



2023 Supportive Housing Program

Program Guide



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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.

Supportive Housing Program (SHP) 2023 Request for Proposals (RFP)

A. Overview

MaineHousing is making up to \$6,000,000 of funding available under this RFP for qualified developers to create and/or preserve permanent supportive rental housing for Extremely Low Income (30% or less of Area Median Income [AMI]) households. Permanent supportive housing includes housing for those in need of on-site services, including those currently experiencing homelessness. The SHP maximum award per project is \$2,000,000. MaineHousing is also making available Section 8 Project Based Vouchers (PBVs) from its Housing Choice Voucher Program to be used in conjunction with SHP funds.

MaineHousing may suspend or terminate this RFP at any time, and may award all, a portion of, or none of the SHP funds and PBVs pursuant to this RFP. The total SHP funding and/or other funding resources awarded to an individual project will be determined by MaineHousing to ensure efficient, allowable, and appropriate use of all resources. MaineHousing will make awards using the Scoring Criteria outlined below. Applications will be ranked according to the Scoring Criteria. MaineHousing will fund according to ranking with the caveat that if an applicant cannot make use of funds remaining after a higher application is awarded funds, MaineHousing may award those remaining funds to a lower scoring application.

B. Eligible Applicants

Eligible applicants are:

- Not-for-profit organizations,
- Municipalities,
- Tribal Housing Authorities, and
- Public Housing Authorities

C. Eligible Uses

SHP eligible activities are:

- Acquisition and rehabilitation of existing rental housing units,
- Adaptive re-use of existing buildings for rental housing, and
- New construction of rental housing units.

All SHP-funded units must be rented to Extremely Low Income households for a minimum of 30 years.

D. Set-Aside

Continuum of Care (CoC) “Initiative for Unsheltered and Rural Homelessness” Set-Aside. MaineHousing will set aside up to \$2,000,000 of SHP funding for one project recommended by the CoC in the 11 eligible rural counties (Aroostook, Franklin, Hancock, Kennebec, Knox, Lincoln, Oxford, Piscataquis, Somerset, Waldo, and Washington) under the U.S. Department of Housing and Urban Development’s “Initiative for Unsheltered and Rural Homelessness.”

E. Funding and Total Development Cost (TDC)

The maximum SHP funding amount, and total development cost of a project, which includes all costs associated with the project development as determined by MaineHousing, may not exceed a TDC index of \$310,000 per unit. By default, MaineHousing’s total contribution through all resources may not exceed the TDC index cap. The TDC index is the weighted average of the TDC per unit and the TDC per bedroom calculated as follows:

$$([2 \times \text{TDC}/\text{number of units}] + [\text{TDC}/\text{bedroom count}]) \text{ divided by } 3.$$

SHP funding will be in the form of a 0% Deferred Loan. The loan will be structured as a non-interest deferred payment loan with payment due on the earliest of (a) 30 years, (b) a sale, transfer, or assignment of the project, (c) the discontinuation of the intended public purpose, or (d) a default of the MaineHousing loan(s). The loan must be secured by a mortgage and security interest in the project and related personal property, the priority of which will be determined on a project-by-project basis. Projects may be required to use MaineHousing paying debt if sufficient cash flow is present or if additional funds are needed. Additionally, all reserve accounts will be held by MaineHousing.

If final scoring results in a tie, MaineHousing may award additional points to projects that spend less MaineHousing 0% deferred loan funding per unit.

F. Process.

1. **Pre-Application.** A completed **Supportive Housing Program Pre-Application** (Attachment A) must be received by MaineHousing no later than **Thursday, January 26, 2023.** All Pre-Applications should be sent to Kelly Purington at kpurington@mainehousing.org.

a) Site Review and Evaluation

After MaineHousing completes a site review and evaluation for a proposed project, the applicant may submit a full application. MaineHousing will determine whether the prospective project site meets the following criteria:

- 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) does not raise significant environmental concerns, and
- 7) is located where travel time and cost to places of employment is not excessive.

MaineHousing will notify the applicant whether the submitted Pre-Application appears to meet programmatic requirements. MaineHousing may make recommendations for the full application stage. MaineHousing may request additional information regarding development and operating costs for analysis at the Pre-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 submitting the full application. Applicants need to coordinate with real-estate brokers and property owners to ensure that the HQS inspector has full access to the interior and exterior of the entire building.

Proposed properties are not expected to meet HQS standards at the time of application. The HQS inspection conducted prior to application gauges the degree to which a particular property fails to meet the HQS standards. Scoring will not be affected by the degree of non-compliance with HQS.

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

2. Full Application

Full applications must be received by MaineHousing no later than **Thursday, March 16, 2023**. All Applications should be sent to Kelly Purington at kpurington@mainehousing.org. The selection process is as follows:

- 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) Development and operating costs will be evaluated to determine whether there is adequate capital to produce the project and fund ongoing operations as presented. A perspective project may be deemed ineligible based on this evaluation.
- c) MaineHousing staff will score and rank applications according to the selection criteria and make funding recommendations to the MaineHousing Director.
- d) Applications for SHP funding with the highest scores will be awarded funding until it is completely awarded.
- e) The highest scoring Continuum of Care (CoC) applicant will be the winner of the CoC set-aside regardless of its ranking among other applicants. The CoC set-aside is limited to one project. MaineHousing may not allocate funding under the set-aside, or may require an applicant that has not indicated that it is participating in the set-aside to participate in the set-aside. Additionally, CoC projects scoring 25% lower than the next lowest score will receive additional scrutiny and may not be awarded funding.
- f) The Director will make the final determination regarding applicants selected and amounts of awards.
- g) MaineHousing will issue a Notice to Proceed to the selected applicants. The Notice to Proceed will outline the development process, note key development activities, and identify MaineHousing staff assigned to the project. A Notice to Proceed is not a guarantee of funding.
- h) The applicant will acknowledge receipt of the Notice to Proceed by providing MaineHousing a timeline for the completion of the key development activities noted in the Notice to Proceed.

3. Development Underwriting

Applicants that receive a Notice to Proceed must provide documentation required 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 listing items needed for closing.
- e) MaineHousing will require a 30-year deferred, promissory note without interest, a mortgage, a declaration of affordability covenants to be recorded at the applicable registry

of deeds, and other documents and due diligence items in connection with the closing. Projects will be required to comply with affordability and other requirements for the 30-year term.

G. Required Documentation. The following documentation is **required** with the Full Application:

- 1) IRS 501(c)(3) tax-exemption determination letter (if applicable).
- 2) Corporate resolution demonstrating authority to undertake the project and incur the liability of financing.
- 3) Completed SHP Pro Forma. (available under “Program Resources” at: <https://mainehousing.org/programs-services/housing-development/developmentdetails/supportive-housing-program>)
- 4) Site control documentation.
- 5) 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) all real estate assets that are in default or foreclosure with a lending institution or that are otherwise at risk of substantive financial problems.
- 6) A narrative that addresses each of the following items concerning the *project*:
 - a) name (common and legal);
 - b) legal address;
 - c) 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;
 - d) non-residential space; and

- e) all funding requested from MaineHousing and others.

- 7) Completed HUD Part 58 Environmental Review Checklist (Attachment B)

- 8) Either (i) a statement that neither the applicant, nor any principal or affiliate of the applicant, nor anyone who will be paid for work on the project has 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; or (ii) a description of any such relationship.

- 9) A certification that if the applicant receives funding, the applicant will comply with all reporting requirements as determined by MaineHousing.

- 10) Documentation for each of the scoring criteria as described below.

H. Scoring Criteria.

When appropriate, scoring will be based on comparisons between applications received under this RFP. Documentation received after the time of application will not be used in the scoring unless MaineHousing requested the documentation.

1. Extent to which the applicant will provide housing and services to vulnerable populations. (Max. 18pts.)

Applicants will be awarded **2 points per each unit** that will serve specific housing needs of vulnerable populations. A description of the plans to provide services to tenants is required. The degree of need of the populations served and the appropriateness of plans for providing services to tenants will be evaluated.

OR

Applicants will be awarded **3 points per each unit** that will serve either (i) persons who are chronically homeless as defined by HUD (<https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>) or (ii) individuals who have been residing in a homeless shelter for 180 or more days out of the last 365 days.

2. Development Team Capacity (Max. 12 pts.)

The development team may include consultants, design professionals, contractors and other real estate professionals. Development team capacity will be based on the following:

- a) financial, staffing and managerial capacity to develop housing projects within budget and timelines, including the current pipeline of projects in development;
- b) experience in owning, managing, and/or developing real estate assets;
- c) experience with public-sector housing development programs;
- d) experience addressing the service needs of persons experiencing homelessness and/or other vulnerable populations;
- e) partnerships with service providers developed in order to address the needs of the project's residents; and
- f) Applicant's history of successfully developing affordable or supportive housing in a timely fashion.

3. Readiness (Max. 10 pts)

Readiness scoring will be based on:

- a) Evidence of site control, such as a deed, purchase and sale agreement, or option; and a letter from the municipal code enforcement officer confirming that the proposed project complies with the local land use ordinances and is a permitted use within the applicable zone.
- b) Design and engineering documents prepared by contractors, engineers, and architects familiar with MaineHousing construction standards, including preliminary design, proposed scopes of work, conceptual site plans, floor plans, typical building elevations, recent photographs, specifications, and detailed cost estimates.
- c) Development budget demonstrating viability, reasonableness, and competitiveness in the local market.
- d) Appropriateness of anticipated development schedule

4. Additional Funding (Max. 7 pts.)

Applicants will be evaluated on the quantity, quality, and timeliness of leveraged funding (other than MaineHousing resources or project-based rental assistance) committed to the proposed project. Evidence of commitment including sources and timing for all leveraged funds for development capital or operations is required. In-kind resources (e.g. donated land) will be considered. Municipal and county American Rescue Plan Act funds will be given greater weight than other federal funds. Applicants will receive points for project-based vouchers from entities other than MaineHousing. Evidence of any federal, state, or local project-based rental assistance committed to the project to ensure the rents are affordable to extremely low-income families is required regardless of the source.

7. MaineHousing Priorities (Max. 3 pts.)

Applicants must describe which of the following Consolidated Plan priorities will be addressed and how:

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

I. Construction Standards

Projects must be designed and constructed in accordance with MaineHousing's *Quality Standards and Procedures Manual* (located on the MaineHousing website at:

https://www.mainehousing.org/docs/default-source/development/construction-services/2021-quality-standards-and-procedures-manual.pdf?sfvrsn=dc258915_6)

In addition to the standards, codes, and regulations covered in the MaineHousing manual, MaineHousing will require the following for rehabilitation of existing structures:

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, and
3. MaineHousing will conduct on-site inspections of rehabilitated units to identify deficiencies under HUD's Uniform Physical Condition Standards (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 all identified deficiencies have been, and are continually addressed. Please refer to **Attachment C: Uniform Physical Conditions Standards for Multifamily Housing** for more information.

Lead-based Paint. HUD's lead-based paint regulations apply to housing assisted with SHP funds. The following is required for rehabilitation activities assisted with these 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.
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. HUD's lead-free plumbing regulations apply to housing assisted with SHP funds. The following is required for rehabilitation activities assisted with SHP funds: 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 under this RFP that have Section 8 Project-based vouchers (PBVs). For projects using Section 8 PBVs, the ER is performed under the requirements of 24 CFR Part 58. Please see Attachment B for the Part 58 ER checklist.

When PBVs are used for a project, HUD's prohibition on taking choice-limiting actions applies to the project from the time that MaineHousing receives an application for HUD funding. In that case, prior to the completion of the Part 58 ER and environmental clearance for the project, 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. Participants in the development process for a project include the applicant for financing and a developer or sponsor of the project and any of their affiliates participating in the project, any construction manager, general contractor, or subcontractor, and any other consultant for the project. Other parties may also be participants in the development process for a project, depending on their role.

Choice limiting actions include, but are not limited to, the following activities. ***Please note:*** (a) the list below is not all-inclusive and (b) the age or physical condition of a building or other structure is not relevant in determining whether a choice-limiting action has occurred.

- Entering into, amending, extending or renewing an option agreement that does not comply with HUD's requirements

- Entering into, amending, extending or renewing a purchase and sale agreement
- Purchasing or leasing the project site, or any part of it
- Acquiring or granting an easement
- Entering into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) or a Housing Assistance Payments (HAP) Contract
- Purchasing or otherwise procuring construction materials for the project
- Going out to bid for any work relating to the project, including but not limited to construction, rehabilitation, demolition, or environmental remediation
- Demolition
- Environmental remediation, such as lead, mold, asbestos or soil remediation
- Utility or other infrastructure construction or installation, such as facilities for sewer, water, electric, gas, cable, Internet or telephone service, drainage, storm water management, and roads and sidewalks, etc.
- Excavation, earth removal, grading, paving, filling, clearing, dredging or draining
- Construction of new buildings or other structures and construction of any addition to an existing building
- Moving, rehabilitation, renovation, alteration, reconstruction, or replacement of existing buildings or parts of existing buildings
- Burying, replacing or relocating fuel tanks or converting a heating system on the project site or off-site
- Any other activity that has a physical effect on the land or buildings on the project site

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: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

Approved: 

Daniel E. Brennan
Director

December 14, 2022

ATTACHMENT A
2023 Supportive Housing Program Pre-Application

Applicant submissions to the MaineHousing 2023 Supportive Housing Program Request for Proposals must include this completed Pre-Application and be submitted prior to 5:00 P.M. Thursday, January 26, 2023.

Please submit completed Pre-Applications electronically to Kelly Purington, at kpurington@mainehousing.org, and send any questions to Don McGilvery, Construction Services Manager, at dmcgilvery@mainehousing.org or (207) 624-5721.

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 Information

Project Name:

Town/City:

Street Address:

Tax Map References:

Project Summary

Please provide a narrative that also addresses the following:

- How will this project improve housing quality, expand the supply of affordable housing, and/or help Maine people attain housing stability?
- 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
- Summary of any known or suspected environmental concerns.

Attachments

Include the following attachments, none of which require the services of an architect or engineer:

- a) Site location map (Google Maps or similar internet site location tool)
- b) Floor plans for existing buildings (may be found on broker's listing sheet or town tax assessment records)
- c) Proposed concept floor plans
- d) Conceptual building elevations indicating massing and fenestration
- e) Photographs of property from three angles at street access
- f) Gross square footage of the structure(s)
- g) Estimate of construction costs summarized on a per-square-foot and per-unit basis.
- h) Estimate of construction duration

Submit any existing 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.

ATTACHMENT B



CHECKLIST FOR HUD PART 58 ENVIRONMENTAL REVIEW
Required for the use of federal funds

| Area of Statutory or Regulatory Compliance | | Yes/No | If Yes, Please Explain | Required Documentation (note: unless otherwise specified, documentation is required regardless of the Yes/No answer) |
|--|---|--|------------------------|---|
| Historic | Is property known to be in or adjacent to a historic district or on the National Register of Historical Places? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | N/A |
| | Are there, or have there been, any building on property older than 50 years? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | N/A |
| | Are there any known archaeological sites on property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | N/A |

| Area of Statutory or Regulatory Compliance | | Yes/No | If Yes, Please Explain | Required Documentation (note: unless otherwise specified, documentation is required regardless of the Yes/No answer) |
|---|--|---|------------------------|--|
| Flood Management | Is any of the property within a special flood hazard area? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | FIRM https://msc.fema.gov/portal/home Map must include: <ul style="list-style-type: none"> • Site location clearly marked • Flood Designation • FIRM Number and Effective Date |
| Wetlands | Are there any ponds, wetlands, streams, rivers, or coastlines on or near the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | National Wetland Inventory Map https://www.fws.gov/wetlands/data/Mapper.html <ul style="list-style-type: none"> • Site location clearly marked |
| Coastal Zone/ Coastal Barrier Resource | Is property located within a coastal management zone? (see https://www.maine.gov/dm/mcp/about/coastal-zone-map.htm to determine if community is within a coastal management zone.) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Coastal Barrier Mapper https://www.fws.gov/CBRA/ <ul style="list-style-type: none"> • Site location clearly marked |

| Area of Statutory or Regulatory Compliance | | Yes/No | If Yes, Please Explain | Required Documentation (note: unless otherwise specified, documentation is required regardless of the Yes/No answer) |
|--|--|---|------------------------|---|
| Sole Source Aquifers | Is the Site on one of these islands off the coast of Maine (Islesboro, Monhegan, North Haven, Vinalhaven)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | N/A |
| Endangered Species | Will this project involve removal or trimming of trees greater than 3 inches in diameter? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, Site Plan showing planned tree work. |
| Wild and Scenic Rivers | Is the Site within 5 miles of the Allagash Wilderness Waterway? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Map showing distance from the site to the Allagash Wilderness Waterway Map must include: <ul style="list-style-type: none"> • Site location clearly marked • Measurement to Allagash in miles |
| Farmlands | Is the Site within an agricultural zone or is it currently-farmed land? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, need soil survey. https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm <ul style="list-style-type: none"> • Site location clearly marked |

| Area of Statutory or Regulatory Compliance | | Yes/No | If Yes, Please Explain | Required Documentation (note: unless otherwise specified, documentation is required regardless of the Yes/No answer) |
|--|--|--|------------------------|---|
| Noise | Is Site located within 1,000 feet of a major highway? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Map showing distance from the site to the closest highway. Map must include: <ul style="list-style-type: none"> • Site location clearly marked • Measurement to highway in miles |
| | Is Site located within 3,000 feet of a railroad? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Map showing distance from the site to the closest railroad tracks. Map must include: <ul style="list-style-type: none"> • Site location clearly marked • Measurement to railroad tracks in miles |
| | If within 3,000 feet of a railroad, are the railroad tracks active? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | If inactive, provide documentation of inactive status. |
| Airports | Is the Site located within 5 miles of a civil airport? (Portland, Bangor, Augusta, Presque Isle, Knox County, Hancock County) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Map showing distance from the site to the closest Civil Airport. Map must include: <ul style="list-style-type: none"> • Site location clearly marked • Measurement to airport in miles |

| Area of Statutory or Regulatory Compliance | | Yes/No | If Yes, Please Explain | Required Documentation (note: unless otherwise specified, documentation is required regardless of the Yes/No answer) |
|--|--|--|------------------------|--|
| Hazardous Operations | Are there any above-ground tanks within 1 mile of the Site containing petroleum products or chemicals of an explosive or flammable nature near the site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, Site Plan showing location of tanks, measured distance to site property line and closest building, size of tank(s) and probable contents of tank(s). |
| Contamination and Toxic Substances | Is there a completed ASTM Phase 1 ESA | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Phase 1 ESA |

ATTACHMENT C
Uniform Physical Conditions Standards for Multifamily Housing

|  | | |
|---|---|--|
| SHP Rehab Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation | | |
| <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 |

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| 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 | | |
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| 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 |

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| | 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 |

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| | | 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 |
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| Requirements for Building Systems | | |
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| 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) |

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| | <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 |

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| 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 | | |
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| 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 | |

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| 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 |

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| 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 |

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| | 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 |

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| | 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 | | |
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| 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 |

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| | 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) |

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| | <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 |

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| | 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 |

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| 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 |