will include HTF housing goals in the housing table on the **SP-45 Goals** and **AP-20 Annual Goals and Objectives** screens in the eCon Planning Suite consolidated plan template in IDIS.

VI. OTHER REQUIREMENTS

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

The State must establish its own maximum limitations on the total amount of HTF funds that can be invested per-unit for development of non-luxury housing. The limits must be reasonable, based on actual costs, and adjusted for the number of bedrooms and geographic location of the project. The State may choose to develop its own limits or adopt limits used in other federal programs such as HOME or Low-Income Housing Tax Credit and must submit them with its HTF allocation plan. The State must submit a description of how the HTF maximum per-unit development subsidy amounts were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements.

Indicate below what maximum per-unit development subsidy limits the State will use for its FY 2016 HTF program.

- State developed its own maximum per-unit development subsidy limits and the limits are attached.
- State adopted limits used in other federal programs and the limits are attached.

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

If the State intends to use its HTF funds for housing being rehabilitated, it must establish rehabilitation standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion in accordance with § 93.301(b). The standards must provide enough details on what work is required, how that work should be performed and what materials should be used. The State's standards may refer to applicable codes or 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; and
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to HTF-assisted housing.

Indicate below if the State will use HTF funds for rehabilitation of housing.

- The State plans to use HTF funds for the rehabilitation of housing and has attached its rehabilitation standards.

- The State will not use HTF funds for rehabilitation of housing.

Resale and/or Recapture Provisions- § 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.

Indicate below if the State intends to use HTF funds for first-time homebuyers.

- The State will use HTF funds to assist first-time homebuyers and has attached the applicable resale/recapture provisions.

- The State will not use HTF funds to assist first-time homebuyers.

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

HTF funds may only be invested for the provision of modest housing for homeownership. This means the housing has a purchase price for the type of single family housing that does not exceed 95 percent of the median purchase price for the area for newly constructed or standard housing. If the State plans to use HTF funds for homebuyer assistance, and does not use the HTF affordable homeownership limits established by HUD, it must determine 95 percent of the median purchase price for single family housing for designated areas across the State. If the State will determine its own affordable homeownership limits, it must determine the limits using the methodology described in § 93.305(a)(2).

Indicate below if the State will use HTF funds for homeownership housing and what affordable homeownership limits it will use.

- The State will use HTF funds for homeownership housing and will use the HUD issued limits.
- The State will use HTF funds for homeownership housing and has determined its own affordable homeownership limits and the limits are attached.
- The State will not use HTF funds for homeownership housing.

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

The State may limit the beneficiaries or give preferences to a particular segment of the extremely low-income population only if described in the action plan. Any limitation or preference must not violate non-discrimination requirements at § 93.350 and the State must not limit or give preferences to students. The State may also allow 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.

Indicate below if the State will limit beneficiaries or give preferences to a particular segment of the extremely low-income population.

- The State will limit beneficiaries and/or give preferences to the following segments of the extremely low-income population. The groups listed have also been identified in the action plan.
- The State will not limit beneficiaries and/or give preferences to any segments of the extremely low-income population.

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

If the State will use HTF funds for refinancing of existing debt, it must establish refinancing guidelines and include them in its consolidated plan. The State's refinancing guidelines must describe the conditions under which it will refinance existing debt. At a minimum, the guidelines must 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. Refinancing of existing debt is only eligible if it is necessary to reduce the overall housing costs and to make the housing more affordable.

Indicate below if the State will permit the refinancing of existing debt.

- The State will permit the refinancing of existing debt and the conditions under which the State will refinance existing debt are attached.
- The State will not permit the refinancing of existing debt.

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 forms for its HTF program.

- Standard form- 424: [Application for Federal Assistance](#) (§ 91.320(a))
- Standard form- 1199 A : [Direct Deposit Sign up Form](#)



NHTF Maximum Subsidy Amounts

U. S. Department of Housing and Urban Development
Louisville Field Office, Region IV
601 West Broadway, Room 110
Louisville, Kentucky 40202

March 1, 2016

J. Kathryn Peters
Chief Executive Officer
Kentucky Housing Corporation
1231 Louisville Road
Frankfort, KY 40601-6191

Subject: HOME Maximum Per-Unit Subsidies

Dear Ms. Peters:

On December 8, 2015, HUD published a notice on the HUD Exchange announcing the new 2015 limits for HOME Maximum Per-Unit Subsidies. This notice advised that due to the discontinuation of the Section 221(d)(3) mortgage insurance program, alternate maximum per-unit subsidy limits must be used for the HOME Investment Partnerships Program (HOME). HUD is required to undertake rulemaking to establish new maximum per-unit subsidy limits for the HOME Program because it is no longer updating and publishing limits for the Section 221(d)(3) mortgage insurance program. Until a new rule can be published, HUD issued CPD Notice 15-003: Interim Policy on Maximum Per-unit Subsidy Limits for the HOME Program establishing an interim policy that Field Office staff and Participating Jurisdictions (PJs) must follow. This Notice directs PJs to use the Section 234-Condominium Housing basic mortgage limits, for elevator-type projects, as an alternative to the Section 221(d)(3) limits in order to determine the maximum amount of HOME funds a PJ may invest on a per-unit basis in HOME-assisted housing projects. This interim policy remains in effect until the effective date of the new final rule provisions, amending the existing provision of 24 CFR 92.250(a).

The Louisville Field Office has determined that the applicable Section 234 Condominium Housing limits for elevator projects are:

0 bedroom	\$ 58,378
1 bedroom	\$ 66,923
2 bedroom	\$ 81,377
3 bedroom	\$105,276
4+ bedroom	\$115,560

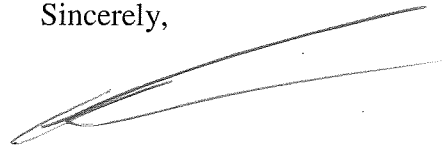
HUD's mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.

These limits are adjusted by the applicable Multi-Family high cost percentage of 245% subject to a cap of 240% imposed by the HOME guidance. Therefore, the HOME Maximum Per-Unit Subsidies are as follows:

0 bedroom	\$140,107
1 bedroom	\$160,615
2 bedroom	\$195,304
3 bedroom	\$252,662
4+ bedroom	\$277,344

PJs must ensure that these limits are appropriately applied to their HOME program and are not authorized to adjust or modify these limits without specific written approval from HUD. If you have questions regarding these limits or otherwise have questions regarding the HOME program, please contact Senior CPD Representative Richard L. Knight, at 502-618-8106 or via email at Richard.L.Knight@hud.gov or you may contact me at 502-618-8143 or by email Roger.A.Leonard@hud.gov.

Sincerely,



Roger A. Leonard
Director, Office of Community Planning
and Development

cc:
Rob Ellis
Davey King

Minimum Design Standards for New Construction, Adaptive Reuse, and Rehabilitation Multifamily Attached Housing Units

**Kentucky Housing Corporation
April 2014**



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KHC Minimum Design Requirements

The following minimum design items are for all newly constructed multifamily attached units. Some standards also apply to rehabilitation and adaptive reuse activities where stated.

KHC’s Minimum Design Standards are used as a guideline to meet and exceed all applicable local, state, and national codes. These standards also serve as vehicle to promote and enforce modern construction and design practices for builders, contractors, and design professionals who wish to utilize funding from the Kentucky Housing Corporation’s Department of Housing, Finance and Construction (HFC). Other methods of construction and design may be acceptable on a case by case basis. If your

design does not satisfy KHC's Minimum Design Standards, please contact the Department of Design and Construction Review for further assistance.

Division I: General Requirements

1) Minimum Design Standards:

- a) Minimum Design Standards shall apply when KHC funding exceeds ten percent (10%) or more of cost per unit to all new construction and reconstruction of multifamily attached homes, all applications involving adaptive reuse converting a former use to residential use and limited rehabilitation projects constructed with funds from the HOME Investment Partnerships Program (HOME), Affordable Housing Trust Fund (AHTF), SMAL, Risk Sharing, Housing Tax Credits and Tax Exempt Bonds. These funds are available through KHC's Department of Housing Finance and Construction (HFC).
- b) **This standard shall apply to the extent covered in the proposed scope of work for all rehabilitation of existing multifamily properties and structures.**

2) **Waiver Process:** Understanding that no single code or standard can cover the infinite number of possible configurations and circumstances that may arise during rehabilitation or construction, a written request for waiver to a KHC requirement will be earnestly considered.

- a) The request must detail the necessity of variance from this code. Photographs are encouraged where necessary to convey understanding.
- b) All requests are to be submitted electronically to the Assistant Director of Design and Construction at KHC and copied to your agency's KHC representative in multi or single family program, respective to the funding being used.

3) **Codes:** All construction shall comply with applicable code and standards listed below:

- a) Kentucky building and residential construction codes
- b) Local planning and zoning requirements
- c) Local authorities' rules and regulations

- d) The Fair Housing Amendment Act of 1988,
 - e) Section 504 of the Rehabilitation Act of 1973
 - f) Americans with Disabilities Act of 1990
- 4) **Soil Treatment-Termite Protection:** A proper and complete termite inspection and appropriate treatment of all property is required.
- a) **The inspection** must be completed by a licensed exterminator who shall report any termite activity located and treatment applied.
 - b) **A warranty** for a period of a minimum of one year on all inspections is required.
- 5) **Radon Reduction:** Passive radon venting is required in all new construction. Rehabilitation projects and adaptive reuse projects where radon levels are known to be at or above four pCi/l (Picocuries per liter of air) shall be retrofitted with a venting system.
- a) A design professional shall design the venting system for all existing structures.
 - b) **The radon vent pipe shall pass through** a heated portion of the structure and an accessible attic space or chase which will allow adequate working space to possibly install an inline fan.
 - c) **Electrical provisions** shall be roughed in, in an accessible attic or chase, for possible future installation of an inline fan.
- 6) **Energy Efficiency:** Documentation and/or calculations that the building envelope exceeds the 2012 IECC requirements must be provided from REScheck or other approved software. REScheck is a US Department of Energy free download at: **<http://www.energycodes.gov/rescheck/>**
- a) **New Construction:** All newly constructed residential building envelope designs shall exceed minimum energy efficiency requirements of the 2012 International Energy Conservation Code (IECC).
 - b) **Adaptive Reuse:** All projects involving any combination of adaptive reuse which requires reclassification of building Use groups as defined by Kentucky Building Code shall exceed the minimum energy efficiency requirements of the 2012 IECC.
 - i) **This section shall apply to the extent not exempted by the Historic Preservation Office of the State of Kentucky.**

c) **Rehabilitation:** Rehabilitation projects which do not involve use group changes are not subject to energy efficiency requirements except where new construction or alterations to existing structures occur. In these instances exposed building cavities and alterations shall be upgraded to comply with applicable provisions of the 2012 IECC.

i) **This section shall apply to the extent not exempted by the Historic Preservation Office of the State of Kentucky.**

7) Testing:

a) Building envelope leakage testing must be completed in accordance with the 2012 IECC and reported to KHC for all new construction and adaptive reuse structures.

b) Rehabilitated structures shall be tested to verify minimum ventilation rates are met per ASHRAE standards.

c) Testing must also verify compliance with the applicable ASHRAE Standard for ventilation and acceptable indoor air quality. (ASHRAE 62.2 or ASHRAE 62.1)

d) A minimum of ten percent of the total units shall be tested at or before final inspection.

i) Units shall be selected by KHC for testing.

e) **Diagnostic testing** shall be reported by one of the following methods:

i) Documentation from a licensed and certified HERS rater.

ii) Documentation from a Building Analyst, licensed and certified, by the Building Performance Institute.

iii) Documentation from a licensed and certified HVAC contractor, qualified in pressure diagnostic testing of the duct systems and total air infiltration.

iv) Documentation from a Weatherization Assistance Program trained Dwelling Needs Evaluator or Energy Auditor.

v) Other methods will be considered upon written request.

8) Quality Assurance: General Contractors and/or subcontractors shall furnish a written material and labor warranty on all units for a period not less than one full year after occupancy.

- 9) **Unit Size Requirements:** In new construction and adaptive reuse projects the following minimum square foot measurements are required for different types of units. For purposes of this requirement, net square feet are the heated and cooled area of the unit.
- a) **SRO units:** shall contain at least 150 square feet (common kitchen and bath)
 - b) **Efficiency units:** shall contain at least 400 square feet
 - c) **One-bedroom units:** shall contain at least 600 square feet
 - d) **Two-bedroom units:** shall contain at least 800 net square feet
 - e) **Three-bedroom units:** shall contain at least 1,000 net square feet
 - f) **Four-bedroom units:** shall contain at least 1,100 net square feet
- 10) **Universal Design Requirements:** New construction and adaptive reuse projects that receive debt or subsidy financing from KHC equal to fifty percent (50%) or more of the total project hard cost for the purpose of constructing single family or multifamily housing shall comply with KHC's Universal Design Policy.
- a) Please consult KHC's web site for the most current version of the KHC Universal Design requirements:
http://www.kyhousing.org/uploadedFiles/Housing_Production/Design_and_Construction/UniversalDesignStandards.pdf?n=7407
 - b) **Units which are covered by the Fair Housing Amendments Act of 1988** are not required to satisfy Universal Design requirements.

Division 2: Existing Conditions

1. **Soil boring and Testing:** All new construction which contains 12 or more units will be required to have a soils analysis test performed by a Commonwealth of Kentucky approved testing laboratory. KHC reserves the right to require a soils test on any project regardless of construction type or unit size. Results of the test shall comply with KBC requirements.

Division 3: Concrete

1. **Exterior Concrete:** Shall conform to the latest revised Standard Specification for Portland cement, ASTM C595.
 - a. **All exterior 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).
 - b. **Expansion-joint material** shall be ½” thick asphalt-impregnated pre-molded fiber, ASTM D1752. Follow American Concrete Institute (ACI) 318.
 - c. **Concrete driveways and parking areas** shall be minimum 5” thick with a minimum 8” inch thick encroachment apron extending to the property line.
 - d. **Exterior concrete for walks, porches, and stoops** shall be minimum 4” thick.
2. **Concrete Finishes:**
 - a. **Exposed Foundations:** Brick, stone, or texture formwork patterns shall be used for all poured in place walls exceeding 3 feet or more exposure.
 - b. **Walkways:** Provide a non slip finish and provide ¼ inch per foot crown or cross slope in the direction of drainage.
3. **Concrete Testing:** All new structural concrete construction containing twelve (12) or more units will be required to have concrete strength tests performed by a Commonwealth of Kentucky approved testing laboratory. Results of the test shall comply with the KBC.

Division 4: Masonry

- 1) **Face Brick:** Shall be ASTM C 216, Type FBS, Grade SW, or equivalent, modular size.
- 2) **Concrete Masonry Units (CMU):** Stucco or split face shall be used for all CMU walls exceeding 3 feet or more exposure.

Division 5: Metals

- 1) **Metal Ties:** For newly constructed units, metal tie-down or “hurricane” straps shall be used at each bearing location of each roof truss, rafter and ceiling joist.
 - a) Correct nails and nailing pattern as required by the manufacturing company of the strap shall be used.
- 2) **Steel Lintels:** Steel lintels, when specified for openings in masonry walls, shall be primed and painted.

Division 6: Woods/Plastics/Rough Carpentry/Millwork

- 1) **Stair Riser and Tread Construction:** Except stairs in individual dwellings, all newly constructed steps shall have a riser not greater than 7” and a tread of 11”.
- 2) **Wood Exposed to Weathering Elements:** All exterior wood shall have a minimum preservative retention rate of 25 percent for above ground applications and a minimum preservative retention rate of 40 percent for all wood in contact with the ground.
- 3) **Wood Decking:** Exterior decking shall consist of composite or pressure treated wood material.
- 4) **Exterior Wood Stairs:** Exterior wood stairs shall be constructed with properly treated dimensional lumber.
- 5) **Exterior Handrails:** Exterior handrails shall be constructed of metal or plastic and must meet all other code requirements pertaining to handrails.

Division 7: Thermal and Moisture Protection

- 1) **Minimum masonry siding:** Siding material of all attached newly constructed units shall consist of a minimum of fifty percent (50%) brick, stone, or other KHC approved materials. The bricked area calculation of fifty percent shall not include window and door areas or brick below finished grade.
- 2) **Weather Protection:** All exposed wood shall be protected from weathering by a minimum of one or more of the following materials or methods.
 - a) **Paint:** One coat primer and two coat exterior enamel.
 - b) **Metal:** 0.019" minimum thickness aluminum, factory finish (coil stock).
 - c) **Naturally Durable Wood:** Redwood, Cedar, or other naturally durable woods may be exposed to weathering conditions without cladding or other protective coverings. Stain or sealing exposed wood is required.
 - d) **Composites:** Cement fiber board or other durable material may be used as approved by KHC.
 - e) **Pressure treated Lumber:**
- 3) **Roof Covering:**
 - a) **Shingles:** Seal tab type over 15 lb. felt, with minimum 25-year product warranty or better.
 - b) **Metal:** 26 gauge minimum thickness aluminum or galvanized steel with factory finish.
- 4) **Gutters and Downspouts:** All structures shall have gutters and downspouts and be appropriately designed with a minimum 5" gutter and a 2"x 3" downspout. All downspouts shall empty onto concrete splash blocks or be piped to an appropriate location.
- 5) **Siding:** Exterior siding shall consist of one or more of the following materials.

This section shall apply to the extent not exempted by the Historic Preservation Office of the State of Kentucky.

 - a) **Composite:** Fiber cement siding, primed, with two-coat minimum finish or factory finish.
 - b) **Metal:** 26 gauge minimum thickness aluminum or galvanized steel with factory finish.
 - c) **Vinyl:** 0.42" minimum thickness, UV protected.
 - d) **Wood:** Cedar or redwood stained or primed once with 2-coat minimum finish.
 - e) **Brick Veneer:** Shall be ASTM C 216, Type FBS, Grade SW, or equivalent, modular size.
 - f) **Artificial Stone or Brick:** Install to manufacturer's installation instructions.
- 6) **Insulation:** In new construction, adaptive reuse, and rehab to the extent the structure is exposed, The building thermal envelope shall be insulated to the following minimum values unless documentation by REScheck or other approved software allows different values:
 - a) **Floors over unconditioned space:**

- b) **Exterior walls:** R-20
- c) **Ceilings:** R-49
- d) **Slab Foundations:** R-10 continuous
- e) **Conditioned Crawl Walls:** R-10 continuous
 - i) For rehab projects exposed cavities shall be insulated to the maximum extent possible utilizing the existing cavity and high density insulation or foam.
 - ii) **This section shall apply to the extent not exempted by the Historic Preservation Office of the State of Kentucky.**

Division 8: Doors, Windows, and Glazing

This section shall apply to the extent not exempted by the Historic Preservation Office of the State of Kentucky.

- 1) **Exterior Doors:** Exterior Doors shall be 1 ¾" thick, made of steel or other equally durable material, insulated unless of solid wood (not particleboard) and be appropriately finished as recommended by the manufacturer.
 - a) **Door Energy Ratings:**
 - i) **All opaque exterior doors** shall have a U-factor equal to or less than 0.21.
 - ii) **Doors less than fifty percent (50%) glass** shall have a U-factor equal to or less than 0.27.
 - iii) **Doors greater than fifty percent (50%) glass** shall possess a U-factor equal to or less than 0.32.
 - b) **Exterior hardware:** All exterior doors shall have a lever key-lock latch, doorknocker, and security accessories (eyelet and deadbolt).
- 2) **Interior Doors:** Solid Wood, Composite or hollow core panel doors.
 - a) **Interior doors** shall be a minimum of 1 ⅜" thick.
 - b) **Interior Hardware:** All doors except closets shall be equipped with lever-handle hardware.
 - i) **All bedrooms and bathrooms** shall be equipped with privacy locks.
- 3) **Windows:** All new construction and replacement windows shall meet the following requirements:
 - a) **All window frames** must be of solid vinyl, thermally broken aluminum, fiberglass, wood or wood clad.
 - b) **The vapor seal** on the glazing must have a minimum ten-year warranty.
 - c) **The operation** of all windows shall have a minimum one-year warranty.
 - d) **All windows** shall have a **National Fenestration Rating** meeting minimum energy code requirements for Zone 4, as shown in the 2012 International Energy Conservation Code zone map.

- i) **All windows** shall have a U-Factor equal to or less than 0.32 and an SHGC rating equal to or less than 0.40.

Division 9: Finishes

- 1) **Exterior Ceiling:** When using vinyl or aluminum material for porch ceilings, provide a rigid, solid backing such as OSB or plywood.
- 2) **Exterior Finishes:** Exterior building elements of the following materials shall be properly finished.
 - a) **Posts and Columns:** All new posts columns and guardrails at deck level and above shall be factory made and finished.
 - i) **This section shall apply to the extent not exempted by the Historic Preservation Office of the State of Kentucky.**
 - b) **Handrails:** Exterior handrails shall be smooth, weather resistant, and painted or factory finished.
 - c) **Fiber Cement Siding:** Shall be factory finished or be painted with at least two coats of exterior grade paint.
- 3) **Entry Door Floor Finish:** On the interior side of the main entry door within each dwelling unit, there shall be an uncarpeted, finished floor area.
 - a) **This area** shall be no less than sixteen (16) square feet.
- 4) **Finished Floor Treatments:** **All interior floor finishes** shall meet one or more of the following standards:
 - a) **Sheet Carpet:** 25 oz. minimum, 100 percent nylon. Other options include Berber type with blended fiber. In high traffic areas, 30 oz. Minimum is required.
 - b) **Carpet Padding:** Minimum 7/16" thick, 6-lb. re-bond polyurethane.
 - c) **Sheet Vinyl:** Shall be Armstrong or equivalent minimum 10 mil wear layer.
 - i) Provide product adhesive and underlayment as recommended by the manufacturer.
 - ii) All surfaces shall be clean, dry, and appropriate temperature during installation.
 - iii) Vinyl sheet flooring shall conform to the requirements of ASTM F 1303, Type I.
 - d) **Vinyl Tile:** Shall be Armstrong or other approved equal, 1/8" x 12" x 12".
 - i) Provide product adhesive and underlayment as recommended by the manufacturer.

- ii) All surfaces shall be clean, dry, and appropriate temperature during installation.
 - iii) Follow manufacture's recommendation for pattern layout.
 - e) **Wood Flooring:** Flooring shall be tongue and groove hardwood; factory finished, or have a minimum of three coats of site-applied, UV-protective polyurethane.
 - f) **Other Flooring Products:** Ceramic tile and laminates shall be installed in accordance with manufacturer's specifications.
- 5) **Interior Doors:** Interior doors shall be appropriately finished, painted, or stained as follows:
- a) **Paint:** primed once, with two-coat enamel finish on all sides and faces.
 - b) **Stain:** stain or oil on all sides and faces, with three-coat varnish, polyurethane finish
- 6) **Moisture-Resistant Drywall:** Moisture-resistant gypsum board (commonly called "green board") or equivalent must be used on all walls in the bathroom and within six feet of water sources, where the drywall can be splashed, such as kitchen sink, next to water heater, and/or clothes washer.
- a) Water-resistant gypsum board or equivalent shall be provided behind any tub/shower unit located on an exterior wall.
 - b) Water-resistant gypsum, when used on ceilings must be rated for the span.
- 7) **Interior Wall Finishes:** Primed once, two-coat finish or sufficient coatings to provide coverage where no underlying finishes are visible when using combination finish paint with primer included in the paint.

Division 10: Specialties

- 1) **Trash Collection:** Provisions for dumpsters or trash cans are required.
 - a) **Screening** of trash cans and/or dumpsters shall be provided.
- 2) **Laundry:** All newly constructed units including adaptive reuse, except SROs and efficiencies, shall be equipped with washer and dryer hookups.
 - a) Unless individual units are supplied with laundry hook ups, all projects including adaptive reuse and rehabilitation consisting of twelve (12) or more units shall provide common laundry facilities including a minimum of one (1) washer and one (1) dryer per every twelve units.
- 3) **Roof Offsets:** Projects of four (4) or more attached units shall incorporate varying the roof line with offsets, gable porch roofs, etc.

- 4) **Roof Pitch:** The minimum slope on all newly constructed roofs except porch roofs shall be 4" vertical to 12" horizontal.
- 5) **Entries:** The main common entry to each group of newly constructed dwellings or each main exterior entry to individual dwellings shall have a concrete, treated wood, or other hard surface exterior stoop, porch or deck, a minimum of 5' x 5'.
 - a) **All main entries** shall have a roof or awning over the minimum 5' x 5' entry area.

Division 11: Equipment

- 1) **Refrigerator:** A refrigerator shall be provided in all dwelling units on all projects including new construction and adaptive reuse projects as well as rehabilitation projects where identified in the PCNA (physical/capital needs assessment).
 - a) **All refrigerators must be Energy Star qualified.** The Energy Star mark must be clearly marked on the product, clearly displayed in product literature, and listed on the manufacturer's Internet site.
- 2) **Range:** A range shall be provided in all dwelling units on all projects including new construction and adaptive reuse projects as well as rehabilitation projects where identified in the PCNA (physical/capital needs assessment).
- 3) **Dishwasher:** A dishwasher shall be provided in all newly constructed units and those resulting from adaptive reuse. Dishwashers shall also be provided in units resulting from rehabilitation activities where they had either previously existed or dwelling units were newly created due to structural change.
 - a) Standard dishwashers shall use less than 4.25 gallons per cycle and 295 kWh per year.
- 4) **All clothes washers provided in individual units** shall have an MEF equal to or greater than 2.0 and a WF equal to or less than 6.0.
 - a) **All laundry facilities located above any habitable space** shall be equipped with a properly installed washer overflow pan piped to carry the overflow into the DWV, positive outside drain or an approved floor drain.
- 5) **All clothes washers provided in common laundries** shall have a Modified Energy Factor (MEF) equal to or greater than 2.2 and a Water Factor (WF) equal to or less than 4.5.
 - a) **All laundry facilities located above any habitable space** shall be equipped with a properly installed washer overflow pan piped to carry the overflow into the DWV, positive outside drain or an approved floor drain.

Division 12: Furnishings

- 1) **Cabinets and Drawers:** Cabinet fronts shall be made of solid wood (not particleboard); doors, draws and fronts shall be factory finished.
 - a) **Cabinet ends** shall be finished with appropriate veneer.
 - b) **All cabinets** shall be Kitchen Cabinet Manufacturers Association (KCMA) approved.
- 2) **Countertops:** Countertops shall be molded roll-backed, laminate plastic or Formica with finished ends and sealed at the cut out for sink.
 - a) **Other appropriate materials** may be used such as Corian™. Consult the KHC Department of Design and Construction Review.
- 3) **Closet Storage/Accessories:** Clothes closets shall contain a 12” deep shelf, including a coat rod. Shelves with integrated hangar hooks may also be used.
- 4) **Mailboxes:** All units shall have a USPS approved mailbox either at each individual unit or in a common area.
- 5) **Bath Accessories:** Dwelling unit bathrooms shall be equipped with the following:
 - a) **Medicine cabinet** with mirror 16” wide by 20” tall (minimum)
 - i) Other combinations of mirror and storage may be acceptable by approval of KHC.
 - b) Wall hung **toilet paper dispenser**
 - c) 18” (minimum) towel bar
 - d) Shower rod

Division 13: Special Construction

This section shall apply to the extent not exempted by the Historic Preservation Office of the State of Kentucky.

- 1) **Storage areas:** Exterior or interior tenant storage areas are required on all newly constructed units and adaptive reuse projects, unless exempted by SHIPO and excluding SROs and efficiency units.
 - a) The storage area shall be a minimum of twenty-five (25) square feet and provide 7 feet of headroom.
 - b) Structures must satisfy applicable building code requirements.

- c) Prefabricated plastic structures are prohibited.
 - d) All storage areas shall match exterior building veneer, trim, and possess identical shingles.
- 2) **Ramps:** All newly constructed accessible ramps shall meet the following specifications and applicable accessibility standards:
- (1) Ramps shall be constructed a minimum of 42" wide.
 - (2) Each landing shall have 5' turning areas at the top and bottom of each ramp run.
 - (3) Ramps shall not exceed a maximum slope of 1:12 and a maximum rise of 30".
 - (4) Ramps and landings shall have a minimum load capacity of 300 lbs. concentrated load applied in a 4 square inch area and a uniform live load of 100 pounds per square foot.
- a) **Existing ramps** not part of an accessible route may be no steeper than 1:8.
 - b) **Portable or temporary ramps are prohibited** and may not substitute for locations requiring a permanent ramp.
 - c) **Ramp construction materials:** Ramps may be constructed of the following materials:
 - i) **Composite:** PVC or other with non-skid surface.
 - ii) **Concrete:** with non-skid surface.
 - iii) **Metal:** galvanized steel, or aluminum with non-skid surface.
 - iv) **Wood:** All exterior wood shall have a minimum preservative retention rate of 25 percent for above ground applications and a minimum preservative retention rate of 40 percent for all wood in contact with the ground. Use of CCA treated lumber is prohibited.
- 2) **Playgrounds:** Playgrounds shall meet the following standards and be approved by KHC prior to installation.
- a) ASTM F1487-11, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
 - b) ASTM F1292-09, Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment
 - c) ASTM F1951-09b, Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment
 - d) ASTM F2223-10, Standard Guide for ASTM Standards on Playground Surfacing
 - e) ASTM F2479-12, Standard Guide for Specification, Purchase, Installation and Maintenance of Poured-in-Place Playground Surfacing
 - f) ASTM F2049-11, Standard Guide for Fences/Barriers for Public, Commercial, and Multifamily Residential Use Outdoor Play Areas
 - g) ASTM F2075-10a, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment
 - h) DOJ 2010 ADA Standard for Accessible Design

Division 21: Fire Suppression

- 1) Reserved for future use

Division 22: Plumbing

- 1) **Minimum Grade of Fixtures:** The following specifications shall be the minimum size and/or quality for new or replacement plumbing fixtures.
 - a) **Bath Tub:** Tubs shall be 30" minimum width; made of fiberglass, acrylic, porcelain cast iron, enameled steel, or cultured marble.
 - b) **Shower:** Showers shall be 36" x 36" minimum; made of fiberglass, acrylic, ceramic, or, cultured marble.
 - c) **Water Closets:** Water closets shall be maximum 1.28 GPF and made of porcelain.
 - d) **Faucets:** Polished chrome polished brass, brushed nickel, and similar plated finishes. Lever handles are required. Faucets containing plastic material for exterior housing are prohibited.
 - e) **Lavatories:** Sinks shall be 15" minimum diameter; made of fiberglass, acrylic, porcelain, or, cultured marble.
 - f) **Kitchen Sink:** Except roll under sinks required in mobility impaired dwelling units, sinks shall be a minimum eight inches (8") deep, stainless steel double bowl.
- 2) **Water Supply Piping:** Water Supply Lines shall be of approved material.
 - a) Installation in exterior walls except for hose bibs is prohibited.
 - b) Lines located in all crawl areas shall be insulated.
 - c) All hot water lines shall be insulated equal to or greater than R-3.
- 3) **Overflow Protection Accessories:** Water heaters located above any habitable space shall have an overflow pan properly plumbed into DWV, positive drain outside or an approved floor drain.
- 4) **Water Heater Efficiency:**
 - a) **Electric water heaters** shall have a minimum Energy Efficiency rating of .92.
 - b) **Gas fired water heaters** shall an EF equal to or greater than 0.67.
 - c) **Instantaneous gas water heaters** shall have an EF equal to or greater than 0.82.

Division 23: Heating Ventilating and Air Conditioning

- 1) **Heating Ventilating and Air Conditioning Equipment:** All new construction and rehabilitation units where replacement HVAC units are included in the scope of work shall be heated and cooled using high-efficiency equipment.
 - a) **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 8.5.
 - b) **Fuel oil, gas fired furnaces and boilers** shall have an Annual Fuel Utilization Efficiency (AFUE) equal to or greater than ninety-two percent (92%).
 - c) **Electric-resistance-only** heat systems are **prohibited**.
 - d) Alternative HVAC systems may be approved by KHC's Department of Design and construction Review.
- 2) **Duct Insulation:** All supply air, return air, and exhaust air ducts installed in unconditioned spaces outside the thermal envelope shall be sealed and insulated with a minimum R-8 insulation wrap and installed free of restrictions.
- 3) **Programmable Thermostats:** All new and replacement individual HVAC systems shall be controlled by a programmable thermostat.
- 4) **Range Hoods:**
 - a) New construction and adaptive reuse dwelling units shall be equipped with energy efficient, minimum 150 CFM, range hoods or recirculation fan microwave ovens.
 - i) Use ducting material sized per manufacturer recommendation.
 - ii) Exposed ducting is prohibited and where installed above cabinets, ducts shall have a finished cover.
 - iii) Recirculation combination microwave hoods or range hoods shall be equipped with an activated charcoal filter.
 - b) Rehabilitated units shall be equipped with a vented range hood, recirculation range hood, vented microwave oven, or an unvented microwave oven.
 - i) Use ducting sized and ducting material per manufacturer recommendation.
 - ii) Exposed ducting is prohibited and where installed above cabinets, ducts shall have a finished cover.
 - iii) Recirculation combination microwave hoods or range hoods shall be equipped with an activated charcoal filter.
- 5) **Exhaust and Ceiling Paddle Fans:** All new construction, newly installed in rehabs due to ventilation rate code requirements, and replacement paddle and ventilation fans shall be Energy Star qualified.
 - a) The Energy Star mark must be clearly marked on the product, clearly displayed in product literature and listed on the manufacturer's web site.

Division 26: Electrical

- 1) **Common Area Lighting:** Luminaries shall be located at all entrances and common areas.
 - a) The electrical supply for all common areas, stairways, and walkways shall not originate from an individual unit.
- 2) **Parking Lot Lighting:** All onsite parking areas shall be lighted.
 - a) The electrical supply for all parking areas shall not originate from an individual unit.
- 3) **Dwelling Unit Lighting:** In new construction and adaptive reuse projects each room, hall, stair, and walk in closet shall have a minimum of one switch-operated overhead light.
 - a) Kitchens shall include switch-operated lighting over the cooking area, sink and the general or dining area.
 - b) Bathrooms shall be equipped with switch-operated lighting over the lavatory area and the general area.
- 4) **Energy Efficient Lighting:** All newly installed or replacement interior luminaries shall be Energy Star qualified.
 - a) The Energy Star mark must be clearly marked on the front/top of the product, clearly displayed in product literature and listed on the manufacturer's Internet site.

Division 27: Communications

- 1) **Telephone Access:** All dwelling units shall be wired for telephone service.
- 2) **Cable Access:** All dwelling units shall be wired for cable service or a local antennae system.
- 3) **Internet Connectivity:** All dwelling units shall have the ability to connect to the internet by one or more of the following means.
 - a) **Telephone Connection:** Connectivity may be accomplished by prewired telephone jacks installed within the dwelling.

- b) **Cable Modem:** Connectivity may be accomplished by prewired cable jacks installed within the dwelling.
 - c) **Wireless Connection provided by the property:** A secured wireless router may be provided for internet connectivity by the residents of the property in lieu of wired connections.
 - i) All dwellings units shall be supplied with signal strength adequate for connection to the internet.
 - ii) Common areas accessible by the residents shall be supplied with signal strength adequate for connection to the internet.
- 4) **Help/Call for Aid:** Where installed, help/ Call for Aid systems shall at minimum alert persons outside the dwelling unit by visual and/or audible means.
- a) Audible systems shall produce sound at a level of at least 15 decibels above ambient noise levels near the dwelling unit.
 - i) The notification sound shall not be similar to a fire alarm notification.
 - b) Visual notification systems shall be visible to persons within 200 feet from the dwelling and be a flashing strobe.
 - c) An activation device shall be installed in all bedrooms, bathrooms, and living rooms of the dwelling unit.
- 5) **Sensory Impaired Units:** All sensory impaired dwelling units shall be equipped with audible and visual notification devices for the benefit of the occupant to know when someone is at the entry door, when the telephone rings, and when there is smoke or carbon monoxide detected within the dwelling or building.

Division 28: Electronic Safety and Security

- 1) **Fire Detection and Alarm:** Installation of smoke alarms is required in all new construction, adaptive reuse, and rehabilitation projects.
- a) All local ordinances shall be observed.
 - b) Written manufacturer specifications for the proper installation of individual alarms shall be observed and maintained on site throughout construction.
 - i) Instructions for specific locations and other installation details shall be strictly observed.

- ii) Individual smoke alarms shall be installed on all floors and in all bedrooms and hallways no more than eight (8) feet from any bedroom door within the dwelling unit.
- 2) **Carbon Monoxide Alarms:** UL listed carbon monoxide alarm(s) shall be installed outside each sleeping area in the immediate vicinity of all bedrooms if the dwelling or building contains fuel burning appliances and/or has an attached garage.

Division 31: Earthwork

- 1) **Soil Testing:** All new construction that contains 12 or more units and/or building sites determined necessary by KHC's construction specialists will be required to have a geotechnical investigation performed by a design professional registered in the Commonwealth of Kentucky.
- a) **Investigation Report:** Results of the test shall comply with the applicable building code requirements and be submitted to KHC.
 - i) At a minimum the report submitted to KHC shall contain recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils; mitigation of the effects of liquefaction, differential settlement and varying soil strength; and the effects of adjacent loads.
- 2) **Steep Slopes:** Setbacks or clearances may occur where units are placed on sites that have adjacent steep slopes of 33.3% (1 foot rise: 3 feet run) or greater.
- a) Setbacks indicated in the current Kentucky Building or Residential Code, from the top or bottom of the slope, shall be observed and included in the building's design.
 - i) Building foundations located within the required setback indicated in the building codes shall be designed by a registered design professional.

Division 32: Exterior Improvements

- 1) **Landscaping:** Adequate landscaping is required on all multifamily projects.
 - a) **Installation:** Landscaping shall be installed according to the **approved** landscape plan submitted to KHC as part of final plans and specifications.
 - b) **Turf:**
 - i) **All side and rear lawn** areas shall be seeded with the seed variety, lime, and fertilizer application rate, which is appropriate to establish a good lawn cover.
 - ii) **Sod is required** in building front yards and common areas for all projects requiring establishment of new grass.
 - iii) **All slopes in excess of 33.3%** (1:3) within 10 feet of the building, driveway and/or walkway shall receive sod or other approved erosion control materials which will enhance the establishment of a permanent ground cover.
- 2) **Parking/Driveways:** All multifamily projects shall have adequate parking as determined by KHC.
 - a) All on-site parking lots and access drives are to be paved.
 - i) Asphalt shall consist of a hot mix asphaltic pavement, manufactured by local asphalt plants and be placed a minimum of 4" thick.
 - ii) Pervious concrete parking surfaces shall be properly drained to prevent accumulation of water.
 - iii) Parking for places of historic significance shall comply with the State Historic Preservation Office's requirements.
 - b) Unless prohibited by urban location, local code, jurisdiction, or structural constraints, all projects shall have a minimum of one parking space per unit.
 - i) Parking spaces shall have wheel stops or curbs.
 - (1) If walkways are used as wheel stops, the walkway shall be 6' wide.
- 3) **Walkways:** All dwelling units and common use facilities shall have a paved walkway from the parking area to the main entrance and connecting dwelling units to common use areas and public sidewalks.
 - a) All entry walks shall be a minimum of 42 "wide.

Division 33: Utilities Services

- 1) **Availability:** Required building utility services shall be available before construction begins at the building site in sufficient size to adequately provide sufficient power, flow, volume, pressure, and drainage to allow for safe, dependable service of appliances and fixtures.
 - a) **Septic or sewage treatment systems** may be constructed onsite as construction progresses and shall be capable of performing intended functions prior to occupancy.
- 2) **Electric:** Electrical service to newly constructed units shall be installed underground except in cases where deemed structurally infeasible.