

# ATTACHMENTS

## Oregon's Proposed National Housing Trust Fund 2017 Allocation Plan



# OHCS Rehabilitation Standards National Housing Trust Fund (HTF)

October 28, 2016



## I. Applicability of the HTF Rehab Standards

- a) Rehabilitation projects funded by OHCS and subsidized with any amount of HTF funds.

## II. Purpose

- a) The purpose of the OHCS HTF program is to aid in the development of functional, safe, affordable and durable housing that meets the needs of the occupants and the communities in which the housing is located. At a minimum, The OHCS HTF Standards promote rehabilitation in which all health and safety deficiencies are addressed.

## III. Quality of Work

- a) The Owner's Development Team must ensure that all rehabilitation work is completed in a thorough and workmanlike manner in accordance with industry best practices and contractually agreed upon plans and specifications and other relevant contract documents.
- b) Design professionals currently licensed in the State of Oregon shall be contractually engaged by the Owner for all design work undertaken. At a minimum, each licensed professional will be responsible for ensuring that their scope of work is performed in accordance with generally accepted industry practices and that their work scope is completed in full conformance with these HTF Standards and with Chapter 4 of the Agency's Project Development Manual (PDM).
- c) In addition to other industry standard contract documents, design professionals shall provide technical specifications which stipulate quality standards, materials choices and installation methods and standards. Technical specifications may reference other appropriate standards set by generally accepted trade associations and testing agencies such as ASTM, Underwriters Laboratory (UL), SMACNA, etc.
- d) The construction contract must include warranties on all materials, equipment and workmanship.

## IV. Code Compliance

- a) All work performed shall comply with all applicable building and development related codes, ordinances, and regulations. It is the responsibility of the Owner's Development Team to identify and satisfy all such requirements.
- b) Per standard industry practice the project architect shall produce a Code Analysis for the project demonstrating how the proposed design complies with the applicable codes and development related regulations.

## V. Uniform Physical Conditions Standards (UPCS)

- a) These HTF Standards have been established to ensure that, at a minimum, the project achieves compliance with the UPCS and that the completed project will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703.

### **Note:**

Table 1.0 at the end of this document is a list of Inspectable Items and Observable Deficiencies, developed from the UPCS that describes some of the most common types of housing deficiencies encountered. For each of the example deficiencies listed, the table also describes the degree of deficiency that, at a minimum, is considered a "needed repair" on OHCS HTF-assisted projects. Table 1.0 is intended as a general guide only and is not to be considered a universal prescriptive path to compliance with these HTF Standards. Each

project will have its own unique set of rehabilitation issues and needs that must be independently assessed and addressed by the Owner's Development Team.

#### VI. Serious Health and/or Safety Deficiencies

- a) If the housing is occupied at the time of rehabilitation, all known serious health and safety deficiencies must be identified and addressed immediately. Table 1.0 located at the end of these Standards consists of a list of UPCS based Inspectable Items and Observable Deficiencies, including the listing of a number serious health and safety deficiencies (highlighted in orange). Table 1.0 is included in these Standards as an aid in the identification of serious Health & Safety Deficiencies. The highlighted items are not to be regarded as a comprehensive listing of all such issues. It is the responsibility of the Owner's Development Team to identify all project specific serious Health & Safety Deficiencies.
- b) A serious health and/or safety deficiency shall, for the purpose of these Standards, be generally defined as any known or readily observable issue that in the opinion of the Owners' Building Assessment Professional or a representative of OHCS has the potential to cause serious harm to an occupant of, or visitor to, the subject property.

#### VII. Scope of Work Determination & Agency Approval

- a) In developing scopes of work, the Owner's Development Team will base the project scope on the Capital Needs Assessment (CNA) and any other related assessment documentation. Additionally, the Owner's Development Team will work with OHCS to ensure that all requirements under these HTF Standards are satisfactorily addressed. The Agency will approve all scopes of work prior to any construction work commencing on the project.

#### VIII. Expected Useful Life & Capital Planning

- a) In developing scopes of work on housing rehabilitation projects, the Owner's Project Development Team will consider the remaining expected useful life of all building components. Building components nearing the end of their expected useful life shall be considered for replacement, repair, or updating. Both new and existing building components that have a remaining expected useful life of less than 30 years shall be considered for future replacement in the project's Capital Plan. Project Capital Plans are required by the Agency to be included as part of the Capital Needs Assessment (CNA). See Section 3.30.01 of the Agency's Project Development Manual (PDM) for agency requirements related to Capital Needs Assessments.
- b) A Capital Needs Assessment (CNA) is required on all HTF-assisted projects and shall comply with Section 3.30.01 of the Agency's Project Development Manual (PDM).
- c) Whether or not a particular building component has been replaced, repaired, updated or has been determined to remain functional as-is with a planned replacement schedule, all building components and major systems must have a remaining useful life of at least 20 years or they must be scheduled and demonstrate adequate funding in the Project Capital Plan to be viable for at least 20 years, the length of the Capital Plan, with subsequent updates every five years during the affordability period.
- d) The Owner's Development Team must ensure that all building components are analyzed as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way which maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available.

#### IX. Energy Efficiency

- a) In addition to any minimum energy code requirements that may apply, emphasis should be placed on maximizing the energy efficiency of the project to the greatest extent possible. Opportunities for improving the energy efficiency of the project should be energetically sought and implemented as deemed practical and financially feasible.

## X. Disaster Mitigation

- a) To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.

## XI. Accessibility Requirements

- a) The project must meet all relevant local, state, and federal accessibility requirements. An overview of these requirements is given in Chapter 4 of the Agency's Project Development Manual (PDM). Regulations regarding accessibility in housing, particularly housing subsidized with federal funding is complex. Inclusion of a licensed architect with experience in the design of federally subsidized housing within the Owner's Development Team is highly recommended.

## XII. Rehabilitation Standards

### a) Site (CSI Division 2)

1. Site elements are restored as needed to be safe, clean and usable. Assemblies and materials are used to provide ongoing durability without undue future maintenance.
2. Site Drainage is rehabilitated as needed and to the greatest extent practical such that grading surrounding the building slopes away from the building(s) and is adequately managed without ponding or erosion.
3. Existing sewer laterals that are to be reused are evaluated to assure that they are serviceable and have a remaining useful life of 30 years, or are covered by the project's Capital Plan.
4. Existing municipal water supply lines to buildings shall be evaluated to assure that they are serviceable, of adequate capacity and have a remaining useful life of 30 years, or are covered by the project's Capital Plan.
5. On-site Parking, to the greatest extent practical is brought into conformance with current codes.
6. Pedestrian walkways and hardscapes are restored and/or improved to provide sensible code compliant access from the public way into the site, to and from parking areas and access points to buildings.
7. Site amenities are improved or added as needed to restore or enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills, fencing, etc.
8. Landscaping is restored and/or improved to restore or improve the livability of the site. Plants specified should be low maintenance, non-invasive species, of an appropriate size and scale taking in to account their size at maturity.
9. Solid waste collection and storage facilities are restored or updated as needed.
10. Site lighting is restored, upgraded and/or added to illuminate parking and pedestrian walkways and to conform to current codes and local development standards.

### b) Foundations (CSI Division 3)

1. Foundations to be adequately sized, free of broken components or deterioration which may compromise the load bearing structural integrity.
2. Design and implement structural reinforcements or reconstruction as necessary.
3. Above-grade masonry unit block or brick shall be reasonably stable, plumb and sound with no missing units or voids.
4. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly.
5. New below-grade structures to conform to Chapter 18 of IBC as appropriate.
6. Basement floors:  
At mechanical rooms provide sound concrete floors with raised housekeeping pads for equipment.  
At tenant accessed utility spaces (storage, laundry rooms, etc.) provide sound concrete floors.  
At non-habitable spaces with earthen floors provide sound vapor barriers.
7. Moisture mitigation:  
Provide Waterproofing or damproofing as appropriate and where possible.

8. Provide ventilation of basements and crawl spaces per OSSC, Chapter 1203.

c) Masonry Components (CSI Division 4)

1. Buildings with masonry bearing walls shall be examined for their structural integrity. Existing masonry building components shall be examined to assure sound condition, and repaired as necessary to provide the load-bearing capacity, resistance to water penetration, and aesthetic quality per standard industry standards.
2. Masonry shall be plumb, and structurally sound.
3. Repair or replace deteriorated portions or missing units.
4. Brick veneer shall be sound, or repaired to be sound.
5. Masonry mortar joints shall be sound, and free of loose or deteriorated mortar, with no voids.
6. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly, and prevent water intrusion.

d) Structure

1. A qualified professional shall examine each building's load-bearing structure, and assess its existing condition to determine suitability of continued use.
2. Repairs shall be made to any deteriorated load-bearing structural elements.
3. Reinforce, install supplemental or replace structural members determined not to be adequate for use.

e) Building Envelope (CSI Division 7)

1. Existing Roofing:  
Examine existing roofing and flashing systems to determine suitability for continued use. Continued life expectancy of existing roofing should be a minimum of 30 years, or covered by the project's Capital Plan.  
Repair existing roofing as required.
2. New Roofing:  
New roofing shall be installed where existing roofing does not meet requirements for continued use. New roofing system components shall be compatible, and include - the nail base, the underlayment layer, ice & water shield self-adhesive membrane flashings, metal flashings and roofing.  
Examine exposed existing substrate for structural soundness  
Install new roofing system per code and per NCRA trade practices, and manufacturer specifications. Deteriorated flashings shall be replaced, and the weather proof integrity of the roof system shall be assured.  
Roof assemblies shall be properly ventilated in accordance with applicable code requirements, and appropriate building science detailing.
3. Cladding:  
Examine existing siding for soundness – shall be free of major cracks, rot, and other deterioration which may compromise its useful life and be suitable to hold exterior finishes.  
Siding shall be free of gaps and holes and provide continuous weather barrier system.  
Repair or replace as necessary to provide a weather resistant enclosure.  
Masonry bearing walls and veneers shall be restored as necessary - Refer to Section XII C – Masonry  
Other existing cladding system types and materials shall be repaired and/or restored in-kind with matching or similar materials to provide a durable weather resistant enclosure.
4. Trim:  
Existing trim to remain must be sound, free of defects and deterioration which compromises its use. Repair and restore trim to usable condition. Patch or replace in kind any deteriorated wood trim components.  
Other trim materials (PVC, cement-composites, etc.) which are suitable may be used as appropriate and shall be installed per manufacturer's recommendations.

Trim which is part of the weather tight enclosure shall be flashed or caulked with joint sealers as necessary to prevent water intrusion.

5. Paint:

In general, all existing exterior wood surfaces shall receive new paint coatings, except as appropriate due to the recent application of paint and/or the sound condition of existing coatings

Examine surfaces and apply paint only to sound acceptable materials / surfaces.

Prepare surfaces properly, removing loose or peeling previous paint.

Paint prep shall be done in accordance with applicable lead safe standards.

Before painting, assure that any moisture issues which may compromise the life expectancy of the paint system are remedied.

Exterior paint systems shall be compatible, and installed in accordance with manufacturers' specifications.

6. Porches, Decks and Steps:

Existing porches, decks, steps and railings proposed to remain shall be examined and repaired as necessary. Repair and reconstruction shall be carried out to assure that they will have a continued useful life of 30 years, or covered by the project's Capital Plan.

Inspect structure for soundness and reconstruct any deteriorated members as required.

Install new support piers as may be required.

Patch existing decking with matching materials, or install new durable decking.

Railings shall be sound and adequately fastened to meet code requirements for structural loading.

Repair or replace existing railings in-kind as appropriate.

Shall meet code requirements for height of protective guards, or have supplemental guards installed.

Steps shall be safe and sound and meet applicable codes, with railings as necessary.

All porch elements shall be able to withstand the weather elements to prevent premature deterioration.

f) Thermal Enclosure (CSI Division 7)

1. Energy Efficiency:

In general, buildings shall be rehabbed with a goal of increasing the thermal shell efficiency.

2. Insulation:

Insulation levels shall be upgraded where practical and the maximum extent possible.

3. Air Sealing:

Attention must be paid to the air barrier of each building and should be well thought out, detailed, and carefully executed.

4. Indoor Air Quality:

In general, all thermal upgrades to a building will take into consideration indoor air quality and moisture control/mitigation, and apply the current state of the art building science in this regard.

g) Acoustics

1. Dwelling unit separations shall be upgraded as practical to meet requirements of OSSC Chapter 1207 or better.

h) Doors (CSI Division 8)

1) General:

Doors are to be sound and secure.

New doors shall be installed per manufacturers' recommendations and standard trade practice standards.

Existing doors to remain should be examined and determined to be suitable for reuse with a remaining life after restoration of 30 years, or covered by the project's Capital Plan.

Shall be tested and modified as necessary to operate properly.

Install new weather stripping and sweeps to provide seal against weather elements and air infiltration.

Door hardware shall operate properly, be secure and shall meet accessibility standards as applicable.

i) Windows (CSI Division 8)

1. General:

Windows shall be of legal egress size when required by code

Existing windows which are non-conforming egress size shall be replaced with code conforming windows

Existing windows to remain should be examined and determined to be suitable for reuse with a reasonable remaining life after restoration of 30 years without undue future maintenance, or covered by the project's Capital Plan.

Capable of providing adequate seal against air infiltration, weather elements, and be determined to be appropriately energy efficient in keeping with the overall energy efficiency strategy of the project.

Install new weather stripping to provide seal against weather elements and air infiltration.

Air seal shim spaces and window weight pockets if possible.

Restore and modify as required to provide useful life.

Shall be tested and modified as necessary to operate smoothly and properly per code.

Where existing windows do not meet the standards for egress, condition, and/or energy efficiency deemed appropriate to the project, they shall be replaced by new windows.

New window units should be tested assemblies meeting ASTM standards for water penetration & air leakage.

All windows shall be installed per manufacturer's installation guidelines and specifications, and shall incorporate appropriate detail, flashings, joint sealers, and air sealing techniques.

j) Interior Finishes (CSI Division 9)

1. General:

In general, all interior finishes will be new and installed per manufacturer's recommendations and the standards of quality construction per trade practices and associations related to the particular product or trade.

Where existing finishes are proposed to remain, they will be determined to meet the standard of being sound, durable, lead-safe, and have a remaining useful life of no less than 30 years, or covered by the project's Capital Plan.

Existing wood flooring in good condition should be repaired, sanded and refinished.

All new flooring materials (resilient flooring, wood flooring, laminate flooring, carpet, and/or ceramic tile) shall be installed over suitable substrates per manufacturer's specs and the trade association practices.

Existing trim shall be repaired and restored to usable condition, free of deterioration which compromises its use.

New wood trim shall be installed in a workmanlike manner.

In general, all interior ceiling, wall, and trim surfaces shall receive renewed coatings of paint (or other clear/stain) finishes. Painting shall be done in a workmanlike manner, and in accordance with the manufacturer's recommendations. All painting including preparation of existing surfaces shall be done in a lead-safe manner.

k) Specialties (CSI Division 10)

1. General:

Bathrooms will have appropriate accessories such as towel bars, robe hooks, bath tissue holders, etc., installed and securely fastened in place. Accessories shall be located per accessibility requirements where necessary.

Medicine cabinets and mirrors shall be in good working condition or new components installed in each apartment bathroom as appropriate.

Building signage and identification shall be provided as appropriate including building address, apartments' identification, building directory, exits, stairways, common and utility spaces, etc.

Exit signage will be provided as required by code and be accessibility compliant as required.

Fire extinguishers shall be provided in buildings and in apartments as required by code and/or by state or local fire authorities. Locate as directed by authorities.

Durable, cleanable shelving shall be provided in pantries, linen closets, clothes closets and other storage areas as appropriate and shall be securely fastened in place.

l) Equipment (CSI Division 11)

1. General:

All new equipment shall be ENERGY STAR® rated.

Existing equipment to be retained and continued to be used shall be in serviceable condition with an expected useful life of 30 years, or covered by the project's Capital Plan.

Where existing appliances are not re-used, new appliances shall be installed.

Existing appliances to be reused shall be in good and serviceable condition.

Provide other appliances (such as microwaves) as may be appropriate to the project.

Common trash and recycling areas and associated equipment are to be in good working condition.

Playground equipment shall be safe, code-approved and in good working condition.

m) Furnishings - Casework (CSI Division 12)

1. General:

Existing cabinetry and/or countertops proposed to remain shall be in good condition with a remaining useful life of 30 years, or covered by the project's Capital Plan.

New cabinetry shall be of good quality, meeting ANSI/KCMA A161.1-2012 "Performance & Construction Standards for Kitchen Cabinetry and Bath Vanities" standards. Other industry standards for cabinetry may be used as guidelines, such as the Kitchen Cabinet Manufacturer's Association (KCMA) "Severe Use Specification – 2014," the Architectural Woodwork Institute's (AWI) Woodwork Standards and Cabinet Fabrication Handbook.

New counters shall be provided with a cleanable sanitary surface material impervious to water such as high pressure laminate (HPL).

Shop fabricated as one piece assembly where possible. Seal all field joints.

n) Special Construction (CSI Division 13)

1. Asbestos:

Project will be assessed for the existence of asbestos-containing building materials by qualified professionals. Removal of asbestos shall be carried out per Federal EPA and State regulations and rules.

2. Lead Based Paint:

Conform to HUD Lead Safe Housing Rule (Title 24, Part 35) which requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing.

Also conform to EPA Renovation Repair and Painting Rule (40 CFR Part 745) which requires contractors conducting renovation, repair or maintenance that disturbs paint in target housing or child-occupied facilities to be licensed by EPA and use lead-safe work practices to complete the work.

Developers must ensure contractors are properly trained and licensed. More information is available at: <http://www2.epa.gov/lead>

o) Conveyance Systems (CSI Division 14)

1. General:

Elevators may be installed when appropriate and possible, when such elevator is part of the project's program goals, or as required by code.

Existing elevators and lifts may be retained if they are appropriate to the use of the building and in serviceable condition with an expected useful life of 30 years, or covered by the project's Capital Plan.

p) Mechanical (CSI Division 15)

1. General:  
All mechanical systems shall be designed by a mechanical engineer or other qualified professional.
2. Energy efficiency:  
In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.
3. Fire Suppression:  
Provide fire suppression as required by applicable codes with approved sprinkler systems installed as required by NFPA 101 and NFPA 1, and approved by the State Fire Marshal.  
System design to conform to applicable NFPA standard 13 or 13R  
Underground water services for sprinkler system shall meet NFPA 24
4. Plumbing  
Where existing components of a system are to be reused, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the project's Capital Plan.  
Water-saving shower heads and faucet aerators shall be used where practical.  
All fixtures, piping fittings and equipment shall be lead-free.  
When existing kitchen fixtures are not reused new sinks and faucets, and associated plumbing shall be installed in each apartment.  
When existing bath fixtures are not reused in accordance with a. above, new water saving toilets, tubs and tub surrounds, lavatory sinks, and faucets shall be installed in each apartment.  
Provision for laundry rooms or laundry hook-ups may be made per project's program requirements.  
Provision for other utility plumbing for janitor sinks, floor drains, outdoor faucets, drains for dehumidification systems, etc., may be made as desired or required.
5. Heating System:  
Where existing components of a system are proposed to be reused, they will be examined and determined to be in good and serviceable condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the project's Capital Plan.  
Temperature control - The temperature in each apartment shall be individually thermostatically controlled.  
Provide adequate heat in common spaces.  
Provide minimum equipment efficiencies per the Energy Code.
6. Ventilation:  
Code-compliant indoor air quality will be addressed by the installation of either exhaust only or balanced (heat recovery) ventilation systems as required by:

q) Electrical (CSI Division 16)

1. General:  
Project electrical design shall be done by a licensed electrical engineer, or other qualified professional.  
Project electrical must be installed by a licensed electrician  
Where existing service entrances, disconnects, meters, distribution wiring, panels, and devices are proposed to remain, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by the project's Capital Plan.  
Substandard or critical non-code compliant components shall be replaced.  
Utility connections shall be installed per the rules and regulations of the electrical utility.
2. Electrical Service and Metering:  
The service entrance size shall be calculated to handle the proposed electrical loads.  
Metering and disconnects shall be per code and mounted at approved locations.
3. Electrical Distribution System:  
Lighting and receptacle circuits shall be designed per code.  
Locations and layout of devices and lighting are to be logical and accessibility compliant where required.

Provision shall be made for the wiring of dedicated equipment circuits and connections for heating, ventilation equipment/exhaust fans, pumps, appliances, etc.

Lighting shall be provided using OSSC 1205 as a minimum guideline.

Developers are encouraged to upgrade to Energy Star® rated components.

Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning requirements.

Emergency and exit lighting/illuminated signage shall be per the NFPA 101, Life Safety Code.

4. Fire detection and Alarms:

Shall be installed as required by code: NFPA 101, Chapters 9.6, 30.3.4 and/or 31.3.4, and comply with NFPA 72, and NFPA 1.

Smoke detectors shall be installed per NFPA 30.3.4.5 and 9.6.2.10.

Where required – system annunciation shall be in accordance with NFPA 1.

5. Communication Low-Voltage Wiring:

Provisions for TV, telephone, internet data, security, and intercoms should be considered and installed as appropriate to the project's use and livability.

## OHCS HTF Rehab Standards Table 1.0 : Uniform Physical Condition Standards for Multifamily Housing Rehabilitation - October 2016

Table 1.0 is provided as an example of the type and level of deficiency that typically requires remediation. The Owner's Development Team with consultation and approval by OHCS will determine project specific Work Scopes for each individual project.

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

<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it should
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	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
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	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
	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, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable 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 staging or storing garbage or debris
Hazards - Other	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
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - 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/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
	Mailboxes/Project Signs	Mailbox Missing/Damaged
Signs Damaged		The project sign is not legible or readable because of deterioration or damage
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	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
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Cracks/Settlement/Heaving	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability
<b>Requirements for Building Exterior</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
Doors	Damaged Frames/Threshold/Lintels/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
	Damaged/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 seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing
Fire Escapes	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/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	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 (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	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 staging or 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	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - 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/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials	

Walls	Cracks/Gaps	<i>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</i>
	Damaged Chimneys	<i>Part or all of the chimney has visibly seperated 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</i>
	Missing/Damaged Caulking/Mortar	<i>Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage</i>
	Missing Pieces/Holes/Spalling	<i>Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage</i>
	Stained/Peeling/Needs Paint	<i>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</i>
Windows	Broken/Missing/Cracked Panes	<i>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</i>
	Damaged Sills/Frames/Lintels/Trim	<i>Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness</i>
	Damaged/Missing Screens	<i>Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length</i>
	Missing/Deteriorated Caulking/Seals/Glazing Compound	<i>There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure</i>
	Peeling/Needs Paint	<i>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</i>
	Security Bars Prevent Egress	<i>The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks</i>
<b>Requirements for Building Systems</b>		
<b>Inspectable Item</b>		
<b>Observable Deficiency</b>		
Domestic Water	Leaking Central Water Supply	<i>Leaking water from water supply line is observed</i>
	Missing Pressure Relief Valve	<i>There is no pressure relief valve or pressure relief valve does not drain down to the floor</i>
	Rust/Corrosion on Heater Chimney	<i>The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney</i>
	Water Supply Inoperable	<i>There is no running water in any area of the building where there should be</i>
Electrical System	Blocked Access/Improper Storage	<i>One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency</i>
	Burnt Breakers	<i>Carbon residue, melted breakers or arcing scars are evident</i>
	Evidence of Leaks/Corrosion	<i>Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware</i>
	Frayed Wiring	<i>Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire</i>
	Missing Breakers/Fuses	<i>Any open and/or exposed breaker port</i>
	Missing Outlet Covers	<i>A cover is missing, which results in exposed visible electrical connections</i>
Elevators	Not Operable	<i>The elevator does not function at all or the elevator doors open when the cab is not there</i>
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	<i>Auxiliary lighting does not function</i>
Fire Protection	Missing Sprinkler Head	<i>Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped</i>
	Missing/Damaged/Expired Extinguishers	<i>There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required</i>
Health & Safety	Air Quality - Mold and/or Mildew Observed	<i>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</i>
	Air Quality - Propane/Natural Gas/Methane Gas Detected	<i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i>
	Air Quality - Sewer Odor Detected	<i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i>
	Electrical Hazards - Exposed Wires/Open Panels	<i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i>
	Electrical Hazards - Water Leaks on/near Electrical Equipment	<i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i>
	Elevator - Tripping	<i>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</i>
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	<i>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</i>
	Emergency Fire Exits - Missing Exit Signs	<i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i>
	Flammable Materials - Improperly Stored	<i>Flammable materials are improperly stored, causing the potential risk of fire or explosion</i>
	Garbage and Debris - Indoors	<i>Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sactioned for staging or storing garbage or debris</i>
	Hazards - Other	<i>Any general defects or hazards that pose risk of bodily injury</i>
	Hazards - Sharp Edges	<i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i>
	Hazards - Tripping Hazards	<i>Any physical defect in walkways or other travelled area that poses a tripping risk</i>
	Infestation - Insects	<i>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</i>
	Infestation - Rats/Mice/Vermin	<i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i>
HVAC	Boiler/Pump Leaks	<i>Evidence of water or steam leaking in piping or pump packing</i>
	Fuel Supply Leaks	<i>Evidence of any amount of fuel leaking from the supply tank or piping</i>
	General Rust/Corrosion	<i>Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticable pit or crevice</i>
	Misaligned Chimney/Ventilation System	<i>A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases</i>
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	<i>The roof exhaust fan unit does not function</i>
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	<i>Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains</i>
	Missing Drain/Cleanout/Manhole Covers	<i>A protective cover is missing</i>
<b>Requirements for Common Areas</b>		
<b>Inspectable Item</b>		
<b>Observable Deficiency</b>		
Basement/Garage/Carport	Baluster/Side Railings - Damaged	<i>Any damaged or missing balusters or side rails that limit the safe use of an area</i>
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	<i>10% or more of cabinet, doors, or shelves are missing or the laminate is separating</i>
Community Room	Call for Aid - Inoperable	<i>The system does not function as it should</i>
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	<i>Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long</i>
Kitchen	Ceiling - Peeling/Needs Paint	<i>More than 10% of ceiling has peeling paint or is missing paint</i>
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square</i>
Lobby	Countertops - Missing/Damaged	<i>10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food</i>
Office	Dishwasher/Garbage Disposal - Inoperable	<i>The dishwasher or garbage disposal does not operate as it should</i>
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	<i>Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim</i>
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	<i>Any door that does not function as it should or cannot be locked because of damage to the door's hardware</i>
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	<i>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</i>
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	<i>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</i>
	Doors - Deteriorated/Missing Seals (Entry Only)	<i>The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should</i>
	Doors - Missing Door	<i>Any door that is missing that is required for the functional use of the space</i>
	Dryer Vent -Missing/Damaged/Inoperable	<i>The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside</i>
	Electrical - Blocked Access to Electrical Panel	<i>One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency</i>
	Electrical - Burnt Breakers	<i>Carbon residue, melted breakers or arcing scars are evident</i>
	Electrical - Evidence of Leaks/Corrosion	<i>Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware</i>
	Electrical - Frayed Wiring	<i>Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire</i>

	Electrical - Missing Breakers	<i>Any open and/or exposed breaker port</i>
	<b>Electrical - Missing Covers</b>	<i>A cover is missing, which results in exposed visible electrical connections</i>
	Floors - Bulging/Buckling	<i>Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types</i>
	Floors - Floor Covering Damaged	<i>More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.</i>
	Floors - Missing Floor/Tiles	<i>More than 5% of the flooring or tile flooring is missing</i>
	Floors - Peeling/Needs Paint	<i>Any painted flooring that has peeling or missing paint on more than 10% of the surface</i>
	Floors - Rot/Deteriorated Subfloor	<i>Any rotted or deteriorated subflooring greater than 6 inches by 6 inches</i>
	Floors - Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square</i>
	GFI - Inoperable	<i>The GFI does not function</i>
	Graffiti	<i>Any graffiti on any exposed surface greater than 6 inches by 6 inches</i>
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	<i>Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans</i>
	HVAC - General Rust/Corrosion	<i>Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice</i>
	HVAC - Inoperable	<i>HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged</i>
	<b>HVAC - Misaligned Chimney/Ventilation System</b>	<i>Any misalignment that may cause improper or dangerous venting of gases</i>
	HVAC - Noisy/Vibrating/Leaking	<i>HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged</i>
	Lavatory Sink - Damaged/Missing	<i>Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used</i>
	Lighting - Missing/Damaged/Inoperable Fixture	<i>More than 10% of the permanent lighting fixtures are missing or damaged so they do not function</i>
	Mailbox - Missing/Damaged	<i>The U.S Postal Service mailbox cannot be locked or is missing</i>
	<b>Outlets/Switches/Cover Plates - Missing/Broken</b>	<i>Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring</i>
	Pedestrian/Wheelchair Ramp	<i>A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers</i>
	Plumbing - Clogged Drains	<i>Drain is substantially or completely clogged or has suffered extensive deterioration</i>
	Plumbing - Leaking Faucet/Pipes	<i>A steady leak that is adversely affecting the surrounding area</i>
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	<i>A substantial accumulation of dirt or grease that threatens the free passage of air</i>
	Range/Stove - Missing/Damaged/Inoperable	<i>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</i>
	Refrigerator - Damaged/Inoperable	<i>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</i>
	Restroom Cabinet - Damaged/Missing	<i>Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose</i>
	Shower/Tub - Damaged/Missing	<i>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</i>
	Sink - Missing/Damaged	<i>Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing</i>
	<b>Smoke Detector - Missing/Inoperable</b>	<i>Smoke detector is missing or does not function as it should</i>
	Stairs - Broken/Damaged/Missing Steps	<i>A step is missing or broken</i>
	Stairs - Broken/Missing Hand Railing	<i>The hand rail is missing, damaged, loose or otherwise unusable</i>
	Ventilation/Exhaust System - Inoperable	<i>exhaust fan is not functioning or window designed for ventilation does not open</i>
	Walls - Bulging/Buckling	<i>Bulging, buckling or sagging walls or a lack of horizontal alignment</i>
	Walls - Damaged	<i>Any hole in wall greater than 2 inches by 2 inches</i>
	Walls - Damaged/Deteriorated Trim	<i>10% or more of the wall trim is damaged</i>
	Walls - Peeling/Needs Paint	<i>10% or more of interior wall paint is peeling or missing</i>
	Walls - Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square</i>
	Water Closet/Toilet - Damaged/Clogged/Missing	<i>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</i>
	Windows - Cracked/Broken/Missing Panes	<i>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</i>
	Windows - Damaged Window Sill	<i>The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness</i>
	Windows - Inoperable/Not Lockable	<i>Any window that is not functioning or cannot be secured because lock is broken</i>
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	<i>There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure</i>
	Windows - Peeling/Needs Paint	<i>More than 10% of interior window paint is peeling or missing</i>
	<b>Windows - Security Bars Prevent Egress</b>	<i>The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks</i>
Health & Safety	Air Quality - Mold and/or Mildew Observed	<i>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</i>
	<b>Air Quality - Propane/Natural Gas/Methane Gas Detected</b>	<i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i>
	Air Quality - Sewer Odor Detected	<i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i>
	<b>Electrical Hazards - Exposed Wires/Open Panels</b>	<i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i>
	<b>Electrical Hazards - Water Leaks on/near Electrical Equipment</b>	<i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i>
	<b>Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</b>	<i>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</i>
	Emergency Fire Exits - Missing Exit Signs	<i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i>
	Flammable/Combustible Materials - Improperly Stored	<i>Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion</i>
	Garbage and Debris - Indoors	<i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i>
	Garbage and Debris - Outdoors	<i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i>
	Hazards - Other	<i>Any general defects or hazards that pose risk of bodily injury</i>
	Hazards - Sharp Edges	<i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i>
	Hazards - Tripping	<i>Any physical defect in walkways or other travelled area that poses a tripping risk</i>
	Infestation - Insects	<i>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</i>
	Infestation - Rats/Mice/Vermin	<i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i>
Pools and Related Structures	Fencing - Damaged/Not Intact	<i>Any damage that could compromise the integrity of the fence</i>
Trash Collection Areas	Chutes - Damaged/Missing Components	<i>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</i>
	<b>Requirements for Unit</b>	
	<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Bathroom	Bathroom Cabinets - Damaged/Missing	<i>Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose</i>
	Lavatory Sink - Damaged/Missing	<i>Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing</i>
	Plumbing - Clogged Drains, Faucets	<i>Drain or faucet is substantially or completely clogged or has suffered extensive deterioration</i>
	Plumbing - Leaking Faucet/Pipes	<i>A steady leak that is adversely affecting the surrounding area</i>
	Shower/Tub - Damaged/Missing	<i>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</i>
	Ventilation/Exhaust System - Absent/Inoperable	<i>exhaust fan is not functioning or window designed for ventilation does not open</i>
	Water Closet/Toilet - Damaged/Clogged/Missing	<i>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</i>
Call-for-Aid (if applicable)	Inoperable	<i>The system does not function as it should</i>

Ceiling	Bulging/Buckling/Leaking	<i>Bulging, buckling or sagging ceiling or problem with alignment</i>
	Holes/Missing Tiles/Panels/Cracks	<i>Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long</i>
	Peeling/Needs Paint	<i>More than 10% of ceiling has peeling paint or is missing paint</i>
Doors	Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square</i>
	Damaged Frames/Threshold/Lintels/Trim	<i>Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim</i>
	Damaged Hardware/Locks	<i>Any door that does not function as it should or cannot be locked because of damage to the door's hardware</i>
	Damaged/Missing Screen/Storm/Security Door	<i>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</i>
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	<i>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</i>
Electrical System	Deteriorated/Missing Seals (Entry Only)	<i>The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should</i>
	Missing Door	<i>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</i>
	Blocked Access to Electrical Panel	<i>One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency</i>
	Burnt Breakers	<i>Carbon residue, melted breakers or arcing scars are evident</i>
	Evidence of Leaks/Corrosion	<i>Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware</i>
	Frayed Wiring	<i>Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire</i>
	GFI - Inoperable	<i>The GFI does not function</i>
Floors	Missing Breakers/Fuses	<i>Any open and/or exposed breaker port</i>
	Missing Covers	<i>A cover is missing, which results in exposed visible electrical connections</i>
	Bulging/Buckling	<i>Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types</i>
	Floor Covering Damage	<i>More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.</i>
	Missing Flooring Tiles	<i>Any flooring or tile flooring that is missing</i>
Health & Safety	Peeling/Needs Paint	<i>Any painted flooring that has peeling or missing paint on more than 10% of the surface</i>
	Rot/Deteriorated Subfloor	<i>Any rotted or deteriorated subflooring greater than 6 inches by 6 inches</i>
	Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square</i>
	Air Quality - Mold and/or Mildew Observed	<i>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</i>
	Air Quality - Sewer Odor Detected	<i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i>
	Air Quality - Propane/Natural Gas/Methane Gas Detected	<i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i>
	Electrical Hazards - Exposed Wires/Open Panels	<i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i>
	Electrical Hazards - Water Leaks on/near Electrical Equipment	<i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i>
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	<i>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</i>
	Emergency Fire Exits - Missing Exit Signs	<i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i>
	Flammable Materials - Improperly Stored	<i>Flammable materials are improperly stored, causing the potential risk of fire or explosion</i>
	Garbage and Debris - Indoors	<i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i>
	Garbage and Debris - Outdoors	<i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i>
	Hazards - Other	<i>Any general defects or hazards that pose risk of bodily injury</i>
	Hot Water Heater	Hazards - Sharp Edges
Hazards - Tripping		<i>Any physical defect in walkways or other travelled area that poses a tripping risk</i>
Infestation - Insects		<i>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</i>
Infestation - Rats/Mice/Vermin		<i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i>
Misaligned Chimney/Ventilation System		<i>Any misalignment that may cause improper or dangerous venting of gases</i>
Inoperable Unit/Components		<i>Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly</i>
Leaking Valves/Tanks/Pipes		<i>There is evidence of active water leaks from hot water heater or related components</i>
HVAC System	Pressure Relief Valve Missing	<i>There is no pressure relief valve or pressure relief valve does not drain down to the floor</i>
	Rust/Corrosion	<i>Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice</i>
	Convection/Radiant Heat System Covers Missing/Damaged	<i>Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans</i>
	Inoperable	<i>HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged</i>
	Misaligned Chimney/Ventilation System	<i>Any misalignment that may cause improper or dangerous venting of gases</i>
Kitchen	Noisy/Vibrating/Leaking	<i>The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged</i>
	Rust/Corrosion	<i>Deterioration from rust or corrosion on the HVAC system in the dwelling unit</i>
	Cabinets - Missing/Damaged	<i>10% or more of cabinet, doors, or shelves are missing or the laminate is separating</i>
	Countertops - Missing/Damaged	<i>10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food</i>
	Dishwasher/Garbage Disposal - Inoperable	<i>The dishwasher or garbage disposal does not operate as it should</i>
	Plumbing - Clogged Drains	<i>Drain is substantially or completely clogged or has suffered extensive deterioration</i>
	Plumbing - Leaking Faucet/Pipes	<i>A steady leak that is adversely affecting the surrounding area</i>
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	<i>A substantial accumulation of dirt or grease that threatens the free passage of air</i>
	Range/Stove - Missing/Damaged/Inoperable	<i>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</i>
	Refrigerator-Missing/Damaged/Inoperable	<i>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</i>
Laundry Area (Room)	Sink - Damaged/Missing	<i>Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing</i>
	Dryer Vent - Missing/Damaged/Inoperable	<i>The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside</i>
Lighting	Missing/Inoperable Fixture	<i>A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room</i>
	Outlets/Switches	<i>An outlet or switch is missing</i>
Patio/Porch/Balcony	Missing/Broken Cover Plates	<i>An outlet or switch has a broken cover plate over a junction box or the cover plate is missing</i>
	Baluster/Side Railings Damaged	<i>Any damaged or missing balusters or side rails that limit the safe use of an area</i>
Smoke Detector	Missing/Inoperable	<i>Smoke detector is missing or does not function as it should</i>
Stairs	Broken/Damaged/Missing Steps	<i>A step is missing or broken</i>
	Broken/Missing Hand Railing	<i>The hand rail is missing, damaged, loose or otherwise unusable</i>
Walls	Bulging/Buckling	<i>Bulging, buckling or sagging walls or a lack of horizontal alignment</i>
	Damaged	<i>Any hole in wall greater than 2 inches by 2 inches</i>
	Damaged/Deteriorated Trim	<i>10% or more of the wall trim is damaged</i>
	Peeling/Needs Paint	<i>10% or more of interior wall paint is peeling or missing</i>
Windows	Water Stains/Water Damage/Mold/Mildew	<i>Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square</i>
	Cracked/Broken/Missing Panes	<i>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</i>
	Damaged Window Sill	<i>The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness</i>

	Missing/Deteriorated Caulking/Seals/Glazing Compound	<i>There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure</i>
	Inoperable/Not Lockable	<i>Any window that is not functioning or cannot be secured because lock is brocken</i>
	Peeling/Needs Paint	<i>More than 10% of interior window paint is peeling or missing</i>
	<b>Security Bars Prevent Egress</b>	<i>The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks</i>

**Summary of Comments and Responses Received for  
Oregon's Proposed National Housing Trust Fund 2017 Allocation Plan**

Date: Public Comment Period July 27, 2017-August 9, 2017

Date Received	Person or Organization	Comment	Agency Response
8/1/17	Our Coastal Village Inc. Layne Morrill	<p>You indicate that the 2017 allocation is \$3,143,231. You also indicate that there is a 2016 HTF allocation as well but you do not specify the amount of that allocation. Please clarify whether the 2016 allocation that along with 2017 will be included in the 2018 9% LIHTC NOFA is in addition to the \$3,143,231 and if so by what amount.</p>	<p><b>Yes.</b> <b>2016 HTF = \$2,7000,000</b> <b>2017 HTF = \$2,828,908</b></p>
		<p>You indicate that HTF is for ELI people and families, "including those experiencing homelessness." Your priority needs include "rural chronic homelessness". We encourage OHCS to build into the competition scheme extra points for addressing people transitioning from homelessness.</p>	<p><b>Currently the QAP does not include points for rural chronic homelessness. In order to add points for this population, an update of the QAP would be required. Oregon's Statewide Housing Plan is currently under development; and will detail the priorities for Oregon over the five year period. After the plan is completed, the QAP priorities will be re-aligned to more clearly match those established by the plan.</b></p>
		<p>Can HTF funds be leveraged with LIFT funds? With LIHTC 4% or 9%?</p>	<p><b>HTF priorities will be aligned with those set in the LIHTC and HOME NOFAs. Because it may prove difficult to use HTF with LIFT, due to the 30% AMI restriction, HTF will not be included in the 2018 LIFT NOFA. However, HTF may be paired with 9% tax credits and HOME funds. Using HTF with 4% tax credits is allowable, but may prove to be more difficult due to income levels.</b></p>

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8/9/17	Fairview Trust Advisory committee Leslie Sutton	Letter in support of OHCS providing housing opportunity for Oregonians with intellectual and developmental disabilities through the Proposed National Housing Trust Fund 2017 Allocation Plan	<p>Thank you for supporting the work of the HTF. The IDD community is one of Oregon's priority communities as outlined in the 2016-2020 Consolidated Plan.</p> <p>Oregon's Statewide Housing Plan is currently under development; and will identify the priorities for Oregon over the five year period. After the plan is completed, the HTF priorities will be re-aligned to more clearly match those established by the plan.</p>
8/9/17	Housing Development Center Andrea Sanchaz	Given that HTF funds will be required to support unit creation for ELI households, it is important to consider pairing the 811 program in the 2018 NOFA. Is this under consideration by OHCS? Or, will it remain a separate application process.	Yes, HTF and 811 program funding may be compatible in some projects. HTF will be reserved for projects through the LIHTC and HOME NOFAs; OHCS funding made available through those NOFAs can be combined with HTF.
		Please clarify if new construction or preservation will be the priority for the HTF funds. Or, will there be a preservation set-aside. Will preservation applications be limited to expiring use contracts or all preservation properties eligible?	<p>The 2017 HTF Allocation Plan prioritizes both new construction and preservation projects. For 2018, the HTF is included as a part of the LIHTC and HOME NOFAs. Priorities for these programs are outlined in the NOFA. Further, the HTF Allocation Plan will be evaluated annually to determine its effectiveness, and review the priorities.</p> <p>Oregon's Statewide Housing Plan is currently under development; and will identify the priorities for Oregon over the five year period. After the plan is completed, the HTF priorities will be re-aligned to more clearly match those established by the plan.</p>
		The policy goals appear to be out of alignment between desired outcome (physical condition and 30% ami population) and the need to contain costs. The physical	OHCS has determined that a 30-year affordability period (instead of 60 years) is more appropriate due to the difficulty in keeping units at 30% for

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		<p>needs requirements hold the threshold at 30 years for all building components and systems. This is consistent with OHCS’s policy yet the list of systems and components covered is far more in depth than previously required. If a comprehensive gut rehab is required then total cost per unit should reflect this. If work is deferred to post-rehab then replacement reserves should not be capped but should be set based on future need.</p>	<p><b>an extended period of time.</b></p>
		<p>On total unit costs - OHCS should not be averaging across 5 years unless the years are inflated to current dollars. Oregon and Portland specifically, have experienced unprecedented cost inflation. By using pricing from 5 years, the total cost per unit is be artificially skewed down. The current requirements list several “urban definitions” but they do not include wage requirements (Davis Bacon and/or BOLI prevailing wage) which can increase costs by 10-25%. A 3 story building could be prevailed if it is mixed use with public funding. This needs to be taken into account when looking at historical pricing. Projects with no wage requirements will again skew the average down.</p>	<p><b>OHCS is aligning the HTF program with LIHTF and HOME in the 2018 NOFA. OHCS will evaluate the HTF Allocation Plan annually to determine the effectiveness of the plan.</b></p>