



MaineHousing
Maine State Housing Authority

National Housing Trust Fund 2018 Request for Proposal

MaineHousing Mission Statement

The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs.

Table of Contents

A. Overview.....	1
B. Eligible Applicants.....	1
C. Eligible Uses.....	1
D. Cost Limits.....	2
E. Process.....	2
F. Required Documentation.....	5
G. Scoring Criteria.....	6
H. Project-Based Vouchers/Section 811 Project Rental Assistance.....	9
I. Construction Standards.....	9
J. Environmental Requirements and Choice-Limiting Actions.....	11
K. Non-discrimination Notice.....	12

Housing Trust Fund 2018 Request for Proposals

A. Overview.

The Housing and Economic Recovery Act of 2008 (HERA) establishes a Housing Trust Fund (HTF) to be administered by HUD. The purpose of the HTF is to provide grants to State governments to increase and preserve the supply of rental housing for extremely low- and very low-income families, including homeless families, and to increase homeownership for extremely low- and very low-income families. HUD has issued an interim rule establishing the regulations that will govern the HTF (CFR Parts 91 and 93: Housing Trust Fund). All applications must comply with the HUD rule, and will be required to address one or more of the housing priorities as outlined in MaineHousing's Consolidated Plan.

The Maine State Housing Authority (MaineHousing) is seeking applications from qualified developers to finance rental housing for extremely low income (30% or less of Area Median Income) households within the State of Maine for a minimum of 45 years. Preference will be given to applications that best address the "Selection Criteria" as outlined in the 2017 Housing Trust Fund Allocation Plan. Additional points will be awarded to applicants who target housing for persons who are homeless or have special housing needs.

The source of funds for this RFP is the federal Housing Trust Fund (HTF). MaineHousing has made up to \$2,700,000 of HTF funding available for this RFP. Individual projects will be limited to a total of \$900,000.

B. Eligible Applicants.

- Nonprofit organizations
- Municipalities
- Tribal Housing Authorities
- Public Housing Authorities
- Successful LIHTC applicants

C. Eligible Uses.

The creation of affordable rental housing within the State of Maine. All units must be rented to extremely low income (30% or less of Area Median Income) households. Affordability must be maintained for a minimum of 45 years. Additional points will be awarded to projects targeting persons who are homeless or have special housing. Eligible activities include the following:

- Acquisition and rehabilitation of existing housing units,

- Adaptive re-use of existing buildings for rental housing, or
- New construction of rental housing units.

The project must comply with the requirements of the Maine Housing Authorities Act, 30-A M.R.S.A. § 4701, *et seq.*, MaineHousing Rule Chapter 29, *Multi-family Development and Supportive Housing Loans and Grants* and MaineHousing Rule Chapter 27, *Transfers of Ownership Interests*, all as same may be amended from time to time.

D. Cost Limits.

Per-unit total development cost limits are based on unit type and aligned with Maine’s HOME program limits.

Unit Type	Per-unit Cost Limit
Efficiency/Studio	\$144,050
1 Bedroom	\$165,134
2 Bedrooms	\$200,801
3 Bedrooms	\$259,774
4 Bedrooms or more	\$285,149

E. Process.

1. Pre-Application

a) Site Review and Evaluation

MaineHousing must conduct a site review and evaluation for a proposed project prior to an application being submitted under this RFP. This evaluation will allow MaineHousing to determine whether the prospective project site is suitable for housing. Specifically, MaineHousing will determine whether the site

- 1) is adequate in size, exposure and contour to accommodate the number and type of units proposed;
- 2) has adequate utilities and streets to serve the site;
- 3) promotes greater choice of housing opportunities and avoids undue concentration of assisted persons in areas containing a high proportion of persons with low incomes;
- 4) is accessible to social, recreational, educational, commercial, and health facilities and services comparable to facilities and services found in neighborhoods consisting largely of unassisted similar units;
- 5) provides accessibility for persons with mobility impairments at a reasonable cost;
- 6) has potential environmental concerns, and

7) is located where travel time and cost to places of employment is not excessive.

Additionally, development and operating costs will be evaluated to ensure that there is adequate capital to produce the project and fund the ongoing operations on the indicated site. A prospective project may be deemed ineligible based upon this evaluation.

MaineHousing will conduct the Site Review and Evaluation upon receipt of a completed **Housing Trust Fund Pre-Application (ATTACHMENT A)**. HTF Pre-Applications must be received no later than **5:00 P.M. Thursday July 19, 2018**.

MaineHousing will notify the applicant as to whether the submitted application meets programmatic requirements, and whether it may be improved upon for the Full Application stage.

b) Housing Quality Standards Inspection

Applicants proposing projects involving the acquisition and rehabilitation of existing residential units that will receive project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers must have a Housing Quality Standards (HQS) inspection performed by MaineHousing prior to application. The HQS inspection will require that the HQS inspector have access to the entire building, both interior and exterior. Applicants will need to coordinate with real-estate brokers and/or property owners to ensure that the HQS inspector has full access to the building.

Proposed properties are not expected to meet HQS standards at the time of application. The HQS inspection that will be conducted prior to application will only gauge the degree to which a particular property fails to meet the HQS standards. The scoring for applications will not be affected by the degree of non-compliance with HQS at the pre-application stage.

Projects involving acquisition and adaptive re-use of existing structures that were most recently used for non-residential purposes will not require an HQS inspection prior to application.

2. Full Application

Applications for this RFP must be received by MaineHousing no later than **5:00 P.M. Thursday, September 27, 2018**. Applications will be date stamped to verify receipt by the application deadline. Please fill out and include a Housing Trust Fund Pro Forma which is available on the MaineHousing website at:

<http://www.mainehousing.org/docs/default-source/development/housing-trust-fund/housing-trust-fund-pro-forma.xls>

MaineHousing will employ the following process to determine which applications will be selected for funding.

- a) MaineHousing staff will review each application for completeness and eligibility. Incomplete or ineligible applications will not be processed further by MaineHousing and will be returned to the applicant.
- b) Applications will be scored by MaineHousing Development Department staff and selected for funding by rank until funds for this RFP are no longer enough to fund the next ranked project. Remaining funds may be rolled over into the following year's program, or distributed by MaineHousing to successful applicants under the 2018 and/or 2019 Qualified Allocation Plans for Low Income Housing Tax Credits.
- c) Development's funding recommendations will be forwarded to the Director of MaineHousing. The Director may accept, deny, or modify the recommendation as he/she sees fit.
- d) If applicable, MaineHousing will notify the HUD field office of the intent to provide project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers for units funded under this RFP.
- e) MaineHousing will issue a Notice to Proceed to the applicants who are selected. The Notice to Proceed will outline the development process, note applicable deadlines, and identify which MaineHousing staff will be assigned to the project.
- f) The applicant will acknowledge receipt of the Notice to Proceed by providing MaineHousing a timeline for the completion of the key development activities as described in the Notice to Proceed.

3. Development Underwriting

The applicant will provide all necessary documentation to demonstrate that the proposed project is financially, legally, physically, and operationally viable and compliant with program requirements.

- a) MaineHousing staff will complete its due diligence process including an environmental review.
- b) Projects will be presented to the MaineHousing Loan Committee. The Committee will forward funding recommendations to the MaineHousing Director.
- c) Director-approved projects will be sent a term sheet including funding terms and conditions.
- d) MaineHousing will issue a closing agenda containing items that will need to be satisfied prior to the closing.

F. Required Documentation. The following documentation is **required** with all applications:

- 1) IRS 501(c)(3) tax-exemption determination letter (if applicable).
- 2) Corporate resolution demonstrating the authority to incur the liability of financing.
- 3) Completed MaineHousing pro forma.
- 4) If seeking project-based Section 8 Housing Choice Vouchers from MaineHousing, a letter from the local public housing authority stating that it cannot provide them.
- 5) Site control documentation.
- 6) A narrative that addresses each of the following items concerning the *applicant*:
 - a) legal name;
 - b) contact person, mailing address, phone, fax and e-mail address;
 - c) current legal status;
 - d) brief history, staffing levels, primary activities, geographic area of operations, previous relationship with MaineHousing, and constituency and clientele;
 - e) financial statements for the most recent fiscal year;
 - f) Taxpayer Identification Number (TIN); and
 - g) any real estate assets that are in default or foreclosure with a lending institution or that are otherwise at risk of substantive financial problems.
- 7) A narrative that addresses each of the following items concerning the *project*:
 - a) legal address;
 - b) detailed description of any existing structures, including size, design, construction materials, foundation, condition, estimated age, utilities, historic use(s), accessibility, parking, and observable environmental concerns;
 - c) non-residential space;
 - d) which Consolidated Plan priorities will be addressed and how; and
 - e) all funding requested from MaineHousing and other sources.

- 8) A statement that includes the following question and your response: Does the applicant, any principal or affiliate of the applicant, or anyone who will be paid for work on the project have business ties, family relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past year? If your answer is “Yes” provide details.

G. Scoring Criteria.

Applications will be scored according to the categories below. When appropriate, scoring shall be based on comparisons between applications received under this RFP. Documentation that is received after the time of application will not be used in the scoring unless it is requested by MaineHousing.

1. Development Team Capacity (Max. 20 pts.)

The development team may include consultants, design professionals, contractors and other real estate professionals. Please describe the teams

- a) financial, staffing and managerial capacity to develop real estate projects, including the current pipeline of projects in development;
- b) experience in owning, managing, and/or real developing real estate assets within budget and timelines;
- c) experience with public-sector housing development programs;
- d) experience addressing the service needs of homeless and/or special needs populations; and
- e) collaborations with service providers developed in order to address the needs of the project’s residents.

2. Non-federal Funding (Max. 15 pts.)

Please provide documentation regarding the source and commitment timing for all non-federal funds used for development capital or operational funding including formal letters of commitment when applicable. Additional points will be awarded for non-MaineHousing funds.

3. Priority based upon geographic diversity (Max. 15 pts.)

MaineHousing will regard the entire State of Maine as the eligible area for purposes of the HTF. Project locations will be evaluated with regards to need that is based upon data gathered and compiled by the MaineHousing. Those projects that serve the highest and greatest need will receive the most points. Applicants will receive additional points for projects that will be developed in municipalities that have been designated as high opportunity areas as set forth in MaineHousing’s 2019 Qualified Allocation Plan. High Opportunity Areas are communities with above average access to health care, services, economic activity and quality education.

High Opportunity Areas			
Acton	Eddington	Limerick	Rockland
Alfred	Eliot	Limington	Rockport
Auburn	Ellsworth	Lisbon	Sabattus
Augusta	Falmouth	Lyman	Saco
Bangor	Farmingdale	Machias	Sanford
Bar Harbor	Farmington	Madawaska	Scarborough
Bath	Freeport	Manchester	Searsport
Belfast	Fryeburg	Minot	Shapleigh
Bethel	Gardiner	Naples	Sidney
Biddeford	Glenburn	New Gloucester	South Portland
Blue Hill	Gorham	North Berwick	South Thomaston
Boothbay	Gray	Norway	Standish
Bowdoin	Greene	Oakland	Topsham
Bowdoinham	Hallowell	Old Orchard Beach	Turner
Brewer	Hampden	Old Town	Union
Bridgton	Harpwell	Orono	Vassalboro
Bristol	Harrison	Orrington	Washington
Brunswick	Hermon	Otisfield	Waterville
Buxton	Holden	Phippsburg	Wells
Calais	Houlton	Pittsfield	West Bath
Camden	Kennebunk	Poland	West Gardiner
Cape Elizabeth	Kennebunkport	Portland	Westbrook
Caribou	Kittery	Presque Isle	Windham
Cumberland	Lebanon	Raymond	Yarmouth
Dover-Foxcroft	Lewiston	Richmond	York
Durham			

4. **Accessibility Incentive (Max. 15 pts.)**

Applicants will be awarded **3 points for each accessible unit**, and **2 points for each adaptable unit** that exceeds the number of accessible units required by Federal, State and local accessibility laws, regulations and standards. The standard for voluntary units will be Type A Unit – ANSI A117.1 – 2009 accessible units. Please include a description that addresses the number and types of accessible units that are required and which design standards apply.

5. **Degree to which the applicant will serve the homeless population or those with special housing needs. (Max. 15 pts.)**

Applicants will be awarded **3 points per each unit** committed to serve either chronically homeless populations as defined by HUD* or “long-term stayer” populations as defined by the Maine Statewide Homeless Council. The Maine Statewide Homeless Council defines a “long-term stayer” as an individual (or household member) who has been residing in a homeless shelter for 180 days or more out of the last 365 days.

* <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

OR

Applicants will be awarded **3 points per each unit** committed to serve tenants with special housing needs. A description of the plans to provide service to tenants must be included with the application.

6. Readiness (Max. 10 pts)

Please provide any available documentation regarding

- a) Site control and municipal compliance including property deeds, purchase and sale contracts, option agreements, letters from the municipal code enforcement officer (or comparable municipal official) confirming that the proposed project complies with the local land use ordinances, and/or is a permitted use within the applicable zone, please include a copy of the letter(s) with this application.
- b) Design and engineering including preliminary design, proposed scopes of work, conceptual site plans, floor plans, typical building elevations, recent photographs, specifications, and a detailed cost estimates necessary to achieve program compliance. Such documentation should be prepared by contractors, engineers, and/or architects familiar with MaineHousing construction standards.
- c) Development budget demonstrating viability, reasonableness, and competitiveness in the local market.

7. MaineHousing Priorities (Max. 5 pts.)

Please describe how the proposed project will address one or more of the following Consolidated Plan priorities:

- a) improve housing quality;
- b) expand the supply of affordable housing; or
- c) help Maine people attain housing stability.

8. Project-based Rental Assistance (Max. 5 pts.)

MaineHousing may make Section 8 Housing Choice Vouchers available to ensure rents are affordable to extremely low-income tenants. However, only non-MaineHousing assistance will receive additional points. Please describe the extent to which federal, state, or local project-based rental assistance is made available.

Bonus Points: Limiting Per-Unit Costs

Between rents and the applicable per-unit cost limits across all units. For example, a 5-unit project with three 2 BR units at 10% below the limit, and two 1 BR units a 15% below the limit would have an average of a 12% difference for the project, and therefore receive 4 points.

$$\frac{[(3 * 10\%) + (2 * 15\%)]}{5 \text{ units}} = 12\% = 4 \text{ pts.}$$

Unit Type	Per-unit Cost Limit	5% Below Limit	10% Below Limit	15% Below Limit	20% Below Limit	25% Below Limit
	<i>No Additional Points</i>	+2 Points	+4 Points	+6 Points	+8 Points	+10 Points
Efficiency/Studio	\$144,050	\$136,848	\$129,645	\$122,443	\$115,240	\$108,038
1 Bedroom	\$165,134	\$156,877	\$148,621	\$140,364	\$132,107	\$123,851
2 Bedroom	\$200,801	\$190,761	\$180,721	\$170,681	\$160,641	\$150,601
3 Bedroom	\$259,774	\$246,785	\$233,797	\$220,808	\$207,819	\$194,831
4 Bedroom	\$285,149	\$270,892	\$256,634	\$242,377	\$228,119	\$213,862

H. Project-Based Vouchers/Section 811 Project Rental Assistance

HUD Section 8 project-based vouchers (PBVs) for rental assistance, from MaineHousing or other sources, may be used along with the HTF award. If applying for PBVs, projects must meet PBV Program (24 CFR Part 983) requirements. If applicants do not wish to apply for PBVs, or are ineligible, they should indicate this in the application.

Additionally, HUD’s Section 811 Project Rental Assistance (PRA) Program is eligible for use with Housing Trust Fund awards. For more information please visit our 811 PRA website <http://www.mainehousing.org/811pra>

I. Construction Standards

MaineHousing will defer to its 2016 Quality Standards and Procedures Manual (located on the MaineHousing website at: <http://www.mainehousing.org/docs/default-source/development/2016-quality-standards-and-procedures-manual.pdf?sfvrsn=4> to ensure that the new construction and rehabilitation standards located at 24 CFR §93.301[b] are met for all housing units receiving funding under this RFP.

In addition to the standards, codes, and regulations covered in the MaineHousing Manual, MaineHousing will require

1. An estimate (based on age and condition) of the remaining useful life of the major building systems upon project completion, and
2. an adequate replacement reserves account for future physical needs during the affordability period.

Projects with more than 25 units will require a Capital Needs Assessment that determines the timing and cost of work to be performed.

MaineHousing will conduct on-site inspections of rehabilitated units with qualified Uniform Physical Condition Standards (UPCS) inspectors to identify any deficiencies under HUD's UPCS at the onset of all projects. Any such deficiencies must be addressed in the scope of work. Follow-up inspections will be conducted after completion of the project to ensure any and all identified deficiencies have been, and are continually addressed. Please refer to **ATTACHMENT B: Uniform Physical Conditions Standards for Multifamily Housing** for more information.

Lead-based Paint. The HTF rule at 24 CFR §93.351 requires that HUD's lead-based paint regulations apply to housing assisted with HTF funds. The following is required for rehabilitation activities assisted with HTF funds:

1. Prior to the start of any rehabilitation work at a project site, a lead-based paint (LBP) risk assessment by a Lead Risk Assessor certified by the Maine Department of Environmental Protection (the Maine DEP), and paint testing on painted surfaces to be disturbed or replaced during rehabilitation activities, including housing units, common areas servicing the units and exterior painted surfaces, will be conducted in accordance with the Part 35 requirements and established protocols under the Maine DEP's Lead Management Regulations – Chapter 424 (Maine DEP Lead Regulations), including a written report with findings, conclusions and recommendations.
2. If the LBP risk assessment indicates the presence of LBP, the Part 35 provisions for the level of federal rehabilitation assistance applicable to the project, and any related requirements of the Maine DEP Lead Regulations, will apply to the project, as follows:
 - a) projects receiving an average of \$5,000 or less per unit in federal rehabilitation assistance;
 - b) projects receiving an average of over \$5,000, but no more than \$25,000 per unit in federal rehabilitation assistance; and
 - c) projects receiving an average of more than \$25,000 per unit in federal rehabilitation assistance.
3. Ongoing LBP maintenance and re-evaluation in accordance with §35.1355 will be required if LBP has been identified on a project site.

Lead-free Plumbing. All pipes, solder or flux used in the installation or repair of any residential project's plumbing must be lead-free. "Lead free" means pipes and pipe fittings containing not more than 8% lead and solder and flux containing not more than 0.2% lead. The lead-free requirement does not apply to leaded joints necessary to repair cast iron pipes.

The lead-free plumbing requirement applies *only* to (i) new installations of pipes/solder/flux in a new construction project or in an existing building undergoing rehab and (ii) pipes/solder/flux used to repair or replace existing plumbing. So, in a rehab project, if plumbing installation, repair or replacement is not part of the work scope, the lead-free requirement does not apply to the project.

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

J. Environmental Requirements and Choice-Limiting Actions

MaineHousing will conduct an environmental review (ER) of all projects receiving a Notice to Proceed once a project developer has demonstrated a viable project. For projects using only HTF funds and no other source of HUD funds, the ER is done under 24 CFR Part 93. For projects using HTF funds and Section 811 PRA, the ER is done under both Part 93 and the separate environmental review rules applying to projects assisted with Section 811 PRA. For projects using HTF and other HUD assistance (such as Section 8 PBVs or HOME funds), the ER is done under both 24 CFR Part 93 (HTF funds) and Part 58 (other HUD funds).

Some Part 93 ER requirements are different than other ER requirements. In some cases, the differences under Part 93 can prohibit the use of HTF funds for the project, whether it involves new construction or rehab, or can impose additional requirements. These differences, and their effect, are:

1. A project is not eligible for HTF funds if it (i) impacts a wetland, or (ii) converts significant farmland, or (iii) is within a designated runway protection zone of a commercial passenger service airport, or (iv) does not meet the lead-free plumbing requirements above.
2. To be eligible for HTF funds, a project within 0.25 miles of a contaminated property listed in a federal, state or local environmental database must receive a written statement from the EPA or the Maine DEP that there is no hazard that could affect the health or safety of the occupants.
3. To be eligible for HTF funds, a project with 5 or more units requires a Phase I Environmental Site Assessment (ESA), and if any Recognized Environmental Conditions are identified by the Phase I ESA, a Phase II ESA is required, along with remediation of any environmental conditions at the site. Projects with less than 5 units do not require a Phase I ESA.

There are also differences in how HUD's prohibition on taking choice-limiting actions operates when HTF funds will be used alone or combined with other HUD funds in a new construction or rehab project. These differences, and their effect, are:

1. When only HTF funds will be used and not combined with any other source of HUD funds, HUD's prohibition on taking choice-limiting actions does not apply to the project. While, in that case, a developer is permitted to acquire the project site before the ER has been

completed, developers are cautioned that if a later ER shows that the project does not comply with the HTF ER requirements, the project will not be eligible for HTF funding.

2. When both HTF funds and Section 811 PRA will be used for a project, and not combined with any additional source of HUD funds, HUD's prohibition on taking choice-limiting actions does not apply to the project. While, in that case, a developer is permitted to acquire the project site before the HTF and Section 811 PRA ERs have been completed, developers are cautioned that if the later ERs show that the project does not comply with the HTF or Section 811 PRA ER requirements, the project will not be eligible for HTF or Section 811 PRA funding (or both), as applicable.
3. When both HTF funds and any other source of HUD funds (except Section 811 PRA) will be used for a project, HUD's prohibition on taking choice-limiting actions applies to the project from the time that MaineHousing receives the application for HTF funding or other HUD funding, whichever is received first. In that case, prior to the completion of both the HTF and Part 58 ER and environmental clearance from HUD, the developer and all other participants in the development process for the project are prohibited from acquiring the project site and from committing or expending any source of funds, entering into binding contracts or commitments, or taking any physical action on the project site or in connection with the project. To avoid the risk of losing funding for a project because of a violation of HUD's prohibition on taking choice-limiting actions, please contact MaineHousing if you have any questions on whether a contemplated action is allowed prior to environmental clearance.

K. Non-discrimination Notice

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice.

MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

ATTACHMENT A
2018 Housing Trust Fund Pre-Application

Applicant submissions to the MaineHousing 2018 Housing Trust Fund Request for Proposals must include this completed Pre-Application and be submitted prior to 5:00 P.M. Thursday, July 19, 2018.

Please submit completed Pre-Applications to:

Mark C. Wiesendanger
Director of Development
Maine Housing
353 Water ST
Augusta, ME 04330

Upon receipt of the Pre-Application, MaineHousing will contact the applicant to schedule a Housing Quality Inspection if needed.

Please complete the following:

Contact Information

Nonprofit Applicant:

Contact Person:

Contact Phone Number:

Contact e-mail:

Project Location

Town/City:

Street Address:

Tax Map References:

Project Information (Executive Summary)

How will this project improve housing quality, expand the supply of affordable housing, and/or help Maine people attain housing stability.

Please provide a narrative that also addresses the following:

- Number of units and bedroom configurations
- Type of activity (acquisition/rehabilitation/adaptive re-use, new construction)
- Number of accessible units that will be produced

- Number of on-site parking spaces
- Local land use conformity, if known;


Attachments

The following attachments will need to be submitted with this pre-application. The completion of the attachments will not require the services of an architect or engineer.

- a) Site location map (Google Maps or similar internet site location tool)
- b) Floor plan (may be found on broker's listing sheet or town tax assessment records)
- c) Photographs of property from three angles at street access

If any sketched or to-scale site plans indicating the approximate location of property lines, easements or encroachments, zoning setback lines, adjacent streets, points of vehicular entry and exit, proposed building footprints, proposed parking footprint (with spaces labeled), and capacities/sizes of existing utilities are available, please submit them with this pre-application.

ATTACHMENT B
Uniform Physical Conditions Standards for Multifamily Housing

 Maine Housing Maine State Housing Authority		
HTF Rehab Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation - October 2016		
<i>NOTE: Deficiencies in bold italics are life-threatening and must be addressed immediately, if the housing is occupied.</i>		
Requirements for Site		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
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 its 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
	<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
	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	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards – Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	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	Mailbox cannot be locked or is missing
	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 affect traffic

Requirements for Building Exterior		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
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	<i>Blocked Egress/Ladders</i>	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	<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
	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	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	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney

		failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	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

Requirements for Building Systems		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)

	<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
	Elevator - Tripping	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
	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 Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	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	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
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable 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
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function

Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing

Requirements for Common Areas		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Includes the following: Basement/Garage/ Carport Closet/Utility/ Mechanical Community Room Halls/Corridors/ Stairs Kitchen Laundry Room Lobby Office Other Community Spaces Patio/Porch/ Balcony Restrooms Storage	Baluster/Side Railings – Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Call for Aid - Inoperable	The system does not function as it should
	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
	Countertops - Missing/ Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal – Inoperable	The dishwasher or garbage disposal does not operate as it should
	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
	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Doors - Damaged Surface (Holes/Paint/Rust/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
	Doors - 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
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside	

Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
Electrical - Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
Electrical - Missing Breakers	Any open and/or exposed breaker port
<i>Electrical - Missing Covers</i>	A cover is missing, which results in exposed visible electrical connections
Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
Floors - Floor Covering Damaged	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
Floors - Missing Floor/Tiles	More than 5% of the flooring or tile flooring is missing
Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
GFI - Inoperable	The GFI does not function
Graffiti	Any graffiti on any exposed surface greater than 6 inches by 6 inches
HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC - Inoperable	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>HVAC - Misaligned Chimney/Ventilation System</i>	Any misalignment that may cause improper or dangerous venting of gases
HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
Lavatory Sink - Damaged/Missing	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

Lighting - Missing/Damaged/Inoperable Fixture	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function
Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing
Outlets/Switches/ Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers
Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
Range/Stove - Missing/Damaged/ Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
Shower/Tub - Damaged/ Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, loose, or otherwise unusable
Ventilation/Exhaust System – Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
Walls - Damaged/ Deteriorated Trim	10% or more of the wall trim is damaged

	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/ Needs Paint	More than 10% of interior window paint is peeling or missing
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, 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 or combustible materials are improperly stored, causing the potential risk of fire or explosion

	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	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	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
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed

Requirements for Unit		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System – Absent/Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Doors	Damaged Frames/Threshold/Lintels/Trim	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/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
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass

	Deteriorated/Missing Seals (Entry Only)	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 door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Any flooring or tile flooring that is missing
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	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)

	<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
	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 Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris – Outdoors	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	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
Hot Water Heater	<i>Misaligned Chimney/Ventilation System</i>	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/ Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans

	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	Misaligned Chimney/ Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal – Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator- Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable	Smoke detector is missing or does not function as it should

Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose, or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	<i>Security Bars Prevent Egress</i>	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks