Appendix A: Minimum Housing Rehabilitation and Property Standards

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I. Preface

This document is intended to provide the minimum acceptable standards for existing multi-family household dwelling units rehabilitated in whole or in part with Housing Trust Fund (HTF) program funds in Montana. Any reference in this document to "rehabilitation" is meant to include rehabilitation of existing housing and redevelopment of existing non-residential building(s) which create new multifamily rental housing. These standards are not intended to reduce or exclude the requirements of any local or state building or housing codes, standards, or ordinances that may apply. In the event of any conflicting code(s), the more restrictive code(s) will apply. Housing rehabilitated with HTF assistance must meet all applicable State and local codes, ordinances, and requirements or, in the absence of a State or local building code, the International Existing Building Code of the International Code Council.

These standards were designed to assist in achieving consistency throughout the state for all rehabilitation activities funded with HTF funds. These standards explicitly describe the work required to address health and safety issues (Sections III - XVI); major systems (Sections III- XII & XV); lead-based paint (Section XIII); accessibility (Section XIV); disaster mitigation (Section XVI); state and local codes, ordinances and zoning requirements (Sections III – XVI); and the Uniform Physical Condition Standards (Section XV). The Montana standards require that a licensed architect or engineer be responsible for the evaluation, design and oversight of all rehabilitation projects.

These standards assume that a knowledgeable inspector, such as a licensed professional architect or engineer, will thoroughly inspect each dwelling to verify the presence and condition of all components, systems, and equipment within the dwelling. All components, systems, and equipment of a dwelling referenced in this document shall be in good working order and condition and be capable of being used for the purpose for which they were intended and/or designed. Components, systems and/or equipment that are not in good working order and condition shall be repaired or replaced. When it is necessary to replace items (systems, components, or equipment), the replacement items must conform to these standards. These standards also assume that the inspector will consider any extraordinary circumstances of the occupants of the dwelling (e.g., physical disabilities) and reflect a means to address such circumstances in their inspection and in the preparation of project specifications for that dwelling.

All interior ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing components or other serious damage. The roof must be structurally sound and weather-resistant. All exterior walls (including foundation walls) must not have any serious defects such as leaning, buckling, sagging, large holes, or defects that may result in the structure not being weather-resistant or that may result in air infiltration or vermin infestation. The condition of all interior and exterior stairs, halls, porches, walkways, etc. must not present a danger of tripping or falling.

If an inspector (i.e. professional architect or engineer) determines that the specific individual standards of this document cannot be achieved on any single dwelling due to it being structurally impossible and/or cost prohibitive, the inspector shall document the specific item(s) as non-conforming with these standards. The inspector shall prepare, for the Montana Department of Commerce's (Commerce) consideration, a list of any and all non-conforming items along with the recommendation to waive, or not to waive, the individual non-conforming items. Any waiver of non-conforming items is at the sole discretion of Commerce. Items necessary to meet HUD Uniform Physical Conditions Standards may not be waived.

Rehabilitation projects (including redevelopment) must address any and all deficiencies identified in Section XV of this Property Standards document as part of the project's scope of work so that, upon completion, all such deficiencies are cured. For projects which include acquisition and/or rehabilitation of occupied housing, any life threatening health and safety deficiencies, as defined in Section XV, must be addressed and corrected immediately.

Energy Star rated systems, components, equipment, fixtures and appliances are required.

II. Definitions

A. **Egress** – A permanent and unobstructed means of exiting from the dwelling in an emergency escape or rescue situation.

B. **Habitable Space (Room)** – Space (rooms) within the dwelling for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage, or utility spaces, and similar areas (rooms) are not considered habitable spaces (rooms).

C. **Energy Star Rated** – Includes all systems, components, equipment, fixtures, and appliances that meet strict energy efficiency performance criteria established, as a joint effort, by the federal Environmental Protection Agency, the U.S. Department of Energy, and the U.S. Department of Housing and Urban Development and that carry the Energy Star label as evidence of meeting the criteria.

D. **Building Envelope** – Defined as the air barrier and thermal barrier separating exterior from interior space.

E. **Major Systems** – Include, but not limited to, structural support, roofing, cladding, weatherproofing, plumbing, electrical, and HVAC.

F. **Moderate Rehabilitation** – Defined as rehabilitation improvements that do not alter major systems or the building envelope.

G. **Multifamily (MF)** – Defined as any project or Dwelling Unit (DU) where the occupant(s) are renters and do not own the property. Multifamily projects may include single family homes, duplexes, townhomes, elevator-type buildings, multi-storied buildings, etc. Please contact HTF staff for clarification, if needed.

H. **Redevelopment** – Defined as the conversion of a non-residential structure into rental housing for extremely low income households.

I. **Single Family (SF)** – Defined as single family homes, duplexes and townhomes where the occupant owns the dwelling and the project is administered through Minnesota Housing's Single Family Division.

J. **Substantial or 'Gut' Rehab** – Defined as a project that involves extensive (substantial) rehabilitation in terms of total removal and replacement of all interior (non-structural) systems, equipment, components or features of the existing structure. Gut rehabilitation may also include structural and nonstructural modifications to the exterior of the structure.

III. Minimum Standards for Basic Equipment and Facilities

Required Rehabilitation Activities: In addition to remediation of any deficiencies resulting from property assessment required by local, state, and federal regulations, rehabilitation activities shall include the following:

1. Any environmental remediation triggered by the rehabilitation project (for example, mitigation of lead-based paint, hazardous or explosive facilities, radon, or asbestos) in accordance with applicable federal, state, and local laws, regulations, and ordinances.

2. Conduct mold and/or water infiltration mitigation, if mold or water infiltration is observed during the Assessment. Any moldy materials that cannot be properly cleaned must be removed.

3. U.L. approved smoke detection in all locations as required for new construction. At least one smoke detector must be hardwired (preferably located near sleeping rooms).

4. GFCI receptacle protection in locations required for new construction.

5. Carbon Monoxide detection.

6. Replace older obsolete products and appliances (such as windows, doors, lighting, water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-qualified products. Water efficient toilets, showers, and faucets, such as those with the WaterSense label, must be installed.

7. If gut rehabilitation (i.e. general replacement of the interior of a building that may or may not include changes to structural elements such as flooring systems, columns, or load bearing interior or exterior walls), housing shall comply with Rehabilitation requirements as described herewith and applicable New Building Design requirements (see Part XVIII, below).

NOTE: An estimate based on age and condition of the remaining useful life of major systems is required upon project completion. If the remaining useful life of any major system is less than the period of affordability established for HTF projects, a replacement reserve must be established which includes adequate monthly payments to repair or replace systems as needed.

A. **Kitchens: Every dwelling shall have a kitchen room or kitchenette equipped with the following**:

    1. **Kitchen Sink**. The dwelling shall have a kitchen sink, connected to both hot and cold potable water supply lines under pressure and to the sanitary sewer waste line. When replacing such components, water supply shut off valves shall be installed.

    2. **Oven and Stove or Range**. The dwelling shall contain an oven and a stove or range (or microwave oven) connected to the source of fuel or power, in good working order and capable of supplying the service for which it is intended.

    3. **Refrigerator**. The dwelling shall contain a refrigerator connected to the power supply, in good working order and capable of supplying the service for which it is intended.

4. **Counter Space Area**. Every kitchen or kitchenette shall have an adequate storage area. Every kitchen or kitchenette shall have adequate counter space.

B. **Toilet Room**: Every dwelling shall contain a room which is equipped with a flush toilet and a lavatory. The flush water closet shall be connected to the cold potable water supply, under pressure, and to the sanitary sewer system. The lavatory shall be connected to both a hot and cold potable water supply, under pressure, and connected to the sanitary sewer system. When replacing such components, water supply shut-off valves shall be installed.

C. **Bath Required**: Every dwelling shall contain a bathtub and/or shower.

1. The bathtub and/or shower unit(s) need not be located in the same room as the flush water closet and lavatory. The bathtub and/or shower unit may be in a separate room.

2. The bathtub and/or shower unit shall be connected to both hot and cold potable water supply lines, under pressure, and shall be connected to the sanitary sewer system. Where feasible, shut off valves shall be installed on the water supply lines. All faucets, when replaced, shall be water balancing scald guard type faucets.

D. **Privacy in Room(s) Containing Toilet and/or Bath**: Every toilet room and/or every bathroom (the room or rooms containing the bathtub and/or shower unit) shall be contained in a room or rooms that afford privacy to a person within said room or rooms. Every toilet room and/or bathroom shall have doors equipped with a privacy lock or latch in good working order.

E. **Hot Water Supply**: Every dwelling shall have supplied water-heating equipment (water heater and hot water supply lines) that is free of leaks, connected to the source of fuel or power, and is capable of heating water to be drawn for general usage.

1. No atmospheric water heaters shall be allowed in a confined space. No water heaters shall be allowed in the toilet rooms, bathrooms, bedrooms, or sleeping rooms. No gas water heaters shall be allowed in a clothes closet.

2. All gas water heaters shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. Unlined brick chimneys must have a metal liner installed to meet manufacturer's venting requirements. If metal chimney venting cannot be added, a power vented water heater may be installed. Install according to manufacturer's specifications.

3. All water heaters shall be equipped with a pressure/temperature relief valve possessing a full-sized (non-reduced) approved discharge pipe to within six (6) inches of the floor. The discharge pipe shall not be threaded at the discharge end.

4. All water heaters must be installed to manufacturer's installation specifications.

5. Replacement water heaters shall meet Energy Star requirements at the time of installation.

6. Where feasible, tankless water heaters may be installed in accordance with manufacturer's guidelines and sized to provide adequate hot water supply to all fixtures. Gas supply lines and/or electrical capacity must be evaluated before installing tankless water heaters. Before installing, careful consideration should be made regarding supply and water temperature to owners.

F. **Exits**: Every exit from every dwelling shall comply with the following requirements:

1. Every habitable room shall have two (2) independent and unobstructed means of egress. This is normally achieved through an entrance door and an egress window.

2. All above grade egress windows from habitable rooms shall have a net clear opening of 5.7 square feet. The minimum net clear opening width dimension shall not be less than twenty inches (20") wide, and the minimum net clear opening height dimension shall not be less than twenty-four inches (24") wide. Note that the combination of minimum window width and minimum window height opening size does not meet the 5.7 square feet requirements. Therefore, the window size will need to be greater than the minimum opening sizes in either width or height. Where windows are provided as a means of escape or rescue, they shall have a finished sill height of not more than forty-eight inches (48") above the floor in basements. Egress windows with a finished sill height of more than forty-eight inches (48") shall have a permanently installed step platform that is in compliance with stair construction standards.

   All at-grade egress windows from habitable rooms may be reduced in size to 5.0 square feet of operable window area, but the area must meet the minimum width and height requirements of all egress windows.

   When windows are being replaced within existing openings, the existing window size shall be determined to be of sufficient size even if current window sizes do not meet current egress standards. However, if the specification writer determines that changing the window size is beneficial; such egress window size modification will be allowed, but not required. If new construction windows are being installed, these windows must meet all egress window requirements (for example, if adding on to existing building in a rehabilitation or redevelopment).

3. In habitable basements (or habitable rooms within a basement) where one means of egress is a window, the window shall have a net clear opening of 5.0 square feet. The window shall open directly to the street or yard or, where such egress window has a finished sill height that is below the adjacent ground elevation, shall have an egress window/area well. The egress window/area well shall provide a minimum accessible net clear opening of nine square feet that includes a minimum horizontal dimension of thirty-six inches (36") from the window. Egress window/area wells with a depth of more than forty-four (44") shall be equipped with an affixed ladder, stairs or platform according to local code that are accessible with the window in the fully opened position. Such ladder will have rungs at 12 inches on-center and projecting out a minimum of three inches from the side of the window well.

G. **Stairs**: If replacing existing stairs, stairs will need to conform as close as possible to new construction standards, but replacement stairs do not need to be in compliance with new codes. All newly constructed stairs (interior and exterior stairways) shall comply with the following requirements and local code requirements:

1. All stairways and steps of four (4) or more risers shall have at least one (1) handrail. All stairways and steps which are five (5) feet or more in width shall have a handrail on each side.

2. All handrails shall be installed not less than thirty-four inches (34") nor more than thirty-eight inches (38"), measured plumb, above the nosing of the stair treads. Handrails adjacent to a wall shall have a space of not less than one and one-half inches (1 1/2") between the wall and the handrail. All handrails shall be turned back into the wall on railing ends. The size of a round railing must be a minimum of 1.25 inches, but not more than 2 inches. Railings must be continuous from the top riser to the bottom riser.

3. Porches, balconies, decks, or raised floor surfaces, including stairway riser and/or landing, located more than thirty (30) inches above the floor or the grade, shall have guardrails installed that are not less than thirty-six inches (36") in height. Open guardrails and stair railings shall have intermediate rails or ornamental pattern such that a sphere four inches (4") in diameter cannot pass through.

4. All stairs and steps shall have a riser height of not more than eight inches (8") and a tread depth of not less than nine inches (9'). All newly constructed stairs, not replacement stairs, shall have a riser height of not more than seven and three quarters (7 3/4") and a tread depth of not less than ten inches (10"). Risers and treads cannot be different in size by more than 3/8 of an inch from the top to the bottom of the stairs.

H. **Smoke Detectors**: All smoke detectors shall be dual sensor detectors. They shall be hard-wired with battery back-up and interconnected with all other alarms. Smoke detectors shall be located as follows:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.

2. In each room used for sleeping purposes, and

3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level if the lower level is less than one full story below the upper level.

4. All smoke detectors shall be installed per manufacturer's installation instructions.

I. **Carbon Monoxide Detectors**: Where a heating system source, other than solid fuel burning appliances (e.g., wood stoves), and/or water heater that burns solid, liquid or gaseous fuels is located horizontally adjacent to any habitable room, a hard-wired with battery back-up carbon

monoxide detector is required and is to be installed per the manufacturer's instructions. Any dwelling that has a fuel source heating system (not electric), other solid fuel burning appliances (e.g., wood stoves, pellet, or corn stoves), and/or fuel source water heater (not electric), a hard-wired with battery back-up combination smoke alarm/carbon monoxide detector is required to be installed per the manufacturer's instructions on the main living area floor.

IV. Minimum Standards for Ventilation

A. In general, sufficient ventilation shall be present to ensure adequate air circulation in the dwelling.

B. Bathrooms, including toilet rooms, shall be provided with an exhaust fan. If it is being installed or replaced, it shall be rated at a minimum of 60 CFM and 4 sones or less. Fans shall have insulated ducting vented to the exterior. A fan needs to be installed if there is no window or a non-operable window is present.

V. Minimum Standards for Electrical Service

A. **Minimum Electrical Service**: Every dwelling unit, at a minimum, shall have a 100-ampere breaker controlled electrical panel. All electrical work shall be in compliance with adopted State electrical code requirements. The panel, service mast, etc. shall also be installed to local utility company requirements.

B. **Convenience Outlets**:

1. Every habitable room within the dwelling shall contain at least two (2) separate duplex, wall-type electrical outlets. Placement of such outlets shall be on separate walls. All newly installed receptacles shall be grounded duplex receptacles or GFCI protected.

2. All electrical outlets used in bathrooms and toilet rooms, all outlets within six foot (6'-0") of a water source (excluding designated simplex equipment circuits for clothes washing machines and sump pumps), outlets located on open porches or breezeways, exterior outlets, outlets located in garages and in non-habitable basements, except those electrical outlets that are dedicated appliance outlets. All kitchen receptacles serving the countertop area shall be ground fault circuit interrupter (GFCI) protected. All exterior receptacles shall be covered by a receptacle cover that when a cord is plugged in, the GFCI outlet will stay covered and protected.

3. All accessible knob and tube, unsafe, and/or illegal wiring shall be removed and replaced with type NM cable (Romex) or as required by code.

4. All broken, damaged or nonfunctioning switches or outlets shall be replaced. All fixtures and wiring shall be adequately installed to ensure safety from fire so far as visible components are observed.
5. All missing or broken switch and outlet covers (including junction boxes) shall be replaced. Each receptacle or switch located on an exterior wall shall have a foam seal placed under the cover.

C. **Lighting**:

1. Every habitable room and every bathroom (including toilet room), laundry room, furnace or utility room, and hallway shall have at least one (1) ceiling or wall-type electric light fixture, controlled by a remote wall switch. Habitable rooms (except kitchens or kitchenettes) may have a wall-type electrical outlet controlled by a remote wall switch in lieu of a ceiling or wall-type light fixture. Energy efficient fixtures that meet energy star ratings and compact florescent bulb equivalent or better shall be installed in all new fixture instillations.

2. All stairwells shall have at least one light fixture controlled by a remote wall switch at the top and bottom of the stairs.

3. Porcelain type fixtures with pull chains are acceptable for use in basements (except for the one controlled by a remote wall switch) cellars, and attics.

4. All pendant type lighting fixtures that are supported only by the electrical supply wire shall be removed or replaced. If replaced, replace with Energy Star rated fixtures.

VI. Minimum Standards for Heating Systems

A. **Heating System**: All heating systems (and central air-conditioning systems where they exist) shall be capable of safely and adequately heating (or cooling as applicable) for all living space.

B. **Cooling System**: Non-working or improperly functioning central air conditioning systems may be replaced as part of the rehabilitation work. The installation of a central air conditioning system, where it currently does not exist, is permissible where feasible and practical. New A/C installation will not be a priority unless project funds are available.

C. **Requirements for Heating and or Cooling Systems**:

1. All existing heating systems, including but not limited to, chimneys and flues, cut-off valves and switches, limit controls, heat exchangers, burners, combustion and ventilation air, relief valves, drip legs and air, hot water, or steam delivery components (ducts, piping, etc.) that are not being replaced, shall be inspected to be in a safe and proper functioning condition at the time of inspection, by means of written project file documentation.

2. Every heating system burning solid, liquid or gaseous fuels shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. The heating system chimney and/or flue shall be of such design to assure proper draft and shall be adequately supported.

3. No heating system source burning solid, liquid or gaseous fuels shall be located in any habitable room or bathroom, including any toilet room.

4. Every fuel burning appliance (solid, liquid or gaseous fuels) shall have adequate combustion air and ventilation air. All new furnaces will have sealed combustion with

combustion air brought in from the exterior of the house and installed in accordance with manufacturer's guidelines.

5. Every heat duct, steam pipe and hot water pipe shall be free of leaks and shall function such that an adequate amount of heat is delivered where intended. All accessible duct joints must be sealed with mastic or any other acceptable product. Newly installed ductwork must also be sealed. All accessible steam piping and hot water piping must be installed with an approved material.

6. Every seal between any of the sections of the heating source(s) shall be air-tight so that noxious gases and fumes will not escape into the dwelling.

7. No space heater shall be of a portable type.

8. Minimum requirements for forced air furnaces, when installed, will be no less than a 92% AFUE, or the minimum AFUE, if greater than 92%, to obtain a local utility rebate (Energy Star rated for northern climates). A digital programmable thermostat must be installed. Condensate lines will drain to a floor drain or have a condensate pump installed and piped to discharge. All furnace ductwork shall be equipped with an air filter clean out location that has a tight fitting cover installed over it.

9. All boilers, when replaced, will have an "A" rating and be no less than 90% AFUE rating. All combustion air will be from the exterior of the house. The addition of zone valves may be useful to reduce energy cost. Heat lines shall be insulated with approved material. Programmable thermostats will be installed.

10. A/C units, if added or replaced, shall not be less than 14.5 SEER or the lowest SEER rating that is available at the time of installation but not less than 14.5 SEER. All units shall be installed, when possible, on either the north or east side of the dwelling or in an area that will provide shade for the unit. The correct coil will be installed that is compatible with both the furnace and A/C unit. Homeowners who use window air conditioners will be encouraged to purchase Energy Star rated air conditioners. No window A/C units may be purchased with HTF funds.

11. All wood, pellet, corn, switch grass, hydrogen, or other biomass fuel stoves must be installed to manufacturer's guidelines. Where such guidelines are not available, the heating unit will be removed. Venting and combustion air must be installed in accordance with manufacturer's requirements.

D. **Energy Conservation**: All structures shall comply with certain energy conservation measures (U.S. Department of Energy recommendations). These measures include, but are not necessarily limited to, the following:

1. When siding is being replaced and/or interior wall finishes of exterior walls are being replaced on a dwelling, such exterior walls are to be provided with insulation and at the recommended resistance factor (R-value) or R-11, or that which is allowed by the stud cavity space. In addition, an air infiltration barrier, such as Tyvek or approved equal, shall be installed on all exterior walls. If new walls are being framed and insulated, the

minimum R factor is R-19 or R-13 plus R-5 foam. The installation of fan-fold foam or foam sheathing may be added to increase household R-ratings.

2. When new windows are to be installed, windows must be current Energy Star rated for northern climates. All rope weight openings will be insulated and all new windows will have the window jamb sealed. Where SHPO requirements will restrict the installation of vinyl windows, the specifications will be written to come as close as possible to achieving Energy Star requirements.

3. All heat ducts and hot water or steam heat distribution piping shall be insulated or otherwise protected from heat loss where such ducts or piping runs are located in unheated spaces. Similarly, distribution piping for general use hot water shall also be protected from heat loss where such piping is located in unheated spaces. All water distribution piping shall be protected from freezing.

4. Attic access passage ways (scuttle holes) shall be no less than 22" by 30" or the size of original construction. If it is impossible to conform to this standard, the largest attic access hole possible will be installed.

VII. Minimum Standards for the Interior of Structures

A. Interior Walls, Floors, Ceilings, Doors, and Windows:

1. All interior walls, floors, ceilings, doors and windows shall be capable of being kept in a clean and sanitary condition by the owner.

2. Every bathroom and/or toilet room, kitchen or kitchenette, and utility room floor surface shall be constructed such that they are impervious to water and can easily be kept in a clean and sanitary condition by the owner.

3. All interior doors shall be capable of affording the privacy for which they are intended.

4. No dwelling containing two or more bedrooms shall have a room arrangement that access to a bathroom, toilet room, or a bedroom can be achieved only by going through another bathroom, toilet room, or another bedroom.

5. It is encouraged that all paints, stains, varnishes, lacquers and other finishes used in the rehabilitated dwelling shall be low or no VOC paint finishes and installed as required by the manufacturer.

VIII. Minimum Standards for the Exterior of Structures

A. **Foundations, Exterior Walls, Roofs, Soffits and Fascia**:

1. Every foundation, exterior wall, roof, soffit and fascia shall be made weather resistant. Products for exterior walls, roofs, soffits, and fascia shall be installed in accordance with the manufacturer's guidelines.

2. Roof replacement shall be installed in accordance with the manufacturer's requirements. When installing asphalt or fiberglass shingles, a minimum of a 30-year shingle shall be used. Other products such as metal roofing may be considered.

B. **Drainage**:

1. All rainwater shall be conveyed and drained away from every roof so as not to cause wetness or dampness in the structure. No roof drainage systems shall be connected to a sanitary sewer, or directly to a storm sewer system.

2. The ground around the dwelling shall be sloped away from foundation walls to divert water away from the structure.

3. If feasible, the collection of roof water is encouraged.

C. **Windows, Exterior Doors and Basement Entries (Including Cellar Hatchways)**:

1. Every window, exterior door, basement entry and cellar hatchway shall be tight fitting within their frames, be rodent-proof, insect-proof and be weatherproof such that water and surface drainage is prevented from entering the dwelling. In addition, the following requirements shall also be met:

    a. All exterior doors and windows shall be equipped with security locks. Deadbolts are not required.

    b. Every window sash shall be fully equipped with glass windowpanes which are without cracks or holes. Every window sash to be replaced shall use Energy Star rated for northern climate windows unless the existing windows have insulated glass. Stained or leaded glass found to be historically significant may be protected by a fixed low-E glass storm window. Every window sash shall fit tightly within its frame, and be secured in a manner consistent with the window design. All window jambs will be sealed. All rope weight openings shall be insulated before installing the new window. Energy Star rated for Northern climate.

    c. Storm doors, when installed, shall also be equipped with a self-closing device.

    d. Every exterior door, when closed, shall fit properly within its frame and shall have door hinges and security locks or latches. All exterior doors will be no less than metal clad insulated (foam filled) doors. All jambs and thresholds will be sealed.

    e. Every exterior door shall be not less than two foot-four inches (2'-4") in width and not less than six foot-six inches (6'6") in height. Existing door sizes will be grandfathered, but an attempt shall be made to have at least one exterior door that is not less than 36 inches wide and no less than 6'-8" high.

IX. Minimum Space, Use, and Location Requirements

A. No cellar space shall be converted to habitable space.

B. **Habitable Basement Space**: No basement space shall be used as habitable space unless all habitable space requirements are met and all the following requirements are met:

1. The floor and walls are waterproof or damp proof construction.

2. Such habitable space has a hard-surfaced floor of concrete or masonry.

3. Such space shall have a minimum of two exits. In addition to the stairs, this would normally consist of one egress window.

X. Minimum Standards for Plumbing Systems

A. All dwelling plumbing systems shall be capable of safely and adequately providing a water supply and wastewater disposal for all plumbing fixtures. Every dwelling plumbing system shall comply with the following requirements.

1. All existing plumbing systems and plumbing system components shall be free of leaks. When repairing or adding to such systems, any type of pipe allowed by the State plumbing code shall be allowed.

2. All plumbing system piping shall be of adequate size to deliver water to plumbing fixtures and to convey wastewater from plumbing fixtures (including proper slope of wastewater piping) as designed by the fixture manufacturer).

3. All plumbing fixtures shall be in good condition, free of cracks and defects, and capable of being used for the purpose in which they were intended.

4. The plumbing system shall be vented in a manner that allows the wastewater system to function at atmospheric pressure and prevents the siphoning of water from fixtures. Venting by mechanical vents is accepted as an alternative to exterior atmospheric venting.

5. All fixtures that discharge wastewater shall contain, or be discharged through, a trap that prevents the entry of sewer gas into the dwelling.

6. All plumbing system piping and fixtures shall be installed in a manner that prevents the system, or any component of the system, from freezing.

7. All plumbing fixtures and water connections shall be installed in such a way as to prevent the backflow of water from the system into the plumbing system's water source.

8. Valves shall be installed with the valve in the upright position. When replacing valves, the use of a full port ball-valve shall be encouraged.

XI. Minimum Standards for Potable Water Supply

A. Every dwelling shall be connected to an approved (by the jurisdiction having authority) potable water source.

B. All potable water fixtures and equipment shall be installed in such a manner as to make it impossible for used, unclean, polluted or contaminated water, mixtures or substances to enter any portion of the potable water system piping. All equipment and fixtures shall be installed with air gaps (traps) to prevent back siphon age. All outlets with hose threads (except those serving a clothes washing machine) shall have a vacuum breaker for use with the application. Any plumbing equipment or fixtures that allow, or appear to allow, the previous conditions, or are otherwise deemed to be unhealthy, unsanitary, or unsafe shall be replaced. No water piping supplied by a private water supply system shall be connected to any other source of water supply without the approval of the jurisdiction having authority over the installation.

XII. Minimum Standards for Connection to Sanitary Sewer

Every dwelling shall be connected to an approved (by the jurisdiction having authority) sanitary sewer system.

XIII. Lead-Based Paint

Housing assisted with HTF funds is subject to the regulations at 24 CFR Part 35, subparts A, B, J, K, and R which govern lead-based paint poisoning prevention in residential structures. Applicants, developers, and builders of any project requiring the rehabilitation or redevelopment of structures built prior to 1978 must read, fully understand, and comply with 24 CFR Part 35, subparts A, B, J, K, and R.

XIV. Accessibility

Housing assisted with HTF funds must meet the accessibility requirements of 24 CFR Part 8, which implements Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, implemented at 28 CFR Parts 35 and 36, as applicable. “Covered multifamily dwellings”, as defined at 24 CFR Part 100.201, must also meet the design and construction requirements at 24 CFR Part 100.205, which implements the Fair Housing Act. All projects must meet minimum standards for accessibility [24 CFR, Part 8; 28 CFR, Parts 35 and 36; 24 CFR § 100.205, as applicable; and 24 CFR § 100.205 as applicable]. Rehabilitation projects are encouraged to provide minimum visitability features of at least one zero-step entrance, one first-floor wheelchair accessible half-bathroom, and first-floor door widths of 32 inches or greater.

XV. Uniform Physical Condition Standards

Housing assisted with HTF funds and which are placed in service must follow property standards which include all inspectable items and inspectable areas specified by the US Department of Housing and Urban Development (HUD) based on the HUD physical inspection procedures, known as the Uniform Physical Condition Standards (UPCS) prescribed by HUD pursuant to 24 CFR Part 5, subpart G. Any and all deficiencies identified during annual compliance monitoring site visits of HTF-assisted properties must be cured. Commerce will monitor property condition standards using the same process and procedures as for the federal Low Income Housing Tax Credit Program which does not employ a scoring protocol or grade levels of deficiencies; all identified deficiencies must be corrected.

Rehabilitation projects (including redevelopment) must address any and all deficiencies identified in this section as part of the project's scope of work so that, upon completion, all such deficiencies are cured. For projects which include acquisition and/or rehabilitation of occupied housing, any life threatening health and safety deficiencies, identified in this section in ALL CAPS, must be addressed and corrected immediately.

Reference is made to the following HUD documents: "Uniform Physical Conditions Standards – Comprehensive Listing" and the "Dictionary of Deficiency Definitions, DCD Version 2.3" for Real Estate Assessment Center System Physical Assessment Subsystem, March 8, 2000.

Life threatening health and safety deficiencies include, but are not limited to, the following:

- Site – propane/natural gas/methane gas detected; exposed wires/open panels; water leaks on/near electrical equipment.

- Building Exterior – fire escapes with blocked egress/ladders or visibly missing components; exposed wires/open panels; water leaks on/near electrical equipment; emergency/fire exits blocked/unusable; windows with security bars that prevent egress.

- Building Systems – misaligned chimney/ventilation system; missing breakers/fuses or missing electrical covers; missing/damaged/expired fire extinguishers; propane/natural gas/methane gas detected; exposed wires/open panels; water leaks on/near electrical equipment; emergency/fire exits blocked/unusable.

- Common Areas – missing electrical breakers or covers; misaligned chimney/ventilation system; missing/broken outlets/switches/cover plates; missing/inoperable smoke detector; windows with security bars that prevent egress; propane/natural gas/methane gas detected; exposed wires/open panels; water leaks on/near electrical equipment; emergency fire exits blocked/unusable.

- Unit – missing electrical breakers/fuses or covers; propane/natural gas/methane gas detected; exposed wires/open panels; water leaks on/near electrical equipment; emergency/fire exits blocked/unusable; misaligned chimney/ventilation system; missing/broken outlets/ switches/cover plates; missing/inoperable smoke detector; windows with security bars that prevent egress.

A. Housing assisted with HTF funds must be decent, safe, sanitary, and in good repair. Owners of HTF-assisted property must maintain such housing in a manner that meets the physical condition standards set forth in this section in order to be considered decent, safe, sanitary, and in good repair. These standards address the major areas of the HTF-assisted housing: the site; the building exterior; the building systems; the dwelling units; the common areas; and health and safety considerations.

    1. Site: The inspectable items related to Site, such as fencing and gates, retaining walls, grounds, lighting, mailboxes/project signs, parking lots/driveways, play areas and equipment, refuse disposal, roads, market appeal, storm drainage, walkways, and steps must be free of health and safety hazards and be in good repair. The site must not be subject to material adverse conditions, such as abandoned vehicles, dangerous walks or

steps, poor drainage, septic tank back-ups, sewer hazards, excess accumulation of trash, vermin or rodent infestation, or fire hazards.

Examples of observable deficiencies for inspectable items related to Site include, but are not limited to, the following.

- Fencing and Gates (both security/safety and non-security fences and gates): Damaged, falling, or leaning; Holes; Missing sections.
- Grounds: Erosion; Rutting areas; Overgrown or penetrating vegetation; Ponding or poor site drainage.
- Mailboxes/Project Signs: Missing or damaged.
- Market Appeal: Graffiti, Litter
- Parking Lots/Driveways/Roads: Cracks; Ponding; Potholes; Loose material; Settlement or heaving.
- Play Areas and Equipment: Damaged or broken equipment; Deteriorated play area surface.
- Refuse Disposal: Broken or damaged enclosure; Inadequate outdoor storage space.
- Retaining Walls: Damaged, falling, or leaning.
- Storm Drainage: Damaged or obstructed.
- Walkways/Steps: Broken or missing handrail; Cracks; Settlement; Heaving; Spalling; Exposed rebar.

2. Building exterior: Each building on the site must be structurally sound, secure, habitable, and in good repair. The inspectable items related to Building Exterior, which includes each building's doors, fire escapes, foundations, lighting, roofs, walls, and windows, where applicable, must be free of health and safety hazards, operable, and in good repair.

   Examples of observable deficiencies for inspectable items related to Building Exterior include, but are not limited to, the following.

   - Doors: Damaged frames, threshold, lintels, or trim; Damaged hardware or locks; Damaged surface (Holes, paint, rusting, glass); Damaged or missing screen, storm or security door; Deteriorated or missing caulking or seals; Missing door.
   - FIRE ESCAPES: BLOCKED EGRESS OR LADDERS; VISIBLY MISSING COMPONENTS.
   - Foundations: Cracks or gaps; Spalling; Exposed rebar.
   - Lighting: Broken fixtures or bulbs.
   - Roofs: Damaged soffits or fascia; Damaged vents; Damaged or clogged drains; Damaged or torn membrane; Missing ballast; Missing or damaged components from downspout or gutter; Missing or damaged shingles; Ponding.
   - Walls: Cracks or gaps; Damaged chimneys; Missing or damaged caulking or mortar; Missing pieces, holes, or spalling; Stained, peeling, or needs paint.
   - Windows: Broken, missing, or cracked panes; Damaged sills, frames, lintels, or trim; Damaged or missing screens; Missing or deteriorated caulking, seals, or glazing compound; Peeling or missing paint; SECURITY BARS PREVENT EGRESS.

3. Building systems: The inspectable items related to Building Systems, which includes each building's domestic water, electrical system, elevators, emergency power, fire

protection, HVAC, roof exhaust system, and sanitary system must be free of health and safety hazards, functionally adequate, operable, and in good repair.

Examples of observable deficiencies for inspectable items related to Building Systems include, but are not limited to, the following.

- Domestic Water: Leaking central water supply; Missing pressure relief valve; RUST OR CORROSION ON HEATER CHIMNEY; IMPROPER ANGLE OF OR DISCONNECTED FLUE ON WATER HEATER; Water supply inoperable.
- Electrical System: Blocked access or improper storage; Burnt breakers; Evidence of leaks or corrosion; Frayed wiring; MISSING BREAKERS OR FUSES; MISSING OUTLET COVERS.
- Elevators: Not operable.
- Emergency Power: Auxiliary lighting inoperable; Run-up records/Documentation not available.
- Fire Protection: Missing/disabled/painted/blocked/capped sprinkler head; Missing, damaged, or expired extinguishers.
- HVAC: Boiler or pump leaks; Fuel supply leaks; General rust or corrosion; MISALIGNED CHIMNEY OR VENTILATION SYSTEM.
- Roof Exhaust System: Roof exhaust fan(s) inoperable.
- Sanitary System: Broken, leaking, or clogged pipes or drains; Missing drain, cleanout, or manhole covers.

4. Dwelling units: Each dwelling unit within a building must be structurally sound, habitable, and in good repair. All inspectable items of the dwelling unit (for example, the unit's bathroom, call-for-aid (if applicable), ceiling, doors, electrical systems, floors, hot water heater, HVAC, kitchen, lighting, laundry area, outlets/switches, patio/porch/balcony, smoke detectors, stairs, walls, and windows) must be free of health and safety hazards, functionally adequate, operable, and in good repair.

   Examples of observable deficiencies for inspectable items related to the Dwelling Units include, but are not limited to, the following.

   - Bathroom: Bathroom cabinets damaged or missing; Lavatory sink damaged or missing; Plumbing has clogged drains or faucets or leaking faucet or pipes; Shower or tub is damaged or missing; Ventilation or exhaust system is absent or inoperable; Water closet or toilet is damaged, clogged, or missing.
   - Call-for-Aid (if applicable): Inoperable.
   - Ceiling: Bulging, bucking, or leaking; Holes, missing tiles, panels, or cracks; Peeling or missing paint; Water stains, water damage, mold or mildew.
   - Doors: Damaged frames, threshold, lintels, or trim; Damaged hardware or locks; Damaged or missing screen, storm or security door; Damaged surface, including holes, bad paint, rusting, broken glass, or rotting; Deteriorated or missing seals on the entry door; Missing door.
   - Electrical System: Blocked access to electrical panel; Burnt breakers; Evidence of leaks or corrosion; Frayed wiring; GFI inoperable; MISSING BREAKERS OR FUSES; MISSING COVERS.

- Floors: Bulging or buckling; Hard floor covering damage; Missing flooring tiles; Peeling or missing paint; Rotten or deteriorated subfloor; Water stains, water damage, mold, or mildew.
- Hot Water Heater: MISALIGNED CHIMNEY OR VENTILATION SYSTEM; Inoperable unit or components; Leaking valves, tanks, or pipes; Pressure relief valve missing; Rust or corrosion.
- HVAC System: Convection or radiant heat system covers missing or damaged; Inoperable system; MISALIGNED CHIMNEY OR VENTILATION SYSTEM; Noisy, vibrating, or leaking system; Rust or corrosion.
- Kitchen: Cabinets are missing or damaged; Countertops are missing or damaged; Dishwasher or garbage disposal is inoperable; Plumbing has clogged drains, leaking faucets, or pipes; Range hood or exhaust fans are inoperable; Excessive grease buildup; Range or stove is missing, damaged, or inoperable; Refrigerator is missing, damaged, or inoperable; Sink is damaged or missing.
- Laundry Area: Dryer vent is missing, damaged, or inoperable.
- Lighting: Missing or inoperable fixture.
- Outlets/Switches: Missing outlet or switch; MISSING OR BROKEN COVER PLATE.
- Patio/Porch/Balcony: Baluster or side railings damaged.
- SMOKE DETECTOR: MISSING OR INOPERABLE.
- Stairs: Broken, missing, or damaged steps or handrail.
- Walls: Bulging or buckling; Damaged wall surface; Damaged or deteriorated trim; Peeling or missing paint; Water stains, water damage, mold, or mildew.
- Windows: Cracked, broken, or missing panes; Damaged window sill; Missing or deteriorated caulking, seals, glazing; Inoperable or not lockable; Peeling or missing paint; SECURITY BARS PREVENT EGRESS.

5. Common areas: The common areas must be structurally sound, secure, and functionally adequate for the purposes intended. The basement/garage/carport, restrooms, closets, utility, mechanical, community rooms, day care, halls/corridors, stairs, kitchens, laundry rooms, office, porch, patio, balcony, and trash collection areas, if applicable, must be free of health and safety hazards, operable, and in good repair. All common area ceilings, doors, floors, HVAC, lighting, outlets/switches, smoke detectors, stairs, walls, and windows, to the extent applicable, must be free of health and safety hazards, operable, and in good repair.

   Examples of observable deficiencies for inspectable items related to the Common Areas include, but are not limited to, the following. Common Areas include Basement, Garage, Carport, Closet, Utility or Mechanical Room, Community Room, Halls, Corridors, Stairs, Kitchens, Laundry Room, Lobby, Office, Patio, Porch, Balcony, Restrooms, Storage Areas, Pedestrian or Wheelchair Ramps, Pools and Related Structures, Trash Collection Areas, or Other Community Spaces.
   - Missing or damaged balusters or side railings.
   - Cabinets missing or damaged.
   - Call-for-Aid system (if applicable) inoperable.
   - Ceiling: Holes, missing tiles or panels, cracks; Peeling or missing paint; Water stains, water damage, mold, or mildew; Bulging or buckling.
   - Chutes: Damaged or missing components.

- Countertops missing or damaged.
- Dishwasher or garbage disposal inoperable.
- Doors: Damaged frames, threshold, lintels, or trim; Damaged hardware or locks; Damaged surface (holes, paint, rust, glass); Damaged or missing screen, storm, or security door; Deteriorated or missing deals on entry door; Missing door.
- Dryer Vent: Missing, damaged, or inoperable.
- Electrical: Blocked access to electrical panel; Burnt breakers, Evidence of leaks or corrosion; Frayed wiring; MISSING BREAKERS; MISSING PLATES OR COVERS; Inoperable GFI; Missing or broken outlets, switches, or cover plates.
- Fencing: Damaged or not intact.
- Floors: Bulging or buckling; Floor covering damaged; Missing flooring or tiles; Peeling painted surface; Rotten or deteriorated subflooring; Water stains, water damage, mold, or mildew.
- Graffiti
- HVAC: Convection or radiant heat system covers missing or damaged; General rust or corrosion; Inoperable unit or system; MISALIGNED CHIMNEY OR VENTILATION SYSTEM; Noisy, vibrating, or leaking.
- Lavatory Sink: Damaged or missing fixture.
- Lighting: Missing, damaged, or inoperable fixture.
- Mailbox: Missing or damaged.
- Plumbing: Clogged drains; Leaking faucet or pipes.
- Range Hood/Exhaust Fans: Excessive grease buildup; Inoperable.
- Range/Stove: Missing, damaged, or inoperable.
- Refrigerator: Missing, damaged, or inoperable.
- Shower/Tub/Sink: Damaged or missing.
- SMOKE DETECTORS: MISSING OR INOPERABLE.
- Stairs: Broken, damaged, or missing steps or handrail.
- Ventilation/Exhaust system inoperable.
- Walls: Bulging or buckling; Damaged surface, peeling or missing paint; Damaged or deteriorated trim; Water stains, water damage, mold, or mildew.
- Water Closet/Toilet: Damaged, clogged, or missing.
- Windows: Cracked, broken, or missing panes; Damaged window sill; Inoperable or missing lock; Missing or deteriorated caulking, seals, or glazing; Peeling or missing paint; SECURITY BARS PREVENT EGRESS.

6. Health and safety concerns: All areas and components of the housing must be free of health and safety hazards. The inspectable areas related to Health and Safety include, air quality, electrical hazards, elevators, emergency/fire exits, flammable materials, garbage and debris, general hazards, infestation, and lead-based paint. For example, the buildings must have fire exits that are not blocked and have handrails that are undamaged and have no other observable deficiencies. The housing must have no evidence of infestation by rats, mice, or other vermin, or of garbage and debris. The housing must have no evidence of electrical hazards, natural hazards, or fire hazards. The dwelling units and common areas must have proper ventilation and be free of mold, odor (e.g., propane, natural gas, methane gas), or other observable deficiencies. The housing must comply with all requirements related to the evaluation and reduction of lead-based paint hazards and have proper certifications of such (see 24 CFR part 35). For

projects which include acquisition of occupied housing, life threatening deficiencies in areas of health and safety must be addressed and corrected immediately. Life threatening health and safety deficiencies are identified below by ALL CAPS.

Examples of observable deficiencies for inspectable items related to Health and Safety include, but are not limited to, the following.

- Air Quality: Mold and/or mildew observed; PROPANE, NATURAL GAS, OR METHANE GAS DETECTED; Sewer odor detected.
- ELECTRICAL HAZARDS: EXPOSED WIRES; OPEN PANELS; WATER LEAKS ON OR NEAR ELECTRICAL EQUIPMENT.
- Elevator: Elevator is misaligned with floor by ¾ inches or more.
- Emergency Fire Exits: EXITS BLOCKED OR UNUSABLE; Missing exit signs.
- Flammable or Combustible Material: Improperly stored and secured.
- Garbage and Debris: Present indoors or outdoors.
- General Hazards: Sharp edges; Tripping; unsafe or missing handrails.
- Infestation: Insects, rats, mice, or other vermin.

Table J-1 outlines the types and degrees of observable deficiencies. The table serves as a guide for observable deficiencies that all HTF-assisted properties must remediate during rehabilitation activities and throughout the period of affordability as they are identified or reported. Additionally, the table prioritizes the immediate emergent deficiencies that must be addressed within 24 hours of identification and/or report.

To demonstrate compliance grantees must conduct initial, progress, and final inspections and submit inspection reports to document these tasks have been identified and work has been completed verifying the deficiency no longer exists. These reports will be submitted regularly during rehabilitation activities and annually during the period of affordability. Failure to address observable deficiencies in HTF-assisted housing may trigger repayment of HTF funds.

7. Compliance with state and local codes: These physical condition standards do not supersede or preempt State and local codes for building and maintenance with which HTF-assisted housing must comply. HTF-assisted housing must continue to adhere to those codes.

B. Commerce is responsible for conducting physical inspections of HTF-assisted housing to determine compliance with these standards, and will conduct such inspections every one to three years at its sole discretion.

8. Compliance with state and local codes: These physical condition standards do not supersede or preempt State and local codes for building and maintenance with which HTF-assisted housing must comply. HTF-assisted housing must continue to adhere to those codes.

C. Commerce is responsible for conducting physical inspections of HTF-assisted housing to determine compliance with these standards, and will conduct such inspections every one to three years at its sole discretion.

Table J-1 – HTF Units: Observable Deficiencies and Rehab/Repair Standards – Type and Degree

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Requirements for Site:		
Fencing and Gates	Damaged/Falling/Leaning	*Fence or gate is missing or damaged to the point it does not function as it should*
	Holes	*Hole in fence or gate is larger than 6 inches by 6 inches*
	Missing Sections	*An exterior fence, security fence or gate is missing a section which could threaten safety or security*
Grounds	Erosion/Rutting Areas	*Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable*
	Overgrown/Penetrating Vegetation	*Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable*
	Ponding/Site Drainage	*There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding*
Health & Safety	Air Quality - Sewer Odor Detected	*Sewer odors that could pose a health risk if inhaled for prolonged periods*
	Air Quality - Propane/Natural Gas/Methane Gas Detected	*Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled*
	Electrical Hazards - Exposed Wires/Open Panels	*Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)*
	Electrical Hazards - Water Leaks on/near Electrical Equipment	*Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion*
	Flammable Materials - Improperly Stored	*Flammable materials are improperly stored, causing the potential risk of fire or explosion*
	Garbage and Debris - Outdoors	*Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris*
	Hazards - Other	*Any general defects or hazards that pose risk of bodily injury*
	Hazards - Sharp Edges	*Any physical defect that could cause cutting or breaking of human skin or other bodily harm*
	Hazards - Tripping	*Any physical defect in walkways or other travelled area that poses a tripping risk*
	Infestation - Insects	*Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk*
	Infestation - Rats/Mice/Vermin	*Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough present a health and safety risk*

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Mailboxes/Project Signs	Mailbox Missing/Damaged	*Mailbox cannot be locked or is missing*
	Signs Damaged	*The project sign is not legible or readable because of deterioration or damage*
Parking Lots/Driveways/Roads	Cracks	*Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard*
	Ponding	*3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe*
	Potholes/Loose Material	*Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling*
	Settlement/Heaving	*Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles*
Play Areas and Equipment	Damaged/Broken Equipment	*More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk*
	Deteriorated Play Area Surface	*More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk*
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	*A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal*
Retaining Walls	Damaged/Falling/Leaning	*A retaining wall is damaged and does not function as it should or is a safety risk*
Storm Drainage	Damaged/Obstructed	*The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended*
Walkways/Steps	Broken/Missing Hand Railing	*The hand rail is missing, damaged, loose, or otherwise unusable*
	Cracks/Settlement/Heaving	*Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard*
	Spalling/Exposed rebar	*More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability*

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Requirements for Building Exterior:		
Doors	Damaged Frames/Threshold/Lintels/Trim	*Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim*
	Damaged Hardware/Locks	*Any door that does not function as it should or cannot be locked because of damage to the door's hardware*
	Damaged Surface (Holes/Paint/Rusting/Glass)	*Any door that has a hole that penetrates the full depth of the door, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass*
	Damaged/Missing Screen/Storm/Security Door	*Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing*
	Deteriorated/Missing Caulking/Seals	*The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should*
	Missing Door	*Any exterior door that is missing*
Fire Escapes	Blocked Egress/Ladders	*Stored items or other barriers restrict or block people from exiting*
	Visibly Missing Components	*Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing*
Foundations	Cracks/Gaps	*Cracks in foundation more than 1/4 inches wide by 1/4 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart*
	Spalling/Exposed Rebar	*Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other*

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	*Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)*
	Electrical Hazards - Water Leaks on/near Electrical Equipment	*Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion*
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	*The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or another condition blocks exit*
	Emergency Fire Exits - Missing Exit Signs	*Exit signs that clearly identify all emergency exits are missing or there is no illumination of the sign*
	Flammable/Combustible Materials - Improperly Stored	*Flammable materials are improperly stored, causing the potential risk of fire or explosion*
	Garbage and Debris - Outdoors	*Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris*
	Hazards - Other	*Any general defects or hazards that pose risk of bodily injury*
	Hazards - Sharp Edges	*Any physical defect that could cause cutting or breaking of human skin or other bodily harm*
	Hazards - Tripping	*Any physical defect in walkways or other travelled area that poses a tripping risk*
	Infestation - Insects	*Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk*
	Infestation - Rats/Mice/Vermin	*Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk*
Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia	*Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible*
	Damaged Vents	*Vents are missing or so visibly damaged that further roof damage is possible*
	Damaged/Clogged Drains	*The drain is damaged or partially clogged with debris or the drain no longer functions*
	Damaged/Torn Membrane/Missing Ballast	*Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration*
	Missing/Damaged Components from Downspout/Gutter	*Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior*
	Missing/Damaged Shingles	*Roofing shingles are missing or damaged enough to create a risk of water penetration*
	Ponding	*Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials*

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Walls	Cracks/Gaps	*Any large crack or gap that is more than ¼ inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration*
	Damaged Chimneys	*Part or all the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard*
	Floors - Bulging/Buckling	*Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types*
	Floors - Floor Covering Damaged	*More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.*
	Floors - Missing Floor/Tiles	*More than 5% of the flooring or tile flooring is missing*
	Floors - Peeling/Needs Paint	*Any painted flooring that has peeling or missing paint on more than 10% of the surface*
	Floors - Rot/Deteriorated Subfloor	*Any rotted or deteriorated subflooring greater than 3 inches by 3 inches*
	Floors - Water Stains/Water Damage/Mold/Mildew	*Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square*
	GFI - Inoperable	*The GFI does not function*
	Graffiti	*Any graffiti on any exposed surface greater than 6 inches by 6 inches*
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	*Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans*
	HVAC - General Rust/Corrosion	*Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice*
	HVAC - Inoperable	*HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged*
	HVAC - Misaligned Chimney/Ventilation System	*Any misalignment that may cause improper or dangerous venting of gases*
	HVAC - Noisy/Vibrating/Leaking	*HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged*
	Lavatory Sink - Damaged/Missing	*Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used*
	Lighting - Missing/Damaged/Inoperable Fixture	*More than10% of the permanent lighting fixtures are missing or damaged so they do not function*
	Mailbox - Missing/Damaged	*The U.S Postal Service mailbox cannot be locked or is missing*
	Outlets/Switches/Cover Plates - Missing/Broken	*Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring*

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Walls (cont.)	Pedestrian/Wheelchair Ramp	*A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers*
	Plumbing - Clogged Drains	*Drain is substantially or completely clogged or has suffered extensive deterioration*
	Plumbing - Leaking Faucet/Pipes	*A steady leak that is adversely affecting the surrounding area*
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	*A substantial accumulation of dirt or grease that threatens the free passage of air*
	Range/Stove - Missing/Damaged/Inoperable	*One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning*
	Refrigerator - Damaged/Inoperable	*The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance*
	Restroom Cabinet - Damaged/Missing	*Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose*
	Shower/Tub - Damaged/Missing	*Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing*
	Sink - Missing/Damaged	*Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing*
	Smoke Detector - Missing/Inoperable	*Smoke detector is missing or does not function as it should*
	Stairs - Broken/Damaged/Missing Steps	*A step is missing or broken*
	Stairs - Broken/Missing Hand Railing	*The hand rail is missing, damaged, loose, or otherwise unusable*
	Ventilation/Exhaust System - Inoperable	*exhaust fan is not functioning or window designed for ventilation does not open*
	Walls - Bulging/Buckling	*Bulging, buckling or sagging walls or a lack of horizontal alignment*
	Walls - Damaged	*Any hole in wall greater than 1 inch by 1 inch*
	Walls - Damaged/Deteriorated Trim	*10% or more of the wall trim is damaged*
	Walls - Peeling/Needs Paint	*10% or more of interior wall paint is peeling or missing*
	Walls - Water Stains/Water Damage/Mold/Mildew	*Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square*
	Water Closet/Toilet - Damaged/Clogged/Missing	*Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed*

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Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Walls (cont.)	Windows - Cracked/Broken/Missing Panes	*Any missing panes of glass or cracked panes of glass where the crack is either greater than 2" and/or substantial enough to impact the structural integrity of the window pane*
	Windows - Damaged Window Sill	*The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness*
	Windows - Inoperable/Not Lockable	*Any window that is not functioning or cannot be secured because lock is broken*
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	*There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure*
	Windows - Peeling/Needs Paint	*More than 10% of interior window paint is peeling or missing*
	Windows - Security Bars Prevent Egress	*The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks*
Health & Safety	Air Quality - Mold and/or Mildew Observed	*Evidence of mold or mildew is observed that is substantial enough to pose a health risk*
	Air Quality - Propane/Natural Gas/Methane Gas Detected	*Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled*
	Air Quality - Sewer Odor Detected	*Sewer odors that could pose a health risk if inhaled for prolonged periods*
	Electrical Hazards - Exposed Wires/Open Panels	*Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)*
	Electrical Hazards - Water Leaks on/near Electrical Equipment	*Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion*
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	*The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or another condition blocks exit*
	Emergency Fire Exits - Missing Exit Signs	*Exit signs that clearly identify all emergency exits are missing or there is no illumination around the sign*
	Flammable/Combustible Materials - Improperly Stored	*Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion*
	Garbage and Debris - Indoors	*Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris*
	Garbage and Debris - Outdoors	*Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris*
	Hazards - Other	*Any general defects or hazards that pose risk of bodily injury*

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Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Health & Safety (cont.)	Hazards - Sharp Edges	*Any physical defect that could cause cutting or breaking of human skin or other bodily harm*
	Hazards - Tripping	*Any physical defect in walkways or other travelled area that poses a tripping risk*
	Infestation - Insects	*Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk*
	Infestation - Rats/Mice/Vermin	*Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk*
Pools and Related Structures	Fencing - Damaged/Not Intact	*Any damage that could compromise the integrity of the fence*
Trash Collection Areas	Chutes - Damaged/Missing Components	*Garbage has backed up into chutes, because the collection structure is missing or broken, or compactors or components (chute, chute door, an/or other components) have failed*
Requirements for Unit:		
Bathroom	Bathroom Cabinets - Damaged/Missing	*Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose*
	Lavatory Sink - Damaged/Missing	*Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing*
	Plumbing - Clogged Drains, Faucets	*Drain or faucet is substantially or completely clogged or has suffered extensive deterioration*
	Plumbing - Leaking Faucet/Pipes	*A steady leak that is adversely affecting the surrounding area*
	Shower/Tub - Damaged/Missing	*Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing*
	Ventilation/Exhaust System – Absent/Inoperable	*exhaust fan is not functioning or window designed for ventilation does not open*
	Water Closet/Toilet - Damaged/Clogged/Missing	*Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed*
Call-for-Aid (if applicable)	Inoperable	*The system does not function as it should*

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Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Ceiling	Bulging/Buckling/Leaking	*Bulging, buckling or sagging ceiling or problem with alignment*
	Holes/Missing Tiles/Panels/Cracks	*Any holes in ceiling, missing tiles or large cracks wider than 1/8 of an inch and greater than 6 inches long*
	Peeling/Needs Paint	*More than 10% of ceiling has peeling paint or is missing paint*
	Water Stains/Water Damage/Mold/Mildew	*Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square*
Doors	Damaged Frames/Threshold/Lintels/Trim	*Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim*
	Damaged Hardware/Locks	*Any door that does not function as it should or cannot be locked because of damage to the door's hardware*
	Damaged/Missing Screen/Storm/Security Door	*Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing*
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	*Any door that has a hole penetrating the depth of the door, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass*
	Deteriorated/Missing Seals (Entry Only)	*The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should*
	Missing Door	*Any door that is required for security (entry) or privacy (bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality*
Electrical System	Blocked Access to Electrical Panel	*One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency*
	Burnt Breakers	*Carbon residue, melted breakers or arcing scars are evident*
	Evidence of Leaks/Corrosion	*Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware*
	Frayed Wiring	*Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire*
	GFI - Inoperable	*The GFI does not function*
	Missing Breakers/Fuses	*Any open and/or exposed breaker port*
	Missing Covers	*A cover is missing, which results in exposed visible electrical connections*

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Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Floors	Bulging/Buckling	*Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types*
	Floor Covering Damage	*More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.*
	Missing Flooring Tiles	*Any flooring or tile flooring that is missing*
	Peeling/Needs Paint	*Any painted flooring that has peeling or missing paint on more than 10% of the surface*
	Rot/Deteriorated Subfloor	*Any rotted or deteriorated subflooring greater than 3 inches by 3 inches*
	Water Stains/Water Damage/Mold/Mildew	*Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square*
Health & Safety	Air Quality - Mold and/or Mildew Observed	*Evidence of mold or mildew is observed that is substantial enough to pose a health risk*
	Air Quality - Sewer Odor Detected	*Sewer odors that could pose a health risk if inhaled for prolonged periods*
	Air Quality - Propane/Natural Gas/Methane Gas Detected	*Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled*
	Electrical Hazards - Exposed Wires/Open Panels	*Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)*
	Electrical Hazards - Water Leaks on/near Electrical Equipment	*Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion*
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	*The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or another condition blocks exit*
	Emergency Fire Exits - Missing Exit Signs	*Exit signs that clearly identify all emergency exits are missing or the sign is not illuminated*
	Flammable Materials - Improperly Stored	*Flammable materials are improperly stored, causing the potential risk of fire or explosion*
	Garbage and Debris - Indoors	*Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris*
	Garbage and Debris - Outdoors	*Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris*
	Hazards - Other	*Any general defects or hazards that pose risk of bodily injury*
	Hazards - Sharp Edges	*Any physical defect that could cause cutting or breaking of human skin or other bodily harm*
	Hazards - Tripping	*Any physical defect in walkways or other travelled area that poses a tripping risk*

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Health & Safety (cont.)	Infestation - Insects	*Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk*
	Infestation - Rats/Mice/Vermin	*Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk*
Hot Water Heater	Misaligned Chimney/Ventilation System	*Any misalignment that may cause improper or dangerous venting of gases*
	Inoperable Unit/Components	*Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly*
	Leaking Valves/Tanks/Pipes	*There is evidence of active water leaks from hot water heater or related components*
	Pressure Relief Valve Missing	*There is no pressure relief valve or pressure relief valve does not drain down to the floor*
	Rust/Corrosion	*Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice*
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	*Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans*
	Inoperable	*HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged*
	Misaligned Chimney/Ventilation System	*Any misalignment that may cause improper or dangerous venting of gases*
	Noisy/Vibrating/Leaking	*The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged*
	Rust/Corrosion	*Deterioration from rust or corrosion on the HVAC system in the dwelling unit*
Kitchen	Cabinets - Missing/Damaged	*10% or more of cabinet, doors, or shelves are missing or the laminate is separating*
	Countertops - Missing/Damaged	*10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate* -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	*The dishwasher or garbage disposal does not operate as it should*
	Plumbing - Clogged Drains	*Drain is substantially or completely clogged or has suffered extensive deterioration*
	Plumbing - Leaking Faucet/Pipes	*A steady leak that is adversely affecting the surrounding area*
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	*A substantial accumulation of dirt or grease that threatens the free passage of air*
	Range/Stove - Missing/Damaged/Inoperable	*One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning*

All items in orange are Health and Safety Hazards that must be corrected immediately in any HTF-assisted project.		
Inspectable Item	**Observable Deficiency**	**Type and Degree of Deficiency that must be addressed**
Kitchen (cont.)	Refrigerator- Missing/Damaged/Inoperable	*The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance*
	Sink - Damaged/Missing	*Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing*
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	*The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside*
Lighting	Missing/Inoperable Fixture	*A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room*
Outlets/ Switches	Missing	*An outlet or switch is missing*
	Missing/Broken Cover Plates	*An outlet or switch has a broken cover plate over a junction box or the cover plate is missing*
Patio/Porch/ Balcony	Baluster/Side Railings Damaged	*Any damaged or missing balusters or side rails that limit the safe use of an area*
Smoke Detector	Missing/Inoperable	*Smoke detector is missing or does not function as it should*
Stairs	Broken/Damaged/Missing Steps	*A step is missing or broken*
	Broken/Missing Hand Railing	*The hand rail is missing, damaged, loose, or otherwise unusable*
Walls	Bulging/Buckling	*Bulging, buckling or sagging walls or a lack of horizontal alignment*
	Damaged	*Any hole in wall greater than 1 inch by 1 inch*
	Damaged/Deteriorated Trim	*10% or more of the wall trim is damaged*
	Peeling/Needs Paint	*10% or more of interior wall paint is peeling or missing*
	Water Stains/Water Damage/Mold/Mildew	*Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square*
Windows	Cracked/Broken/Missing Panes	*Any missing panes of glass or cracked panes of glass where the crack is either greater than 2" and/or substantial enough to impact the structural integrity of the window pane*
	Damaged Window Sill	*The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness*
	Missing/Deteriorated Caulking/Seals/Glazing Compound	*There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure*
	Inoperable/Not Lockable	*Any window that is not functioning or cannot be secured because lock is broken*
	Peeling/Needs Paint	*More than 10% of interior window paint is peeling or missing*
	Security Bars Prevent Egress	*The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks*

XVI. Disaster Mitigation

Housing assisted with HTF funds and which involve rehabilitation, reconstruction, or redevelopment be improved to mitigate the impact of potential disasters (e.g., earthquake, flooding, wildfires) in accordance with state and local codes, ordinances, and requirements.

XVII. Capital Needs Assessment

All housing assisted with HTF funds involving rehabilitation or redevelopment must commission a Capital Needs Assessment (CNA). HTF regulations at 24 CFR Part 93.301(b)(1)(ii) allow projects under 26 units in size to forego a CNA. However, in order to ensure that all needed rehabilitation work is performed so that, upon completion, the project will be decent, safe, sanitary, and in good repair, Commerce has chosen to establish requirements which exceed 24 CFR Part 93. **All rehabilitation projects must commission a CNA; all gut rehabilitation must commission a PER/PAR, as applicable.**

A. The CNA must be completed by a competent, independent third party acceptable to Commerce, such as a licensed architect or engineer, as well as an interview with available on-site property management and maintenance personnel to inquire about past repairs and improvements, pending repairs, and existing or chronic physical deficiencies.

B. The assessment will include a site visit and a physical inspection of the interior and exterior of all units and structures. The assessment will consider the presence of environmental hazards such as asbestos, lead paint and mold on the site.

C. The assessment will include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. If the remaining useful life of any component is less than 50 percent of the expected useful life, immediate rehabilitation will be required unless capitalized. If the remaining useful life of a component is less than the term of the HTF period of affordability, the application package must demonstrate sufficient periodic payments to a replacement reserve to finance the future replacement of the component.

D. The assessment will examine and analyze the following:

    1. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, and gas and electric utilities and lines;

    2. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage;

    3. Interiors, including unit and common area finishes (carpeting, tile, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors; and

    4. Mechanical systems, including plumbing and domestic hot water; HVAC, electrical, lighting fixtures, fire protection, and elevators.

5. Applicants are advised to also consider the requirements of other funding sources when ordering a CNA.

XVIII. New Building Design Requirements

A. **Laundry** – Housing shall have access to laundry facilities and shall comply with the following requirements:
   a. Common laundry is required unless laundry equipment is provided in each dwelling unit.
   b. If common laundry, one (1) washer and one (1) dryer must be provided for every twelve (12) dwelling units. Provide folding table and seating area.
   c. If laundry equipment is provided in each dwelling unit, stackable equipment is acceptable in non-accessible dwelling units.
   d. Every clothes washer shall have a disaster pan with floor drain, or be located in a room with concrete flooring whereby the floor slopes to floor drain.
   e. Avoid locating clothes washers near areas with carpeting.

B. **Elevator** – Housing required to have an elevator shall meet the following requirements associated with an elevator:
   a. The maximum length of travel from any dwelling unit to an elevator shall not exceed two hundred fifty (250) lineal feet.
   b. The number of required elevators in each building shall be dictated by the number of stories above grade as follows:
      1. (3 – 5) stories above grade: one (1) elevator required.
      2. (6 – 9) stories above grade: two (2) elevators required.
      3. (>9) stories above grade: consult Commerce.

C. **Dwelling unit** – Housing shall meet the following requirements associated with decent living space:
   a. Living room
      1. Least dimension shall be 11’-6” and appropriately sized for anticipated household size.
      2. Must have window (or glass patio door) to exterior for natural lighting.
   b. Primary or Master bedroom
      1. Least Dimension shall be 10’-0”
      2. Least square footage shall be 115 sq. ft.
      3. Window to exterior for natural lighting.
      4. Closet (5 lineal ft. of net rod/shelf length).
      5. Door and walls to ceiling for privacy.
      6. Exception: Efficiency Dwelling Unit/Single Room Occupancy (SRO)
   c. Secondary bedroom(s)
      1. Least dimension 9’-6”.
      2. Least square footage shall be 100 sq. ft.
      3. Window to exterior for natural lighting.
      4. Closet (4 lineal ft. of net rod/shelf length).
      5. Door and walls to ceiling for privacy.
      6. Exception: Efficiency Dwelling Unit/Single Room Occupancy (SRO)
   d. Kitchen
      1. Kitchen countertop work area.

a. Minimum length shall be 6’-0” measured along the front footage (excluding sink and appliances) for one bedroom dwelling units;
b. 7’-0” for two and three bedroom dwelling units;
c. And 8’-0” for larger dwelling units.

2. Snack bar or eat-in kitchen area. (Required in 3-bedroom and larger dwelling units.)
    a. Snack bar shall be 4’-0” long (minimum).
3. Range/oven in all dwelling units.
    a. All units with two or more bedrooms must be equipped with 30” wide range/self-cleaning oven.
    b. All other units shall be equipped with 24” (min.) range/self-cleaning oven.
    c. Avoid locating range in corner or at the end of the counter.
    d. A protective shield must be provided for the section of wall directly behind all ranges and on any abutting partition. Protective shields shall either be high-pressure plastic laminate, enameled steel or stainless steel.
4. “Frost Free” refrigerator/freezer with 15” minimum wide counter on latch side. 14 cu. ft. (min.) for one bedroom and smaller dwelling units, appropriately-sized for intended household or larger dwelling units.
5. Hard-surface flooring.

e. Dining
1. Dining room/area designated with hard-surface flooring distinct from living room is required in 2-bedroom and larger dwelling units.
2. The dining room/area must be appropriately sized for the intended household size and accommodate the following:
    a. 2-bedroom dwelling units: Table w/ four (4) chairs
    b. 3-bedroom dwelling units: Table w/ six (6) chairs
    c. ≥ 4-bedroom dwelling units: Table w/ seven (7) chairs
3. Must have window to exterior, or opening to living room.
4. Exceptions:
    a. An eat-in kitchen may be substituted for dining room/area as long as kitchen and dining area are appropriately sized for the intended household size plus two (2) guests.
    b. A 4’ long snack bar located on rear side of kitchen countertop may be used in lieu of designated dining room/area in 1-bedroom and smaller dwelling units.

f. Bathroom
1. Definitions:
    a. Full Bathroom: (vanity, water closet, and tub w/ showerhead)
    b. (½) Bathroom or Powder Room: (vanity and water closet)
    c. (¾) Bathroom: (vanity, water closet, and shower)
2. A minimum of one (1/2) bathroom required at ground floor of any two-story dwelling unit.
3. A minimum of one Full bathroom required at 2-bedroom and smaller dwelling units.
4. A minimum of (1 3/4) bathrooms required at 3-bedroom and larger dwelling units.

5. Any “Split” bedroom design (bedrooms on opposite sides of living room): At least a 3/4 bathroom adjacent to any bedroom to avoid having to travel through living space when traveling from bedroom to a bathroom.
6. In 3-bedroom or larger dwelling units, Commerce encourages main bathroom to be compartmentalized for simultaneous, multiple use.
7. Minimum Accessories:
    a. Medicine cabinet (at least one per dwelling unit);
    b. Towel bar(s) (within reach of lavatory and tub/shower);
    c. Toilet paper holder;
    d. Shower curtain rod (if applicable); and
    e. Mirror

g. Storage space/closets
    1. Entry coat closet is required for 1-bedroom or larger dwelling units.
    2. Designated linen/towel storage space is required.
    3. General storage space for household cleaning supplies, vacuum, etc. is required.
h. Multi-Story Dwelling Unit Living Areas
    1. Individual units with multi-stories shall have a kitchen/ kitchenette, living area, dining (or eat-in kitchen) on the same, main level. See Visitability Standards for additional multi-story unit requirements.

D. **Mechanical and electrical systems** – Housing shall have plumbing, mechanical, and electrical systems that comply with the following standards:
    a. *Independent technical analysis* – Commerce requires independent technical analysis of any or all building components to determine life expectancy and anticipated ongoing lifecycle costs, as well as a maximum of 10 year payback on energy-efficient investment premiums.
    b. *Utility incentives* – Commerce encourages exploring design options early in the design development phase to determine if any energy assistance program resources or other utility rebate options are available.
    c. *Plumbing systems* – Plumbing systems shall meet the following requirements:
        1. All kitchen sinks shall be double compartment (33”x 22” min.), 7” deep minimum. Exception: Efficiency dwelling unit/Single room occupancy (SRO) with dishwasher may have single compartment sink.
        2. Disaster drain pan with floor drain shall be provided under any water heater and clothes washer located above ground level.
        3. Water softening is required where the hardness exceeds 14 grains except where special circumstances exist. The system must conform to the following:
            a. Unsoftened water must be provided to all hose bibs and the cold water tap of each kitchen sink. All other water – hot and cold – is to be softened when water softening is required.
    d. Plumbing chases and plumbing walls shall not be located in/at new building exterior walls. If required at existing buildings, chases shall be designed to keep plumbing from freezing.
    e. *Heating, ventilating, and air-conditioning (HVAC) system – HVAC systems shall meet the following requirements*:

1. Bathroom exhaust fans shall be ENERGY STAR-labeled and shall exhaust to the outdoors. Fans shall operate either continuously; or when the light is turned on; or with a humidistat and timer.
2. Exhaust ductwork for clothes dryers shall be rigid type and vented to outside.
3. Kitchen range hood shall meet the requirements
    a. By providing direct exhaust to the exterior; or
    b. By placing a recirculating range hood as part of a heat recovery central ventilation system.
4. Intake and exhaust ductwork located in unheated spaces shall be insulated.
5. Air-conditioning shall be provided to all dwelling units.

f. *Electrical systems* – Electrical systems shall meet the following requirements:
1. Ceiling or wall mounted light fixture in all bedrooms.
2. Task lighting above kitchen range and kitchen sink.
3. Each dwelling unit shall be capable of receiving hi-speed Internet access.
4. Exterior light fixtures and lamps shall be rated for -20 degree F weather.
5. Carbon Monoxide (CO) Alarms as required by 2006 state legislation.

E. **Building components** – Commerce encourages the advancement of green/sustainable building strategies, as defined by the U.S. Green Building Council [http://www.usgbc.org/]. The following building components shall also meet the following minimum standards:

a. *Millwork*
1. All new kitchen cabinets and new wood bathroom cabinets shall have solid wood face-frames, doors, and drawer fronts.
2. Drawer-box construction shall have dovetail or other reinforced joint construction.
3. All millwork shall meet the Kitchen Cabinet Manufactures Association (KCMA) ANSI/KCMA A161.1 standards. KCMA Certification is suggested but not required.

b. *Exterior windows and doors*
1. All new windows and doors must be ENERGY STAR-qualified.
    a. ENERGY STAR regularly updates its requirements for qualification. The applicable version current for qualification at the time windows and/or doors are ordered/ purchased shall be applied.
    b. ENERGY STAR "Qualified" is based upon standards set for the region in which the window/door is being installed. The applicable region for Montana shall be applied.
2. All windows and windows within doors shall be furnished with window coverings for privacy and control of heat/solar shading.
3. All operable windows and operable windows within doors shall have insect screens.
4. The sill of all windows must be solid wood, stone, or man-made solid surface material.

c. *Roofing*
1. Low Slope Roofing
    a. Shall have a minimum of ¼" inch per foot (finished) slope unless otherwise approved by a qualified Architect and Building Code Official
    b. Approved Systems include 60 mil adhered EPDM & TPO, or 4 ply asphalt/gravel built-up assembly.

c. Ballasted or mechanically fastened single ply membranes are not accepted.
d. A Minimum 20-year manufacturer's warranty required.

2. Sloped Roofing
    a. A minimum 25-year manufacturer's warranty is required.

d. *Patio and entrance slabs* – All patio and entrance slabs shall comply with the following requirements:
    1. Stoop/footing frost protection required at all entrance slabs.
    2. Where soils are frost susceptible, stoop/footing frost protection required at all patio slabs.
    3. ¼" per foot maximum slope.
    4. Protect front entrance slab from rain/snow accumulation. (i.e.: overhang, canopy)
e. *Closet door* – Conventional, residential grade, bi-fold doors and hardware package are not acceptable in new construction. Side-hinged or swing-type doors shall be provided.

F. **Ineligible improvements** include, but are not limited to, the following:
    a. Any furniture or other personal household items;
    b. Payment, wholly or in part, of assessments for public improvements;
    c. Construction of or improving existing garage space which will result in personal use garage space per property, exceeding 640 square feet and 2 stalls;
    d. Construction of or aesthetic improvements to recreational facilities including, but not limited to, patios, gazebos, tennis courts, hot tubs, swimming pools, saunas;
    e. Costs associated with a project which will be incomplete (i.e. framing in a room addition);
    f. Greenhouse;
    g. Improvements begun or purchase of property prior to date of award letter;
    h. Improvements to portions of buildings or real estate owned by an association or condominium project;
    i. New construction or expansion of an area used in a trade or business;
    j. Playground equipment;
    k. Repairs to or construction of outbuildings including, but not limited to, sheds, utility buildings, shops, barns, silos;
    l. Underground sprinkler systems; and landscaping and sod, except for restoration of the site following an eligible activity, or for health, safety or accessibility reasons.

Appendix B: Public Engagement Record

The State of Montana solicited public comment by announcing a public comment period and holding a public hearing for the 2022-2023 Annual Action Plan (AAP). Every comment received in writing and provided verbally at the hearing was considered. All comments received and the State's responses are outlined below. An official transcript of the public hearing as well as documentation showing outreach completed (tear sheets and affidavits of publication for print advertisements and proof of electronic announcement) are also attached.

Comments Received and Responses Thereto

Sindie Kennedy, Grants Administrator IV, Missoula County

Comment #1:

To Whom It May Concern:

Missoula County intends to apply for CDBG Housing Stabilization Program funding to support eligible households needing housing rehabilitation support in unincorporated parts of Missoula County. I understand the state intends to allocate $300,000 for Plan Year 3 [of the 2020-2024 Consolidated Plan] to support housing rehabilitation projects across the entire state. I am writing to encourage the state to award a set amount of funds to applicants, thus allowing grantees the ability to support multiple rehab projects at a time. In Missoula County, we have a waitlist of 13 eligible households needing housing rehabilitation support. The state's current model of setting aside an annual allocation to support the entire state on a first-come, first-served basis minimizes our ability to meet the significant needs in our county – especially given Montana's short construction window. I encourage the Montana Department of Commerce to consider a similar model to that of the City of Missoula's where a set amount of CDBG funds are allocated to a grantee for a five-year period. This type of change to the program could potentially benefit many more eligible households with significant needs.

Thank you for your consideration.

Response to Comment #1:

In response to this comment, Commerce proposes allowing eligible entities to apply for CDBG Housing Stabilization Program funds of up to $300,000 to be awarded in a two-year contract. Funding amounts will be awarded based on need and capacity within the grantee's jurisdiction. Currently there is no limit on the number of homes that can be rehabilitated at one time, provided a level of substantial completion has been achieved prior to starting work a new home. This allows grantees to assist multiple households and is only limited by contractor availability. In the event a grantee disburses $300,000 for eligible uses within the two-year contract period, the grantee would have the opportunity to either request additional funds through an abbreviated application, or to re-apply for a new allocation with a new two-year contract.

Should there be a need for additional HSP funding in Plan Year 3, Commerce has the authority to re-allocate up to 15% of CDBG funds from another program to HSP. Future allocations of CDBG Housing Stabilization Program funds are based on need and availability of funds, which will be established in

future annual action plans. In this way, Commerce can assure that CDBG funds are being disbursed in a timely manner and provide grantees with fixed amounts of funds to plan program activities.

Jim Morton, Executive Director, District XI Human Resource Council

Comment #2:

My comments are regarding the CDBG Housing Stabilization Program, page 39, under the heading: "Describe how resources will be allocated among funding categories:" the discussion in this section suggests that for plan year 3 any funds that are not awarded within the first 12 months of the program year will be made available to other categories of funds. If allowable the $300,000 should remain available as long as possible; if allowed carried over into the next plan year. The program provides essential services to low income homeowners who would otherwise not be able to make necessary repairs, address health and safety issues, and address deferred maintenance. Given the difficulty in securing contractors to perform the work and the issues with obtaining supplies and materials, the completion of a project can take more time that has historically been the case.

Thanks for the opportunity to comment.

Response to Comment #2:

Data from previous plan years indicates that the $300,000 traditionally set aside for the CDBG Housing Stabilization Program is sufficient and has never been fully utilized. In response to other comments, Commerce is proposing a change to the HSP that would allow eligible applicants to apply for two-year contracts that would provide access to up to $300,000 for single-family home rehabilitation, and the ability to re-apply for additional funds as needed. Should there be a need for additional HSP funding in Plan Year 3, Commerce has the authority to re-allocate up to 15% of CDBG funds from another program to HSP. Future allocations of CDBG Housing Stabilization Program funds are based on need and availability of funds, which will be established in future annual action plans.

Ruth Burke, Associate Director, District XI Human Resource Council

Comment #3:

On the CDBG Housing Stabilization funds at $300,000 with balances going into Public Facilities, ED, or Housing if funds are not used in 12 months of the program year. The program is designed to only allow 1 unit of rehab at a time, and that creates inefficiencies. If the program were to allow the grantee to set up and obligate funds as projects are identified - even to a max per grantee, that would be more helpful.

Response to Comment #3:

Commerce proposes allowing eligible entities to apply for CDBG Housing Stabilization Program funds of up to $300,000 to be awarded in a two-year contract. Funding amounts will be awarded based on need and capacity within the grantee's jurisdiction. Currently there is no limit on the number of homes that can be rehabilitated at one time, provided a level of substantial completion has been achieved prior to starting work a new home. This allows grantees to assist multiple households and is only limited by contractor availability. Should there be a need for additional HSP funding in Plan Year 3, Commerce has the authority to re-allocate up to 15% of CDBG funds from another program to HSP.

From:	Crowl, Taylor
To:	Stepleton, Jen
Cc:	Flynn, Julie
Subject:	FW: Comment on 2022-2023 Annual Action Plan
Date:	Friday, July 29, 2022 3:47:51 PM
Attachments:	image001.png image002.png image003.png image004.png image005.png

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Jen—

Passing along this public comment for the 2022-2023 AAP (cc'ing Julie too as she might have thoughts on a response). Would it be helpful to sit down on Monday/Tuesday to chat about how we usually respond to public comments and assemble Appendix B? I would be happy to do so, but definitely trust you if you have this covered!

Best,

TAYLOR CROWL (she/her/hers)

T: 406.841.2863

From: DOC CDD CONPLAN (Webmail) <DOCCONPLAN@mt.gov>
Sent: Friday, July 29, 2022 3:39 PM
To: Crowl, Taylor <Taylor.Crowl@mt.gov>
Cc: Lemon, Renee <Renee.Lemon@mt.gov>
Subject: FW: Comment on 2022-2023 Annual Action Plan

Hello,
I am forwarding this message on behalf of the DOC CDD CONPLAN inbox.

Thank you and have a great day.

Rach Singer

T: 406.841.2791

From: Sindie Kennedy <skennedy@missoulacounty.us>
Sent: Friday, July 29, 2022 1:18 PM
To: DOC CDD CONPLAN (Webmail) <DOCCONPLAN@mt.gov>
Subject: [EXTERNAL] Comment on 2022-2023 Annual Action Plan

To Whom It May Concern:

Missoula County intends to apply for CDBG Housing Stabilization Program funding to support eligible households needing housing rehabilitation support in unincorporated parts of Missoula County. I understand the state intends to allocate $300,000 for Plan Year 3 [of the 2020-2024

Consolidated Plan] to support housing rehabilitation projects across the entire state. I am writing to encourage the state to award a set amount of funds to applicants, thus allowing grantees the ability to support multiple rehab projects at a time. In Missoula County, we have a waitlist of 13 eligible households needing housing rehabilitation support. The state's current model of setting aside an annual allocation to support the entire state on a first-come, first-served basis minimizes our ability to meet the significant needs in our county – especially given Montana's short construction window. I encourage the Montana Department of Commerce to consider a similar model to that of the City of Missoula's where a set amount of CDBG funds are allocated to a grantee for a five-year period. This type of change to the program could potentially benefit many more eligible households with significant needs.

Thank you for your consideration.

Sindie Kennedy

Missoula COUNTY

Sindie S. Kennedy, M.A. | She/Her/Hers
Grants Administrator IV
Community and Planning Services, Grants Division
406.258.3688
skennedy@missoulacounty.us
missoulacounty.us/grants [missoulacounty.us]

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From:	DOC CDD CONPLAN (Webmail)
To:	Stepleton, Jen
Subject:	FW: Missoula County Comment on the 2022-2023 Annual Action Plan
Date:	Friday, August 5, 2022 3:14:00 PM
Attachments:	image001.png image002.png image003.png image004.png image005.png 2022-208 Housing Stabilization Program Letter.pdf

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Jen,

Forward from the DOC CONPLAN webmail box.

Thanks!

Anita Proul

T: 406.841.2869

From: Heidi West <hwest@missoulacounty.us>
Sent: Friday, August 5, 2022 1:29 PM
To: DOC CDD CONPLAN (Webmail) <DOCCONPLAN@mt.gov>; Sindie Kennedy <skennedy@missoulacounty.us>
Subject: [EXTERNAL] Missoula County Comment on the 2022-2023 Annual Action Plan

Hi,

Please see the attached letter submitting public comment by Missoula County on the Montana Departments of Commerce and Public Health and Human Services 2022-2023 Annual Action Plan.

Missoula COUNTY

Heidi West
Grants Administrator III
GRANTS AND COMMUNITY PROGRAMS DIVISION
COMMUNITY & PLANNING SERVICES
406.258.3446
hwest@missoulacounty.us
missoulacounty.us [missoulacounty.us]
missoulacounty.us [missoulacounty.us]/grants

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forward the message to anyone, and delete all copies.

Missoula County Commissioners

Mailing Address: 200 West Broadway
Physical Address: 199 West Pine
Missoula, MT 59802-4292

P: 406.258.4877 | F: 406.258.3943
E: bcc@missoulacounty.us

BCC 2022-208
Aug. 4, 2022

Montana Department of Commerce
Community Development Division
Attn: Consolidated Plan
301 S. Park Ave.
P.O. Box 200523
Helena, MT 59620-0523

Dear Cheryl Cohen and Renee Lemon,

Missoula County intends to apply for Community Development Block Grant Housing Stabilization Program funding this year to support eligible households needing housing rehabilitation support outside Missoula city limits. We are a proud past recipient of these funds and appreciate the Department of Commerce making them available so we can ensure homeowners receive this much-needed assistance.

We understand the State intends to allocate $300,000 for Plan Year 3 (of the 2020-2024 Consolidated Plan) to support housing rehabilitation projects across the entire state. This current model of setting aside an annual allocation to support the entire state on a first-come, first-served basis means we can only complete one housing rehabilitation project at a time. This limits the number of projects we can do in the county even though we have a long waiting list of eligible households that need assistance.

We are writing to encourage the State to award a set amount of funds to applicants, which would allow grantees to support multiple rehab projects at a time. In Missoula County, we have a waitlist of 13 eligible households needing housing rehabilitation support, and the current model minimizes our ability to meet this significant need – especially given Montana's short construction window.

We encourage the Montana Department of Commerce to consider a similar model to that of the City of Missoula, in which a set amount of CDBG funds is allocated to a specific grantee for a five-year period. This would allow Missoula and other counties to support as many rehab projects at a time as our capacity would allow.

Thank you for the opportunity to submit comment on this important program. If you have specific questions about how Missoula County administers it, please feel free to reach out to Grant Administrator Sindie Kennedy at skennedy@missoulacounty.us.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

Juanita Vero

6F45D36DCC41E9C2B2D512DC93A576B2 readysign

Juanita Vero, Chair

Josh Slotnick

readysign

Josh Slotnick, Commissioner

David Strohmaier

A6ACE0915505A3A08967E7EBBB9C312 readysign

David Strohmaier, Commissioner

BCC/ac

From: DOC CDD CONPLAN (Webmail)
To: Crowl, Taylor; Stepleton, Jen
Subject: FW: Montana"s 2022-2023 Annual Action Plan
Date: Wednesday, August 3, 2022 9:42:11 AM

Taylor and Jen,

I wasn't exactly sure what to do with this, so I'm picking you two to start with.

Thanks!

Anita Proul

T: 406.841.2869

From: Jim Morton <jpm@hrcxi.org>
Sent: Tuesday, August 2, 2022 3:51 PM
To: DOC CDD CONPLAN (Webmail) <DOCCONPLAN@mt.gov>
Subject: [EXTERNAL] Montana's 2022-2023 Annual Action Plan

My comments are regarding the CDBG Housing Stabilization Program, page 39, under the heading: "Describe how resources will be allocated among funding categories:" the discussion in this section suggests that for plan year 3 any funds that are not awarded within the first 12 months of the program year will be made available to other categories of funds. If allowable the $300,000 should remain available as long as possible; if allowed carried over into the next plan year. The program provides essential services to low income home owners who would otherwise not be able to make necessary repairs, address health and safety issues, and address deferred maintenance. Given the difficulty in securing contractors to perform the work and the issues with obtaining supplies and materials, the completion of a project can take more time that has historically been the case.

Thanks for the opportunity to comment.

Jim Morton, Executive Director
District XI Human Resource Council
1801 South Higgins Avenue
Missoula, Montana 59801
Telephone 406-728-3710
Fax 406-728-7680

From: Flynn, Julie
To: Wisemiller, Tash
Cc: Stepleton, Jen; Crowl, Taylor
Subject: RE: AAP public comments
Date: Wednesday, August 10, 2022 10:27:03 AM

Jen - here is another, similar comment to the others received regarding CDBG-HSP. Let me know if questions. Thanks.

JULIE FLYNN

T: 406.841.2890

-----Original Message-----
From: DOC CDD CONPLAN (Webmail) <DOCCONPLAN@mt.gov>
Sent: Wednesday, August 10, 2022 10:26 AM
To: Flynn, Julie <Julie.Flynn@mt.gov>; Wisemiller, Tash <TWisemiller@mt.gov>
Subject: FW: AAP public comments

Good morning,
I am forwarding this on behalf of the DOC CDD CONPLAN inbox.
Thank you and have a super day.

Rach Singer

T: 406.841.2791

-----Original Message-----
From: Ruth Burke <rut@hrcxi.org>
Sent: Wednesday, August 10, 2022 9:00 AM
To: DOC CDD CONPLAN (Webmail) <DOCCONPLAN@mt.gov>
Subject: [EXTERNAL] AAP public comments

Thank you for putting together the Annual Action Plan, so thoroughly and thoughtfully. We appreciate the work and intention that goes into the plan.

On the CDBG Housing Stabilization funds at $300,000 with balances going into Public Facilities, ED, or Housing if funds are not used in 12 months of the program year. The program is designed to only allow 1 unit of rehab at a time, and that creates inefficiencies. If the program were to allow the grantee to set up and obligate funds as projects are identified - even to a max per grantee, that would be more helpful.

r
Ruth Burke
Associate Director
1801 S Higgins
Missoula, MT 59801
406-728-3710 ext 227
rut@hrcxi.org

Welcome to the Public Hearing for the 2022-2023 Annual Action Plan (AAP)

Tuesday, July 21, 2022

2:00 p.m. – 3:00 p.m.

Sponsored by the Montana Departments of Commerce and Health and Human Services

The Department of Commerce will make reasonable accommodations for persons with disabilities or persons with limited English proficiency who wish to participate in this process and need an alternative accessible format of the presentation materials or translation services.

El Departamento de Comercio hará adaptaciones razonables para las personas con discapacidades o personas con domino limitado del inglés que deseen participar en este proceso y necesiten un formato accessible alternativo de materiales de presentación o servicios de traducción.

2022-2023 AAP
Public Participation Process

The State of Montana, through the Departments of Commerce and Public Health and Human Services, develops a 5-year plan to guide policy and investment for housing, economic, and other community development. The 5-year plan, also known as the “Consolidated Plan for Housing and Community Development” is required by the U.S. Department of Housing and Urban Development (HUD) to assess Montana’s needs and current conditions as well as to determine priorities and allocate HUD funding.

2022-2023 AAP
Public Participation Process

The perspectives and opinions shared by participants of this public hearing will help Commerce and DPHHS to edit and finalize the Draft 2022-2023 AAP, which falls under the 2020-2024 Consolidated Plan. We hope that with your input, we can ensure housing and community development needs across Montana are identified and addressed.

2020-2024 Consolidated Plan Goals and Objectives

- The objectives of Montana's Consolidated Plan include:
  - Provide decent housing
  - Provide a suitable living environment
  - Expand economic opportunities

- The goals of Montana's Consolidated Plan are:
  - Goal 1 – Preserve and Construct Affordable Housing
  - Goal 2 – Plan for Communities
  - Goal 3 – Improve and Sustain Public Infrastructure
  - Goal 4 – Revitalize Local Economies
  - Goal 5 – Reduce Homelessness

2020-2024 Consolidated Plan Programs

- **Community Development Block Grant (CDBG)**
  - Housing (Rental / Single Family Rehabilitation)
  - Public and Community Facilities
  - Economic Development
  - Planning
- **HOME Investment Partnerships Program (HOME)**
  - Rental Development / Single Family Development / Rental Rehabilitation
  - Homebuyer Assistance
- **Housing Trust Fund (HTF)**
  - Rental Development and Rental Rehabilitation
- **Emergency Solutions Grant (ESG)**
  - Emergency Shelter / Homelessness Prevention / Rapid Re-housing
- **Housing Opportunities for Persons with AIDS (HOPWA)**
  - *For more information on Montana's competitive HOPWA grant, please contact Julianna Campbell at Julianna.Campbell@mt.gov*

2020-2024 Consolidated Plan Documents

- **5-Year Consolidated Plan for Housing and Community Development (Con Plan)**
  - Consolidated Plans are strategic plans that guide housing and community investments.
  - *Montana is currently operating under the 2020-2024 Consolidated Plan.*

- **Annual Action Plan (AAP)**
  - AAPs are prepared each year of the Consolidated Plan and outline specific activities, goals, and objectives for the given program year.
  - *Montana's 2022-2023 AAP outlines activities that are planned for Program Year 3 of the 2020-2024 Consolidated Plan, which runs from April 1, 2022, to March 31, 2023.*

- **Consolidated Annual Performance and Evaluation Report (CAPER)**
  - CAPERs are annual reports that detail use of funds and progress towards meeting goals and objectives for AAPs.

2022-2023 AAP
Components of the AAP

- The Setup
  - Administrative details
- The Process (“PR”)
  - Public participation elements
- Annual Action Plan (“AP”)
  - Expected resources, goals, priorities, and how funds will be distributed by program

2022-2023 AAP
Resources by Program – Plan Year 3

- Community Development Block Grant (CDBG) **$6,537,201**
- HOME Investment Partnerships Program (HOME) **$3,420,477**
- Emergency Solutions Grant (ESG) **$741,906**
- Housing Trust Fund (HTF) **$2,982,433**

2022-2023 AAP Goal Summary: Preserve and Construct Affordable Housing

- **$1,000,000** in CDBG, **$2,328,430** in HOME, and **$1,934,190** in HTF
  - Rental Units Constructed: **12**
  - Rental Units Rehabilitated: **83**
  - Homeowner Housing Added: **2**
  - Homeowner Housing Rehabilitated: **3**
  - Direct Financial Assistance to Homebuyers: **10 households**

2022-2023 AAP Goal Summary: Plan for Communities

- **$500,000** in CDBG
  - **15** Local Governments Assisted

2022-2023 AAP
Goal Summary: Improve and Sustain Public Infrastructure

- **$2,241,085** in CDBG
  - **1,000** Persons Assisted
  - **20** Households Assisted

2022-2023 AAP
Goal Summary: Revitalize Local Economies

- **$1,750,000** in CDBG
  - Jobs Created/Retained: **50**
  - Businesses Assisted: **3**

2022-2023 AAP Goal Summary: Reduce Homelessness

- **$750,000** in CDBG, **$750,000** in HOME, **$750,000** in HTF, and **$686,264** in ESG
  - Tenant-Based Rental Assistance/Rapid Rehousing: **350 households**
  - Homeless Person Overnight Shelter: **170 persons**
  - Homelessness Prevention: **830 persons**
  - Housing for Homeless Added: **20 households/housing units**

2022-2023 AAP
Resources by Goal – Plan Year 3

Program	Goal										Admin	
	Preserve and Construct Affordable Housing		Plan for Communities		Improve and Sustain Vital Public Infrastructure		Revitalize Local Economies		Reduce Homelessness			
CDBG	$1,000,000	15%	$500,000	8%	$2,241,085	34%	$1,750,000	27%	$750,000	11%	$296,116	4%
HOME	$2,328,430	68%	$0	0%	$0	0%	$0	0%	$750,000	22%	$342,047	10%
ESG	$0	0%	$0	0%	$0	0%	$0	0%	$686,284	93%	$55,642	7%
HTF	$1,934,190	65%	$0	0%	$0	0%	$0	0%	$750,000	25%	$298,243	10%

2022-2023 AAP Document Review

- Available:
  - On Commerce's website at https://commerce.mt.gov/Consolidated-Plan/Documents
  - Several depositories throughout the state (see website for list)
  - By request

2022-2023 AAP
Contact Information

Commerce 301 S Park Ave Helena, MT 59601
PO Box 200523 Helena, MT 59620-0523

Community MT Division Administrator: Renee Lemon
Montana Housing Division Administrator: Cheryl Cohen

Phone: 406-841-2770
TDD: 406-841-2702
Fax: 406-841-2771
Email: DOCConPlan@mt.gov
Website: https://commerce.mt.gov/Consolidated-Plan

2022-2023 AAP
Contact Information

DPHHS:
1400 Carter Drive Helena, MT 59601
PO Box 202956 Helena, MT 59620-2956

Administrator:	Gene Hermanson
Bureau Chief:	Sara Loewen
Phone:	406.447.4265
Fax:	406.447.4287
Website:	www.dphhs.mt.gov

2022-2023 AAP Comments

Comments regarding the Draft 2022-2023 AAP are now being accepted.

If you have a comment and are joining via webinar, please raise your hand so we can unmute you. If you are joining via phone, please press *9 to indicate you have a comment and then press *6 to unmute/re-mute yourself.

When providing comment

- Please state and spell your name
- Please state the organization you represent (if applicable)

Written comments should be addressed to the address or email below and will be accepted until 5:00 p.m. on **Friday, August 5, 2022**, for the Draft 2022-2023 AAP.

Montana Department of Commerce
Community Development Division
Attn: Con Plan
PO Box 200523
Helena, MT 59620-0523
DOCConPlan@mt.gov

In The Matter Of:

DOC and DPHHS

CAPER

Transcript of Public Hearing

July 21, 2022

Lesofski Court Reporting & Video Conferencing

7 West Sixth Avenue, Suite 2C

Helena, MT 59601

406-443-2010

info@helenacr.com

Min-U-Script® with Word Index

STATE OF MONTANA

DEPARTMENT OF COMMERCE and

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

Public Hearing

for the 2022-2023

Consolidated Annual Performance and

Evaluation Report (CAPER)

TRANSCRIPT OF PROCEEDINGS (VIA ZOOM)

BE IT REMEMBERED, that the proceedings in the above-captioned matter was heard via Zoom on the 21st day of July, 2022, beginning at the hour of 2:00 p.m., before Laurie Crutcher, Registered Professional Reporter, Notary Public.

* * * * *

DEPARTMENT PERSONNEL PRESENT:

Jennifer Stepleton
Taylor Crowl
Rachel Singer

ATTENDEES:

Chandler Rowling
Huong Tyndal
Natalie Lisko
Sindie Kennedy
Julie Flynn
Madison Fernandez
Nicole Newman
Manu Chopra

WHEREUPON, the following proceedings were had:

* * * * *

MS. STEPLETON: I think we can probably start now. Thank you to everyone who is attending, and welcome to the public hearing for the 2022/2023 Annual Action Plan, public hearing for Annual Action Plan or AAP. This is hosted by the Montana Department of Commerce and the Montana Department of Health and Human Services.

We have a couple of housekeeping items to go over before we get into the presentation, the first of which is to let everybody know that this meeting is being recorded. It will be available afterwards on our website if you want to go back and want to listen to it again.

If you have any Zoom issues, or technical issues, or technical questions throughout the presentation, please put them in the question and answer, the Q&A feature or in the chat. That way we can make sure we respond to quick and easy things as they come up.

But if you have questions about the actual material or anything in the presentation, please hold your thoughts for the public comment

period at the end of the presentation. During that time if you have a comment, please raise your hand so we can unmute you.

And if you're joining on the phone, I think you raise your hand by pressing star nine, and then you can unmute yourself by pressing star six. And when you're providing comment, please make sure you spell your name, and state the organization that you represent, so we can keep an accurate record.

All comments will be addressed in writing later, as we're required to present that information and our responses in our submission to HUD. So everything will be in writing. Without further ado, we will jump in.

So the State of Montana, through the Departments of Commerce and Public Health and Human Services, develops a five year plan to guide policy and investment for housing, economic, and other community development projects.

The five year plan, also known as the Consolidated Plan for Housing and Community Development, is required by the US Department of Housing and Urban Development, or HUD, to assess Montana's needs and the current conditions, as

well as determining priorities and allocation for HUD funding that we receive every year.

The perspectives and opinions shared by participants in this public hearing helps Commerce and DPHHS to edit and finalize the draft of our 2022/2023 Annual Action Plan, which falls under the 2020 to 2024 Consolidated Plan, the five year plan. So we hope that with your input, we can ensure housing and community development needs across Montana are identified and addressed.

So the goals of the 2020 to 2024 Consolidated Plan are as follows: The first is the objective will include provide decent housing, provide a suitable living environment, and expand economic opportunities.

The five goals within that plan are to preserve and construct affordable housing, plan for communities, improve and sustain public infrastructure, revitalize local economies, and reduce homelessness.

The programs that are within that five year plan are the Community Development Block Grant, or CDBG, which can be used for housing, public and community facilities, economic development and planning activities, and the Home

Investment Partnerships Program, or HOME, which also includes housing rental development, single family development, and rehabilitation, also home buyer assistance.

Another program is the Housing Trust Fund or HTF, the Emergency Solutions Grant or ESG, and Housing Opportunity for Persons With AIDS, which is HOPWA.

The documents, we have the five year plan, the 2020 to 2024 Consolidated Plan. That's a strategic plan that guides housing and community investments for the five-year period. The Annual Action Plan is prepared each year of the Consolidated Plan five-year period, and outlines specific activities, goals and objectives for that given program year.

And then the CAPER, the Consolidated Annual Performance and Evaluation Report, which is an annual report that details use of the funds and progress towards meeting of the goals and objectives for the AAP or Annual Action Plan.

Components of the Annual Action Plan. The first part is set up the administrative details, the process section, public participation elements, and then the Annual Action Plan itself,

the expected resources from HUD, and Montana's goals and priorities of how funds will be distributed by each program.

So the resources by program. Since 2020 and 2023 is year three of the five year Consolidated Plan, our allocations from HUD for each program are as follows: For the Community Development Block Grant, we anticipate receiving $6,537,201. For HOME, we anticipate $3,420,477. For ESG, we anticipate $741,906. And for HTF, the Housing Trust Fund, it's $2,982,433.

So the first goal that's within the five year Consolidated Plan to preserve and construct affordable housing would be addressed as follows:

So funding from each program will be allocated towards this particular goal: $1 million from the Community Development Block Grant Program; $2,328,430 from HOME; and $1,934,190 from HTF.

And within that goal, we anticipate and hope to meet the following objectives: To construct at least 12 rental units; rehab 83; add two home ownership units; rehabilitate three home ownership units; and provide direct assistance to ten home buyer households.

The second goal to plan for communities, we anticipate at least $500,000 in Community Development Block Grant funding to go towards that goal; with an objective of also assisting 15 local governments.

Goal three, to improve and sustain public infrastructure. The allocation for the Community Development Block Grant funding will be $2,241,085, and anticipating assistance to 1,000 households -- 1,000 persons, and 20 households.

Goal four is to revitalize local economies. We would put $1,750,000 from the Community Development Block Grant funds towards that goal, hoping to retain or create at least 50 jobs and assist three businesses.

And the last goal, to reduce homelessness. To address this goal we will put $750,000 in Community Development Block Grant funding; $750,000 of HOME funding; $750,000 in HTF, the Housing Trust Fund program; and $686,264, the Emergency Solutions Grant Program.

And towards that goal, we'd aim to assist 350 households with tenant based rental assistance or rapid rehousing; provide at least 170 persons with overnight shelter; prevent

homelessness we hope for at least 830 persons; and create at least 28 housing units for households experiencing homelessness.

This is just a table showing the allocations across each program to address each goal from that five year plan. We also have on the right, the last two columns, it shows our allocation for administrative expenses. So it is just another, a visual way to walk through the information in the anticipated allocations for each program towards each goal.

To review the Annual Action Plan, it is available on our website at this link: commerce@mt.gov/consolidated plan/documents. There is also a search bar at the top of our website, and if you put in "Con Plan" or "Consolidated Plan," it will also get you there, so that can be easier than remembering the URL.

There are also several depositories throughout the state where there are paper copies at each of the offices. The website with that list of depositories is available on our website. And we also have a few copies at the Montana Department of Commerce offices. So you can request a copy yourself, or come look at it in the

office.

For contact information, since both -- there are two departments within, or two divisions within the Department of Commerce that are involved in this: Community MT, you can contact Renee Lemon; for Montana Housing, you can contact Cheryl Cohen. We have contact information and phone numbers, emails for each one.

The address where you can also view a copy of the AAP is available here at 301 South Park Avenue, and online at our website. And if you needed to get in touch with the Department of Health and Human Services, the Administrator is Gene Hermanson, the Bureau is Sara Loewen, and their contact information is also available here.

And so this next part is where we open the public comment period for the 2022/2023 AAP. Please remember to raise your hand if you have a comment. That way we can unmute you. And again, if you're on the phone, it's star nine to raise your hand, star six to unmute yourself.

When providing comments, please state and spell your name and the organization that you're representing, if it applies. If you want to provide written comment at any point, we will

accept that until August 5th, the end of business hours on the 5th. And again, this is recorded, so we'll have written record of everything that comes in through the Q&A feature, through the chat feature, so you can also provide comments that way.

So I think I saw at least one hand was raised.

MS. CROWL: I think I unmuted Manu Chopra if they want to make a comment. Let us know if it's not working on your end.

MS. STEPLETON: We have Manu. Are you able to -- It says you're unmuted. Are you able to join us?

(No response)

MS. STEPLETON: Okay. I don't see any hands up. And I don't see any chats or questions in the Q&A. We can leave it open for a few minutes if anyone wants to provide comments.

(No response)

MS. CROWL: It sounds like maybe the chat is disabled. If anybody has any comments and can't use the chat function or can't unmute themselves, you're welcome to put them in the question and answer section, and again, as Jen

mentioned, you can provide written comments to the Montana Department of Commerce, attention Con Plan, P.O. 200523, Helena, Montana, 59620-0523, or submit them at the docconplan@mt.gov.

So if you're having any kind of technical issues with getting folks unmuted, or muted, or submitting comments via the chat, the best way to do that would be via written comment to that email address, or physical written comments to that address that's on the screen.

(No response)

MS. STEPLETON: I think with that, we'll go ahead and end the meeting. Thank you, everyone, for attending. Again, if you have any comments that you'd like to provide for this plan, written comments will be accepted until the end of the day on August 5th. Thank you very much, and have a great day, everyone.

(The proceedings were concluded at 2:20 p.m.)

* * * * *

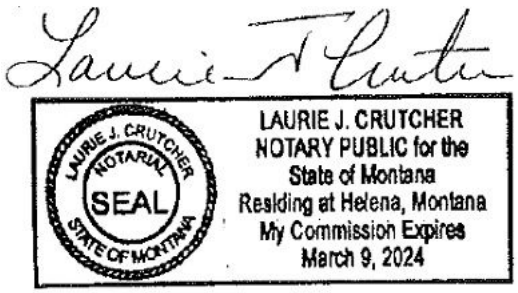
C E R T I F I C A T E

STATE OF MONTANA)
: SS.
COUNTY OF LEWIS & CLARK)

I, LAURIE CRUTCHER, RPR, Court Reporter, Notary Public in and for the County of Lewis & Clark, State of Montana, do hereby certify:

That the proceedings were taken before me at the time and place herein named; that the proceedings were reported by me in shorthand and transcribed using computer-aided transcription, and that the foregoing - 12 - pages contain a true record of the proceedings to the best of my ability.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this 23rd day of July, 2022.



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5:7,11;6:10;7:4
2022/2023 (3)
3:7;5:6;10:17
2023 (1)
7:5
2024 (3)
5:7,11;6:10
28 (1)
9:2

3

301 (1)
10:10
350 (1)
8:23

5

50 (1)
8:14
59620-0523 (1)
12:3
5th (3)
11:1,2;12:17

8

83 (1)
7:22
830 (1)
9:1

GovDelivery for the 2022-2023 AAP Public Hearing

Stepleton, Jen

From: Montana Department of Commerce <commerce@announcements.mt.gov>
Sent: Tuesday, July 5, 2022 10:02 AM
To: Crowl, Taylor
Subject: 2022-2023 Annual Action Plan

MONTANA DEPARTMENT OF COMMERCE



Photo by Montana Department of Commerce

The Montana Departments of Commerce and Public Health and Human Services Announce the Public Comment Period for the 2022-2023 Annual Action Plan (AAP)

The 2022-2023 AAP – which summarizes the actions, activities, and resources available for the State of Montana's CDBG, HOME, HTF, and ESG programs – is available for **public comment from July 6, 2022, to August 5, 2022**. The 2022-2023 AAP covers the period from April 1, 2022, to March 31, 2023. For more information and to provide oral comments, the public is invited to attend a **virtual public hearing at 2:00 pm on Thursday, July 21, 2022**.

All documents are available electronically on Commerce's website, as a hardcopy by request, and at select repositories across the state. **All comments must be submitted to the address or email below no later than 5:00 p.m. on August 5, 2022.**

Montana Department of Commerce
Community Development Division
Attention: Con Plan
301 S. Park Avenue
P.O. Box 200523
Helena, MT 59620-0523
DOCConPlan@mt.gov

The public hearing will be held on Zoom and presentation materials will be available on Commerce's website prior to the public hearing. The public hearing will provide an overview of applicable requirements, takeaways from the 2022-2023 AAP. The State of Montana will consider any comments or views provided in writing during the specified comment periods or orally during the public hearing.

Join Webinar Here

The Department of Commerce will make reasonable accommodations for persons with disabilities or persons with limited English proficiency who wish to participate in this process and need an alternative accessible format of the presentation materials or translation services. If you require an accommodation, please contact the Department of Commerce at DOCConPlan@mt.gov no later than 5:00 p.m. on July 18, 2022.

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Have questions? Email DOCConPlan@mt.gov

MONTANA DEPARTMENT OF COMMERCE
301 S. PARK AVE. | PO BOX 200501 | HELENA, MT 59620-0501
P: 406.841.2700 | F: 406.841.2701 | TDD: 406.841.2702

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GOVDELIVERY

Stepleton, Jen

From: Singer, Rachel
Sent: Tuesday, July 5, 2022 2:47 PM
To: Crowl, Taylor
Subject: FW: Bulletin Detail Report: 2022-2023 Annual Action Plan

Hi Taylor,
Here is that forwarded message from the Gov delivery that you mentioned to me.
Please let me know if there is anything else that is needed.

Thank you and have a super day.

Rach Singer

T: 406.841.2791

From: Montana Department of Commerce <commerce@announcements.mt.gov>
Sent: Tuesday, July 5, 2022 2:01 PM
To: Singer, Rachel <Rachel.Singer2@mt.gov>
Subject: Bulletin Detail Report: 2022-2023 Annual Action Plan

Having trouble viewing this email? View this report in your account.

Report Generated: 07/05/2022 02:00 PM MDT

This report automatically generates after a bulletin is sent. View the Bulletin Detail Report online to see the most recent performance metrics for this bulletin.

Subject: 2022-2023 Annual Action Plan

Sent: 07/05/2022 10:00 AM MDT

Sent By: Rachel.Singer2@mt.gov

Sent To: Subscribers of Consolidated Plan

1,852 Recipients

✓ Email
X SMS
X Facebook

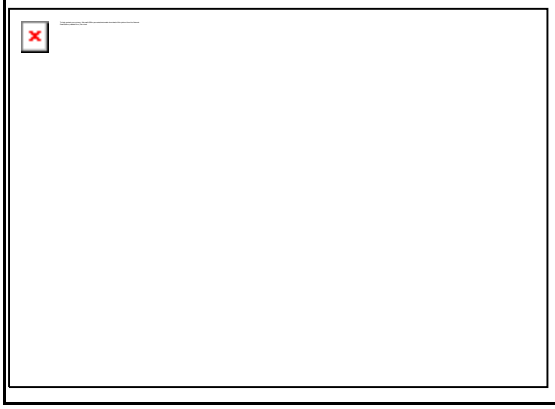
94.5% Delivered

1% Pending
5% Bounced
18% Open Rate
1% Click Rate

X Twitter

✓ RSS

Email Delivery Stats



Minutes	Cumulative Attempted
3	86%
5	93%
10	98%
30	99%
60	99%
120	99%

Delivery Metrics - Details

1,852 Total Sent

1,751 (95%) Delivered

14 (1%) Pending

87 (5%) Bounced

0 (0%) Unsubscribed

Bulletin Analytics

468 Total Opens

312 (18%) Unique Opens

29 Total Clicks

26 (1%) Unique Clicks

16 # of Links

Delivery and Performance

Channel	Progress	Percent Delivered	Number of Recipients	Number Delivered	Opened / Unique	Bounced / Failed	Unsubscribed
Email Bulletin	Sending...	94.5%	1,852	1,751	312 / 17.8%	87	0
SMS Message	Delivered	0.0%	0	0	n/a	0	n/a

Bulletin Link Overview

Link URL	Unique Clicks	Total Clicks
https://commerce.mt.gov/Consolidated-Plan/Documents	11	14
https://mt-gov.zoom.us/webinar/register/WN_hHH0kmh1SJWYjYUoFfMIdQ	6	6
https://commerce.mt.gov/Consolidated-Plan/Updates	5	5
https://commerce.mt.gov/Consolidated-Plan/List-of-Repositories	3	3
http://commerce.mt.gov/SocialMedia	2	2

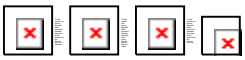
https://public.govdelivery.com/accounts/MTDOC/subscriber/topics?qsp=MTDOC_2	0	0
https://content.govdelivery.com/accounts/MTDOC/bulletins/31c596e	0	0
https://subscriberhelp.govdelivery.com/	0	0
https://subscriberhelp.granicus.com/	0	0
http://commerce.mt.gov/	0	0
https://content.govdelivery.com/accounts/MTDOC/bulletins/31c596e?reqfrom...	0	0
https://public.govdelivery.com/accounts/MTDOC/subscriber/new?preferences...	0	0

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Want to learn more about these metrics and the best practices for improving results? Contact your dedicated Client Success Consultant! Not sure who that is? Send us an email at support@granicus.com and we'll help you find out.



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Affidavits of Publication for 2022-2023 AAP - **Not all affidavits were available prior to 8/16/22**

*** Proof of Publication ***

RAVALLI REPUBLIC
232 W. Main St.
Hamilton, MT 59840

Montana Department of Commerce

301 S. PARK AVE
HELENA MT 59620

ORDER NUMBER 113563

The undersigned, being duly sworn, deposes and says. That she is the principal clerk of The Ravalli Republic, a newspaper of general circulation, printed in Lewis & Clark County, Montana, and published in the City of Hamilton, in the County of Ravalli, State of Montana, and has charge of the Advertisements thereof.

Mark below if certification for the State of Montana
X I hereby certify that I have read sec. 18-7-204 and 18-7-205, MCA, and subsequent revisions, and declare that the price or rate charged the State of Montana for the publication for which claim is made in printed copy in the amount of $89.42 is not in excess of the minimum rate charged any other advertiser for publication of advertisement, set in the same size type and published for the same number of insertions, further certify that this claim is correct and just in all respects, and that payment or credit has not been received.

Connie Lar

STATE OF MONTANA
County of Ravalli

On this day of July 6, 2022 before me, the undersigned, a Notary Public for the State of Montana, personally appeared Connie LAR known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.

Section: Legal

Category: 0706 Legals Ravalli

PUBLISHED ON: 07/06/2022

MONTANA DEPARTMENT OF COMMERCE

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Attention: Con Plan
301 S. Park Avenue
P.O. Box 200523
Helena, MT 59620-0523
DOCConPlan@mt.gov

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Have questions? Email DOCConPlan@mt.gov
RR113563 July 6, 2022

TOTAL AD COST: 89.42

FILED ON: 7/6/2022

Teresa A Cox

NOTARY PUBLIC for the State of Montana
Residing at Billings, MT

My commission expires: 8/31/2025

TERESA A COX NOTARIAL SEAL STATE OF MONTANA

TERESA A COX
NOTARY PUBLIC for the
State of Montana
Residing at Billings, Montana
My Commission Expires
August 31, 2025

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JUL 08 2022
SCANNED
Department of Commerce
Community Development Division

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Clint Wynne, Executive Director
Action for Eastern Montana
Districts I, II, and III HRDC
2030 N Merrill Ave
PO Box 1309
Glendive, MT 59330

Greetings,

Enclosed please find draft copies of Montana's 2022-2023 Annual Action Plan (AAP).

If you recall, your organization agreed to be a repository for the Consolidated Plan for Housing and Community Development and its associated Annual Action Plan (AAP) and Consolidated Annual Performance and Evaluation Report (CAPER) documents for the 2020-2024 period. This responsibility only requires you to have documents accessible to the public for review and does not obligate you to receive public comment. All comments should be directed to the Community MT Division via phone at 406.841.2770, mail at the address listed below, or email at DOCConPlan@mt.gov.

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P.O. Box 200523
Helena, MT 59620-0523
DOCConPlan@mt.gov

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We thank you greatly for your willingness to be a repository location for the citizens of Montana.

Sincerely,

Renee Lemon, Administrator
Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Tracy Diaz, Executive Director
Community Action Partnerships of NW Montana
District X HRDC
214 Main Street
PO Box 8300
Kalispell, MT 59904

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Ruby Benasky, Administrative Assistant
Montana DPHHS, Human and Community Services Division
1500 East Sixth Avenue
Helena, MT 59620

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Sincerely,

Renee Lemon, Administrator
Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Tori Matejovsky, Executive Director
Great Northern Development Corporation
233 Cascade Street
Wolf Point, MT 59201

Greetings,

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Sincerely,

Renee Lemon, Administrator
Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Andrea Davis, Executive Director
Homeword, Inc.
1535 Liberty Lane
Suite 116A
Missoula, MT 59808

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Sincerely,

Renee Lemon, Administrator
Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Carilla French, Executive Director
District IV Human Resources Development Council
2229 5th Avenue, #108
Havre, MT 59501

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Cathy Seilstad, Fiscal Officer
District 6 Human Resources Development Council
300 1st Avenue N #203
Lewistown, MT 59457

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301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Heather Grenier, Executive Director
District IX Human Resources Development Council
32 South Tracy Avenue
Bozeman, MT 59715

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Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Jim Morton, Executive Director
District XI Human Resources Development Council
1801 South Higgins
Missoula, MT 59801

Greetings,

Enclosed please find draft copies of Montana's 2022-2023 Annual Action Plan (AAP).

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Montana Department of Commerce
Community MT Division
Attention: Con Plan
301 S. Park Avenue
P.O. Box 200523
Helena, MT 59620-0523
DOCConPlan@mt.gov

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We thank you greatly for your willingness to be a repository location for the citizens of Montana.

Sincerely,

Renee Lemon, Administrator
Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Carlos Ramalho, Executive Director
Living Independently for Today and Tomorrow
1201 Grand Avenue
Suite 1
Billings, MT 59101

Greetings,

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Dave Glaser, President
MoFi
229 East Main Street
Missoula, MT 59802

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Shane Walk, Acquisitions Manager
Mountain Plains Equity
21001 Overland Avenue
Billings, MT 59102

Greetings,

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Pam Bean, Executive Director
Montana Fair Housing
519 East Front Street
Suite 533
Butte, MT 59701

Greetings,

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301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Marieke Beck, Program Manager
Montana Human Rights Bureau
33 South Last Chance Gulch, Suite 2B
PO Box 1728
Helena, MT 59601

Greetings,

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Bob Maffit, Executive Director
Montana Independent Living Project
825 Great Northern Blvd
Suite 105
Helena, MT 59601

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Bob Maffit, Executive Director
Montana Independent Living Project
375 Monroe
Suite 100
Butte, MT 59701

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Bob Maffit, Executive Director
Montana Independent Living Project
2015 Charlotte Street
Suite 2
Bozeman, MT 59718

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Jim Kammerer, Library Information Services Manager
Montana State Library
1515 East 6th Avenue
PO Box 201800
Helena, MT 59620-1800

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301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Kaia Peterson, Executive Director
NeighborWorks Montana
509 1st Avenue South
Great Falls, MT 59401

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Community MT Division
301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Tom Osborn, Executive Director
North Central Independent Living Services
1120 25th Avenue North
Black Eagle, MT 59414

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Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Karla Seaman, Executive Director
Opportunities, Inc.
District V HRDC
905 1st Avenue North
Great Falls, MT 59401

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301 S Park Avenue
Helena, MT 59601

GREG GIANFORTE
GOVERNOR

MONTANA
DEPARTMENT OF COMMERCE

SCOTT OSTERMAN
DIRECTOR

July 1, 2022

Lori Ladas, Executive Director
Rocky Mountain Development Council
200 South Cruse Avenue
Helena, MT 59601

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Community MT Division
301 S Park Avenue
Helena, MT 59601

Evidence of Newspaper Publication for 2022-2023 AAP Public Hearing

Montana Newspaper Association

825 Great Northern Blvd Ste 202
Helena, Montana 59601
Phone: 406-443-2850

ADVERTISING ESTIMATE

June 29, 2022

Order: **22072MM0**

ATTN: Jen Stepleton
Montana Department of Commerce
Community Development Devision
Helena, Montana 59621-0523

V: F: Email: jennifer.stepleton@mt.gov

Document Number: **55**

Advertiser: **Montana Department of Commerce**
P.O.#:
Client Order #:
Brand:
Campaign:
Position: **LEGAL NOTICE**
Copy:

Run Date	Ad Size	ROP Rate	ROP Type	Agency Commission	Color Rate	Color Type	Agency Commission	Net Total
Billings Times *(Billings, MT)* (Thursday) --								
Thu 07/07/22 0	0.00 X 0.00	$93.60	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$93.60
Bozeman Daily Chronicle *(Bozeman, MT)* (Sun, Mon, Tue, Wed, Thu, Fri, Sat) --								
Tue 07/05/22 0	0.00 X 0.00	$44.00	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$44.00
The Daily Inter Lake *(Kalispell, MT)* (Sun, Mon, Tue, Wed, Thu, Fri, Sat) --								
Tue 07/05/22 0	0.00 X 0.00	$197.50	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$197.50
Great Falls Tribune *(Great Falls, MT)* (Sun, Mon, Tue, Wed, Thu, Fri, Sat) --								
Tue 07/05/22 0	0.00 X 0.00	$229.52	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$229.52
Helena Independent Record *(Helena, MT)* (Sun, Mon, Tue, Wed, Thu, Fri, Sat) --								
Tue 07/05/22 Circ: 4477	0.00 X 0.00	$206.56	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$206.56
MIssoulian *(Missoula, MT)* (Sun, Mon, Tue, Wed, Thu, Fri, Sat) --								
Tue 07/05/22 0	0.00 X 0.00	$195.20	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$195.20
The Montana Standard *(Butte, MT)* (Sun, Mon, Tue, Wed, Thu, Fri, Sat) --								
Wed 07/06/22 0	0.00 X 0.00	$48.00	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$48.00
Ravalli Republic *(Hamilton, MT)* (Mon, Tue, Wed, Thu, Fri) --								
Wed 07/06/22 0	0.00 X 0.00	$105.20	LEGAL NOTICE	0.0000%	$0.00		0.0000%	$105.20

Total Insertions	8	**Total Advertising**	**$1,119.58**	**Total Net Estimate**
Total Lineage	0.0000	**Net**	$1,119.58	$1,119.58
		Total Misc.	$0.00	
Total Circulation	4477.0	**Tax**	$0.00	

Rates listed above are good for 30 days, at which point the rates will need to be refigured.