



# City of Casa Grande

## 2016 Owner Occupied Housing Rehabilitation Guidelines (HRG)

Adopted by Council Motion on July 18, 2016  
City of Casa Grande Public Record by Resolution # 4996

# Table of Contents

Program Description	3
Goals, Objectives, Tools	4
Funding Sources	5
Eligibility Requirements	6
Geographic Map	7
Target Map	8
After Rehabilitation Value	9
Rehabilitation Standards/Codes/Ordinances	9
Marketing Policies	10
Staff/Administrative Structure	12
Application Process	13
Work Write Up	13
Cost Estimates	14
Pre-Construction Process and Timeline	14
Procurement Process	15
Work by Homeowner	17
Agreements, Construction Contracts, and other Documents	17
Pre-Construction Conference	18
Temporary Housing Policies	18
Rehabilitation Project Inspection	19
Change Orders	19
Payments and Warranties	19
Case Management and Tracking	20
Complaints and Appeals	20
Conflicts of Interest	20
CDBG Funding Projects Policies and Procedures	21
Subordination/Refinancing	23
Grievance Procedure-Exhibit A	25
Standard Specifications with Weatherization Requirements-Exhibit B	27

## Program Description

The City of Casa Grande (the City) administers the Owner-Occupied Housing Rehabilitation Program (OOHR Program). In addition, the City administers the Emergency Repair Grant, provides referrals and technical assistance to eligible homeowners.

The OOHR program is available to income qualified homeowners, to assist with their housing repair needs such as but not limited to the following: Leaking roof; plumbing system; heating and cooling system; electrical system, and foundation. Upon completion of the rehabilitation project, the home will meet all applicable building and zoning codes, weatherization and energy efficiency standards. These standards help preserve affordable housing stocks by extending the life of the units by 20-35 years.

Funding for the OOHR is derived from the Office of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Entitlement program, and the State of Arizona Department of Housing (ADOH) through the State Housing Fund HOME. In addition, the City seeks additional funding from the Tribal Nations to help fund the repairs of homes. The City administers the Program by providing funding assistance in the form of low interest loans, interest free deferred payment loans, and grants to rehabilitate owner occupied homes within the City limits. To qualify for this program, the total family income must not exceed 80% of median gross income. The Median gross income is based on the County's current median income which could change from year to year.

In administering the Program, priorities are given to the elderly, disabled and families with children. Recipients of the OOHR program receive post-rehabilitation counseling on the maintenance of the home and familiarity with the operation of any new appliances, mechanical and electrical systems, and heater and cooling units installed in the house. This is done to insure that proper maintenance of the unit is performed, and the homeowner becomes familiar with the operation of any new appliances, mechanical and electrical systems, and heater and cooling units installed in the house.

Technical assistance to applicants is in the form of:

- 1) Initial Inspections and writing up the Housing Characteristics,
- 2) Creation of Plans & Specifications specific to the repairs needed for the housing unit,
- 3) Preparation of the Bid proposals/cost estimates,
- 5) Assistance with the Building Permit process, and
- 6) Managing the project until its completion.

Another housing program provided by the City is through the Emergency Repair Grant. This program is available to income-qualified homeowners who have urgent housing repairs that need to be addressed without having to bring the home up to code.

## Goals

The goals of the Program are the following:

- 1) To provide safe and decent housing to low and moderate income homeowners.
- 2) To preserve the affordable housing stock in older neighborhoods.

The Housing Rehabilitation Guidelines (HRG) will provide a reference for housing rehabilitation projects in upgrading and preserving housing units while maintaining reasonable standards for health and safety of the homeowners.

## Objectives

1. To provide housing rehabilitation assistance to low and moderate income homeowners by causing properties to meet and comply with local, state and other applicable building, zoning codes, and housing standards, and;
2. To prevent slums and blight.

## Tools

The aforementioned goals and objectives can be properly implemented and accomplished by having the following tools available:

- 1) Properly trained rehabilitation services personnel to provide assistance to applicants from initial contact through completion of work and loan services.
- 2) Instituting a Temporary Housing Program to house families whose home is under construction through the Rehabilitation Program.
- 3.) Proper implementation of funds from a variety of sources, mainly: Housing & Urban Development (HUD), Community Development Block Grant (CDBG), State Housing Fund - HOME, Grants from the Tribal Nations (Gila River Indian Community and Tohono O'odham Nation), Community Action Human Resources Agency (CAHRA), and Housing Development funds (funded by local building fee set-aside). Any rehabilitation project (based on eligibility) may have one or any combination of funds/components to accomplish the goal of providing decent housing. The availability of these funds makes the following components possible.

## Funding Sources

### CDBG Funded

- a) Direct Payment Loans (DPL) - Based on eligibility (usually low income -80% of Area Median Income) and repayment ability. These loans can be as low as three percent interest rate and carry a maximum term of 20 years. Depending on repayment ability, interest rate can be higher and term can be shorter. No loan amount can exceed the maximum amount as determined by HUD. All loans will be secured by a Deed with flexible underwriting criteria. See page [21](#) for more details on Revolving Loan Fund.
- b) Conditional Deferred Payment Loans (CDPL) - a forgivable, non-interest bearing loan secured by a lien and promissory note. The note shall be forgiven at a rate of ten percent per year for ten years, as long as the dwelling is occupied by the owner or a qualifying immediate family member who has inherited the property and maintained it free of code violations. The unforgiven balance of the loan shall become due and payable upon the sale, exchange, or transfer of the property. The maximum amount allowed on a Deferred Payment Loan is \$30,000. Exceptions to this maximum amount may be approved by the Community Development Manager. Such exceptions would be based on the individual family's situation and necessary scope of work.
- c) Emergency Repair Grant (ERG) - A grant to eliminate a threat to life, safety or health.

Maximum allowed on an emergency grant is \$5,000 per dwelling. Exceptions to the maximum amount can be approved by the Community Development Manager, but will become a CDPL not to exceed \$12,000 and will be noted as Emergency CDPL. This grant may address all emergency conditions.

### HOME Funded

d) Grants, DPL'S and CDPL'S (same restrictions as CDBG described earlier in this document). Eligibility is based upon a household income below 80% of median income for Pinal County. Maximum amounts for any of the Grants and DPL's may vary, depending on level of funding received from Arizona Department of Housing. All homes assisted with funding received from the Arizona Department of Housing cannot exceed the maximum amount as determined by HUD.

### CAHRA Funded

h) CAHRA GRANT - Outright grants for maximum amounts determined by CAHRA, typically requires that the family's income does not exceed 100 percent of poverty level.

### Housing Development Fund

i) Approved by Council to create a "Local Match" fund to secure HOME & other Housing dollars that require a matching funds. Fund may be used to carry out activities for Housing purposes that are otherwise not eligible for reimbursement by HUD and ADOH guidelines.

\*NOTE: Any and all of the funds described above are subject to availability and conditions prescribed by the funding source. Additional funds may become available from time to time and will be disbursed as prescribed by the funding source.

### Tribal Nations Funds

j) Gila River State Shared Gaming Revenues Grants Program – funding from the Gila River State Shared Gaming can only be applied to direct construction rehabilitation cost of the project and not for administration cost.

k) Tohono O'odham Nation – funding from the Tohono O'odham Nation can only be used for direct construction rehabilitation cost and not for administration cost.

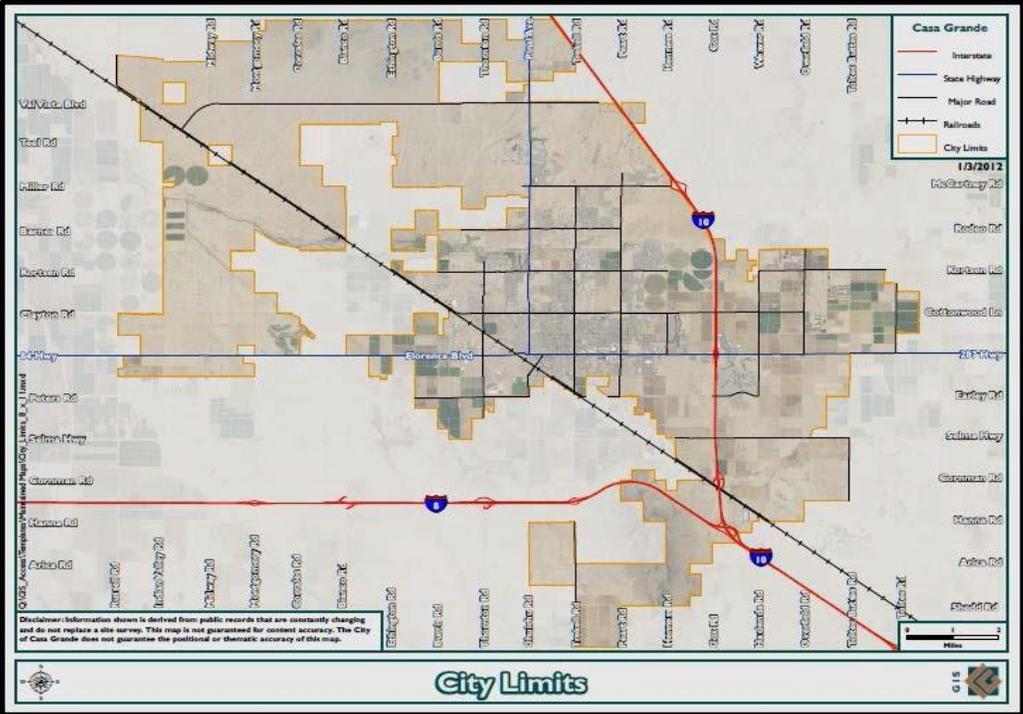
### Eligibility Requirements

- 1) The property to be rehabilitated must be located in the Corporate City limits.
- 2) The program must assist families at very low, low, and moderate incomes.
- 3) The property must be owner-occupied. In the case of up to a four-family dwelling, one unit must be owner-occupied.
- 4) The home must be suitable for rehabilitation under the time and monetary constraints of the program.

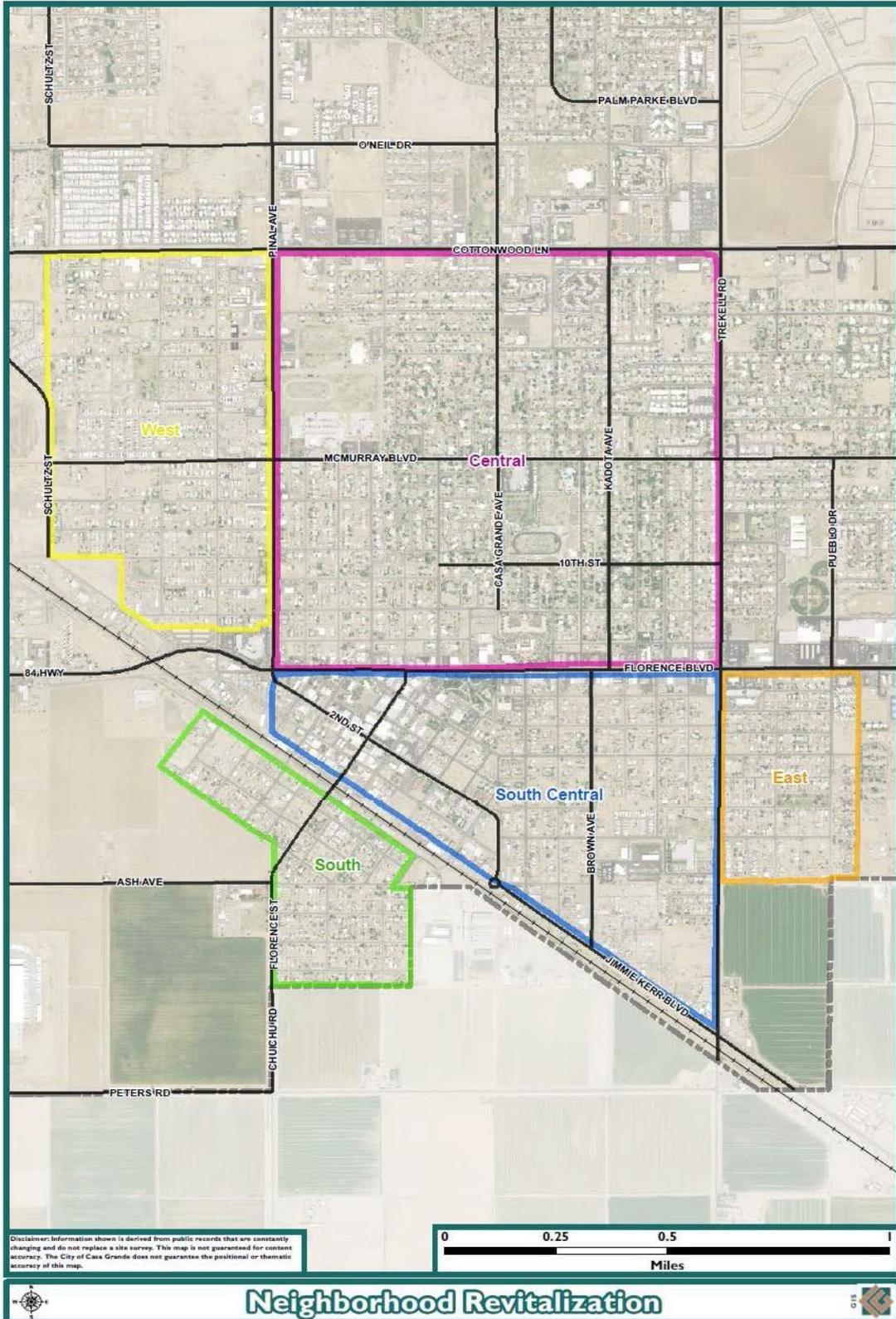
- 5) In some cases, if income exceeds HUD Income Guidelines, the Community Development Manager may determine the family eligibility (i.e. a portion of the annual income is obligated to long term medical aid and equipment.) Special equipment is needed for health reasons (i.e. air conditioning units) which increases housing expenses or any other adjustments approved by HUD.
- 6) The program will assist any eligible person, elderly, handicap, single head of household, families with children, within the designated area regardless of race, color, religion, marital status, handicap, etc.
- 7) Eligibility for loans, grants, DPL's, etc., is as follows:
  - CDBG - Grant, Direct Payment Loans (DPL), Conditional Deferred Payment Loan (CDPL) - up to 80% of area median income
  - HOME - Grant, DPL, CDPL - up to 80% of area median income
  - CAHRA - 100% poverty level (depending on funding source)
  - TRIBAL NATIONS- As budgeted

**GEOGRAPHIC AND TARGET AREA MAPS**

The attached map reflects the Corporate City limits of Casa Grande and the designated Neighborhood Revitalization areas where special emphasis will be placed on redevelopment activities.



Current Priority Target Areas: West, East, Central, South and South Central areas as shown on the map or as directed by City Manager and Council.



## After Rehabilitation Value

Council has adopted the level of rehabilitation assistance with the understanding that, with the use of Housing and Urban Development and Arizona Department of Housing funds, the property value after rehabilitation may not exceed 95% of the median purchase price for the area based on the FHA single family mortgage program data and other nation-wide sales data, currently set at **\$181,000, as of May 2, 2016**. Mortgage maximums as published by HUD <https://www.hudexchange.info/onecpd/assets/File/FY-2016-HOME-Homeownership-Value-Limits-Methodology.pdf> for single-family properties in Pinal County.

After-rehabilitation value must be established prior to any work being performed. The after rehabilitation value may be established by one or more of the following methods:

1. Estimates of value: Estimates of value by the sub-recipient may be used. Project files must contain the estimate of value and document the basis by which the value estimates were derived. (An example is a Real Estate Broker's price opinion with supporting comparable property values, and sales or property values or by using comparable sale prices from <http://www.zillow.com>; <http://homes.yahoo.com/home-worth/result.html>; <http://www.realestate.com/homevalues/>; and <http://www.myazhomeprice.com/homeeval.asp>).
2. Appraisals: Appraisals, whether prepared by a licensed fee appraiser or by a staff appraiser of the PJ, may be used. Project files must document the appraised value and the appraisal approach used.

## Rehabilitation Standards/Codes/Ordinances

All current City of Casa Grande building and construction codes, as well as the City Zoning ordinance and Flood Prevention ordinance, are adopted as part of these Rehabilitation standards unless the standards contained herein exceed them or the City building and construction codes are silent on the issue. The scope of work must comply with all the above-stated codes/ordinances, particularly if additions to the home are necessary and setback requirements are to be followed.

In addition, the City has incorporated the weatherization requirements as part of the Standard Specification with Weatherization Requirements, (see Exhibit B), energy conservation measures, and abatement of hazardous materials (i.e. lead-based paint) as prescribed by HUD or State adopted HUD Lead-Based Paint Regulations. Information and/or brochures on Lead-Based Paint Regulations are available at the Community Development Division upon request.

The program will incorporate energy efficient retrofitting wherever possible. Examples of this might be:

- Use of low Volatile Organic Compound (VOC) paint.
- Installation of additional roofing or exterior/interior wall insulation to Energy Star Standards/City adopted IECC Codes.
- Replacement of water heater with Energy Star or solar unit.
- Replacement of HVAC with high efficiency Energy Star unit.
- Replacement of windows, with dual pane, low e glass, Energy Star windows.
- Installation of Low Flow water fixtures.

- Installation of Energy Star lighting fixtures and ceiling fans.
- Installation of Compact Fluorescent Light bulbs.
- Mitigation of structural air leakage.

General property improvements are also included to upgrade the physical appearance of the home and the neighborhood as a whole.

See the Standard Specification with Weatherization Requirements (Exhibit B) for more detail.

THE FOLLOWING EXAMPLES OF WORK CANNOT BE CONSIDERED PART OF REHABILITATION:

- 1.) Items that exceed the quality of products as specified in Exhibit B, i.e. upgraded carpet/tile (U.M.44 FHA rated only).
- 2.) Luxury items not considered a necessity, i.e. fireplaces, swimming pools, etc.
- 3.) Additions for family rooms, recreation rooms, etc. (bedroom additions will be considered based on family structure and over-crowding in existing house).

## Marketing Policies

### Marketing to Applicants

The Owner Occupied Housing Rehabilitation Program in Casa Grande is founded on the premise of helping those who want help. Thus, the participants in the program are completely voluntary. The Community Development Division, however, makes every possible effort to inform and promote program awareness to the community. Although word of mouth has been the strongest means of program promotion, other means are used such as the following: developed flyers in both English and Spanish, advertisement in the local newspaper (Casa Grande Dispatch). Flyers are delivered door to door, and a brief notice of the program is inserted in the City Sewer and Trash bill, all of which are handicap accessibility accommodations. The Division also coordinates with the City's Public Information Office to host a Community Development Program show on the local cable channel. Community Development Division also has a network for referrals from 1) local utility companies - (i.e. the power company will advise that they have disconnected service at a particular address because the service is so inadequate, it creates a health/fire hazard), 2) the Building Division - (i.e. homeowner trying to do repairs himself/herself and lacks the funds or expertise to do the work), 3) Code Enforcement Officer - (i.e. during the course of inspections regarding a junk car, he/she observes a broken sewer line, leaky roof, etc.).

All promotional materials and other marketing tasks are done by the rehabilitation staff whenever possible on an on-going basis. Some tasks may have to be contracted out if they require professional printing services, or work load impedes housing rehabilitation staff from their duties to conduct a comprehensive door to door housing stock study/marketing plan. It is recommended that such comprehensive studies be conducted every 10 years (similar to the Census) to determine and physically locate and evaluate each dwelling unit in the targeted areas. The results of a study of this scale help provide the Division with the information necessary to assess existing programs and services, and implement new ones if necessary to achieve desired goals.

The Community Development Manager will be responsible for ensuring that all marketing costs are within the approved funds budgeted amount. Other than the isolated contractual tasks, marketing on an on-going

basis will be part of Rehabilitation Services costs.

The Community Development Manager or his/her designee is also responsible for the translation and complete review for accuracy and clarity of the contents of any marketing materials. All marketing materials will include the fair housing and non-discrimination clause.

### Marketing to Contractors

The OOHR Program follows the procedures for procurement and contracting as directed in the handbook distributed by the State Department of Housing. This handbook and any updating information/additions to the same (Informational Bulletin's) are kept by the staff Community Development Manager and are available for review and reference by any interested person(s).

It is standard procedure to advertise for rehabilitation bids in the local newspaper (Casa Grande Dispatch) and on the City's Official Website.

The Division Manager also keeps a list of qualified licensed and bonded contractors. These contractors are notified either by e-mail, telephone or in person of any jobs that may be out to bid.

Every effort is made to obtain a minimum of three bids for each house. Minorities, small business, and women owned firms (using MBE, WBE, etc.) are encouraged to bid.

It is also common to refer to the yellow pages as they are updated, and invite new companies to submit an application to be included in the list. A simple application can be obtained from the Community Development Office and, once completed, Community Development Staff verifies all the information therein, and determines eligibility. The application information includes Contractors License number, Tax I.D. Number, insurance certificate, City Business License, and references. The contractor is also required to register in Sams.gov.

### Marketing to General Public

The City of Casa Grande makes its initial effort to promote program awareness to the general public by announcing the amount of allocation through the local newspaper and inviting the public to comment at scheduled public hearings held prior to beginning of program year, July 1 to June 30.

An update as to program accomplishments is often included in the City's annual report to the citizens (an annual bulk-mailing that reaches every household in the City), press releases, City sponsored-publications, neighborhood meetings and periodic updates in the local media and to the City Council.

### Staffing/Administrative Structure

All work related to the Administration of the program is done in-house and Rehabilitation Services for the program are done either in-house or by a hired consultant.

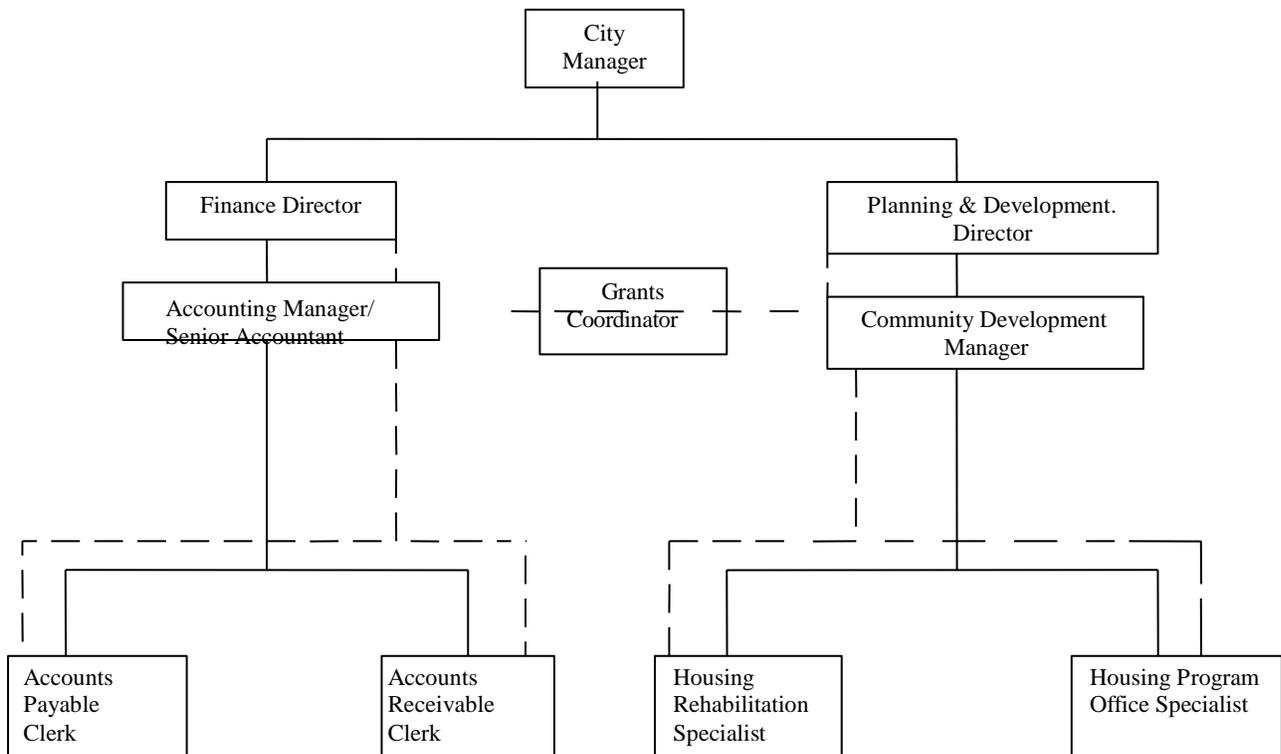
The Community Development Manager is responsible for all Council presentations and requests, which pertain to the use of Grant Funds. The City Staff is responsible for writing all grant applications for submission to the funding agencies. The Community Development Manager is also responsible for all correspondence with all funding agencies (Office of Housing and Urban Development (HUD) and the Department of Housing (ADOH), Tribal Nations and other agencies. Staff will correspond and coordinate with the Finance department who is responsible for the day-to-day record keeping, program income, payables and receivables, and final audit. All personnel involved in the financial and technical

implementation of the Program are skilled in their particular field of expertise. Additional training for financial staff is supplied and paid for with City funds. Technical staff receives additional training and keeps informed of new regulations, guidelines, innovative programs and strategies by attending workshops and training sessions paid for with grant monies.

Current staff of 2.5 FTE handles an average load of approximately 10 to 15 units per year. At this rate approximately 1560 inspections are necessary with approximately 10 loans being serviced.

The following diagram illustrates the relationship between the various staff.

### Staffing/Administrative Structure



## Application Process

The Community Development Division (Division) staff assists the applicant in the preparation and review of the application to ensure accuracy of information. The applicant will sign a Privacy Act Statement giving the Community Development Manager permission to verify all information in the application. Confidentiality will be ensured by keeping the information in locked files in the Division. The Community Development Manager or her/his designee will verify all income via letter from Social Security, Veteran's Administration, Employer's V.O.E.'s, check stubs, tax forms, etc. Income may be in the form of all wages, financial assistance from Social Security, Veterans Administration, Arizona Department of Economic Security, alimony, child support, unemployment, and any income from any other source.

Third party income verification should be used whenever possible.

The Community Development Manager or her/his designee will also verify ownership by ordering a preliminary title report and review County Assessor's records. All persons occupying the house including permanent extended family, i.e. elderly parents, single children with children are considered "family or household". (In the case of more than one family per unit, every effort is made to provide the non-owner with home ownership opportunity through another program to decrease over-crowding.)

Prior to the formal application being approved, two eligibility determinations are made.

- 1) Family - based on income and home ownership
- 2) Property - feasible for rehabilitation

There is no ranking process for the applications. The program operates on a first qualified first served basis; however, if an emergency situation is found at the home, it is given priority. Additionally, priorities are dictated by the funding sources, i.e. elderly/disabled/families w/children, etc. The Community Development Manager is responsible for approval/disapproval of each application. This is normally done in person with formal application and certifications within 4-6 weeks.

Additional qualifiers/conditions will require that all property taxes and sewer and trash bills are paid and that a homeowner's insurance policy is in effect.

Applicant is recertified if program eligibility was taken more than six (6) months prior to receiving housing service. Recertification includes income verification and any other types of income changes, homeowner's insurance verification, current mortgage statements, and any household changes.

The City also provides assistance to non-English speaking individuals when needed. The Application form can be downloaded from the City Website at [www.casagrandeaz.gov](http://www.casagrandeaz.gov). The Community Development Division office is handicap accessible.

The Wait List procedure includes all qualified applicants. Priority is given to the elderly, disabled, families with children, and others.

## Work Write Up

The work write-up is prepared by the Housing Rehabilitation Specialist. The Rehabilitation staff are experienced in construction, drafting and inspection fields and required to keep abreast of the latest code requirements, construction methods and materials and, particularly, historic preservation. It is important in

our program, to preserve the architectural features of a particular era. The finished product shall complement the surrounding area. Therefore, it is necessary that this staff has the knowledge and the skill to identify a particular feature, determine if it is repairable, and what products are available to accomplish this task. In a case where code and preservation conflict, the work shall be done to code but every effort will be made to provide the "look" of a particular feature, whether structural or nonstructural.

The Community Development Manager is responsible for reviewing the accuracy of the work write-up and the homeowner will approve final work write-up. The work write-up will call for items that meet code as per the Rehabilitation Standards and will specify sizes, location, etc. The work write-up may be accompanied by a set of plans complete with construction details. The plans will identify all areas of the house and approximate dimensions, door and window locations, etc. The work write-up can be specifically cross-referenced. Example:

- 1) The plans will show the layout and dimensions of the house, i.e. bedroom #1, bedroom #2, kitchen, living, bath, etc.
- 2) The work write-up has detailed description of the work involved, i.e. Bedroom #2 and specifies all work to be done, i.e.
  - a. Replace deteriorated paneling in north wall with 1/2" gypsum board, finish, texture and paint with (brand) or equal to full coverage (owner to select color)
  - b. Replace existing passage door locks with new privacy locks (Kwik-set or equal).

When changes are made to the specifications after bid openings, a change order will be prepared and will be approved by the homeowner, Housing Rehabilitation Specialist, contractor and Community Development Manager.

Although a standard set of forms is used to complete the work write-up, the work and materials will be individually tailored for each dwelling unit.

### Cost Estimates

The Housing Rehabilitation Specialist is responsible for the preparation of a cost estimate for each job. In addition to the experience and training previously mentioned under work write-up, this staff must also keep abreast of the economic conditions in our area in regard to the construction trades including but not limited to: availability of qualified contractors, materials and labor costs. Training for Housing Rehabilitation Specialists is provided by City and Grant funds depending on availability of sessions and resources.

The Housing Rehabilitation Specialist has a cost estimating software that is updated periodically to reflect any changes in the area.

The Housing Rehabilitation Specialist will prepare a cost estimate for each individual dwelling based on scope of work and technical specifications as determined in the work write-up. The cost estimate will include all cost for materials and labor as well as cost for permits, clean-up, and overhead and profit.

### Pre-Construction Process and Timeline

The City of Casa Grande has adopted a formal bid process for the Rehabilitation Program. During the initial interview, the homeowner(s) is made aware of each step of the process, the details for each step, and the time frame between such steps. For example:

- a. Two weeks from the approval of application, the Housing Rehabilitation Specialist will schedule an

appointment for a detailed initial inspection.

b. Two weeks from initial inspection, a consultation with the homeowner to approve specifications and plans, and a discussion of allowable items/non-allowable items, warranties, etc. will be scheduled.

c. Upon the homeowner's approval of specifications and plans, a bid will be advertised in the local newspaper and on the City of Casa Grande Website. Contractors on the City Vendors' List, "Bid Group", will receive the bid information via E-mail.

d. In the following two weeks, a contractor's "walk-thru" to inspect the house prior to the bid will be scheduled. Contractors are required to attend the walk-thru in order to participate in the bidding of a project.

e. Two weeks after the bid advertisement, a formal sealed bid opening will take place. Contractors, homeowners, Rehabilitation staff, and any other interested persons (attendance is documented as witnesses) may attend the bid opening.

f. A conference is held with the homeowner prior to the bid award followed by owner's acceptance of the bid.

## Procurement Process

The Community Development Manager or his/her designee keeps an updated list of qualified (license/bond verified with Registrar and insured) contractors, who are notified in writing, telephone, or in person of any bid invitation. This is in addition to the newspaper legal advertisement.

New contractors are invited to submit an application to be included in the list. All information in the application will be verified by the Community Development Manager or her/his designee, prior to the bid opening and award, to protect the homeowner and the Program from any liabilities, lack of warranties, or poor workmanship.

The Program may advertise more than one dwelling for bid at a time, depending on case load. The sealed bid process will remain the same for the individual houses.

### I. Bidding Process (excerpt from "Procedures for Contractors", available at the Community Development Division upon request)

1. Request for Bids: Notice of Requests for Bids is advertised in the legal notice section of the Casa Grande Dispatch, generally two (2) weeks prior to the date of bid opening. Notice is also advertised on the City Website and an e-mail is sent to those contractors on the "vendors list".

2. Pre-Bid Conference/Walk-Thru: The Housing Rehabilitation Specialist will arrange a date and time to conduct a walk-thru of the house with all interested contractors to discuss all specifications and plans. Contractor's attendance at the pre-bid conference/walk thru is required in order to participate in the bid.

3. Bid Submission: Submit proposals for each project in a sealed envelope with the owner's name and

address and the Contractor's name clearly shown. Return all specifications and drawings along with the proposal. Fill out bid forms completely. Bids must be delivered by the time indicated; late bids will not be accepted.

4. Notification of Bid: All contractors who have submitted a bid will be informed by a letter from the Housing Rehabilitation Program Administrator of the bid awards. The letter will include protest procedures/grievance procedures.

5. Specification Changes: Bid projects as specified. Changes (if any) in specifications will be provided to all bidders as an addendum to the original specifications at least three (3) days prior to bid opening date by the Housing Rehabilitation Specialist.

6. Codes and Standard Specifications: The Contractor is responsible for knowledge of the City's adopted building codes and all applicable HUD, State and Housing Standard Specifications. All work must comply with these standards. The work specifications may, on occasion, exceed the minimum requirements.

## II. Bid Awards

### 1. Bid Award

Bids are awarded by the homeowner; however, Community Development Staff will recommend the award be made to the lowest qualified bidder. The Community Development Manager reserves the right to reject any and or all bids for reasons including but not limited to the following:

- A. The Contractor is not licensed or has had his license suspended or has been barred from projects involving certain funding sources (i.e. HUD).
- B. The Contractor is not able to proceed with the project in a timely manner due to other commitments.
- C. The bid submitted is more than **15%** below Housing Rehabilitation Specialist's cost estimate and, in the Housing Rehabilitation Specialist's judgment; the Contractor will not be able to complete the project as specified for the bid price.
- D. The Contractor has failed to complete past projects in a timely or workman like manner or has failed to respond appropriately to requests for warranty service.
- E. The Contractor has failed to provide lien waivers as required or has had mechanic's liens filed by suppliers or subcontractors on past projects.
- F. Bidding forms are improperly filled out or incomplete.
- G. All bids submitted are more than **15%** above the Housing Rehabilitation Specialist's cost estimate.

2. Owner Bid Rejection: The Owner may reject any or all bids without cause subject to the following provisions:
  - A. The Owner may choose to reject the lowest qualified bid recommended by the Community Development Manager and select a Contractor other than the lowest bidder if the Owner is willing to provide payment from his/her own fund an amount equal to the difference between the low bid and the selected bid.
  - B. The Owner may reject all bids at any time up to three working days after the contract is closed.
3. Delays in Awarding Contract: Generally the contract will be closed and work will begin within thirty days of the date of bid submission. If thirty days have passed since submittal of bids and no contract has been signed, the Contractor has the option of:
  - A. Honoring the original bid.
  - B. Withdrawing his/her bid.

If the Contractor chooses to withdraw his/her bid, the project will be offered to the next qualified low bid or a new bid process will begin. The Community Development Manager reserves the right, with the owner's concurrence, to negotiate any bid.

### Work by Homeowner

Work by homeowner is not allowed for HOME and CDBG rehabilitation program. The intent of this restriction is to avoid any question or misinterpretations of warranty items and workmanship warranty in future "call-back" notices. The Contractor is made responsible for any damages, theft or materials, etc. at the house until the house is completed. Therefore, any labor other than which the contractor is responsible is not allowed. There may be some exceptions but only related to general property improvements, i.e. landscaping. These exceptions must be approved by the Community Development Manager.

Please refer to the Rehabilitation contract for additional conditions/restrictions for homeowner and contractor.

### Agreements, Construction Contracts, and other Documents

All forms used for the construction contract between homeowner and contractor, agreements and other documents are available at the Community Development Division such as the following:

- Work Write-up,
- Specifications,
- Warranties, Provisions, Conditions and Restrictions for both parties.

Other forms used before, during and after construction are also available at the Community Development

Division upon request which include and are not limited to:

- Application,
- Contractors Qualification,
- Procedures & Bid Package,
- Privacy Act Statement,
- Characteristics of Property,
- Bid Proposal or Package,
- Bid Advertisement,
- Bid Opening Form,
- Contract,
- Notice to Proceed,
- State-Adopted HUD Lead-Based Paint Regulations Form and Brochure,
- Environmental Review,
- Truth in Lending Disclosure Statement,
- Consent to Deed,
- Deed of Trust,
- Promissory Note,
- Notice of Opportunity to Rescind Transaction,
- Public Body Certification as to Compliance with Truth in Lending Act,
- Authorization to Disburse Funds,
- Inspection and Disbursement Orders,
- Lien Waivers,
- Certificate of Release and Final Payment Statement,
- Certificate of Owner's Acceptance,
- Certification of Final Inspection,
- Disposition of Funds,
- Rules and Conditions for Temporary Housing,
- Check List for Temporary Tenants, Grievance Procedure.

All of these listed forms apply to all Government funded projects. Additional forms may be necessary

depending on what other sources of funds may require for documentation, i.e. a project funded by CDBG, HOME and Tribal Nations will also contain application, budget form, promissory note, etc., as applicable.

A check list is retained in each individual file noting all these documents and additional documentation such as income verification, property tax statement, title report, title insurance, etc. This check list will reflect the type of documents included in each file and will note those that do not apply as "N/A". Each file will contain a Deed and Promissory Note unless it was strictly funded with unconditional grants.

### Pre-Construction Conferences

As previously mentioned, a pre-construction conference with the homeowner occurs prior to any bid advertisement. Once the homeowner agrees to and understands the scope of work that will be performed, the work that will NOT be performed, and time frame for construction, temporary housing, etc. a bid advertisement will be made.

The Housing Rehabilitation Specialist will hold additional pre-bid conferences at the property with the prospective contractors and homeowners present. This provides an opportunity to answer any questions regarding the work and prevent misunderstandings between all the parties involved.

### Temporary Housing Policies

Temporary housing is provided if it is determined by the Community Development Staff that there is a need for the homeowner to move out of their unit while work is being done to the house. Every effort is made to cater to the families' individual needs (i.e. ADA accessibility for the elderly and handicapped, families with children).

Staff will insure that all temporary housing units are in "move-in" condition; this will be verified by both staff and Rehab participant following a check list during a "walk-thru" of the unit prior to occupancy. The program participant will be aware of rules and conditions for Temporary Housing and will sign acknowledgement and receipt of said Rules and Conditions.

In situations where the Program Participants opt to not use the temporary housing unit, (i.e., elderly staying with family), the Program may cover the costs associated with storage of their belongings.

### Rehabilitation Project Inspections

Inspections during the course of construction will be performed by qualified City Building Inspectors to ensure that all work complies with the applicable building codes. Building Inspectors are required to be certified in their field and training is provided for with City funds.

In addition, the Housing Rehabilitation Specialist will conduct daily inspections to ensure and monitor progress, identify any problems that may need to be addressed through a change order, insure compliance with HUD requirements and non-code items. This staff member is also experienced in the inspection field and training is provided with Grant Funds.

An inspection and disbursement order is completed by the Housing Rehabilitation Specialist, signed by the contractor and approved by the Community Development Manager. This order reflects the percentage of work completed to date, amount of draw, and contract balance.

## Change Orders

A change order may be requested by the contractor for circumstances which were not included in the original work write-up, due to unforeseen safety or code violations. The contractor must have written approval from the Housing Rehabilitation Specialist before undertaking any change order work. All change orders must be approved by the Community Development Manager. The homeowner must be informed of any changes to the contract or other problems encountered during the rehabilitation work and sign the change order form.

## Payments and Warranties

The Inspection and Disbursement Order, when signed by the contractor, constitutes a Request for Draw. The Housing Rehabilitation Specialist will inspect the job to determine percentage of work done and certify same by signing the Inspection and Disbursement Order. The Community Development Manager will determine amount of draw to insure a minimum of ten percent retention and approve payment.

The Community Development Manager will submit a Purchase Order to the Finance Department bearing the Manager's signature of approval. The Inspection and Disbursement Order is considered the back-up documentation.

The Finance Department will issue a check for the requested amount and give it to the Community Development Manager. The Community Development Manager or her/his designee will copy the check for file documentation and will release it to the contractor upon receipt of required lien waivers.

Typical progress payment schedule:

- 20% upon completion of at least 30% of contracted work.
- 40% upon completion of at least 50% of contracted work.
- Up to 80% upon completion of approximately 100% of contracted work.
- Balance upon issuance of Certification of Final Inspection and Owner's Acceptance.

All labor and materials furnished by the contractor are covered by a one (1) year warranty. Homeowners sign a Certificate of Owner's Acceptance of Work and Authorization of final payment.

## Case Management and Tracking

The Community Development Manager is responsible for reporting procedures and for the maintenance of all case files.

The Housing Rehabilitation Specialist maintains a progress chart (bulletin board) on each dwelling under construction.

Community Development Manager or his/her designee reports progress to funding sources and City Administration on a monthly basis or as required.

The Community Development Manager or his/her designee is also responsible for all performance reports to

the Arizona Department of Housing and input accomplishments in IDIS for HUD including but not limited to family and contractor profiles (minority, handicap, etc.) and for the maintenance of current log of all properties that have participated in the Rehabilitation Program.

### Complaints and Appeals

The applicant(s) and contractors are informed about the complaints and appeals process. Each will need to sign and given a copy of the Grievance Procedure. In the event of a disagreement between homeowner and contractor with respect to rehabilitation work, the Housing Rehabilitation Specialist will mediate all disputes. If this arbitration is unsatisfactory, appeal may be made by either party to the Community Development Manager for determination. This appeal process does not preclude property owner and/or contractor from appealing to other parties they deem necessary, i.e., City Manager, HUD, etc. (please see formal Grievance Procedure, attached hereto as Exhibit A and incorporated herein by this reference.)

### Conflicts of Interest

In accordance with City policy, State Statute, and Federal Law, employees at all levels shall, at all times, be free from any interest, influence, or relationship that might conflict or appear to conflict with the best interests of the City in the administration of funds distributed pursuant to these guidelines. The general rule is that no persons described herein who exercise or have exercised any functions or responsibilities with respect to funds distributed pursuant to these guidelines or who are in a position to participate in a decision making process or gain inside information with regard to such activities may obtain a financial interest or benefit from the activity, or have an interest in or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family (to the third degree of affinity or consanguinity) or business ties, during their tenure or for one year thereafter. These provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City.

To the extent permitted by state guidelines and federal law, conflicts of interest may be waived provided that (a) all information relating to the conflict is publicly disclosed, (b) the City Attorney provides an opinion that the matter does not pose a conflict that would violate state law, and (c) to the extent required, prior approval by the administering state or federal agency is obtained.

In the event of any conflict, potential conflict, or request for waiver, the party to which the conflict applies shall promptly note, in writing, the specific facts giving rise to the potential conflict and fully and frankly discusses the matter with the appropriate supervisor and the Planning and Development Director to determine whether a conflict exists. The Planning and Development Director shall, prior to making any determination that the matter does not pose a conflict or that the conflict is appropriate for waiver, discuss the matter with the City Attorney and City Manager. No waiver shall be granted or matter deemed to not be a conflict without the written concurrence of the Planning and Development Director, City Attorney, and City Manager (or their designees), unless the matter is deemed to not constitute a conflict. Pursuant to this paragraph, in no event should an employee or agent participate in the decision or action regarding the request or action.

### CDBG Funded Projects Policies and Procedures

## Revolving Loan Fund

The City of Casa Grande administers a HUD approved Revolving Loan Fund using CDBG funds. Proceeds from this fund (loan repayments-Program Income) are restricted to Housing Rehabilitation activities with all applicable Federal Rules and Regulations including the expenditure of all Program Income prior to drawing down of any open/current CDBG award.

## Policies and Procedures

Direct Payment Loans (DPL): Customized to applicants needs/repayment ability. The flexible underwriting criteria used by the Community Development Manager includes HUD recognized ratios (Housing costs not to exceed 30%) and adjustments (on-going medical cost such as insulin, oxygen, etc.). The Program has no restrictions regarding mortgage positions but close attention is paid to instances other than 1<sup>st</sup> position not only for repayment ability but to place the rehab loan in a more advantageous position. Therefore, the program will, if funds are available from any source, consider a pay-off of any existing mortgage, particularly a high interest loan that may hinder affordability.

Conditional Deferred Payment Loans (CDPL): Also customized to applicants needs/repayment ability. This type of loan is typically used in every project, often combined with Grants and Direct Loans to achieve affordability while maintaining Program minimum standards (code) and quality product.

Loan Documents: All loans are secured with a Promissory Note and Deed of Trust. Depending on the individual property owners, additional documents may be required by the Title Company issuing the Preliminary Title Report and Title Insurance Policy to insure clean title.

Recording Procedures: Completed documents are submitted to the Title Company for review, proper recordation, and issuance of Title Insurance Policy. Recorded documents are returned to the City, and copies of all documents are given to homeowner, City Clerk and project file.

Loan Servicing Procedures: The City's Finance Department provides loan-servicing tasks to the program. The Community Development Division provides loan set-up documents to the Finance Department, which includes copies of all Promissory Notes bearing 1.) Loan amount 2.) Term 3.) Interest rate and amortization schedule. In the case of CDPL's, the Promissory Note includes conditions and rate and term of deferral.

The Finance Department sets up individual accounts and services in the form of monthly billing and collects and credits payments to the individuals account. The City may, at its discretion use the services of a Title Company to service any and all loans.

The Finance Department will promptly notify the Community Development Division if any loans have been paid off. The Community Development Manager will prepare the necessary lien release/Satisfaction of Mortgage for the City Manager's signature and forward to County Recorder's Office for recordation. Copies of recorded releases are kept at the City Clerk's office and individual project file.

Delinquencies: The Finance Dept. will issue monthly status of accounts to the Community Development Division. Community Development Staff will schedule a meeting with any homeowners that are delinquent in their payments (usually a home visit). A current income/debt budget will be prepared and causes of non-payment will be documented (illness, death, job loss, etc.). A complete report of findings is reviewed by the Community Development Manager to issue a recommendation for City Manager's approval. The

City Attorney and Finance Director will assist in determining the best course of action to cure the delinquency. Recommendations may include: re-writing of the loan, loan moratorium, conversion to CDPL, or conversion to Grant. In no instance, where a genuine problem/need is identified, will the City enforce conventional financial interest over the provision of Affordable Housing for those in need. If the findings disclose that the family no longer needs/occupies the house and has disregarded the loan obligation(s) for unjustified reasons; the recommendation may be foreclosure to make this unit available to another qualifying family in need of Affordable Housing.

Program Income (PI): All monthly payments and early pay-off amounts received from CDBG funded direct loans or conditional deferred loans are documented as Program Income (PI)/Revenue to the current open CDBG Housing Rehab Grant. The Finance Dept. provides a monthly PI Revenue report to the Community Development Staff, and amounts received are entered in the Integrated Disbursement Information System (IDIS) of the Office of Housing and Urban Development. Revenue and expenditure reports are available for monitoring/auditing purposes to funding sources. Additionally all grant funds and program incomes are included in the City's annual audit. Audits are also submitted annually to the funding source.

### Homeowner's Insurance & Property Taxes

Home Insurance: Verification of homeowner's insurance is part of the qualification process as required by the funding sources and the City's policies in order to protect the financial interest of all involved.

Upon agreement/acceptance of the proposed financial package, the homeowner will be directed to contact the insurance company and add/include the City of Casa Grande as mortgagee prior to closing. Proof of coverage for an amount no less than the total amount of financial assistance is required.

The insurance company will mail renewal notices (premiums due) to the homeowner and to all lien holders (mortgagees). Community Development Staff will contact the family to verify their receipt of renewal notices and request verification of payment (new policy). In the event that payment was not received the insurance company will issue a notice of cancellation to homeowner and all lien holders. At this point the Community Development staff will investigate the reasons for non-payment and notify the Community Development Manager if the family is unable to pay the required premium before cancellation date. The Community Development Manager will insure that a homeowner's policy is in effect to protect the financial interest by providing payment of premiums due. These premiums will be added to the outstanding balance of the loan and all terms and conditions for repayment will apply.

Property Taxes: County data base including Treasurer's Property Tax records are readily accessible through the City's Information Technology System. Community Development Staff will check all properties with outstanding direct or deferred loans. This process will take place bi-annually in October and in May of the following year when the first and second halves of taxes are due, respectively. In the case of non-payment, Community Development Staff will follow the same process as non-payment of insurance as described above. Exceptions to insuring payment may be recommended by the Community Development Manager in the event that the amount of property taxes due greatly exceeds the balance of the outstanding loan and only after family's situation/needs have been carefully considered. In all cases, homeownership responsibility counseling will be provided to the family to stress self-sufficiency beyond the term of the loan.

Typically, the risk of non-payment is higher when the City's interest is in first position since conventional

first mortgage impounds/escrows for both taxes and insurance. The City may at its discretion, create impound/escrow accounts to cover either or both taxes and insurance, particularly in cases where a direct loan (monthly repayments) has been awarded with a first mortgage position.

## Subordination/Refinancing

### Before Rehabilitation

All loans are secured with properly recorded Deed of Trust or other security instrument(s). The Community Development Manager is responsible for determining the appropriateness of any security document's position. Particular attention is paid when there is an existing mortgage in first position that is not being refinanced and various funds are used for the rehabilitation. The funding sources may, in some cases determine the lowest, subordinate position allowed; and/or types of encumbrances that may be allowed in senior positions.

### After Rehabilitation:

It is not unusual to receive request for subordination from equity/refinancing lenders during the term of repayment or recapture. Our homeowner education/counseling program includes a "beware of predatory lending practices" and a "protect your equity/investment" section, in an effort to increase the homeowner's knowledge regarding any future transaction.

It is our policy that any subordination request from a lender will not be considered until such time that complete documents describing loan amounts, terms, interest, and purpose of the loan (refinancing exist. debt, cash-out, etc.) are submitted to the Community Development Manager for review. After review, the Community Development Manager will have a conference with the homeowner to verify accuracy of the information submitted and the homeowner's understanding and need of the proposed transaction, as well as to discuss the impact on total housing costs (short term AND long term). Community Development Manager will recommend approval of subordination documents by the City Manager, only in cases where it will reduce the overall monthly housing cost to the family, exceptions to this will be considered on a case by case basis and will typically consist of an emergency situation or a suitable use of equity such as college tuition or long term care for elderly. Homes assisted through the Arizona Department of Housing funding must adhere to guidelines adopted through the Arizona Department of Housing.

In refinancing situation where City housing loans are paid off, the income generated (PI) will be applied as directed/approved by the funding source. Currently, our program uses both CDBG and HOME funds with Deed of Trust and promissory notes as security instruments. In the case of program income generated by a CDBG funded note, the income will become part of the City's approved Revolving Loan Fund and re-used for housing rehabilitation purposes. In the case of HOME (SHF) funds, any program income received will be returned to the State of Arizona, unless otherwise approved by the State of Arizona Department of Housing.



# **Exhibit B**

## **2016 Owner Occupied Housing Rehabilitation Guidelines (HRG)**

### **Standard Specifications with Weatherization Requirements**

(To be used as reference material only, Adopted Codes, Federal regulations/Requirements, Manufacturer's installation instructions, and specifications in Scope of Work and plans shall be followed for each individual project)

THESE SPECIFICATIONS PERTAIN ONLY TO THOSE ITEMS IN THE WORK WRITE-UP FOR THE REHABILITATION CONTRACT.

IN SITUATIONS WHERE THESE SPECIFICATIONS ARE IN CONFLICT WITH CITY CODES, THE MORE RESTRICTIVE REQUIREMENT SHALL APPLY.

## **Contents**

<b>YARD AREA</b>	<b>4</b>
<b>Materials</b>	
<b>Installation</b>	
<b>Shrubs</b>	
<b>Drainage</b>	
<b>Fences and Walls</b>	
<b>Off-street Parking</b>	
<b>FOUNDATION</b>	<b>8</b>
<b>Footings</b>	
<b>Foundation Walls</b>	
<b>Piers</b>	
<b>Termiting</b>	
<b>Ventilation</b>	
<b>STRUCTURE (Exterior)</b>	<b>12</b>
<b>Siding - Materials</b>	
<b>Siding - Installation</b>	
<b>Windows</b>	
<b>Window Screens</b>	
<b>Exterior Doors</b>	
<b>Overhang and Cornices</b>	
<b>Carpentry</b>	

<b>Roofing, Sheet metal</b>	
<b>STRUCTURE (Interior)</b>	<b>21</b>
<b>Stucco, Plastering and Wall Board</b>	
<b>Painting and Decorating</b>	
<b>FIXTURES – PLUMBING</b>	<b>25</b>
<b>PLUMBING GENERAL</b>	<b>25</b>
<b>HEATING</b>	<b>26</b>
<b>ELECTRIC</b>	<b>26</b>
<b>Existing Equipment</b>	
<b>Wiring Devices</b>	
<b>Panel Boxes</b>	
<b>Lighting Fixtures</b>	
<b>Furnace Connection</b>	
<b>Cutting, Fitting, Patching</b>	
<b>KITCHEN CABINETS, COUNTER TOPS, FLOOR COVERINGS, APPLIANCES</b>	<b>27</b>
<b>COOLING EQUIPMENT</b>	<b>27</b>
<b>WEATHERIZATION STANDARDS</b>	<b>27</b>

I. YARD AREA

A. Materials, when called for in the work write-up.

1. Lawn materials and ground cover shall be appropriate for the expected use and suitable to local climate, soil conditions, and exposures.
2. Seed quality shall be minimum purity of 85%, minimum germination of 80% and weed content not exceeding a maximum of ½ percent. Seed mixture shall be not less than 85 percent (by weight) annual grasses.
3. Sod shall be fresh cut, taken from a thick stand of permanent lawn grass, reasonably free from weeds and coarse grass. It shall be at least one inch thick, uniform in thickness and cut in strips.
4. Grass sprigs shall be live, fresh, well rooted tufts of cultivated and maintained permanent lawn grass.
5. Plugs or spot sod shall be at least 2 inch diameter with thickly matted root system. They shall be cut from live fresh heavy stands of cultivated and maintained permanent lawn grass.
6. Ground cover shall be healthy stock with well-developed crown and vigorous root system.
7. Fertilizer shall be commercial fertilizer consisting of not less than 4 percent nitrogen, 8 percent phosphorous and 4 percent potassium, or as required by the Community Development Staff or local soil conditions.

B. Installation

1. Prepare seed or plant bed by applying commercial fertilizer at a rate of not less than 25 pounds per 1,000 square feet and scarifying surface lightly.
2. Seeding – Broadcast seed as recommended by the producer but at a rate of not less than four (4) pounds per 1,000 square feet. Roll with a light roller and water thoroughly with fine spray, avoiding erosion of seed bed.
3. Sodding – Lay sod in strips avoiding wide joints. On slopes start laying at bottom, parallel to contour of slope. Roll sod with a light roller and water thoroughly.
4. Sprigging – Plant sprigs not more than eight (8”) inches on center each way in rows of holes or furrows. Firm soil around plants and water thoroughly.

C. Shrubs, when called for in the work write-up.

1. Material

- a) Plants shall be nursery grown, healthy, well branched and free from scars, injurious diseases and insects.
- b) Plant material shall be suitable to climate, exposure, soil conditions and intended use.
- c) Plants shall be balled and burlapped, bare rooted or container grown. In general, "American Standard for Nursery Stock" published by American Association of Nurserymen shall be used as a guide in determining acceptability of plant material.
- d) Planting soil shall be clean, workable soil, free from stones, lumps, weeds, and debris. It shall be suitable to support plant growth.

## 2. Installation

- a) Excavation for planting shall be at least 6 inches deeper than depth of root system, ball, or container, Width of opening shall be at least 1 ½ times the width of ball, container, or root spread.
- b) Plants shall be in upright position and at, or slightly below nursery levels, Root ball shall be intact. Exposed roots shall be spread; injured roots shall be pruned. Container shall be removed.
- c) Backfill shall be planting soil firmly compacted around roots and thoroughly watered. An earth saucer shall be formed for watering.
- d) Mulch of peat moss, well-rotted manure or native organic material shall be at least 2 inches deep, spread uniformly over saucer.
- e) Pruning; branches shall be cut back to balance root system. Broken and disfigured branches shall be removed.
- f) Staking; trees shall be adequately supported by appropriate attachment to stakes driven in firm ground.
- g) Seasonal limits; planting shall be installed during appropriate season, favorable weather conditions and when ground is frost-free.
- h) Maintenance; planting shall be watered, cultivated and protected until possession is taken by mortgagor.

## D. Drainage, when called for in the work write-up.

- 1. Crawl Spaces (new work) – Ground level shall be at least 18 inches below bottom of floor joists and 12 inches below bottom of girders. Where it is necessary to provide access for maintenance and repair of mechanical equipment located in the underfloor space, the ground level in the affected area shall be not less than two (2') feet below floor joists.

2. Crawl Spaces (existing structure)
  - a) The interior ground level shall be above the outside finish grade unless:
    - (1) Adequate gravity drainage to a positive outfall is provided, or
    - (2) The permeability of the soil and the location of the water table are such that water will not collect in the basement less space. When drainage is necessary, the surface shall be properly sloped.

3. Foundation Drains

- a) Foundation or footing drains shall be provided around foundations enclosing basements or habitable spaces below grade. Drains shall be installed at or below the area to be protected and shall discharge by gravity or by mechanical means to a positive outfall such as a drainage ditch or swale.
- b) Protect top of joints in drain tile with strips of building paper. Cover drain tile with 6 to 8 inches coarse gravel or crushed rock or blast-furnace slag. Provide approximately 2 inches of aggregate material under tile. Tile shall be plastic, bituminous fiber or transite type.

E. FENCES AND WALLS

1. Existing fences shall be structurally sound and durable or removed, repaired or replaced as specified in the work write-up.
2. New Fences or retaining walls when called for in the work write-up shall be of quality material and constructed in accordance with good building practices.

F. OFF-STREET PARKING

1. When called for in the work write-up, shall comply with the current City Code and Ordinances.
2. Parking Space Design
  - a) 20 feet per space, minimum length
  - b) 10 feet per space, minimum width
  - c) Two (2) parking spaces per dwelling unit
3. Driveway Design
  - a) Driveway shall extend from street or alley pavement or curb line to garage, carport or parking space.
  - b) Minimum width, 9 feet.
  - c) Driveway entrance shall have a flare or radii adequate for safe and convenient ingress and egress.

- d) Vertical transition shall prevent contact of car undercarriage or bumper with surface.
- 4. Construction
  - a) Subgrade shall be well drained, uniformly graded and compacted to prevent harmful differential settlement.
  - b) Pavement shall be concrete, bituminous pavement or other, appropriate local road materials.
  - c) Concrete Pavement
    - (1) Concrete shall be 2,500 psf. ready-mix.
    - (2) Minimum thickness is four (4") inches nominal.
    - (3) Provide an expansion joint at public walk or curb and at garage or carport slab.
    - (4) Provide an expansion joint at approximate 20 feet intervals.
    - (5) Provide a smooth finish surface true to cross-section and grade. Brush lightly for nonskid surface.
    - (6) Concrete shall be kept moist for a period of three (3) days to insure proper curing.
  - d) Bituminous Pavement
    - (1) Base shall be of crushed stone, gravel or other appropriate, durable road materials, properly compacted.
    - (2) Wearing surface shall be bituminous concrete. Minimum compacted thickness, 1 ½ inches.
- 5. Existing paved areas – required to be repaired shall be done in accordance with good construction practices as follows:
  - a) Replaced areas (patches) shall be of same type material as existing.
  - b) Small cracks in a concrete slab shall be thoroughly cleaned out and caulked with a quality vinyl cement patch material for a water tight seal.
  - c) Large cracks in a concrete slab shall be thoroughly cleaned out, dampened, treated with a bonding agent and patched with a Portland cement, sand mix. Cracks shall be thoroughly filled and finished to match existing texture as close as possible.
  - d) Patched areas – broken pieces shall be completely removed and replaced as for new work. Skim coating or topping shall not be acceptable.
  - e) All Weather Material – Other appropriate durable road materials properly placed so as to be durable under the use and maintenance contemplated.

f) Paved areas to be provided/replaced as required in the work write-up shall be treated as for new work.

## II. FOUNDATION

### A. FOOTINGS

1. New Work – General – When required by the work write-up, shall comply with the current adopted City Codes and Building Codes.

2. Concrete shall be placed continuously where possible or provide construction joint with dowels for transfer of stress. Spade and rod concrete thoroughly between forms and reinforcing. Allow time for strength of concrete to develop before subjecting to loads.

3. In freezing weather, concrete shall be placed as soon as possible after excavation of trenches and shall be protected against freezing until hardened.

4. Existing

a) Settlement and cracked: Provide pier on both sides of footing and tunnel across under footing.

b) Provide two #5 reinforcing rods in each hole and across under footing; fill with concrete.

c) Sections of footings/walls to be removed shall be treated as for new work.

d) Reinforcing rods (if any) shall be exposed in existing footings for tie on of additional reinforcing.

### B. FOUNDATION WALLS

1. Construction – Masonry Walls

a) Masonry mortar shall consist of one part masonry cement (Dewey or equal) to 2 ½ to 3 parts clean washed sand.

b) No masonry work shall be done when the temperature of the surrounding air is below forty degrees Fahrenheit.

c) All joints shall be completely filled with mortar.

d) All brick, stone or block used shall match adjacent work and samples shall be approved by the Owner or his Agent before starting the work, unless the work is to be painted or covered.

e) Soft salmon type brick shall not be allowed.

f) Tuck pointing shall be done only after the joints have been raked out to a minimum depth of one-half (½") inch and wetted.

g) All damaged, loose or salmon brick, in area to be rebuilt, must be removed until sound brickwork is encountered.

h) New brick patches shall be toothed into and match in size, joints and bond the existing work.

i) Veneer brickwork masonry shall be tied to frame wall with galvanized wall ties on every third course, 32" o.c. installed per product specification and instruction.

j) All masonry veneer shall conform to the above specifications.

(1) All new retaining walls over 24" high shall have ½" steel dowels placed every two (2') feet and imbedded at least six (6") inches in the footing.

(2) Retaining wall footing shall be at least eight (8") inches wide and 18" deep with at least one-half (½") inch steel re-bar.

(3) All retaining walls over 24" high shall have weep holes at grade level at five foot intervals.

## 2. Top Course Capping

a) Walls of hollow masonry shall be capped with four (4") inches of solid masonry or concrete or shall have cells of top course filled with concrete or grout. Capping may be omitted where a sill plate which bears on both inner and outer face shells is provided.

b) Where a continuous reinforced concrete cap is required for termite protection, see termite section.

c) Cap walls of hollow masonry units under girders, minimum thickness, and the six (6") inches in addition to the four (4") inches minimum thickness.

## 3. Joints

a) Maximum average thickness of mortar joints, one-half (½") inch. No joint shall be more than three-fourth (¾") inch in thickness.

b) Solid masonry shall be laid in full bed and head joints.

c) Hollow masonry shall be laid with mortar applied to bed and head joints of face shells except that first course shall be laid in full mortar bed.

d) All exterior joints in walls enclosing basements or habitable spaces shall be tooled unless parged.

## 4. Bonding

a) Walls shall be bonded or anchored to intersecting wall.

b) Porch and entrance platform slabs and areaways shall be supported at wall.

5. Sill Plate Anchorage – Wood frame floor and wall construction shall be anchored to exterior foundation wall as follows:

a) Masonry Walls – One-half ( $\frac{1}{2}$ " ) inch bolts with two (2" ) inches washer or equivalent embedded not less than 15 inches and fully grouted.

b) Maximum spacing, eight (8' ) feet o.c. with not less than two bolts in each sill piece. End bolts shall not be more than 12 inches from end of piece. Where earthquake design is required, maximum spacing, six (6' ) feet o.c.

#### C. PIERS

a) Frame walls – bolts shall be embedded in concrete a minimum seven (7" ) inches and maximum spacing of six feet (6'0" ) o.c.

##### 1. Free Standing Pier Construction

###### a) Interior Piers

(1) Piers supporting interior construction and not subject to wind may be concrete, solid masonry or hollow masonry. Cap piers of hollow masonry with four (4" ) inches of concrete, solid masonry or fill cells of top course with concrete or grout.

(2) Maximum height above grade unless reinforced:

(a) Concrete or solid masonry, 10 times their least dimension.

(b) Hollow masonry – Four (4) times their least dimension.

b) Pier Size – Size and spacing of piers and size of footing shall be as required, to support design load.

#### D. SLAB FLOORS

Where slab floors are required, they shall be constructed in conformance with the current adopted codes.

#### E. TERMITE PROTECTION

##### 1. Methods of Termite Protection

###### a) Chemical Barriers

(1) Soil Treatment

- (2) Pressure treated wood
- b) Physical Barriers
  - (1) Metal shields
  - (2) Concrete foundations
  - (3) Monolithic concrete slab
  - (4) Reinforced concrete foundation cap
- 2. All stumps, roots, fallen timber and other wood or wood-product debris shall be removed from building site before completion.
- 3. Concrete porch floors, entrance platforms, planters, fences, screens, or other appurtenances shall be separated from the main structure or be protected against entrance of termites.
- 4. Soil Treatment

Application (Basement or Crawl Space Construction) – Apply to critical areas along foundation walls, around piers and under slabs of porches and entrance platforms.

#### F. VENTILATION

Natural ventilation of spaces such as enclosed basement less spaces shall be provided by opening where foundations are solid, there shall be provided at least four (4) foundation vents located near the corners of the basement less space, drawing an aggregate free ventilation space per 150 sq. ft. of floor area.

### III. STRUCTURE EXTERIOR

#### A. SIDING - MATERIALS

- 1. Wood Siding, Shingles, and Shakes
  - a) Siding
    - (1) Siding shall comply with the specific grading requirements of the association recognized in the trade as covering the particular species. Grade shall be suitable for its intended use and commensurate with the class of dwelling under consideration.
    - (2) Moisture content – Material shall be kiln-dried.
  - b) Shingles and Rebutted-rejointed Shingles-Roof or Wall
    - (1) Shingles shall be edge grain Red Cedar, Cypress, or Redwood complying with C.S. 31, or rebutted-rejointed shingles complying with C.S. 199.
    - (2) Minimum Grade

- (a) Roof Shingles, No.1
- (b) Wall shingles, No. 1; No. 2 may be used for certain exposures. Undercoursing may be No. 3 or under-coursing grade.
- c) Plywood
  - (c) Each bundler of shingles shall be labeled with the grade, species and compliance with applicable Commercial Standard.
  - (1) Exterior type (EXT.) This type shall meet requirements for exterior type plywood in the Commercial Standards. In Hardwood plywood, exterior type is termed "Technical" or "Type I".
  - (2) Structural-Interior type (STRUC.-INT.) This type shall meet the requirements for interior type plywood in the Commercial Standard and in addition shall:
    - (a) Comply with specific requirements in the Commercial Standard for mold- resistance, resistance to elevated temperature and other requirements relating to sheathing use.
    - (b) Not permit heavy white pocket as defined by the Commercial Standard in either face or back veneers.
  - (3) Structural-Interior type with Exterior glues. This is improved interior type plywood recommended for interior-structural uses. Such plywood shall meet the requirements of Structural-Interior type except that adhesive shall meet requirements for Exterior type and shall be appropriately marked.
  - (4) Interior type (INT.). This type shall meet the requirements for interior type plywood in the Commercial Standard. In Hardwood plywood, interior type is termed "type II".
  - (5) Overlaid Plywood – a resin-impregnated facing over exterior type of plywood especially suitable for painted finishes.
- d) Hardboard – Hardboard shall comply with F.S. LLL-H-35 or C. S. 251-63. Hardboard shall be of the following types for the locations indicated.
  - (1) Exterior wall finish and other surfaces exposed to weather, tempered type.
  - (2) Interior wall finish, baths or kitchens, Standard or tempered types.
  - (3) Other interior wall finishes, Standard, tempered or service types.
  - (4) Underlayment, Service type.
- e) Aluminum Products – Minimum Thickness and Tensile Strength shall be:
  - (1) Siding (backed) sheathed walls...Min. thickness .024 inches and Min. tensile strength 19,000.

(2) Siding (unbacked) sheathed walls...Min. thickness .024 inches and min. tensile strength 19,000.

B. SIDING - INSTALLATION

1. Wood Siding – Nail siding to each stud with corrosion resistant nails. Length of nail shall be that which will provide at least 1 inch penetration into stud.

2. Plywood Siding – Plywood shall be Exterior type.

a) Panel Siding (large sheets)

(1) Minimum thickness and maximum stud spacing shall comply with the following:

Min. thickness Max. stud spacing

-inches--inches o.c. - over shtg. direct to

3/8.....24 16

1/2.....24 24

framing

(2) Specialty siding with special surface treatment such as V-groove, channel groove, striated, brushed, rough sawn, etc., shall comply with specifications for 303 Specialty Siding published by the American Plywood Association.

(3) Nail siding to each bearing with corrosion resistant nails. Length of nail shall be that which will penetrate stud at least 1 inch if the sheathing is used and 1 1/2 inches if sheathing is omitted.

(4) Nail six (6") inches o.c. around all edges and 12 inches o.c. on intermediate members.

(5) All joints shall occur over studs or solid blocking. Joints shall be filled with mastic caulking unless they are of interlapping type or battens are applied over joints. When siding is applied over sheathing, caulking may be omitted if edges are treated with a water repellent containing at least 5 percent pentachlorophenol.

3. Aluminum Siding

a) Siding shall be installed over sheathing in accordance with the manufacturer's recommendations.

b) Nail with aluminum nails. Nails shall penetrate support 1 inch.

c) Provide for the escape of water vapor by ventilating each space behind siding. Ventilation may be obtained by weather protected horizontal opening or by the installation of siding over furring.

d) Starter strip of siding shall be separated from foundation by a layer of sheathing paper or by a heavy bituminous coating.

e) Ends of siding abutting wood trim shall be squarely cut and tightly fitted. Siding over heads of opening shall be installed as flashing and drip unless separate aluminum flashing is used.

## C. WINDOWS

1. Wood – Windows shall comply with the following:

a) Standard Stock Ponderosa Pine Windows, Sash and Screens—Certified Standard 163.

b) Standard Stock Double-hung Wood Window Units—C.S. 190.

c) Standard Stock Ponderosa Pine Insulating-Glass Windows and Sash—C.S. 193.

d) Standard Stock Wood Awning Window Units and Projected Awning and Stationary Sash Units—C.S. 204.

e) Standard Stock Wood Casement Window Units—C.S. 205.

f) Horizontal-Sliding Wood Window Units—C.S. 264 or C.S. 265.

g) Single-hung Wood Window Units—C.S. 266.

2. Wood Frames for windows shall comply with C.S. 208.

3. Aluminum Windows

a) Material – Window frame, sash and sill shall be made of a heat-treatable wrought alloy having a minimum ultimate tensile strength of 22,000 psi.

b) Design – Design of windows shall be suitable for the specific use and shall equal or exceed the A1 specifications for residential windows as published by the Architectural Aluminum Manufacturers' Association.

c) AAMA Specifications

(1) Section 1 Part B, of the AAMA specification, except as modified herein, is also a part of these standards.

(2) In Areas subject to high wind conditions, the windows shall also meet the requirements for “H” series windows, as outlined in section 3 of the AAMA specification.

d) Labeling

(1) Each window unit shall bear the label of independent

inspection agency that maintains continuing control, testing and inspection over the quality of the window unit. The inspection and testing program of the

independent inspection agency shall be in accordance with the procedures set forth in ASA Z34.1-1947, R 1959, and "American Standard Practice for Certification Procedures" and shall be acceptable to FHA.

(2) The label shall identify the window unit as to type, series, manufacturer's name or symbol and as in compliance with the applicable AAMA standard.

4. OR to comply with the current energy standards or codes.

D. WINDOW SCREENS – shall be of Aluminum or wood frame. Mesh shall be 16x16 or 18x14 per inch.

E. EXTERIOR DOORS

1. Thickness of wood doors shall be not less than 1-3/4 inches except that service doors and garage doors may be 1-3/8 inches.

2. Hardware shall be installed. Use three butts on all hinged exterior doors. Install suitable lock on each door (see item 7d under Carpentry).

3. Doors shall be made weather tight. A watertight threshold shall be provided. Doors shall be weather stripped when required to prevent infiltration of dust.

4. Provide security doors in those areas where security doors are customarily provided.

5. All doors, including storm or security doors, opening outward shall be provided with a safety door check.

F. OVERHANG AND CORNICE

1. Exterior Wood Surfaces – Exterior wood surfaces shall be finished as follows except that edge grain redwood or red cedar may be left unfinished when acceptable to City Community Development Staff.

2. Wood Siding, Millwork, and Trim

a) Knots and resinous wood shall be sealed with a prepared knot sealer or aluminum paint prior to priming. Any nail holes or cracks shall be filled with putty.

b) Apply a suitable prime coat to all surfaces to be painted before or immediately after installation. Apply primer at coverage rate recommended by manufacturer. Primer shall be formulated specifically for application to unfinished wood. Certain finish coats are formulated to serve as primers and may be used when applied in accordance with manufacturer's recommendations.

c) Apply finish coats in a workmanlike manner providing a smooth surface.

d) Top and bottom of exterior wood doors, casement sash, awning sash, and bottom of double hung sash shall receive two coats of paint or sealer.

e) Paint used above masonry surfaces shall be low chalking type to avoid streaks and stains.

### 3. Wood Shingles Shakes or Rough sawn Siding

a) Sidewalls – Apply two coats of oil stain, pigmented oil stain or oil shingle paint. Factory applied finishes may be used provided qualities of durability, resistance to fading and color variation are equivalent to that obtained with field application.

b) Roofs – May be left unfinished or finished in manner similar to sidewalls.

### 4. Exterior Plywood

a) Sanded and overlaid surface

(1) Prior to erection seal all edges with a heavy coat of a house paint primer, exterior aluminum house paint primer, exterior aluminum house paint or primer, or white lead linseed oil paste.

(2) Apply a suitable prime coat to all surfaces to be painted. Apply primer at a coverage rate recommended by manufacturer. Primer may be a specially prepared primer for plywood, a ready mixed exterior house primer thinned with approximately 1 pint raw linseed oil, an exterior aluminum house paint or an aluminum primer compounded or 1-3/4 to 2 pounds of aluminum paste or powder in one gallon of long oil spar varnish, mixed just prior to application.

(3) Unsanded surface (grooved-siding) – Apply at least two coats of an opaque penetrating finish such as a pigmented oil stain. Ordinary house paint or clear finished shall not be used. Oil shingle and shake paints may be used formulated to provide good penetration. In grooved siding, plies exposed to view shall be finished.

(4) Decorative surface (striated, embossed, etc.). Finish same as sanded surface.

b) 24" on center when 25/32" flooring is to be installed at right angles to the joist over diagonal sub-flooring; or, 16" on center when 25/32" flooring is to be applied directly to the joist; or 16" on center when any lesser thickness of finish flooring is to be laid over a subfloor.

c) Notching and cutting of structural members shall be done in accordance with adopted CITY CODE.

5. Sub-flooring may be plywood, OSB or common boards.

a) Plywood/OSB shall be one-half (1/2") inch minimum where 25/32" finished flooring is to be laid; 5/8" where resilient flooring is to be laid and joists are not over 16" on center.

G. CARPENTRY

1. Framing Lumber shall be Douglas Fir, utility grade or better.
  - a) Allowable spans for new work for floor, roof, and ceiling joists shall be as specified in the current adopted CITY CODE.
  - b) Bearing partition stud walls shall not be less than 2"x4" studs, set with long dimension perpendicular to the wall, 16" on center.
  - c) Floor joist spacing shall be no more than: Refer to City approved plans.
  - d) Nail Plywood/OSB sub-floor to joist at each bearing with 8d cemented or galvanized or 6d threaded nails spaced 6" on center along all edges and 10" on center along intermediate members.
  - e) Install Plywood/OSB with outer plies at right angles to the panels bear on different joists.
  - f) Common boards used as sub-flooring shall be not over 8" wide or less than three-fourth ( $\frac{3}{4}$ ") inch thick when laid on joists spaced 16" on center, and shall be laid diagonally.
  - g) Nail boards with 8d common nails or 6d threaded nails providing two nails in 4" and 6" boards and three nails in 8" boards.
  - h) Sheathing shall be as specified under "Sub-flooring".
2. Underlayment shall be 3/8" inch structural grade plywood, 3/8" particle board or 3/8" untempered hard-board placed with smooth side up. Nail underlayment with cement coated, resin coated, or ring groove nails placed on four (4") inches centers on all edges and over the face of each piece.
3. Finish Flooring as called for on the work write-up for type of finish and material.
4. Finish Lumber – shall be a species suitable for its intended use; kiln dried #1 dimension, free from tool marks and other objectionable defects.

Interior trim, unless otherwise specifically called for, shall match existing adjacent or adjoining work in design and dimension as closely as possible.

5. Doors – where required by the work write-up shall be:
  - a) Exterior Doors shall be approved for exterior use.
  - b) Interior Doors as per approved work write up.
  - c) Of stock sizes and designs unless work write-up calls for them to match existing door or openings as close as possible.

- d) Installation of the jamb, when required in the work write-up, casing (both sides), butt hinges and lock set and any required repairs to the adjoining surfaces. All and any required repairs to the adjoining surfaces to be finished as per work write-up.
  - e) Storm Doors – Aluminum Screen Doors – where required by the work write- up and as specified in work write-up.
  - f) Garage Doors (overhead door type) as per work write up and installed per manufacture’s specifications.
6. Hardware – when required by the work write-up shall be put in operable condition or provided as follows:
- a) Interior doors – passage lock sets shall be as specified in work write-up.
  - b) Bathroom, Bedrooms, toilet compartment doors shall be provided with “privacy lock” sets.
  - c) Closet Doors shall be provided with “passage lock” sets.
  - d) All exterior doors as per specification or approved write up.
7. Window Frames, Sill, Sash, Trim and Hardware – shall match existing work in design and dimension unless otherwise specified. See Section on Repairs of the general conditions and the work write-up.
- a) Where sash counter balances are to be replaced, friction guides are acceptable as a substitute. Cotton cord replacement is acceptable.
  - b) Positive locking devices shall be provided on all windows which are accessible from the exterior and all existing interior finish hardware shall be made operative or replaced.
  - c) Wood Window Units – Shall be single or double hung units LSI grade or equal with aluminum screens. See write-up for size and number of lites; (White Pine jamb, sill and casing, spring balanced and weather-stripped).
  - d) Aluminum Window Screens – Storm Windows – as specified in work write- up, with aluminum screen wire, wool pile weather stripping.
  - e) Aluminum or Vinyl Replacement Windows – as specified in work write-up.
  - f) Glass
    - (1) Windows shall be glazed or reglazed, with single or dual strength clear glass, grade B, as specified in the work write-up.
    - (2) Putty shall consist of pure linseed oil, pure whiting, and at least 10 percent pure lead, natural color, or standard grade glazing compound, Dap or equal.

- (3) Prime all wood sashes before the placing of putty or glazing compound.
- (4) Glass shall be bedded in putty and secured in place with glazier points and face putties. All excess putty shall be removed and all glass left clean.
- 8. Exterior Cornices shall be repaired, removed or replaced as required in the work write-up.
  - a) Cornices to be repaired shall have all rotted or deteriorated parts removed and replaced with new parts matching original work as closely as possible.
  - b) Where cornices are to be removed, the work write-up will describe the treatment of the wall exposed by such removal.
  - c) Where a new cornice is called for in the work write-up, it shall be composed of a minimum of three (3) moulding members, a plain fascia, a soffit, and a shingle moulding.
- 9. Linen Closet – where required by the work write-up shall be:
  - a) According to the dimensions provided, and
  - b) According to the plan if provided.
- 10. Clothes Closet – where required by the work write-up shall be:
  - a) According to dimensions provided and
  - b) According to plan if provided.
  - c) Construction – 2"x4" studs max. 24" on center, ½" sheetrock both sides applied as per manufacturer's specifications, taped and bedded, ready for final finish.
  - d) Door(s) linen closet as per write up specification or plan.
  - e) Hardware – as stated per item 7, Hardware.
  - f) Shelf and Rod – Minimum of one shelf and rod with at least 8" clear space above shelf. The center of the rod shall be a minimum of two (2") inches from the bottom of the shelf. Shelf - minimum width shall be 12" nominal dimension; shelf and rod over four (4') feet in length shall have a center support.

H. ROOFING, SHEET METAL, CAULKING

- 1. Roofing will be per adopted City Code.
  - a) Built-up roofs – See specification and warranty in work write-up.

- b) Where “recoating of existing roof” is called for in the work write-up, all flashings shall be checked and made watertight; all bubbles in existing roofing shall be cut out and secured and at least one coat of tar and one ply of saturated felt shall be applied.
- c) Composition shingles – New 235# composition shingles shall not be laid over more than two previous shingle layers and shall be installed in exact accordance with the manufacturer’s directions, and shall be “C” class singles.
- d) Any full or split roll roofing shall be applied in accordance with the manufacturer’s directions.
- e) Wood Shingles – All new roofs with slopes of four (4”) inches in 12 to five (5”) inches in 12 shall be installed with no more than 4 ½” exposed and shall be installed over more than one existing wood shingle roof.
- f) Tile roof
- g) Metal roof
- 2. Gutters – shall be no less than 26 gauge and 5” galvanized metal securely fastened.
- 3. Downspouts – shall be no less than 26 gauge and 5” galvanized metal securely fastened.
- 4. Caulk around all door and window frames, window panes, or other locations where called for or needed to make a watertight job.
- a) Material and application – Use standard commercial brands of caulking compound delivered to the job in unopened packages, applied in exact accordance with the manufacturer’s directions. Gun application for gun grade or knife application for knife grade.

#### IV. INTERIOR STRUCTURE

##### A. STUCCO, PLASTERING AND WALL BOARD

###### 1. Stucco

- a) Mortar for all applications shall consist of one part of Portland Cement to not less than 3 nor more than 5 parts used but shall not exceed 10 percent by weight nor more than 25 percent by volume of the cement used.
- b) The temperature of the surrounding air shall not be less than 40 degrees Fahrenheit during application and for at least 48 hours thereafter.
- c) Surfaces to be stuccoed shall be covered with 3.4 per square yard metal lath lapped, at end and sides a minimum 1” and nailed 16” o.c. vertically and 6” o.c. horizontally. Wood surfaces to be covered with 15 lb. felt prior to application of metal lath.

d) Apply in 2 or 3 coats – the final coat shall not be applied sooner than 7 days after the preceding coat. Before applying the final coat, the surface shall be dampened evenly to obtain uniform suction.

(1) Apply 2 coats on masonry to a minimum thickness of 5/8".

(2) Apply 3 coats over wood surfaces to a minimum thickness of 7/8".

e) One-coat application will require prior approval from the Rehab Specialist.

## 2. Interior Floors

Floor finishing when called for in the work write-up shall be done in the following manner.

a) Sand floors

b) If open grain wood, apply filler, and wipe off excess.

c) Finish flooring with: (owner's selection)

(1) One coat sealer and 2 coats wax; or

(2) stain and 2 coats wax; or

(3) one coat shellac or varnish and one coat wax; or

(4) two coats shellac or varnish; or

(5) two coats floor paint and one coat wax.

d) Where carpeting is to be used (wall to wall) flooring may be left unfinished.

## 3. Carpeting

When called for in the work write-up shall be FHA approved type, color and style to be selected by owner.

a) Gypsum Lath shall not be used as a base for Portland Cement Plaster.

b) Gypsum Lath shall be applied with long dimension across supports and with end joints staggered.

(1) Nailing – Nail with 12 or 13 gauge lathing nails approximate 3/8" heads spaced not more than 4" on center with a minimum of 4 nails in each lath. Use 6 nails for 24" lath. Length of nail shall be that which will provide at least 1" penetration in horizontal supports and 3/4" penetration into vertical supports.

c) Wood Lath – Existing wood lath shall be securely nailed and wetted down, prior to application of plaster.

d) Metal Lath – shall be applied according to manufacturer’s directions, whether used for patching or new work.

4. Wall Board – shall be tape joint gypsum board, carefully fitted and sized prior to nailing in place.

a) Nails shall be driven with their shanks perpendicular to the face of the board and seated below the surface of the board without breaking the paper, in accordance with the adopted IBC.

b) Tape Mix shall comply with the recommendation of the manufacturer. A minimum temperature of 55 degrees Fahrenheit shall be maintained in the room where the work is done until the cement is completely dry.

c) Tape Application – Follow manufacturer’s directions.

(1) Over joints the tape shall be embedded in cement covered with a thin layer of cement. A second and third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be featheredged and extended beyond the previous coat, approximately 2”. The finish coat shall be sanded lightly and any imperfections filled in prior to any painting or decorating.

(2) Cover nails – check to see that all nails have been driven so that their heads are below the surface of the board, leaving a dimple in the surface without breaking the paper. Cover nails with 3 applications of cement, allowing time to dry between each coat. The final coat shall be sanded lightly before application of paint or other decoration.

(3) Inside corners shall be reinforced with tape imbedded in cement finished as specified, “Over Joints.”

(4) Outside corners shall be protected by wood moulding, or metal corner reinforcement as required in the work write-up. Metal corner reinforcement shall be finished with two coats of cement, as specified.

## B. PAINTING AND DECORATING

### 1. Preparation of surfaces

a) Wood surfaces to be painted shall be cleaned by best means possible to remove loose and scaley paint and rough spots and any obvious oil and/or grease that may be covering existing wood or paint. Where previous coats have chipped and peeled, the edge shall be sanded down to obtain a smooth surface before new paint is applied.

b) Plaster or Wall Board surfaces to be painted or papered shall be sound, smooth and free from holes, cracks, or irregularities. All loose wall paper shall be entirely removed unless otherwise specifically noted in the work write-up. All gypsum board (sheetrock) shall be sized before all paper application.

c) No paint shall be applied until all nail holes have been filled and sanded, and all defects in woodwork have been eliminated as much as possible.

## 2. Application

a) Do not apply oil base exterior or Alkyd base paints in damp weather.

(1) Apply all exterior paints to manufacturer's specifications, for full coverage.

(2) Finished work shall be uniform, of approved color, smooth and free from runs, saps and defective brushing or rolling. All edges adjoining other materials or colors shall be sharp and clean cut.

(3) Metal Surfaces

(a) Remove all dirt, grease etc.

(b) Acidize all new galvanized metal or rough surface up prior to paint application.

b) Number of coats to be applied

(1) New Wood – 1 prime, 2 finishes or paint with primer (2 finishes)

(2) Portions sanded to bare wood – 1 prime 2 finish or paint with primer (2 finishes)

(3) Existing painted surfaces – one or two coats as called for in work write-up, in order to secure acceptable finish.

3. Exterior Wall Paint – All exterior paint shall be as specified in work write-up.

All paints to be shelf stock delivered to job in sealed labeled gallon containers and apply 1, 2 or more coats to secure full coverage according to manufacturer's specifications after inspection of material by Rehabilitation Specialist. Where primer is required, see work write-up. Owner's selection of colors.

4. Interior Paint – All interior paint as specified in work write-up. All interior paint shall be of a single color and applied to secure full coverage. Walls and ceilings in kitchen and bath and all interior trims shall be semi-gloss enamel.

## V. FIXTURES (PLUMBING)

All plumbing fixtures which are to remain shall be placed in good working order as required by the work write-up. Replace missing or damaged parts and trim or replace entire set.

A. WATER SUPPLIES – to each water closet shall have stop valves to permit removal without service cut off.

B. All plumbing fixtures and trim called for in the work write-up shall be of standard grade. When required the brand and model number in each case shall be specified in the work write-up.

C. Within the above limitations, the following individual criteria shall apply:

1. Bathtub: White, minimum 4 ½ foot tub, fiberglass/tub and shower complete with faucets, trip waste, and shower head.
2. Lavatory: Cultured marble top – see work write-up for dimensions – owner to select color.
3. Water Closet: White, free standing, vitreous china, close coupled, reverse trap bowl, complete with tank, cover, and fittings.

VI. PLUMBING (GENERAL)

All plumbing work and material shall meet the adopted City Code.

A. WATER HEATERS – Water heaters shall be installed as per adopted City Code. Capacity shall be specified in write-up. A pressure relief valve to the exterior shall be provided on all installations.

B. ACCESSORIES – When called for in work write-up:

1. Shower curtain rod.
2. Toilet paper holder at water closet.
3. Towel bar.
4. Mirror and medicine cabinet or equivalent enclosed shelf space.

VII. HEATING

ALL HEATING UNITS – to be installed according to Manufacturer’s specifications.

1. Central Heating Plant System – existing and to remain, shall be thoroughly cleaned and all worn and/or damaged parts, fittings, and accessories replaced, and the entire system tested and left in perfect working condition, including thermostat, wiring, and all necessary controls.
2. Central Heating, New System – when called for in the work write-up, shall comply with the adopted City Code and manufacture’s specifications and in accordance with the utility company requirements.

VIII. ELECTRIC

All electrical materials and equipment and the method of installation thereof shall be in conformity with the provisions of the adopted City Code.

A. EXISTING EQUIPMENT

1. Existing electrical equipment throughout the building which becomes superfluous shall be disconnected and removed.

2. Existing materials and equipment found to be in good condition but not complying with code requirements may be upgraded to meet the adopted City Code.

3. Existing materials and equipment found to be in poor condition shall not be upgraded. Structures in this category shall be completely rewired for compliance with the adopted City Code.

B. WIRING DEVICES

1. All switches, single pole, three, and four way, shall be any brand which is U.L. approved.

2. Laundry – shall have a separate circuit.

3. Wall switches – are required in every room and for all outside lights.

4. Any appliance – over 10 amps – must have a separate circuit.

5. Plates – for all switches and receptacles shall be U.L. approved non-conductive type (including screws).

6. Service Feeder and Safety Switches – shall be U.L. approved. GFCI and arch fault protection shall be installed per adopted City Code.

C. PANEL BOXES

1. Panel Boxes – shall be enclosed in 16 gauge or code sheet steel cabinets with doors and catches providing a minimum of 12 circuit capacity for habitable structures of 500 square feet or more.

2. Panel Circuits – shall be protected by automatic circuit breakers minimum 100 AMP service or as specified in work write-up.

D. LIGHTING FIXTURES – The Contractor shall provide all lighting fixtures complete with lamps, glassware, mounting hardware, frames, and trim, stems ballasts, sockets, etc. to provide a complete operating fixture at each location called for in the work write-up.

E. FURNACE CONNECTION – Electrical connections required for the heating plant are to be made by this contractor and included in the heating contract.

F. CUTTING, FITTING AND PATCHING – All cutting of walls, floors, ceilings, partitions, etc., for the passage of electrical work; closing of superfluous openings around same in connection with the work under this item; including the removal of all debris caused thereby, shall be performed by the contractor performing the electrical work.

G. Note: All electrical work shall conform to the current Electrical Code, except where exceeded by these basic general specifications.

IX. KITCHEN CABINETS, COUNTERTOPS, FLOOR COVERING, & APPLIANCES

A. READY-MADE CABINETS – Where required and specified in the work write-up.

B. COUNTERTOPS – shall be Formica or equal laminated plastic with 1-1/8” minimum Formica self-edge. Backsplash shall be Formica or equal laminated to 3/8” plywood or suitable material. See work write-up for height. Owner, to select color from available in stock colors

C. FLOOR COVERINGS – All ceramic tile floor covering shall be specified in work write-up Owner’s selection of 3 different in stock colors. Ceramic tile is to be set/laid with thin set or mastic and is to have ¼” grout lines. Owner selection of available in stock colors. Carpets shall be 20 ounce, double jute backed. Owner’s selection of color from available in stock colors. Single color for entire house.

D. APPLIANCES - Refrigerator, Range, Hoods

a. All appliances should be replaced with Energy Star Rated appliances.

b. RANGE HOODS – Range hoods called for in the work write-up shall specify size and color and be Energy Star Rated.

X. COOLING EQUIPMENT

When an air conditioner or evaporative cooler is called for, it shall be as specified in the work write-up, installed in conformance with the adopted City Code.

XI. WEATHERIZATION STANDARDS

All OOHR projects shall comply with the ADOH Guidance on New Weatherization Standards. A pre-construction energy audit and a post construction compliance inspection will be conducted and coordinated between a Certified Weatherization Professional or a certified Building Professional Institute Professional and the Housing Rehabilitation Specialist. When applicable, the following standards will apply to the OOHR project. HOME funded projects will meet weatherization requirements. The BPI Certified Professional will reference the NREL Standardized Work Specifications when determining Pass/Fail of installed weatherization measures.

A. AIR BARRIER/THERMAL BARRIER

1. The whole house leakage should not exceed .35 ACH.

2. The Thermal Barrier must be installed in complete contact with and effective air barrier, and to IECC 2012(or adopted) installation standards and levels specific to the climate zone the home is in as defined by the IECC Climate Map. <http://energycode.pnl.gov/EnergyCodeReqs/?state=Arizona>.

B. WINDOWS

Any replacement windows must meet the minimum requirements for IECC 2012 (or adopted) codes per the Climate Zone 2B.

C. ROOFING

1. Whenever a roof replacement is scoped that involves removing the existing decking, the new decking must have a factory installed radiant barrier. (Climate Zones 2, 3, 4), (use Climate Zone 2B for Casa Grande).
2. When replacing shingles, special consideration should be given to “high reflectivity and high emissivity” shingles in Climate Zone 2B.
3. All powered attic ventilation fans must be removed, (including solar powered).

#### D. ROOM PRESSURE BALANCING

No room in the home (including CAZ) shall exceed +/- 3Pa of pressure. In the case where passive return or a live return system must be installed to correct these issues, the goal should be to accomplish as close to a zero Pascal (0.0Pa) as possible.

#### E. HVAC STATIC PRESSURE

1. Static pressure test must be taken after all work is complete and the pressures must not exceed manufacturer’s specifications.
2. AC systems should all be verified to have proper charge and airflow by a licensed AC technician.

#### F. DUCT LEAKAGE

1. All accessible joints, seams and connections in the duct system must be sealed using UL 181 approved duct mastic.
2. All Boot-Sheetrock gaps must be sealed.
3. All supply or return ducts on the roof that are exposed to direct sunlight must be painted with white elastomeric paint after they are sealed.

#### G. AIR CONDITIONING

A Manual J must be completed and followed reflecting any of these listed measures that will be done to that home and the report submitted to the Housing Rehabilitation Specialist for any new Air Conditioning replacement.

#### H. DUCT REPLACEMENT

In the case of a comprehensive duct System replacement in conjunction with an AC replacement, a Manual D report must be followed and a copy of that report given to the Housing Rehabilitation Specialist.

#### I. VENTILATION

Ventilation must be installed to meet the ASHRAE 62.2-2010 Standards.

J. APPLIANCES

All appliances should be replaced with Energy Star approved appliances.

K. HOT WATER SYSTEMS

1. When replacing an electric water heater in a garage with a home occupancy of no less than 4 people, a Hybrid Heat Pump water heater must be used.(Climate Zone 2 only)
2. Low flow faucet aerators and shower heads (1.5GPM shower head) must be installed in all faucets and showers.

L. LIGHTING

Light bulbs that are typically used for a minimum of 2 hours per day or more (limit 10) must be replaced with Energy Star Rated CFL or LED light bulbs with equivalent or better Lumen output.

M. CAZ TEST

If the home is occupied during the rehab process, a CAZ test MUST be completed pre-construction and post construction. Post construction results shall not exceed BPI maximum CAZ depressurization limits