

Request for Proposals Inspection Services

The Redevelopment Authority of the City of Pittston is seeking proposals for professional services for their rehabilitation of owner-occupied housing program.

The Authority intends to rehabilitate approximately 5-10 homes over the next three (3) years with State and Federal funding. Accordingly, the services required will be for rehabilitation of homes funded with ongoing Housing and Urban Development (HUD) HOME funds and ongoing Community Development Block Grant (CDBG) funds and will include Redevelopment Authority Fiscal Years 2025, 2026, 2027.

Required services would include the following:

1. Inspect Properties for Deficiencies
2. Prepare “Work Write-Ups” for Rehabilitation
3. Prepare Cost Estimates based on “Work Write-Ups”
4. When requested conduct “Interim” Inspections
5. Complete final inspections when project is completed, verify all work is completed with quality standards and federal HOME grant requirements met

The individual or firm selected must have qualifications and/or experience with home inspections, the Uniform Construction Code, general construction and/or the related trades. The individual or firm selected must be able to evaluate the following “major systems” and certify that they have a useful five (5) year life upon project completion: Roofing; Plumbing; Electrical; HVAC; Windows; Doors; Siding; Gutters; Structural Support. The goal of this program is to ensure that homes are code complaint when rehab work is completed. The individual or firm selected will work with the agency’s environmental consultant regarding lead, radon and asbestos. Sample forms that are to be completed during each inspection are attached.

Interested parties are urged to submit a proposal to the Redevelopment Authority of the City of Pittston, Suite 202, 35 Broad Street, Pittston, Pa. 18640 by **1:00 PM, Tuesday, November 26th, 2024.**

All proposals must contain responses to the following:

1. The qualifications and experience of your firm in such undertakings, especially knowledge of federal grants program requirements.
2. Your estimated time of performance to carry out the assignment.
3. Your compensation on a per-unit basis and an hourly rate for any additional work. See form attached for cost proposal.
4. Evidence of PA Licensing/UCC Code Certification
5. If the Offeror qualifies under any of the below categories, the Offeror shall set forth the basis so that the Community can determine which category(ies) are applicable.
 - a. Small Business Firm
 - b. Minority Owned Business
 - c. Woman Owned Business
 - d. Section 3 Business**

*** To qualify as a Section 3 business concern as covered by this proposal means:*

- 1. That firm is 51% or more owned by Section 3 residents; or*
- 2. whose permanent full-time employees include persons, at least 30% of whom are Section 3 residents, or within the three years of the date of first employment with the business were Section 3 residents.*
- 3. That provides evidence of a commitment to subcontract in excess of 35% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs 1. and 2.*

A Section 3 Resident Means:

- 1. A public housing resident; or*
- 2. An individual who resides in the City of Pittston and who is a very low or low-income person by HUD definition (less than 50% or less than 80% of median adjusted for family size, respectively.)*
- 3. A person seeking training and employment preference provided by Section 3 bears the responsibility of providing evidence that the person is eligible for the preference.*

See attached form.

In addition, please provide a statement of your fees for expert testimony, in the event that condemnation is required.

FACTORS FOR AWARD

The Redevelopment Authority will review each proposal and consideration will be given for the most qualified firm, price and all the other factors considered in accordance with the criteria identified below.

The selection criteria are as follows:

- I. Evidence of experience of a similar nature (25 Points)
- II. Understanding the various environmental regulations as they apply to the federal grants programs (20 Points)
- III. Qualifications, Experience and Time commitments of Proposed Project Coordinator and Technical Staff..... (25 Points)
- IV. Participation by Small Minority, Women, and Section 3 Firms.... (10 Points)
- V. Compensation (20 points)

All proposals will be ranked in accordance with the above stated criteria.

Any questions regarding this RFP shall be submitted in writing to the above address or to troughsedge@pittstonrda.com. No other form of question or communication will be responded to or accepted.

The Authority reserves the right to reject any and all proposals and to waive any informality in the proposal process.

The Authority intends to designate a firm for a three-year period, so that Program continuity can be assured and cost economies can be achieved.

The Redevelopment Authority of the City of Pittston is an Affirmative Action/Equal Opportunity Employer.

Repair/Replacement Standards

HEALTH AND SAFETY	
Contaminants	
Repair Standard	Minimum Life: 5 years
N/A	
Replacement Standard	
<p>In an ongoing effort to maintain safe and healthy indoor air quality, the use of products and components that contain low levels of VOC's (volatile organic compounds) will be required. Materials utilized in the construction process that generally contain moderate levels of VOCs may include; sealants, paints, caulking, adhesives, plywood, pressed wood products and carpets.</p> <p>Manufacturers typically label or provide information regarding low VOC compliance with the distribution of their products. Several entities that maintain information regarding VOCs and product testing (including respective links) are listed below for reference.</p> <ul style="list-style-type: none"> • VOC Green Program; provides third-party verification services to wood industry and consumer. www.vocgren.com • Green Seal; provides environmental certification standards to assist manufacturers, purchasers and consumers. www.greenseal.org • US Environmental Protection Agency (EPA); Federal agency regulating and providing oversight to protect human health and the environment. www.epa.gov 	

Lead-Based Paint (LBP)	
Repair Standard	Minimum Life: 5 years
<p>For all houses constructed prior to 1978—four (4) floors, two (2) window sills and two (2) window troughs (all randomly selected) plus a blank sample must be submitted to an EPA-accredited lead analytical laboratory and the dust samples must pass a dust wipe test for lead content as per the protocol in the HUD Guidelines. Lead-safe work practices must be followed. In situations where abatement is required, only contractors certified in remediation and abatement will be authorized to perform the work. For more information, please view HUD's website.</p>	
Replacement Standard	Minimum Life: 20 years
<p>When stabilization of surfaces containing Lead-Based Paint is impractical, the most affordable solution for abatement of the component will be chosen. Walls containing Lead-Based Paint may be covered with drywall or gutted and replaced with drywall. Trim and other wood or metal components containing Lead-Based Paint may be removed and replaced with similar materials. Lead-safe work practices must be followed. In situations where abatement is required, only contractors certified in remediation and abatement will be authorized to perform the work. For more information, please view HUD's website.</p>	

Asbestos	
Repair Standard	Minimum Life: N/A
<p>Asbestos materials that are not brittle or crumbling to the extent of creating a hazard such as exterior siding consisting of Portland cement and asbestos fibers, may be left intact and painted, if appropriate. Vinyl-asbestos-tile (VAT) flooring tiles, installed in many U.S. homes from approximately 1930 until 1980, may remain if deemed to be sound and intact. If new flooring is to be installed in areas of the home where sound and intact VAT flooring tile exists, the subject area may be covered with new flooring material and applicable underlayment.</p>	
Replacement Standard	Minimum Life: N/A
<p>Deteriorating asbestos components such as boiler or pipe insulation, cement asbestos siding or vinyl-asbestos-tile (VAT) flooring will be removed and properly disposed of replaced and with suitable non-hazardous materials.</p>	

Radon	
Repair Standard	Minimum Life: 5 years
All housing in this program will be subject to radon testing, laboratory certification and, if required, mitigation requirements as regulated by the PA Department of Environmental Protection (DEP). All testing services, laboratory certification and mitigation activities performed under this program must be conducted by individuals or entities having the appropriate certification(s) as administered by DEP.	
Replacement Standard	Minimum Life: 20 Years
If, as a result of the testing above, there is a presence of Radon at or above the 4 pCi/L level, remediation and mitigation will be performed by an individual or entity with the appropriate certification and constructed in compliance with the PA Department of Environmental Protection regulations.	

Mold	
Repair Standard	Minimum Life: N/A
Visual inspections for mold will be performed and, if detected, steps taken to reduce exposure by preventing and controlling excessive moisture. When repairs or corrections are required for remediation, reference should be made to "Steps to Remove Mold" found in the NCHH (National Center for Healthy Housing) Healthy Housing Solutions found by accessing their on-line publications. www.nchh.org	
Replacement Standard	Minimum Life: N/A
Upon identification of a mold problem, remediation of the moisture source must be managed. Mold may be cleaned in areas of non-porous and semi-porous materials (i.e.; metals, glass, hard plastics, wood and concrete) where determined possible to do so. In areas where mold has been found in porous materials (i.e; fabrics, ceiling tiles, insulation and wallboard), removal and appropriate cleanup will be conducted. The NCHH (National Center for Healthy Housing) provides information outlining potential impact and criteria to help identify, test, reduce exposure and remove/remediate mold hazards.	

Fire Safety-Egress	
Repair Standard	Minimum Life: N/A
N/A	
Replacement Standard	Minimum Life: N/A
Egress windows are required in all new sleeping areas unless other secondary means of escape requirements are met. The minimum dimensions for egress window clear openings are 20" wide by 24" high, and have a clear opening of 5.7 square feet. No bedrooms should be created in attics or basements unless compliance with the PA Uniform Construction Code is met.	

Smoke and Carbon Monoxide Alarms	
Repair Standard	Minimum Life: 5 years
Existing smoke and carbon monoxide alarms must be maintained in operating condition. Installation of additional detectors may be required to meet standards for location and placement. www.nfpa.org	
Replacement Standard	
When walls are open and wiring is exposed, hardwired smoke alarms are required on each dwelling floor and in all bedrooms. Carbon monoxide detectors are required in homes that contain fuel burning equipment and appliances or have an attached garage. In lieu of hardwired alarms, units with wireless interconnect capability may be installed.	

SITE	
Grading	
Repair Standard	Minimum Life: 5 years
When required construction activity results in necessary repairs or modifications to grading adjacent to the building foundation, it should have a minimum 1/2" per foot slope away from the perimeter to direct all drainage from the structure and alleviate moisture infiltration. All bare and disturbed areas will be restored or reseeded as necessary.	
Replacement Standard	
Same as Repair	

Outbuildings	
Repair Standard	Minimum Life: 5 years
If an accessory building has deteriorated to the point where it is deemed to be a potential threat to health, safety and welfare, the structure will be removed. If the outbuilding is structurally sound but requires repairs to correct potential hazards, the grantee may invest funds to repair if deemed financially feasible.	
Replacement Standard	
No outbuilding replacement is permitted in this program.	

Fencing	
Repair Standard	Minimum Life: 5 years
If repairs are needed, replacing sections in-kind is permissible, if deemed financially feasible.	
Replacement Standard	
Same as Repair.	

Paving and Walks	
Repair Standard	Minimum Life: 5 years
Paving required to facilitate access to the residence, such as front sidewalks and driveways where defects or unsafe conditions exist, will be repaired as necessary. Highly deteriorated paving, such as sidewalks that are unnecessary, will be removed and appropriately landscaped.	
Replacement Standard	
Unrepairable essential walks and driveways will be replaced with permeable paving or concrete per local ordinance, when financially feasible. Pressure treated wood and/or wood composite handicapped accessible ramps are an eligible expense.	

Trees and Shrubbery	
Repair Standard	Minimum Life: 5 years
Plant material, that due to location or condition has become unsafe or detrimental to the structure, shall be trimmed, cut or removed as required to mitigate the hazard.	
Replacement Standard	
N/A	

Lawn (DR Only)	
Repair Standard	Minimum Life: 1 year
Bare sections of lawn or areas damaged due to storm event, or disturbed due to construction activity, will be restored and planted with seed varieties conducive to the geographic area and current property conditions. http://pubs.cas.psu.edu	
Replacement Standard	
Same as Repair	

EXTERIOR BUILDING SURFACES	
Exterior Cladding*	
Repair Standard	Minimum Life: 5 years
Siding and trim must be structurally intact and weatherproof. All exterior wood components where deteriorating paint is present will be scraped and primed as necessary and have a minimum of one continuous coat of paint. Buildings designated as historic will have existing wood siding and trim repaired in-kind. New exterior wood will blend with existing and will be primed and painted. Alternate siding materials may be permitted in some instances for historic buildings. "Section 106" consultation is required whenever a new material exterior cladding is proposed for buildings over fifty (50) years of age. Use of a water resistive barrier is required under all newly installed siding and where feasible in areas of repair or replacement	
Replacement Standard	
Buildings not designated as historic may have exterior components replaced or repaired with alternate siding materials to match or blend with the structure's existing style and configuration. If replacing soffit, selected materials should be complimentary to other exterior elements and will be of design to support home air ventilation.	

Exterior Porches**	
Repair Standard	Minimum Life: 5 years
Deteriorated concrete porches will be repaired when possible. Unsafe wood porch components will be repaired with readily available materials to conform closely to historically accurate porches in the neighborhood. Porch repairs will be structurally sound, with smooth and even decking surfaces. Deteriorated wood structural components will be replaced with preservative-treated wood or exterior grade wood composite materials	
Replacement Standard	
Porches on buildings, designated as historic, will be rebuilt to conform closely to historically accurate structures in the neighborhood. Replaced wood structural components will be pressure-treated. The use of exterior grade wood composite or like materials will be permitted for decking, support columns, railing and trim elements if not cost prohibitive. All work performed or elements added to existing porch structures will comply with the PA Uniform Construction Code.	

**When financially-feasible and materials are available, grantees are encouraged to use composite material and/or mold-resistant material, especially in high moisture areas.*

***Caution should be exercised when replacing decking over a crawl space or basement. Need to ensure water does not enter into property after completion.*

Exterior Railings	
Repair Standard	Minimum Life: 5 years
Existing handrails will be structurally sound. Guide rails are required on any accessible area with a walking surface over 30" above finished grade. Structurally sound and compliant railings may be repaired as necessary. On historic structures, railing repairs will be historically-sensitive.	
Replacement Standard	
Handrails will be present on at least one side of all exterior steps or stairs with more than two risers and on the exterior perimeter of porches or platforms when finished floor level exceeds 30" above finished grade. Style and aesthetics of newly constructed handrails and guide rails will conform to the style of similar components of the homes in surrounding neighborhood. On historic designated structures, new railings will be constructed of materials and in design - sensitive to this designation and any applicable architectural guidelines.	

Exterior Steps and Decks	
Repair Standard	Minimum Life: 5 years
Steps, stairs, landings and porch decks will be structurally sound, reasonably level, with smooth and even surfaces required to maintain safe pedestrian use. Any necessary repairs will match and/or complement existing design and materials.	
Replacement Standard	
In non-historic structures, wood decking may be replaced with 5/4" x 6" pressure-treated wood and steps will be constructed from nominal 2" pressure-treated lumber. The use of exterior grade wood composite materials is permitted when not cost prohibitive. On historic structures, new wood decking will be 3/4" clear tongue and groove fir, primed on all 6 sides before installation.	

Exterior House Numbers and Mailboxes	
Repair & Replacement Standard	Minimum Life: 5 years
All properties will have street address numbers installed on the house near front entry or on the mailbox in rural delivery areas. In all cases, address numbers should be of size and location where they easily are visible.	

FOUNDATIONS AND STRUCTURES	
Fire Separation	
Repair Standard	Minimum Life: 5 years
Fire separation or common walls will be maintained without cracks and plaster or wallboard deterioration.	
Replacement Standard	
When frame walls and floors, adjoining other dwellings are gutted, new wall finish installations will conform to the PA Uniform Construction Code requirements for fire ratings where applicable.	

Foundations	
Repair Standard	Minimum Life: 15 years
Foundations will be repaired to be structurally sound, reasonably level, and free from movement.	
Replacement Standard	
Foundation work beyond the repair standard, must comply with the PA Uniform Construction Code.	

Structural Walls	
Repair Standard	Minimum Life: 15 years
Structural framing and masonry will be free from visible deterioration, rot, or serious termite damage, and be adequately sized for current loads. Prior to rehab, all sagging floor joists or rafters will be visually inspected, and significant structural damage and its cause will be corrected.	
Replacement Standard	
New structural walls will be designed and constructed to integrate with existing, but all structural elements must be of size and design to meet load and bearing requirements in compliance with the PA Uniform Construction Code. Newly constructed exterior structural walls must be also be sheathed and insulated per UCC requirements.	

WINDOWS AND DOORS	
Interior Doors	
Repair Standard	Minimum Life: 5 years
Baths and occupied bedrooms will have operating doors and lock sets.	
Replacement Standard	
Interior doors will be hollow-core, medium density fiberboard (MDF), of design and style to coordinate with existing. Interior doors serving bedroom and bathrooms shall include a minimum ANSI/BHMA Grade 2 lockset.	

Exterior Doors	
Repair Standard	Minimum Life: 5 years
Exterior doors* will be solid core and weather tight. The door and hardware must function properly. If the existing entry door does not have a deadbolt, one must be installed having a minimum ANSI/BHMA Grade 2 rating.	
Replacement Standard	
Replacement doors (4) will be solid core with weather stripping and air seal at perimeter and sill. Any glazing must be insulated, double pane glass. Installation must include an exterior lockset and deadbolt, keyed alike, having a minimum ANSI/BHMA Grade 2 rating.	

Windows	
Repair Standard	Minimum Life: 5 Years
All existing windows will open and operate in the manner for which they were originally intended and able to be locked and secured.	
Replacement Standard*	
Windows deemed to be inoperable or unable to be repaired may be replaced with units constructed of vinyl or other alternate material and have and insulated glass. Replacement windows will meet ENERGY STAR certification requirements for the North climate regions. Windows on key facades of historically-sensitive properties will be replaced with units constructed of wood or other like material when locally approved.	

When the replacement of exterior doors or windows is proposed of alternate material (such as fiberglass door to replace wood or vinyl replacement windows) on structures over 50 years old, **Section 106 review is required. For historic structures, the repair of original wood doors and windows is encouraged. In the event exterior door or window replacement is unavoidable on historic buildings, the new units should be of matching design, appearance, placement and material if possible.*

*Alternate material units may be utilized for some historic buildings upon consultation with the **DCED Historic Preservation Specialist**.*

Basement Windows	
Repair Standard	Minimum Life: 5 years
Existing basement windows left intact must be operable and able to be secured. When possible, it is desirable to have at least 2 operable basement windows to provide adequate ventilation.	
Replacement Standard (see ** on previous page)	Minimum Life: 5 years
Basement windows below grade that are deemed inoperable or unable to be repaired, may be replaced with hopper or sliding glass units manufactured of vinyl or other alternate material. If windows are in a conditioned basement area, the glass must be of insulated type and meet ENERGY STAR certification requirements for the North climate regions.	

ROOFING	
Flat and Low-Slope Roofing	
Repair Standard	Minimum Life: 5 years
Built-up roofing where no leaks are evident will be re-coated and any flashing, built-in gutters and/or roof penetrations (such as plumbing vents) will be repaired if their minimum life is questionable.	
Replacement Standard	
Installation of an EPDM or functionally equivalent roofing membrane and underlayment as specified by the roofing material manufacturer shall be required	

Pitched Roofs (2/12 or greater)	
Repair Standard	Minimum Life: 5 years
Flashing or shingles in disrepair or in areas where leaks are detected may be repaired when roof is otherwise sound and functional. Slate, metal and tile roofs will be repaired when possible. Roof penetrations no longer being utilized or the presence of rooftop mounted equipment (such as antennas) will be removed at the owner's discretion.	
Replacement Standard	
Roofing shingles shall be of fiberglass -asphalt composition with a Class A (UL790) fire rating and include a minimum 25-year ltd. transferrable warranty issued by the manufacturer. Shingle underlayment of a minimum #15 roofing felt (water repellant breather type cellulose fiber) must be installed over a clean and structurally sound roof decking. The utilization of starter strips, leak barriers, flashing and drip edging, as well as, the means of attachment of the roofing shingles and all other applicable materials must comply with the manufacturer's specifications necessary to validate the warranty and insure overall integrity and durability of the complete roofing system.	
Ridge ventilation will be installed at all ridge locations after proper modifications are made to the ridge board and/or roof sheathing so that the ridge vent will function as designed. In situations where it is deemed unfeasible to install, or the roof design will not allow for a sufficient amount of ridge venting, the installation of other vent types will be required (i.e.; gable louvers, mechanical or power vents)	

Gutters and Downspouts	
Repair Standard	Minimum Life: 5 years
Gutters and downspouts must be in good repair, leak-free, and collect storm water from all lower roof levels. Storm water must be directed away from the building perimeter to prevent water from entering the structure and alleviate the potential for damage to the foundation.	
Replacement Standard	
Gutters and downspouts will be installed and collect storm water from all lower roof levels. Splash blocks and/or downspout extensions will be installed to move water away from the foundation. The system must move all storm water away from the building and prevent water from entering the structure.	

INSULATION AND VENTILATION	
Infiltration (CDBG-DR Only)	
Repair Standard	Minimum Life: N/A
Seal all accessible gaps and penetrations in the building envelope. If applicable, use low VOC caulk or foam. In buildings with ducted forced-air heating and cooling systems, seal all penetrations of the air distribution system to reduce leakage in order to meet or exceed ENERGY STAR for Homes' duct leakage standard. Ensure continuous unbroken air barrier surrounding all conditioned space and align insulation completely and continuously with the air barrier.	
Replacement Standard	
As stated in Repair Standard.	

Whole House Ventilation (CDBG-DR Only)	
Repair Standard	Minimum Life: 5 years
Install an in-unit ventilation system capable of providing adequate fresh air per ASHRAE 62.2 requirements.	
Replacement Standard	
As stated in the Repair Standard.	

Insulation (CDBG-DR Only)	
Repair Standard*	Minimum Life: N/A
Attics: For attics with closed floor cavities directly above the conditioned space, blow in insulation per manufacturer's specifications to a minimum density of 3.5 lbs. per cubic foot (CF). For attics with open floor cavities directly above the conditioned space, install insulation to meet or exceed IECC levels.	
Floors: Install minimum R-19 insulation in contact with the subfloor in buildings with floor systems over vented crawl spaces. Install a 6-mil vapor barrier in contact with 100% of the floor of the crawl space (the ground), overlapping seams and piers at least 6 inches.	
Replacement Standard	Minimum Life: 20 Years
As stated in Repair Standard.	

Bath Ventilation	
Repair Standard	Minimum Life: N/A
N/A	
Replacement Standard	Minimum Life: 10 Years
Bathrooms which include a shower and/or bathtub must incorporate the use of a bathroom ventilation fan capable of exhausting a minimum of 80 cfm to the exterior of the home. Fan to be controlled by a wall mounted switch/timer control.	

**As designated in HUD CPD Green Building Retrofit Checklist, a complete copy of which is included in entirety as an addendum. Checklist refers to the mandatory replacement with specified green improvements, products, and fixtures only when replacing those systems during the normal course of the retrofit.*

Kitchen Ventilation	
Repair Standard	Minimum Life: 5 years
All kitchens must have functioning mechanical ventilation above or adjacent to the range/cooking surface. The fan must be capable of producing air movement no less than 160 cfm.	
Replacement Standard	
All kitchens will have mechanical ventilation producing a minimum of 160 cfm and must exhaust to exterior of the home. All venting duct will be constructed of heavy gauge galvanized metal, air tight with mastic-sealed seams (no duct tape) and terminated with an exterior vent cap appropriate for selected location. If deemed unfeasible to provide ventilation to exterior of home, a non-vented range hood with ventilation fan capable of providing 160 cfm may be utilized. If a non-vented kitchen fan/range hood is determined to be the viable alternative, the unit must incorporate a ductless venting filter to aid in the removal of smoke and odors created as a byproduct of cooking.	

Roof Ventilation	
Repair Standard	Minimum Life: 5 years
1 square foot of free venting must be supplied for every 300 SF of area directly under the roof.	
Replacement Standard	
The venting requirement is the same as with the Repair Standard above with a strong preference for a combination of ridge vents, soffit vents and the one perm-rated ceiling required for the 1 to 300 ratio.	

INTERIOR STANDARDS	
Interior Walls and Ceilings	
Repair Standard	Minimum Life: 5 years
Holes, cracks and deteriorated or damaged areas of wallboard or plaster will be repaired as necessary. All visual surfaces will be stabilized to minimize lead paint hazards using premium vinyl acrylic paint.	
Replacement Standard	
When necessary, plaster will be replaced by 1/2" gypsum board. Fire-rated assemblies will be specified on a project-by-project basis as required by the PA Uniform Construction Code.	

Flooring	
Repair Standard	Minimum Life: 5 years
Bathroom, kitchen and other moisture-prone floor areas will have moisture -resistant flooring intact and in sound condition. Damaged areas, or where hazards may exist, will be repaired. Existing wood floors in rooms other than kitchens or baths, may be repaired and refinished when determined to be viable and in sound condition. *Basement floors will be continuous concrete at least 3-1/2" thick. (*CDBG-DR Only) .	
Replacement Standard	
Baths and kitchens will have installed resilient sheet goods or tile over plywood or other appropriate underlayment. Floors in rooms, other than kitchens or baths, may be finished with carpet and associated products that are Carpet and Rug Institute's Green Label certified or laminate materials that are identified as containing low levels of VOCs (volatile organic compounds). Existing wood floors, in rooms other than kitchens or baths, may be refinished when determined to be viable and in sound condition. *New basement slabs will be at least 3-1/2" thick and have a 6-mil vapor barrier. (*CDBG-DR Only)	

Closets	
Repair Standard	Minimum Life: 5 years
Existing closets will be maintained in good repair and have appropriate shelf and clothes rod.	
Replacement Standard	
New closets may be created if there is a significant lack of storage space and the budget permits. New closets will have a depth of 2 feet and include a shelf and clothes rod.	

Kitchen Cabinets and Countertops	
Repair Standard	Minimum Life: 5 years
Kitchens will have functional base and wall cabinets determined to be sound and cleanable. Countertop surfaces should be manufactured of a non-permeable material able to be cleaned and maintained to minimize bacterial growth from food borne contaminants. Existing cabinets with doors and face frames may be repaired if in good condition.	
Replacement Standard	
When new replacement kitchen cabinets are required, the installation will include coordinating base and wall cabinets with high pressure laminate (HPL) countertops including 4" high backsplash. Cabinet construction will include hardwood face frames, door and drawer fronts and meet ANSI/KCMA A161.1 performance and construction standards.	

ELECTRIC	
Ground Fault Circuit Interrupters	
Repair Standard	Minimum Life: 5 years
GFCI protection is required for all receptacles located in bathroom areas, receptacles that serve kitchen countertop surfaces and receptacles located within 6 ft. of the outside edge of a water supply fixture. If unprotected receptacles are in use at any of the aforementioned locations, installation of a GFCI-protected device is required. If the areas in question are served by existing 2-wire NM cable without ground, a GFCI -receptacle may still be installed if marked "NO EQUIPMENT GROUND".*	
Replacement Standard	
Electrical work which may incorporate the installation of new receptacles in areas of the home which include the following; any portion of bathrooms or kitchens as described in Repair Standard.	

Passage Lighting	
Repair Standard	Minimum Life: 5 years
All light fixtures and switches in hallways, stairs and other passageways will operate safely and be of size and design, to provide adequate illumination. Existing fixtures with incandescent lamp fittings will be replaced with LED units providing a minimum 800 lumens (60 watt equivalent).	
Replacement Standard	
In hallways, stairs or rooms where it is necessary to pass through in order to access other rooms and stairways, lighting fixtures of size and design to provide adequate illumination will be installed and controlled by 3-way wall switches located at each end of the travel path. Attics, basements and crawl spaces must have lamp fixtures. Properly installed wiremold (conduit) will be permitted where it may be cost prohibitive to install wiring in wall and ceiling cavities.	

*The equipment grounding conductor plays no part in the operation of a GFCI, so ground-fault protection will still be provided on a 2-wire circuit without an equipment-grounding conductor

Kitchen Electric Distribution	
Repair Standard	Minimum Life: 5 years
Existing receptacles, fixtures and switches will be safe and grounded.	
Replacement Standard	
Stoves, refrigerators, freezers, dishwashers and disposals, washers and dryers will have separate circuits sized to National Electric Code per the PA Uniform Construction Code. Two separate 20-amp counter circuits are required with each kitchen area.	

Interior Electric Distribution	
Repair Standard	Minimum Life: -5 years
Exposed knob and tube will be replaced. Every room will have a minimum of two duplex receptacles, placed on separate walls and one light fixture or receptacle switched at each room entrance. Where the source wiring circuit is accessible (e.g. first floor above basements, in gutted rooms, etc.), receptacles will be grounded. All switch, receptacle, and junction boxes will have appropriate cover plates. Wiring must be free from hazard, and all circuits will be properly protected at the panel. Floor receptacles will be removed and a metal cover plate installed or flooring/subfloor repaired as necessary. Exposed wiremold (conduit) will be permitted where it is not feasible to install wiring in wall or joist cavity. Bedroom receptacles must have Arc Fault protection, either at outlet or thru circuit at service panel. There must be one electrical receptacle at the service panel location. Basements will have adequate keyless bare bulb fixtures switched at the top of the stairs and at any other point of entry or exit.	
Replacement Standard	
When a room's wall finishes are removed, it will be rewired to the latest version of the National Electric Code, per PA Uniform Construction Code.	

Service and Panel	
Repair Standard	Minimum Life: 10 years
Distribution panels will have a main disconnect, at least 10 circuit-breaker-protected circuits, a 100-amp minimum capacity and be adequate to safely supply existing and proposed devices. If a working central air conditioning system is present, the minimum service will be 200 amps.	
Replacement Standard	
200-amp service with a main disconnect panel containing at least 30 circuit breaker positions.	

PLUMBING SYSTEM	
Drain, Waste, and Vent Lines	
Repair Standard	Minimum Life: 5 years
Waste and vent lines must function without losing the trap seal.	
Replacement Standard	
When walls are removed exposing vent and waste lines those lines will be reworked to the current mechanical code per PA Uniform Construction Code	
Plumbing Fixtures*	
Repair Standard	Minimum Life: 5 years
All fixtures and faucets will have working, drip-free components. All plumbing fixtures must be properly connected to either a public sewer system or an approved private sewage disposal system.	
Replacement Standard	
Vitreous china bathroom lav/basin (or other non-pervious material designed for residential baths) having single lever, metal faucet with 5-year limited warranty and maximum 1.5 GPM flow. Vitreous china, comfort-height toilets with maximum 1.28 GPF. Double bowl stainless steel kitchen sink with single-lever metal faucet having 5-year limited warranty with maximum 2.0 GPM flow. Bathtubs, showers or combination bathtub/shower units and surrounds will be constructed of fiberglass or acrylic composites and have maximum 2.0 GPM showerhead.	
Plumbing Minimum Equipment	
Repair Standard	Minimum Life: 5 years
Existing equipment will be repaired to conform to the Housing Quality Standards.	
Replacement Standard	
Every dwelling unit will have a minimum of one stainless steel double bowl sink in the kitchen and at least one bathroom containing a lav/basin and shower and/or bathtub unit with required water flow devices, all with hot and cold running water and one water closet/toilet as described above.	
Water Heaters	
Repair Standard	Minimum Life: -5 years
Each housing unit will have working domestic water heating equipment installed and operating in a safe manner.	
Replacement Standard	
When the installation of a water heater is required, the units will be a minimum of 40-gallon with a 5-year limited warranty, installed in compliance with PA Uniform Construction Code.	
Water and Wastewater Distribution	
Repair Standard	Minimum Life: 10 years
The main shut off valve must be operable and completely stop the flow of water to the house. All fixtures must be leak-free and deliver sufficient cold water and, where applicable, hot water. Residences must be properly connected to either a public sewer system or an approved private sewage disposal system. If the property is served by a private, on-lot sewage disposal system a copy of the most recent pumping/inspection report must be obtained through the officiating Sewage Enforcement Officer, demonstrating the system is compliant with PA Department of Environmental Protection and any applicable local regulations. If any deficiencies are noted or if actions are required to bring the system into compliance, those issues must be addressed and approved by the Sewage Enforcement Officer.	
Replacement Standard	
The main shut off valve must be operable and completely stop the flow of water to the house, and should be replaced if it does not. Lead and galvanized pipe that is part of the water service or the distribution system will be replaced with supply piping, valves and accessories in compliance with the PA Uniform Construction Code. One freeze-protected exterior hose bib is required.	

*Recommend using water conservation measures (1.3 GPF toilets and 2.0 GPM showers), when available.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

Air Conditioning

Repair Standard	Minimum Life: N/A
Non-functioning, non-repairable air conditioners will be removed and drained of all CFCs, in accordance with DEP's approved disposal standards. Existing central air conditioning will be inspected, serviced and refurbished to operate properly.	
Replacement Standard	Minimum Life:
None	

Chimney Repair

Repair Standard	Minimum Life: N/A
Chimneys no longer utilized and in a state of disrepair or deterioration will be removed to below the roof decking when a new roof is being installed. (Removal of a chimney requires Section 106 review if the building is over 50 years of age). When chimneys must be used for combustion ventilation, they will be inspected and repaired or relined as necessary.	
Replacement Standard	Minimum Life: N/A
The creation of new flues is not recommended in this program. The use of high efficiency closed combustion appliances is recommended to avoid the need for new flues. When necessary, chimney flue liners may utilized and will be of material and design required for the type of fuel burning appliance and configuration of the chimney.	

Distribution System

Repair Standard	Minimum Life: 5 years
Duct work and hot water or steam piping will be well supported and in sound operating condition to provide adequate heat supply in areas served. Defective duct work and hot water or steam piping will be repaired when possible.	
Replacement Standard	Minimum Life: 25 years
All duct work will be insulated to R-8, sealed at all seams with mastic (not tape).	

Heating System

Repair Standard	Minimum Life: 5 years
Workable existing heating systems will be inspected and maintained to operate in a safe and efficient manner. Repairs, including replacement of any applicable filters, will be conducted when necessary.	
Replacement Standard	Minimum Life: 25 years
Gas-fired heating plants will be rated at > 92% AFUE or better. Oil-fired furnaces will be rated at > 83% AFUE or better. Oil-fired boilers will be rated at > 85% AFUE or better. Heat pumps will be rated at > 15 SEER. Setback thermostats are required. Electric resistance heating units may be retained or installed in areas where it is not cost effective to heat via ductwork or hot water piping from primary heating source.	

APPLIANCES

Kitchen Appliances

Repair Standard	Minimum Life: 5 years
All units will have a range with properly operating cooktop and oven.	
Replacement Standard	Minimum Life: 15 years
All replaced kitchen ranges will have ENERGY STAR certified appliances, where applicable.	

Walkthrough/Homeowner Instructions

Final walkthrough conducted on _____ (DATE).

_____ (CONTRACTOR) provided an overview of all new systems, appliances, and GFCIs (when applicable) to _____ (OWNER). In addition, OWNER was given all instruction manuals for new systems and appliances.

Inspector's Signature

Date

Emergency Rehabilitation

OBJECTIVE

To establish strict controls and encourage minimum use of CDBG funds for emergency repairs. Emergency Rehabilitation is not permitted under the HOME Program.

REQUIREMENTS

Some grantees find it necessary to be able to respond to emergency repairs needed by low and moderate income owner occupants and tenants. The Department of Community and Economic Development appreciates grantees' desires to alleviate certain emergencies, but also recognizes that such repairs do not bring properties up to the locally adopted property standards.

Grantees must develop guidelines to minimize and control the use of CDBG funds for emergency repairs. The following minimum requirements apply to all CDBG funded emergency repair activities which grantees include as a component of their rehabilitation programs:

1. An emergency repair need is defined as an immediate need which, if not addressed, will result in a health and or safety threat to the owner occupant/tenant.
2. The emergency repair must be confined to the problem creating the health and/or safety threat.
3. Prior to undertaking an emergency repair, the chief elected official of the grantee, or his designated representative, must execute a certification that the emergency repair meets DCED's minimum requirements as well as any additional requirements locally established. This certification must be contained in the applicant's file.
4. Within twelve months of the completion of the emergency repair the grantee must return to the owner of the property receiving emergency assistance and endeavor to have the owner participate in the regular rehabilitation program in order to bring the property up to the locally adopted property standards. Documentation regarding this effort must be contained in the grantee's files.
5. A property receiving an emergency repair, and that is not subsequently brought up to the locally adopted property standard, may not be counted toward meeting the grantee's rehabilitation goal.

SUGGESTIONS / COMMENTS

The need for grantees to approach emergency repairs with caution cannot be overemphasized. The primary goal of CDBG and HOME funded rehabilitation programs must be to bring low/moderate income properties up to locally adopted property standards. Funds used for emergency repairs detract from this primary goal unless subsequent rehabilitation to standards is accomplished.

Grantees should consider restricting emergency repairs to those properties occupied by very low income households. If emergency repairs are made to properties occupied by low-moderate income households, the grantee should consider making the repairs only if the owner agrees, in writing, to subsequently participate in the regular rehab program thereby bringing the property up to the locally adopted standard.

Likewise, grantees should consider requiring the owner of a tenant occupied structure to agree in writing, to subsequently participate in the regular rehab program. If the owner of a tenant occupied structure does not agree to subsequent rehab, then a lien should be placed on the property in the amount of the emergency repair.

Manufactured Housing, Including Mobile Homes, Habitability Standards and Installation Guide

OBJECTIVE

To assure that all manufactured housing targeted for HOME and or CDBG rehabilitation assistance meets both the habitability and installation/foundation standards for Pennsylvania.

REQUIREMENTS

For information on Manufactured Housing and Installation go to: dced.pa.gov/mh.

APPENDIX



REHABILITATION STANDARDS INSPECTION FORM

1. HOMEOWNER:	2. FILE NUMBER:
3. PROPERTY ADDRESS:	

Systems	Date of Inspection	Pass / Fail
Health and Safety		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Site		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Exterior Building Surfaces		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Foundations and Structures		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Windows and Doors		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Roofing		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Insulation and Ventilation		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Interior Standards		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Electric		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Plumbing		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
HVAC		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Appliances		<input type="checkbox"/> Pass <input type="checkbox"/> Fail

CERTIFICATION

I, _____, _____ (INSPECTOR NAME, COMPANY) have inspected each of the systems, as listed above. Each of the systems has been inspected, in accordance with the Department of Community and Economic Development's (DCED) Housing Rehabilitation Standards. In my professional opinion, each of the systems that have passed inspection will have, at a minimum, the applicable useful life, as listed in DCED's Housing Rehabilitation Standards.

SIGNATURE OF HOUSING REHABILITATION INSPECTOR

DATE



JOB FILE INDEX

	DATE REQUESTED	DATE COMPLETED	INITIALS
CLIENT INTAKE			
Income Eligibility			
Request for Code Inspection			
EPA Pamphlet			
Owner/Agency Agreements			
FTHB Lead Disclaimer			
SPECIFICATIONS & FEASIBILITY			
Environmental Field Notes Checklist			
Environmental Review Record			
Historic Assessment/SHPO Submission			
Lead Requirement Worksheet			
Preconstruction Photo Set			
Specifications by Location and Trade			
Cost Estimate			
Special Procedures Request			
Lead Hazard Evaluation or Presumption Notice			
Waiver of Relocation Protections (elderly only)			
Work Write-Up Transmittal Letter			
Work Write-Up			
Owner's Approval of Work Write-Up			
BIDDING AND CONTRACTS			
Invitation to Bid			
No Bid Intention Received			
Pre-Bid Inspection			
Addenda to Work Write-Up (if applicable)			
Bid Comparison Results			
Certification of Bid/Proposal			
Debarment Verification			
Subcontractor and Supplier Listing			
Owner's Selection Worksheet			
Homeowner Relocation Plan (if required)			
Construction Loan Escrow Agreement			
Construction Loan Contingency Escrow Agreement			
Agreement between Homeowner and Contractor			
Preconstruction Conference Checklist			
Copy of Building Permit/HARB Review (if needed)			
Rehabilitation Schedule			

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Appendix II

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, **must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

1. **Termination of Contract for Cause.** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Public Body shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor under this Contract shall, at the option of the Public Body, become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Public Body for damages sustained by the Public Body by virtue of any breach of the Contract by the Contractor, and the Public Body may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Public Body from the Contractor is determined.

2. **Termination for Convenience of the Public Body.** The Public Body may terminate this Contract at any time by giving at least ten (10) days notice in writing to the Contractor. If the Contract is terminated by the Public Body as provided herein, the Contractor will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the Contractor, Paragraph 1 hereof relative to termination shall apply.

- (C) **Equal Employment Opportunity.** (applicable to all construction contracts over \$10,000)

During the performance of this Contract, the Contractor agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60) as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, sex, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, sex, color, or national origin. Such action shall include, but not be limited

to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Body setting forth the provisions of this nondiscrimination clause.

- b. The Contractor will, in all solicitation or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, or national origin.
- c. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contract or subcontracts for standard commercial supplies or raw materials.

Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal funds.

Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin or sex be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

(D) **Davis-Bacon Act**, as amended (40 U.S.C. 3141- 3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Attach HUD form 4010 Federal Labor Standards Provisions

(E) **Contract Work Hours and Safety Standards Act** applicable to contracts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401- 7671g.) and the Federal Water Pollution Control Act (33 U.S.C. 1251- 1387), as amended -

Compliance with the applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15) is required for all contracts, subcontracts and subgrants of amounts in excess of \$150,000. For all such Contracts, all Contractors and subcontractors agree to the following requirements:

- a. A stipulation by the Contractor or subcontractors that any facility to be utilized in the performance of any non-exempt contract or subcontract is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- b. Agreement by the Contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- c. A stipulation that as a condition for the award of the Contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA indicating that a facility utilized or to be utilized for the Contract is under consideration to be listed on the EPA List of Violating Facilities.
- d. Agreement by the Contractor that he will include or cause to be included the criteria and requirements in paragraph (a) through (d) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the Government may direct as a means of enforcing such provision.

In no event shall any amount of the assistance provided under this Agreement be utilized with respect to a facility which has given rise to a conviction under Section 113(c)(1) of the Clean Air Act or Section 309(c) of the Federal Water Pollution Control Act.

(H) Debarment and Suspension (Executive Orders 12549 and 12689)

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Use www.SAM.gov

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) Procurement of recovered materials.

Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(K) Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1801 u).

This agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1801 u) as amended. The Section 3 clause provides:

Every applicant, recipient, contracting party, contractor and subcontractor shall incorporate, or cause to be incorporated, in all contracts for work in connection with a Section 3 covered project, the following clause (referred to as a Section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall to the greatest extent feasible, be directed to low- and very low-income

persons, particularly persons who are recipients of HUD assistance for housing.

- B. The parties to the contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The Contractor agrees send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the said labor organization or workers' representative of contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places available to at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the sections 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Reference: Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date_____

Signature of Contractor_____



REHABILITATION STANDARDS INSPECTION FORM

1. HOMEOWNER:	2. FILE NUMBER:
3. PROPERTY ADDRESS:	

Systems	Date of Inspection	Pass / Fail
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Site		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Exterior Building Surfaces		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Foundations and Structures		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
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Electric		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
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CERTIFICATION

I, _____, _____ (INSPECTOR NAME, COMPANY) have inspected each of the systems, as listed above. Each of the systems has been inspected, in accordance with the Department of Community and Economic Development's (DCED) Housing Rehabilitation Standards. In my professional opinion, each of the systems that have passed inspection will have, at a minimum, the applicable useful life, as listed in DCED's Housing Rehabilitation Standards.

SIGNATURE OF HOUSING REHABILITATION INSPECTOR	DATE
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